

SHIRE OF KOJONUP

Kojonup



AGENDA

Ordinary Council Meeting

12 December 2023

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is hereby given that an Ordinary Meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 12 December 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

8 December 2023

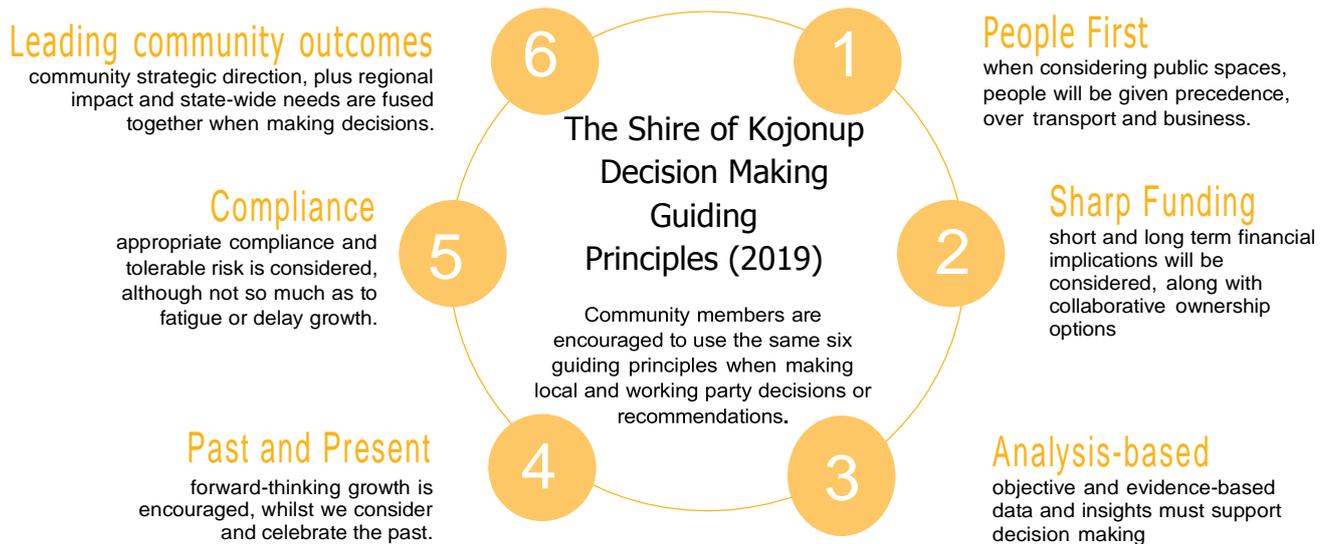
AGENDA FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 12 DECEMBER 2023

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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 Bilney

Shire President

Cr Wieringa

Deputy Shire President

Cr Radford

Cr Webb

Cr Egerton-Warburton

Cr Mathwin

Cr Mickle

STAFF

Grant Thompson

Chief Executive Officer

Judy Stewart

Manager Governance and Administration

Jill Johnson

Manager Financial and Corporate Services

Robert Jehu

Manager Regulatory Services

Estelle Lottering

Project Manager and Community Services

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

4 **DECLARATION OF INTEREST**

5 **PUBLIC QUESTION TIME**

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Not applicable

5.2 PUBLIC QUESTION TIME

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 21 NOVEMBER 2023

Unconfirmed Minutes of an Ordinary Council Meeting held 21 November 2023 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 21 November 2023 be confirmed as a true record.

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.2.1 ROBERT SEXTON – GEORGE CHURCH COMMUNITY MEDICAL CENTRE INC.

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

8 METHOD OF DEALING WITH AGENDA BUSINESS

9 REPORTS

9.1 KEY PILLAR ‘PLACE’ REPORTS

9.1.1 KOJONUP COMMUNITY MEN’S SHED INC. – LICENCE AGREEMENT/RENT WAIVER

AUTHOR	Judy Stewart, Manager Governance and Administration
DATE	Tuesday, 5 December 2023
FILE NO	CP.LEA.1
ATTACHMENT(S)	<p>9.1.1.1 - Excerpt from 20 October 2020 Ordinary Council Meeting Minutes</p> <p>9.1.1.2 - Kojonup Community Men’s Shed Inc. – correspondence</p> <p>9.1.1.3 – Excerpt from 27 July 2021 Ordinary Council Meeting Minutes</p> <p>9.1.1.4 – Excerpt from 7 February 2023 Ordinary Council Meeting Minutes</p> <p>9.1.1.5 – Excerpt from 28 February 2023 Special Council Meeting Minutes</p> <p>9.1.1.6 – Excerpt from 16 May 2023 Ordinary Council Meeting Minutes</p> <p>UNDER SEPARATE COVER</p> <p>9.1.1.7 - Licence Agreement and Appendix A</p>

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Lifestyle	2. Proactive Community Spirit 12. A High Performing Council	2.6 Wellbeing Advancement 12.6 SoK asset management

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider extending a licence agreement with the Kojonup Community Men’s Shed Inc. (Men’s Shed) for the use of premises at 133/135 Albany Highway, Kojonup and to continue foregoing rent until the new Men’s Shed has been constructed and is operational.

BACKGROUND

The following summarises the Council decisions listed below:

At Council’s 27 July 2021 Ordinary Meeting, the Men’s Shed had its licence to operate from the premises at 133/135 Albany Highway extended to 30 June 2023 and had its rent foregone

on the basis that a grant application to replace the existing shed with a new shed was successful. As at 27 July 2021, it was the intention to place a new shed on Lot 507 (Reserve 51700) located between Benn Parade and Gordon Street.

Subsequently, a grant application was successful and a Request for Proposal (RFP 01 of 2022/2023) was taken to Council's 7 February 2023 whereupon it was tabled for discussion at Council's 28 February 2023 with a request to the Chief Executive Officer to investigate the option of placing the new men's shed on the existing men's shed location at 133/135 Albany Highway, Kojonup.

At its 28 February 2023 Special Council Meeting, Council resolved to endorse RFP 01 of 2022/2023 with the site location, site parameters and map for the new men's shed changed to accommodate the construction of the new men's shed at 135 Albany Highway, Kojonup.

At its 16 May 2023 Ordinary Meeting, Council resolved to accept proposals for the following components (one proposal received for each component):

1. site preparation and services excavation, plumbing services and construction; and
2. electrical works.

The Manager Regulatory Services has advised that due to inclement weather and changes to floor plans since May 2023, construction has been delayed.

Council, at its 20 October 2020 Ordinary Meeting, resolved as follows:

132/20

That Council, conditional upon the Men's Shed contributing an amount to be negotiated towards the architectural designs of a new Benn Parade joint facility,

- 1. Agrees to amend its licence agreement with the Kojonup Community Men's Shed Inc. (Men's Shed) for 133/135 Albany Highway, Kojonup, by foregoing rental charges until the expiry of the current licence agreement (30 June 2021) and that both parties re-consider this arrangement prior to the expiry of the licence agreement on 30 June 2021 if wishing to continue the licence arrangement after that date;*

AND

- 2. Agrees to Men's Shed's use of the space previously leased to another party, as per the attached diagram and within the scope of the above existing licence agreement.*

Council, at its 27 July 2021 Ordinary Meeting, resolved as follows:

79/21

That:

- 1) The draft Licence Agreement (Agreement) with the Kojonup Community Men's Shed Inc. (Men's Shed), as amended and attached, be endorsed for a further twelve months to 30 June 2022; and*
- 2) The Agreement be automatically extended to 30 June 2023 if:*

By 30 June 2022, a grant application is successful to build a new, community shared facility on Lot 507, Reserve 51700; and

The Shire of Kojonup has obtained permission from the Department of Planning, Lands and Heritage and The State Heritage Council respectively, by 30 June 2022, to change the purpose of Reserve 51700 to include community uses and to place a new building on Lot 507, Reserve 51700.

Council, at its 7 February 2023 Ordinary Meeting, resolved as follows:

6/23

That the Kojonup Community Men’s Shed Request for Proposal 01 of 2022/2023 (RFP) report be tabled for discussion at a Special Council Meeting on 28 February 2023 and that the Chief Executive Officer investigate the option of a new Men’s Shed location being on the existing Men’s Shed site (Lot 135 Albany Highway, Kojonup) and report to Council on the impact taking into consideration the following:

- 1. Regulatory requirements to remediate the site prior to any construction;*
- 2. Demolition of the existing Men’s Shed (including removal of asbestos);*
- 3. Decommissioning of underground fuel tanks;*
- 4. Remediation of the soil where required;*
- 5. Inclusion of dust extraction equipment; and*
- 6. Formation of a car park on the title.*

Council, at its 28 February 2023 Special Council Meeting, resolved as follows:

13/23

That Council:

- 1. Endorses the Kojonup Community Men’s Shed Request for Proposal 01 of 2022/2023, as per Attachment 9.1.1.5 with the following change: the site location, site parameters and map be 135 Albany Highway, Kojonup, and*
- 2. Authorises the Chief Executive Officer to proceed with the Request for Proposal process.*

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

49/23

That Council:

- 1. Accepts the Proposal from Action Sheds for \$467,422 for Site Preparation and Services Excavation, Plumbing Services, and Construction components of a new Men’s Shed at Lot 135 Albany Highway, Kojonup;*
- 2. Accepts the Proposal from BK Thomson Electrical Service for \$46,635.60 for the electrical works component associated with the construction of a new Men’s Shed at Lot 135 Albany Highway, Kojonup; and*
- 3. Authorises the Chief Executive Officer (CEO) to:*
 - a) conduct due diligence on the successful proponents to satisfy the CEO of their ability to deliver the works on-time, within budget and to the quality standards required; and*
 - b) if the CEO is satisfied with the due diligence, proceed to contract the successful proponents for construction of the Men’s Shed based on the submitted proposals.*

COMMENT

Due to delays outside the Kojonup Men’s Shed Inc.’s control, the construction of the new men’s shed has extended past the previously resolved extended Licence and waiver of rent period (30 June 2023).

The author is now requesting Council acknowledges that the Licence agreement has expired and that, with imminent demolition of the existing building and construction of the new men’s shed, Council continues to forego the rent fee for the men’s shed premises and requests drafting of a new Licence agreement by officers in readiness for tenancy of the new men’s shed upon its completion and readiness for occupation.

CONSULTATION

Manager Regulatory Services – delay in construction advice

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Men’s Shed has previously retrospectively paid \$2,600 per annum (\$50 per week) to operate out of 133/135 Albany Highway, Kojonup. This amount was initially waived (Council Motion 44/20), along with fees/rentals for other community organisations, due to situations caused by COVID-19. Following the initial waiving of fees and rentals, Men’s Shed’s financial position and its intention to apply for grant funding for a new facility was considered by Council in October 2020 resulting in rent foregone for the remainder of the Licence agreement to 30 June 2021 (Council Motion 132/20).

Council, at its 27 July 2021 Ordinary Meeting, extended its Agreement with the Men’s Shed to 30 June 2023 on the basis that a grant application for replacement of the shed was successful.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6 – Engagement	Inadequate involvement with or support of community groups	Support local community Volunteer groups	Nil
10 – Management of Facilities, Venues and Events	Stressful interactions with hirers/users (financial issues or not adhering to rules of use of facility)	Lease agreements for Shire facilities	

Risk rating: Adequate

IMPLICATIONS

Two risks are evident should the Men’s Shed become financially unsustainable due partly to the combined costs of outgoings and rental payments (the latter imposed by the Shire).

These risks include:

- *reputation* given that three like or larger sized Men’s Sheds in surrounding areas are provided premises at a peppercorn rate by their local governments; and
- *health* given that the loss of an activity dedicated to men’s health and wellbeing would no longer be available within the community at a time when men’s mental health is a major health focus both nationally and in country areas.

ASSET MANAGEMENT IMPLICATIONS

Regular and continued use of a facility ensures that a building has occupants who report to Council should damage occur or the need for repairs arise.

As a building asset, capital and maintenance responsibilities will occur as the building ages – responsibility for maintenance will depend on future licence agreement arrangements with users of the facility.

The new building will sit within the Shire’s Building Assessment Framework.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority – continued waiving of rent fee

OFFICER RECOMMENDATION

1. That Council acknowledges that its Licence agreement with the Kojonup Men’s Shed Inc. (Men’s Shed) has expired and approves continued waiving of a rent fee (retrospective from 01 July 2023) for the men’s shed premises until such time that a new men’s shed is ready for occupation by the Kojonup Men’s Shed Inc.
2. That Council requests that the Chief Executive Officer drafts a new Licence agreement in readiness for the Kojonup Men’s Shed Inc.’s tenancy of the new men’s shed, for Council and Men’s Shed consideration.

9.2 KEY PILLAR ‘ECONOMICS’ REPORTS

9.3 KEY PILLAR ‘VISITATION’ REPORTS

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY FINANCIAL STATEMENTS (OCTOBER AND NOVEMBER 2023)

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Wednesday, 6 December 2023
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statements 1 to 31 October 2023 9.4.1.2 – Monthly Financial Statements 1 to 30 November 2023

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the periods ending 31 October 2023 and 30 November 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 Statements of Financial Activity for the period 1 July 2023 to 30 November 2023 represents three (5) months, or 41% of the year.

The following items are worthy of noting:

- Closing surplus position of \$6,045,248.
- Capital expenditure achieved 19.1% of budgeted projects.
- Cash holdings of \$9,715m of which \$3.454m is held in cash backed reserve accounts and \$6.261 is unrestricted cash.
- Rates debtors outstanding equate to 29% of total rates raised for 2023/2024.
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year to date actuals in accordance with Council Policy 2.1.6.

CONSULTATION

D L Consulting – Monthly Financial Statements

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the monthly financial statements for the periods ending 31 October 2023 and 30 November 2023, as attached, be noted.

9.4.2 MONTHLY PAYMENTS LISTINGS – 1 TO 31 OCTOBER 2023 AND 1 TO 30 NOVEMBER 2023

AUTHOR	Tonya Pearce – Finance and Rates Officer
DATE	Tuesday, 05 December 2023
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 – Monthly Payments Listing - 1 to 31 October 2023 9.4.2.2 – Monthly Payments Listing - 1 to 30 November 2023

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

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the months of October and November 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 October 2023		TO – 30 November 2023
Municipal Cheques	14370-14373	\$27,390.85
EFTs	32828 - 33236	\$1,739,312.31
Direct Debits		\$1,336,795.35
Total		\$3,103,498.51

be received.

9.4.3 SHIRE OF KOJONUP CAT REPEAL LOCAL LAW 2024 AND SHIRE OF KOJONUP CATS LOCAL LAW 2024

AUTHOR	Stephanie Swain – Senior Ranger
DATE	Tuesday, 5 December 2023
FILE NO	LE.LCL.3
ATTACHMENT(S)	9.4.3.1 – Proposed <i>Shire of Kojonup Cats Local Law 2024 – Draft</i> 9.4.3.2 – Proposed <i>Shire of Kojonup Cat Repeal Local Law 2024 – Draft</i> 9.4.3.3 - Attachment - Ordinary Council Meeting Minutes - 26 September 2023 excerpt - 9.4.3 – <i>Shire of Kojonup Cat Local Law 2023</i> 9.4.3.4 - Email correspondence received from Department of Local Government, Sport and Cultural Industries – 3 November 2023

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider the amended *Shire of Kojonup Cats Local Law 2024* and *Shire of Kojonup Repeal Cat Local Law 2024* for proposal and public consultation.

BACKGROUND

At its Ordinary Meeting held on 18 April 2023, Council resolved to propose the *Shire of Kojonup Cats Local Law 2023* and the *Shire of Kojonup Repeal Cat Local Law 2023* in conjunction with an agreed undertaking with the Joint Standing Committee on Delegated Legislation (JSCDL).

The *Shire of Kojonup Repeal Cat Local Law 2023* and the *Shire of Kojonup Cats Local Law 2023* were proposed with the following purpose and effect:

SHIRE OF KOJONUP CAT REPEAL LOCAL LAW 2023

PURPOSE: To repeal the *Shire of Kojonup Cat Local Law 2022*.

EFFECT: The local law will be revoked and abrogated.

SHIRE OF KOJONUP CATS LOCAL LAW 2023

PURPOSE: *To provide additional controls and management of matters relating to cats that are not specified in the Cat Act 2011, and to further promote and encourage responsible cat ownership.*

EFFECT: *The effect of this local law is to provide a framework for the control of nuisance cats, cat management facilities and limits on the number of cats permitted to be kept, in line with the provisions contained within the Cat Act 2011 and the Local Government Act 1995.*

Further background on the *Shire of Kojonup Cat Local Law 2023* and *Shire of Kojonup Cat (Repeal) Local Law 2023* is detailed in the Shire of Kojonup (Shire) 26 September 2023 Ordinary Council Meeting minutes excerpt attached (9.4.3.3).

At Council's Ordinary Council Meeting held 26 September 2023, the amended proposed Local Laws were presented to Council where they were endorsed for re-advertisement. On Thursday, 12 October 2023, the Local Laws were publically advertised for a period of 6 weeks.

During this second round of public consultation, the Shire received further comment from the Department of Local Government, Sport and Cultural Industries (DLGSCI) dated 3 November 2023 (attachment 9.4.3.4). These comments suggest further amendments and are excerpted below:

'Cat Repeal Local Law 2023

The Department did not identify any issues regarding this local law.

Cat Local Law 2023

1. Minor Edits

- *Clause 1.4 can be deleted, as the Shire is already repealing this local law via the Cat Repeal Local Law 2023. Alternatively, if this clause is retained, the repeal local law is unnecessary.*
- *Clause 1.5:*
 - *In the definition of "Act" change the citation to italics.*
 - *Remove the capital letters from all definitions except those in which a capital is required (e.g. Act, CEO, Local Government).*
 - *In the definition of nuisance at the end of paragraph (b) insert "and".*
 - *Create a definition for "children's playground".*
- *Clause 3.3: Change "clause 4.2" to "clause 3.2".*
- *Clause 3.4: In subclause (2) change "clause 4.3" to "clause 3.3".*
- *Clause 3.6(1)(a): Change "clause 4.8" to "cause 3.7".*
- *Clause 4.4: Update the cross references.*
- *Clause 5.2: Change "section 6.1" to "clause 5.1".*
- *Schedule 2: In the second column, change "4.7(3)" to "3.7(3)".*
- *Replace all instances of "shall" with "must".'*

The DLGSCI also noted that the Shire only met the minimum requirements of the public advertisements as per the *Local Government Act 1995*, and mentioned the following:

'Public notice

The Shire has provided sufficient evidence of public notice as required by the local law checklist.

However, the Shire should be aware that the Act requires several kinds of notice to be issued in order for "local public notice" to have occurred (e.g. notice on website). The Shire should ensure that these additional elements have also been met.'

No further comments or submissions surrounding the proposed local laws were received.

COMMENT

These Local Laws have been previously referred to as 2023 local laws; however, as their gazettal will now occur in 2024, they have been updated and from hereon will be referred to as 2024 local laws. The attached draft local laws have also been updated to 2024.

All suggestions for amendments made by the DLGSCI have been implemented into the draft *Shire of Kojonup Cats Local Law 2024* and *Shire of Kojonup Repeal Cat Local Law 2024* (as attached at 9.4.3.1 and 9.4.3.2) for consideration.

As suggested by the DLGSCI, a definition of 'Children's Playground' was inserted into the *Shire of Kojonup Cats Local Law 2024* as follows:

'Children's playground means an outdoor area designated for children's play; and is inclusive of any sandpit area, playground equipment or within any fenced playground boundary;'

The afore-mentioned amendments (mainly the removal of Clause 1.4 and the insertion of a definition for 'Children's Playground') being made to the draft *Shire of Kojonup Cats Local Law 2024* represent what are considered to be significant changes to what was initially proposed to Council on 26 September 2023.

The Shire also recognises that the Joint Standing Committee on Delegated Legislation (JSCDL) may note that, without having the *Shire of Kojonup Cats Local Law 2024*, *Shire of Kojonup Cat (Repeal) Local Law 2024* and the *Shire of Kojonup Parking (Amendment) Local Law 2024* advertised on the Shire website for the entire 6 week consultation period, may affect the legislative process and their decision to support the Local Laws.

This, in turn, requires Council to re-advertise the proposed local laws, inclusive of the amendments, for a period of no less than 6 (six) weeks as per Section 3.12(3) of the *Local Government Act 1995*.

CONSULTATION

Minister for Local Government, Sport and Cultural Industries
Department of Local Government, Sport and Cultural Industries

STATUTORY REQUIREMENTS

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.*

Cat Act 2011 – Section 79

79. Local laws

(1) 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 this Act.

(2) A local law made under this Act does not apply outside the local government’s district unless it is made to apply outside the district under section 80.

(3) Without limiting subsection (1), a local law may be made as to one or more of the following—

- (a) the registration of cats;*
- (b) removing and impounding cats;*
- (c) keeping, transferring and disposing of cats kept at cat management facilities;*
- (d) the humane destruction of cats;*
- (e) cats creating a nuisance;*
- (f) specifying places where cats are prohibited absolutely;*
- (g) requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats;*
- (h) limiting the number of cats that may be kept at premises, or premises of a particular type;*
- (i) the establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities;*
- (j) the regulation of approved cat breeders, including record keeping and inspection; and*
- (k) fees and charges payable in respect of any matter under this Act.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Endorses the *Shire of Kojonup Cat Repeal Local Law 2024* and the *Shire of Kojonup Cats Local Law 2024*, as presented, for proposal:
2. Pursuant to the *Local Government Act 1995* section 3.12(3) and (3a), and all other legislation enabling it, provides public notice that it proposes to make the *Shire of Kojonup Cat Repeal Local Law 2024* and the *Shire of Kojonup Cats Local Law 2024* with the following purpose and effect:

SHIRE OF KOJONUP CAT REPEAL LOCAL LAW 2024

PURPOSE: To repeal the Shire of Kojonup Cat Local Law 2022.

EFFECT: The local law will be revoked and abrogated.

SHIRE OF KOJONUP CATS LOCAL LAW 2024

PURPOSE: To provide additional controls and management of matters relating to cats that are not specified in the Cat Act 2011, and to further promote and encourage responsible cat ownership.

EFFECT: The effect of this local law is to provide a framework for the control of nuisance cats, cat management facilities and limits on the number of cats permitted to be kept, in line with the provisions contained within the Cat Act 2011 and the Local Government Act 1995;

3. Advertises the proposed local laws, as referred to in point 1 above, for a period of not less than 6 (six) weeks, with advertisements to appear in the Great Southern Herald, in the local newsletter, on Shire of Kojonup (Shire) Noticeboards and on the Shire website;
4. In accordance with the *Local Government Act 1995* section 3.12(3), advises the Minister for Local Government, Sport and Cultural Industries of the proposed local laws as referred to in Point 1 above; and
5. Considers public comments, if any, prior to consideration of adopting the proposed local laws as referred to in Point 1 above.

9.4.4 SHIRE OF KOJONUP PARKING (AMENDMENT) LOCAL LAW 2024

AUTHOR	Stephanie Swain – Senior Ranger
DATE	Tuesday, 5 December 2023
FILE NO	LE.LCL.3
ATTACHMENT(S)	<p>9.4.4.1 – Proposed <i>Shire of Kojonup Parking Amendment Local Law 2024 - Draft</i></p> <p>9.4.4.2 – Proposed <i>Shire of Kojonup Parking Local Law 2022 (Consolidated version) - Draft</i></p> <p>9.4.4.3 – Attachment - Ordinary Council Meeting Minutes - 26 September 2023 - 9.4.3 - <i>Parking Local Law 2023</i></p> <p>9.4.4.4 - Email correspondence received from Department of Local Government, Sport and Cultural Industries – 3 November 2023</p>

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</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

The purpose of this report is for Council to consider the amended *Shire of Kojonup Parking (Amendment) Local Law 2024* for proposal and public consultation.

BACKGROUND

At its Ordinary Meeting held 18 April 2023, Council resolved to propose the *Shire of Kojonup Parking (Amendment) Local Law 2023* in conjunction with an agreed undertaking with the Joint Standing Committee on Delegated Legislation (JSCDL).

The *Shire of Kojonup Parking (Amendment) Local Law 2023* was presented with the following purpose and effect:

SHIRE OF KOJONUP PARKING (AMENDMENT) LOCAL LAW 2023

PURPOSE: *To amend certain provisions of the Shire of Kojonup Parking Local Law 2022.*

EFFECT: *To provide further clarity of the requirements specified in Clause 4.5 (Event Parking) for the Shire of Kojonup to provide public notice of upcoming events and implement time limits on parking facilities utilised under this clause as well as correct typographical errors.*

Further background on the *Shire of Kojonup Parking (Amendment) Local Law 2023* is detailed in the Shire of Kojonup 26 September 2023 Ordinary Council Meeting minutes excerpt attached (attachment 9.4.4.3).

At Council's Ordinary Council Meeting on 26 September 2023, the amended proposed Local Law was presented to Council where it was endorsed for re-advertisement. On Thursday, 12 October 2023, the Local Laws were publically advertised for a period of 6 weeks.

During this second round of public consultation, the Shire of Kojonup (Shire) received further comment from the Department of Local Government, Sport and Cultural Industries (DLGSCI) dated 3 November 2023 (attachment 9.4.4.4). These comments suggest further amendments and are excerpted below:

Parking Amendment Local Law 2023

1. *Minor Edits*

- *Amend clause 2.2 to read as follows:*
 - 2.2.1. *Clause 4.5 amended*
 - Insert new subclause into clause 4.5 as follows:*
 - (1) *In this clause –*
 - 'particular event' means an event at which entertainment is provided to the public on an irregular basis whether from an entertainment venue or from some other place;*
 - *Switch clause 2.2 and 2.3 around, so that clause 2.3 amendments occur first. Alternatively, merge clause 2.2 and 2.3 together and ensure the insertion of the new subclause (1) occurs after the previous subclause (1) is renumbered.*
 - *Reword clause 2.4 to correct syntax as follows:*
 - 2.4 *Clause 3.7(2)(b) amended*
 - In clause 3.7(2)(b) delete "either the driver of motor vehicle" and replace with "either the driver or a passenger in the motor vehicle".*
 - *Clause 2.5: The deletion of "is" in paragraph (a) still results in an issue where paragraphs (b) and (c) don't flow correctly. The Shire may wish to delete the first instance of "is" instead as this will result in all three paragraphs reading correctly.*
 - *Clause 2.8: After "delete" insert "all instances of".*

The DLGSCI also noted the Shire only met the minimum requirements of the public advertisements as per the *Local Government Act 1995*, and mentioned the following:

'Public notice

The Shire has provided sufficient evidence of public notice as required by the local law checklist.

However, the Shire should be aware that the Act requires several kinds of notice to be issued in order for "local public notice" to have occurred (e.g. notice on website). The Shire should ensure that these additional elements have also been met.'

No further comments or submissions surrounding this proposed local law were received.

COMMENT

This Local Law has been previously referred to as a 2023 local law; however, as its gazettal will now occur in 2024, it has been updated and from hereon will be referred to as a 2024 local law. The attached draft local laws have also been updated to 2024.

All amendments suggested by the DLGSCI have been incorporated into the newly proposed *Shire of Kojonup Parking (Amendment) Local Law 2024*; both this local law and the *Shire of Kojonup Parking Local Law 2022 (consolidated version)* (as attached at 9.4.4.1 and 9.4.4.2) for consideration.

The format style of the *Shire of Kojonup Parking (Amendment) Local Law 2024 (Local Law)* has also been modified to provide for consistency with the DLGSCI's suggestions.

The Shire recognises that these amendments are only minor and do not affect the rights, obligations or entitlements of the *Local Law* and, therefore, does not deem this *Local Law* to be significantly different to what was first proposed to Council on the 26 September 2023.

However, officers also recognise that the Joint Standing Committee on Delegated Legislation (JSCDL) may note that, without having the *Shire of Kojonup Parking (Amendment) Local Law 2023* advertised on the Shire website for the entire 6 week consultation period, this may affect the legislative process and their decision to support the *Local Law*.

This, in turn, requires Council to re-advertise the proposed local laws, inclusive of the amendments, for a period of no less than 6 (six) weeks as per Section 3.12(3) of the *Local Government Act 1995*.

CONSULTATION

Minister for Local Government, Sport and Cultural Industries
Department of Local Government, Sport and Cultural Industries

STATUTORY REQUIREMENTS

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 and gazettal of the afore-mentioned local laws, for which there is provision within the budget at Chart of Account code 1922 - Advertising.

RISK MANAGEMENT IMPLICATIONS

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

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Proposes the *Shire of Kojonup Parking (Amendment) Local Law 2024* and the *Shire of Kojonup Parking Local Law 2022*, as presented; and
2. Pursuant to the *Local Government Act 1995* section 3.12(3) and (3a), and all other legislation enabling it, provides public notice that it proposes to make the *Shire of Kojonup Parking (Amendment) Local Law 2024* and the *Shire of Kojonup Parking Local Law 2022* with the following purpose and effect:

SHIRE OF KOJONUP PARKING (AMENDMENT) LOCAL LAW 2024

PURPOSE: To amend certain provisions of the Shire of Kojonup Parking Local Law 2022.

EFFECT: To provide further clarity of the requirements specified in Clause 4.5 (Event Parking) for the Shire of Kojonup to provide public notice of upcoming events and implement time limits on parking facilities utilised under this clause as well as correct typographical errors.

3. Advertises the proposed local laws, as referred to in point 1 above, for a period of not less than 6 (six) weeks with advertisements to appear in the Great Southern Herald, the local newsletter circulating within the district, Shire of Kojonup (Shire) Notice Boards and on the Shire website;
4. In accordance with the *Local Government Act 1995* section 3.12(3), advises the Minister for Local Government, Sport and Cultural Industries of the proposed local laws, as referred to in Point 1 above; and
5. Considers public comments, if any, prior to consideration of adopting the proposed local laws as referred to in Point 1 above.

9.4.5 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES – 8 AUGUST 2023 AND 7 NOVEMBER 2023 AND ENDORSEMENT OF A DUAL FIRE CONTROL OFFICER WITH THE SHIRE OF WEST ARTHUR

AUTHOR	Estelle Lottering – Project Manager and Community Services
DATE	Friday, 1 December 2023
FILE NO	ES.CIR.2
ATTACHMENT(S)	9.4.5.1 – BFAC Minutes – 8 August 2023 - Confirmed 9.4.5.2 – BFAC Minutes – 7 November 2023 – Unconfirmed 9.4.5.3 – Appointment of Dual Fire Control Officer for the 2023/2024 Fire Season

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the confirmed minutes of a BFAC meeting held 8 August 2023 and the unconfirmed minutes of a BFAC meeting held 7 November 2023 and endorse the appointment of a Dual Fire Control Officer from the Shire of West Arthur for the 2023/2024 fire season.

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. Minutes of these meetings are presented to Council to be received.

COMMENT

Confirmed minutes of BFAC meeting held 8 August 2023 and unconfirmed minutes of a BFAC meeting held 7 November 2023 are attached for Council to receive.

Correspondence is also attached, from the Shire of West Arthur, requesting endorsement of a Dual Fire Control Officer for the 2023/2024 fire season.

CONSULTATION

Members of the Bush Fire Advisory Committee.

STATUTORY REQUIREMENTS

Section 38, 40 & 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

<p>OFFICER RECOMMENDATION</p> <ol style="list-style-type: none"> 1. That the confirmed minutes of a Bush Fire Advisory Committee meeting held 8 August 2023 be received. 2. That the unconfirmed minutes of a Bush Fire Advisory Committee meeting held 7 November 2023 be received. 3. That Council endorses the appointment of Neil Morrell as a Dual Fire Control Officer with the Shire of West Arthur for the 2023/2024 fire season.

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Monday, 3 December 2023
FILE NO	PE.AUT.2
ATTACHMENT(S)	9.4.6.1 Delegation Register – existing (2022) copy – showing changes

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

DECLARATION OF INTEREST

Nil

SUMMARY

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

BACKGROUND

Section 5.46 (2) of the *Local Government Act 1995* requires that delegations be reviewed at least once every financial year. Council’s Delegation Register was last reviewed by the Council in October 2022.

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

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

COMMENT

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

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

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

- ADMIN 018 – Donations to Local Groups or Individuals

Addition of Chief Executive Officer (CEO) having delegated authority to determine waiving fees for community asset use when there is a benefit to the community or special groups.

- EMPL 004 – Staff Employment, Salaries & Contracts
Addition of CEO having delegated authority to negotiate contracted positions with flexibility to package remuneration to suit recruitment requirements.
- FIN 001 – Payments from Municipal & Trust Fund
Update of sub-delegation authority.
- RANGER 002 – Appointment of Authorised Persons
Re-numbered to be RANGER 006 for logical sequencing of delegations.
- RANGER 003 – Institute Proceedings for Offences under the *Caravan Parks and Camping Grounds Act 1995*
New delegation.
- RANGER 004 – Institute Proceedings for Offences under the *Litter Act 1979*
New delegation.
- RANGER 005 – Institute Proceedings for Offences under the *Control of Vehicles (Off-Road Areas) Act 1978*
New delegation.
- RANGER 006 – Appointment of Authorised Persons
Re-numbering of RANGER 002 for logical sequencing of delegations.

CONSULTATION

Chief Executive Officer
Manager Works and Services
Manager Springhaven
Manager Regulatory Services
Manager Financial and Corporate Services
Project Manager and Community Services
Manager Kodja Place, Tourism and Marketing
Finance and Payroll Officer
Senior Ranger
Works Administration Officer

STATUTORY REQUIREMENTS

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

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

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

*Absolute majority required.

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

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

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

9.4.7 POLICY MANUAL REVIEW

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Thursday, 4 November 2022
FILE NO	CM.POL.2
ATTACHMENT(S)	9.4.7.1 - Policy Manual – existing (November 2022) copy showing proposed changes

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

DECLARATION OF INTEREST

Nil

SUMMARY

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

BACKGROUND

Council's Policy Manual is reviewed, in its entirety, on an annual basis and was last reviewed by Council in November 2022. Amendments to, and formation of, individual policies have been presented to Council for its consideration on an as needs basis in the interim, being incorporated into the Policy Manual at the time of amendment or formation.

COMMENT

The annual review of the Policy Manual has been undertaken by staff and proposed amendments are shown (tracked) in attachment 9.4.7.1. A summary of policies with recommended, consequential changes is as follows (other inconsequential changes include amendments relating to reviewing responsibilities [roles], updates to position titles, correction of double up [Policy 3.25]):

Policy 2.1.12 – COVID-19 Financial Hardship

- Deleted – no longer applicable.

Policy 2.2.6 – Salary Packaging

- Addition of wording to enable salary packaging flexibility for the CEO during the employee recruitment process.

Policy 2.2.7 – Staff Housing

- Updated to reflect contemporary local government recruitment practices as applicable to various roles throughout the organisation.

Policy 2.2.8 – Motor Vehicles – Officers

- Updated to reflect motor vehicle allocations as part of the local government recruitment process, delete and add conditions of use, and modify novated lease arrangements.

Policy 2.3.10 – Social Media

- Updates to roles authorised to administrate Shire Facebook pages.

Policy 3.1 – Code of Conduct

- Deleted - originally a Code of Conduct for Elected Members and Staff, superseded by Policy 3.25 Code of Conduct for Elected Members, Committee Members and Candidates

Policy 3.3 – Councillor Induction & Training

- Modified to remove references to training now covered by new Policy 3.28 – Councillors Continuing Professional Development

Policy 3.8 – Common Seal

- Update to guidelines for use of Common Seal to reflect role responsibility.

Policy 3.15 – Citizenship Ceremonies

- Updated to reflect all roles currently authorised to officiate at Citizenship Ceremonies.

Policy 3.20 – Motor Vehicle Use – Shire President

- Deleted to reflect current non-provision of a vehicle specifically allocated to the Shire President.

Policy 3.23 – Legal Representation Costs Indemnification

- Addition of Point 8 relating to not refusing a request for legal funding if the request is on reasonable grounds.

Policy 3.27 – Attendance at Events (Councillors and Chief Executive Officer)

- Addition of new policy, formed in accordance with s. 5.90A of the *Local Government Act 1995*.

Policy 3.28 – Councillors Continuing Professional Development

- Addition of new policy, formed in accordance with s. 5.128 of the *Local Government Act 1995*.

CONSULTATION

Chief Executive Officer and Senior Management Team

Administration Staff via Administration Staff Meetings – review of a different policy on a regular basis to ensure relevance of content

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
8 - Errors, Omissions and Delays	Changes to legislation	Policies and Procedures	Nil
<i>Risk rating - Adequate</i>			
IMPLICATIONS			
<p>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).</p> <p>Timely updating of policies in accordance with legislation amendments assists in reducing the likelihood of non-compliance with legal requirements.</p>			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

9.4.8 TERMS OF REFERENCE – BUSH FIRE ADVISORY COMMITTEE

AUTHOR	Judy Stewart – Manager Governance and Administration
ATE	Sunday, 3 December 2023
FILE NO	GO.CNM.6
ATTACHMENT(S)	9.4.8.1 – Bush Fire Advisory Committee Terms of Reference - showing change

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

DECLARATION OF INTEREST

Nil

SUMMARY

Council to consider updating its Terms of Reference (ToR) for its Bush Fire Advisory Committee (BFAC).

BACKGROUND

At its 21 November 2023 Ordinary Meeting, Council adopted reviewed Terms of Reference for its Advisory Committees including its BFAC.

COMMENT

Since its 21 November 2023 Ordinary Meeting, Councillors have expressed a desire to increase Councillor representation on its BFAC from two (2) Councillors to four (4) Councillors.

Attachment 9.4.8.1 shows the recommended change to Councillor representation on the BFAC, as above.

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority - establishing a committee and its terms of reference

OFFICER RECOMMENDATION

That Council amends its Terms of Reference for its Bush Fire Advisory Committee by increasing Councillor representation from two (2) Councillors to four (4) Councillors.

9.4.9 TERMS OF REFERENCE – ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE

AUTHOR	Grant Thompson – Manager Governance and Administration
ATE	Sunday, 3 December 2023
FILE NO	GO.CNM.6
ATTACHMENT(S)	9.4.9.1 – Roads and Technical Services Advisory Committee Terms of Reference

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

DECLARATION OF INTEREST

Nil

SUMMARY

Council to consider creating an internal advisory committee with the Terms of Reference (ToR) for a Roads and Technical Services Advisory Committee (RTSAC).

BACKGROUND

Council has previously requested and demonstrated an interest in a roads liaison committee to be established as an avenue for transferring information to the Council on roads and technical services; in particular, the long term planning information regarding road formation and funding options.

COMMENT

Shire of Kojonup (Shire) officers are recommending a Roads and Technical Services Advisory Committee be established based on the presented ToR.

The RTSAC will be created to oversee and make recommendation to the Council on all matters pertaining to the long term planning of civil and technical services to assets and roads, and on all matters concerning the capital upgrades and to the maintenance of those assets. This includes roads and all civil or technical works.

There are no community members recommended for membership of the RTSAC; membership is recommended to be three (3) Councillors and two (2) proxy delegates for continuity.

The ToR for the new RTSAC are at attachment 9.4.9.1.

CONSULTATION

Shire President
 Briefing Sessions
 Manager Governance and Administration

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority - establishing a committee and its terms of reference

OFFICER RECOMMENDATION

That Council creates a Roads and Technical Services Advisory Committee based on the presented Terms of Reference with representation from the following elected Councillors:

Cr. _____

Cr. _____

Cr. _____

Proxy Delegates

Cr. _____

Cr. _____

9.4.10 ADVISORY COMMITTEES OF COUNCIL – APPOINTMENT OF ELECTED MEMBERS FOLLOWING ELECTION

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Sunday, 3 December 2023
FILE NO	GO.CNM.9
ATTACHMENT(S)	9.4.10.1 – Advisory Committees of Council – Terms of Reference UNDER SEPARATE COVER 9.4.10.2 – Expression of Interest – Community Representative Position – Audit and Risk Committee

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

DECLARATION OF INTEREST

Nil

SUMMARY

To review elected member representation on Council Advisory Committees following the October 2023 local government elections.

BACKGROUND

All appointments to committees, whether the person is an elected member, employee or community member, expired on 21 October 2023 in line with the local government election.

Since March 2004, the Council has dispensed with the structure of standing committees reporting to the Council each month in favour of a process where everything comes before the Council. Since this time, the Council has established an Audit and Risk Committee (required by legislation) and numerous formal advisory committees for specialist items and large projects.

At its Special Council Meeting held 7 November 2023, Council appointed Councillor delegates to External Organisations as follows:

That Council appoints delegates to local and regional organisations as follows:

(a) GREAT SOUTHERN ZONE OF WA LOCAL GOVERNMENT ASSOC.

Members President and Deputy President

Deputies Cr Egerton-Warburton and Cr Mathwin

(b) SOUTHERN LINK VROC (Voluntary Regional Organisation of Councils)

Members President and Deputy President

Deputy Cr Mathwin

GREAT SOUTHERN JOINT DEVELOPMENT ASSESSMENT PANEL

(subject to approval of the Minister for Planning)*

Members Cr Bilney and Cr Egerton-Warburton

Deputy Cr Mickle and Cr Radford

(c) GREAT SOUTHERN REGIONAL ROAD GROUP

Member Cr Webb

Deputy Cr Radford

(d) GREAT SOUTHERN RECREATION ADVISORY GROUP

Member Cr Mickle

Deputy -

(e) GREAT SOUTHERN TREASURES

Member Cr Wieringa

CEO or the nominated delegate

(f) KOJONUP HOMES FOR THE AGED COMMITTEE

Member Cr Mathwin

Deputy Cr Mickle

(g) KODJA PLACE COMMUNITY FUND INC.

Member Shire President

Member Deputy Shire President

Proxy Cr Egerton-Warburton

At Council's 21 November 2023 Ordinary Meeting, the Terms of Reference for Council's Advisory Committee's were reviewed and amended where applicable. At this meeting, an Historical, Tourism and Cultural Committee was formed and the Springhaven Working Group was re-named Kojonup Aging in Place Committee.

The current Terms of Reference for Council's Advisory Committees are at attachment 9.4.9.1.

Councillors, at their 7 November 2023 Briefing Session, also discussed the formation of a committee to advise on Works and Services matters. The formation and terms of reference for this new committee are addressed previously in this agenda for Council's consideration.

COMMENT

Committee representation should be considered on the basis of equitable distribution amongst Councillors, utilisation of specific skills where appropriate, or to add diversity to existing groups to ensure the appropriate mix of skills are present.

The *Act* does not specifically mention anything about Deputies or proxies other than Deputy President and Deputy Presiding members. One of the pillars upon which the *Local Government Act 1995* is built, is for better decision-making and more efficient and effective local government (*Ref: Section 1.3 (2)*). Consequently, there is nothing that precludes Council from appointing deputies for each Committee.

FORMAL ADVISORY COMMITTEES

Established under the *Local Government Act 1995*, these Committees are an immediate extension of the Council. Each meeting shall be called, conducted and recorded in accordance with the *Act* (i.e. local public notice of meetings, public question time, Local Government (Council Meetings) Local Law 2020, formal minutes, etc.).

Minutes of these meetings will be presented to the Council and all recommendations are considered through a written report.

Formal Advisory Committees include:

Audit and Risk Committee
Bush Fire Advisory Committee
Kojonup Natural Resource Management (NRM) Advisory Committee
Disability Access and Inclusion Committee

Earlier in this agenda (see Item 9.4.8), Council will have considered amending Councillor representation on its Bush Fire Advisory Committee (BFAC); Councillor representation on the BFAC will be dependent on the outcome of Item 9.4.8.

To date, one Expression of Interest has been received for a Community representative position on Council's Audit and Risk Committee; please see Under Separate Cover attachment 9.4.10.2.

OTHER SHIRE COMMITTEES

These Committees are less formal groups established by the Council. While they play an equally important advisory role to the Council's decision making process, they are not established in accordance with *Section 5.8* of the *Local Government Act 1995* and are deliberately less formal than the Advisory Committee's to better reflect the subject matter concerned.

Minutes of these meetings will be presented to the Council to ensure information flow.

Other Shire Committees include:

Kojonup Spring Advisory Committee
Kojonup Aging in Place Committee
Historical, Tourism and Cultural Committee
Road and Technical Services Advisory Committee

The following Council Advisory Committee's were appointed Council and Employee delegates for the previous 2021 to 2023 term as follows:

AUDIT AND RISK COMMITTEE

James Hope
Roger House
Cr Paul Webb
Cr Roger Bilney
Cr Alan Egerton-Warburton
Cr Kevin Gale

BUSHFIRE ADVISORY COMMITTEE

Voting Members
Cr Ned Radford
Cr Paul Webb

The President of the Kojonup Bushfire Association;
The Chief Bush Fire Control Officer;
The Deputy Chief Bush Fire Control Officer;
Senior Fire Control Officer (Zulu)
Senior Fire control Officer (Zulu)
Secretary of the Kojonup Bushfire Association
Captain of the Volunteer Fire and rescue Service

KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE

Kath Mathwin
Jennifer Edgerton-Warburton
Cr Roger Bilney
Cr Felicity Webb

DISABILITY ACCESS AND INCLUSION

Community members – Nick Trethowan, Cathy Shand and Goldie Hendricks;
Community organisations – up to four Carers/Service providers who work with people covered by the DAIP and will be represented by one representative of each;
Elected members:
Cr Parminder Singh
Cr Gale (proxy delegate)
Chief Executive Officer or delegate will act as Chair;

KOJONUP SPRING ADVISORY COMMITTEE

Three (3) members from the Kojonup Aboriginal Corporation;
Cr Cindy Wieringa;
Cr Felicity Webb;
Cr Alan Egerton Warburton;

SPRINGHAVEN WORKING GROUP

Cr Radford
Cr Bilney
Cr Egerton-Warburton

CONSULTATION

Briefing Sessions – 7 November 2023

STATUTORY REQUIREMENTS

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

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

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

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

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

1. That Council appoints the following membership to its Formal Advisory Committees as follows:

AUDIT AND RISK COMMITTEE

Community Member

Community Member

Cr _____

Cr _____

Cr _____

Cr _____

BUSHFIRE ADVISORY COMMITTEE

Voting Members

Cr _____

Cr _____

Cr _____

Cr _____

The President of the Kojonup Bushfire Association

The Chief Bush Fire Control Officer

The Deputy Chief Bush Fire Control Officer

Senior Fire Control Officer (Zulu)

Senior Fire control Officer (Zulu)

Secretary of the Kojonup Bushfire Association

Captain of the Volunteer Fire and rescue Service

KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE

Community Member

Community Member

Community Member

Cr _____

Cr _____

DISABILITY ACCESS AND INCLUSION

Community Member

Community Member

Community Organisation

Community Organisation

Elected members:

Cr _____

Cr _____ (proxy delegate)

Chief Executive Officer or delegate will act as Chair

2. That Council appoints the following membership to its other Shire Advisory Committees as follows:

KOJONUP SPRING ADVISORY COMMITTEE

Three (3) Members from the Kojonup Aboriginal Corporation

Cr _____

Cr _____

Cr _____

KOJONUP HISTORICAL, TOURISM AND CULTURAL COMMITTEE

Three (3) Community Members

Cr _____

Cr _____ (proxy delegate)

KOJONUP AGING IN PLACE COMMITTEE

External Independent Persons with relevant expertise (as determined by Council)

Cr _____

Cr _____

Cr _____

That Council appoints Cr _____ as the Chairperson of the Kojonup Aging in Place Committee.

ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE

Cr _____

Cr _____

Cr _____

Cr _____ (proxy delegate)

Cr _____ (proxy delegate)

9.4.11 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES – 7 AUGUST 2023 AND 6 NOVEMBER 2023

AUTHOR	Estelle Lottering – Project Manager and Community Services
DATE	Monday, 4 December 2023
FILE NO	ES.MET.1
ATTACHMENT(S)	9.4.11.1 – Confirmed LEMC Meeting Minutes – 7 August 2023 9.4.11.2 – Unconfirmed LEMC Meeting minutes – 6 November 2023

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the confirmed minutes of LEMC Meeting held 7 August 2023 and the unconfirmed minutes of a LEMC meeting held 6 November 2023.

BACKGROUND

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

COMMENT

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

CONSULTATION

Members of the Local Emergency Management Committee.

STATUTORY REQUIREMENTS

Section 38 of the *Emergency Management Act 2005*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

1. That the confirmed minutes of a Local Emergency Management Committee Meeting held 7 August 2023 be received.
2. That the unconfirmed minutes of a Local Emergency Management Committee Meeting held 6 November 2023 be received.

9.4.12 JINGALUP GOLF COURSE - RESERVE 18033 - MANDATE REVOCATION

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 8 December 2023
FILE NO	R18033
ATTACHMENT(S)	<p>9.4.12.1 – Email - Department of Planning, Lands and Heritage – Reserve 18033</p> <p>9.4.12.2 – Email – A Caldwell – confirmation of Jingalup Golf Club being defunct</p> <p>9.4.12.3 – Landgate – Reserve 18033</p>

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
4. Performance	12. A High Performing Council	12.6 SOK Asset Management

DECLARATION OF INTEREST

Nil

SUMMARY

To request the revocation of the Management Order on Reserve 18033 (Reserve) related to the Jingalup Golf Course.

BACKGROUND

As Council is aware, the Shire of Kojonup (Shire) is requesting the Management Order be lifted from Reserve 18033 in relation to the Jingalup Golf Club and transferred to the Shire due to the fact that the Jingalup Golf Club (Incorporated) is defunct and no longer exists. Currently, the golf course is not being managed and looked after.

COMMENT

Officers are recommending that the Council request the Management Order be lifted from Reserve 18033 (currently under the management of Jingalup Golf Club Inc.) with a view to the Shire eventually taking on the Management Order and responsibility of the Reserve on behalf of the Jingalup Community.

The Management Order will require the Shire at all times to be responsible for:

1. Use of the Reserve for the Designated Purpose and any activities or services to be carried out for the Designated Purpose;
2. Its care, control and management of the Reserve;
3. Use of the Infrastructure;
4. Any works to be done on the Reserve or to the Infrastructure;
5. Obtain and comply with all Authorisations required for any conduct, activity or use undertaken by the Management Body on the Reserve before that conduct, activity or use is undertaken;

6. Complying with the requirements of any other Written Law applicable to management of the land comprising the Reserve including the *Land Administration Act 1997*, *Local Government Act 1995*, *Bush Fires Act 1954*, *Wildlife Conservation Act 1950* and the *Environmental Protection Act 1986*.

CONSULTATION

Jingalup townsite Community

Council Briefing Sessions

Tanya McLean – Department of Planning, Lands and Heritage

R Radford - previous Jingalup Golf Club Treasurer

STATUTORY REQUIREMENTS

Land Administration Act 1997

Bush Fires Act 1954

Wildlife Conservation Act 1950

Environmental Protection Act 1986

Local Government Act 1995

POLICY IMPLICATIONS

There are no policy implications for this report other than identifying and establishing achievable and realistic goals and policies that meet mandatory ongoing governance and compliance of the Reserve.

FINANCIAL IMPLICATIONS

Upfront costs in this budget year of approximately \$20,000 is already budgeted and will be spent on securing the site and natural reserve activities such as weeding of the Reserve.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

The Shire will be responsible for the future management of the Reserve.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That:

1. In the absence of an Agreement from the Jingalup Golf Club (now defunct), Council notes and supports the revocation of the Management Order on Reserve 18033 (Reserve) from the Jingalup Golf Club for transferral to the Shire of Kojonup (Shire) on an 'as is' basis;
2. Council instructs the Chief Executive Officer to:
 - a. prepare a Management Plan which addresses the Shire's financial, strategic, risk and asset management implications of the Reserve and which also enables Reserve 18033 to continue supplying water to the Jingalup community;
 - b. Request the Minister for Lands (Minister) to revoke the current Management Order to 'Jingalup Golf Club Inc', pursuant to section 50(2) of the *Land Administration Act 1997 (LAA)*, providing appropriate justification (due to the

- absence of agreement from the recorded management body) that revoking the Management order is in the public interest; and
3. Council approves a request to the Minister for transferral of the Management Order over Reserve 18033 to the Shire of Kojonup, pursuant to section 46 of the LAA and, if applicable, requests an amendment/change in Reserve purpose, pursuant to section 51 LAA.

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.

	9.4.4.4	Email correspondence received from Department of Local Government, Sport and Cultural Industries – 3 November 2023
9.4.5	9.4.5.1	BFAC Minutes – 8 August 2023 – Confirmed
	9.4.5.2	BFAC Minutes – 7 November 2023 – Unconfirmed
	9.4.5.3	Appointment of Dual Fire Control Officer for the 2023/2024 Fire Season
9.4.6	9.4.6.1	Delegation Register – existing (2022) copy – showing changes
9.4.7	9.4.7.1	Policy Manual – existing (November 2022) copy showing proposed changes
9.4.8	9.4.8.1	Bush Fire Advisory Committee Terms of Reference - showing changes
9.4.9	9.4.9.1	Roads and Technical Services Advisory Committee Terms of Reference
9.4.10	9.4.10.1	Advisory Committees of Council – Terms of Reference
UNDER SEPARATE COVER	9.4.10.2	Expression of Interest – Community Representative Position – Audit and Risk Committee
9.4.11	9.4.11.1	Confirmed LEMC Meeting Minutes – 7 August 2023
	9.4.11.2	Unconfirmed LEMC Meeting minutes – 6 November 2023
9.4.12	9.4.12.1	Email - Department of Planning, Lands and Heritage – Reserve 18033
	9.4.12.2	Email – A Caldwell – confirmation of Jingalup Golf Club being defunct
	9.4.12.3	Landgate – Reserve 18033

SHIRE OF KOJONUP

Kojonup



MINUTES

Ordinary Council Meeting

21 November 2023

This document is available in other formats on request for people with disability

MINUTES OF AN ORDINARY MEETING OF COUNCIL HELD ON 21 NOVEMBER 2023

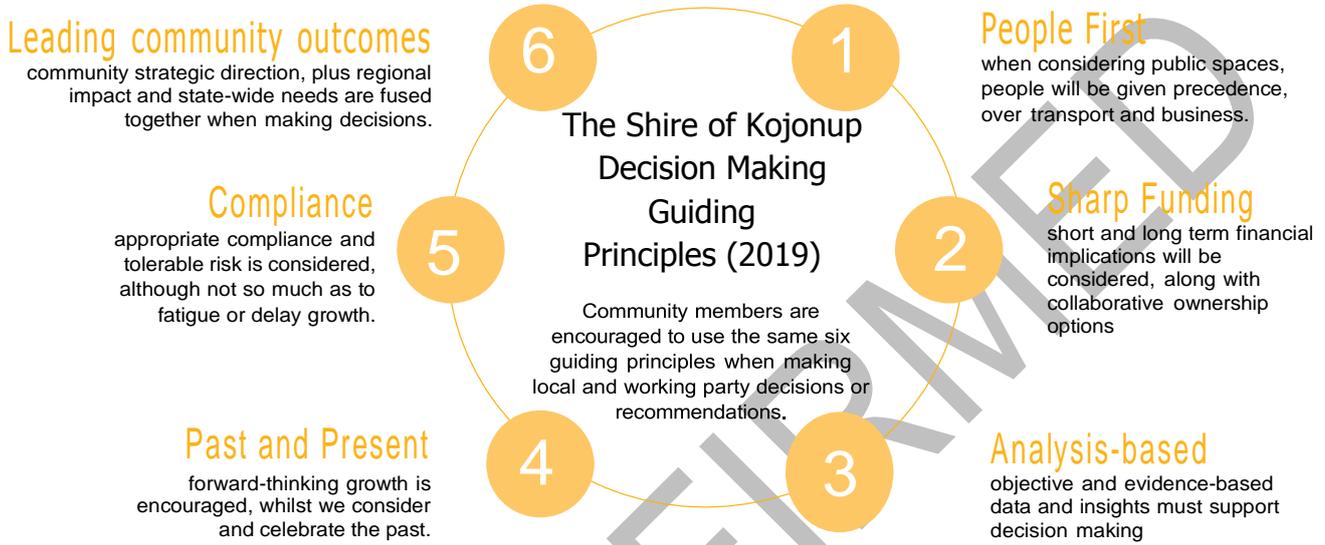
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UNCONFIRMED

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



MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President declared the meeting open at 3.02pm 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

The President welcomed guests to the meeting.

3 ATTENDANCE

COUNCILLORS

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

STAFF

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

GUESTS

Peta Zadow	Pastoral and Agricultural Society
Robert Sexton	George Church Community Medical Centre Inc
Dr Nick Du Preez	St Luke's Medical Practice
Claire Fleming	St Luke's Medical Practice
Paula Bolto	St Luke's Medical Practice

3.1 APOLOGIES

Nil

3.2 APPROVED LEAVE OF ABSENCE

Nil

4 DECLARATION OF INTEREST

Nil

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 26 SEPTEMBER 2023

Unconfirmed Minutes of an Ordinary Council Meeting held 26 September 2023 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 26 September 2023 be confirmed as a true record.

6.2 ORDINARY COUNCIL MEETING 24 OCTOBER 2023

Unconfirmed Minutes of an Ordinary Council Meeting held 24 October 2023 are at [attachment 6.2.1](#).

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 24 October 2023 be confirmed as a true record.

6.3 SPECIAL COUNCIL MEETING 7 NOVEMBER 2023

Unconfirmed Minutes of a Special Council Meeting held 7 November 2023 are at [attachment 6.3.1](#).

OFFICER RECOMMENDATION

That the Minutes of a Special Council Meeting held 7 November 2023 be confirmed as a true record.

COUNCIL DECISION EN BLOC

122/23 Moved Cr Radford

Seconded Cr Egerton-Warburton

That the Minutes of an Ordinary Council Meeting held 26 September 2023 be confirmed as a true record.

That the Minutes of an Ordinary Council Meeting held 24 October 2023 be confirmed as a true record.

That the Minutes of a Special Council Meeting held 7 November 2023 be confirmed as a true record.

CARRIED EN BLOC 7/0

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

7 PRESENTATIONS

7.1 PETITIONS

Nil

7.2 PRESENTATIONS

7.2.1 KOJONUP PASTORAL AND AGRICULTURAL (P&A) SOCIETY – PETA ZADOW

Peta Zadow presented a slideshow ([attachment 7.2.1.1](#)) showcasing the 2023 Live Lighter P&A Society Show and thanked the Shire of Kojonup for its support.

The President thanked and congratulated Peta Zadow and the Kojonup P&A Society on a successful 2023 Live Lighter P&A Society Show.

Peta Zadow left the meeting at 3.25pm.

7.3 DEPUTATIONS

7.3.1 DR NICK DU PREEZ – ST LUKE’S MEDICAL PRACTICE

Dr Du Preez discussed the provision of medical services in the district.

The President thanked Dr Du Preez, Claire Fleming and Paula Bolto, and Robert Sexton for their address to Council.

Dr Du Preez, Claire Fleming and Paula Bolto left the meeting at 3.50pm.

The President adjourned the meeting at 3.53pm for a comfort break.

Cr Mathwin and Robert Sexton left the meeting at 3.53pm and returned at 3.57pm.

The President re-convened the meeting at 3.57pm.

7.4 DELEGATES’ REPORTS

Nil

8 METHOD OF DEALING WITH AGENDA BUSINESS

12 – QUESTIONS FROM MEMBERS WITHOUT NOTICE was brought forward to be addressed between Report Items 9.1.1 and 9.4.1.

9 REPORTS

The Project Manager & Community Services officer entered the meeting at 3.57pm.

9.1 KEY PILLAR ‘LIFESTYLE’ REPORTS

9.1.1 WESTERN AUSTRALIAN LOCAL GOVERNMENT EARLY CHILDHOOD (WALGEC) AEDC GRANT PROGRAM 2024 - DOLLY PARTON’S IMAGINATION LIBRARY

AUTHOR	Estelle Lottering – Project Manager and Community Services
DATE	Monday, 20 November 2023
FILE NO	FM.SPN.1
ATTACHMENT(S)	<p>9.1.1.1 - Dolly Parton’s Imagination Library Program</p> <p>9.1.1.2 - Dolly Parton’s Imagination Library Information Pack 2023</p> <p>9.1.1.3 – Local Government AEDC Grants Program 2024 Grant Guidelines and Application form</p>

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider supporting a grant application for funding towards the WALGEC Australian Education Development Census Grant Program 2024.

BACKGROUND

The Kojonup Rotary Club recently contacted Cr Egerton-Warburton to raise with the Shire of Kojonup (Shire) the possibility of introducing to Kojonup the Dolly Parton Imagination Library Program (Program), as provided through United Way Australia.

A request was made by Cr Egerton-Warburton, on behalf of the Kojonup Rotary Club, for assistance in applying for financial support via the Western Australian Local Government Early Childhood AEDC (Australian Early Development Census) Grant program to fund this Program.

Cr Egerton-Warburton discussed this proposition at the 7 November 2023 Briefing Session and raised it within the 7 November 2023 Special Council Meeting where it was proposed that an item be brought to Council’s 21 November 2023 Ordinary Meeting.

Due to staff time constraints, this item is being presented as a late item for consideration at this meeting.

COMMENT

The Program provides books to children at a rate of one per month from birth until children reach school age – at a value of \$108 per year per child (Cr Egerton-Warburton has advised a number of 135 for children in this age cohort in Kojonup).

The Western Australian Department of Education (Education) has partnered with the Department of Communities (Communities) and the Western Australian Local Government Association (WALGA) to deliver the AEDC Grant Program.

The AEDC Grant Program provides one off grants to Local Government Authorities (LGAs) to implement projects aimed at improving the overall health and wellbeing of young children aged 0 to 5 years living in Western Australia.

The AEDC is a population measure that takes place every three years to facilitate the national collection of information on young children's development across five key areas linked to the predictors of good adult health, education, and social outcomes.

The outcomes are:

- physical health and wellbeing
- social competence
- emotional maturity
- language and cognitive skills (school-based)
- communication skills and general knowledge

In Western Australia, analysis of 2021 data indicates that the percentage of children who began school with developmental difficulties increased between 2018 and 2021. In 2021, nearly 30 Local Government areas had 25% or more children classified as developmentally vulnerable on one or more domains (see attachment 9.1.1.3).

Research (as outlined in attachment 9.1.1.3) into child development overwhelmingly supports the view that focussing on early childhood health and wellbeing leads to improved school readiness, better outcomes while at school, education, employment, and health into adulthood, as well as reduced economic costs to government, communities, and families and better security for neighbourhoods and society.

Local governments play an essential role across a range of areas that support young children's health and wellbeing, development, and learning and are well placed to work directly with their community to respond to AEDC results.

The Western Australian Local Government Early Childhood AEDC Grant Program is offering LGAs grants of up to \$100,000.00 (excluding GST) to implement community-wide, strategic initiatives. If Council is in support of this Program for Kojonup children and submits a successful grant application for the next two years, the Kojonup Rotary Club has pledged \$5,000 per year for two years in support of the project; covering the cost of the Program (being \$35,000 for two years inclusive of a postage estimate of \$7,500 per year) - see Financial Implications.

CONSULTATION

Briefing Session – 7 November 2023

Cr Warburton-Egerton on behalf of the Kojonup Rotary Club

STATUTORY REQUIREMENTS

s. 6.8 (1) *Local Government Act 1995* – Expenditure from Municipal Fund not included in annual budget

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If an AEDC Grant Program 2024 application for \$35,000.00 over two years should be successful, the Kojonup Rotary Club will contribute \$5,000.00 per year for two years’ support of this project.

The size and weight of books is unknown; however, it is estimated that postage and packaging costs would be in the vicinity of \$5 per book per month per child per year; this cost has been factored into the \$35,000 grant application (in the event that 135 Kojonup children partake in the project).

It is suggested that staff time is available to undertake the task of handling and posting books.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6. Engagement	Inadequate involvement with or support of community groups	Community engagement/networking	Nil
<i>Risk rating: Low</i>			
IMPLICATIONS			
It is possible that there may be an expectation of provision of books past the two year timeframe catered for by this recommendation.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council submits a grant application to the Western Australian Local Government Early Childhood Australian Education Development Census Grant Program 2024 (Grant) for an amount of \$35,000 for 2023/2024 and 2024/2025 to support the implementation of Dolly Parton's Imaginations Books, as provided by Uniting Way, Australia on the basis there is no cash provided by the Shire of Kojonup (Shire) and, on the proviso that the Grant is successful, the Shire will commit to provide in-kind resources to support implementation.

COUNCIL DECISION

123/23 Moved Cr Egerton-Warburton Seconded Cr Radford

That Council submits a grant application to the Western Australian Local Government Early Childhood Australian Education Development Census Grant Program 2024 (Grant) for an amount of \$22,000 for 2023/2024 and 2024/2025 to support the implementation of Dolly Parton's Imaginations Books, as provided by Uniting Way, Australia on the basis there is no cash provided by the Shire of Kojonup (Shire) and, on the proviso that the Grant is successful, the Shire will commit to provide in-kind resources to support implementation.

CARRIED BY ABSOLUTE MAJORITY 7/0

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

Reason for change to Officer Recommendation: to change the grant application amount from \$35,000 to \$22,000 due to postage being covered by the grant, as advised by Cr Egerton-Warburton.

9.2 KEY PILLAR ‘ECONOMICS’ REPORTS
Nil

9.3 KEY PILLAR ‘VISITATION’ REPORTS
Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Questions to the Manager Financial and Corporate Services, pertaining to the Monthly Financial Statements for the period ending 30 September 2023:

- Page 9 – Employee Wages Variation – increases included 2 x termination payouts, 2 x paid parental leave payments, Springhaven increases of 20.75% (covered by an increase in Australian National Aged Care Classification Funding), increase in operational wages.
- Page 35 – Garden Maintenance Staff Housing – 30 Katanning Road – costs included paving and drain, new gardens, retic and lawn.
- Page 46 – Water at Showgrounds - \$5,000 spraying contractor to spray grass around dam.
Cr Radford added that he checked the site and believes the job was executed poorly as the “grass kill” was only 50%.

The Project Manager and Community Services officer left the meeting at 4.20pm.

9 REPORTS continued

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (SEPTEMBER 2023)

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Thursday, 9 November 2023
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.3.1.1 – Monthly Financial Statements 1 to 30 September 2023

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the period ending 30 September 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 Statements of Financial Activity for the period 1 July 2023 to 30 September 2023 represents three (3) months, or 25% of the year.

The following items are worthy of noting:

- Closing surplus position of \$7,714,096.00
- Capital expenditure achieved 7.2% of budgeted projects.
- Cash holdings of \$7.408m of which \$3.154m is held in cash backed reserve accounts and \$4.254m is unrestricted cash.
- Rates debtors outstanding equate to 75% of total rates raised for 2023/2024.
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year to date actuals in accordance with Council Policy 2.1.6.

CONSULTATION

D L Consulting – Monthly Financial Statements

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

124/23 Moved Cr Mathwin Seconded Cr Egerton-Warburton
That the monthly financial statements for the period ending 30 September 2023, as attached,
be noted.

CARRIED 7/0

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

9.4.2 MONTHLY PAYMENTS LISTING – SEPTEMBER 2023

AUTHOR	Tonya Pearce - Finance Officer
DATE	Friday, 3 November 2023
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 – Monthly Payments Listing 1 to 30 September 2023

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

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of September 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

125/23 Moved Cr Radford Seconded Cr Wieringa
 That, in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

FROM – 1 September 2023		TO – 30 September 2023
Municipal Cheques	14369-14369	\$600.00
EFTs	32655 - 32827	\$529,023.60
Direct Debits		\$549,798.32
Total		\$1,079,421.92

be received.

CARRIED 7/0

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

The Manager Financial and Corporate Services left the meeting at 4.12pm.

9.4.3 TERMS OF REFERENCE – COMMITTEES OF COUNCIL

AUTHOR	Judy Stewart – Manager Governance and Administration
ATE	Thursday, 16 November 2023
FILE NO	GO.CNM.6
ATTACHMENT(S)	9.4.3.1 – Proposed Terms of Reference for existing committees and a new committee 9.4.3.2 – Existing Terms of Reference for existing committees

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

DECLARATION OF INTEREST

Nil

SUMMARY

Council to consider updated Terms of Reference (ToR) for its existing committees and a new committee.

BACKGROUND

Councillors have expressed a desire to update the ToR for its Committees and to form two new committees.

COMMENT

Contained within this report are the ToR for Council's existing committees.

Attachment 9.4.3.1 contains the proposed updated versions of existing ToRs and ToR for a new committee.

Councillors, at their 7 November 2023 Briefing Session, discussed the formation of the following Committees:

- Historical, Tourism and Cultural Committee
- Depot Liaison Committee to liaise with Works and Services Department and advise Council on roads, civil works, private works, and road specifications.

The ToR for a new Historical, Tourism and Cultural Committee are included in Attachment 9.4.3.1 and it is anticipated that ToR for a new Depot Liaison Committee will be available for consideration at the December 2023 Ordinary Meeting of Council.

Also discussed at the 7 November 2023 Briefing session was the renaming of the Springhaven Working Group Committee and amending of the scope of its ToR to include the Independent

Living Units and future proofing the residential aged care facility – suggested frequency of meetings to be at least quarterly rather than biannually. To encompass the purpose of this Committee, it is recommended that it be renamed Kojonup Aging in Place Committee.

Due to the disbanding of the Kojonup Historical Society, appointment of delegates is no longer required.

CONSULTATION

Briefing Session – 7 November 2023

Chief Executive Officer – proposed updated ToR for existing committees and a new committee *Historical, Tourism and Cultural Committee*.

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority - establishing a committee

OFFICER RECOMMENDATION/COUNCIL DECISION

126/23 Moved Cr Webb

Seconded Cr Mickle

That Council:

1. establishes a Historical, Tourism and Cultural Committee with Terms of Reference (ToR), as presented;
2. changes the Springhaven Working Group title to be the Kojonup Aging in Place Committee with updated ToR, as presented; and
3. updates the following Committees ToR, as presented:
 - Audit and Risk Committee
 - Kojonup Natural Resource Management Advisory Committee
 - Bush Fire Advisory Committee
 - Disability Access and Inclusion Committee.

CARRIED BY ABSOLUTE MAJORITY 7/0

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

UNCONFIDENTIAL

9.4.4 ORDINARY COUNCIL MEETING DATES FOR 2024

AUTHOR	Judy Stewart – Manager Governance and Administration
ATE	Wednesday, 8 November 2023
FILE NO	GO.CNM.6
ATTACHMENT(S)	Nil

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

DECLARATION OF INTEREST

Nil

SUMMARY

Council to consider its Ordinary Meeting schedule for the 2024 calendar year.

BACKGROUND

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

COMMENT

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

Occasionally, timeframes associated with specific matters may alter scheduled ordinary meeting dates. The following represent changes to the scheduled third Tuesday of each month for the holding of Council's Ordinary Meetings in 2024:

- There is no ordinary meeting of Council held during the month of January.
- The July ordinary meeting of Council includes budget adoption. To ensure the end of financial year processes are completed, the July ordinary meeting of Council has historically been held in the fourth week of the month rather than the third; it is recommended that this practice continues.
- The December ordinary meeting date has typically been held a week earlier and it is recommended that this practice continues.

Regulation 12 of the *Local Government (Administration) Regulations 1996* requires that Council's scheduled ordinary meetings, which will be open to the public, are published on the

local government’s official website before the beginning of the year in which the meetings are to be held and that the notice should include the date, time and location of the meetings.

Following discussion at the 7 November 2023 Briefing Session, it is proposed that Council meetings continue to generally be held on the third Tuesday of a month in the 2024 calendar year.

Given the above, the proposed 2024 ordinary meeting schedule for Council is as follows:

20 February 2024
19 March 2024
16 April 2024
21 May 2024
18 June 2024
23 July 2024
20 August 2024
17 September 2024
15 October 2024
19 November 2024
10 December 2024

CONSULTATION

Briefing Session – 7 November 2023

STATUTORY REQUIREMENTS

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

5.25. Regulations about council and committee meetings and committees

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

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

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

(1) In this regulation —

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

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

(a) ordinary council meetings;

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

127/23 Moved Cr Radford

Seconded Cr Mickle

That:

1. Ordinary Meetings of Council be scheduled to be held in the Shire of Kojonup (Shire) Council Chambers, 93 Albany Highway, Kojonup on the third Tuesday of each month in 2024 commencing at 3:00pm with the following exceptions:
 - No scheduled meeting to be held in January;
 - The July meeting be held on the fourth Tuesday (23 July) to make allowance for the Annual Budget adoption; and
 - The December meeting be held on the second Tuesday (10 December) given timing to the Christmas break period.
2. The following dates be approved for the 2024 calendar year for Ordinary Meetings of Council:
 - 20 February 2024
 - 19 March 2024
 - 16 April 2024
 - 21 May 2024
 - 18 June 2024
 - 23 July 2024
 - 20 August 2024
 - 17 September 2024
 - 15 October 2024
 - 19 November 2024
 - 10 December 2024
3. That Council's approved Ordinary Meeting schedule for 2024, as above, be published on the Shire of Kojonup website and local public notice given.

CARRIED 7/0

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

9.4.5 COMMITTEES OF COUNCIL – MEETING DATES FOR 2024

AUTHOR	Judy Stewart – Manager Governance and Administration
ATE	Thursday, 9 November 2023
FILE NO	GO.CNM.6
ATTACHMENT(S)	Nil

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

DECLARATION OF INTEREST

Nil

SUMMARY

Council to adopt a schedule of meeting place, dates and times for Committees of Council for the 2024 calendar year.

BACKGROUND

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

COMMENT

Council Committees include:

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

It is proposed that the Audit and Risk Committee continues to schedule its meetings to be held on the first Tuesday of February, May, August and November for the 2024 calendar year.

It is proposed that the NRM meetings be held on the third Thursday of February and August for the 2024 calendar year.

It is proposed that the Bush Fire Advisory Committee (BFAC) schedule its meetings to be held on the second Wednesday in February (as scheduled at the 14 October 2021 BFAC meeting) and August for the 2024 calendar year.

It is proposed that the Disability Access and Inclusion Committee schedule its meeting to be held on the first Wednesday of February and November of the 2024 calendar year.

It is proposed that the Historical, Tourism and Cultural Committee schedules its meetings to be held on the first Wednesday of March and August of the 2024 calendar year.

It is proposed that the Kojonup Aging in Place Committee schedule its meetings to be held on the first Wednesday of February, May, September and December, and as required, for the 2024 calendar year.

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

CONSULTATION

Chief Executive Officer

Briefing Session – 7 November 2023

STATUTORY REQUIREMENTS

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

5.25. Regulations about council and committee meetings and committees

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

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

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

- (1) *In this regulation –*
meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) *The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held—*
 - (a) *ordinary council meetings;*
 - (b) *committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.*
- (3) *Any change to the meeting details for a meeting referred to in sub-regulation(2) must be published on the local government’s official website as soon as practicable after the change is made.*
- (4) *If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government’s official website as soon as practicable after the decision is made.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 – Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Maintain regular communications with agencies and support services.	Draft Bushfire Risk Management Plan
3 – Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes.	Audit & Risk Committee	Nil
6 – Engagement Practices	Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Advisory committees/groups	Nil
7 - Environment	Inadequate prevention, identification, enforcement and management of environmental issues.	Support and work with environmental & land care groups.	Nil
<i>Risk rating – Moderate/Low</i>			
IMPLICATIONS			
Scheduled meetings with Advisory Committees of Council lessens risk by meeting legislative requirements and maintaining regular communication that may assist in preventing			

disconnect with community members and groups who perform vital roles within the Shire of Kojonup.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

128/23 Moved Cr Webb

Seconded Cr Egerton-Warburton

That:

1. Meetings of advisory committees of Council be scheduled to be held in the Shire of Kojonup Administration Reception Lounge, 93 Albany Highway, Kojonup in 2024 as follows:

- Audit and Risk Committee – first Tuesday of February, May, August and November commencing at 9.00am;
- Kojonup Natural Resource Management Advisory Committee (NRM) – third Thursday of February and August commencing at 2.00pm;
- Bush Fire Advisory Committee – second Wednesday in February and August – commencing at 7.00pm;
- Disability Access and Inclusion Committee – first Wednesday in February and November – commencing at 1.00pm;
- Kojonup Aging in Place Committee – first Wednesday of February, May, September and December commencing at 9.00am;
- Historical, Tourism and Cultural Committee – first Wednesday of March and August at 9.00am.

2. The following dates be approved for the 2024 calendar year for advisory committee meetings of Council:

Audit and Risk Committee:

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

NRM Committee:

- 15 February
- 15 August

Bush Fire Advisory Committee:

- 14 February
- 14 August

Disability Access and Inclusion Committee:

- 7 February
- 6 November

Kojonup Aging in Place Committee:

- 7 February
- 1 May
- 4 September
- 4 December

Historical, Tourism and Cultural Committee:

- 6 March
- 7 August

3. The approved meeting schedule for advisory committees of Council for 2024, as above, be published on the Shire website, local public notice given and each advisory committee chairperson advised.

CARRIED 7/0

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

UNCONFIDENTIAL

The Chief Executive Officer and Manager Governance and Administration declared an Impartiality Interest and remained in the meeting.

9.4.6 ADMINISTRATION OFFICE, LIBRARY AND DEPOT CLOSURE DURING THE 2023/2024 CHRISTMAS AND NEW YEAR PERIOD

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Wednesday, 8 November 2023
FILE NO	CM.PRO.1
ATTACHMENT(S)	Nil

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

DECLARATION OF INTEREST

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

SUMMARY

To approve the Administration Office, Library and Depot closure during the 2023/2024 Christmas and New Year period.

BACKGROUND

The temporary closure of the Administration Office, Library and Depot during the Christmas and New Year holiday period has occurred for several years; it is suggested that the same arrangements take place during the 2023/2024 Christmas and New Year period.

COMMENT

In 2023 Christmas Day and Boxing Day fall on Monday, 25 December and Tuesday, 26 December with the public holidays to be observed on those days. New Year's Day falls on Monday, 1 January 2024 with the public holiday to be observed on that day.

It is proposed that the Administration Office, Library and Depot be closed from 12 noon on Friday, 22 December 2023 through until usual hours Tuesday, 2 January 2024 as follows:

- Friday, 22 December 2023 – Administration Office, Library and Depot close at 12 noon
- Monday, 25 December 2023 – Christmas Day public holiday
- Tuesday, 26 December 2023 – Boxing Day public holiday
- Wednesday, 27 December 2023 – Offices closed - leave required
- Thursday, 28 December 2023 - Offices closed - leave required
- Friday, 29 December 2023 – Offices closed – leave required
- Monday, 1 January 2024 - New Year's Day public holiday

Tuesday, 2 January 2024 – Administration Office, Library, and Depot reopen with officers commencing at usual work times.

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

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

Staff planning to work throughout this period can only do so with the approval of the CEO.

CONSULTATION

Senior Management Team

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no financial implications as staff will be required to utilise leave accruals which are accounted for in the 2023/2024 Annual Budget.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
5 – Employment Practices	Insufficient staff numbers to achieve objectives	Health and Wellbeing initiatives	Nil
Risk Rating: High			
IMPLICATIONS			
Continuing the practice of closing operations over the Christmas/New Year period, as occurs in many local governments and has occurred for many years at the Shire of Kojonup, aligns with health and wellbeing initiatives. Skeleton staff remain present/accessible for essential services.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

129/23 Moved Cr Radford

Seconded Cr Wieringa

That approval is granted for:

1. The closure of the Administration Office, Library and Depot during the 2023/2024 Christmas and New Year period from 12 noon Friday, 22 December 2023 to reopen at usual opening times on Tuesday, 2 January 2024; and
2. That the above mentioned closure be advertised on the Shire of Kojonup website and via local public notice.

CARRIED 7/0

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

UNCONFIRMED

10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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 PROVISION OF MEDICAL SERVICES IN THE DISTRICT

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.

Robert Sexton left the meeting at 4.35pm.

COUNCIL DECISION

130/23 Moved Cr Egerton-Warburton Seconded Cr Mathwin

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

CARRIED 7/0

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

COUNCIL DECISION

132/23 Moved Cr Egerton-Warburton Seconded Cr Webb

That the meeting be re-opened to the public.

CARRIED 7/0

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

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.2.1 PROVISION OF MEDICAL SERVICES IN THE DISTRICT

COUNCIL DECISION

131/23 Moved Cr Egerton-Warburton Seconded Cr Wieringa

That Council authorises the Chief Executive Officer to make representation to medical bodies regarding the provision of medical services in the district.

CARRIED 7/0

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

15 **CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 5.16 pm.

16 ATTACHMENTS (SEPARATE)

- | | | |
|-------|---------|---|
| 6.1 | 6.1.1 | Unconfirmed Minutes – Ordinary Meeting – 26 September 2023 |
| 6.2 | 6.2.1 | Unconfirmed Minutes – Ordinary Meeting – 24 October 2023 |
| 6.3 | 6.3.1 | Unconfirmed Minutes – Special Council Meeting – 7 November 2023 |
| 9.4.1 | 9.4.1.1 | Monthly Financial Statements 1 – 30 September 2023 |
| 9.4.2 | 9.4.2.1 | Monthly Payments Listing 1 to 30 September 2023 |
| 9.4.3 | 9.4.3.1 | Proposed Terms of Reference for existing committees and a new committee |
| | 9.4.3.2 | Existing Terms of Reference for existing committees |

UNCONFIRMED

10.2 KOJONUP COMMUNITY MEN’S SHED INC. – LICENCE AGREEMENT

AUTHOR	Judy Stewart, Senior Administration Officer
DATE	8 October 2020
FILE NO	CP.LEA.1
ATTACHMENT(S)	<p>10.2.1 - Correspondence – R Boys, Kojonup Community Men’s Shed Inc.</p> <p>10.2.2 - Various financial reports – Kojonup Community Men’s Shed Inc. (2018, 2019 and 2020 to 31 August 2020/ water and power usage costs)</p> <p>10.2.3 - Diagram of Men’s Shed building, 133/135 Albany Highway, Kojonup</p>

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP1 - Place	1.2 – Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.3 – Provide community infrastructure that attracts outsourced or privately run facilities and programs.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this Report is to consider two requests from the Kojonup Community Men’s Shed Inc. (Men’s Shed) regarding the premises it rents (133/135 Albany Highway) from the Shire of Kojonup (Shire):

- Use of space within the building that is now available following vacation by the previous lessee; and
- Either payment of outgoings by the Shire *or* removal of rental charges, in order to assist the community group with financial sustainability into the future.

BACKGROUND

Council, at its 21 April 2020 Ordinary Meeting, resolved to pause fees (rent/lease payments) for a number of community organisations, including Men’s Shed, from 1 March 2020:

“That:

1. *The application by Kojonup Child Care Centre Inc. for the retrospective reimbursement of Shed Application fees totalling \$339.55 be approved and funds dispersed to their nominated bank account*
2. *The following organisations fees are paused from 1 March 2020*
 - *Kojonup Child Care Centre Inc. lease payment*

- *Kojonup Men's Shed*
 - *Kojonup Toy library*
 - *Kojonup Play Group*
 - *Kojonup Croquet Club*
 - *Kojonup Squash Club*
3. *The following organisations 2019/2020 fees and charges are waived*
 - *Kojonup Football Club*
 - *Kojonup Hockey Club*
 - *Kojonup Netball Club*
 4. *The loss of income as a result of points 1-3 above be funded by a budget amendment that reduces account C370 (Digital Signage) by \$8,500 and the corresponding income accounts by a total of \$8,500;*
 5. *St Luke's Family Practice request for rental relief be declined.*
 6. *F Ebner's request for waiving of six (6) months of rates and garbage collection be declined.*
 7. *The CEO be delegated authority to consider any further requests to the Shire in relation to the reduction, postponement or waiving of fees and charges or rent for Shire owned facilities due to situations caused by the COVID-19 Pandemic."*

As the Men's Shed request is for Council's consideration of *ongoing* financial assistance, by way of Shire payment of outgoings or removal of rental charges, and is not directly related to COVID-19 (point 7 above), this request is brought to Council for consideration.

Prior to renting the current premises, Men's Shed previously operated out of the Old Scout Hall, Pensioner Road, Kojonup (a building that has since been sold and removed).

COMMENT

The Kojonup Community Men's Shed currently has 26 members and is a member of Men's Sheds of WA (MSWA). The MSWA website describes Men's Sheds as charitable, not-for-profit organisations where skilled and unskilled men can access equipped workshops and talk with and learn from others, providing mental health benefits and building community spirit. Whilst Men's Sheds were originally established for older, retired men, they are now attracting women and younger men. The attached correspondence states that the Kojonup Community Men's Shed offers a social connection and benefit to its members who are on their own, a connection that helps social and mental situations with an emphasis on country men's wellbeing, and provides an important service to the community.

Men's Shed has advised that over the last few years its funds have slowly decreased and there is concern that, if this trend continues, the organisation will become financially unsustainable. The attached correspondence states that the Men's Shed rental payment (\$2,600 per year) and outgoings total approximately \$5,000 per year plus insurance as well as other expenses incurred for ongoing repairs and maintenance on machinery owned and used by the community group for its activities (see also attached financial reports).

In addition to fundraising through wood raffles, the Men's Shed, as part of its licence agreement, undertakes and charges for restoration services to the Shire's outdoor furniture, bridges and litter bins. This work is currently charged to the Shire at a rate of \$25 per hour per person and is reviewed on an annual basis in line with the Consumer Price Index. The

Men's Shed provides and pays for all materials required to complete maintenance or repairs to its equipment and to purchase new equipment. Men's Shed anticipate that a large portion of their existing funds will be utilised on drawings/designs for grant funding applications towards the building of a new shed.

The author has contacted six other Men's Sheds within the region and has established the following:

- two lease a building from their local government at a peppercorn rental (one with a population base of 5079, the other 1701);
- one (population base of 4670) rents from another organisation at a peppercorn rental;
- one (population base of 4200) has had a commercial rent agreement for five years and will soon move to land that is owned by the Public Transport Authority (PTA) with premises that will be leased through the local government at a peppercorn rental;
- one uses a shed lent to it by locals (population base of 1089); and
- one (population base of 6215) has a 21 year lease with the local government and is building its own shed by way of grant funding and contributions from local philanthropists.

If Council wishes to consider the financial request based on the options suggested by Men's Shed, changing the licence agreement to a peppercorn rental would represent a known/fixed amount of revenue foregone whereas the alternative option of paying for outgoings (power and water) could cause Council to be exposed to fluctuating expenses as usage etc. varies from time to time. Offering a peppercorn rental would also bring the local Men's Shed into line with many of its counterparts in surrounding areas.

The vacant space that Men's Shed is requesting use of extends from the front of the building along one side for approximately half the length of the building (see red outlined area in the attached diagram). This now vacant area within the Men's Shed building has not been advertised to establish whether there is any interest from other potential users and the Shire has not been made aware of any other interest. Council may wish to include this space as part of the existing agreement with the Men's Shed or advertise for expressions of interest to ascertain if any other party/ies may be interested in leasing or renting the currently vacant area.

CONSULTATION

Raymond Boys, President, Kojonup Community Men's Shed
Chief Executive Officer
Men's Sheds of Western Australia website

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Men’s Shed currently pays the Shire of Kojonup (Shire) \$2,600 per annum (\$50 per week) to operate out of 133/135 Albany Highway, Kojonup. The annual payment is invoiced retrospectively each October. The current licence agreement will expire on 30 June 2021. The lease payment for the now vacant space within the Men’s Shed building was previously \$100 per week (commercial enterprise). If Council chooses to include this space within the existing licence agreement for Men’s Shed without charge, it potentially foregoes the possibility of receiving income from another party.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6 – Engagement	Inadequate involvement with or support of community groups	Support local community Volunteer groups	Nil
10 – Management of Facilities, Venues and Events	Stressful interactions with hirers/users (financial issues or not adhering to rules of use of facility)	Lease agreements for Shire facilities	
Adequate/Adequate			
IMPLICATIONS			
<p>Two risks are evident should the Men’s Shed become financially unsustainable due partly to the combined costs of outgoings and rental payments (the latter imposed by the Shire). These risks include:</p> <ul style="list-style-type: none"> • <i>reputation</i> given that three like or larger sized Men’s Sheds in surrounding areas are provided premises at a peppercorn rate by their local governments; and • <i>health</i> given that the loss of an activity dedicated to men’s health and wellbeing would no longer be available within the community at a time when men’s mental health is a major health focus both nationally and in country areas. 			

ASSET MANAGEMENT IMPLICATIONS

Regular and continued use of the existing facility ensures that the building has occupants who can report to Council should damage or the need for repairs arise.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council, conditional upon the Men’s Shed contributing an amount of \$12,000 towards the architectural designs of a new Benn Parade joint facility,

1. Agrees to amend its licence agreement with the Kojonup Community Men’s Shed Inc. (Men’s Shed) for 133/135 Albany Highway, Kojonup, by foregoing rental charges until the expiry of the current licence agreement (30 June 2021) and that both parties re-consider this arrangement prior to the expiry of the licence agreement on 30 June 2021 if wishing to continue the licence arrangement after that date;

AND

2. Agrees to Men’s Shed’s use of the space previously leased to another party, as per the attached diagram and within the scope of the above existing licence agreement.

COUNCIL DECISION

132/20 Moved Cr Fleay, seconded Cr Radford

That Council, conditional upon the Men’s Shed contributing an amount to be negotiated towards the architectural designs of a new Benn Parade joint facility,

1. Agrees to amend its licence agreement with the Kojonup Community Men’s Shed Inc. (Men’s Shed) for 133/135 Albany Highway, Kojonup, by foregoing rental charges until the expiry of the current licence agreement (30 June 2021) and that both parties re-consider this arrangement prior to the expiry of the licence agreement on 30 June 2021 if wishing to continue the licence arrangement after that date;

AND

2. Agrees to Men’s Shed’s use of the space previously leased to another party, as per the attached diagram and within the scope of the above existing licence agreement.

CARRIED 8/0

Reason for change: Council held the view that the amount of \$12,000, as outlined in the Officer Recommendation, was too prescriptive and that the figure should be negotiated when appropriate to do so.

KOJONUP COMMUNITY MEN'S SHED INC.

136 Albany Highway, Kojonup
PO Box 315, Kojonup WA 6395
kojeemenshed@hotmail.com

Senior Administration Officer
Shire of Kojonup
Kojonup

Hi Judy,

Re your letter – licence to occupy premises

Thank you for a copy of the present licence agreement and for bringing to our attention the need to review our circumstances before 30th June 2021.

As nothing has changed since the Council Motion 132/20, the Community Men's shed wish to continue the present arrangement with the Shire Council's approval.

1. The conditions for 'foregoing the rental charge' was that the Men's shed 'would contribute an amount towards the architectural designs of a new Benn parade joint facility'. This has not changed.
2. As you may be aware the Shire, through Mr Middleton (MCS) has been in discussions with members of the Men's shed and others regarding the new facility, and at this stage we are waiting for confirmation that the land which we have deemed appropriate is available. We have had preliminary plans drawn up – *at no expense*, as discussion points and such discussions are continuing with some different community groups who may or may not wish to be involved.
3. It would be our desire and a great help to the Men's Shed if the current arrangement of foregoing rental charges could be considered for a further year. By that time we will have a clear picture of progress on our new shed plans and may well have already contributed towards paid plans of the building(s) involved.
4. Please let us know the Council's decision of our request for an extension of time for the foregoing of lease payments.

Kind regards,

Graeme Hobbs (Secretary, Kojonup Community Men's Shed Inc.)

10 KEY PILLAR 1 – ‘PLACE’ REPORTS

10.1. KOJONUP COMMUNITY MEN’S SHED INC. – LICENCE AGREEMENT

AUTHOR	Judy Stewart, Senior Administration Officer
DATE	14 July 2021
FILE NO	CP.LEA.1
ATTACHMENT(S)	<p>10.1.1 - Excerpt from Council Ordinary Meeting Minutes October 2020</p> <p>10.1.2 - Kojonup Community Men’s Shed Inc. – correspondence</p> <p>10.1.3 - Current Licence Agreement (showing changes)</p> <p>10.1.4 - Draft Licence Agreement (clean copy)</p> <p>10.1.5 - Licence Agreement Appendix A</p> <p>10.1.6 - Australian Bureau of Statistics – annual Perth CPI to March Quarter</p>

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP1 - Place	1.2 – Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.3 – Provide community infrastructure that attracts outsourced or privately run facilities and programs.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this Report is to consider renewing a licence agreement with the Kojonup Community Men’s Shed Inc. (Men’s Shed) for the use of premises at 133/135 Albany Highway, Kojonup.

BACKGROUND

Council, at its 21 April 2020 Ordinary Meeting, resolved to pause fees (rent/lease payments) for a number of community organisations, including Men’s Shed, from 1 March 2020:

“That:

1. *The application by Kojonup Child Care Centre Inc. for the retrospective reimbursement of Shed Application fees totalling \$339.55 be approved and funds dispersed to their nominated bank account*
2. *The following organisations fees are paused from 1 March 2020*
 - *Kojonup Child Care Centre Inc. lease payment*
 - *Kojonup Men’s Shed*

- *Kojonup Toy library*
 - *Kojonup Play Group*
 - *Kojonup Croquet Club*
 - *Kojonup Squash Club*
3. *The following organisations 2019/2020 fees and charges are waived*
 - *Kojonup Football Club*
 - *Kojonup Hockey Club*
 - *Kojonup Netball Club*
 4. *The loss of income as a result of points 1-3 above be funded by a budget amendment that reduces account C370 (Digital Signage) by \$8,500 and the corresponding income accounts by a total of \$8,500;*
 5. *St Luke's Family Practice request for rental relief be declined.*
 6. *F Ebner's request for waiving of six (6) months of rates and garbage collection be declined.*
 7. *The CEO be delegated authority to consider any further requests to the Shire in relation to the reduction, postponement or waiving of fees and charges or rent for Shire owned facilities due to situations caused by the COVID-19 Pandemic."*

In October 2020, Council considered a request from Men's Shed for *ongoing* financial assistance (by way of Shire payment of outgoings or removal of rental charges) and resolved as follows:

That Council, conditional upon the Men's Shed contributing an amount to be negotiated towards the architectural designs of a new Benn Parade joint facility,

1. Agrees to amend its licence agreement with the Kojonup Community Men's Shed Inc. (Men's Shed) for 133/135 Albany Highway, Kojonup, by foregoing rental charges until the expiry of the current licence agreement (30 June 2021) and that both parties re-consider this arrangement prior to the expiry of the licence agreement on 30 June 2021 if wishing to continue the licence arrangement after that date;

AND

2. Agrees to Men's Shed's use of the space previously leased to another party, as per the attached diagram and within the scope of the above existing licence agreement.

Further information pertaining to Council's October 2020 resolution above is contained within an excerpt from the minutes of Council's October 2020 Ordinary Meeting (please see attachment 10.1.1) .

COMMENT

Since October 2020, Men's Shed has had preliminary plans drawn up to assist in a grant application for a new, purpose built, shared facility (for construction on Lot 507, Reserve 51700). It is anticipated that the outcome of the grant application, if successful, would see a new facility built and ready for occupation by 30 June 2023. Men's Shed has requested continued foregoing of rental charges to be considered for another year whilst awaiting the outcome of the grant application and identifying any contributions required towards building plans.

Officers have been in contact with the Department of Planning, Lands and Heritage (Department) and the Heritage Council of Western Australia (Heritage Council) respectively with regard to changing the purpose of Reserve 51700 (currently *Tourist Railway*) and applying for permission to conduct works on Reserve 51700 (Reserve). Lot 507, the lot that would be used for a new construction, has two memorials (buildings) over it (K208114 and L786246), both under the *Heritage of WA Act 1990*. Subject to the Heritage Council being fully supportive of replacing buildings or conducting any works, the Department has indicated that it would investigate a change of Reserve purpose to include additional community uses or, alternatively, the excision of a portion out of the Reserve.

It is, therefore, recommended to extend the current licence agreement for a further year with the option to automatically extend to two years (30 June 2023) should the grant application be successful, and to review the licence agreement by 30 June 2022 if the grant application should not be successful. Other changes to the existing agreement are shown within Attachment 10.1.3 including the volunteer rate being increased to \$25.25 per hour per person in accordance with annual Perth CPI to March 2021 (for charging to the Shire of maintenance etc., to the Shire's outdoor furniture, bridges, and litter bins in accordance with Schedule Item 5 and as detailed in Appendix A of the licence agreement).

CONSULTATION

Department of Planning, Lands and Heritage
Graeme Hobbs, Secretary, Kojonup Community Men's Shed Inc.
Manager Corporate and Community Services

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Men's Shed has previously retrospectively paid \$2,600 per annum (\$50 per week) to operate out of 133/135 Albany Highway, Kojonup. This amount was initially waived (Council Motion 44/20), along with fees/rentals for other community organisations, due to situations caused by COVID-19. Following the initial waiving of fees and rentals, Men's Shed's financial position and its intention to apply for grant funding for a new facility was considered by Council in October 2020 resulting in rent foregone for the remainder of the licence agreement to 30 June 2021 (Council Motion 132/20).

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6 – Engagement	Inadequate involvement with or support of community groups	Support local community Volunteer groups	Nil
10 – Management of Facilities, Venues and Events	Stressful interactions with hirers/users (financial issues or not adhering to rules of use of facility)	Lease agreements for Shire facilities	
Adequate/Adequate			
IMPLICATIONS			
<p>Two risks are evident should the Men’s Shed become financially unsustainable due partly to the combined costs of outgoings and rental payments (the latter imposed by the Shire). These risks include:</p> <ul style="list-style-type: none"> • <i>reputation</i> given that three like or larger sized Men’s Sheds in surrounding areas are provided premises at a peppercorn rate by their local governments; and • <i>health</i> given that the loss of an activity dedicated to men’s health and wellbeing would no longer be available within the community at a time when men’s mental health is a major health focus both nationally and in country areas. 			

ASSET MANAGEMENT IMPLICATIONS

Regular and continued use of the existing facility ensures that the building has occupants who report to Council should damage occur or the need for repairs arise.

If a grant application for the construction of a new, shared facility is successful, Council, as the owner of the new facility, would incur asset management responsibilities some of which would be dependent on future licence agreement arrangements with users of the facility.

The existing facility sits within the Shire’s Building Assessment Framework with an assessment score of 23% (buildings scoring less than 30% being those on the threshold for disposal consideration).

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

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

79/21 Moved Cr Fleay, seconded Cr Radford

That:

- 1) The draft Licence Agreement (Agreement) with the Kojonup Community Men's Shed Inc. (Men's Shed), as amended and attached, be endorsed for a further twelve months to 30 June 2022; and**
- 2) The Agreement be automatically extended to 30 June 2023 if:**
 - i) By 30 June 2022, a grant application is successful to build a new, community shared facility on Lot 507, Reserve 51700; and**
 - ii) The Shire of Kojonup has obtained permission from the Department of Planning, Lands and Heritage and The State Heritage Council respectively, by 30 June 2022, to change the purpose of Reserve 51700 to include community uses and to place a new building on Lot 507, Reserve 51700.**

CARRIED 8/0

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Bilney

Seconded Cr F Webb

That Council:

1. Endorse the Kojonup Community Men's Shed Request for Proposal 01 of 2022/2023 as per Attachment 14.1.1.1; and
2. Authorise the Chief Executive Officer to proceed with the Request for Proposal process.

LAPSED

6/23 Moved Cr Bilney

Seconded Cr Gale

That the Kojonup Community Men's Shed Request for Proposal 01 of 2022/2023 (RFP) report be tabled for discussion at a Special Council Meeting on 28 February 2023 and that the Chief Executive Officer investigate the option of a new Men's Shed location being on the existing Men's Shed site (Lot 135 Albany Highway, Kojonup) and report to Council on the impact taking into consideration the following:

1. Regulatory requirements to remediate the site prior to any construction;
2. Demolition of the existing Men's Shed (including removal of asbestos);
3. Decommissioning of underground fuel tanks;
4. Remediation of the soil where required;
5. Inclusion of dust extraction equipment; and
6. Formation of a car park on the title.

CARRIED 7/0

Reason for change to Officer Recommendation: Council wished to explore the option of placing a new Men's Shed on the existing Men's Shed site and for officers to research the regulatory and cost requirements involved to do so.

14.2.2 LEASE OF COUNCIL PROPERTY – PORTION OF LOT 9999 THORNBURY CLOSE,
KOJONUP

OFFICER RECOMMENDATION

That an Expression of Interest from Nathan Miotti for \$4,025 including GST for the lease of part of Lot 9999, Thornbury Close, Kojonup, (as per presented map) commencing on 28 February 2023 and expiring on 27 February 2025, for sheep farming purposes, be accepted.

9.1 KEY PILLAR 1 – ‘PLACE’ REPORTS

9.1.1 KOJONUP COMMUNITY MEN’S SHED INC. FACILITY – REQUEST FOR PROPOSAL 01 OF 2022/2023 AND SITE LOCATION ANALYSIS

AUTHOR	Emily Sleight – Sport and Recreation Officer
DATE	Wednesday, 21 February 2023
FILE NO	FM.TND.15
ATTACHMENT(S)	<p>9.1.1.1 – Western Environmental Quote</p> <p>9.1.1.2 - Ngpetro WA Quote 1749 - Shire of Kojonup - Tank Decommissioning</p> <p>9.1.1.3 – WestAir Dust Extraction System Quote</p> <p>9.1.1.4 – Vinsan Demolition Quote</p> <p>UNDER SEPARATE COVER</p> <p>9.1.1.5 – Document Package RFP 01 of 2022-2023</p>

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP – 1 Place	1.3 – Have systems in place to attract youth to the region, even in a transient manner	1.3.7 – Co-location of Men’s Shed, Kojonup Tourist Railway and Kojonup Historical Society to heritage rail precinct
KP – 2 Connected	2.1 – Be growing our state-wide and local tourism and shopping capabilities through regional alliances	2.1.3 – Cooperate to increase activation of Main Street and better use of underutilised Main Street spaces
KP – 3 Performance	3.4 – Be organised and transparent with our financial management	3.4.2 – Act with sound long-term and transparent financial management and deliver residents value for money

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider the variables that were investigated in regards to the location of the proposed Kojonup Community Men’s Shed (Men’s Shed) and, after taking these variables into consideration, reconsider the endorsement of the

document package, as at Attachment 9.1.1.5, for the Request for Proposal (RFP) 01 of 2022/2023.

BACKGROUND

Discussions with the Men's Shed regarding their existing facility no longer being fit for purpose began in early 2021. With the announcement of Phase Three of the Local Roads and Community Infrastructure (LRCI) Federal grant round in May 2021, the allocation of a portion of these funds was set aside for the relocation, planning and construction of the new Men's Shed facility. Work Schedules to this effect were submitted to the Department of Infrastructure, Transport, Regional Development and Communications on 19 May 2022, with their acceptance of the projects received 6 June 2022.

Initial planning for the relocation of the Men's Shed to the Benn Parade site formed part of the 'Kojonup SMART Future Project' Regional Growth Fund grant application in 2018, and the facility construction project is included in the 2022/2023 Annual Budget.

The path forward was discussed with Council at the 13 December 2022 Briefing Session, and staff have worked on the RFP documentation and process following this. At its 7 February 2023 Ordinary Meeting, Council resolved as follows:

"That the Kojonup Community Men's Shed Request for Proposal 01 of 2022/2023 (RFP) report be tabled for discussion at a Special Council Meeting on 28 February 2023 and that the Chief Executive Officer investigate the option of a new Men's Shed location being on the existing Men's Shed site (Lot 135 Albany Highway, Kojonup) and report to Council on the impact taking into consideration the following:

- 1. Regulatory requirements to remediate the site prior to any construction;*
- 2. Demolition of the existing Men's Shed (including removal of asbestos);*
- 3. Decommissioning of underground fuel tanks;*
- 4. Remediation of the soil where required;*
- 5. Inclusion of dust extraction equipment; and*
- 6. Formation of a car park on the title."*

Reason for change to Officer Recommendation: Council wished to explore the option of placing a new Men's Shed on the existing Men's Shed site and for officers to research the regulatory and cost requirements involved to do so.

COMMENT

The Men's Shed currently operates out of a Shire of Kojonup (Shire) owned building located on the corner of Albany Highway and Spencer Street. This building has previously operated as a wool store, carpentry business and a service station. The building has areas of asbestos in the exterior and interior cladding. The front section of the lot has underground fuel storage tanks in situ, which will require removal and soil remediation works to remove contamination. The rear of the building previously housed an oil-powered jack, with the

underground oil tank component still retained; this will require removal and soil remediation.

As per Council’s request, the following were investigated and information gathered:

1. Regulatory requirements to remediate the site prior to any construction;
2. Demolition of the existing Men’s Shed (including removal of asbestos);
3. Decommissioning of underground fuel tanks;
4. Remediation of the soil where required;
5. Inclusion of dust extraction equipment; and
6. Formation of a car park on the title.

Estimate costs have been sourced from suitable suppliers for the purpose of evaluating the Albany Highway site as per the above. It needs to be noted that these costs were provided in good faith and on the premise that they do not represent a formal quote. A formal RFQ or RFP process will need to be explored for all of the above requirements, as per the Shire’s Purchasing and Creditor Control Policy 2.1.2.

Western Environmental were approached to provide a cost estimate on the process only for *investigating* tank removal, soil remediation, asbestos removal and any additional requirements. Their scope of work and fee structure is at Attachment 9.1.1.1. The fee estimate of \$37,750.00 plus GST is summarised in the below two tables and it is important to note that the fee is for the required environmental assessment of the site and does not cover the remediation work that may be required:

Table 1: Project Costs – EDD with Targeted Surface Soil Sampling

Scope Item	Cost (ex GST)
Project Management Fees	\$510.00
Desktop Review incl. FOI search fees	\$2,240.00
Field Labour – site inspection and targeted surface soil sampling	\$1,620.00
Soil Analysis (laboratory)	\$1,080.00
Disbursements (sampling equipment, vehicle, PPE)	\$500.00
Preparation of Environmental Due Diligence report	\$4,800.00
SUB TOTAL	\$10,750.00

Table 2: Groundwater and Sub-surface Soil Investigations

Scope Item	Cost (ex GST)
Project Management Fees	\$1,200.00
Service location fee (estimate)	\$1,600.00
Field Labour – groundwater well installation and subsurface soil sampling	\$2,840.00
Subcontractor Driller (based on anticipated depth to groundwater of 5m below ground level)	\$8,900.00
Subcontractor Surveyor (estimate)	\$1,600.00
Field Labour – groundwater sampling	\$1,620.00

Laboratory Analysis – groundwater	\$1,620.00
Laboratory Analysis – soil	\$1,690.00
Disbursements (vehicle, subsistence, water quality meter, sampling equipment, PID, consumables and PPE)	\$2,280.00
Reporting	\$3,650.00
SUB TOTAL	\$27,000.00

The timeline for this process has been advised at four (4) weeks for the initial Environmental Due Diligence report. The groundwater and sub-surface soil investigation timeframe would be dependent on the availability of contractors to complete the service location, drilling and sample analysis and, given the current market conditions, could add an additional eight (8) to twelve (12) weeks. This investigative process would push any remediation works out to June or July 2023, past the timeframe for significant works commencement as per the LRCI grant conditions.

Nqpetro Pty Ltd were approached as certified subsurface petroleum storage removalists and provided a quote as at Attachment 9.1.1.2, with the estimate cost being \$42,864.00 plus GST (for certified removal of petroleum storage tanks). This quote details a list of exclusions and assumptions which, if required, could alter the final cost substantially. The quoted price *excludes* the following:

- site fencing;
- permits;
- removal of surrounding infrastructure;
- clean fill;
- any further discovered pipework or tanks;
- surface reinstatement;
- structural engineering;
- repairs to any damaged underground services;
- disposal fees for tank, tank contents and soil;
- compaction; or
- soil remediation if contaminants are found external to the tanks.

Given the exclusions, it is necessary to conduct testing by a suitably qualified environmental assessment company prior to engaging a contractor for tank removal. This is required to manage the risk to the Shire of cost overruns and to ascertain volumes and all costs of disposing of petroleum contaminated material. The quote also excludes decommissioning of the oil tank to the rear of the facility, which would incur additional expense to the Shire.

Vinsan Demolition were requested to provide estimate pricing on the demolition and removal of the existing Men’s Shed building. Their quote is at Attachment 9.1.1.4, and is for \$63,500.00. As stated in the quote, all salvageable items from the demolition would remain property of Vinsan Demolition on completion of the project, except for the contaminated waste which would be the Shire’s responsibility.

External advice suggests that if asbestos waste cannot be deposited at the Shire’s waste facility, the additional cost will be circa \$30,000. The demolition quote does not include service disconnection, which would incur extra fees (water, electricity and sewer). As the demolition would potentially uncover the oil powered jack located to the rear of the building, it is noted that removal of this would also incur extra costs, as the quote clearly defines the scope. The demolition process would be completed in one step, requiring the removal and storage of all items inside the building. A suitable storage facility would need to be found for the duration of the construction project.

A dust extraction system quote was sourced from WestAir Filtration, a Perth based company, and the full quote is available at Attachment 9.1.1.3. An estimate floor plan was used for this so, if the end result differs, there may be some alterations in pricing. The total cost of \$64,912.00 plus GST for the provision of this system includes:

- Auto MZ30 dust collection unit;
- 75Ltr collection bin;
- Rear mounted 7.5kW fan with outlet silencer and weather cowl;
- Starter;
- 250mm CARZ explosion isolation flap valve with activation sensor;
- Ducting Kit;
- Table Saw capture hood;
- Cranage;
- Elevated Work Platform use;
- Freight on goods;
- Site Installation;
- Electrical connection; and
- Travel expenses.

The advised timeframe for the supply and installation of the dust extraction system is 12-14 weeks after the provision of a purchase order.

Council’s request to include car parking on the Albany Highway site has been assessed, with guidance from the Shire’s Works and Services Department. The site would allow eight (8) regular bays and one (1) universal access bay, requiring a total of 300m². Estimate costs associated with this are as follows:

Item	Cost per unit	Expected cost
Earthworks	\$60/m ²	\$18,000.00
Asphalt	\$45/m ²	\$13,500.00
Curbing	\$30/m	\$2,400.00
TOTAL		\$33,900.00

Comparing the two sites, the Railway Precinct site has ample room for informal parking while the Albany Highway site requires carpark installation immediately.

As the investigated site is bounded by Albany Highway, all contractors conducting works that require access from the Albany Highway site entrance will require Main Roads WA approved Traffic Management Plans. Given the desired placement of the building, as close to the eastern boundary as practicable, the main access point will be the Albany Highway site entrance. It will also be a requirement for contractors to seek approval from Main Roads WA to conduct works as the partial closure of the roadway, dual use path or footpath will also be necessary. This would be an additional financial impost for contractors and it would be expected to see this passed on to the Shire. As a comparison, the Railway Precinct site does not have these limitations.

An alteration in site will require additional Scope of Requirement planning and documentation, and this will extend the timeframe for construction commencement. The request to include the six (6) additional requirements, which all have some level of complexity, could extend the planning period by up to eight (8) weeks, with this being required prior to the project going to tender.

Additional practical works would potentially add another three to four (3 to 4) months to the front end of the project, prior to commencing the existing Scopes of Requirement. This puts the project at risk of losing external funding, given the timeframes and requirements of the LRCI grant.

The RFP document package is included as Attachment 9.1.1.5 and will be provided to interested parties on request from the date of advertisement 4 March 2023 until the closing date for submissions 30 March 2023. Alternative offers for all separable portions will also be considered, providing they meet the requirements in Clause 1.5 of the RFP.

Included as part of the package is a spreadsheet Attachment A – Combined Specification and Pricing Schedule. The completion of relevant components of this document is mandatory for all respondents, and it will be used as part of the evaluation process.

Throughout the consultation process Men's Shed executive have indicated they do not have a preferred site for construction.

CONSULTATION

Council Briefing Sessions 18 October 2022, 29 November 2022, 13 December 2022 and 7 February 2023

Council Ordinary Meeting 7 February 2023

Kojonup Community Men's Shed members

Chief Executive Officer

WALGA Procurement Services

Western Environmental Pty Ltd

Nqpetro Pty Ltd

Vinsan Demolition

WestAir Filtration

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

2.1.2 – Purchasing & Creditor Control

The RFP is to be treated in the same manner as a Request for Tender and, as such, will follow the same process as per Policy 2.1.2. If additional works separate to the RFP are required, the process for awarding work will also need to comply with Policy 2.1.2.

FINANCIAL IMPLICATIONS

The current 2022/2023 Annual Budget contains an allowance of \$1,000,000 for this project. \$750,000 of this is confirmed by way of LRCI Phase Three funding. Any balance required would need to be sourced from alternative grant funding options.

The existing RFP documentation contains reference to an estimate budget of \$600,000 for the entire project. This leaves an allowance of \$150,000 for electrical, sewage and water headworks. Given site layout at the Albany Highway location, the current location of mains electricity, sewage and water connections will still need to change and additional expense will need to be allocated for this.

The requirements of the LRCI funding place an expectation of substantial works progress on this project prior to 30 June 2023. While extensions for final funding payments are occasionally granted, if progress is not made prior to 30 June 2023 the Shire risks having to return the entire \$750,000 to the Department of Infrastructure, Transport, Regional Development and Communications. This would make the Men's Shed project unachievable for the foreseeable future. A total of \$4,428.60 has been expended to date on this project, excluding Officer salary/wages and the balance of fees from H&H Architects. The procurement process, including documentation packages, external reviews and research, has incurred significant officer resources over the last 9+ months.

The current estimate of \$242,926.00 plus GST only covers site remediation, demolition, dust extraction, asbestos removal and car park expenses, and does not cover any previously noted exclusions or unknown variables.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3.Compliance	Breakdowns in tender or procurement processes	Tender and procurement process	Nil
	Impulsive decision making	Tender and procurement process	Nil
7.Environment	Poor management of contaminated sites	Environmental management compliance	Nil
8.Errors, Omissions & Delays	Unrealistic expectations from Council, community or management	Customer Service Charter Staff Training	Implement formal peer review process
12.Misconduct	Undue influence from Manager/Councillor	Elected Member Training Segregation of duties	Nil
13.Project-Change Management	Inadequate project planning	Project Management procedures	Implement formal project management guidelines
14.Safety & Security	Ineffective/inadequate testing, sampling or other health requirements	Asbestos register & procedures	Nil
Risk rating – High			
IMPLICATIONS			
<p>The utilisation of a site with known contaminants both above and below ground poses a high risk to the Shire. Reputational, financial and safety risks would be present to the Shire if 133-135 Albany Highway was selected by Council for this project. Given investigative works would still be required to ascertain the level of further contamination, in addition to known contamination, further financial risk would be present.</p> <p>Further delays in the procurement process could see the Shire having to relinquish the \$750,000 allocation of LRCI funds, representing a significant reputational and financial</p>			

risk. There are no guarantees that an altered work schedule would be accepted at this late stage by the funding body.

Management of risks throughout the consultation and design process have been handled by both Shire staff and external consultants. Extensive consultation has occurred with interested community groups around the location and components of the facility.

ASSET MANAGEMENT IMPLICATIONS

The current facility located on Lot 135 Albany Highway has a written down value of \$130,000. It has reached the end of its functional life, given the construction materials and increased obligations for the Shire in relation to Work Health and Safety legislation.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr P Webb

Cr Egerton-Warburton

That Council:

1. Endorses the Kojonup Community Men's Shed Request for Proposal 01 of 2022/2023, including the site plan, as per Attachment 9.1.1.5; and
2. Authorises the Chief Executive Officer to proceed with the Request for Proposal process.

LAPSED

AMENDMENT TO THE MOTION

12/23 Moved P Webb

Cr Gale

That the site location, site parameters and location map in the Kojonup Community Men's Shed Request for Proposal 01 of 2022/2023 be changed to 135 Albany Highway, Kojonup.

CARRIED 5/2

Barbara Hobbs entered the meeting at 3.10pm.

Graeme Hobbs entered the meeting at 3.19pm.

THE AMENDMENT BECAME PART OF THE MOTION AND THE MOTION WAS PUT

13/23 Moved Cr P Webb

Cr Egerton-Warburton

That Council:

1. Endorses the Kojonup Community Men’s Shed Request for Proposal 01 of 2022/2023, as per Attachment 9.1.1.5 with the following change: the site location, site parameters and map be 135 Albany Highway, Kojonup, and
2. Authorises the Chief Executive Officer to proceed with the Request for Proposal process.

CARRIED 5/2

Reason for change to Officer Recommendation: Council expects that building and utility costs will be lower if the new building is located on the existing site and that the shop front will be more visible to travellers than at the Benn Parade site.

The Sport and Recreation Officer left the meeting at 3.40pm.

9.2 KEY PILLAR 2 – ‘CONNECTED’ REPORTS

Nil

9.1 KEY PILLAR 1 – ‘PLACE’ REPORTS

9.1.1 KOJONUP COMMUNITY MEN’S SHED INC. FACILITY – REQUEST FOR PROPOSAL 01 OF 2022/2023

AUTHOR	Estelle Lottering – Regulatory Services Administration Officer
DATE	Monday, 8 May 2023
FILE NO	FM.TND.15
ATTACHMENT(S)	9.1.1.1 – Proposal application - Action Sheds 9.1.1.2 – Proposal application - BK Thompson Electrical Service

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP – 1 Place	1.3 – Have systems in place to attract youth to the region, even in a transient manner	1.3.7 – Co-location of Men’s Shed, Kojonup Tourist Railway and Kojonup Historical Society to heritage rail precinct
KP – 2 Connected	2.1 – Be growing our state-wide and local tourism and shopping capabilities through regional alliances	2.1.3 – Cooperate to increase activation of Main Street and better use of underutilised Main Street spaces
KP – 3 Performance	3.4 – Be organised and transparent with our financial management	3.4.2 – Act with sound long-term and transparent financial management and deliver residents value for money

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for the Council to consider the proposals received for the construction of the proposed new Kojonup Community Men’s Shed (Men’s Shed).

BACKGROUND

Initial planning for the relocation of the Men’s Shed to the Benn Parade site formed part of the ‘Kojonup SMART Future Project’ Regional Growth Fund grant application in 2018.

Discussions with the Kojonup Men's Shed Inc., regarding their existing facility no longer being fit for purpose, began in early 2021. With the announcement of Phase Three of the Local Roads and Community Infrastructure Program (LRCIP) Federal grant round in May 2021, a successful grant application saw the allocation of a portion of these funds set aside for the relocation, planning and construction of a new Men's Shed facility. Work Schedules to this effect were submitted to the Department of Infrastructure, Transport, Regional Development and Communications (Department) on 19 May 2022, with the Department's advice of its acceptance of the projects being received 6 June 2022.

The facility construction project is included in the 2022/2023 Annual Budget.

The path forward was discussed with Council at the 13 December 2022 Briefing Session and staff have worked on the RFP documentation and process following this.

At its 7 February 2023 Ordinary Meeting, Council resolved as follows:

"That the Kojonup Community Men's Shed Request for Proposal 01 of 2022/2023 (RFP) report be tabled for discussion at a Special Council Meeting on 28 February 2023 and that the Chief Executive Officer investigate the option of a new Men's Shed location being on the existing Men's Shed site (Lot 135 Albany Highway, Kojonup) and report to Council on the impact taking into consideration the following:

- 1. Regulatory requirements to remediate the site prior to any construction;*
- 2. Demolition of the existing Men's Shed (including removal of asbestos);*
- 3. Decommissioning of underground fuel tanks;*
- 4. Remediation of the soil where required;*
- 5. Inclusion of dust extraction equipment; and*
- 6. Formation of a car park on the title."*

At its 28 February 2023 Special Council Meeting, Council resolved as follows:

"That Council:

- 1. Endorses the Kojonup Community Men's Shed Request for Proposal 01 of 2022/2023, as per Attachment 9.1.1.5 with the following change: the site location, site parameters and map be 135 Albany Highway, Kojonup, and*
- 2. Authorises the Chief Executive Officer to proceed with the Request for Proposal process."*

A Request for Proposal was advertised accordingly complying with the tender process due to the anticipated cost of the project.

COMMENT

The proposal documentation was modularised into different components as follows and forwarded to nine (9) interested contractors:

1. Site Preparation and Services Excavation
2. Plumbing Services
3. Electrical Services
4. Shed Construction

Two (2) proponents submitted proposals as summarised below:

Table 1 - Proponents

	Contractor
1	Action Sheds
2	BK Thompson Electrical Service

Part of the Request for Proposal required contractors to complete a compliance criteria checklist and a Work Health and Safety Management Plan.

The qualitative assessment criteria, as advertised, were as follows:

- Demonstrated understanding of the RFP Requirements 45%
- Detailed Construction timeframe 30%
- Capacity & Demonstrated Experience in Completing Similar Projects 25%

Each respondent's offer was considered against the qualitative criteria.

Table 2 – Proposal Assessment – Request for Proposal 1 of 2022/2023

Proposal #	Contractor	Proposal Components	Amount
1	Action Sheds	Site Preparation and Services Excavation	\$ 32,937.50
	Action Sheds	Plumbing Services	\$ 50,000.00
	Action Sheds	Electrical Services	\$100,000.00
	Action Sheds	Shed Construction	\$311,505.77
	Action Sheds	WC/Tool Store/Office	\$ 38,925.00
	Action Sheds	Builder's Licence	\$ 21,238.74
	Action Sheds	Application fees	\$ 12,815.00
	Action Sheds	Total	<u>\$567,422.01</u>
2	BK Thompson Electrical Service	Electrical Services	\$ 46,635.60

Contractor 2, BK Thompson Electrical, is a local contractor in Kojonup and has demonstrated capability through past projects. This submission is assessed as showing value for money and, therefore, this proposal is recommended to do the electrical component.

Contractor 1, Action Sheds, was the only full proposal received. The proposal price of \$567,422.00 is within the budgeted costs estimates. This submission has demonstrated understanding of the RFP requirements. Action Sheds has the capacity to undertake the project, and has demonstrated experience in similar projects. This proposal is assessed as value for money and is recommended to do the site preparation and services excavation, plumbing services, and shed construction.

Officers have clarified with Action Sheds that the framing will be C section. This material is compatible with the size of the building, in accordance with standards.

The thickness of the proposed concrete pad can be increased in areas requiring additional load capacity; the current proposal cost does not include additional thickness. If a scope variation is required, this will increase the budget accordingly.

CONSULTATION

Council Briefing Session 2 May 2023
Kojonup Community Men's Shed Inc. Executive Committee
Chief Executive Officer
Manager Regulatory Services

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Policy 2.1.2 Purchasing & Creditor Control outlines the processes to follow when purchasing goods. Due to the anticipated value of this project, proposals were called in line with this policy and legislative requirements for tenders – r.11 of the Local Government (Functions and General Regulations) 1996.

FINANCIAL IMPLICATIONS

The 2022/2023 Annual Budget contained an allowance of \$1,000,000 for this project which was adjusted in the half yearly budget review to \$750,000. Funding of \$750,000 is confirmed in the LRCIP Phase Three funding.

The RFP proposals received create a contingency allowance of \$235,942.40 to be utilised for any unforeseen events or works that form during construction.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3.Compliance	Breakdowns in tender or procurement processes	Tender and procurement process	Nil
	Impulsive decision making	Tender and procurement process	Nil
12.Misconduct	Undue influence from Manager/Councillor	Elected Member Training Segregation of duties	Nil
13.Project - Change Management	Inadequate project planning	Project Management procedures	Implement formal project management guidelines
14.Safety & Security	Ineffective/inadequate testing, sampling or other health requirements	Asbestos register & procedures	Nil
<i>Risk rating – High</i>			
IMPLICATIONS			
With any large construction project, implications can include scope variations due to poor project management; unknown variables found after construction commencement e.g.; asbestos in the soil; poor contractor workmanship leading to cost overruns.			

ASSET MANAGEMENT IMPLICATIONS

The construction of a new asset increases depreciation, operating and maintenance costs impacting the profit and loss statement, asset register and balance sheet.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

49/23 Moved Cr Egerton-Warburton Seconded Cr P Webb

That Council:

1. Accepts the Proposal from Action Sheds for \$467,422 for Site Preparation and Services Excavation, Plumbing Services, and Construction components of a new Men's Shed at Lot 135 Albany Highway, Kojonup;
2. Accepts the Proposal from BK Thomson Electrical Service for \$46,635.60 for the electrical works component associated with the construction of a new Men's Shed at Lot 135 Albany Highway, Kojonup; and
3. Authorises the Chief Executive Officer (CEO) to:
 - a) conduct due diligence on the successful proponents to satisfy the CEO of their ability to deliver the works on-time, within budget and to the quality standards required; and
 - b) if the CEO is satisfied with the due diligence, proceed to contract the successful proponents for construction of the Men's Shed based on the submitted proposals.

CARRIED 8/0



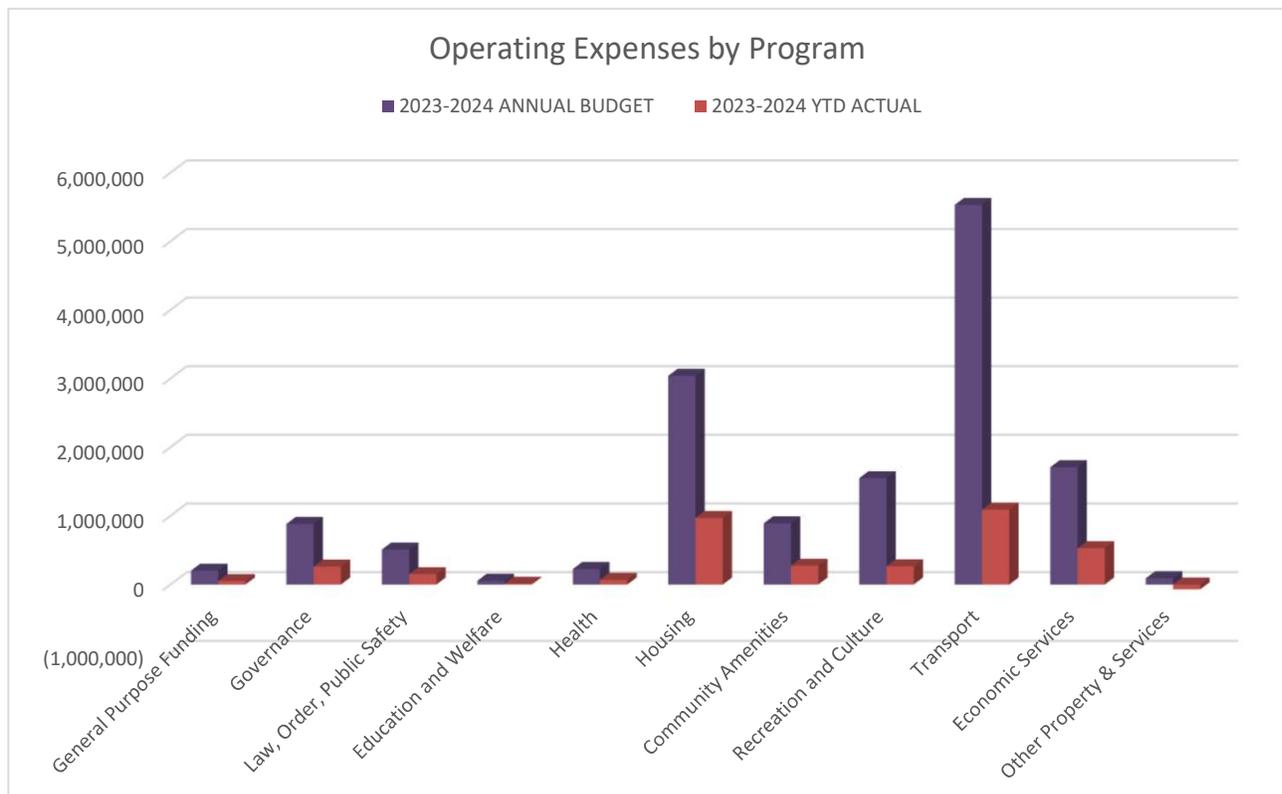
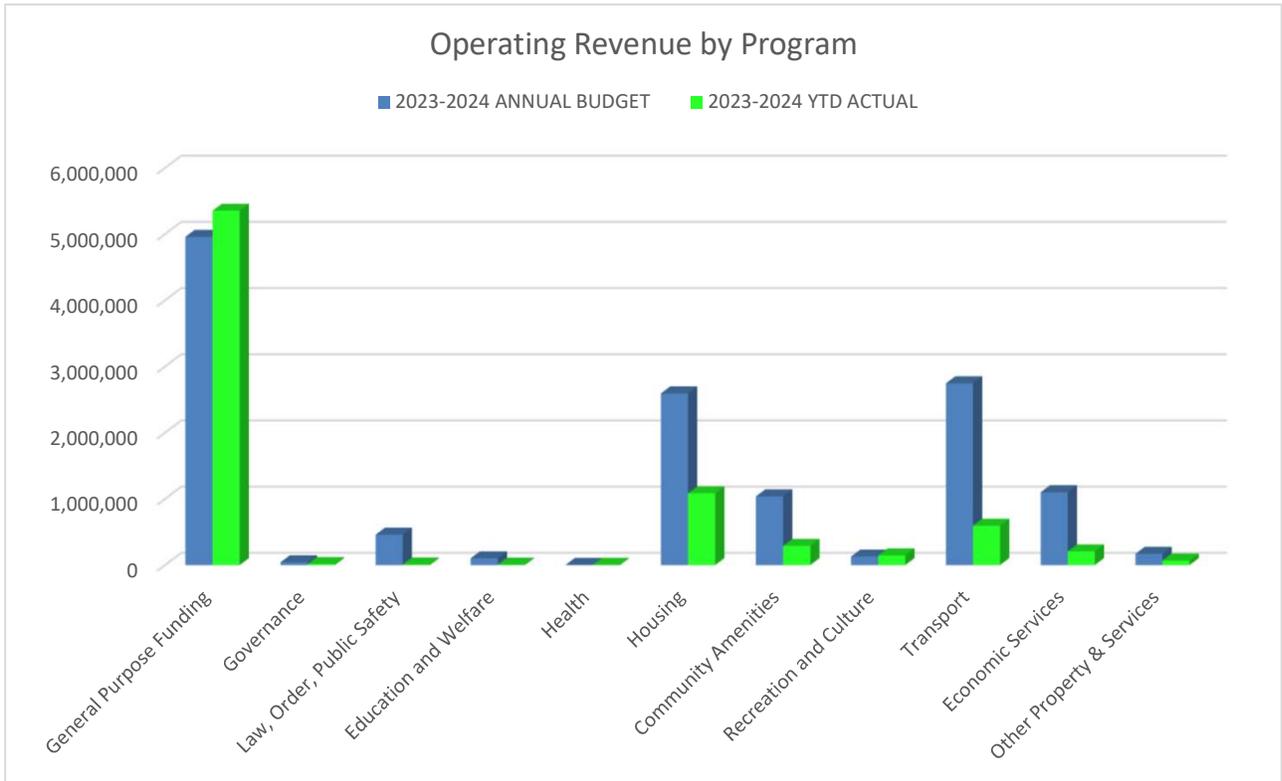
MONTHLY FINANCIAL REPORT

31 OCTOBER 2023

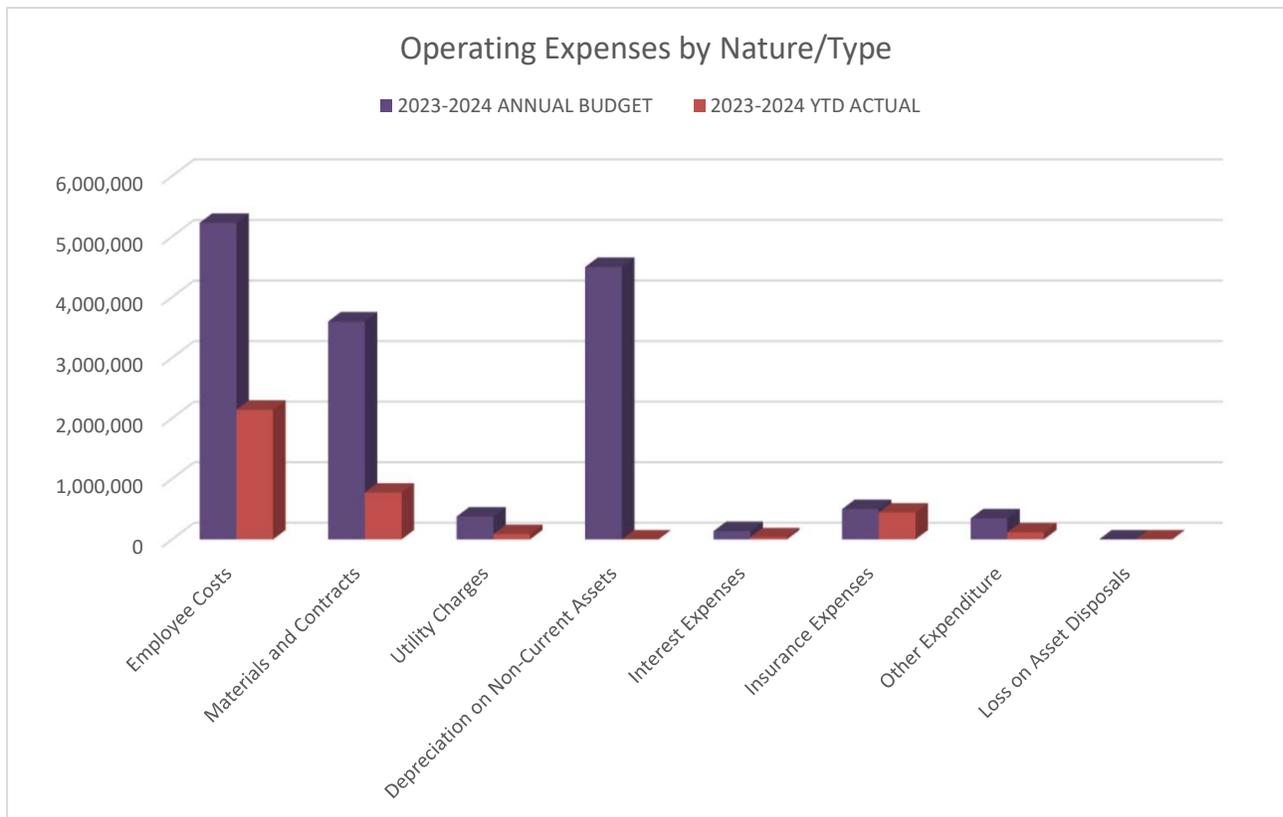
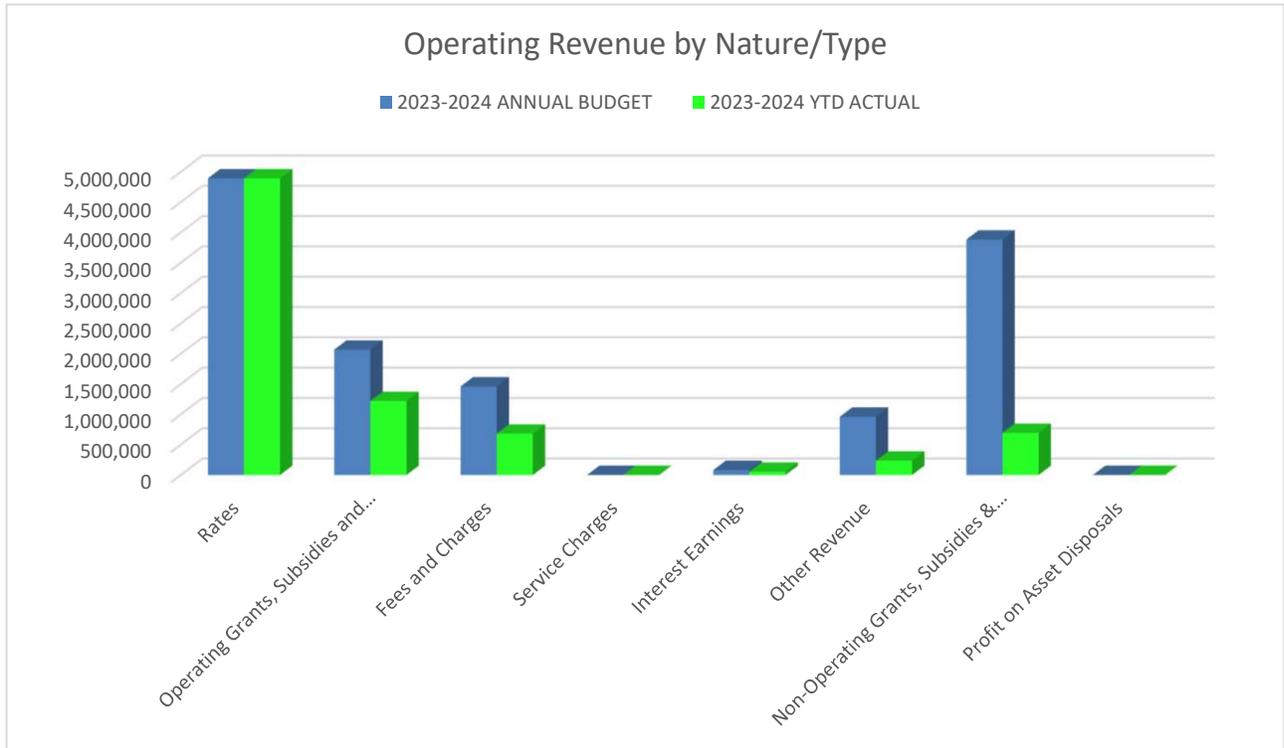
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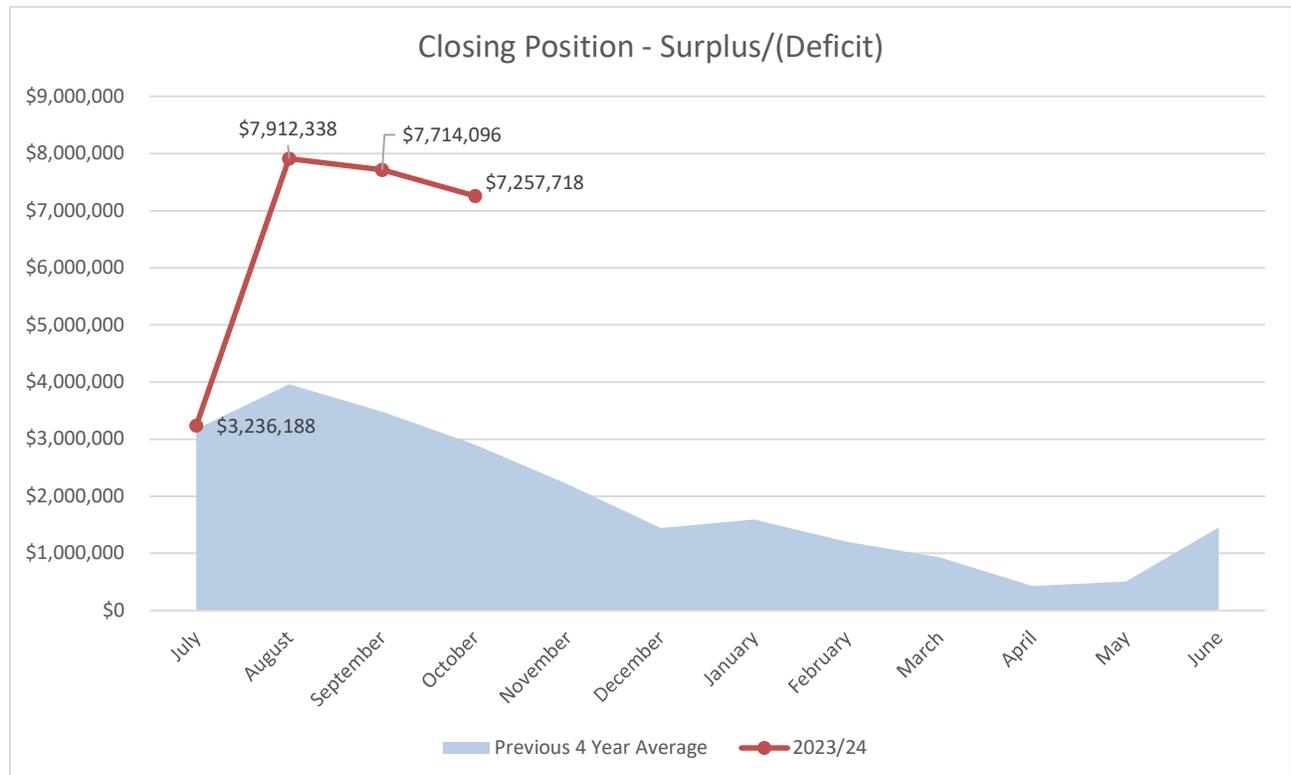
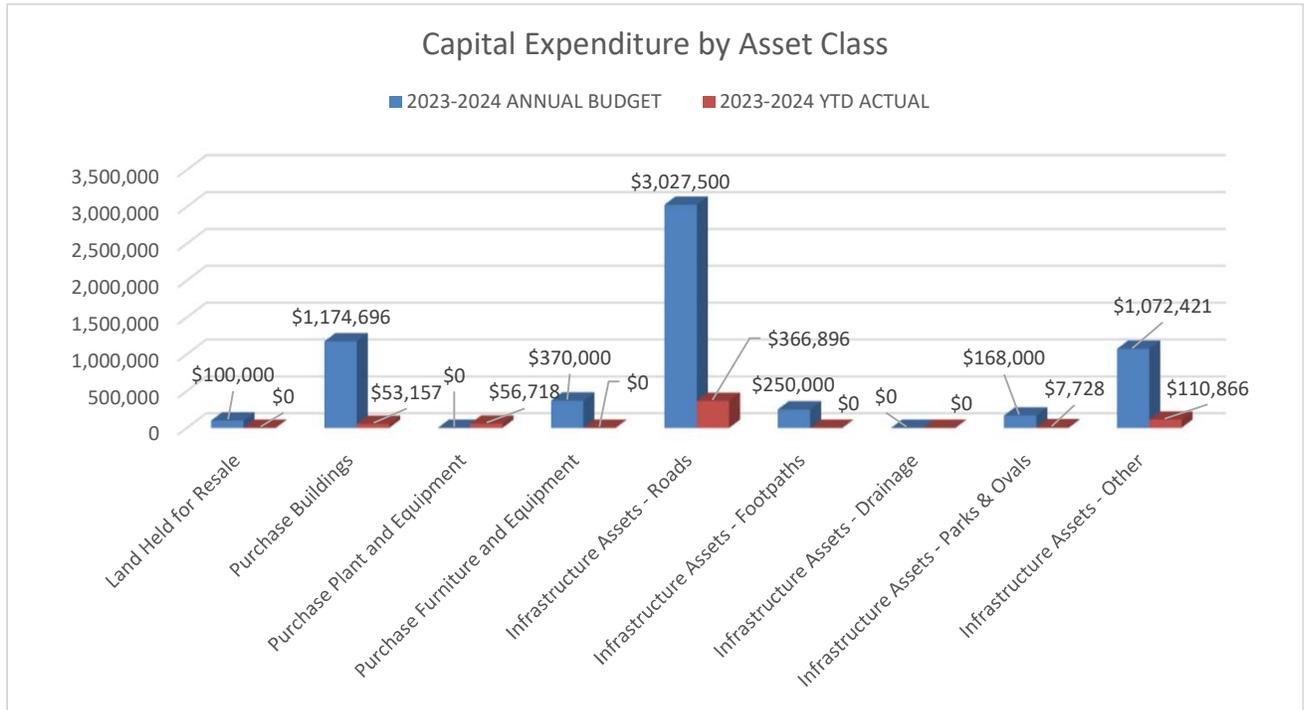
**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 31 OCTOBER 2023**



**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 31 OCTOBER 2023**



SHIRE OF KOJONUP EXECUTIVE SUMMARY FOR THE PERIOD ENDING 31 OCTOBER 2023



**SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 31 OCTOBER 2023**

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET	2023-2024 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)	\$	\$	\$
General Purpose Funding	(201,589)	(41,000)	(49,637)
Governance	(882,169)	(362,785)	(260,030)
Law, Order, Public Safety	(508,738)	(206,578)	(150,455)
Education and Welfare	(54,217)	(20,960)	(11,956)
Health	(223,335)	(75,618)	(67,064)
Housing	(2,998,870)	(1,063,775)	(955,514)
Community Amenities	(890,212)	(357,278)	(274,013)
Recreation and Culture	(1,477,206)	(520,035)	(244,601)
Transport	(5,528,909)	(1,864,229)	(1,087,095)
Economic Services	(1,693,750)	(611,490)	(527,939)
Other Property and Services	(90,769)	(123,286)	68,872
Operating Expenses	(14,549,764)	(5,247,035)	(3,559,433)
REVENUE			
General Purpose Funding	4,959,041	4,923,303	5,353,515
Governance	41,840	14,530	15,651
Law, Order, Public Safety	187,550	92,926	9,417
Education and Welfare	2,750	917	6,432
Health	4,600	1,533	2,288
Housing	2,593,420	864,439	1,084,557
Community Amenities	298,945	277,945	290,513
Recreation and Culture	85,220	8,806	46,183
Transport	221,791	347,791	227
Economic Services	898,250	299,405	207,197
Other Property & Services	169,508	56,500	69,304
Operating Revenue	9,462,915	6,888,094	7,085,285
<i>Sub-total</i>	(5,086,849)	1,641,059	3,525,852
FINANCE COSTS (INTEREST)			
Law & Order	(9,038)		0
Health	(1,952)	(994)	(995)
Housing	(40,957)	(13,765)	(13,766)
Recreation & Culture	(70,559)	(20,748)	(20,748)
Transport	(1,875)	(957)	(957)
Economic Services	(13,537)	0	0
Total Finance Costs	(137,918)	(36,464)	(36,466)
NON-OPERATING REVENUE			
Law, Order & Public Safety	271,696	0	0
Education & Welfare	100,000	0	0
Housing	0	0	0
Community Amenities	739,833	0	0
Recreation & Culture	44,411	0	100,000
Transport	2,524,266	474,400	594,400
Economic Services	202,411	0	0
Total Non-Operating Revenue	3,882,617	474,400	694,400
PROFIT/(LOSS) ON SALE OF ASSETS			
Governance Loss	0		0
Housing - Loss	0	0	0
Other Property & Services - Loss	0	0	0
Other Property & Services - Profit	0	0	0
Total Profit/(Loss)	0	0	0
NET RESULT	(1,342,150)	2,078,995	4,183,786
Changes in Revaluation Surplus			0
TOTAL COMPREHENSIVE INCOME	(1,342,150)	2,078,995	4,183,786

"Traffic Lights" Colour Coding:

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

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

Revenue:

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

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

Expenditure:

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

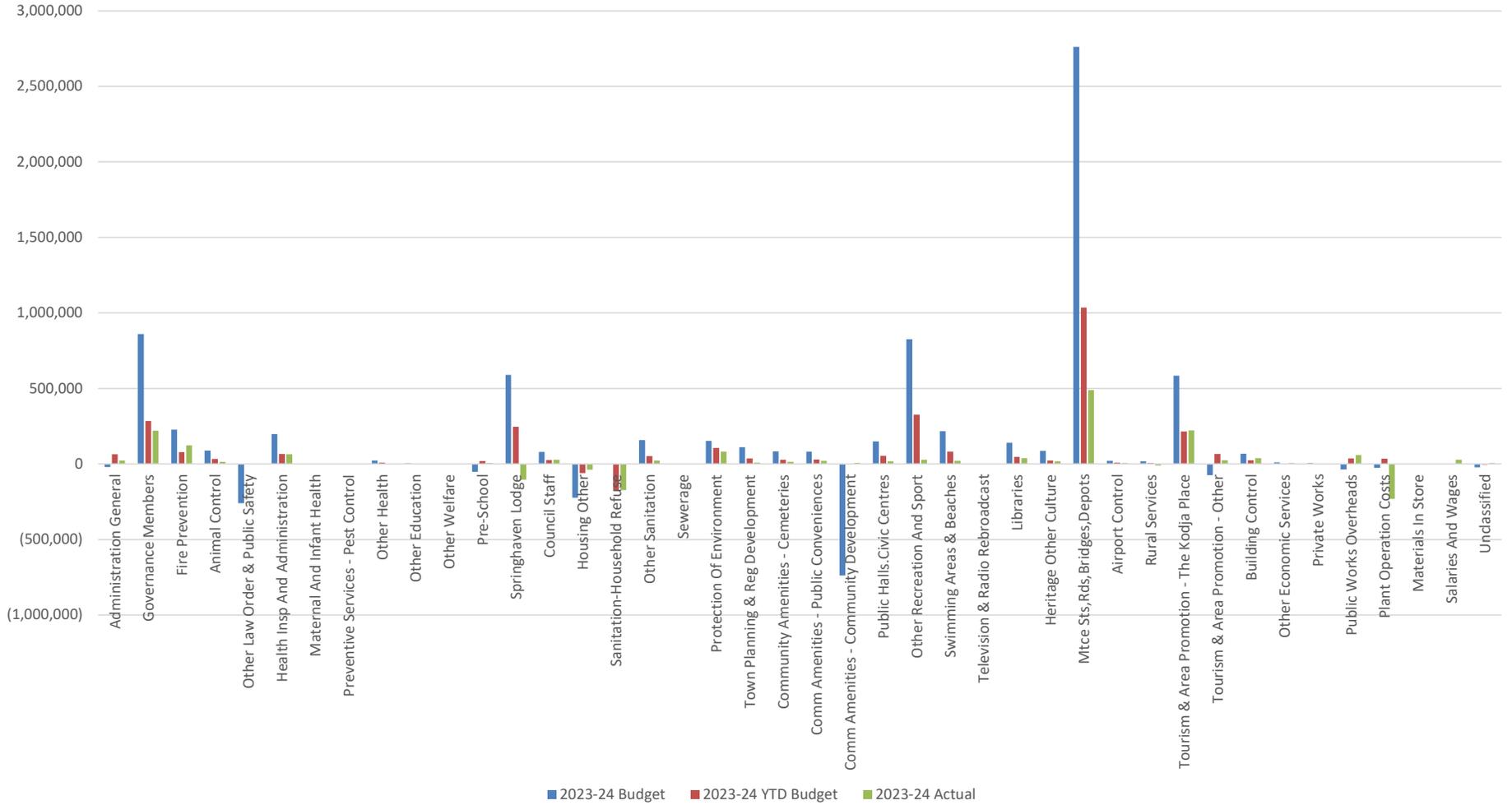
Red = Variance between Actual Expenditure and Year-to-Date budget is greater than 10% (higher)



SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 OCTOBER 2023

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET	2023-2024 YTD ACTUAL
Expenses			
Employee Costs	(5,227,726)	(1,748,869)	(2,140,359)
Materials and Contracts	(3,597,906)	(1,248,323)	(772,157)
Utility Charges	(378,064)	(126,035)	(86,176)
Depreciation on Non-Current Assets	(4,497,915)	(1,499,245)	0
Interest Expenses	(137,918)	(36,464)	(36,466)
Insurance Expenses	(501,145)	(493,882)	(443,625)
Other Expenditure	(347,008)	(130,682)	(117,116)
	(14,687,682)	(5,283,499)	(3,595,898)
Revenue			
Rates	4,892,541	4,892,546	4,891,944
Operating Grants, Subsidies and Contributions	2,067,218	838,321	1,219,653
Fees and Charges	1,460,385	664,973	682,274
Service Charges	0	0	0
Interest Earnings	82,500	31,593	54,881
Other Revenue	960,271	316,662	236,532
	9,462,915	6,744,094	7,085,285
	(5,224,767)	1,460,595	3,489,386
Non-Operating Grants, Subsidies & Contributions	3,882,617	618,400	694,400
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0	0
Profit on Asset Disposals	0	0	0
Loss on Asset Disposals	0	0	0
	3,882,617	618,400	694,400
Net Result	(1,342,150)	2,078,995	4,183,786
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	(1,342,150)	2,078,995	4,183,786

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



SHIRE OF KOJONUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 OCTOBER 2023

	Note	2022-23 ACTUAL \$	2023-24 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		3,015,335	5,949,339	2,934,004
Restricted Cash & Cash Equivalents		3,003,938	3,453,938	450,000
Trade and other receivables		2,305,520	3,365,269	1,059,749
ATO Receivables		0	93,790	93,790
Inventories		15,878	87,773	71,895
Land Held for Resale		169,861	169,861	0
Total current assets		8,510,532	13,119,969	4,609,437
Non-current assets				
Trade and other receivables		110,473	110,473	0
LG House Unit Trust		101,862	101,862	0
Land Held for Resale		0	0	0
Land		2,281,424	2,281,424	0
Buildings		26,963,384	27,016,541	53,157
Furniture & Equipment		356,922	356,922	0
Plant & Equipment		3,965,701	4,011,510	45,809
Tools		797	797	0
Roads Infrastructure		93,153,303	93,520,199	366,896
Kerbing Infrastructure		2,684,095	2,684,095	0
Drainage Infrastructure		11,518,902	11,518,902	0
Bridges Infrastructure		5,793,354	5,793,354	0
Footpaths Infrastructure		1,110,450	1,110,450	0
Parks Infrastructure		2,469,820	2,477,548	7,728
Other Infrastructure		5,898,884	6,009,750	110,866
Total non-current assets		156,409,372	156,993,828	584,456
Total assets		164,919,904	170,113,797	5,193,893
Current liabilities				
Trade and other payables		2,433,002	3,636,355	-1,203,353
ATO Liabilities		153,272	110,247	43,025
Contracts Liability		913,845	913,845	0
Interest-bearing loans and borrowings		447,038	296,818	150,220
Provisions		786,161	786,161	0
Total current liabilities		4,733,318	5,743,425	-1,010,107
Non-current liabilities				
Interest-bearing loans and borrowings		4,988,863	4,988,863	0
Non-Current Payables		0	0	0
Provisions		176,707	176,707	0
Total non-current liabilities		5,165,569	5,165,569	0
Total liabilities		9,898,887	10,908,994	-1,010,107
Net assets		155,021,016	159,204,803	4,183,786
Equity				
Retained surplus		70,960,953	70,510,953	-450,000
Net Result		0	4,183,786	4,183,786
Reserve - asset revaluation		81,056,126	81,056,126	0
Reserve - Cash backed		3,003,938	3,453,938	450,000
Total equity		155,021,016	159,204,803	4,183,786

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

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING 31 OCTOBER 2023

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET (a)	2023-2024 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE	\$	\$	\$			
Rates	4,892,541	4,892,546	4,891,944	Within Threshold	Within Threshold	
Operating Grants and Subsidies	2,067,218	838,321	1,219,653	381,332	45.49%	▲
Fees and Charges	1,460,385	664,973	682,274	17,302	Within Threshold	
Interest Earnings	82,500	31,593	54,881	23,288	73.71%	▲
Profit on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Revenue	960,271	316,662	236,532	(80,130)	(25.30%)	▼
	9,462,915	6,744,094	7,085,285			
LESS OPERATING EXPENDITURE						
Employee Costs	(5,227,726)	(1,748,869)	(2,047,805)	(298,936)	(17.09%)	▼
Materials & Contracts	(3,597,906)	(1,248,323)	(860,091)	388,232	31.10%	▲
Utilities	(378,064)	(126,035)	(86,176)	39,858	31.62%	▲
Depreciation on Non-Current Assets	(4,497,915)	(1,499,245)	0	1,499,245	100.00%	▲
Interest Expense	(137,918)	(36,464)	(36,466)	Within Threshold	Within Threshold	
Insurances	(501,145)	(493,882)	(443,625)	50,257	10.18%	▲
Loss on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Expenditure	(347,008)	(130,682)	(121,736)	Within Threshold	Within Threshold	
	(14,687,682)	(5,283,500)	(3,595,898)			
<i>Increase(Decrease)</i>	(5,224,767)	1,460,595	3,489,386			
ADD						
Movement in Springhaven Bonds	0	0	450,000	450,000	0.00%	
Profit on the disposal of assets	0	0	0	Within Threshold	0.00%	
Loss on the disposal of assets	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	4,497,915	1,499,245	0	(1,499,245)	(100.00%)	▼
	4,499,915	1,499,245	450,000			
<i>Sub Total</i>	(724,852)	2,959,841	3,939,386			
INVESTING ACTIVITIES						
Land Held for Resale	(100,000)	0	0	Within Threshold	0.00%	
Purchase Buildings	(1,174,696)	(147,500)	(53,157)	94,343	(63.96%)	
Purchase Plant and Equipment	0	0	(56,718)	(56,718)	0.00%	
Purchase Furniture and Equipment	(370,000)	0	0	Within Threshold	0.00%	
Infrastructure Assets - Roads	(3,027,500)	(594,900)	(366,896)	228,004	(38.33%)	
Infrastructure Assets - Footpaths	(250,000)	0	0	Within Threshold	0.00%	
Infrastructure Assets - Drainage	0	0	0	Within Threshold	0.00%	
Infrastructure Assets - Parks & Ovals	(168,000)	0	(7,728)	Within Threshold	0.00%	
Infrastructure Assets - Other	(1,072,421)	(113,751)	(110,866)	Within Threshold	Within Threshold	
Proceeds from Sale of Assets	0	0	10,909	10,909	0.00%	
Contributions for the Development of Assets	3,882,617	618,400	694,400	76,000	12.29%	▲
	(2,280,000)	(237,751)	109,944			
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal	(447,119)	(150,218)	(150,220)	Within Threshold	Within Threshold	
Transfer from Reserves	0	0	0	Within Threshold	0.00%	
Transfer to Reserves	(37,569)	(267)	(450,000)	(449,733)	168446.07%	
	(484,688)	(150,485)	(600,220)			
Plus Rounding						
<i>Sub Total</i>	(3,489,540)	2,571,604	3,449,110			
FUNDING FROM						
Estimated Opening Surplus at 1 July	3,490,000	3,490,000	3,808,608	318,608	Within Threshold	
Closing Funds	0	0	0			
	3,490,000	3,490,000	3,808,608			
NET SURPLUS/(DEFICIT)	460	6,061,604	7,257,718			

SHIRE OF KOJONUP
SUMMARISED NET CURRENT POSITION
FOR THE PERIOD ENDING 31 OCTOBER 2023

	ACTUAL 30 JUNE 2023	ACTUAL YTD
Cash - Unrestricted	\$3,015,335	\$5,949,339
Cash - Restricted General	\$0	\$0
Cash - Restricted Reserves	\$3,003,938	\$3,453,938
Accounts Receivable - Rates	\$368,450	\$2,089,014
Accounts Receivable - Sundry	\$1,854,722	\$1,276,255
GST Receivable	(\$70,924)	(\$32,764)
Inventories	\$15,878	\$87,773
Land held for Resale	\$169,861	\$169,861
Loans - Clubs	\$0	\$0
CURRENT ASSETS	\$8,357,259	\$12,993,415
LESS: CURRENT LIABILITIES		
Payables	(\$451,202)	(\$867,831)
ATO Liabilities	(\$10,949)	(\$331,366)
Contract Liabilities	(\$913,845)	(\$913,845)
Employee Provisions	(\$786,161)	(\$786,161)
Accrued Interest on Loans	(\$25,851)	(\$25,851)
Interest Bearing Loans	(\$447,038)	(\$296,818)
Springhaven Accommodation Bonds	(\$1,945,000)	(\$2,395,000)
CURRENT LIABILITIES	(\$4,580,046)	(\$5,616,871)
LESS: EXCLUSIONS		
Cash - Restricted Reserves	(\$3,003,938)	(\$3,453,938)
Cash - Restricted Cash	\$0	\$0
Interest Bearing Loans	\$447,038	\$296,818
Self Supporting Loan Debtors	\$0	\$0
Less Land held for Resale	(\$169,861)	(\$169,861)
Less Provision for Doubtful Debts	\$1,142	\$1,142
Add back Cash backed LSL Provision		
Add Back Springhaven Bonds	\$1,945,000	\$2,395,000
Add Back Accrued Interest on Loans	\$25,851	\$25,851
Add: Current liabilities not expected to be cleared at end of year	\$786,161	\$786,161
Roundings	\$1	\$1
NET CURRENT POSITION - SURPLUS/(DEFICIT)	\$3,808,608	\$7,257,718

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 OCTOBER 2023**

EXPLANATION OF MATERIAL VARIANCES

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

Defining a 'Material Variance'

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

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

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Revenue</u>						
Operating Grants	838,321	1,219,653	381,332	45%	PERMANENT/ TIMING	Additional general purpose grant \$234k and local road grant \$207k received. Decrease in ESL Brigade funding of \$18k, Decrease in BRPC grant of \$63k, Increase in Kindy Cafe grant \$6k, Increase in Springhaven personal care subsidy of \$174k, Increase in Rail trail grant \$4k, Increase in Dept of Education oval contribution of \$37k, Decrease in MRWA direct grant of \$204k, for reporting period.
Fees & Charges	664,973	682,274	17,302	Within Threshold	TIMING	Decrease in rental income for staff housing \$15k, Increase in rental income for Springhaven \$51k, Decrease in rental income for ILU's \$8k, Increase in Water Standpipe charges \$10k, decrease in Café retail sales \$19k, for reporting period.
Interest Earnings	31,593	54,881	23,288	74%	TIMING	Increase in interest on unpaid bonds \$31k, decrease in non-payment rates penalty interest \$3k, decrease in reserve interest \$5k, for reporting period.
Other Revenue	316,662	236,532	(80,130)	-25%	PERMANENT/ TIMING	Decrease in ESL admin fee \$4k, Decrease in events income \$4k, Increase in Kodja Place retail sales \$21k, decrease in Café trading income \$106k, decrease in fuel rebates \$6k, increase in workers compensation reimbursements \$36k, decrease in sundry income \$9k, decrease in lease fees for KSC properties \$5k, for reporting period.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 OCTOBER 2023**

EXPLANATION OF MATERIAL VARIANCES

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Expenses</u>						
Employee Costs	(1,748,869)	(2,047,805)	(298,936)	-17%	TIMING	Increase in operational employee costs due to higher percentage of employee time spent on operational projects. Expenditure on capital works is expected to increase in the coming months.
Materials & Contracts	(1,248,323)	(860,091)	388,232	31%	TIMING	Decrease in election expenses \$12k, decrease in Subscription expenses \$11k, decrease in software licensing fees \$56k, decrease in website upgrade expenses \$15k, decrease in legal expenses \$15k, decrease in Springhaven contract labour \$100k, decrease in transport of waste \$10k, decrease in bridge maintenance \$16k, decrease in fuel & oil expenses \$60k, for reporting period.
Depreciation on Assets	(1,499,245)	0	1,499,245	100%	TIMING	Depreciation unable to be raised until after annual audit is complete
Insurances	(493,882)	(443,625)	50,257	10%	PERMANENT/ TIMING	Decrease in Bushfire insurance \$50k, for reporting period.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 OCTOBER 2023**

EXPLANATION OF MATERIAL VARIANCES

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

Defining a 'Material Variance'

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

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

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Investing Activities</u>						
Buildings	(147,500)	(53,157)	94,343	-64%	PERMANENT/ TIMING	Cat pound project expenses higher \$6k, 34 Katanning Road expenses lower \$76k, Springhaven Building expenses lower \$7k, Kodja Place expenses lower \$18k.
Plant & Equipment	0	(56,718)	(56,718)	0%	TIMING	Mower purchase not included in budget as authorised expenditure.
Infrastructure - Roads	(594,900)	(366,896)	228,004	-38%	TIMING	Decrease in Kojonup-Darkan Blackspot project expenses \$230k for reporting period.
Proceeds from Sale of Assets	0	10,909	10,909	0%	PERMANENT	Mower trade-in not included in budget.
<u>Financing Activities</u>						
Transfer to Cash backed Reserves	(267)	(450,000)	(449,733)	168446%	TIMING	Deposits for new Springhaven residents not anticipated. Transferred to Bond Liability.

**SHIRE OF KOJONUP
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PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Actuals	% of Annual Budget
Governance								
C137	ICT Plan Implementation		CEO	F&E	Renewal	360,000	0	0%
C191	Shire Administration Centre - Building Renewal/Improvement		CEO	L&B	Renewal	20,000	0	0%
						380,000	0	
Law Order & Public Safety								
C138	Bush Fire Repeater Tower	5.1.2	MRS	Infr.	New	350,000	96,944	28%
2885	CCTV Infrastructure		CEO	Infr.	New	267,000	0	0%
C440	Cat Pound		MRS	L&B	New	4,696	6,588	140%
						621,696	103,532	
Education & Welfare								
C441	Old School - Re-Roof		BMC	L&B	Renewal	100,000	0	0%
						100,000	0	
Housing								
C157	Staff - 15 Loton Close		CEO	L&B	New	60,000	131	0%
C140	Staff - 34 Katanning Road		MRS	L&B	Upgrade	120,000	44,165	37%
C147	Springhaven - Furniture	2.2.6	MACS	F&E	New	10,000	0	0%
C195	Springhaven - Building	2.2.14	MACS	L&B	Renewal	30,000	0	0%
C313	Jean Sullivan Units - Building Renewal		BMC	L&B	Upgrade	10,000	0	0%
C145	ILU's - Building Renewal		BMC	L&B	Renewal	10,000	0	0%
						240,000	44,296	
Community Amenities								
C310	Subdivision Construction	2.4.3	CEO	L4R	Upgrade	100,000	0	0%
C407	Refuse Site Development		MRS	Infr.	Upgrade	98,250	1,551	2%
C442	Men's Shed - Construction of New		MCCS	L&B	New	750,000	0	0%
C355	Town Furniture		MWS	Infr.	New	39,171	240	1%
						987,421	1,791	
Recreation & Culture								
C198	Historic Buildings - Capital Improvement		BMC	L&B	Renewal	30,000	0	0%
C199	Memorial Hall/Theatrical/Harrison Place		MRS	L&B	New	10,000	0	0%
C408	Harrison Place Toilets & Park	1.1.8	MWS	L&B	Upgrade	10,000	0	0%
C443	Showgrounds Retaining Wall		CEO	Infr.	New	6,000	6,000	100%
C274	Sporting Complex - Netball Court Resurface & Roof	1.2.10, 1.2.13	MCCS	Infr.	Renewal	88,000	0	0%
C411	Sporting Complex - Playground & Outdoor Gym	1.2.10	MCCS	Infr.	New	0	7,728	0%
C444	Sporting Complex - Hall of Fame Signage		MCCS	Infr.	New	8,000	0	0%
C357	Apex Park - Replace Equipment		SH	Infr.	Renewal	34,000	0	0%
C447	Contribution to Bowling Club New Green		MCCS	Infr.	Upgrade	0	0	0%
C448	Trails Hub Construction		MCCS	Infr.	New	40,000	0	0%
C412	Apex Park Drainage & Car Park & RV		MCCS	Infr.	Upgrade	0	0	0%
C413	Trails Construction		MCCS	Infr.	New	0	0	0%
						226,000	13,728	
Transport - Plant Purchases								
7604	Plant Major Purchases		MWS	P&E	New	0	56,718	0%
						0	56,718	

**SHIRE OF KOJONUP
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PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Actuals	% of Annual Budget
Transport - Infrastructure							
C417 Widening - Shamrock Road	1.1.5	MWS	Infr.	Upgrade	660,000	19,875	3%
C436 Widening - Shamrock Road (2021/2022 Project)	1.1.5	MWS	Infr.	Upgrade	0	12	0%
C319 Bitumen Reseal - Kojonup-Frankland Road	1.1.5	MWS	Infr.	Renewal	150,000	0	0%
C320 Bitumen Reseal - Kojonup Darkan Road	1.1.5	MWS	Infr.	Renewal	553,000	0	0%
C321 Bitumen Reseal - Broomehill-Kojonup Road	1.1.5	MWS	Infr.	Renewal	150,000	0	0%
C172 Seal - Riverdale Road	1.1.5	MWS	Infr.	Renewal	413,000	0	0%
CJ453 Seal - Balgarup Road RTR	1.1.5	MWS	Infr.	Renewal	150,000	0	0%
C463 Kojonup Darkan Shoulder Blackspot		MWS	Infr.	Upgrade	669,000	332,450	50%
C500 Tone Road - RTR		MWS	Infr.	Upgrade	100,000	0	0%
C501 Ballock Road - RTR		MWS	Infr.	Upgrade	70,000	0	0%
C502 Woodenup Road - RTR		MWS	Infr.	Upgrade	30,000	0	0%
C503 Boilup Road - RTR		MWS	Infr.	Upgrade	30,000	5,561	19%
C504 Hubbe Road - RTR		MWS	Infr.	Upgrade	52,500	8,998	17%
C174 Soldier Road - Footpath, Kerbing and Drainage		MWS	Infr.	Upgrade	250,000	0	0%
					3,277,500	366,896	
Economic Services							
C177 Kodja Place - Capital Renewal/Improvement	2.1.10	BMC	L&B	Renewal	20,000	2,273	11%
CJ457 EV Charger Parking Bay		MWS	Infr.	Upgrade	250,000	6,131	2%
C054 Promotional Signage at Airstrip	1.4.7	MCCS	Infr.	New	30,000	0	0%
					300,000	8,403	
Other Property & Services							
C458 Radios - Communication		MWS	Infr.	Renewal	30,000	0	0%
					30,000	0	
Total Capital Expenditure					6,162,617	595,365	9.7%

SUMMARIES:		
Land Held for Resale	100,000	0 0.0%
Land & Buildings	1,174,696	53,157 4.5%
Infrastructure	4,517,921	485,490 10.7%
Plant & Equipment	0	56,718 0.0%
Furn & Equipment	370,000	0 0.0%
	6,162,617	595,365 9.7%
Asset Renewal	2,138,000	2,273 0.1%
New Asset	1,574,867	174,350 11.1%
Upgrading Asset	2,449,750	418,743 17.1%
	6,162,617	595,365 9.7%
Chief Executive Officer	813,000	6,131 0.8%
Manager Corporate & Community Services	916,000	7,728 0.8%
Manager Works & Services	3,606,671	429,985 11.9%
Senior Horticulturalist	34,000	0 0.0%
Manager Regulatory Services	582,946	149,249 25.6%
Building Maintenance Coordinator	170,000	2,273 1.3%
Manager Aged Care Services	40,000	0 0.0%
	6,162,617	595,365 9.7%

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
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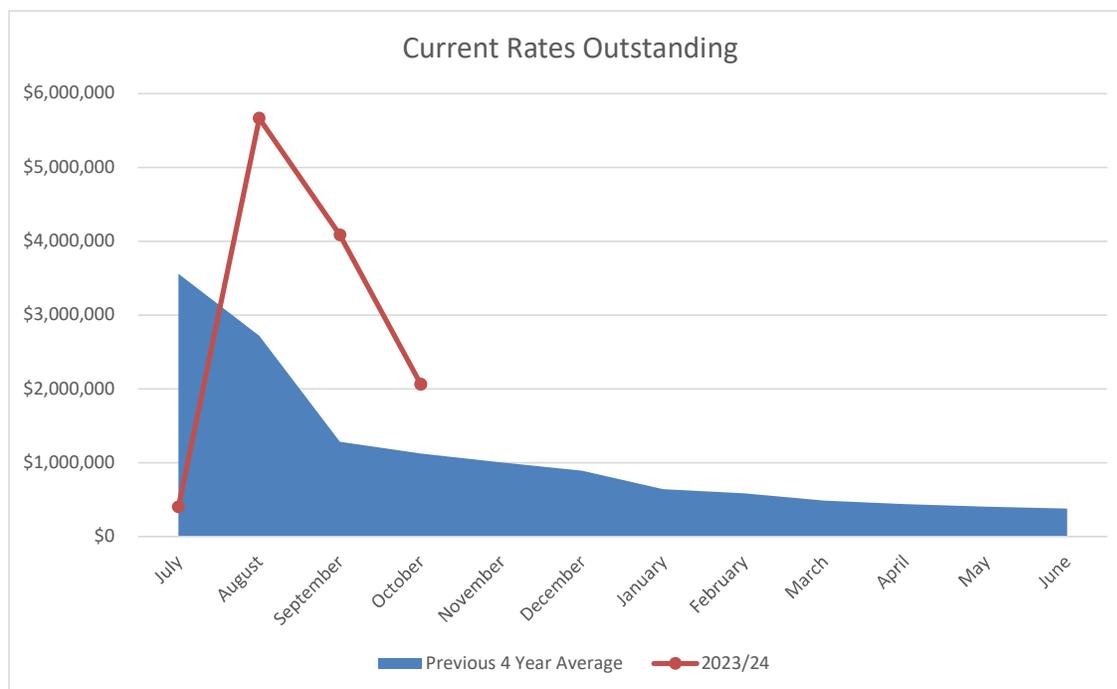
RESERVES - CASH BACKED	2024 Actual Opening Balance	2024 Actual Transfer to	2024 Actual Transfer (from)	2024 Actual Closing Balance	2024 Budget Opening Balance	2024 Budget Transfer to	2024 Budget Transfer (from)	2024 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Plant Replacement	251,346	0	0	251,346	252,079	2,611	0	254,690
Employee Leave	247,421	0	0	247,421	245,886	30,908	0	276,794
Springhaven Lodge (Bonds)	1,945,000	450,000	0	2,395,000	1,945,000	0	0	1,945,000
Low Income Housing	84,750	0	0	84,750	84,224	83	0	84,307
Sporting Facility	63,655	0	0	63,655	63,260	63	0	63,323
Landfill Waste Management	81,262	0	0	81,262	80,758	80	0	80,838
Kodja Place Tourist Precinct	17	0	0	17	17	0	0	17
Community Grant Scheme	9,894	0	0	9,894	9,832	10	0	9,842
Independent Living Units	160,569	0	0	160,569	159,573	158	0	159,731
Natural Resource Management	98,909	0	0	98,909	98,295	97	0	98,392
Swimming Pool	41,083	0	0	41,083	40,829	40	0	40,869
The Kodja Place Building Upgrade & Renewal	17,880	0	0	17,880	17,769	18	0	17,787
Sporting Complex Building Upgrade & Renewal	1,137	0	0	1,137	1,129	0	0	1,129
Netball Court Resurfacing	1,013	0	0	1,013	1,007	3,501	0	4,508
Trails Network Construction	2	0	0	2	2	0	0	2
	3,003,938	450,000	0	3,453,938	2,999,660	37,569	0	3,037,229

**SHIRE OF KOJONUP
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RATES & SUNDRY RECEIVABLES

Rates:

	1-Jul-23	Levy for 2023/24	Collectable	Received	Outstanding
Property Rates	\$ 206,954	\$ 4,890,022	\$ 5,096,976	\$ (3,430,957)	\$ 1,666,019
Rubbish Charges	\$ 37,874	\$ 284,560	\$ 322,434	\$ (214,708)	\$ 107,726
Emergency Services Levy	\$ 20,986	\$ 39,017	\$ 60,003	\$ -	\$ 60,003
Instalment fee & Interest	\$ -	\$ 13,191	\$ 13,191	\$ (13,191)	\$ -
Penalty & ESL Interest	\$ 100,282	\$ 4,456	\$ 104,738	\$ (2,747)	\$ 101,991
Excess Rates	\$ (60,914)	\$ -	\$ (60,914)	\$ 36,696	\$ (24,217)
Sub- Total	\$ 305,182	\$ 5,231,247	\$ 5,536,429	\$ (3,624,907)	\$ 1,911,522 37%
OTHER ITEMS					
Pensioner Rebates to claim	\$ 84,702	\$ -	\$ 84,702	\$ 68,572	\$ 153,275
	\$ 389,884				\$ 2,064,797
Pensioner Deferred Rates	\$ 110,473	\$ -	\$ 110,473	\$ -	\$ 110,473
Total Outstanding	\$ 415,655	\$ 5,231,247	\$ 5,646,902	\$ (3,624,907)	\$ 2,021,996



Sundry Debtors:

	30-Jun-23		31/10/23		Movement This FY
Credit Balance	\$ (6,180)		\$ (12,833)		\$ 6,653
Current	\$ 125,937		\$ 691,394		\$ (565,457)
30 - 60 days	\$ 469,099	65%	\$ 145,215	11%	\$ 323,884
60 - 90 days	\$ 5,339	1%	\$ 23,846	2%	\$ (18,507)
Greater than 90 days	\$ 126,515	18%	\$ 431,207	34%	\$ (304,692)
	\$ 720,710		\$ 1,278,828		

**SHIRE OF KOJONUP
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FOR THE PERIOD ENDING 31 OCTOBER 2023**

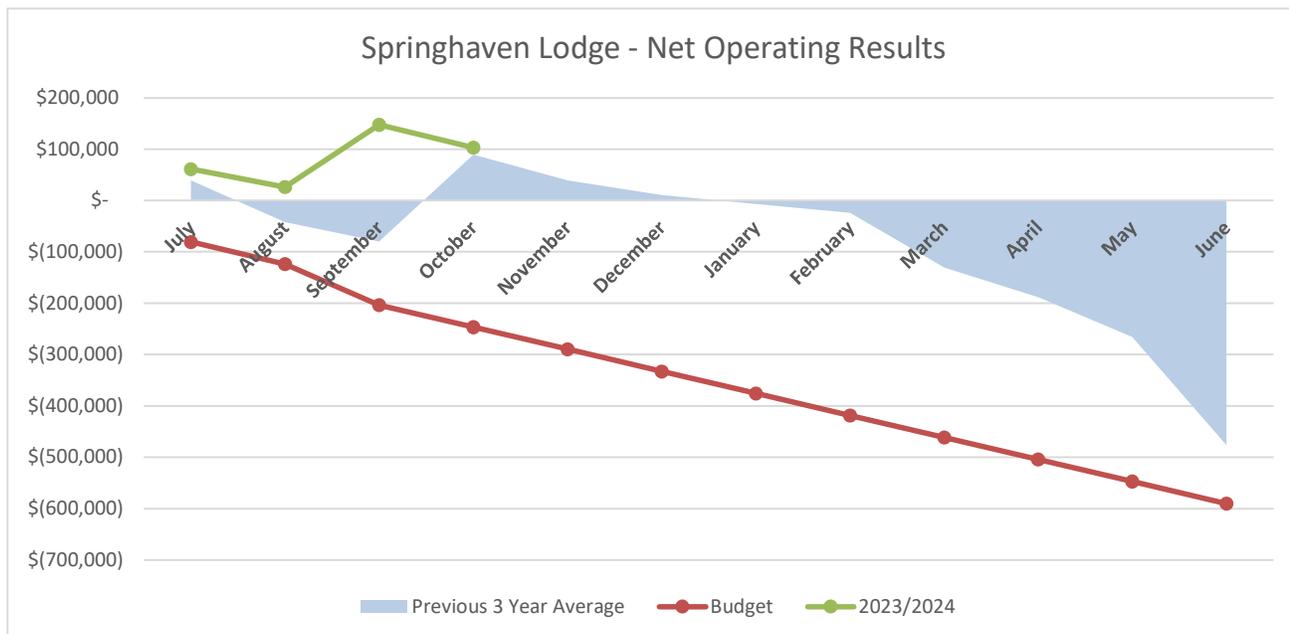
LOAN REPAYMENTS	Loan Number	2024 Actual	2024 New	2024 New	2024 Actual	2024 Actual	2024 Budget	2024 Budget	2024 Budget	2024 Budget	2024 Budget
		Principal 1 July 2023	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding	Principal 1 July 2023	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding
		\$		\$	\$	\$	\$	\$	\$	\$	
Law, order, public safety											
	Communications Tower	150	400,000	0	0	0	400,000	0	(16,042)	(9,038)	383,958
Health											
	Medical Centre Donation	137	114,972	0	(4,331)	(995)	114,972	0	(8,700)	(1,952)	106,272
Housing											
	Bagg Street Unit	135	58,596	0	0	0	53,802	0	(10,115)	(1,575)	43,687
	Aged Units - GSHI	139	20,369	0	(5,048)	(119)	20,369	0	(10,125)	(209)	10,244
	Staff Housing - GSHI	140	796,591	0	(30,008)	(6,891)	796,591	0	(60,276)	(13,521)	736,315
	GROH Housing - GSHI	138	823,080	0	(56,089)	(5,926)	823,079	0	(112,583)	(11,449)	710,496
	Staff Housing - GSHI	144	44,406	0	(5,372)	(415)	44,406	0	(10,793)	(780)	33,613
	GROH Housing - GSHI	145	44,406	0	(5,372)	(415)	44,406	0	(10,793)	(780)	33,613
	Staff Housing Renovations	148	285,524	0	0	0	285,524	0	(15,049)	(12,643)	270,475
Recreation and culture											
	Sports Complex	134	206,978	0	0	0	198,705	0	(18,020)	(9,800)	180,685
	Sports Complex Wall	136	62,358	0	0	0	62,359	0	(9,885)	(1,192)	52,474
	Netball Courts & Roof	143	1,337,732	0	(26,699)	(19,246)	1,337,732	0	(53,783)	(38,108)	1,283,949
	Oval Lighting	142	206,908	0	(12,242)	(1,502)	206,908	0	(24,573)	(2,915)	182,335
	Harrison PI Toilets & Park	146	366,615	0	0	0	366,615	0	(34,706)	(14,025)	331,909
	Harrison PI Toilets & Park	149	200,000	0	0	0	200,000	0	(8,021)	(4,519)	191,979
Transport											
	Airstrip Lighting	141	126,939	0	(5,060)	(957)	126,578	0	(10,157)	(1,875)	116,421
Economic services											
	Land Development	147	353,855	0	0	0	353,855	0	(33,498)	(13,537)	320,357
			5,449,329	0	(150,220)	(36,466)	5,299,108	0	(447,119)	(137,918)	4,988,782

**SHIRE OF KOJONUP
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MAJOR BUSINESS UNITS

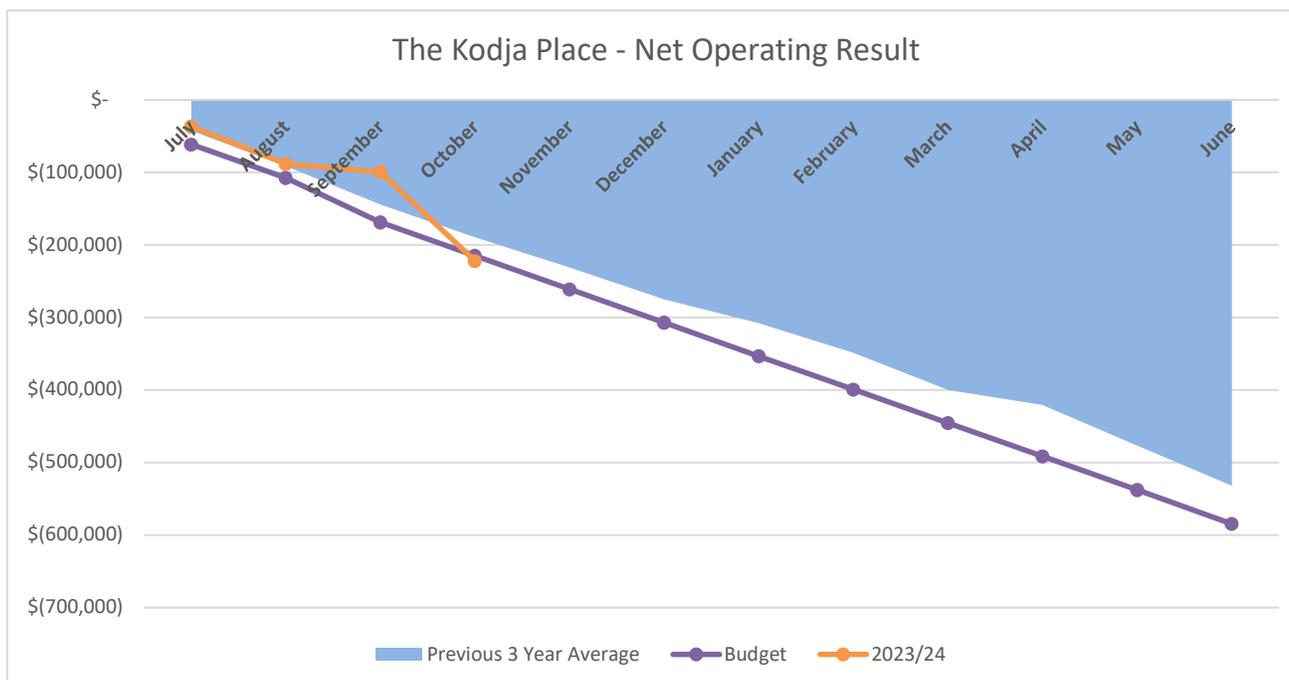
Springhaven Lodge

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



The Kodja Place Precinct

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



SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
		Proceeds Sale of Assets				
9605	Proceeds Sale of Assets -	\$0	(\$10,909)	0%	\$0	\$0
	Sub Total - PROCEEDS/REALISATION ON SALE OF ASSET	\$0	(\$10,909)		\$0	\$0
		Written Down Value				
New	00000 Written Down Value-	\$0	\$0		\$0	\$0
	Sub Total - WDV ON SALE OF ASSET	\$0	\$0		\$0	\$0
	Total - GAIN/LOSS ON DISPOSAL OF ASSET	\$0	(\$10,909)		\$0	\$0
	Total - OPERATING STATEMENT	\$0	(\$10,909)		\$0	\$0

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		31 OCTOBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
GENERAL PURPOSE FUNDING - RATES						
OPERATING EXPENDITURE						
1104	Rates Incentive Prize	\$50	\$0	0%	\$0	\$5,000
1112	Admin Allocated to Rates (Cash)	\$19,826	\$5,754	10%	\$0	\$59,479
1122	Admin Allocated to Rates (Non-Cash)	\$1,064	\$0	0%	\$0	\$3,192
1132	Rating Salaries	\$13,333	\$34,807	87%	\$0	\$40,000
1162	Superannuation	\$2,000	\$4,149	69%	\$0	\$6,000
1182	Rates Printing/postage	\$2,940	\$971	32%	\$0	\$3,000
1192	Valuation Expenses	\$300	\$2,464	3%	\$0	\$81,000
1202	Title Searches	\$70	\$0	0%	\$0	\$500
1222	Insurance - Emp Costs (Rates)	\$1,418	\$1,493	105%	\$0	\$1,418
1262	Legal Costs Incurred - Rates	\$0	\$0	0%	\$0	\$2,000
Sub Total - GENERAL RATES OP/EXP		\$41,000	\$49,637		\$0	\$201,589
OPERATING INCOME						
1003	General Rates Levied	(\$4,890,022)	(\$4,890,022)	100%	(\$4,890,022)	\$0
1023	Interim Rates	(\$300)	\$0	0%	(\$300)	\$0
1053	Back Rates	(\$100)	\$0	0%	(\$100)	\$0
1013	Ex-Gratia Rates	(\$2,219)	(\$2,046)	92%	(\$2,219)	\$0
1043	Non Payment Penalty Interest	(\$7,360)	(\$4,456)	19%	(\$23,000)	\$0
1073	Instalment Administration Charge	(\$3,430)	(\$3,231)	92%	(\$3,500)	\$0
1063	Instalment Interest Charge	(\$9,800)	(\$9,960)	100%	(\$10,000)	\$0
1273	ESL Levy Admin Fee	(\$4,000)	\$0	0%	(\$4,000)	\$0
1092	Rates Written Off/Refunded	\$95	\$125	125%	\$100	\$0
1283	Settlement & Search Charges	(\$1,400)	(\$1,605)	46%	(\$3,500)	\$0
1263	Legal Expenses - Recovered	\$0	\$0	0%	(\$2,000)	\$0
Sub Total - GENERAL RATES OP/INC		(\$4,918,536)	(\$4,911,196)		(\$4,938,541)	\$0
Total - GENERAL RATES		(\$4,877,536)	(\$4,861,559)		(\$4,938,541)	\$201,589

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
OTHER GENERAL PURPOSE FUNDING						
OPERATING EXPENDITURE						
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP					\$0	\$0
OPERATING INCOME						
1333	Financial Assistance Grant	\$0	(\$234,429)	0%	\$0	\$0
1343	Grants Commission Local Roads Grant	\$0	(\$207,890)	0%	\$0	\$0
1373	Interest Received - Municipal	(\$167)	\$0	0%	(\$500)	\$0
1393	Interest Received - Reserves	(\$4,600)	\$0	0%	(\$20,000)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC					(\$20,500)	\$0
Total - OTHER GENERAL PURPOSE FUNDING					(\$20,500)	\$0
Total - GENERAL PURPOSE FUNDING					(\$4,959,041)	\$201,589

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
GOVERNANCE - MEMBERS OF COUNCIL						
OPERATING EXPENDITURE						
002D	Depreciation	\$3,067	\$0	0%	\$0	\$9,200
1502	Meeting Attendance Fees	\$26,750	\$33,660	31%	\$0	\$107,000
1508	Members Travelling	\$231	\$91	13%	\$0	\$700
1512	Conferences & Training Expenses	\$15,250	\$4,793	31%	\$0	\$15,500
1522	Members Communications Allowance	\$6,000	\$7,500	31%	\$0	\$24,000
1532	Election Expenses	\$14,250	\$0	0%	\$0	\$30,000
1542	Presidents/Dep Allowances	\$9,500	\$11,276	30%	\$0	\$38,000
1562	Refreshments & Functions (Councillors)	\$2,340	\$1,244	14%	\$0	\$9,000
1572	Refreshments & Functions Staff	\$600	\$281	5%	\$0	\$6,000
1592	Members Insurance	\$10,278	\$10,277	100%	\$0	\$10,278
1602	Subscriptions	\$13,365	\$35,545	237%	\$0	\$15,000
1612	Misc Expenses - Members	\$462	\$117	17%	\$0	\$700
1624	Integrated Planning Expenses	\$10,000	\$0	0%	\$0	\$30,000
1632	Vehicle Operating Expenses	\$1,200	\$510	17%	\$0	\$3,000
1642	Advertising	\$0	\$0	0%	\$0	\$0
1662	Audit Fees	\$0	\$0	0%	\$0	\$41,000
1702	Administration Allocation (Cash)	\$165,216	\$115,084	23%	\$0	\$495,667
1712	Administration Allocation (Non-Cash)	\$5,320	\$0	0%	\$0	\$15,960
1772	Doubtful Debt Expenses	\$0	\$0	0%	\$0	\$2,000
1792	Legal Costs	\$0	\$0	0%	\$0	\$3,000
2075	VROC - Shared Services	\$0	\$0	0%	\$0	\$2,000
2078	VROC - Projects	\$0	\$0	0%	\$0	\$2,000
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$283,828	\$220,376		\$0	\$860,005
OPERATING INCOME						
1725	Donations/Contributions		\$0	0%	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	\$0		\$0	\$0
Total - MEMBERS OF COUNCIL		\$283,828	\$220,376		\$0	\$860,005

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
GOVERNANCE - GENERAL						
OPERATING EXPENDITURE						
003D	Depreciation (Sch 4)	\$26,599	\$0	0%	\$0	\$79,800
1852	Salaries - Admin	\$349,430	\$319,567	30%	\$0	\$1,048,333
1882	Admin Superannuation	\$42,738	\$49,806	39%	\$0	\$128,218
1892	Staff Insurances	\$32,686	\$34,477	105%	\$0	\$32,686
1902	FBT Admin Staff	\$8,670	\$3,721	22%	\$0	\$17,000
1912	Conference & Training	\$12,180	\$11,276	26%	\$0	\$43,500
1921	Staff Housing Subsidy	\$11,666	\$0	0%	\$0	\$35,000
1922	Advertising	\$2,600	\$1,064	11%	\$0	\$10,000
1931	Occupational Risk Co-Ordinator Costs	\$5,116	\$0	0%	\$0	\$15,350
1932	Occ Health & Safety	\$67	\$0	0%	\$0	\$6,434
1942	Staff Uniforms	\$2,720	\$1,565	39%	\$0	\$4,000
1952	Admin Staff Costs	\$8,400	\$6,227	35%	\$0	\$18,000
1957	Office Building Maintenance	\$3,558	\$3,486	35%	\$0	\$10,000
1958	Office - Cleaning & Assoc	\$13,099	\$18,748	47%	\$0	\$39,749
1959	Office - Utility Charges	\$4,616	\$3,715	27%	\$0	\$13,845
1962	Office Gardens & Surrounds-Mtce	\$6,513	\$2,213	13%	\$0	\$17,540
1972	Admin Printing & Stationery	\$10,646	\$8,204	27%	\$0	\$30,710
1982	Telephone & Internet	\$9,146	\$6,228	22%	\$0	\$27,715
2002	Office Equip Maint	\$333	\$0	0%	\$0	\$1,000
2004	Office - Insurance.	\$38,259	\$37,678	98%	\$0	\$38,259
2006	Donations CEO discretion	\$0	\$0	0%	\$0	\$2,000
2008	Donations - Council	\$0	\$0	0%	\$0	\$2,000
2012	Non Capital Purchases	\$417	\$219	4%	\$0	\$5,000
2022	Bank Charges	\$8,544	\$4,832	27%	\$0	\$17,800
2032	Postage & Freight	\$3,180	\$1,893	32%	\$0	\$6,000
2042	ICT Computer Support	\$28,649	\$62,220	55%	\$0	\$112,450
1992	ICT Software Licensing Fees	\$60,078	\$4,450	4%	\$0	\$126,235
2043	ICT Website Subscription & Upgrade	\$15,172	\$160	1%	\$0	\$16,055
2044	ICT Hardware Purchases (<\$5,000)	\$0	\$23	0%	\$0	\$0
2052	Admin Vehicle Expenses	\$4,833	\$6,082	42%	\$0	\$14,500
2062	Admin Legal Expenses	\$18,333	\$2,948	5%	\$0	\$55,000
2274	HR/IR Consultants	\$5,000	\$0	0%	\$0	\$15,000
2277	Finance Consultants	\$23,120	\$15,806	32%	\$0	\$50,000
2275	Records Management	\$1,727	\$2,000	39%	\$0	\$5,180
2278	Security Monitoring	\$250	\$360	34%	\$0	\$1,050

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		31 OCTOBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
2287	Fair Value Revaluations	\$0	\$0	0%	\$0	\$15,000
2092	Mis Expense - Admin	\$680	\$1,177	58%	\$0	\$2,040
2102	Admin - Novated Lease Expenses	\$7,388	\$4,928	22%	\$0	\$22,164
2172	Less Admin Non Cash Realloc	(\$26,599)	\$0	0%	\$0	(\$79,800)
2182	Less Admin Cash Exp Realloc	(\$660,857)	(\$575,419)	29%	\$0	(\$1,982,649)
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$78,957	\$39,654		\$0	\$22,164
OPERATING INCOME						
2053	Sundry Misc Income - Admin	(\$33)	(\$567)	567%	(\$100)	\$0
2083	Police Licensing Commissions	(\$12,250)	(\$10,044)	29%	(\$35,000)	\$0
2113	Admin - Novated Lease Contributions	(\$2,240)	(\$5,040)		(\$6,720)	\$0
2143	Photocopying Fees	(\$7)	\$0	0%	(\$20)	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		(\$14,530)	(\$15,651)		(\$41,840)	\$0
Total - GOVERNANCE - GENERAL		\$64,427	\$24,003		(\$41,840)	\$22,164
Total - GOVERNANCE		\$348,255	\$244,379		(\$41,840)	\$882,169

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
LAW ORDER & PUBLIC SAFETY						
FIRE PREVENTION						
OPERATING EXPENDITURE						
2272	Emergency Operating Expenses	\$2,000	\$0	0%	\$0	\$6,000
2271	Emergency Operations Room - Storage	\$0	\$0	0%	\$0	\$0
2281	Community Emergency Services Manager	\$5,000	\$0	0%	\$0	\$20,000
2292	Fire Hazard Reduction	\$6,391	\$929	5%	\$0	\$19,175
2302	Ground & Aerial Inspections	\$0	\$0	0%	\$0	\$4,300
2322	Administration Costs	\$3,783	\$3,056	57%	\$0	\$5,400
2342	Fire Fighting - Shire Resources	\$1,133	\$159	4%	\$0	\$4,000
2372	Brigade Expenses	\$63,481	\$65,109	80%	\$0	\$81,151
2374	BRPC - Other Employment Cost	\$3,519	\$1,222		\$0	\$10,557
2284	BRPC - Salaries	\$37,084	\$32,615		\$0	\$111,255
2294	BRPC - Superannuation	\$4,025	\$4,215		\$0	\$12,075
2382	Administration Allocated - Cash	\$19,826	\$17,263	29%	\$0	\$59,479
2442	Administration Allocated - Non-Cash	\$266	\$0	0%	\$0	\$798
2443	Interest on Loan - Bushfire	\$0	\$0		\$0	\$9,038
004D	Buildings Depreciation	\$13,749	\$0	0%	\$0	\$41,250
Sub Total - FIRE PREVENTION OP/EXP		\$160,257	\$124,568		\$0	\$384,478
OPERATING INCOME						
2363	Fines & Penalties	(\$500)	(\$13)	1%	(\$1,500)	\$0
2383	Sale of Fire Maps	(\$150)	(\$18)	4%	(\$450)	\$0
2393	Sundry Misc income - Fire	(\$1,067)	\$0	0%	(\$3,200)	\$0
2373	ESL Levy Funding	(\$18,250)	\$0	0%	(\$73,000)	\$0
2463	BRMC - Grant Income	(\$62,560)	\$0		(\$78,200)	\$0
Sub Total - FIRE PREVENTION OP/INC		(\$82,527)	(\$31)		(\$156,350)	\$0
Total - FIRE PREVENTION		\$77,730	\$124,537		(\$156,350)	\$384,478

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
ANIMAL CONTROL						
OPERATING EXPENDITURE						
2492	Salaries	\$10,509	\$9,008	29%	\$0	\$31,528
2522	Superannuation	\$1,141	\$1,240	36%	\$0	\$3,422
2532	Other Employment Costs	\$3,234	\$2,985	74%	\$0	\$4,031
2542	Conference & Training	\$500	\$0	0%	\$0	\$1,500
2552	Ranger Vehicle	\$4,000	\$2,261	19%	\$0	\$12,000
2553	FBT Expenses	\$2,067	\$1,489	24%	\$0	\$6,200
2562	Dog Control Expenses	\$710	\$908	43%	\$0	\$2,130
2572	Dog Pound Expenses	\$867	\$48	2%	\$0	\$2,600
2582	Other Animal Control	\$167	\$0	0%	\$0	\$500
2583	Cat Control Expenses	\$220	\$20	3%	\$0	\$660
2584	Cat Pound Expenses	\$200	\$0		\$0	\$600
2602	Administration Allocated - Cash	\$19,826	\$5,754	10%	\$0	\$59,479
2612	Administration Allocated - Non-Cash	\$266	\$0	0%	\$0	\$798
005D	Depreciation Buildings - Animal Control	\$150	\$0	0%	\$0	\$450
Sub Total - ANIMAL CONTROL OP/EXP		\$43,855	\$23,713		\$0	\$125,898
OPERATING INCOME						
2613	Cat Pound Grant	\$0	\$0	0%	(\$4,696)	\$0
2633	Ranger Income	(\$8,100)	(\$7,503)	31%	(\$24,300)	\$0
2653	Fines & Penalties - Dog Act	(\$200)	\$0	0%	(\$600)	\$0
2654	Fines & Penalties - Cat Act	(\$200)	(\$100)		(\$600)	\$0
2663	Impounding Fees - Dogs	(\$500)	(\$190)	13%	(\$1,500)	\$0
2664	Impounding Fees - Cats	(\$67)	\$0		(\$200)	\$0
2673	Dog Registrations	(\$1,167)	(\$1,099)	31%	(\$3,500)	\$0
2674	Cat Registrations	(\$167)	(\$494)	99%	(\$500)	\$0
Sub Total - ANIMAL CONTROL OP/INC		(\$10,400)	(\$9,386)		(\$35,896)	\$0
Total - ANIMAL CONTROL		\$33,455	\$14,327		(\$35,896)	\$125,898

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
OTHER LAW ORDER & PUBLIC SAFETY						
OPERATING EXPENDITURE						
2832	Vehicle Impounding	\$467	\$12	1%	\$0	\$1,400
2752	Salaries	\$0	\$2	0%	\$0	\$0
2862	Local Law review	\$2,000	\$2,160	36%	\$0	\$6,000
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP		\$2,467	\$2,174		\$0	\$7,400
OPERATING INCOME						
2863	Income - Misc Other Law & Order	\$0	\$0	0%	\$0	\$0
2823	Non-Operating Grant income	\$0	\$0	0%	(\$267,000)	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC		\$0	\$0		(\$267,000)	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY		\$2,467	\$2,174		(\$267,000)	\$7,400
Total - LAW ORDER & PUBLIC SAFETY		\$113,652	\$141,038		(\$459,246)	\$517,776

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
HEALTH						
HEALTH ADMINISTRATION & INSPECTION						
OPERATING EXPENDITURE						
3102	Health Salaries	\$34,392	\$44,878	43%	\$0	\$103,180
3132	Superannuation	\$5,429	\$9,995	61%	\$0	\$16,289
3142	Fringe Benefits Tax	\$3,000	\$3,721	41%	\$0	\$9,000
3152	Conferences & Training	\$1,167	\$0	0%	\$0	\$3,500
3162	Health - Other Employment Costs	\$2,641	\$1,865	37%	\$0	\$5,088
3164	Health - Contractors	\$667	\$0	0%	\$0	\$2,000
3212	Admin Allocation to HIA - Cash	\$19,826	\$5,754	10%	\$0	\$59,479
3242	Analytical Expenses	\$667	\$463	23%	\$0	\$2,000
3252	Administration Allocated - Non-cash	\$399	\$0	0%	\$0	\$1,197
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP		\$68,187	\$66,676		\$0	\$201,733
OPERATING INCOME						
3223	Health Act fees, Licences	(\$400)	(\$1,950)	163%	(\$1,200)	\$0
3233	Septic Tank Inspection Fees	(\$67)	(\$338)	169%	(\$200)	\$0
3253	Health Other income	(\$333)	\$0	0%	(\$1,000)	\$0
3283	Health Consultancy Income - Resource Sharing	(\$733)	\$0	0%	(\$2,200)	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC		(\$1,533)	(\$2,288)		(\$4,600)	\$0
Total - HEALTH ADMIN & INSPECTION		\$66,654	\$64,388		(\$4,600)	\$201,733

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	OTHER HEALTH					
	OPERATING EXPENDITURE					
3362	Doctor's Surgery Maint	\$224	\$387	58%	\$0	\$672
3361	Interest Paid on Loans	\$994	\$995	51%	\$0	\$1,952
3368	Loan Guarantee Fee	\$519	\$0	0%	\$0	\$865
009D	Depreciation Buildings	\$6,688	\$0	0%	\$0	\$20,065
	Sub Total - OTHER HEALTH OP/EXP	\$8,425	\$1,382		\$0	\$23,554
	OPERATING INCOME					
	Sub Total - OTHER HEALTH OP/INC	\$0	\$0		\$0	\$0
	Total - OTHER HEALTH	\$8,425	\$1,382		\$0	\$23,554
	Total - HEALTH	\$75,079	\$65,770		(\$4,600)	\$225,287

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
EDUCATION & WELFARE						
EDUCATION						
OPERATING EXPENDITURE						
3455	Play in the Park	\$833	\$86	3%	\$0	\$2,500
3452	Smart Start Expenses	\$67	\$0	0%	\$0	\$200
Sub Total - EDUCATION OP/EXP		\$900	\$86		\$0	\$2,700
OPERATING INCOME						
Sub Total-EDUCATION OP/INC		\$0	\$0		\$0	\$0
Total - EDUCATION		\$900	\$86		\$0	\$2,700
PRE-SCHOOL/OTHER EDUCATION						
OPERATING EXPENDITURE						
3462	Child Care Centre - Building Maint	\$3,568	\$3,433	66%	\$0	\$5,185
3464	Child Care Centre - Grounds Maint	\$333	\$0	0%	\$0	\$1,000
3477	Kindy Café	\$5,000	\$5,691	38%	\$0	\$15,000
3472	Playgroup/Toy Library - Building Maint	\$2,832	\$2,145	40%	\$0	\$5,349
3470	Playgroup/Toy Library - Minor Expenses	\$0	\$0	0%	\$0	\$0
3474	Playgroup/Toy Library - Grounds Maint	\$1,264	\$601	16%	\$0	\$3,793
006D	DEPRECIATION (SCH 8)	\$7,063	\$0	0%	\$0	\$21,190
Sub Total - OTHER EDUCATION OP/EXP		\$20,060	\$11,870		\$0	\$51,517
OPERATING INCOME						
3463	Occasional Care Rent	(\$917)	(\$834)	30%	(\$2,750)	\$0
3465	Grant - Kindy Café	\$0	(\$5,598)	0%	\$0	\$0
3483	LR&CIP Grant - Old School Roof	\$0	\$0	0%	(\$100,000)	\$0
Sub Total - OTHER EDUCATION OP/INC		(\$917)	(\$6,432)		(\$102,750)	\$0
Total - OTHER EDUCATION		\$19,144	\$5,438		(\$102,750)	\$51,517

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	WELFARE					
	OPERATING EXPENDITURE					
010D	DEPRECIATION (SCH 8)	\$0	\$0	0%	\$0	\$0
	Sub Total - WELFARE OP/EXP	\$0	\$0		\$0	\$0
	OPERATING INCOME					
	Sub Total - WELFARE OP/INC	\$0	\$0		\$0	\$0
	Total - WELFARE	\$0	\$0		\$0	\$0
	Total - EDUCATION & WELFARE	\$20,044	\$5,524		(\$102,750)	\$54,217

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
HOUSING						
SPRING HAVEN HOUSING						
3752	Spring Haven Salaries	\$588,174	\$503,797	29%	\$0	\$1,764,594
3742	Spring Haven - FBT Expenses	\$1,983	\$893	15%	\$0	\$5,950
3772	Spring Haven Superannuation	\$54,354	\$58,012	36%	\$0	\$163,068
3782	Conferences & Training	\$6,000	\$1,655	9%	\$0	\$18,000
3792	Uniforms & Protective Clothing	\$1,667	\$2,313	46%	\$0	\$5,000
3802	Recruitment Expenses	\$6,666	\$308	2%	\$0	\$20,000
3821	Spring H - Staff Housing Subsidy	\$4,000	\$59	0%	\$0	\$12,000
3822	Vehicle Expenses	\$2,333	\$2,705	39%	\$0	\$7,000
3842	Spring Haven Telephone	\$4,000	\$2,216	18%	\$0	\$12,000
3862	Subscriptions	\$3,530	\$4,192	40%	\$0	\$10,590
3872	Postage & Freight	\$417	\$394	31%	\$0	\$1,250
3882	Minor Office Expenses/Stationery	\$417	\$622	50%	\$0	\$1,250
3892	Office Equipment Maintenance	\$667	\$0	0%	\$0	\$2,000
3893	Software Operating	\$4,077	\$0	0%	\$0	\$12,230
3902	Spring Haven Building Operating Expenses	\$11,581	\$8,361	24%	\$0	\$34,745
3903	Spring Haven Building Maint (Unforseen)	\$2,536	\$11,410	150%	\$0	\$7,608
3904	Spring Haven Grounds Maint	\$6,203	\$7,054	38%	\$0	\$18,610
3906	Springhaven Building Non Cap	\$0	\$0	0%	\$0	\$0
3908	Spring H - Security	\$1,167	\$1,835	52%	\$0	\$3,500
3912	Medical/Pharmaceutical Services	\$15,333	\$18,460	40%	\$0	\$46,000
3913	Allied Health	\$10,366	\$15,295	49%	\$0	\$31,100
3914	Utilities	\$15,803	\$16,319	34%	\$0	\$47,410
3812	Spring H - Workers Comp/Journey Ins	\$39,611	\$41,790	106%	\$0	\$39,611
3916	Insurance	\$27,028	\$24,396	90%	\$0	\$27,028
3922	Cleaning & Laundry	\$3,433	\$2,263	22%	\$0	\$10,300
3932	Non-Capital Equipment Expenses	\$3,167	\$6,606	70%	\$0	\$9,500
3942	Meals & Refreshments	\$34,999	\$35,708	34%	\$0	\$105,000
3952	Residents Activities	\$700	\$371	18%	\$0	\$2,100
3962	Public Liability Insurance	\$8,184	\$8,184	100%	\$0	\$8,184
3974	Spring Haven Aged Care Consultants	\$2,000	\$960	16%	\$0	\$6,000
3918	Spring H - Consultants	\$6,666	\$0	0%	\$0	\$20,000
3928	Spring H - COVID-19 Additional Costs	\$0	\$0	0%	\$0	\$0
3982	Administration Allocated Non-Cash	\$1,330	\$0	0%	\$0	\$3,990

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ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		31 OCTOBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
3992	Administration Allocated - Cash	\$33,043	\$86,313	87%	\$0	\$99,132
012D	Spring Haven Depreciation	\$51,498	\$0	0%	\$0	\$154,500
013D	Spring Haven Depreciation	\$5,166	\$0	0%	\$0	\$15,500
Sub Total - SPRING HAVEN HOUSING OP/EXP		\$958,097	\$862,489		\$0	\$2,724,750
OPERATING INCOME						
4003	Spring Haven Resident Rent	(\$166,660)	(\$217,251)	43%	(\$500,000)	\$0
4013	Spring Haven - Personal Care Grant Subsidy	(\$533,312)	(\$707,589)	44%	(\$1,600,000)	\$0
1395	INTEREST ON UNPAID BONDS	(\$9,666)	(\$40,726)	140%	(\$29,000)	\$0
4143	Miscellaneous Income	(\$833)	\$0	0%	(\$2,500)	\$0
4023	Spring Haven Donations	(\$1,000)	\$0	0%	(\$3,000)	\$0
4303	Spring H - Grant - Security	\$0	\$0	0%	\$0	\$0
Sub Total - SPRING HAVEN HOUSING OP/INC		(\$711,472)	(\$965,565)		(\$2,134,500)	\$0
Total - SPRING HAVEN HOUSING		\$246,625	(\$103,076)		(\$2,134,500)	\$2,724,750

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	STAFF HOUSING					
	OPERATING EXPENDITURE					
3768	Staff Housing Building Maintenance	\$4,850	\$16,529	114%	\$0	\$14,550
3769	Staff Housing - Operating Expenses	\$10,719	\$14,813	48%	\$0	\$30,857
3764	Staff Housing - Ground Maint. Various	\$2,243	\$9,166	136%	\$0	\$6,728
3774	Loss on Sale of Asset (Housing)	\$0	\$0	0%	\$0	\$0
3770	Loan Guarantee Fee L135 & L140	\$5,091	\$0	0%	\$0	\$8,485
3771	Staff Housing Loan Interest	\$6,890	\$6,891	25%	\$0	\$27,739
011D	Housing Depreciation	\$31,839	\$0	0%	\$0	\$95,520
	Sub Total - STAFF HOUSING OP/EXP	\$61,631	\$47,398		\$0	\$183,879
	OPERATING INCOME					
3703	Residential Rent - Staff	(\$34,999)	(\$20,431)	19%	(\$105,000)	\$0
3705	BBRF Grant - Key Workers	\$0	\$0	0%	\$0	\$0
016P	Profit on Sale of Asset	\$0	\$0	0%	\$0	\$0
	Sub Total - STAFF HOUSING OP/INC	(\$34,999)	(\$20,431)		(\$105,000)	\$0
	Total - STAFF HOUSING	\$26,632	\$26,967		(\$105,000)	\$183,879

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
HOUSING OTHER						
OPERATING EXPENDITURE						
4062	Loton Close ILU's Building Maint	\$4,700	\$7,568	60%	\$0	\$12,700
4064	Loton Close ILU's Grounds Maint	\$3,221	\$1,656	17%	\$0	\$9,664
4065	Loton Close ILU's Utilities	\$11,939	\$10,315	29%	\$0	\$35,810
4066	Loton Close ILU's Insurance	\$7,883	\$8,810	112%	\$0	\$7,883
4202	J Sullivan Units Building Maintenance	\$5,170	\$11,011	75%	\$0	\$14,637
4204	J Sullivan Units Grounds Maintenance	\$2,420	\$842	12%	\$0	\$7,260
4205	J Sullivan Units Utilities	\$3,582	\$1,779	17%	\$0	\$10,745
4206	J Sullivan Units Insurance	\$3,530	\$2,039	58%	\$0	\$3,530
4254	Interest Paid on Loans	\$6,875	\$6,876	52%	\$0	\$13,218
4255	Loan Guarantee Fee (Housing Other)	\$4,572	\$0	0%	\$0	\$7,620
4232	Bagg Street Units Operating	\$605	\$2,210	122%	\$0	\$1,816
4256	GROH - Building Maintenance	\$3,315	\$6,288	100%	\$0	\$6,315
Sub Total - HOUSING OTHER OP/EXP		\$57,813	\$59,393		\$0	\$131,198
OPERATING INCOME						
4083	Loton Close ILU's Rent	(\$55,638)	(\$47,152)	28%	(\$166,920)	\$0
4103	Loton Close ILU's - Power Recoups	(\$5,000)	(\$5,715)	38%	(\$15,000)	\$0
4203	J Sullivan Units - Rent	(\$12,333)	(\$11,680)	32%	(\$37,000)	\$0
4243	GROH - Rent	(\$44,998)	(\$34,014)	25%	(\$135,000)	\$0
Sub Total - HOUSING OTHER OP/INC		(\$117,969)	(\$98,561)		(\$353,920)	\$0
Total - HOUSING OTHER		(\$60,156)	(\$39,168)		(\$353,920)	\$131,198
Total - HOUSING		\$213,101	(\$115,276)		(\$2,593,420)	\$3,039,827

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
COMMUNITY AMENITIES						
SANITATION - HOUSEHOLD REFUSE						
OPERATING EXPENDITURE						
5022	Refuse Collection - Kerbside	\$25,666	\$29,233	38%	\$0	\$77,000
5012	Refuse Site Maintenance	\$2,887	\$600	7%	\$0	\$8,660
5013	Refuse Site Rehabilitation	\$1,105	\$0	0%	\$0	\$3,314
5002	Recycling Depot/Transfer Stn - Contract	\$39,578	\$58,195	54%	\$0	\$108,738
5122	Recycling Collection - Kerbside	\$23,122	\$22,644	33%	\$0	\$69,370
5142	Recycling Education	\$200	\$675	113%	\$0	\$600
5123	Waste Management Planning	\$0	\$0	0%	\$0	\$0
014D	Depreciation (Sch 10)	\$1,430	\$0	0%	\$0	\$4,290
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$93,987	\$111,347		\$0	\$271,972
OPERATING INCOME						
5023	Collection Charges - Kerbside	(\$267,445)	(\$284,560)	106%	(\$267,445)	\$0
5033	Recycling/Transfer Station Rental	(\$767)	\$0	0%	(\$2,300)	\$0
5103	TIPPING FEES/BIN HIRE	\$0	\$0	0%	\$0	\$0
5183	Sale of Recyclables	(\$333)	\$0	0%	(\$1,000)	\$0
010P	Profit on Sale of asset	\$0	\$0	0%	\$0	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$268,545)	(\$284,560)		(\$270,745)	\$0
Total - SANITATION HOUSEHOLD REFUSE		(\$174,558)	(\$173,213)		(\$270,745)	\$271,972

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	SANITATION OTHER					
	OPERATING EXPENDITURE					
5027	Verge Pick Up - Hard Waste	\$10,000	\$0	0%	\$0	\$30,000
5251	Street Bins Collection - Contract	\$13,199	\$12,397	31%	\$0	\$39,600
5252	Street Bins Collection	\$85	\$0	0%	\$0	\$254
5262	Repair Street Bins	\$67	\$0	0%	\$0	\$200
5263	Drum Muster	\$1,667	\$0	0%	\$0	\$5,000
5264	Transport of Waste & Loader Hire	\$20,746	\$10,631		\$0	\$62,240
5265	Bulk Bin Hire Expenses	\$927	\$0		\$0	\$2,780
5266	Bulk Bin Removal Expenses	\$7,398	\$0		\$0	\$22,195
	Sub Total - SANITATION OTHER OP/EXP	\$54,088	\$23,029		\$0	\$162,269
	OPERATING INCOME					
5103	Tip Fees	\$0	\$0	0%	\$0	\$0
5303	Litter Infringements	(\$67)	\$0	0%	(\$200)	\$0
5304	Drum Muster Reimbursement Income	(\$1,667)	\$0	0%	(\$5,000)	\$0
	Sub Total - SANITATION OTHER OP/INC	(\$1,733)	\$0		(\$5,200)	\$0
	Total - SANITATION OTHER	\$52,354	\$23,029		(\$5,200)	\$162,269

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	SEWERAGE					
	OPERATING EXPENDITURE					
026D	Sewer Depreciation Sch 10	\$0	\$0	0%	\$0	\$0
5090	Liquid Waste Pond - Maintenance	\$457	\$652		\$0	\$1,370
	Sub Total - SEWERAGE OP/EXP	\$457	\$652		\$0	\$1,370
	OPERATING INCOME					
5190	Liquid Waste Disposal Fees	\$0	\$0		\$0	\$0
	Sub Total - SEWERAGE OP/INC	\$0	\$0		\$0	\$0
	Total - SEWERAGE	\$457	\$652		\$0	\$1,370

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
PROTECTION OF THE ENVIRONMENT						
OPERATING EXPENDITURE						
5619	Southern Dirt Contribution	\$15,000	\$15,000	100%	\$0	\$15,000
5612	NRM Office Expenses	\$100	\$0	0%	\$0	\$300
5616	NRM - Salaries & Wages/Consultancy Fees	\$5,000	\$2,273	15%	\$0	\$15,000
5689	NRM - Superannuation	\$0	\$0	0%	\$0	\$0
5601	NRM Vehicle Costs	\$243	\$0	0%	\$0	\$730
5614	NRM - Grant Expenditure	\$0	\$0	0%	\$0	\$0
5681	Noxious Weeds	\$1,162	\$2,717	78%	\$0	\$3,486
5684	Landcare Publications	\$167	\$0	0%	\$0	\$500
5686	NRM - Environmental Reserve M'ment	\$3,136	\$0	0%	\$0	\$9,407
5687	Reserve Clean Up	\$2,530	\$0	0%	\$0	\$7,590
5722	NRM - State NRM Grant Expenditure	\$69,000	\$49,626	72%	\$0	\$69,000
5723	NRM - Myrtle Benn/Rob. Rd Reveg Plan	\$3,333	\$0	0%	\$0	\$10,000
5734	NRM - Future Drought Fund Grant Exp.	\$0	\$0	0%	\$0	\$0
5752	Administration Allocation Cash	\$6,608	\$11,508	58%	\$0	\$19,826
5742	Administration Allocation Non-Cash	\$665	\$0	0%	\$0	\$1,995
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$106,944	\$81,125		\$0	\$152,834
OPERATING INCOME						
5603	NRM Grants	\$0	\$0	0%	\$0	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		\$0	\$0		\$0	\$0
Total - PROTECTION OF THE ENVIRONMENT		\$106,944	\$81,125		\$0	\$152,834

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
TOWN PLANNING AND REGIONAL DEVELOPMENT						
OPERATING EXPENDITURE						
5842	Town Planning Expenses	\$10,000	\$5,020	17%	\$0	\$30,000
5872	Superannuation	\$0	\$0	0%	\$0	\$0
5882	Insurances	\$0	\$0	0%	\$0	\$0
5922	TPS Review	\$8,333	\$0	0%	\$0	\$25,000
5923	Town Planning Consultants	\$0	\$0	0%	\$0	\$0
5954	Municipal Heritage Review	\$0	\$0	0%	\$0	\$0
5952	Town Planning Legal Costs	\$0	\$0	0%	\$0	\$0
5962	Administration Allocated Cash	\$19,826	\$5,754	10%	\$0	\$59,479
5832	Administration Allocated Non-Cash	\$266	\$0	0%	\$0	\$798
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$38,424	\$10,774		\$0	\$115,277
OPERATING INCOME						
5973	Planning Fees	(\$1,500)	(\$2,373)	53%	(\$4,500)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$1,500)	(\$2,373)		(\$4,500)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$36,924	\$8,401		(\$4,500)	\$115,277

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
COMMUNITY AMENITIES - CEMETERIES						
OPERATING EXPENDITURE						
5999	Cemetery Digital Database	\$267	\$0	0%	\$0	\$800
6001	Cemetery - Grave Digging	\$11,322	\$13,616	40%	\$0	\$33,966
6006	Kojonup Cemetery - Niche Wall Maint	\$662	\$62	3%	\$0	\$1,986
6002	Kojonup Cemetery - Grounds Maint	\$6,680	\$3,982	20%	\$0	\$20,040
6000	Kojonup Cemetery - Trees	\$713	\$0	0%	\$0	\$2,140
6012	Boscabel Cemetery - Grounds Maint	\$192	\$3	0%	\$0	\$576
6014	Muradup Cemetery - Grounds Maintenance	\$2,166	\$201	3%	\$0	\$6,498
015D	Community Amenities Buildings Depreciation	\$12,131	\$0	0%	\$0	\$36,395
Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP		\$34,132	\$17,863		\$0	\$102,401
OPERATING INCOME						
6013	Cemetery Fees (Inc Gst)	(\$6,000)	(\$2,239)	12%	(\$18,000)	\$0
6023	Cemetery Fees Licences (Not Inc Gst)	(\$167)	(\$1,300)	260%	(\$500)	\$0
Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC		(\$6,166)	(\$3,539)		(\$18,500)	\$0
Total - COMMUNITY AMENITIES CEMETERIES		\$27,966	\$14,324		(\$18,500)	\$102,401

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
COMMUNITY AMENITIES - PUBLIC CONVENIENCES & OTHER						
OPERATING EXPENDITURE						
6042	Harrison Place Conveniences - Maint	\$83	\$0	0%	\$0	\$250
6044	Harrison Place Conveniences - Cleaning	\$3,513	\$5,595	57%	\$0	\$9,840
6024	Curly Wig - Building Maintenance	\$0	\$0	0%	\$0	\$0
6034	CWA - Building Maintenance	\$1,298	\$679	23%	\$0	\$2,985
6052	Town Street & Park Seating	\$643	\$0	0%	\$0	\$1,928
6054	Townscape Plan	\$0	\$0	0%	\$0	\$0
6112	Community Resource Centre / Telecentre	\$870	\$1,334	55%	\$0	\$2,413
6132	Community Bus Maintenance	\$817	\$464	24%	\$0	\$1,950
6144	Loan Guarantee Fee - Loan 146	\$1,000	\$0	0%	\$0	\$2,000
6142	Administration Allocated Non-Cash	\$665	\$0	0%	\$0	\$1,995
6152	Administration Allocated Cash	\$19,826	\$12,947	22%	\$0	\$59,479
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP		\$28,715	\$21,019	\$2	\$0	\$82,840
OPERATING INCOME						
6133	Community Bus Hire	\$0	\$0	0%	\$0	\$0
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC		\$0	\$0	\$0	\$0	\$0
Total - COMMUNITY AMENITIES PUBLIC CONVEN & OTHER		\$28,715	\$21,019		\$0	\$82,840

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT						
OPERATING EXPENDITURE						
6064	Men's Shed - Building Maintenance	\$532	\$175	14%	\$0	\$1,249
6172	SMALL GRANT EXPENDITURE	\$0	\$8,031	0%	\$0	\$0
Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP		\$532	\$8,206		\$0	\$1,249
OPERATING INCOME						
6045	LR&CIP Grant - Mens Shed	\$0	\$0	0%	(\$739,833)	\$0
6123	Events - Ticket Sales and Misc Revenue	\$0	(\$41)	0%	\$0	\$0
6143	LotteryWest Grant - Mens Shed	\$0	\$0	0%	\$0	\$0
6173	SMALL GRANTS	\$0	\$0	0%	\$0	\$0
Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/INC		\$0	(\$41)		(\$739,833)	\$0
Total - COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT		\$532	\$8,165		(\$739,833)	\$1,249
Total - COMMUNITY AMENITIES		\$79,334	(\$16,500)		(\$1,038,778)	\$890,212

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		31 OCTOBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
RECREATION & CULTURE						
PUBLIC HALL & CIVIC CENTRES						
OPERATING EXPENDITURE						
6202	Memorial Hall - Cleaning & Operations	\$15,373	\$11,211	41%	\$0	\$27,270
6212	RSL Hall - Cleaning & Operations	\$4,625	\$1,226	12%	\$0	\$10,320
6214	Memorial Hall - Building Maintenance	\$4,583	\$2,419	18%	\$0	\$13,750
6216	Mobrup Hall - Building Expenses	\$0	\$72	0%	\$0	\$0
6218	Muradup Hall - Building Expenses	\$1,605	\$1,334	67%	\$0	\$2,005
6219	Qualeup Hall - Building Expenses	\$162	\$0	0%	\$0	\$349
6224	Memorial Hall - Grounds Maintenance	\$2,616	\$817	12%	\$0	\$7,048
6227	Boscabel Hall - Building Expenses	\$384	\$0	0%	\$0	\$784
6232	All Halls - Cutlery & Crockery	\$667	\$0	0%	\$0	\$2,000
6324	RSL Hall - Building Maintenance	\$1,420	\$612	19%	\$0	\$3,160
6146	Interest on Loan - Loan 146 & 149	\$0	\$0	0%	\$0	\$18,544
6147	Loan Guarantee Fee - Loan 146 & 149	\$2,250	\$0	0%	\$0	\$4,500
016D	Public Halls Building Depreciation	\$20,957	\$0	0%	\$0	\$62,875
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$54,643	\$17,691		\$0	\$152,605
OPERATING INCOME						
6203	Memorial Hall Rentals	(\$733)	(\$245)	11%	(\$2,200)	\$0
6213	RSL Hall Rentals	(\$600)	(\$385)	21%	(\$1,800)	\$0
6225	Lotteries Grants	\$0	\$0	0%	\$0	\$0
6243	Grant - LR&CIP (Harrison Place)	\$0	\$0	0%	\$0	\$0
6233	Grant - LR & CIP (Memorial Hall)	\$0	\$0	0%	\$0	\$0
017P	Profit on Sale of Assets	\$0	\$0	0%	\$0	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$1,333)	(\$630)		(\$4,000)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$53,310	\$17,061		(\$4,000)	\$152,605

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
OTHER RECREATION & SPORT						
OPERATING EXPENDITURE						
6362	Kojonup Springs Conveniences	\$5,969	\$6,200	35%	\$0	\$17,907
6364	Kojonup Springs Grounds Maintenance	\$3,967	\$1,386	12%	\$0	\$11,902
6372	Apex Park Conveniences - Operating	\$15,483	\$13,359	30%	\$0	\$44,223
6373	Apex Park Conveniences - Building Maint	\$1,158	\$2,768	80%	\$0	\$3,475
6374	Apex Park - Grounds Maint	\$16,543	\$13,908	28%	\$0	\$48,960
6382	Railway Reserve Conveniences	\$1,861	\$1,739	36%	\$0	\$4,781
6392	Newstead Park - Grounds Maint	\$4,009	\$2,755	23%	\$0	\$12,027
6394	Railway Reserve Grounds Maint	\$5,660	\$7,107	48%	\$0	\$14,722
6402	Sports Complex - Netball Conveniences	\$3,889	\$1,781	17%	\$0	\$10,566
6403	Sports Complex - Netball Area Maint	\$375	\$1,355	120%	\$0	\$1,126
6404	Sports Complex - Grounds Maint	\$48,851	\$35,294	24%	\$0	\$146,560
6408	Sports Complex - Conveniences	\$3,283	\$1,175	12%	\$0	\$9,849
6412	Hillman Park - Grounds Maint	\$6,072	\$4,612	25%	\$0	\$18,218
6414	Sports Complex - Reticulation	\$6,056	\$0	0%	\$0	\$18,170
6415	Oval Lighting	\$1,434	\$1,210	28%	\$0	\$4,300
6422	Kojonup Bk (Piesse Park) - Grounds Maint	\$3,152	\$5,781	61%	\$0	\$9,457
6425	Sports Complex - Hockey Club Building	\$163	\$0	0%	\$0	\$430
6434	Water - Turkey Nest Dam Maintenance	\$4,035	\$2,454	20%	\$0	\$12,104
6435	Water - Showgrounds Maint	\$915	\$5,329	194%	\$0	\$2,745
6444	Muradup Townsite Grounds	\$3,002	\$1,661	18%	\$0	\$9,007
6452	Playground Safety & Minor Upgrades	\$1,143	\$189	6%	\$0	\$3,428
6454	Kojonup Town Entrances	\$1,557	\$866	19%	\$0	\$4,670
6474	Industrial Area Slashing & Spraying	\$878	\$0	0%	\$0	\$2,633
6477	Sports Complex - Utilities & Insurance	\$12,897	\$9,929	50%	\$0	\$19,803
6486	Rail Trails	\$4,048	\$0	0%	\$0	\$12,145
6492	Myrtle Benn Reserve	\$1,756	\$161	3%	\$0	\$5,269
6494	Sundry Reserves	\$6,437	\$12,924	79%	\$0	\$16,391
6552	Sports Complex - Cleaning	\$4,822	\$2,621	18%	\$0	\$14,468
6554	Sports Complex - Building Maint	\$1,617	\$1,291	27%	\$0	\$4,851
6558	Loan Guarantee Fee - Loans 136, 142, 143	\$6,540	\$0	0%	\$0	\$10,900
6559	Recreation - Interest on Loans	\$20,748	\$20,748	40%	\$0	\$52,015
6592	Skate Park	\$238	\$216	30%	\$0	\$715
6792	Admin Allocation - Cash	\$13,217	\$11,221	28%	\$0	\$39,653

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
7107	Polocrosse Works Requested	\$285	\$0	0%	\$0	\$855
017D	Other Sport Buildings Depreciation	\$114,557	\$0	0%	\$0	\$343,685
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$326,619	\$170,040		\$0	\$932,010
OPERATING INCOME						
6463	Grant - Drought Communities (Netball Roof)	\$0	(\$100,000)	0%	\$0	\$0
6473	Grant - Rail Trails	\$0	(\$3,636)	0%	\$0	\$0
6513	Contrib-Foot Club Sports Complex	\$0	\$0	0%	(\$4,800)	\$0
6523	Complex Bldg Fees	(\$1,133)	(\$2,605)	77%	(\$3,400)	\$0
6533	Rec Ground Lease Fees	\$0	\$0	0%	(\$3,000)	\$0
6553	Contribution-Dept Education - Oval	\$0	(\$36,796)	147%	(\$25,000)	\$0
6623	Grant - CSRFF	\$0	\$0	0%	\$0	\$0
6633	Grant - LR&CI Program	\$0	\$0	0%	(\$44,411)	\$0
6643	Grant - Trails	\$0	\$0	0%	\$0	\$0
6663	Contribution - Apex Club	\$0	\$0	0%	(\$26,000)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$1,133)	(\$143,037)		(\$106,611)	\$0
Total - OTHER RECREATION & SPORT		\$325,485	\$27,002		(\$106,611)	\$932,010

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		31 OCTOBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
SWIMMING AREAS & BEACHES						
OPERATING EXPENDITURE						
6252	Building Maintenance	\$2,000	\$466	8%	\$0	\$6,000
6254	Consumables & Minor Expenses	\$500	\$0	0%	\$0	\$1,500
6257	Utilities & Telephone	\$9,957	\$1,632	5%	\$0	\$29,865
6258	Insurance	\$11,897	\$11,809	99%	\$0	\$11,897
6261	Maintenance - Pool Building	\$1,203	\$0	0%	\$0	\$2,870
6262	Grounds Maintenance	\$1,462	\$664	15%	\$0	\$4,387
6264	Swimmin Pool - Chemicals	\$3,167	\$114	1%	\$0	\$9,500
6271	Non-Capital Purchases per 10yr Plan	\$500	\$0	0%	\$0	\$1,500
6272	Equipment Maintenance	\$2,600	\$0	0%	\$0	\$7,800
6274	Kiosk - COGS	\$1,167	\$0	0%	\$0	\$3,500
6352	Swimming Pool Salaries	\$17,210	\$1,920	4%	\$0	\$51,633
6353	Superannuation	\$1,873	\$211	4%	\$0	\$5,619
6354	Conferences & Training	\$500	\$0	0%	\$0	\$1,500
6356	Staff Housing Subsidy (S/Pool)	\$2,333	\$0	0%	\$0	\$7,000
6292	Administration Allocated Cash	\$13,217	\$5,754	15%	\$0	\$39,653
050D	Depreciation Buildings	\$17,649	\$0	0%	\$0	\$52,950
Sub Total - SWIMMING AREAS & BEACHES OP/EXP		\$87,235	\$22,571		\$0	\$237,174
OPERATING INCOME						
6294	Pool Entry Fees	(\$2,667)	(\$2,477)	31%	(\$8,000)	\$0
6295	Pool Kiosk Sales	(\$1,667)	\$0	0%	(\$5,000)	\$0
6296	Pool Daily Entry Fees	(\$2,000)	\$0	0%	(\$6,000)	\$0
Sub Total - SWIMMING AREAS & BEACHES OP/INC		(\$6,333)	(\$2,477)		(\$19,000)	\$0
Total - SWIMMING AREAS & BEACHES		\$80,902	\$20,094		(\$19,000)	\$237,174

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
TV & RADIO BROADCASTING & RETRANSMISSION						
OPERATING EXPENDITURE						
6752	Television Translator	\$77	\$39	50%	\$0	\$77
6772	VHF Repeater Operating/Maintenance	\$83	\$0	0%	\$0	\$250
Sub Total - TV & RADIO RETRANSMISSION OP/EXP		\$160	\$39		\$0	\$327
Total - TV & RADIO RETRANSMISSION		\$160	\$39		\$0	\$327
LIBRARIES						
OPERATING EXPENDITURE						
6812	Library Salaries	\$29,708	\$25,744	29%	\$0	\$89,127
6842	Superannuation	\$4,521	\$3,055	23%	\$0	\$13,563
6852	Emp Insurances (Lib)	\$2,836	\$2,985	105%	\$0	\$2,836
6862	Conference & Training (Lib)	\$333	\$0	0%	\$0	\$1,000
6882	Library Operating Expenses	\$1,000	\$301	10%	\$0	\$3,000
6892	Lib Software Licencing	\$617	\$0	0%	\$0	\$1,850
6902	Library Resource Purchases	\$667	\$213	11%	\$0	\$2,000
6903	Library Regional Activity Plan Contribution	\$1,467	\$0	0%	\$0	\$4,400
6942	Administration Allocated Cash	\$6,608	\$5,754	29%	\$0	\$19,826
6952	Administration Allocated Non-Cash	\$665	\$0	0%	\$0	\$1,995
6982	Seniors Week Grant Expenses	\$0	\$0	0%	\$0	\$0
Sub Total - LIBRARIES OP/EXP		\$48,421	\$38,052		\$0	\$139,597
OPERATING INCOME						
6963	Library Fines & Penalties - Lost Books	\$0	\$0	0%	\$0	\$0
6973	Sundry Income	(\$7)	(\$38)	190%	(\$20)	\$0
6983	Seniors Week Grant	\$0	\$0	0%	\$0	\$0
Sub Total - LIBRARIES OP/INC		(\$7)	(\$38)		(\$20)	\$0
Total - LIBRARIES		\$48,415	\$38,014		(\$20)	\$139,597

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
HERITAGE & OTHER CULTURE						
OPERATING EXPENDITURE						
7002	Historical Society - Donation	\$42	\$0	0%	\$0	\$0
7012	Historical Soc. Rooms	\$0	\$17		\$0	\$125
7022	Old Military Barracks	\$995	\$76	3%	\$0	\$2,986
7024	Old Post Office - Building Maintenance	\$1,870	\$776	19%	\$0	\$4,083
7032	Elverd Cottage - Building Mtce	\$667	\$1,005	3%	\$0	\$31,805
7034	Elverd Cottage - Ground Maint	\$526	\$814	52%	\$0	\$1,577
7046	Old Post Office - Grounds Maintenance	\$751	\$0	0%	\$0	\$1,752
7106	Showgrounds - Building Maintenance	\$6,515	\$3,714	44%	\$0	\$8,382
7101	Annual Show - Works Assistance	\$2,853	\$9,033	106%	\$0	\$8,560
7103	Muradup & Jingalup War Memorials	\$294	\$0	0%	\$0	\$881
7222	Military Barracks - Ground Maint	\$2,982	\$1,522	21%	\$0	\$7,271
019D	Depreciation Buildings	\$6,210	\$0	0%	\$0	\$18,630
Sub Total - OTHER CULTURE OP/EXP		\$23,704	\$16,956		\$0	\$86,052
OPERATING INCOME						
Sub Total - OTHER CULTURE OP/INC		\$0	\$0		\$0	\$0
Total - OTHER CULTURE		\$23,704	\$16,956		\$0	\$86,052
Total - RECREATION AND CULTURE		\$531,977	\$119,165		(\$129,631)	\$1,547,765

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		31 OCTOBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE						
OPERATING EXPENDITURE						
7632	Town Streets - Drainage Mtce	\$6,510	\$5,777	30%	\$0	\$19,530
7642	ROADS MTCE - FLOOD DAMAGE.	\$0	\$0	0%	\$0	\$0
7652	Road Maintenance	\$2,359	\$238		\$0	\$7,076
7662	Bridge Maintenance	\$50,390	\$30,674	32%	\$0	\$95,548
7672	Footpath Maintenance	\$5,006	\$0	0%	\$0	\$15,020
7682	Lighting Of Streets	\$21,167	\$15,421	24%	\$0	\$63,505
7692	Depot Maint	\$15,116	\$18,280	47%	\$0	\$38,642
7694	Depot - Grounds & Nursery Maint	\$1,231	\$4,482	121%	\$0	\$3,692
7695	Depot - OHS Minor Items	\$419	\$0	0%	\$0	\$1,257
7704	Depot Cleaning	\$11,110	\$9,416	28%	\$0	\$33,330
RM01	Grading - Winter	\$263,048	\$476,038	60%	\$0	\$789,175
RM03	Drainage Maintenance	\$46,474	\$52,579	38%	\$0	\$139,428
RM04	Bitumen Patching/Repair	\$28,119	\$73,815	88%	\$0	\$84,360
RM05	Guide Post & Signage	\$16,729	\$58,838	117%	\$0	\$50,190
RM06	Roadside Spraying	\$12,673	\$11,475	30%	\$0	\$38,020
RM08	Rural Limb & Tree Removal - Fallen	\$19,685	\$32,778	56%	\$0	\$59,056
RM10	Traffic Counter Transportation	\$798	\$0	0%	\$0	\$2,395
RM11	Kerb Maintenance	\$1,106	\$1,108	33%	\$0	\$3,318
RM15	Trees Rural Major Works	\$47,811	\$124,314	87%	\$0	\$143,440
RM16	Townsite-Kojonup-Verge Mtce	\$30,842	\$32,922	36%	\$0	\$92,530
RM17	Townsite Trees - General Mtce	\$4,736	\$11,264	79%	\$0	\$14,210
RM18	TOWNSITE TREES - UPGRADE, WATERING etc	\$1,127	\$56	2%	\$0	\$3,380
RM19	Townsite Trees - Pruning - Contractor	\$4,003	\$2,295	19%	\$0	\$12,009
RM20	Road Accident Recovery	\$357	\$0	0%	\$0	\$1,071
RM22	Removal of Street Trees	\$2,576	\$262	3%	\$0	\$7,728
RM23	Townsite Street Sweeping	\$3,667	\$3,780	34%	\$0	\$11,000
RM24	Carpark Line marking	\$1,840	\$2,707	49%	\$0	\$5,520
7701	Blackwood Rd Solar Dam Maintenance	\$181	\$0		\$0	\$543
7702	Administration Allocated Cash	\$132,171	\$115,084	29%	\$0	\$396,530
020D	Depreciation on Road Assets	\$1,125,510	\$0	0%	\$0	\$3,376,665
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$1,856,760	\$1,083,604		\$0	\$5,508,168

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		31 OCTOBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
OPERATING INCOME						
7405	Roads Grants RRG	(\$474,400)	(\$594,400)	50%	(\$1,186,000)	\$0
7323	Grant - LR&CIP	\$0	\$0	0%	(\$270,766)	\$0
7375	Main Roads WA Direct Grant	(\$203,791)	\$0	0%	(\$203,791)	\$0
7325	Grant - Special	\$0	\$0	0%	(\$275,000)	\$0
7435	Roads to Recovery - Current Allocation	\$0	\$0	0%	(\$432,500)	\$0
7465	Government Road Grants - Blackspot Funding	(\$144,000)	\$0		(\$360,000)	\$0
7605	Sale of Small Items	\$0	(\$227)	3%	(\$8,000)	\$0
7683	Street Lighting Contribution	\$0	\$0	0%	(\$10,000)	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$822,191)	(\$594,627)		(\$2,746,057)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$1,034,569	\$488,976		(\$2,746,057)	\$5,508,168

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
AERODROMES						
OPERATING EXPENDITURE						
7762	Airport Building - Maintenance	\$1,731	\$964	24%	\$0	\$3,945
7761	Interest on Loan 141 (Airstrip)	\$957	\$957	51%	\$0	\$1,875
7764	Airport Building - Cleaning	\$658	\$411	21%	\$0	\$1,974
7771	Loan Guarantee Fee (Airstrip)	\$420	\$0	0%	\$0	\$840
7772	Airstrip Operations	\$17	\$0	0%	\$0	\$50
7774	Airstrip Ground Maintenance	\$4,644	\$2,116	15%	\$0	\$13,932
Sub Total - AERODROMES OP/EXP		\$8,426	\$4,448		\$0	\$22,616
OPERATING INCOME						
7793	Sundry Income - Airport	\$0	\$0	0%	\$0	\$0
7794	RADS Grant - Airstrip	\$0	\$0	0%	\$0	\$0
Sub Total - AERODROMES OP/INC		\$0	\$0		\$0	\$0
Total - AERODROMES		\$8,426	\$4,448		\$0	\$22,616
Total - TRANSPORT		\$1,042,995	\$493,425		(\$2,746,057)	\$5,530,784

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	ECONOMIC SERVICES					
	RURAL SERVICES					
	OPERATING EXPENDITURE					
023D	Depreciation (Sch 13)	\$1,420	\$0	0%	\$0	\$4,260
8002	Water Standpipes	\$11,663	\$7,098	20%	\$0	\$34,984
8006	Rural Street Addressing	\$33	\$0	0%	\$0	\$100
	Sub Total - RURAL SERVICES OP/EXP	\$13,116	\$7,098		\$0	\$39,344
	OPERATING INCOME					
8003	Water Standpipe Charges	(\$7,333)	(\$17,409)	79%	(\$22,000)	\$0
	Sub Total - RURAL SERVICES OP/INC	(\$7,333)	(\$17,409)		(\$22,000)	\$0
	Total - RURAL SERVICES	\$5,783	(\$10,310)		(\$22,000)	\$39,344

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
TOURISM AND AREA PROMOTION - KODJA PLACE						
OPERATING EXPENDITURE						
8302	Salaries (Tour)	\$79,900	\$88,786	37%	\$0	\$239,711
8344	Superannuation - Visitors Centre	\$10,702	\$11,296	35%	\$0	\$32,107
8364	Tour Guide Expenses	\$1,667	\$4,414	88%	\$0	\$5,000
8322	Employee Insurances (Tour)	\$5,657	\$5,970	106%	\$0	\$5,657
8342	Conferences & Training	\$1,333	\$0	0%	\$0	\$4,000
8109	Story Area (Mosaic)	\$3,333	\$0	0%	\$0	\$10,000
8367	Story Area (Digital)	\$3,333	\$7,577	76%	\$0	\$10,000
8110	Catering	\$1,667	\$229	5%	\$0	\$5,000
8368	Activity (Educational)	\$667	\$166	8%	\$0	\$2,000
8126	Insurances - Various	\$15,747	\$15,029	95%	\$0	\$15,747
8152	Public Liability Insurance - Kodja Place	\$9,002	\$9,002	100%	\$0	\$9,002
8142	Printing, Stationary & Office Expenses	\$3,667	\$2,628	24%	\$0	\$11,000
8162	Building Maintenance	\$1,000	\$1,042	35%	\$0	\$3,000
8164	Utilities	\$6,829	\$3,586	17%	\$0	\$21,483
8166	Cleaning	\$9,233	\$13,692	49%	\$0	\$27,700
8172	Grounds Maintenance	\$5,236	\$6,054	39%	\$0	\$15,710
8174	Kodja Place Rose Maze Grounds Maint	\$9,813	\$14,990	51%	\$0	\$29,440
8192	Misc Expenses	\$1,667	\$0	0%	\$0	\$5,000
8358	Kodja Place Website	\$667	\$0	0%	\$0	\$2,000
8444	Retail Stock - COGS	\$16,666	\$17,165	34%	\$0	\$50,000
8394	Events	\$3,333	\$4,037	40%	\$0	\$10,000
8412	General Administration Allocated Cash	\$33,043	\$50,637	51%	\$0	\$99,132
8422	General Administration Allocated Non-Cash	\$532	\$0	0%	\$0	\$1,596
022D	Depreciation	\$22,216	\$0	0%	\$0	\$66,650
055D	Depreciation	\$240	\$0	0%	\$0	\$720
Sub Total - TOURISM & AREA PROMOTION KODJA OP/EXP		\$247,148	\$256,301		\$0	\$681,655

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		31 OCTOBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
OPERATING INCOME						
8205	Kodja Place - Visitor Fees	(\$1,567)	(\$1,543)	33%	(\$4,700)	\$0
8203	Kodja Place - Hire Fees	(\$1,000)	(\$1,869)	62%	(\$3,000)	\$0
8204	Tour Groups	(\$733)	(\$609)	28%	(\$2,200)	\$0
8207	Kodja Place - Activity Fees	(\$333)	(\$814)	81%	(\$1,000)	\$0
8123	Mature Aged Noongar Traineeship	\$0	\$0	0%	\$0	\$0
8193	Sundry Misc Income - Kodja Place	\$0	(\$3)		\$0	\$0
8213	Cafe Lease Fees	\$0	\$0	0%	\$0	\$0
8223	Membership Fees & Brochure Racking	(\$167)	(\$77)	15%	(\$500)	\$0
8233	Events	(\$4,000)	(\$3,737)	31%	(\$12,000)	\$0
8243	Retail Sales	(\$20,666)	(\$22,241)	36%	(\$62,000)	\$0
8263	Sales - Commissions	(\$2,333)	(\$1,945)	28%	(\$7,000)	\$0
8283	Donations	(\$500)	(\$332)	22%	(\$1,500)	\$0
8284	RV Fee Income	(\$833)	(\$596)		(\$2,500)	\$0
8285	Trans WA Income	(\$167)	(\$416)		(\$500)	\$0
8286	Photocopy Charges	(\$33)	(\$4)		(\$100)	\$0
Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC		(\$32,332)	(\$34,185)		(\$97,000)	\$0
Total - TOURISM & AREA PROMOTION KODJA PLACE		\$214,816	\$222,115		(\$97,000)	\$681,655

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
TOURISM & AREA PROMOTION OTHER						
OPERATING EXPENDITURE						
8101	Kojonup Marketing & Promotions	\$15,000	\$0	0%	\$0	\$15,000
8107	Great Southern Treasures	\$20,000	\$20,000	100%	\$0	\$20,000
8414	Wool Wagon	\$83	\$0	0%	\$0	\$250
8354	Subscriptions, Accreditation, etc.	\$1,667	\$478	10%	\$0	\$5,000
8374	Australia Day Breakfast	\$667	\$0	0%	\$0	\$2,000
8371	EV Charging Station	\$3,500	\$5,797	55%	\$0	\$10,500
8432	Railway Station Building Maintenance	\$667	\$0	0%	\$0	\$2,000
8402	Railway Station Building - Operating	\$1,172	\$258	22%	\$0	\$1,172
029D	Depreciation	\$25,072	\$0	0%	\$0	\$75,220
Sub Total - TOURISM & AREA PROM OTHER OP/EXP		\$67,827	\$26,533		\$0	\$131,142
OPERATING INCOME						
8494	EV Charging Station	(\$1,000)	(\$1,661)	55%	(\$3,000)	\$0
8413	Tourism - Non-Operating Grant Income				(\$202,411)	\$0
Sub Total - TOURISM & AREA PROM OTHER OP/INC		(\$1,000)	(\$1,661)		(\$205,411)	\$0
Total - TOURISM & AREA PROMOTION OTHER		\$66,827	\$24,872		(\$205,411)	\$131,142

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
TOURISM & AREA PROMOTION - CAFÉ						
OPERATING EXPENDITURE						
8502	Café Salaries	\$132,661	\$87,525	22%	\$0	\$398,000
8532	Café Superannuation	\$14,593	\$3,874	9%	\$0	\$43,780
8534	Café Utilities	\$10,969	\$681	2%	\$0	\$32,900
8536	Café Insurance	\$667	\$0	0%	\$0	\$2,000
8542	Café Bank Fees	\$2,833	\$0	0%	\$0	\$8,500
8546	Café Minor Equipment & Repairs	\$1,000	\$4,020	134%	\$0	\$3,000
8554	Café Other Minor Expenses	\$1,000	\$7,629	254%	\$0	\$3,000
8555	Café Uniforms & Safety Wear	\$500	\$0	0%	\$0	\$1,500
8556	Café Telephone & IT	\$167	\$0	0%	\$0	\$500
8557	Café Building Maintenance	\$667	\$22,612	1131%	\$0	\$2,000
8562	Café Training Expenses	\$667	\$0	0%	\$0	\$2,000
8564	Café Other Employment Costs	\$940	\$0	0%	\$0	\$2,820
8567	Cost of Goods Sold	\$83,330	\$60,528	24%	\$0	\$250,000
Sub Total - TOURISM & AREA PROM CAFE OP/EXP		\$249,992	\$186,870		\$0	\$750,000
OPERATING INCOME						
8503	Trading Income	(\$249,990)	(\$143,471)	0%	(\$750,000)	\$0
8533	Catering	\$0	(\$2,951)	0%	\$0	\$0
Sub Total - TOURISM & AREA PROM CAFE OP/INC		(\$249,990)	(\$146,421)		(\$750,000)	\$0
Total - TOURISM & AREA PROMOTION CAFÉ		\$2	\$40,449		(\$750,000)	\$750,000

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		31 OCTOBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
	BUILDING CONTROL					
	OPERATING EXPENDITURE					
8552	Building Admin. Salaries	\$8,598	\$22,407	87%	\$0	\$25,795
8572	Superannuation	\$1,358	\$2,643	65%	\$0	\$4,073
8602	Other Emp Costs (Bldg)	\$2,953	\$2,985	94%	\$0	\$3,186
8612	Vehicle Operating Bld Svyr	\$5,000	\$7,056	47%	\$0	\$15,000
8622	Building Control Expenses	\$667	\$0	0%	\$0	\$2,000
8672	Admin Realloc Cash (Bldg)	\$6,608	\$5,754	29%	\$0	\$19,826
8682	Admin Realloc Non Cash (Bldg)	\$532	\$0	0%	\$0	\$1,596
8684	Loan Guarantee Fee - Loan 147	\$1,300	\$0	0%	\$0	\$2,600
	Sub Total - BUILDING CONTROL OP/EXP	\$27,015	\$40,845		\$0	\$74,076
	OPERATING INCOME					
8653	Building Licence Fees	(\$2,000)	(\$1,376)	23%	(\$6,000)	\$0
8663	Bcitr & Brb Commissions	(\$83)	(\$268)	107%	(\$250)	\$0
8633	Private Pool Inspection Charges	\$0	\$0	0%	\$0	\$0
	Sub Total - BUILDING CONTROL OP/INC	(\$2,083)	(\$1,644)		(\$6,250)	\$0
	Total - BUILDING CONTROL	\$24,932	\$39,201		(\$6,250)	\$74,076

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
OTHER ECONOMIC SERVICES						
OPERATING EXPENDITURE						
033D	Depreciation (Sch 13 - Saleyards)	\$0	\$0	0%	\$0	\$0
8011	Wash Down Bay - Repairs	\$1,417	\$4,931	129%	\$0	\$3,831
8801	Wash Down Bay - Other	\$196	\$0	0%	\$0	\$589
8807	Wash Down Bay - Utility Charges	\$2,524	\$1,980	26%	\$0	\$7,570
8800	Saleyards - Ground Maintenance	\$1,312	\$2,936	75%	\$0	\$3,935
8808	Saleyards - Insurances	\$608	\$391	64%	\$0	\$608
8802	Saleyards - Other	\$333	\$55	5%	\$0	\$1,000
8872	Loan Guarantee Fee	\$0	\$0	0%	\$0	\$0
8862	Subdivision - Interest on Loans	\$0	\$0	0%	\$0	\$13,537
	Land Development Expenses	\$0	\$0	0%	\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/EXP		\$6,390	\$10,293		\$0	\$31,070
OPERATING INCOME						
8013	Washdown Bay Fees	(\$6,666)	(\$5,877)	29%	(\$20,000)	\$0
8803	Saleyards - Income	\$0	\$0	0%	\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC		(\$6,666)	(\$5,877)		(\$20,000)	\$0
Total - OTHER ECONOMIC SERVICES		(\$276)	\$4,416		(\$20,000)	\$31,070
Total - ECONOMIC SERVICES		\$312,085	\$320,742	\$0	(\$1,100,661)	\$1,707,287

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE 31 OCTOBER 2023		% of Annual Budget	ADOPTED BUDGET 2023-2024	
		Budget	Actual		Income	Expense
	OTHER PROPERTY AND SERVICES					
	PRIVATE WORKS					
	OPERATING EXPENDITURE					
9002	Private Works	\$3,177	\$1,867	20%	\$0	\$9,532
9008	Pte Works-Other Councils-Roads	\$1,750	\$0	0%	\$0	\$5,250
	Sub Total - PRIVATE WORKS OP/EXP	\$4,927	\$1,867		\$0	\$14,782
	OPERATING INCOME					
9003	Private Works Income	(\$3,333)	(\$955)	10%	(\$10,000)	\$0
9009	Pte Works-Income-Other Councils-Roads	\$0	\$0	0%	\$0	\$0
	Sub Total - PRIVATE WORKS OP/INC	(\$3,333)	(\$955)		(\$10,000)	\$0
	Total - PRIVATE WORKS	\$1,594	\$913		(\$10,000)	\$14,782

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
PUBLIC WORKS OVERHEADS						
OPERATING EXPENDITURE						
9022	Salaries-Works-Supervisors; Assistance	\$92,604	\$82,293	30%	\$0	\$277,823
9042	Superannuation (Supervisors)	\$13,050	\$9,916	25%	\$0	\$39,151
9052	Conferences & Training (Supervisors)	\$1,300	\$0	0%	\$0	\$3,900
9062	Emp Insurances (Supervisors)	\$2,836	\$2,985	105%	\$0	\$2,836
9072	Other Staff Expenses (Inc. FBT)	\$12,119	\$6,752	24%	\$0	\$27,905
9502	Allowances	\$4,410	\$0	0%	\$0	\$13,230
9081	Staff Housing Subsidy (Public Works)	\$1,333	\$0	0%	\$0	\$4,000
9082	Vehicle Operating	\$7,350	\$3,154	14%	\$0	\$22,050
9084	Consulting Technical	\$5,512	\$0	0%	\$0	\$16,538
9092	Office Expenses	\$4,396	\$3,169	24%	\$0	\$13,190
9094	Minor Equipment/Consumables	\$2,757	\$906	11%	\$0	\$8,270
9095	RAMM Inventory	\$0	\$12,265	0%	\$0	\$0
9102	Training	\$32,332	\$14,499	15%	\$0	\$97,000
9112	Meetings	\$11,226	\$9,082	27%	\$0	\$33,680
9122	Annual Leave	\$58,863	\$57,313	32%	\$0	\$176,597
9132	Public Holidays	\$25,507	\$7,852	10%	\$0	\$76,523
9142	Sick Leave	\$25,507	\$23,896	31%	\$0	\$76,523
9152	Superannuation	\$79,235	\$70,254	30%	\$0	\$237,716
9162	Workers Comp Ins	\$52,862	\$125,041	237%	\$0	\$52,862
9172	Staff Functions	\$1,160	\$32	1%	\$0	\$3,479
9182	INSURANCE ON WORKS	\$6,470	\$6,445	100%	\$0	\$6,470
9192	Long Service Leave	\$16,581	\$25,196	51%	\$0	\$49,744
9202	Safety Equipment & P.P.E.	\$7,350	\$6,887	31%	\$0	\$22,050
9232	PWOH - NOVATED LEASE EXPENSES	\$15,391	\$10,261		\$0	\$46,175
9262	Emp Insurances - Pwo	\$5,320	\$5,320	100%	\$0	\$5,320
9280	Cleaners - Annual Leave	\$1,967	\$2,257	38%	\$0	\$5,900
9281	Cleaners - Long Service Leave	\$1,050	\$0	0%	\$0	\$3,150
9282	Cleaners - Sick Leave	\$717	\$0	0%	\$0	\$2,150
9284	Cleaners - Public Holidays	\$1,050	\$128	4%	\$0	\$3,150
9286	Cleaners - Superannuation	\$1,750	\$298	6%	\$0	\$5,250
9254	Cleaners - Administration	\$1,617	\$1,775	37%	\$0	\$4,850
9302	Admin Realloc - Cash (Pwo)	\$132,171	\$115,084	29%	\$0	\$396,530
9332	Admin Non Cash Realloc (Pwo)	\$14,629	\$0	0%	\$0	\$43,890

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		31 OCTOBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
9421	Small Items (Chainsaws, Mowers, etc)	\$1,103	\$0	0%	\$0	\$3,310
9422	Sundry Plant Recovery - Automatic Recoveries	\$6,666	\$4,620	23%	\$0	\$20,000
9312	Less Allocated To Works & Services	(\$600,380)	(\$538,426)	30%	\$0	(\$1,801,212)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		\$47,811	\$69,253		\$0	\$0
OPERATING INCOME						
9323	Sundry Misc Income - Pwo	(\$167)	\$0	0%	(\$500)	\$0
9233	PWOH - NOVATED LEASE CONTRIBUTION INCOME	(\$11,669)	(\$10,494)	30%	(\$35,007)	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC		(\$11,835)	(\$10,494)		(\$35,507)	\$0
Total - PUBLIC WORKS OVERHEADS		\$35,975	\$58,759		(\$35,507)	\$0

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
PLANT OPERATION COSTS						
OPERATING EXPENDITURE						
9372	Wages & Overheads	\$60,000	\$22,452	12%	\$0	\$180,008
9352	Tyres & Tubes	\$2,833	\$0	0%	\$0	\$8,500
9344	Vehicle Tracking	\$7,333	\$4,806	22%	\$0	\$22,000
9362	Parts,Ext Work & Sundries	\$36,824	\$28,721	26%	\$0	\$110,476
9382	Vehicles - Insurance	\$72,441	\$70,614	97%	\$0	\$72,441
9386	Vehicles - Licences	\$0	\$0	0%	\$0	\$15,000
9342	Fuels & Oils	\$101,663	\$41,589	14%	\$0	\$305,000
9363	Purchase of Tools	\$1,100	\$1,059	32%	\$0	\$3,300
9402	Less Poc Allocated To W. & S.	(\$238,899)	(\$245,709)	34%	\$0	(\$716,725)
021D	Depreciation (Sch 12)	\$104,712	\$0	0%	\$0	\$314,150
025D	Depreciation W/Back	(\$104,712)	(\$151,276)	48%	\$0	(\$314,150)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$43,295	(\$227,745)		\$0	\$0
OPERATING INCOME						
9393	Income - Diesel Fuel Rebates	(\$8,333)	(\$2,818)	11%	(\$25,000)	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$8,333)	(\$2,818)		(\$25,000)	\$0
Total - PLANT OPERATIONS COSTS		\$34,962	(\$230,563)		(\$25,000)	\$0
MATERIALS AND STOCK						
OPERATING EXPENDITURE						
9452	Stock Variance A/C	\$0	\$0	0%	\$0	\$0
Sub Total - MATERIALS AND STOCK		\$0	\$0		\$0	\$0
Total - MATERIALS AND STOCK		\$0	\$0		\$0	\$0

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	OTHER PROPERTY AND SERVICES					
	SALARIES AND WAGES					
	OPERATING EXPENDITURE					
9482	Salaries & Wages Drawn	\$1,807,502	\$1,927,864	36%	\$0	\$5,422,724
9492	Workers Compensation	\$16,666	\$0	0%	\$0	\$50,000
9512	Salary & Wage Alloc To W. & S.	(\$1,807,502)	(\$1,845,990)	34%	\$0	(\$5,422,724)
	Sub Total - SALARIES AND WAGES OP/EXP	\$16,666	\$81,874		\$0	\$50,000
	OPERATING INCOME					
9493	Workers Compensation Income	(\$16,666)	(\$52,734)	105%	(\$50,000)	\$0
9543	APPRENTICESHIP/TRAINEE GRANTS	\$0	(\$2,125)	0%	\$0	\$0
	Sub Total - SALARIES AND WAGES OP/INC	(\$16,666)	(\$54,859)		(\$50,000)	\$0
	Total - SALARIES AND WAGES	\$0	\$27,016		(\$50,000)	\$50,000

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	UNCLASSIFIED					
	OPERATING EXPENDITURE					
9572	Land Survey & Leasing	\$0	\$3,474	0%	\$0	\$0
9682	Misc Expenses-Other Property	\$4,554	\$2,404	30%	\$0	\$7,887
024D	Depreciation on Assets	\$6,033	\$0	0%	\$0	\$18,100
	Sub Total - UNCLASSIFIED OP/EXP	\$10,587	\$5,879		\$0	\$25,987
	OPERATING INCOME					
9625	SMALL ITEMS INSUR INCOME	(\$667)	\$0	0%	(\$2,000)	\$0
9626	Sundry Misc Income - Other Property	(\$9,333)	\$0	0%	(\$28,000)	\$0
9627	Sundry Inc - Insurance Premium Refund	(\$1,667)	\$0	0%	(\$5,000)	\$0
9683	Lease Of Ksc Properties	(\$4,666)	\$0	0%	(\$14,000)	\$0
9695	Recoverable Costs Income	(\$0)	(\$178)	17818%	(\$1)	\$0
	Sub Total - UNCLASSIFIED OP/INC	(\$16,333)	(\$178)		(\$49,001)	\$0
	Total - UNCLASSIFIED	(\$5,746)	\$5,700		(\$49,001)	\$25,987
	Total - OTHER PROPERTY AND SERVICES	\$66,785	(\$138,176)		(\$169,508)	\$90,769

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
FUND TRANSFERS						
EXPENDITURE						
	Tfr to Employee Leave Res.	\$79	\$0	0%	\$0	\$30,908
	Transfer To Plant Res.	\$0	\$0	0%	\$0	\$2,611
	Transfer to Springhaven Lodge Res.	\$0	\$450,000	0%	\$0	\$0
	Transfer to Low Income Housing Res.	\$28	\$0	0%	\$0	\$83
	Transfer to Sporting Facility Res.	\$21	\$0	0%	\$0	\$63
	Transfer to Landfill Waste Mgmt Res.	\$27	\$0	0%	\$0	\$80
	Transfer to Community Grants Res.	\$3	\$0	0%	\$0	\$10
	Transfer To Independent Living Units Res.	\$53	\$0	0%	\$0	\$158
	Transfer to Natural Resource Mgmt Res.	\$32	\$0	0%	\$0	\$97
	Transfer To Swimming Pool Res.	\$13	\$0	0%	\$0	\$40
	Transfer to Kodja Place Building Res.	\$6	\$0	0%	\$0	\$18
	Transfer to Netball Court Surfacing Res.	\$5	\$0	0%	\$0	\$3,501
	Sub Total - TRANSFERS TO RESERVE	\$267	\$450,000		\$0	\$37,569
INCOME						
	Transfer from Employee Reserve	\$0	\$0	0%	\$0	\$0
	Transfer from Plant Reserve	\$0	\$0	0%	\$0	\$0
	Sub Total - TRANSFERS FROM RESERVE	\$0	\$0		\$0	\$0
	Total - TRANSFERS	\$267	\$450,000		\$0	\$37,569
	Total - FUND TRANSFER	\$267	\$450,000		\$0	\$37,569
	NEW - (Surplus) / Deficit - Opening 1 July	(\$3,490,000)	(\$3,808,607)		(\$3,490,000)	\$0
	Sub Total - SURPLUS C/FWD	(\$3,490,000)	(\$3,808,607)		(\$3,490,000)	\$0
	Total - SURPLUS	(\$3,490,000)	(\$3,808,607)		(\$3,490,000)	\$0

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
LIABILITY LOANS - PRINCIPAL REPAYMENT						
EXPENDITURE						
New	Loan 150 - Communications tower	\$0	\$0	0%	\$0	\$16,042
New	Loan 137 - Medical Centre	\$4,331	\$4,331	50%	\$0	\$8,700
New	Loan 135 - Bagg St House	\$0	\$0	0%	\$0	\$10,115
New	Loan 139 - Aged Units	\$5,048	\$5,048	50%	\$0	\$10,125
New	Loan 140 - Staff Housing	\$30,008	\$30,008	50%	\$0	\$60,276
New	Loan 138 - GROH Housing	\$56,089	\$56,089	50%	\$0	\$112,583
New	Loan 144 - Staff Housing	\$5,371	\$5,372	50%	\$0	\$10,793
New	Loan 145 - GROH Housing	\$5,371	\$5,372	50%	\$0	\$10,793
New	Loan 148 - Staff Housing renovations	\$0	\$0	0%	\$0	\$15,049
New	Loan 134 - Sports Complex	\$0	\$0	0%	\$0	\$18,020
New	Loan 136 - Sports Complex Wall	\$0	\$0	0%	\$0	\$9,885
New	Loan 143 - Netball Courts & Roof	\$26,699	\$26,699	50%	\$0	\$53,783
New	Loan 142 - Oval Lighting	\$12,242	\$12,242	50%	\$0	\$24,573
New	Loan 146 - Harrison Place Toilets & Park	\$0	\$0	0%	\$0	\$34,706
New	Loan 149 - Harrison Place Toilets & Park	\$0	\$0	0%	\$0	\$8,021
New	Loan 141 - Airstrip Lighting	\$5,059	\$5,060	50%	\$0	\$10,157
New	Loan 147 - Land Development	\$0	\$0	0%	\$0	\$33,498
Sub Total - LOAN REPAYMENTS		\$150,218	\$150,220		\$0	\$447,119
INCOME						
New	Loan 133 - Kojonup Bowls Club S/S Principal Repayment	\$0	\$0		\$0	\$0
Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS					\$0	\$0
Total - NON CURRENT LIABILITIES		\$150,218	\$150,220		\$0	\$447,119

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	NEW LOANS RAISED					
	INCOME					
9967	New Loan 149 - Communications Tower	\$0	\$0	0%	\$0	\$0
9968	New Loan 150 - Harrison Place Toilets & Park	\$0	\$0	0%	\$0	\$0
	Sub Total - New Loans Raised	\$0	\$0		\$0	\$0
	Total - NEW LOANS - CURRENT LIABILITIES	\$0	\$0		\$0	\$0
	NON CASH ITEMS WRITTEN BACK					
	Depreciation Written Back	(\$1,499,245)	\$0		\$0	(\$4,497,915)
	Profit on Sale of Assets Written Back	\$0	\$0		\$0	\$0
	Loss on Sale of Assets Written Back	\$0	\$0		\$0	\$0
	Movement in Springhaven Lodge Bonds Reserve Bank Account	\$0	(\$450,000)		\$0	\$0
	Movement in Doubtful Debts	\$0	\$0		\$0	(\$2,000)
	Sub Total - DEPRECIATION WRITTEN BACK	(\$1,499,245)	(\$450,000)		\$0	(\$4,499,915)
	Total - NON CASH ITEMS	(\$1,499,245)	(\$450,000)		\$0	(\$4,499,915)

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

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	LAND					
	COMMUNITY AMENITIES					
	CAPITAL EXPENDITURE					
C310	Subdivision Construction	\$0	\$0	0%	\$0	\$100,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$100,000
	Total- COMMUNITY AMENITIES	\$0	\$0		\$0	\$100,000
	Total - LAND	\$0	\$0		\$0	\$100,000

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

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	BUILDINGS - CAPITAL EXPENDITURE					
	HOUSING					
C157	CEO Residence - 15 Loton Close	\$0	\$131	0%	\$0	\$60,000
C140	Staff House - 34 Katanning Road	\$120,000	\$44,165	37%	\$0	\$120,000
C195	Springhaven - Building	\$7,500	\$0	0%	\$0	\$30,000
C313	Jean Sullivan Units	\$0	\$0	0%	\$0	\$10,000
C145	Loton Close Units	\$0	\$0	0%	\$0	\$10,000
	Sub Total - CAPITAL WORKS	\$127,500	\$44,296		\$0	\$230,000
	Total - HOUSING	\$127,500	\$44,296		\$0	\$230,000
	BUILDINGS					
	COMMUNITY AMENITIES					
	CAPITAL EXPENDITURE					
C442	Mens Shed - Construction of New	\$0	\$0	0%	\$0	\$750,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$750,000
	Total - COMMUNITY AMENITIES	\$0	\$0		\$0	\$750,000

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	BUILDINGS					
	RECREATION AND CULTURE					
	CAPITAL EXPENDITURE					
C198	Historic Buildings - Capital Improvement	\$0	\$0	0%	\$0	\$30,000
C199	Memorial hall/Theatrical/Harrison Place Toilets	\$0	\$0	0%	\$0	\$10,000
C408	Harrison Place Toilets & Park	\$0	\$0	0%	\$0	\$10,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$50,000
	Total - RECREATION AND CULTURE	\$0	\$0		\$0	\$50,000
	BUILDINGS					
	ECONOMIC SERVICES					
	CAPITAL EXPENDITURE					
C177	Kodja Place Capital Renewal	\$20,000	\$2,273	11%	\$0	\$20,000
	Sub Total - CAPITAL WORKS	\$20,000	\$2,273		\$0	\$20,000
	Total - ECONOMIC SERVICES	\$20,000	\$2,273		\$0	\$20,000
	Total - BUILDINGS	\$147,500	\$53,157		\$0	\$1,174,696

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	PLANT AND EQUIPMENT					
	TRANSPORT					
	CAPITAL EXPENDITURE					
7604	Major Plant Purchases	\$0	\$56,718	0%	\$0	\$0
C162	Major Plant Repairs	\$0	\$0		\$0	\$0
	Sub Total - CAPITAL WORKS	\$0	\$56,718		\$0	\$0
	Total - TRANSPORT	\$0	\$56,718		\$0	\$0
	Total - PLANT AND EQUIPMENT	\$0	\$56,718		\$0	\$0

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
INFRASTRUCTURE ASSETS - ROAD RESERVES						
CAPITAL EXPENDITURE						
Roads to Recovery Projects						
CJ453	Seal - Balgarup Road	\$0	\$0	0%	\$0	\$150,000
C500	Tone Road - RTR	\$0	\$0	0%	\$0	\$100,000
C501	Ballock Road - RTR	\$0	\$0	0%	\$0	\$70,000
C502	Woodenup Road - RTR	\$0	\$0	0%	\$0	\$30,000
C503	Boilup Road - RTR	\$0	\$5,561	19%	\$0	\$30,000
C504	Hubbe Road - RTR	\$26,250	\$8,998	17%	\$0	\$52,500
RRG Projects						
C417	Widening - Shamrock Road	\$0	\$19,875	3%	\$0	\$660,000
C436	Widening - Shamrock Road (2021/2022 Project)	\$0	\$12	0%	\$0	\$0
C319	Bitumen Reseal - Kojonup-Frankland Road	\$0	\$0	0%	\$0	\$150,000
C320	Bitumen Reseal - Kojonup Darkan Road	\$0	\$0	0%	\$0	\$553,000
C321	Bitumen Reseal - Broomehill-Kojonup Road	\$0	\$0	0%	\$0	\$150,000
C461	Kojonup Darkan Shoulder Seal	\$0	\$0		\$0	\$0
C463	Kojonup Darkan Shoulder Blackspot	\$568,650	\$332,450	50%	\$0	\$669,000
Commodity Route Projects						
C172	Seal - Riverdale Road	\$0	\$0	0%	\$0	\$413,000
Sub Total - CAPITAL WORKS		\$594,900	\$366,896		\$0	\$3,027,500
Total - ROADS		\$594,900	\$366,896		\$0	\$3,027,500
Total - INFRASTRUCTURE ASSETS ROAD RESERVES		\$594,900	\$366,896		\$0	\$3,027,500

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
	INFRASTRUCTURE - FOOTPATHS					
C174	Footpath - Soldier Rd	\$0	\$0	0%	\$0	\$250,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$250,000
	Total - INFRASTRUCTURE ASSETS FOOTPATHS	\$0	\$0		\$0	\$250,000
	INFRASTRUCTURE - PARKS - CAPITAL EXPENDITURE					
	RECREATION & CULTURE					
C357	Apex Park Playground	\$0	\$0	0%	\$0	\$34,000
C274	Sporting Complex - Netball Court Project	\$0	\$0	0%	\$0	\$88,000
C443	Showgrounds Retaining Wall	\$0	\$6,000	100%	\$0	\$6,000
C411	Sporting Complex - Playground & Outdoor Gym	\$0	\$7,728	0%	\$0	\$0
C448	Trails Hub Construction	\$0	\$0	0%	\$0	\$40,000
	Sub-Total - CAPITAL WORKS	\$0	\$13,728		\$0	\$168,000
	Total - RECREATION & CULTURE	\$0	\$13,728		\$0	\$168,000
	Total - INFRASTRUCTURE PARKS	\$0	\$13,728		\$0	\$168,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		LAW, ORDER & PUBLIC SAFETY				
C138	Bushfire Repeater Tower	\$94,500	\$96,944	28%	\$0	\$350,000
2885	CCTV Capital Expenditure	\$0	\$0		\$0	\$267,000
	Sub-Total - CAPITAL WORKS	\$94,500	\$96,944		\$0	\$617,000
	Total - LAW, ORDER & PUBLIC SAFETY	\$94,500	\$96,944		\$0	\$617,000
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		COMMUNITY AMENITIES				
		CAPITAL EXPENDITURE				
C355	Town Furniture	\$11,751	\$240	1%	\$0	\$39,171
C407	Refuse Site Development	\$0	\$1,551	2%	\$0	\$98,250
	Sub Total - CAPITAL WORKS	\$11,751	\$1,791		\$0	\$137,421
	Total - OTHER COMMUNITY AMENITIES	\$11,751	\$1,791		\$0	\$137,421
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		RECREATION & CULTURE				
C444	Sporting Complex - Hall of Fame Signage	\$0	\$0	0%	\$0	\$8,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$8,000
	Total - OTHER RECREATION	\$0	\$0		\$0	\$8,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		31 OCTOBER 2023 Budget	Actual		2023-2024 Income	Expense
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		ECONOMIC SERVICES				
C054	Promotional Signage at Airstrip	\$0	\$0	0%	\$0	\$30,000
CJ457	EV Charging Station	\$0	\$6,131	2%	\$0	\$250,000
	Sub Total - CAPITAL WORKS	\$0	\$6,131		\$0	\$280,000
	Total - ECONOMIC SERVICES	\$0	\$6,131		\$0	\$280,000
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		OTHER PROPERTY & SERVICES				
C458	Radios - Communication	\$7,500	\$0	0%	\$0	\$30,000
	Sub Total - CAPITAL WORKS	\$7,500	\$0		\$0	\$30,000
	Total - OTHER PROPERTY & SERVICES	\$7,500	\$0		\$0	\$30,000
	Total - INFRASTRUCTURE ASSETS - OTHER	\$113,751	\$104,866	\$0	\$0	\$1,072,421
	GRAND TOTALS	(\$6,061,604)	(\$7,257,717)		(\$16,835,532)	\$16,835,072



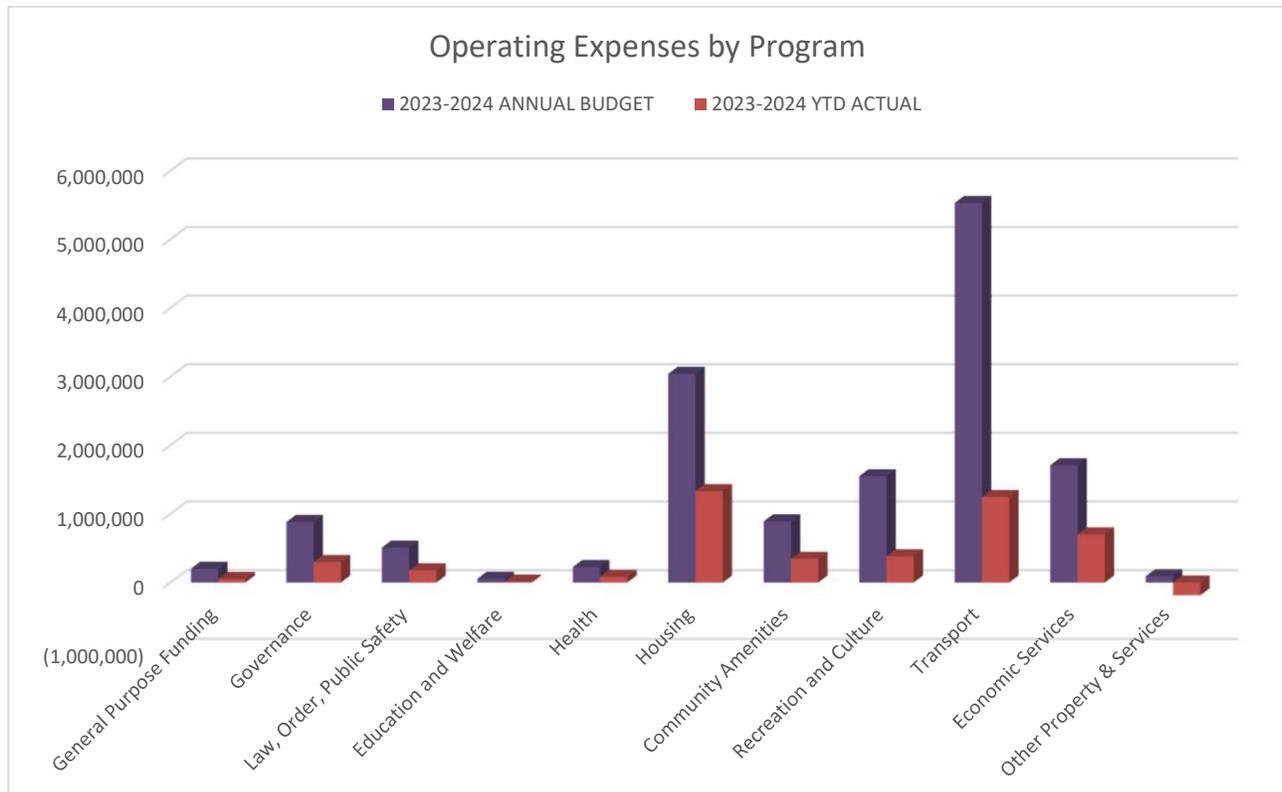
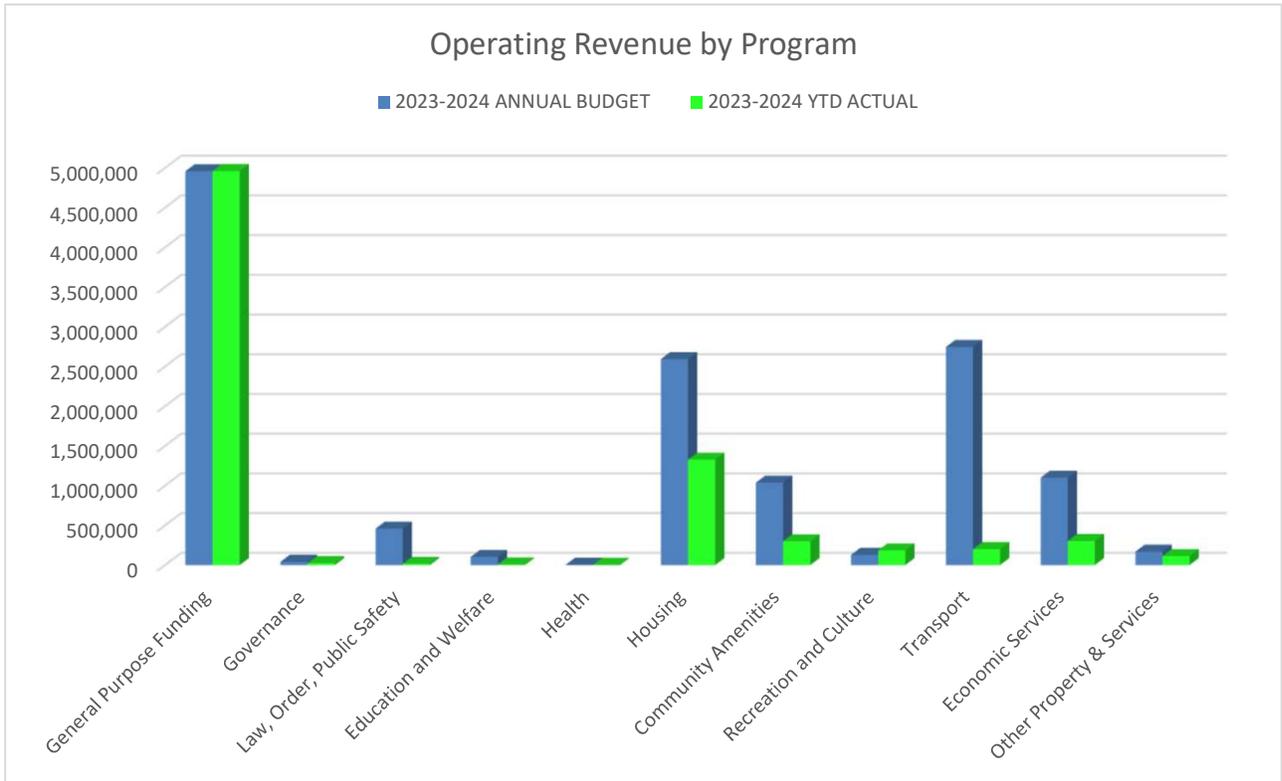
MONTHLY FINANCIAL REPORT

30 NOVEMBER 2023

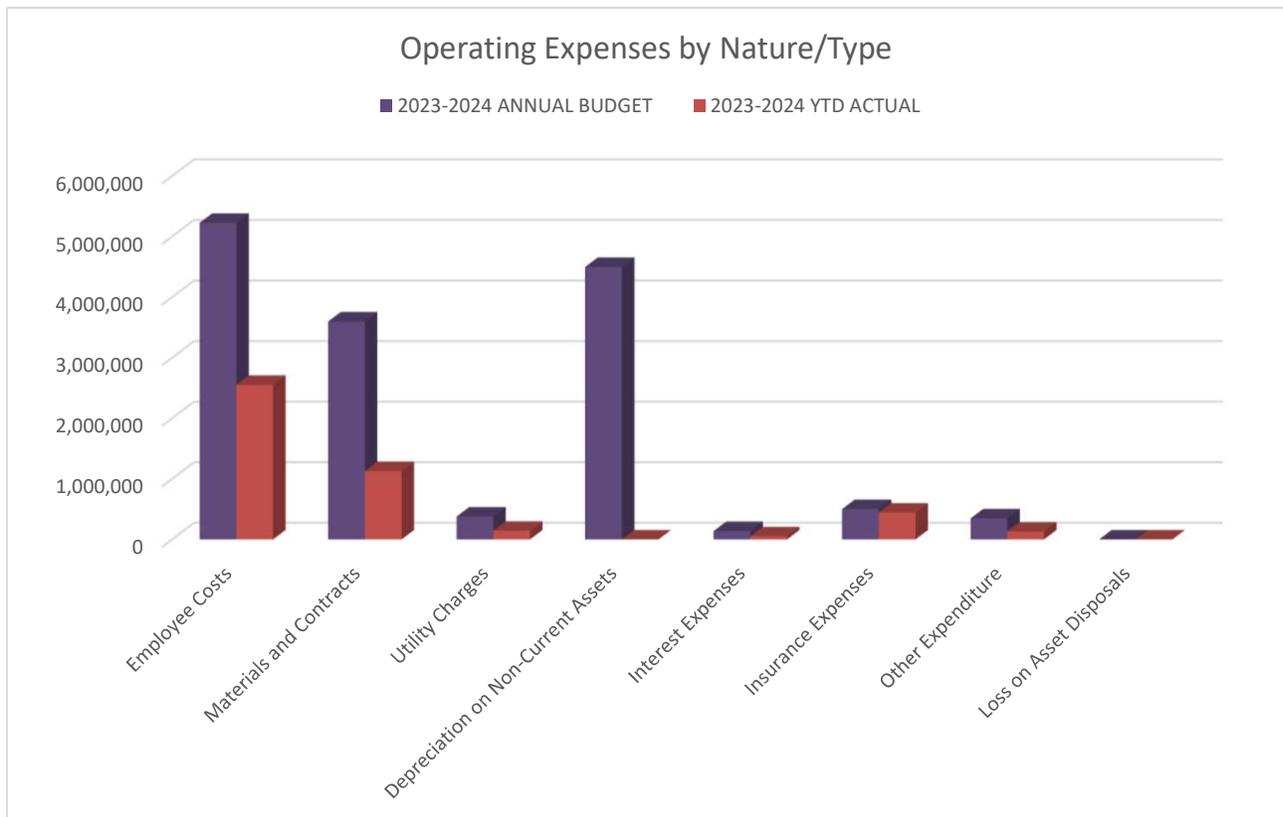
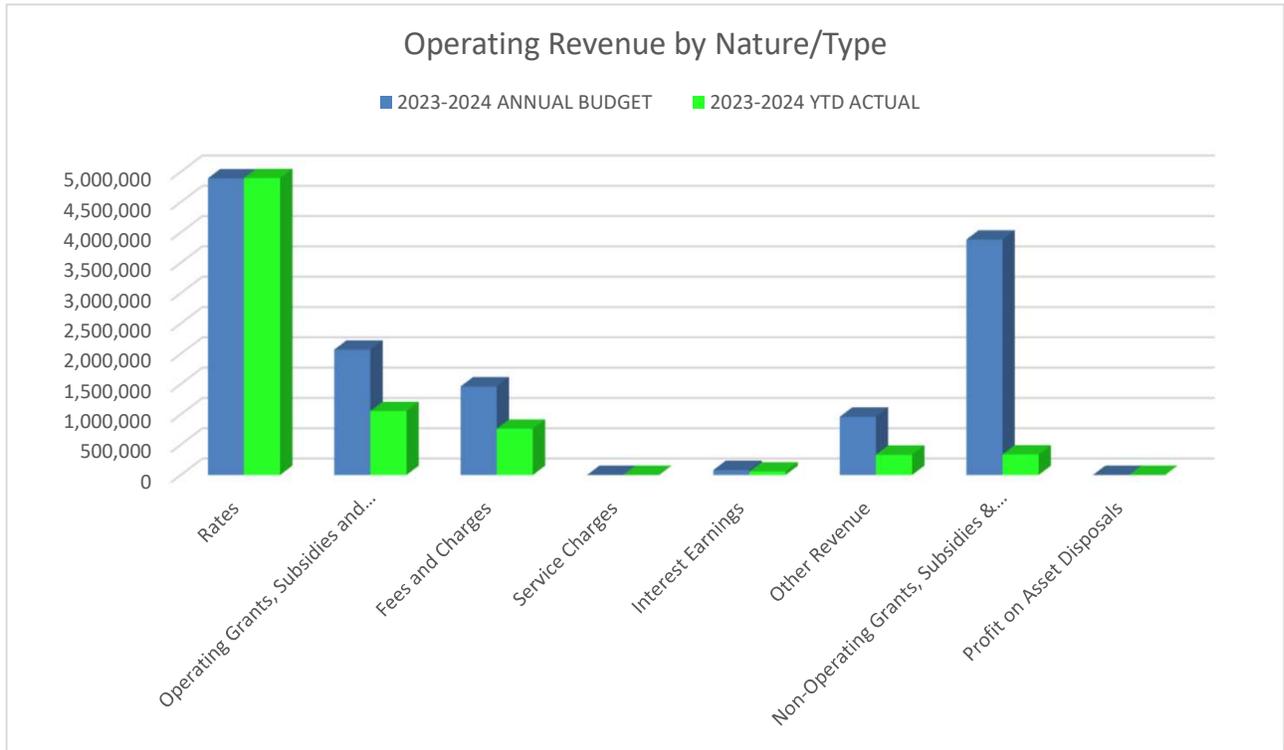
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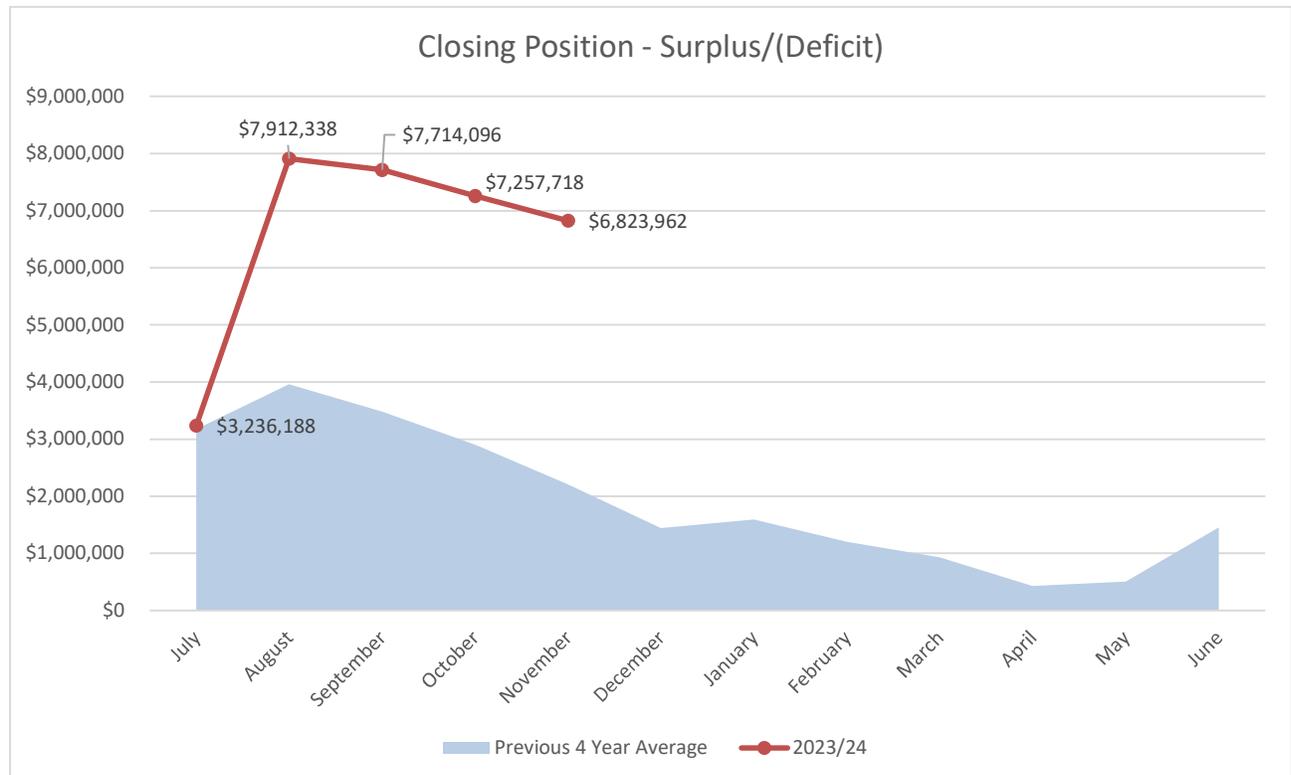
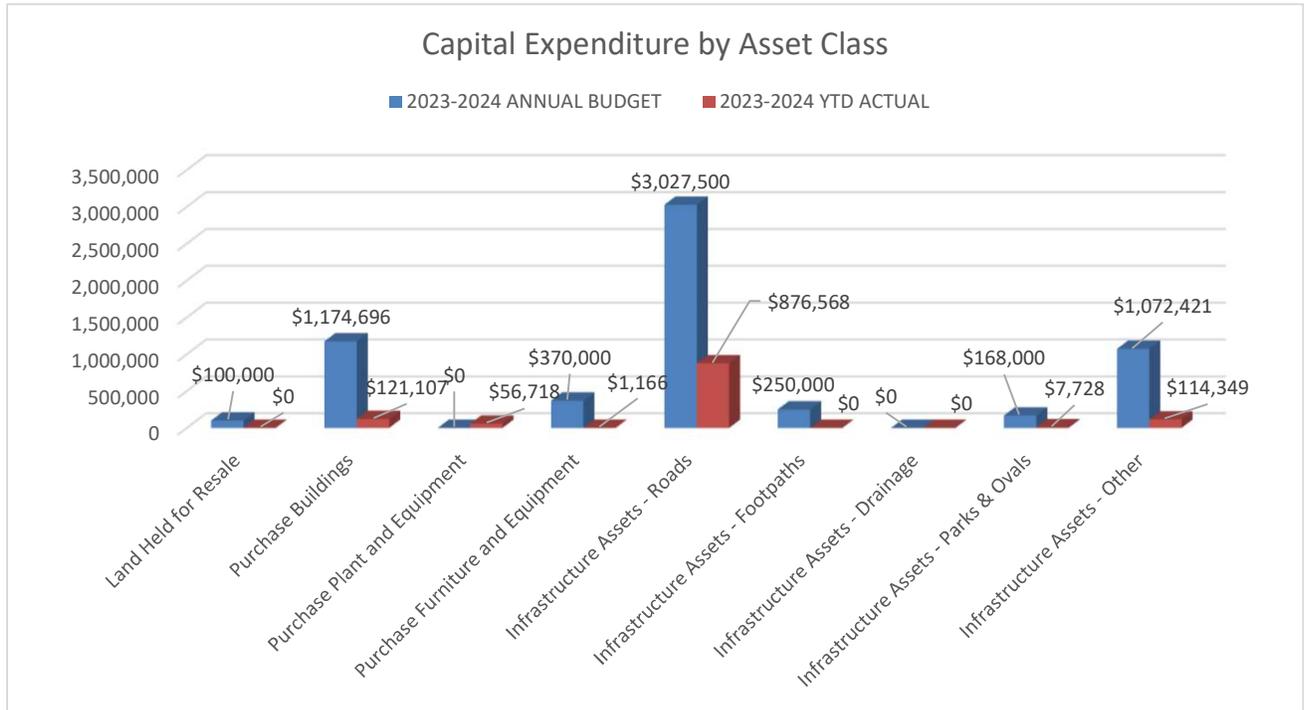
**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 30 NOVEMBER 2023**



**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 30 NOVEMBER 2023**



SHIRE OF KOJONUP EXECUTIVE SUMMARY FOR THE PERIOD ENDING 30 NOVEMBER 2023



**SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET	2023-2024 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)	\$	\$	\$
General Purpose Funding	(201,589)	(51,961)	(50,781)
Governance	(882,169)	(399,213)	(298,080)
Law, Order, Public Safety	(508,738)	(242,415)	(176,439)
Education and Welfare	(54,217)	(25,086)	(13,442)
Health	(223,335)	(94,038)	(81,100)
Housing	(2,998,870)	(1,304,635)	(1,316,988)
Community Amenities	(890,212)	(423,651)	(345,840)
Recreation and Culture	(1,477,206)	(651,704)	(354,150)
Transport	(5,528,909)	(2,322,918)	(1,243,655)
Economic Services	(1,693,750)	(745,964)	(700,292)
Other Property and Services	(90,769)	(116,290)	185,716
Operating Expenses	(14,549,764)	(6,377,875)	(4,395,051)
REVENUE			
General Purpose Funding	4,959,041	4,928,289	4,960,658
Governance	41,840	17,900	24,211
Law, Order, Public Safety	187,550	114,205	10,944
Education and Welfare	2,750	1,146	7,020
Health	4,600	1,917	2,540
Housing	2,593,420	1,080,548	1,326,937
Community Amenities	298,945	280,569	299,753
Recreation and Culture	85,220	11,008	53,067
Transport	221,791	494,991	227
Economic Services	898,250	374,256	302,968
Other Property & Services	169,508	70,626	113,102
Operating Revenue	9,462,915	7,375,455	7,101,427
<i>Sub-total</i>	(5,086,849)	997,580	2,706,376
FINANCE COSTS (INTEREST)			
Law & Order	(9,038)		0
Health	(1,952)	(994)	(995)
Housing	(40,957)	(13,765)	(13,766)
Recreation & Culture	(70,559)	(21,368)	(28,549)
Transport	(1,875)	(957)	(957)
Economic Services	(13,537)	0	(6,931)
Total Finance Costs	(137,918)	(37,084)	(51,198)
NON-OPERATING REVENUE			
Law, Order & Public Safety	271,696	0	4,696
Education & Welfare	100,000	0	0
Housing	0	0	0
Community Amenities	739,833	0	0
Recreation & Culture	44,411	0	132,007
Transport	2,524,266	656,050	200,395
Economic Services	202,411	0	0
Total Non-Operating Revenue	3,882,617	656,050	337,098
PROFIT/(LOSS) ON SALE OF ASSETS			
Governance Loss	0		0
Housing - Loss	0	0	0
Other Property & Services - Loss	0	0	0
Other Property & Services - Profit	0	0	0
Total Profit/(Loss)	0	0	0
NET RESULT	(1,342,150)	1,616,546	2,992,276
Changes in Revaluation Surplus			0
TOTAL COMPREHENSIVE INCOME	(1,342,150)	1,616,546	2,992,276

"Traffic Lights" Colour Coding:

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

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

Revenue:

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

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

Expenditure:

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

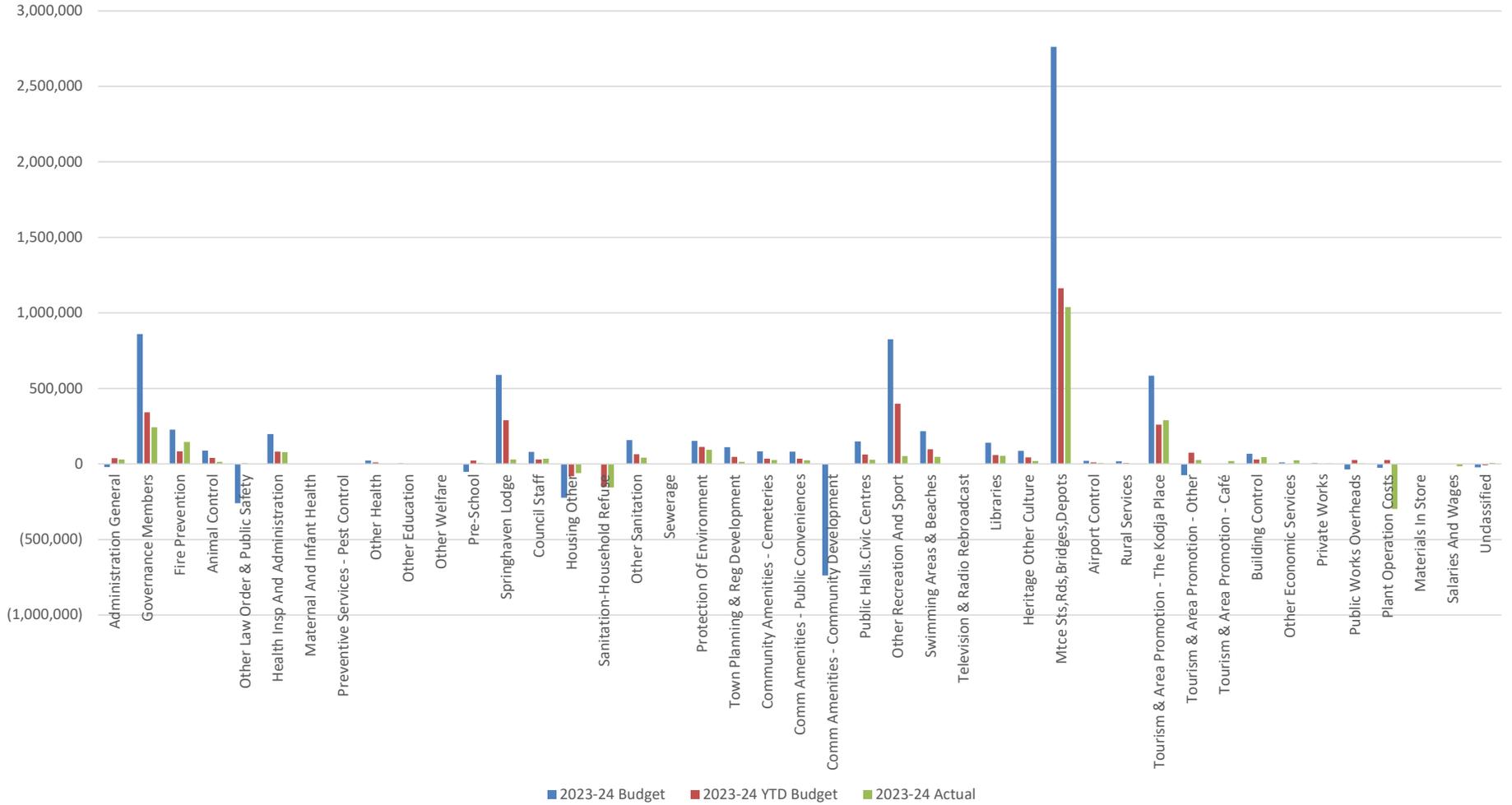
Red = Variance between Actual Expenditure and Year-to-Date budget is greater than 10% (higher)



SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET	2023-2024 YTD ACTUAL
Expenses			
Employee Costs	(5,227,726)	(2,182,529)	(2,550,940)
Materials and Contracts	(3,597,906)	(1,527,634)	(1,127,096)
Utility Charges	(378,064)	(159,298)	(143,206)
Depreciation on Non-Current Assets	(4,497,915)	(1,874,056)	0
Interest Expenses	(137,918)	(37,084)	(51,198)
Insurance Expenses	(501,145)	(494,789)	(443,646)
Other Expenditure	(347,008)	(139,568)	(130,163)
	(14,687,682)	(6,414,959)	(4,446,249)
Revenue			
Rates	4,892,541	4,892,546	4,895,546
Operating Grants, Subsidies and Contributions	2,067,218	995,001	1,052,914
Fees and Charges	1,460,385	763,392	762,327
Service Charges	0	0	0
Interest Earnings	82,500	38,351	56,453
Other Revenue	960,271	398,165	333,599
	9,462,915	7,087,455	7,100,839
	(5,224,767)	672,496	2,654,590
Non-Operating Grants, Subsidies & Contributions	3,882,617	944,050	337,686
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0	0
Profit on Asset Disposals	0	0	0
Loss on Asset Disposals	0	0	0
	3,882,617	944,050	337,686
Net Result	(1,342,150)	1,616,546	2,992,276
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	(1,342,150)	1,616,546	2,992,276

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



SHIRE OF KOJONUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	Note	2022-23 ACTUAL \$	2023-24 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		3,015,335	6,260,614	3,245,279
Restricted Cash & Cash Equivalents		3,003,938	3,453,938	450,000
Trade and other receivables		2,305,520	2,636,171	330,651
ATO Receivables		0	163,782	163,782
Inventories		15,878	139,385	123,507
Land Held for Resale		169,861	169,861	0
Total current assets		8,510,532	12,823,750	4,313,219
Non-current assets				
Trade and other receivables		110,473	110,473	0
LG House Unit Trust		101,862	101,862	0
Land Held for Resale		0	0	0
Land		2,281,424	2,281,424	0
Buildings		26,963,384	27,084,492	121,107
Furniture & Equipment		356,922	358,087	1,166
Plant & Equipment		3,965,701	4,011,510	45,809
Tools		797	797	0
Roads Infrastructure		93,153,303	94,029,871	876,568
Kerbing Infrastructure		2,684,095	2,684,095	0
Drainage Infrastructure		11,518,902	11,518,902	0
Bridges Infrastructure		5,793,354	5,793,354	0
Footpaths Infrastructure		1,110,450	1,110,450	0
Parks Infrastructure		2,469,820	2,477,548	7,728
Other Infrastructure		5,898,884	6,013,233	114,349
Total non-current assets		156,409,372	157,576,099	1,166,727
Total assets		164,919,904	170,399,849	5,479,945
Current liabilities				
Trade and other payables		2,433,002	4,359,974	-1,926,972
ATO Liabilities		153,272	124,165	29,108
Contracts Liability		913,845	1,692,559	-778,714
Interest-bearing loans and borrowings		447,038	258,129	188,910
Provisions		786,161	786,161	0
Total current liabilities		4,733,318	7,220,987	-2,487,669
Non-current liabilities				
Interest-bearing loans and borrowings		4,988,863	4,988,863	0
Non-Current Payables		0	0	0
Provisions		176,707	176,707	0
Total non-current liabilities		5,165,569	5,165,569	0
Total liabilities		9,898,887	12,386,556	-2,487,669
Net assets		155,021,016	158,013,293	2,992,276
Equity				
Retained surplus		70,960,953	70,510,953	-450,000
Net Result		0	2,992,276	2,992,276
Reserve - asset revaluation		81,056,126	81,056,126	0
Reserve - Cash backed		3,003,938	3,453,938	450,000
Total equity		155,021,016	158,013,293	2,992,276

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

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET (a)	2023-2024 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE	\$	\$	\$			
Rates	4,892,541	4,892,546	4,895,546	Within Threshold	Within Threshold	
Operating Grants and Subsidies	2,067,218	995,001	1,052,914	57,913	Within Threshold	
Fees and Charges	1,460,385	763,392	762,327	Within Threshold	Within Threshold	
Interest Earnings	82,500	38,351	56,453	18,102	47.20%	▲
Profit on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Revenue	960,271	398,165	333,599	(64,565)	(16.22%)	▼
	9,462,915	7,087,455	7,100,839			
LESS OPERATING EXPENDITURE						
Employee Costs	(5,227,726)	(2,182,529)	(2,550,940)	(368,411)	(16.88%)	▼
Materials & Contracts	(3,597,906)	(1,527,634)	(1,120,687)	406,947	26.64%	▲
Utilities	(378,064)	(159,298)	(143,206)	16,091	10.10%	▲
Depreciation on Non-Current Assets	(4,497,915)	(1,874,056)	0	1,874,056	100.00%	▲
Interest Expense	(137,918)	(37,084)	(51,198)	(14,114)	38.06%	▼
Insurances	(501,145)	(494,789)	(443,646)	51,144	10.34%	▲
Loss on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Expenditure	(347,008)	(139,568)	(136,572)	Within Threshold	Within Threshold	
	(14,687,682)	(6,414,960)	(4,446,249)			
<i>Increase(Decrease)</i>	(5,224,767)	672,496	2,654,590			
ADD						
Movement in Springhaven Bonds	0	0	1,050,000	1,050,000	0.00%	
Profit on the disposal of assets	0	0	0	Within Threshold	0.00%	
Loss on the disposal of assets	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	4,497,915	1,874,056	0	(1,874,056)	(100.00%)	▼
	4,499,915	1,874,056	1,050,000			
<i>Sub Total</i>	(724,852)	2,546,552	3,704,590			
INVESTING ACTIVITIES						
Land Held for Resale	(100,000)	(33,333)	0	33,333	(100.00%)	
Purchase Buildings	(1,174,696)	(169,696)	(121,107)	48,589	(28.63%)	
Purchase Plant and Equipment	0	0	(56,718)	(56,718)	0.00%	
Purchase Furniture and Equipment	(370,000)	(125,000)	(1,166)	123,834	(99.07%)	
Infrastructure Assets - Roads	(3,027,500)	(1,698,250)	(876,568)	821,682	(48.38%)	
Infrastructure Assets - Footpaths	(250,000)	0	0	Within Threshold	0.00%	
Infrastructure Assets - Drainage	0	0	0	Within Threshold	0.00%	
Infrastructure Assets - Parks & Ovals	(168,000)	(6,000)	(7,728)	Within Threshold	28.80%	
Infrastructure Assets - Other	(1,072,421)	(214,627)	(114,349)	100,278	(46.72%)	
Proceeds from Sale of Assets	0	0	10,909	10,909	0.00%	
Contributions for the Development of Assets	3,882,617	944,050	337,686	(606,364)	(64.23%)	▼
	(2,280,000)	(1,302,856)	(829,041)			
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal	(447,119)	(155,136)	(188,910)	(33,774)	21.77%	
Transfer from Reserves	0	0	0	Within Threshold	0.00%	
Transfer to Reserves	(37,569)	(334)	(450,000)	(449,666)	134736.85%	
	(484,688)	(155,470)	(638,910)			
Plus Rounding						
<i>Sub Total</i>	(3,489,540)	1,088,227	2,236,640			
FUNDING FROM						
Estimated Opening Surplus at 1 July	3,490,000	3,490,000	3,808,608	318,608	Within Threshold	
Closing Funds	0	0	0			
	3,490,000	3,490,000	3,808,608			
NET SURPLUS/(DEFICIT)	460	4,578,227	6,045,248			

SHIRE OF KOJONUP
SUMMARISED NET CURRENT POSITION
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	ACTUAL 30 JUNE 2023	ACTUAL YTD
Cash - Unrestricted	\$3,015,335	\$6,260,614
Cash - Restricted General	\$0	\$0
Cash - Restricted Reserves	\$3,003,938	\$3,453,938
Accounts Receivable - Rates	\$368,450	\$1,713,626
Accounts Receivable - Sundry	\$1,854,722	\$922,545
GST Receivable	(\$70,924)	\$23,195
Inventories	\$15,878	\$139,385
Land held for Resale	\$169,861	\$169,861
Loans - Clubs	\$0	\$0
CURRENT ASSETS	\$8,357,259	\$12,683,163
LESS: CURRENT LIABILITIES		
Payables	(\$451,202)	(\$653,001)
ATO Liabilities	(\$10,949)	(\$669,701)
Unspent Grant Liabilities	(\$913,845)	(\$1,692,559)
Employee Provisions	(\$786,161)	(\$786,161)
Accrued Interest on Loans	(\$25,851)	(\$25,851)
Interest Bearing Loans	(\$447,038)	(\$258,129)
Springhaven Accommodation Bonds	(\$1,945,000)	(\$2,995,000)
CURRENT LIABILITIES	(\$4,580,046)	(\$7,080,400)
LESS: EXCLUSIONS		
Cash - Restricted Reserves	(\$3,003,938)	(\$3,453,938)
Cash - Restricted Cash	\$0	\$0
Interest Bearing Loans	\$447,038	\$258,129
Self Supporting Loan Debtors	\$0	\$0
Less Land held for Resale	(\$169,861)	(\$169,861)
Less Provision for Doubtful Debts	\$1,142	\$1,142
Add back Cash backed LSL Provision		
Add Back Springhaven Bonds	\$1,945,000	\$2,995,000
Add Back Accrued Interest on Loans	\$25,851	\$25,851
Add: Current liabilities not expected to be cleared at end of year	\$786,161	\$786,161
Roundings	\$1	\$1
NET CURRENT POSITION - SURPLUS/(DEFICIT)	\$3,808,608	\$6,045,248

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

EXPLANATION OF MATERIAL VARIANCES

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

Defining a 'Material Variance'

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

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

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Revenue</u>						
Operating Grants	995,001	1,052,914	57,913	Within Threshold	PERMANENT/ TIMING	Increase general purpose grant \$19k and local road grant \$21k received. Decrease in ESL Brigade funding of \$36k, Decrease in BRPC grant of \$63k, Increase in Kindy Cafe grant \$6k, Increase in Springhaven personal care subsidy of \$219k, Increase in Rail trail grant \$4k, Increase in Dept of Education oval contribution of \$37k, Decrease in MRWA direct grant of \$204k, for reporting period.
Interest Earnings	38,351	56,453	18,102	47%	TIMING	Increase in interest on unpaid bonds \$26k, decrease in non-payment rates penalty interest \$3k, decrease in reserve interest \$6k, for reporting period.
Other Revenue	398,165	333,599	(64,565)	-16%	PERMANENT/ TIMING	Increase in Kodja Place retail sales \$27k, Decrease in Café trading income \$83k, Decrease in lease fees for KSC properties \$11k, for reporting period.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
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EXPLANATION OF MATERIAL VARIANCES

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

Defining a 'Material Variance'

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

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

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Expenses</u>						
Employee Costs	(2,182,529)	(2,550,940)	(368,411)	-17%	PERMANENT/ TIMING	Increase in operational employee costs due to increase in wages for Springhaven of \$134k, and higher percentage of outside workers time spent on operational road maintenance. Expenditure on capital works is expected to increase in the coming months.
Materials & Contracts	(1,527,634)	(1,120,687)	406,947	27%	TIMING	Decrease in election expenses \$12k, decrease in Subscription expenses \$11k, decrease in Integrated Planning expense \$12k, decrease in Telephone expense \$11k, decrease in software licensing fees \$57k, Increase in ICT support \$30k, decrease in website upgrade expenses \$15k, decrease in legal expenses \$19k, Increase in Brigade expenses \$52k, decrease in Springhaven contract labour \$125k, decrease in Springhaven operational expense \$11k, decrease in fuel & oil expenses \$82k, Increase in grading contract expenses \$23k, increase in Trees on rural roads contract expense \$39k, for reporting period.
Utilities	(159,298)	(143,206)	16,091	10%	TIMING	Increase in Springhaven utilities \$4k, Decrease in swimming pool utilities \$9k, decrease in Black Cockatoo Café utilities \$11k.
Depreciation on Assets	(1,874,056)	0	1,874,056	100%	TIMING	Depreciation unable to be raised until after annual audit is complete
Interest Expense	(37,084)	(51,198)	(14,114)	38%	TIMING	Interest for Housing loans and Recreation Loans, and land Development Loan paid in advance.
Insurances	(494,789)	(443,646)	51,144	10%	PERMANENT/ TIMING	Decrease in Bushfire insurance \$50k, for reporting period.

**SHIRE OF KOJONUP
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EXPLANATION OF MATERIAL VARIANCES

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Investing Activities						
Buildings	(169,696)	(121,107)	48,589	-29%	PERMANENT/ TIMING	Increase in Old school roof project \$32k, Decrease in 34 Katanning Road project \$40k, Decrease in Springhaven Building expenses \$15k, Decrease in Loton Clouse Unit expenses \$10k, Kodja Place expenses lower \$18k.
Plant & Equipment	0	(56,718)	(56,718)	0%	TIMING	Mower purchase not included in budget as authorised expenditure.
Infrastructure - Roads	(1,698,250)	(876,568)	821,682	-48%	TIMING	Decrease in Balgarup Rd Seal \$150k, decrease in Hubbe Road \$18k, Decrease in Kojonup-Frankland Rd \$149k, Decrease in Kojonup-Darkan Rd reseal \$551k, Decrease in Broomehill Rd \$115k, Increase in Kojonup-Darkan Blackspot project expenses \$115k for reporting period.
Infrastructure - Parks & Ovals	(6,000)	(7,728)	Within Threshold	29%	PERMANENT/ TIMING	Increase in Sports Complex Playground and outdoor Gym expenses \$7k (no approved budget allocation).
Infrastructure - Others	(214,627)	(114,349)	100,278	-47%	TIMING	Decrease in Bushfire repeater tower project expenses of \$84k, decrease in Town furniture expenses of \$15k, increase in EV Charging Station project expenses \$6k, Decrease in Radio communication project expenses \$15k, for reporting period.
Proceeds from Sale of Assets	0	10,909	10,909	0%	PERMANENT	Mower trade-in not included in budget.
Financing Activities						
Transfer to Cash backed Reserves	(334)	(450,000)	(449,666)	134737%	TIMING	Deposits for new Springhaven residents not anticipated. Transferred to Bond Liability.

**SHIRE OF KOJONUP
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PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Actuals	% of Annual Budget
Governance								
C137	ICT Plan Implementation		CEO	F&E	Renewal	360,000	1,166	0%
C191	Shire Administration Centre - Building Renewal/Improvement		CEO	L&B	Renewal	20,000	0	0%
						380,000	1,166	
Law Order & Public Safety								
C138	Bush Fire Repeater Tower	5.1.2	MRS	Infr.	New	350,000	98,922	28%
2885	CCTV Infrastructure		CEO	Infr.	New	267,000	0	0%
C440	Cat Pound		MRS	L&B	New	4,696	6,588	140%
						621,696	105,510	
Education & Welfare								
C441	Old School - Re-Roof		BMC	L&B	Renewal	100,000	32,007	32%
						100,000	32,007	
Housing								
C157	Staff - 15 Loton Close		CEO	L&B	New	60,000	131	0%
C140	Staff - 34 Katanning Road		MRS	L&B	Upgrade	120,000	80,109	67%
C147	Springhaven - Furniture	2.2.6	MACS	F&E	New	10,000	0	0%
C195	Springhaven - Building	2.2.14	MACS	L&B	Renewal	30,000	0	0%
C313	Jean Sullivan Units - Building Renewal		BMC	L&B	Upgrade	10,000	0	0%
C145	ILU's - Building Renewal		BMC	L&B	Renewal	10,000	0	0%
						240,000	80,240	
Community Amenities								
C310	Subdivision Construction	2.4.3	CEO	L4R	Upgrade	100,000	0	0%
C407	Refuse Site Development		MRS	Infr.	Upgrade	98,250	1,551	2%
C442	Men's Shed - Construction of New		MCCS	L&B	New	750,000	0	0%
C355	Town Furniture		MWS	Infr.	New	39,171	1,745	4%
						987,421	3,296	
Recreation & Culture								
C198	Historic Buildings - Capital Improvement		BMC	L&B	Renewal	30,000	0	0%
C199	Memorial Hall/Theatrical/Harrison Place		MRS	L&B	New	10,000	0	0%
C408	Harrison Place Toilets & Park	1.1.8	MWS	L&B	Upgrade	10,000	0	0%
C443	Showgrounds Retaining Wall		CEO	Infr.	New	6,000	6,000	100%
C274	Sporting Complex - Netball Court Resurface & Roof	1.2.10, 1.2.13	MCCS	Infr.	Renewal	88,000	0	0%
C411	Sporting Complex - Playground & Outdoor Gym	1.2.10	MCCS	Infr.	New	0	7,728	0%
C444	Sporting Complex - Hall of Fame Signage		MCCS	Infr.	New	8,000	0	0%
C357	Apex Park - Replace Equipment		SH	Infr.	Renewal	34,000	0	0%
C447	Contribution to Bowling Club New Green		MCCS	Infr.	Upgrade	0	0	0%
C448	Trails Hub Construction		MCCS	Infr.	New	40,000	0	0%
C412	Apex Park Drainage & Car Park & RV		MCCS	Infr.	Upgrade	0	0	0%
C413	Trails Construction		MCCS	Infr.	New	0	0	0%
						226,000	13,728	
Transport - Plant Purchases								
7604	Plant Major Purchases		MWS	P&E	New	0	56,718	0%
						0	56,718	

**SHIRE OF KOJONUP
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PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Actuals	% of Annual Budget
Transport - Infrastructure							
C417 Widening - Shamrock Road	1.1.5	MWS	Infr.	Upgrade	660,000	41,812	6%
C436 Widening - Shamrock Road (2021/2022 Project)	1.1.5	MWS	Infr.	Upgrade	0	12	0%
C319 Bitumen Reseal - Kojonup-Frankland Road	1.1.5	MWS	Infr.	Renewal	150,000	1,720	1%
C320 Bitumen Reseal - Kojonup Darkan Road	1.1.5	MWS	Infr.	Renewal	553,000	1,720	0%
C321 Bitumen Reseal - Broomehill-Kojonup Road	1.1.5	MWS	Infr.	Renewal	150,000	35,143	23%
C172 Seal - Riverdale Road	1.1.5	MWS	Infr.	Renewal	413,000	0	0%
CJ453 Seal - Balgarup Road RTR	1.1.5	MWS	Infr.	Renewal	150,000	0	0%
C463 Kojonup Darkan Shoulder Blackspot		MWS	Infr.	Upgrade	669,000	781,604	117%
C500 Tone Road - RTR		MWS	Infr.	Upgrade	100,000	0	0%
C501 Ballock Road - RTR		MWS	Infr.	Upgrade	70,000	0	0%
C502 Woodenup Road - RTR		MWS	Infr.	Upgrade	30,000	0	0%
C503 Boilup Road - RTR		MWS	Infr.	Upgrade	30,000	5,561	19%
C504 Hubbe Road - RTR		MWS	Infr.	Upgrade	52,500	8,998	17%
C174 Soldier Road - Footpath, Kerbing and Drainage		MWS	Infr.	Upgrade	250,000	0	0%
					3,277,500	876,568	
Economic Services							
C177 Kodja Place - Capital Renewal/Improvement	2.1.10	BMC	L&B	Renewal	20,000	2,273	11%
CJ457 EV Charger Parking Bay		MWS	Infr.	Upgrade	250,000	6,131	2%
C054 Promotional Signage at Airstrip	1.4.7	MCCS	Infr.	New	30,000	0	0%
					300,000	8,403	
Other Property & Services							
C458 Radios - Communication		MWS	Infr.	Renewal	30,000	0	0%
					30,000	0	
Total Capital Expenditure					6,162,617	1,177,636	19.1%

SUMMARIES:		
Land Held for Resale	100,000	0 0.0%
Land & Buildings	1,174,696	121,107 10.3%
Infrastructure	4,517,921	998,645 22.1%
Plant & Equipment	0	56,718 0.0%
Furn & Equipment	370,000	1,166 0.3%
	6,162,617	1,177,636 19.1%
Asset Renewal	2,138,000	74,027 3.5%
New Asset	1,574,867	177,832 11.3%
Upgrading Asset	2,449,750	925,776 37.8%
	6,162,617	1,177,636 19.1%
Chief Executive Officer	813,000	7,297 0.9%
Manager Corporate & Community Services	916,000	7,728 0.8%
Manager Works & Services	3,606,671	941,161 26.1%
Senior Horticulturalist	34,000	0 0.0%
Manager Regulatory Services	582,946	187,170 32.1%
Building Maintenance Coordinator	170,000	34,280 20.2%
Manager Aged Care Services	40,000	0 0.0%
	6,162,617	1,177,636 19.1%

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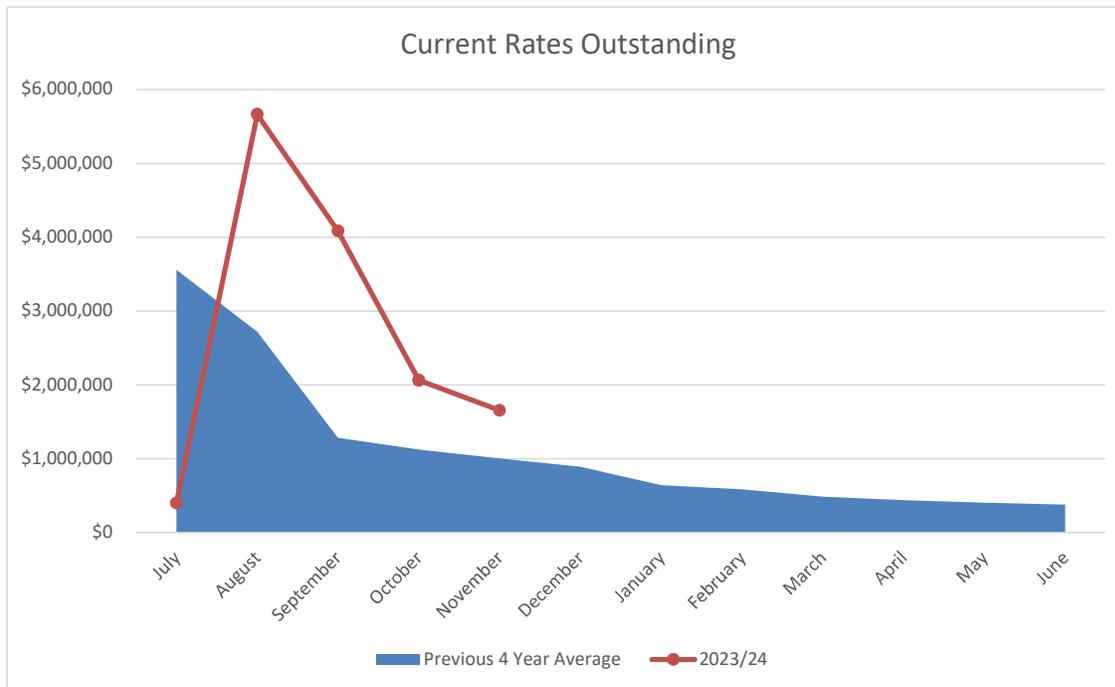
RESERVES - CASH BACKED	2024 Actual Opening Balance	2024 Actual Transfer to	2024 Actual Transfer (from)	2024 Actual Closing Balance	2024 Budget Opening Balance	2024 Budget Transfer to	2024 Budget Transfer (from)	2024 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Plant Replacement	251,346	0	0	251,346	252,079	2,611	0	254,690
Employee Leave	247,421	0	0	247,421	245,886	30,908	0	276,794
Springhaven Lodge (Bonds)	1,945,000	450,000	0	2,395,000	1,945,000	0	0	1,945,000
Low Income Housing	84,750	0	0	84,750	84,224	83	0	84,307
Sporting Facility	63,655	0	0	63,655	63,260	63	0	63,323
Landfill Waste Management	81,262	0	0	81,262	80,758	80	0	80,838
Kodja Place Tourist Precinct	17	0	0	17	17	0	0	17
Community Grant Scheme	9,894	0	0	9,894	9,832	10	0	9,842
Independent Living Units	160,569	0	0	160,569	159,573	158	0	159,731
Natural Resource Management	98,909	0	0	98,909	98,295	97	0	98,392
Swimming Pool	41,083	0	0	41,083	40,829	40	0	40,869
The Kodja Place Building Upgrade & Renewal	17,880	0	0	17,880	17,769	18	0	17,787
Sporting Complex Building Upgrade & Renewal	1,137	0	0	1,137	1,129	0	0	1,129
Netball Court Resurfacing	1,013	0	0	1,013	1,007	3,501	0	4,508
Trails Network Construction	2	0	0	2	2	0	0	2
	3,003,938	450,000	0	3,453,938	2,999,660	37,569	0	3,037,229

**SHIRE OF KOJONUP
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RATES & SUNDRY RECEIVABLES

Rates:

	1-Jul-23	Levy for 2023/24	Collectable	Received	Outstanding
Property Rates	\$ 206,954	\$ 4,893,624	\$ 5,100,578	\$ (3,776,044)	\$ 1,324,534
Rubbish Charges	\$ 37,874	\$ 284,560	\$ 322,434	\$ (240,667)	\$ 81,767
Emergency Services Levy	\$ 20,986	\$ 30,543	\$ 51,529	\$ -	\$ 51,529
Instalment fee & Interest	\$ -	\$ 16,539	\$ 16,539	\$ (16,539)	\$ -
Penalty & ESL Interest	\$ 100,282	\$ 5,831	\$ 106,113	\$ (3,397)	\$ 102,716
Excess Rates	\$ (60,914)	\$ -	\$ (60,914)	\$ 758	\$ (60,156)
Sub- Total	\$ 305,182	\$ 5,231,098	\$ 5,536,280	\$ (4,035,889)	\$ 1,500,390 29%
OTHER ITEMS					
Pensioner Rebates to claim	\$ 84,702	\$ -	\$ 84,702	\$ 68,368	\$ 153,071
	\$ 389,884				\$ 1,653,461
Pensioner Deferred Rates	\$ 110,473	\$ -	\$ 110,473	\$ -	\$ 110,473
Total Outstanding	\$ 415,655	\$ 5,231,098	\$ 5,646,753	\$ (4,035,889)	\$ 1,610,863



Sundry Debtors:

	30-Jun-23		30/11/23		Movement This FY
Credit Balance	\$ (6,180)		\$ (37,734)		\$ 31,554
Current	\$ 125,937		\$ 1,514		\$ 124,423
30 - 60 days	\$ 469,099	65%	\$ 493,459	53%	\$ (24,360)
60 - 90 days	\$ 5,339	1%	\$ 56,191	6%	\$ (50,852)
Greater than 90 days	\$ 126,515	18%	\$ 411,687	45%	\$ (285,172)
	\$ 720,710		\$ 925,118		

**SHIRE OF KOJONUP
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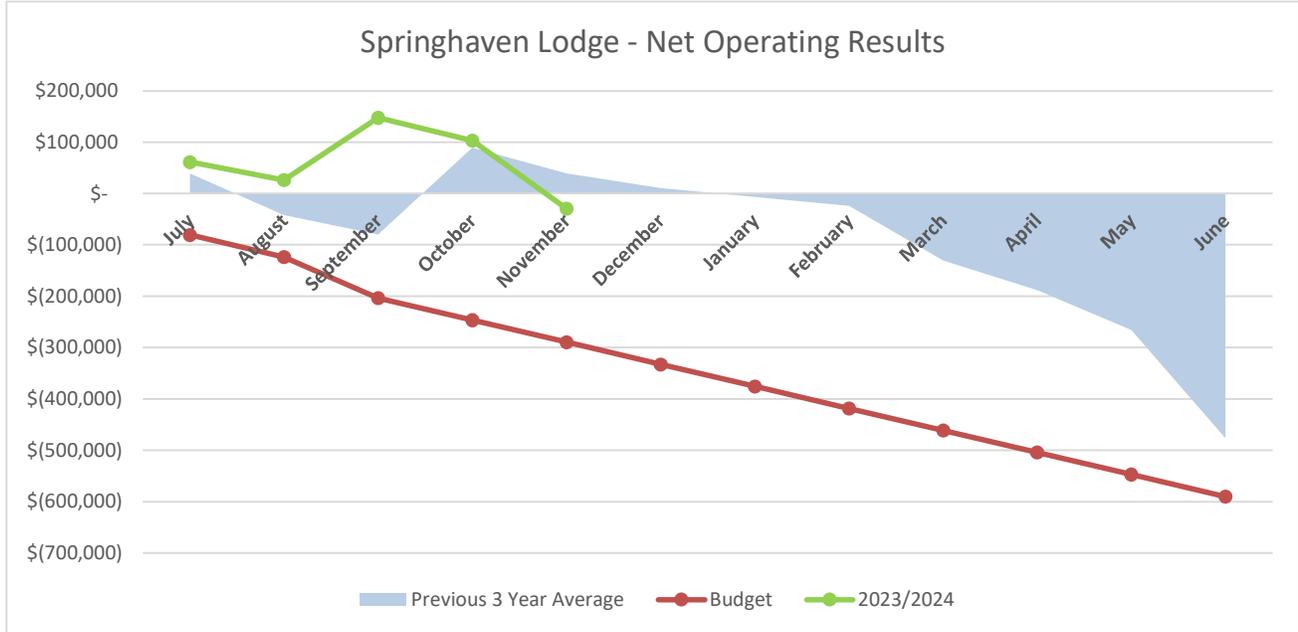
LOAN REPAYMENTS	Loan Number	2024 Actual	2024 New	2024 New	2024 Actual	2024 Actual	2024 Budget	2024 Budget	2024 Budget	2024 Budget	2024 Budget
		Principal 1 July 2023	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding	Principal 1 July 2023	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding
		\$		\$	\$	\$	\$	\$	\$	\$	
Law, order, public safety											
Communications Tower	150	400,000	0	0	0	400,000	400,000	0	(16,042)	(9,038)	383,958
Health											
Medical Centre Donation	137	114,972	0	(4,331)	(995)	110,641	114,972	0	(8,700)	(1,952)	106,272
Housing											
Bagg Street Unit	135	58,596	0	0	0	58,596	53,802	0	(10,115)	(1,575)	43,687
Aged Units - GSHI	139	20,369	0	(5,048)	(119)	15,321	20,369	0	(10,125)	(209)	10,244
Staff Housing - GSHI	140	796,591	0	(30,008)	(6,891)	766,583	796,591	0	(60,276)	(13,521)	736,315
GROH Housing - GSHI	138	823,080	0	(56,089)	(5,926)	766,991	823,079	0	(112,583)	(11,449)	710,496
Staff Housing - GSHI	144	44,406	0	(5,372)	(415)	39,034	44,406	0	(10,793)	(780)	33,613
GROH Housing - GSHI	145	44,406	0	(5,372)	(415)	39,034	44,406	0	(10,793)	(780)	33,613
Staff Housing Renovations	148	285,524	0	0	0	285,524	285,524	0	(15,049)	(12,643)	270,475
Recreation and culture											
Sports Complex	134	206,978	0	0	0	206,978	198,705	0	(18,020)	(9,800)	180,685
Sports Complex Wall	136	62,358	0	(4,918)	(620)	57,440	62,359	0	(9,885)	(1,192)	52,474
Netball Courts & Roof	143	1,337,732	0	(26,699)	(19,246)	1,311,032	1,337,732	0	(53,783)	(38,108)	1,283,949
Oval Lighting	142	206,908	0	(12,242)	(1,502)	194,666	206,908	0	(24,573)	(2,915)	182,335
Harrison PI Toilets & Park	146	366,615	0	(17,184)	(7,181)	349,431	366,615	0	(34,706)	(14,025)	331,909
Harrison PI Toilets & Park	149	200,000	0	0	0	200,000	200,000	0	(8,021)	(4,519)	191,979
Transport											
Airstrip Lighting	141	126,939	0	(5,060)	(957)	121,879	126,578	0	(10,157)	(1,875)	116,421
Economic services											
Land Development	147	353,855	0	(16,586)	(6,931)	337,269	353,855	0	(33,498)	(13,537)	320,357
		5,449,329	0	(188,910)	(51,198)	5,260,419	5,435,901	0	(447,119)	(137,918)	4,988,782

**SHIRE OF KOJONUP
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MAJOR BUSINESS UNITS

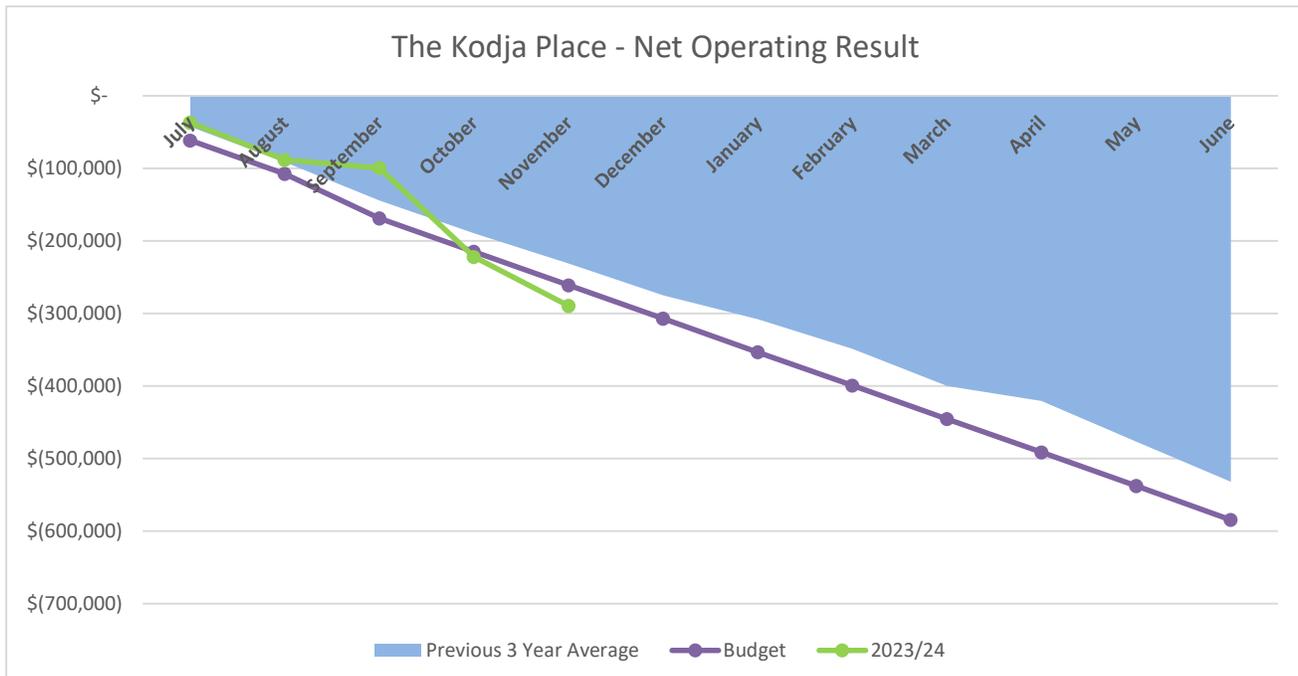
Springhaven Lodge

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



The Kodja Place Precinct

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

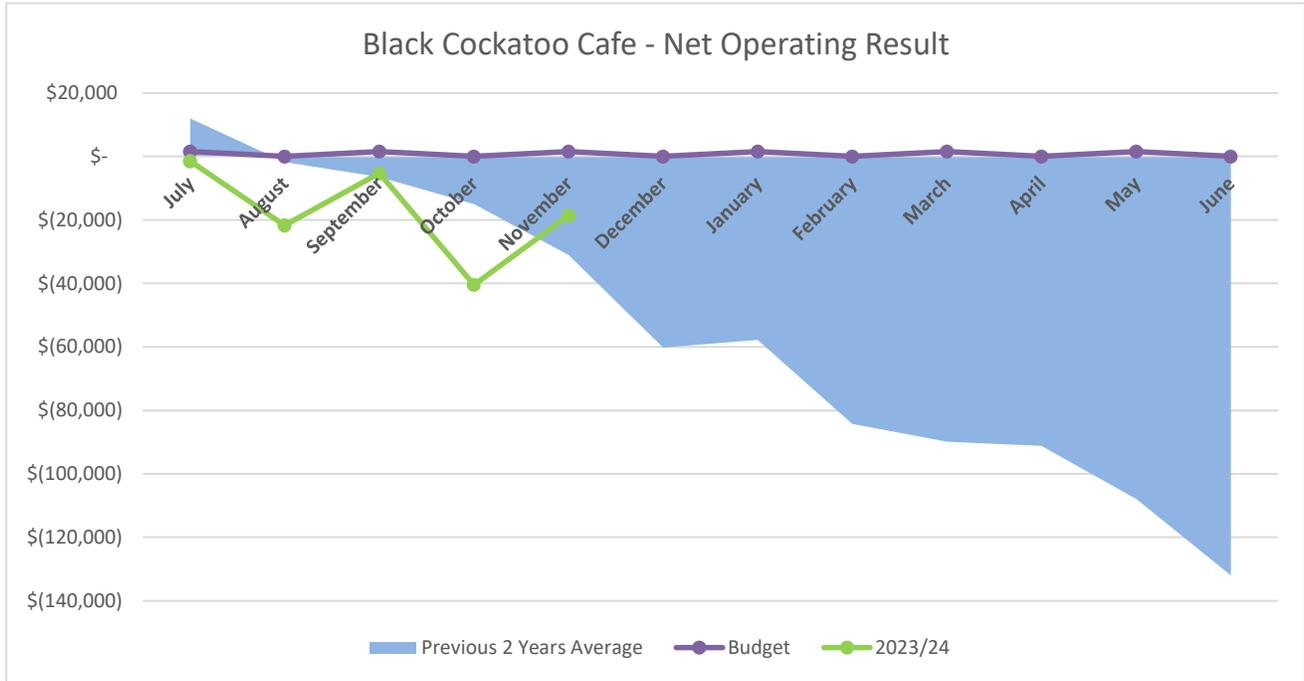


**SHIRE OF KOJONUP
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MAJOR BUSINESS UNITS

Black Cockatoo Café

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



SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET		
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense	
		Proceeds Sale of Assets					
9605	Proceeds Sale of Assets -	\$0	(\$10,909)	0%	\$0	\$0	
	Sub Total - PROCEEDS/REALISATION ON SALE OF ASSET	\$0	(\$10,909)		\$0	\$0	
		Written Down Value					
New	00000 Written Down Value-	\$0	\$0		\$0	\$0	
	Sub Total - WDV ON SALE OF ASSET	\$0	\$0		\$0	\$0	
	Total - GAIN/LOSS ON DISPOSAL OF ASSET	\$0	(\$10,909)		\$0	\$0	
	Total - OPERATING STATEMENT	\$0	(\$10,909)		\$0	\$0	

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
GENERAL PURPOSE FUNDING - RATES						
OPERATING EXPENDITURE						
1104	Rates Incentive Prize	\$1,200	\$0	0%	\$0	\$5,000
1112	Admin Allocated to Rates (Cash)	\$24,782	\$6,623	11%	\$0	\$59,479
1122	Admin Allocated to Rates (Non-Cash)	\$1,330	\$0	0%	\$0	\$3,192
1132	Rating Salaries	\$16,666	\$34,807	87%	\$0	\$40,000
1162	Superannuation	\$2,500	\$4,149	69%	\$0	\$6,000
1182	Rates Printing/postage	\$2,940	\$971	32%	\$0	\$3,000
1192	Valuation Expenses	\$480	\$2,739	3%	\$0	\$81,000
1202	Title Searches	\$245	\$0	0%	\$0	\$500
1222	Insurance - Emp Costs (Rates)	\$1,418	\$1,493	105%	\$0	\$1,418
1262	Legal Costs Incurred - Rates	\$400	\$0	0%	\$0	\$2,000
Sub Total - GENERAL RATES OP/EXP		\$51,961	\$50,781		\$0	\$201,589
OPERATING INCOME						
1003	General Rates Levied	(\$4,890,022)	(\$4,893,624)	100%	(\$4,890,022)	\$0
1023	Interim Rates	(\$300)	\$0	0%	(\$300)	\$0
1053	Back Rates	(\$100)	\$0	0%	(\$100)	\$0
1013	Ex-Gratia Rates	(\$2,219)	(\$2,046)	92%	(\$2,219)	\$0
1043	Non Payment Penalty Interest	(\$9,660)	(\$5,831)	25%	(\$23,000)	\$0
1073	Instalment Administration Charge	(\$3,500)	(\$4,212)	120%	(\$3,500)	\$0
1063	Instalment Interest Charge	(\$10,000)	(\$12,327)	123%	(\$10,000)	\$0
1273	ESL Levy Admin Fee	(\$4,000)	\$0	0%	(\$4,000)	\$0
1092	Rates Written Off/Refunded	\$95	\$125	125%	\$100	\$0
1283	Settlement & Search Charges	(\$1,575)	(\$2,105)	60%	(\$3,500)	\$0
1263	Legal Expenses - Recovered	(\$400)	\$0	0%	(\$2,000)	\$0
Sub Total - GENERAL RATES OP/INC		(\$4,921,681)	(\$4,920,021)		(\$4,938,541)	\$0
Total - GENERAL RATES		(\$4,869,720)	(\$4,869,240)		(\$4,938,541)	\$201,589

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
OTHER GENERAL PURPOSE FUNDING						
OPERATING EXPENDITURE						
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP					\$0	\$0
OPERATING INCOME						
1333	Financial Assistance Grant	\$0	(\$19,312)	0%	\$0	\$0
1343	Grants Commission Local Roads Grant	\$0	(\$21,326)	0%	\$0	\$0
1373	Interest Received - Municipal	(\$208)	\$0	0%	(\$500)	\$0
1393	Interest Received - Reserves	(\$6,400)	\$0	0%	(\$20,000)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC					(\$20,500)	\$0
Total - OTHER GENERAL PURPOSE FUNDING					(\$20,500)	\$0
Total - GENERAL PURPOSE FUNDING					(\$4,959,041)	\$201,589

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
GOVERNANCE - MEMBERS OF COUNCIL						
OPERATING EXPENDITURE						
002D	Depreciation	\$3,833	\$0	0%	\$0	\$9,200
1502	Meeting Attendance Fees	\$26,750	\$34,377	32%	\$0	\$107,000
1508	Members Travelling	\$231	\$70	10%	\$0	\$700
1512	Conferences & Training Expenses	\$15,250	\$3,789	24%	\$0	\$15,500
1522	Members Communications Allowance	\$6,000	\$7,671	32%	\$0	\$24,000
1532	Election Expenses	\$16,000	\$0	0%	\$0	\$30,000
1542	Presidents/Dep Allowances	\$9,500	\$11,276	30%	\$0	\$38,000
1562	Refreshments & Functions (Councillors)	\$4,140	\$1,903	21%	\$0	\$9,000
1572	Refreshments & Functions Staff	\$720	\$494	8%	\$0	\$6,000
1592	Members Insurance	\$10,278	\$10,277	100%	\$0	\$10,278
1602	Subscriptions	\$13,365	\$37,164	248%	\$0	\$15,000
1612	Misc Expenses - Members	\$462	\$192	27%	\$0	\$700
1624	Integrated Planning Expenses	\$12,500	\$0	0%	\$0	\$30,000
1632	Vehicle Operating Expenses	\$2,700	\$640	21%	\$0	\$3,000
1642	Advertising	\$0	\$0	0%	\$0	\$0
1662	Audit Fees	\$1,640	\$3,495	9%	\$0	\$41,000
1702	Administration Allocation (Cash)	\$206,520	\$132,452	27%	\$0	\$495,667
1712	Administration Allocation (Non-Cash)	\$6,650	\$0	0%	\$0	\$15,960
1772	Doubtful Debt Expenses	\$0	\$0	0%	\$0	\$2,000
1792	Legal Costs	\$1,530	\$0	0%	\$0	\$3,000
2075	VROC - Shared Services	\$2,000	\$0	0%	\$0	\$2,000
2078	VROC - Projects	\$2,000	\$0	0%	\$0	\$2,000
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$342,068	\$243,802		\$0	\$860,005
OPERATING INCOME						
1725	Donations/Contributions		\$0	0%	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	\$0		\$0	\$0
Total - MEMBERS OF COUNCIL		\$342,068	\$243,802		\$0	\$860,005

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
GOVERNANCE - GENERAL						
OPERATING EXPENDITURE						
003D	Depreciation (Sch 4)	\$33,249	\$0	0%	\$0	\$79,800
1852	Salaries - Admin	\$436,788	\$376,858	36%	\$0	\$1,048,333
1882	Admin Superannuation	\$53,422	\$58,733	46%	\$0	\$128,218
1892	Staff Insurances	\$32,686	\$34,477	105%	\$0	\$32,686
1902	FBT Admin Staff	\$8,670	\$3,721	22%	\$0	\$17,000
1912	Conference & Training	\$16,965	\$11,010	25%	\$0	\$43,500
1921	Staff Housing Subsidy	\$14,583	\$0	0%	\$0	\$35,000
1922	Advertising	\$2,700	\$1,261	13%	\$0	\$10,000
1931	Occupational Risk Co-Ordinator Costs	\$6,396	\$0	0%	\$0	\$15,350
1932	Occ Health & Safety	\$83	\$162	3%	\$0	\$6,434
1942	Staff Uniforms	\$3,040	\$1,650	41%	\$0	\$4,000
1952	Admin Staff Costs	\$9,150	\$7,865	44%	\$0	\$18,000
1957	Office Building Maintenance	\$4,402	\$4,381	44%	\$0	\$10,000
1958	Office - Cleaning & Assoc	\$16,824	\$27,907	70%	\$0	\$39,749
1959	Office - Utility Charges	\$6,077	\$4,857	35%	\$0	\$13,845
1962	Office Gardens & Surrounds-Mtce	\$7,891	\$2,722	16%	\$0	\$17,540
1972	Admin Printing & Stationery	\$13,188	\$10,624	35%	\$0	\$30,710
1982	Telephone & Internet	\$11,363	\$9,293	34%	\$0	\$27,715
2002	Office Equip Maint	\$417	\$0	0%	\$0	\$1,000
2004	Office - Insurance.	\$38,259	\$37,678	98%	\$0	\$38,259
2006	Donations CEO discretion	\$1,000	\$0	0%	\$0	\$2,000
2008	Donations - Council	\$0	\$50	3%	\$0	\$2,000
2012	Non Capital Purchases	\$417	\$219	4%	\$0	\$5,000
2022	Bank Charges	\$8,722	\$4,837	27%	\$0	\$17,800
2032	Postage & Freight	\$3,180	\$2,248	37%	\$0	\$6,000
2042	ICT Computer Support	\$37,199	\$64,679	58%	\$0	\$112,450
1992	ICT Software Licensing Fees	\$62,098	\$4,450	4%	\$0	\$126,235
2043	ICT Website Subscription & Upgrade	\$15,438	\$160	1%	\$0	\$16,055
2044	ICT Hardware Purchases (<\$5,000)	\$0	\$23	0%	\$0	\$0
2052	Admin Vehicle Expenses	\$6,041	\$6,489	45%	\$0	\$14,500
2062	Admin Legal Expenses	\$22,916	\$2,948	5%	\$0	\$55,000
2274	HR/IR Consultants	\$6,250	\$0	0%	\$0	\$15,000
2277	Finance Consultants	\$24,560	\$27,684	55%	\$0	\$50,000
2275	Records Management	\$2,158	\$2,000	39%	\$0	\$5,180
2278	Security Monitoring	\$250	\$360	34%	\$0	\$1,050

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
2287	Fair Value Revaluations	\$0	\$0	0%	\$0	\$15,000
2092	Mis Expense - Admin	\$850	\$1,034	51%	\$0	\$2,040
2102	Admin - Novated Lease Expenses	\$9,235	\$6,160	28%	\$0	\$22,164
2172	Less Admin Non Cash Realloc	(\$33,249)	\$0	0%	\$0	(\$79,800)
2182	Less Admin Cash Exp Realloc	(\$826,071)	(\$662,262)	33%	\$0	(\$1,982,649)
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$57,145	\$54,279		\$0	\$22,164
OPERATING INCOME						
2053	Sundry Misc Income - Admin	(\$42)	(\$595)	595%	(\$100)	\$0
2083	Police Licensing Commissions	(\$15,050)	(\$16,841)	48%	(\$35,000)	\$0
2113	Admin - Novated Lease Contributions	(\$2,800)	(\$6,776)		(\$6,720)	\$0
2143	Photocopying Fees	(\$8)	\$0	0%	(\$20)	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		(\$17,900)	(\$24,211)		(\$41,840)	\$0
Total - GOVERNANCE - GENERAL		\$39,245	\$30,068		(\$41,840)	\$22,164
Total - GOVERNANCE		\$381,314	\$273,869		(\$41,840)	\$882,169

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
LAW ORDER & PUBLIC SAFETY						
FIRE PREVENTION						
OPERATING EXPENDITURE						
2272	Emergency Operating Expenses	\$2,500	\$0	0%	\$0	\$6,000
2271	Emergency Operations Room - Storage	\$0	\$0	0%	\$0	\$0
2281	Community Emergency Services Manager	\$5,000	\$0	0%	\$0	\$20,000
2292	Fire Hazard Reduction	\$7,989	\$8,455	44%	\$0	\$19,175
2302	Ground & Aerial Inspections	\$0	\$0	0%	\$0	\$4,300
2322	Administration Costs	\$3,942	\$3,177	59%	\$0	\$5,400
2342	Fire Fighting - Shire Resources	\$2,017	\$661	17%	\$0	\$4,000
2372	Brigade Expenses	\$65,689	\$65,726	81%	\$0	\$81,151
2374	BRPC - Other Employment Cost	\$4,399	\$1,919		\$0	\$10,557
2284	BRPC - Salaries	\$46,354	\$41,009		\$0	\$111,255
2294	BRPC - Superannuation	\$5,031	\$5,139		\$0	\$12,075
2382	Administration Allocated - Cash	\$24,782	\$19,868	33%	\$0	\$59,479
2442	Administration Allocated - Non-Cash	\$332	\$0	0%	\$0	\$798
2443	Interest on Loan - Bushfire	\$0	\$0		\$0	\$9,038
004D	Buildings Depreciation	\$17,187	\$0	0%	\$0	\$41,250
Sub Total - FIRE PREVENTION OP/EXP		\$185,222	\$145,954		\$0	\$384,478
OPERATING INCOME						
2363	Fines & Penalties	(\$625)	(\$763)	51%	(\$1,500)	\$0
2383	Sale of Fire Maps	(\$187)	(\$18)	4%	(\$450)	\$0
2393	Sundry Misc income - Fire	(\$1,333)	(\$32)	1%	(\$3,200)	\$0
2373	ESL Levy Funding	(\$36,500)	\$0	0%	(\$73,000)	\$0
2463	BRMC - Grant Income	(\$62,560)	\$0		(\$78,200)	\$0
Sub Total - FIRE PREVENTION OP/INC		(\$101,206)	(\$813)		(\$156,350)	\$0
Total - FIRE PREVENTION		\$84,016	\$145,141		(\$156,350)	\$384,478

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
ANIMAL CONTROL						
OPERATING EXPENDITURE						
2492	Salaries	\$13,136	\$12,180	39%	\$0	\$31,528
2522	Superannuation	\$1,426	\$1,571	46%	\$0	\$3,422
2532	Other Employment Costs	\$3,334	\$2,985	74%	\$0	\$4,031
2542	Conference & Training	\$625	\$0	0%	\$0	\$1,500
2552	Ranger Vehicle	\$5,000	\$2,261	19%	\$0	\$12,000
2553	FBT Expenses	\$2,583	\$1,489	24%	\$0	\$6,200
2562	Dog Control Expenses	\$887	\$1,130	53%	\$0	\$2,130
2572	Dog Pound Expenses	\$1,083	\$48	2%	\$0	\$2,600
2582	Other Animal Control	\$208	\$0	0%	\$0	\$500
2583	Cat Control Expenses	\$275	\$20	3%	\$0	\$660
2584	Cat Pound Expenses	\$250	\$0		\$0	\$600
2602	Administration Allocated - Cash	\$24,782	\$6,623	11%	\$0	\$59,479
2612	Administration Allocated - Non-Cash	\$332	\$0	0%	\$0	\$798
005D	Depreciation Buildings - Animal Control	\$187	\$0	0%	\$0	\$450
Sub Total - ANIMAL CONTROL OP/EXP		\$54,110	\$28,307		\$0	\$125,898
OPERATING INCOME						
2613	Cat Pound Grant	\$0	(\$4,696)	100%	(\$4,696)	\$0
2633	Ranger Income	(\$10,125)	(\$7,503)	31%	(\$24,300)	\$0
2653	Fines & Penalties - Dog Act	(\$250)	(\$29)	5%	(\$600)	\$0
2654	Fines & Penalties - Cat Act	(\$250)	(\$225)		(\$600)	\$0
2663	Impounding Fees - Dogs	(\$625)	(\$190)	13%	(\$1,500)	\$0
2664	Impounding Fees - Cats	(\$83)	\$0		(\$200)	\$0
2673	Dog Registrations	(\$1,458)	(\$1,648)	47%	(\$3,500)	\$0
2674	Cat Registrations	(\$208)	(\$536)	107%	(\$500)	\$0
Sub Total - ANIMAL CONTROL OP/INC		(\$12,999)	(\$14,827)		(\$35,896)	\$0
Total - ANIMAL CONTROL		\$41,110	\$13,481		(\$35,896)	\$125,898

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
OTHER LAW ORDER & PUBLIC SAFETY						
OPERATING EXPENDITURE						
2832	Vehicle Impounding	\$583	\$17	1%	\$0	\$1,400
2752	Salaries	\$0	\$2	0%	\$0	\$0
2862	Local Law review	\$2,500	\$2,160	36%	\$0	\$6,000
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP		\$3,083	\$2,178		\$0	\$7,400
OPERATING INCOME						
2863	Income - Misc Other Law & Order	\$0	\$0	0%	\$0	\$0
2823	Non-Operating Grant income	\$0	\$0	0%	(\$267,000)	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC		\$0	\$0		(\$267,000)	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY		\$3,083	\$2,178		(\$267,000)	\$7,400
Total - LAW ORDER & PUBLIC SAFETY		\$128,210	\$160,800		(\$459,246)	\$517,776

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
HEALTH						
HEALTH ADMINISTRATION & INSPECTION						
OPERATING EXPENDITURE						
3102	Health Salaries	\$42,990	\$55,341	54%	\$0	\$103,180
3132	Superannuation	\$6,787	\$12,319	76%	\$0	\$16,289
3142	Fringe Benefits Tax	\$3,750	\$3,721	41%	\$0	\$9,000
3152	Conferences & Training	\$1,458	\$0	0%	\$0	\$3,500
3162	Health - Other Employment Costs	\$2,947	\$1,923	38%	\$0	\$5,088
3164	Health - Contractors	\$833	\$0	0%	\$0	\$2,000
3212	Admin Allocation to HIA - Cash	\$24,782	\$6,623	11%	\$0	\$59,479
3242	Analytical Expenses	\$833	\$463	23%	\$0	\$2,000
3252	Administration Allocated - Non-cash	\$499	\$0	0%	\$0	\$1,197
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP		\$84,879	\$80,390		\$0	\$201,733
OPERATING INCOME						
3223	Health Act fees, Licences	(\$500)	(\$2,202)	184%	(\$1,200)	\$0
3233	Septic Tank Inspection Fees	(\$83)	(\$338)	169%	(\$200)	\$0
3253	Health Other income	(\$417)	\$0	0%	(\$1,000)	\$0
3283	Health Consultancy Income - Resource Sharing	(\$917)	\$0	0%	(\$2,200)	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC		(\$1,917)	(\$2,540)		(\$4,600)	\$0
Total - HEALTH ADMIN & INSPECTION		\$82,963	\$77,850		(\$4,600)	\$201,733

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	OTHER HEALTH					
	OPERATING EXPENDITURE					
3362	Doctor's Surgery Maint	\$280	\$710	106%	\$0	\$672
3361	Interest Paid on Loans	\$994	\$995	51%	\$0	\$1,952
3368	Loan Guarantee Fee	\$519	\$0	0%	\$0	\$865
009D	Depreciation Buildings	\$8,360	\$0	0%	\$0	\$20,065
	Sub Total - OTHER HEALTH OP/EXP	\$10,153	\$1,705		\$0	\$23,554
	OPERATING INCOME					
	Sub Total - OTHER HEALTH OP/INC	\$0	\$0		\$0	\$0
	Total - OTHER HEALTH	\$10,153	\$1,705		\$0	\$23,554
	Total - HEALTH	\$93,116	\$79,554		(\$4,600)	\$225,287

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
EDUCATION & WELFARE						
EDUCATION						
OPERATING EXPENDITURE						
3455	Play in the Park	\$1,042	\$86	3%	\$0	\$2,500
3452	Smart Start Expenses	\$83	\$0	0%	\$0	\$200
Sub Total - EDUCATION OP/EXP		\$1,125	\$86		\$0	\$2,700
OPERATING INCOME						
Sub Total-EDUCATION OP/INC		\$0	\$0		\$0	\$0
Total - EDUCATION		\$1,125	\$86		\$0	\$2,700
PRE-SCHOOL/OTHER EDUCATION						
OPERATING EXPENDITURE						
3462	Child Care Centre - Building Maint	\$3,739	\$3,465	67%	\$0	\$5,185
3464	Child Care Centre - Grounds Maint	\$417	\$0	0%	\$0	\$1,000
3477	Kindy Café	\$6,250	\$6,868	46%	\$0	\$15,000
3472	Playgroup/Toy Library - Building Maint	\$3,146	\$2,422	45%	\$0	\$5,349
3470	Playgroup/Toy Library - Minor Expenses	\$0	\$0	0%	\$0	\$0
3474	Playgroup/Toy Library - Grounds Maint	\$1,580	\$601	16%	\$0	\$3,793
006D	DEPRECIATION (SCH 8)	\$8,829	\$0	0%	\$0	\$21,190
Sub Total - OTHER EDUCATION OP/EXP		\$23,961	\$13,356		\$0	\$51,517
OPERATING INCOME						
3463	Occasional Care Rent	(\$1,146)	(\$834)	30%	(\$2,750)	\$0
3465	Grant - Kindy Café	\$0	(\$6,186)	0%	\$0	\$0
3483	LR&CIP Grant - Old School Roof	\$0	\$0	0%	(\$100,000)	\$0
Sub Total - OTHER EDUCATION OP/INC		(\$1,146)	(\$7,020)		(\$102,750)	\$0
Total - OTHER EDUCATION		\$22,815	\$6,336		(\$102,750)	\$51,517

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	WELFARE					
	OPERATING EXPENDITURE					
010D	DEPRECIATION (SCH 8)	\$0	\$0	0%	\$0	\$0
	Sub Total - WELFARE OP/EXP	\$0	\$0		\$0	\$0
	OPERATING INCOME					
	Sub Total - WELFARE OP/INC	\$0	\$0		\$0	\$0
	Total - WELFARE	\$0	\$0		\$0	\$0
	Total - EDUCATION & WELFARE	\$23,940	\$6,422		(\$102,750)	\$54,217

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
HOUSING						
SPRING HAVEN HOUSING						
3752	Spring Haven Salaries	\$735,218	\$745,957	42%	\$0	\$1,764,594
3742	Spring Haven - FBT Expenses	\$2,479	\$20,285	341%	\$0	\$5,950
3772	Spring Haven Superannuation	\$67,942	\$71,867	44%	\$0	\$163,068
3782	Conferences & Training	\$7,500	\$1,655	9%	\$0	\$18,000
3792	Uniforms & Protective Clothing	\$2,083	\$2,313	46%	\$0	\$5,000
3802	Recruitment Expenses	\$8,333	\$308	2%	\$0	\$20,000
3821	Spring H - Staff Housing Subsidy	\$5,000	\$59	0%	\$0	\$12,000
3822	Vehicle Expenses	\$2,917	\$2,705	39%	\$0	\$7,000
3842	Spring Haven Telephone	\$5,000	\$3,765	31%	\$0	\$12,000
3862	Subscriptions	\$4,412	\$4,947	47%	\$0	\$10,590
3872	Postage & Freight	\$521	\$2,594	207%	\$0	\$1,250
3882	Minor Office Expenses/Stationery	\$521	\$1,194	95%	\$0	\$1,250
3892	Office Equipment Maintenance	\$833	\$0	0%	\$0	\$2,000
3893	Software Operating	\$5,096	\$1,188	10%	\$0	\$12,230
3902	Spring Haven Building Operating Expenses	\$14,477	\$9,133	26%	\$0	\$34,745
3903	Spring Haven Building Maint (Unforseen)	\$3,170	\$14,640	192%	\$0	\$7,608
3904	Spring Haven Grounds Maint	\$7,754	\$8,694	47%	\$0	\$18,610
3906	Springhaven Building Non Cap	\$0	\$0	0%	\$0	\$0
3908	Spring H - Security	\$1,458	\$1,835	52%	\$0	\$3,500
3912	Medical/Pharmaceutical Services	\$19,166	\$25,441	55%	\$0	\$46,000
3913	Allied Health	\$12,958	\$22,805	73%	\$0	\$31,100
3914	Utilities	\$19,753	\$23,264	49%	\$0	\$47,410
3812	Spring H - Workers Comp/Journey Ins	\$39,611	\$41,790	106%	\$0	\$39,611
3916	Insurance	\$27,028	\$24,396	90%	\$0	\$27,028
3922	Cleaning & Laundry	\$4,291	\$2,263	22%	\$0	\$10,300
3932	Non-Capital Equipment Expenses	\$3,958	\$6,606	70%	\$0	\$9,500
3942	Meals & Refreshments	\$43,748	\$49,092	47%	\$0	\$105,000
3952	Residents Activities	\$875	\$371	18%	\$0	\$2,100
3962	Public Liability Insurance	\$8,184	\$8,184	100%	\$0	\$8,184
3974	Spring Haven Aged Care Consultants	\$2,500	\$960	16%	\$0	\$6,000
3918	Spring H - Consultants	\$8,333	\$960	5%	\$0	\$20,000
3928	Spring H - COVID-19 Additional Costs	\$0	\$4,886	0%	\$0	\$0
3982	Administration Allocated Non-Cash	\$1,662	\$0	0%	\$0	\$3,990

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
3992	Administration Allocated - Cash	\$41,303	\$99,339	100%	\$0	\$99,132
012D	Spring Haven Depreciation	\$64,372	\$0	0%	\$0	\$154,500
013D	Spring Haven Depreciation	\$6,458	\$0	0%	\$0	\$15,500
Sub Total - SPRING HAVEN HOUSING OP/EXP		\$1,178,915	\$1,203,493		\$0	\$2,724,750
OPERATING INCOME						
4003	Spring Haven Resident Rent	(\$208,325)	(\$249,379)	50%	(\$500,000)	\$0
4013	Spring Haven - Personal Care Grant Subsidy	(\$666,640)	(\$886,410)	55%	(\$1,600,000)	\$0
1395	INTEREST ON UNPAID BONDS	(\$12,083)	(\$38,295)	132%	(\$29,000)	\$0
4143	Miscellaneous Income	(\$1,042)	\$0	0%	(\$2,500)	\$0
4023	Spring Haven Donations	(\$1,250)	\$0	0%	(\$3,000)	\$0
4303	Spring H - Grant - Security	\$0	\$0	0%	\$0	\$0
Sub Total - SPRING HAVEN HOUSING OP/INC		(\$889,339)	(\$1,174,084)		(\$2,134,500)	\$0
Total - SPRING HAVEN HOUSING		\$289,576	\$29,409		(\$2,134,500)	\$2,724,750

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
STAFF HOUSING						
OPERATING EXPENDITURE						
3768	Staff Housing Building Maintenance	\$6,062	\$21,916	151%	\$0	\$14,550
3769	Staff Housing - Operating Expenses	\$13,236	\$19,206	62%	\$0	\$30,857
3764	Staff Housing - Ground Maint. Various	\$2,803	\$9,288	138%	\$0	\$6,728
3774	Loss on Sale of Asset (Housing)	\$0	\$0	0%	\$0	\$0
3770	Loan Guarantee Fee L135 & L140	\$5,091	\$0	0%	\$0	\$8,485
3771	Staff Housing Loan Interest	\$6,890	\$6,891	25%	\$0	\$27,739
011D	Housing Depreciation	\$39,798	\$0	0%	\$0	\$95,520
Sub Total - STAFF HOUSING OP/EXP		\$73,881	\$57,300		\$0	\$183,879
OPERATING INCOME						
3703	Residential Rent - Staff	(\$43,748)	(\$23,011)	22%	(\$105,000)	\$0
3705	BBRF Grant - Key Workers	\$0	\$0	0%	\$0	\$0
016P	Profit on Sale of Asset	\$0	\$0	0%	\$0	\$0
Sub Total - STAFF HOUSING OP/INC		(\$43,748)	(\$23,011)		(\$105,000)	\$0
Total - STAFF HOUSING		\$30,132	\$34,289		(\$105,000)	\$183,879

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
HOUSING OTHER						
OPERATING EXPENDITURE						
4062	Loton Close ILU's Building Maint	\$5,700	\$8,767	69%	\$0	\$12,700
4064	Loton Close ILU's Grounds Maint	\$4,027	\$1,656	17%	\$0	\$9,664
4065	Loton Close ILU's Utilities	\$15,611	\$15,355	43%	\$0	\$35,810
4066	Loton Close ILU's Insurance	\$7,883	\$8,810	112%	\$0	\$7,883
4202	J Sullivan Units Building Maintenance	\$6,353	\$11,011	75%	\$0	\$14,637
4204	J Sullivan Units Grounds Maintenance	\$3,025	\$2,642	36%	\$0	\$7,260
4205	J Sullivan Units Utilities	\$3,582	\$3,363	31%	\$0	\$10,745
4206	J Sullivan Units Insurance	\$3,530	\$2,039	58%	\$0	\$3,530
4254	Interest Paid on Loans	\$6,875	\$6,876	52%	\$0	\$13,218
4255	Loan Guarantee Fee (Housing Other)	\$4,572	\$0	0%	\$0	\$7,620
4232	Bagg Street Units Operating	\$757	\$2,755	152%	\$0	\$1,816
4256	GROH - Building Maintenance	\$3,690	\$6,688	106%	\$0	\$6,315
Sub Total - HOUSING OTHER OP/EXP		\$65,604	\$69,962		\$0	\$131,198
OPERATING INCOME						
4083	Loton Close ILU's Rent	(\$69,547)	(\$54,421)	33%	(\$166,920)	\$0
4103	Loton Close ILU's - Power Recoups	(\$6,250)	(\$5,715)	38%	(\$15,000)	\$0
4203	J Sullivan Units - Rent	(\$15,416)	(\$13,140)	36%	(\$37,000)	\$0
4243	GROH - Rent	(\$56,248)	(\$56,566)	42%	(\$135,000)	\$0
Sub Total - HOUSING OTHER OP/INC		(\$147,461)	(\$129,842)		(\$353,920)	\$0
Total - HOUSING OTHER		(\$81,857)	(\$59,881)		(\$353,920)	\$131,198
Total - HOUSING		\$237,851	\$3,818		(\$2,593,420)	\$3,039,827

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
COMMUNITY AMENITIES						
SANITATION - HOUSEHOLD REFUSE						
OPERATING EXPENDITURE						
5022	Refuse Collection - Kerbside	\$32,082	\$34,423	45%	\$0	\$77,000
5012	Refuse Site Maintenance	\$3,608	\$600	7%	\$0	\$8,660
5013	Refuse Site Rehabilitation	\$1,381	\$0	0%	\$0	\$3,314
5002	Recycling Depot/Transfer Stn - Contract	\$48,222	\$65,988	61%	\$0	\$108,738
5122	Recycling Collection - Kerbside	\$28,903	\$27,676	40%	\$0	\$69,370
5142	Recycling Education	\$250	\$675	113%	\$0	\$600
5123	Waste Management Planning	\$0	\$0	0%	\$0	\$0
014D	Depreciation (Sch 10)	\$1,787	\$0	0%	\$0	\$4,290
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$116,234	\$129,362		\$0	\$271,972
OPERATING INCOME						
5023	Collection Charges - Kerbside	(\$267,445)	(\$284,560)	106%	(\$267,445)	\$0
5033	Recycling/Transfer Station Rental	(\$958)	\$0	0%	(\$2,300)	\$0
5103	TIPPING FEES/BIN HIRE	\$0	\$0	0%	\$0	\$0
5183	Sale of Recyclables	(\$417)	\$0	0%	(\$1,000)	\$0
010P	Profit on Sale of asset	\$0	\$0	0%	\$0	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$268,820)	(\$284,560)		(\$270,745)	\$0
Total - SANITATION HOUSEHOLD REFUSE		(\$152,586)	(\$155,198)		(\$270,745)	\$271,972

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	SANITATION OTHER					
	OPERATING EXPENDITURE					
5027	Verge Pick Up - Hard Waste	\$12,500	\$0	0%	\$0	\$30,000
5251	Street Bins Collection - Contract	\$16,499	\$15,265	39%	\$0	\$39,600
5252	Street Bins Collection	\$106	\$0	0%	\$0	\$254
5262	Repair Street Bins	\$83	\$0	0%	\$0	\$200
5263	Drum Muster	\$2,083	\$0	0%	\$0	\$5,000
5264	Transport of Waste & Loader Hire	\$25,932	\$26,649		\$0	\$62,240
5265	Bulk Bin Hire Expenses	\$1,158	\$0		\$0	\$2,780
5266	Bulk Bin Removal Expenses	\$9,248	\$0		\$0	\$22,195
	Sub Total - SANITATION OTHER OP/EXP	\$67,609	\$41,913		\$0	\$162,269
	OPERATING INCOME					
5103	Tip Fees	\$0	\$0	0%	\$0	\$0
5303	Litter Infringements	(\$83)	\$0	0%	(\$200)	\$0
5304	Drum Muster Reimbursement Income	(\$2,083)	\$0	0%	(\$5,000)	\$0
	Sub Total - SANITATION OTHER OP/INC	(\$2,167)	\$0		(\$5,200)	\$0
	Total - SANITATION OTHER	\$65,443	\$41,913		(\$5,200)	\$162,269

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	SEWERAGE					
	OPERATING EXPENDITURE					
026D	Sewer Depreciation Sch 10	\$0	\$0	0%	\$0	\$0
5090	Liquid Waste Pond - Maintenance	\$571	\$652		\$0	\$1,370
	Sub Total - SEWERAGE OP/EXP	\$571	\$652		\$0	\$1,370
	OPERATING INCOME					
5190	Liquid Waste Disposal Fees	\$0	\$0		\$0	\$0
	Sub Total - SEWERAGE OP/INC	\$0	\$0		\$0	\$0
	Total - SEWERAGE	\$571	\$652		\$0	\$1,370

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
PROTECTION OF THE ENVIRONMENT						
OPERATING EXPENDITURE						
5619	Southern Dirt Contribution	\$15,000	\$15,000	100%	\$0	\$15,000
5612	NRM Office Expenses	\$125	\$0	0%	\$0	\$300
5616	NRM - Salaries & Wages/Consultancy Fees	\$6,250	\$2,273	15%	\$0	\$15,000
5689	NRM - Superannuation	\$0	\$0	0%	\$0	\$0
5601	NRM Vehicle Costs	\$304	\$0	0%	\$0	\$730
5614	NRM - Grant Expenditure	\$0	\$0	0%	\$0	\$0
5681	Noxious Weeds	\$1,452	\$2,717	78%	\$0	\$3,486
5684	Landcare Publications	\$208	\$0	0%	\$0	\$500
5686	NRM - Enviromental Reserve M'ment	\$3,919	\$10,302	110%	\$0	\$9,407
5687	Reserve Clean Up	\$3,162	\$0	0%	\$0	\$7,590
5722	NRM - State NRM Grant Expenditure	\$69,000	\$49,941	72%	\$0	\$69,000
5723	NRM - Myrtle Benn/Rob. Rd Reveg Plan	\$4,167	\$0	0%	\$0	\$10,000
5734	NRM - Future Drought Fund Grant Exp.	\$0	\$0	0%	\$0	\$0
5752	Administration Allocation Cash	\$8,261	\$13,245	67%	\$0	\$19,826
5742	Administration Allocation Non-Cash	\$831	\$0	0%	\$0	\$1,995
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$112,680	\$93,478		\$0	\$152,834
OPERATING INCOME						
5603	NRM Grants	\$0	\$0	0%	\$0	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		\$0	\$0		\$0	\$0
Total - PROTECTION OF THE ENVIRONMENT		\$112,680	\$93,478		\$0	\$152,834

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
TOWN PLANNING AND REGIONAL DEVELOPMENT						
OPERATING EXPENDITURE						
5842	Town Planning Expenses	\$12,500	\$9,190	31%	\$0	\$30,000
5872	Superannuation	\$0	\$0	0%	\$0	\$0
5882	Insurances	\$0	\$0	0%	\$0	\$0
5922	TPS Review	\$10,416	\$0	0%	\$0	\$25,000
5923	Town Planning Consultants	\$0	\$0	0%	\$0	\$0
5954	Municipal Heritage Review	\$0	\$0	0%	\$0	\$0
5952	Town Planning Legal Costs	\$0	\$0	0%	\$0	\$0
5962	Administration Allocated Cash	\$24,782	\$6,623	11%	\$0	\$59,479
5832	Administration Allocated Non-Cash	\$332	\$0	0%	\$0	\$798
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$48,030	\$15,812		\$0	\$115,277
OPERATING INCOME						
5973	Planning Fees	(\$1,875)	(\$2,446)	54%	(\$4,500)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$1,875)	(\$2,446)		(\$4,500)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$46,155	\$13,366		(\$4,500)	\$115,277

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
COMMUNITY AMENITIES - CEMETERIES						
OPERATING EXPENDITURE						
5999	Cemetery Digital Database	\$333	\$0	0%	\$0	\$800
6001	Cemetery - Grave Digging	\$14,152	\$21,912	65%	\$0	\$33,966
6006	Kojonup Cemetery - Niche Wall Maint	\$827	\$62	3%	\$0	\$1,986
6002	Kojonup Cemetery - Grounds Maint	\$8,350	\$7,994	40%	\$0	\$20,040
6000	Kojonup Cemetery - Trees	\$892	\$0	0%	\$0	\$2,140
6012	Boscabel Cemetery - Grounds Maint	\$240	\$285	50%	\$0	\$576
6014	Muradup Cemetery - Grounds Maintenance	\$2,707	\$603	9%	\$0	\$6,498
015D	Community Amenities Buildings Depreciation	\$15,164	\$0	0%	\$0	\$36,395
Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP		\$42,665	\$30,855		\$0	\$102,401
OPERATING INCOME						
6013	Cemetery Fees (Inc Gst)	(\$7,500)	(\$3,375)	19%	(\$18,000)	\$0
6023	Cemetery Fees Licences (Not Inc Gst)	(\$208)	(\$1,300)	260%	(\$500)	\$0
Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC		(\$7,708)	(\$4,675)		(\$18,500)	\$0
Total - COMMUNITY AMENITIES CEMETERIES		\$34,957	\$26,180		(\$18,500)	\$102,401

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
COMMUNITY AMENITIES - PUBLIC CONVENIENCES & OTHER						
OPERATING EXPENDITURE						
6042	Harrison Place Conveniences - Maint	\$104	\$135	54%	\$0	\$250
6044	Harrison Place Conveniences - Cleaning	\$4,304	\$7,348	75%	\$0	\$9,840
6024	Curly Wig - Building Maintenance	\$0	\$0	0%	\$0	\$0
6034	CWA - Building Maintenance	\$1,593	\$822	28%	\$0	\$2,985
6052	Town Street & Park Seating	\$803	\$0	0%	\$0	\$1,928
6054	Townscape Plan	\$0	\$0	0%	\$0	\$0
6112	Community Resource Centre / Telecentre	\$870	\$1,813	75%	\$0	\$2,413
6132	Community Bus Maintenance	\$958	\$464	24%	\$0	\$1,950
6144	Loan Guarantee Fee - Loan 146	\$1,000	\$0	0%	\$0	\$2,000
6142	Administration Allocated Non-Cash	\$831	\$0	0%	\$0	\$1,995
6152	Administration Allocated Cash	\$24,782	\$14,901	25%	\$0	\$59,479
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP		\$35,246	\$25,482	\$3	\$0	\$82,840
OPERATING INCOME						
6133	Community Bus Hire	\$0	\$0	0%	\$0	\$0
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC		\$0	\$0	\$0	\$0	\$0
Total - COMMUNITY AMENITIES PUBLIC CONVEN & OTHER		\$35,246	\$25,482		\$0	\$82,840

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT						
OPERATING EXPENDITURE						
6064	Men's Shed - Building Maintenance	\$616	\$255	20%	\$0	\$1,249
6172	SMALL GRANT EXPENDITURE	\$0	\$8,031	0%	\$0	\$0
Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP		\$616	\$8,286		\$0	\$1,249
OPERATING INCOME						
6045	LR&CIP Grant - Mens Shed	\$0	\$0	0%	(\$739,833)	\$0
6123	Events - Ticket Sales and Misc Revenue	\$0	(\$41)	0%	\$0	\$0
6143	LotteryWest Grant - Mens Shed	\$0	\$0	0%	\$0	\$0
6173	SMALL GRANTS	\$0	(\$8,031)	0%	\$0	\$0
Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/INC		\$0	(\$8,072)		(\$739,833)	\$0
Total - COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT		\$616	\$214		(\$739,833)	\$1,249
Total - COMMUNITY AMENITIES		\$143,082	\$46,087		(\$1,038,778)	\$890,212

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ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
RECREATION & CULTURE						
PUBLIC HALL & CIVIC CENTRES						
OPERATING EXPENDITURE						
6202	Memorial Hall - Cleaning & Operations	\$16,632	\$12,564	46%	\$0	\$27,270
6212	RSL Hall - Cleaning & Operations	\$5,337	\$1,642	16%	\$0	\$10,320
6214	Memorial Hall - Building Maintenance	\$5,963	\$2,765	20%	\$0	\$13,750
6216	Mobrup Hall - Building Expenses	\$0	\$72	0%	\$0	\$0
6218	Muradup Hall - Building Expenses	\$1,655	\$1,355	68%	\$0	\$2,005
6219	Qualeup Hall - Building Expenses	\$186	\$16	4%	\$0	\$349
6224	Memorial Hall - Grounds Maintenance	\$3,170	\$1,027	15%	\$0	\$7,048
6227	Boscabel Hall - Building Expenses	\$434	\$16	2%	\$0	\$784
6232	All Halls - Cutlery & Crockery	\$833	\$0	0%	\$0	\$2,000
6324	RSL Hall - Building Maintenance	\$1,688	\$935	30%	\$0	\$3,160
6146	Interest on Loan - Loan 146 & 149	\$0	\$7,181	39%	\$0	\$18,544
6147	Loan Guarantee Fee - Loan 146 & 149	\$2,250	\$0	0%	\$0	\$4,500
016D	Public Halls Building Depreciation	\$26,197	\$0	0%	\$0	\$62,875
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$64,344	\$27,572		\$0	\$152,605
OPERATING INCOME						
6203	Memorial Hall Rentals	(\$917)	(\$373)	17%	(\$2,200)	\$0
6213	RSL Hall Rentals	(\$750)	(\$215)	12%	(\$1,800)	\$0
6225	Lotteries Grants	\$0	\$0	0%	\$0	\$0
6243	Grant - LR&CIP (Harrison Place)	\$0	\$0	0%	\$0	\$0
6233	Grant - LR & CIP (Memorial Hall)	\$0	\$0	0%	\$0	\$0
017P	Profit on Sale of Assets	\$0	\$0	0%	\$0	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$1,667)	(\$588)		(\$4,000)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$62,678	\$26,984		(\$4,000)	\$152,605

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
OTHER RECREATION & SPORT						
OPERATING EXPENDITURE						
6362	Kojonup Springs Conveniences	\$7,433	\$8,313	46%	\$0	\$17,907
6364	Kojonup Springs Grounds Maintenance	\$4,959	\$2,726	23%	\$0	\$11,902
6372	Apex Park Conveniences - Operating	\$19,338	\$18,087	41%	\$0	\$44,223
6373	Apex Park Conveniences - Building Maint	\$1,448	\$2,768	80%	\$0	\$3,475
6374	Apex Park - Grounds Maint	\$20,294	\$18,665	38%	\$0	\$48,960
6382	Railway Reserve Conveniences	\$2,197	\$2,203	46%	\$0	\$4,781
6392	Newstead Park - Grounds Maint	\$5,011	\$4,534	38%	\$0	\$12,027
6394	Railway Reserve Grounds Maint	\$6,793	\$8,963	61%	\$0	\$14,722
6402	Sports Complex - Netball Conveniences	\$4,873	\$2,659	25%	\$0	\$10,566
6403	Sports Complex - Netball Area Maint	\$469	\$1,355	120%	\$0	\$1,126
6404	Sports Complex - Grounds Maint	\$61,064	\$50,974	35%	\$0	\$146,560
6408	Sports Complex - Conveniences	\$4,104	\$1,928	20%	\$0	\$9,849
6412	Hillman Park - Grounds Maint	\$7,591	\$5,492	30%	\$0	\$18,218
6414	Sports Complex - Reticulation	\$7,571	\$441	2%	\$0	\$18,170
6415	Oval Lighting	\$2,036	\$1,427	33%	\$0	\$4,300
6422	Kojonup Bk (Piesse Park) - Grounds Maint	\$3,940	\$9,193	97%	\$0	\$9,457
6425	Sports Complex - Hockey Club Building	\$197	\$21	5%	\$0	\$430
6434	Water - Turkey Nest Dam Maintenance	\$5,206	\$4,710	39%	\$0	\$12,104
6435	Water - Showgrounds Maint	\$1,144	\$5,742	209%	\$0	\$2,745
6444	Muradup Townsite Grounds	\$3,753	\$2,524	28%	\$0	\$9,007
6452	Playground Safety & Minor Upgrades	\$1,428	\$189	6%	\$0	\$3,428
6454	Kojonup Town Entrances	\$1,946	\$1,255	27%	\$0	\$4,670
6474	Industrial Area Slashing & Spraying	\$1,097	\$1,545	59%	\$0	\$2,633
6477	Sports Complex - Utilities & Insurance	\$14,624	\$11,105	56%	\$0	\$19,803
6486	Rail Trails	\$5,060	\$0	0%	\$0	\$12,145
6492	Myrtle Benn Reserve	\$2,195	\$161	3%	\$0	\$5,269
6494	Sundry Reserves	\$7,682	\$18,097	110%	\$0	\$16,391
6552	Sports Complex - Cleaning	\$6,028	\$3,481	24%	\$0	\$14,468
6554	Sports Complex - Building Maint	\$2,021	\$3,989	82%	\$0	\$4,851
6558	Loan Guarantee Fee - Loans 136, 142, 143	\$6,540	\$0	0%	\$0	\$10,900
6559	Recreation - Interest on Loans	\$21,368	\$21,368	41%	\$0	\$52,015
6592	Skate Park	\$358	\$324	45%	\$0	\$715
6792	Admin Allocation - Cash	\$16,521	\$12,914	33%	\$0	\$39,653

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
7107	Polocrosse Works Requested	\$356	\$0	0%	\$0	\$855
017D	Other Sport Buildings Depreciation	\$143,196	\$0	0%	\$0	\$343,685
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$399,840	\$227,154		\$0	\$932,010
OPERATING INCOME						
6463	Grant - Drought Communities (Netball Roof)	\$0	(\$100,000)	0%	\$0	\$0
6473	Grant - Rail Trails	\$0	(\$3,636)	0%	\$0	\$0
6513	Contrib-Foot Club Sports Complex	\$0	\$0	0%	(\$4,800)	\$0
6523	Complex Bldg Fees	(\$1,417)	(\$3,014)	89%	(\$3,400)	\$0
6533	Rec Ground Lease Fees	\$0	\$0	0%	(\$3,000)	\$0
6553	Contribution-Dept Education - Oval	\$0	(\$36,796)	147%	(\$25,000)	\$0
6623	Grant - CSRFF	\$0	\$0	0%	\$0	\$0
6633	Grant - LR&CI Program	\$0	(\$32,007)	72%	(\$44,411)	\$0
6643	Grant - Trails	\$0	\$0	0%	\$0	\$0
6663	Contribution - Apex Club	\$0	\$0	0%	(\$26,000)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$1,417)	(\$175,453)		(\$106,611)	\$0
Total - OTHER RECREATION & SPORT		\$398,424	\$51,700		(\$106,611)	\$932,010

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
SWIMMING AREAS & BEACHES						
OPERATING EXPENDITURE						
6252	Building Maintenance	\$2,500	\$777	13%	\$0	\$6,000
6254	Consumables & Minor Expenses	\$625	\$187	12%	\$0	\$1,500
6257	Utilities & Telephone	\$12,514	\$3,745	13%	\$0	\$29,865
6258	Insurance	\$11,897	\$11,809	99%	\$0	\$11,897
6261	Maintenance - Pool Building	\$1,412	\$1,344	47%	\$0	\$2,870
6262	Grounds Maintenance	\$1,828	\$1,102	25%	\$0	\$4,387
6264	Swimmin Pool - Chemicals	\$3,958	\$4,063	43%	\$0	\$9,500
6271	Non-Capital Purchases per 10yr Plan	\$625	\$0	0%	\$0	\$1,500
6272	Equipment Maintenance	\$3,250	\$2,607	33%	\$0	\$7,800
6274	Kiosk - COGS	\$1,458	\$1,318	38%	\$0	\$3,500
6352	Swimming Pool Salaries	\$21,513	\$21,664	42%	\$0	\$51,633
6353	Superannuation	\$2,341	\$492	9%	\$0	\$5,619
6354	Conferences & Training	\$625	\$0	0%	\$0	\$1,500
6356	Staff Housing Subsidy (S/Pool)	\$2,917	\$0	0%	\$0	\$7,000
6292	Administration Allocated Cash	\$16,521	\$6,623	17%	\$0	\$39,653
050D	Depreciation Buildings	\$22,062	\$0	0%	\$0	\$52,950
Sub Total - SWIMMING AREAS & BEACHES OP/EXP		\$106,045	\$55,732		\$0	\$237,174
OPERATING INCOME						
6294	Pool Entry Fees	(\$3,333)	(\$6,154)	77%	(\$8,000)	\$0
6295	Pool Kiosk Sales	(\$2,083)	(\$1,196)	24%	(\$5,000)	\$0
6296	Pool Daily Entry Fees	(\$2,500)	(\$1,644)	27%	(\$6,000)	\$0
Sub Total - SWIMMING AREAS & BEACHES OP/INC		(\$7,916)	(\$8,994)		(\$19,000)	\$0
Total - SWIMMING AREAS & BEACHES		\$98,129	\$46,738		(\$19,000)	\$237,174

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
TV & RADIO BROADCASTING & RETRANSMISSION						
OPERATING EXPENDITURE						
6752	Television Translator	\$77	\$39	50%	\$0	\$77
6772	VHF Repeater Operating/Maintenance	\$104	\$0	0%	\$0	\$250
Sub Total - TV & RADIO RETRANSMISSION OP/EXP		\$181	\$39		\$0	\$327
Total - TV & RADIO RETRANSMISSION		\$181	\$39		\$0	\$327
LIBRARIES						
OPERATING EXPENDITURE						
6812	Library Salaries	\$37,135	\$33,418	37%	\$0	\$89,127
6842	Superannuation	\$5,651	\$3,899	29%	\$0	\$13,563
6852	Emp Insurances (Lib)	\$2,836	\$2,985	105%	\$0	\$2,836
6862	Conference & Training (Lib)	\$417	\$0	0%	\$0	\$1,000
6882	Library Operating Expenses	\$1,250	\$369	12%	\$0	\$3,000
6892	Lib Software Licencing	\$771	\$3,964	214%	\$0	\$1,850
6902	Library Resource Purchases	\$833	\$213	11%	\$0	\$2,000
6903	Library Regional Activity Plan Contribution	\$1,833	\$1,908	43%	\$0	\$4,400
6942	Administration Allocated Cash	\$8,261	\$6,623	33%	\$0	\$19,826
6952	Administration Allocated Non-Cash	\$831	\$0	0%	\$0	\$1,995
6982	Seniors Week Grant Expenses	\$0	\$0	0%	\$0	\$0
Sub Total - LIBRARIES OP/EXP		\$59,817	\$53,378		\$0	\$139,597
OPERATING INCOME						
6963	Library Fines & Penalties - Lost Books	\$0	\$0	0%	\$0	\$0
6973	Sundry Income	(\$8)	(\$38)	190%	(\$20)	\$0
6983	Seniors Week Grant	\$0	\$0	0%	\$0	\$0
Sub Total - LIBRARIES OP/INC		(\$8)	(\$38)		(\$20)	\$0
Total - LIBRARIES		\$59,809	\$53,340		(\$20)	\$139,597

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
HERITAGE & OTHER CULTURE						
OPERATING EXPENDITURE						
7002	Historical Society - Donation	\$42	\$0	0%	\$0	\$0
7012	Historical Soc. Rooms	\$0	\$37		\$0	\$125
7022	Old Military Barracks	\$1,244	\$92	3%	\$0	\$2,986
7024	Old Post Office - Building Maintenance	\$2,124	\$849	21%	\$0	\$4,083
7032	Elverd Cottage - Building Mtce	\$15,805	\$1,020	3%	\$0	\$31,805
7034	Elverd Cottage - Ground Maint	\$688	\$1,547	98%	\$0	\$1,577
7046	Old Post Office - Grounds Maintenance	\$859	\$0	0%	\$0	\$1,752
7106	Showgrounds - Building Maintenance	\$6,845	\$4,131	49%	\$0	\$8,382
7101	Annual Show - Works Assistance	\$3,567	\$9,514	111%	\$0	\$8,560
7103	Muradup & Jingalup War Memorials	\$367	\$0	0%	\$0	\$881
7222	Military Barracks - Ground Maint	\$3,541	\$1,635	22%	\$0	\$7,271
019D	Depreciation Buildings	\$7,762	\$0	0%	\$0	\$18,630
Sub Total - OTHER CULTURE OP/EXP		\$42,844	\$18,824		\$0	\$86,052
OPERATING INCOME						
Sub Total - OTHER CULTURE OP/INC		\$0	\$0		\$0	\$0
Total - OTHER CULTURE		\$42,844	\$18,824		\$0	\$86,052
Total - RECREATION AND CULTURE		\$662,064	\$197,626		(\$129,631)	\$1,547,765

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023	Budget		Budget	2023-2024
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE						
OPERATING EXPENDITURE						
7632	Town Streets - Drainage Mtce	\$8,137	\$7,129	37%	\$0	\$19,530
7642	ROADS MTCE - FLOOD DAMAGE.	\$0	\$0	0%	\$0	\$0
7652	Road Maintenance	\$2,948	\$1,982		\$0	\$7,076
7662	Bridge Maintenance	\$56,034	\$30,674	32%	\$0	\$95,548
7672	Footpath Maintenance	\$6,258	\$1,006	7%	\$0	\$15,020
7682	Lighting Of Streets	\$26,459	\$25,841	41%	\$0	\$63,505
7692	Depot Maint	\$18,672	\$21,608	56%	\$0	\$38,642
7694	Depot - Grounds & Nursery Maint	\$1,538	\$5,070	137%	\$0	\$3,692
7695	Depot - OHS Minor Items	\$524	\$0	0%	\$0	\$1,257
7704	Depot Cleaning	\$13,887	\$12,042	36%	\$0	\$33,330
RM01	Grading - Winter	\$328,810	\$541,731	69%	\$0	\$789,175
RM03	Drainage Maintenance	\$58,093	\$55,738	40%	\$0	\$139,428
RM04	Bitumen Patching/Repair	\$35,149	\$83,213	99%	\$0	\$84,360
RM05	Guide Post & Signage	\$20,912	\$63,303	126%	\$0	\$50,190
RM06	Roadside Spraying	\$15,841	\$11,475	30%	\$0	\$38,020
RM08	Rural Limb & Tree Removal - Fallen	\$24,606	\$33,905	57%	\$0	\$59,056
RM10	Traffic Counter Transportation	\$998	\$1,563	65%	\$0	\$2,395
RM11	Kerb Maintenance	\$1,382	\$1,108	33%	\$0	\$3,318
RM15	Trees Rural Major Works	\$59,764	\$143,443	100%	\$0	\$143,440
RM16	Townsite-Kojonup-Verge Mtce	\$38,553	\$42,665	46%	\$0	\$92,530
RM17	Townsite Trees - General Mtce	\$5,921	\$13,184	93%	\$0	\$14,210
RM18	TOWNSITE TREES - UPGRADE, WATERING etc	\$1,408	\$56	2%	\$0	\$3,380
RM19	Townsite Trees - Pruning - Contractor	\$5,004	\$2,295	19%	\$0	\$12,009
RM20	Road Accident Recovery	\$446	\$0	0%	\$0	\$1,071
RM22	Removal of Street Trees	\$3,220	\$262	3%	\$0	\$7,728
RM23	Townsite Street Sweeping	\$4,583	\$3,780	34%	\$0	\$11,000
RM24	Carpark Line marking	\$2,300	\$2,977	54%	\$0	\$5,520
7701	Blackwood Rd Solar Dam Maintenance	\$226	\$0		\$0	\$543
7702	Administration Allocated Cash	\$165,214	\$132,452	33%	\$0	\$396,530
020D	Depreciation on Road Assets	\$1,406,887	\$0	0%	\$0	\$3,376,665
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$2,313,775	\$1,239,523		\$0	\$5,508,168

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
OPERATING INCOME						
7405	Roads Grants RRG	(\$474,400)	(\$200,395)	17%	(\$1,186,000)	\$0
7323	Grant - LR&CIP	\$0	\$0	0%	(\$270,766)	\$0
7375	Main Roads WA Direct Grant	(\$203,791)	\$0	0%	(\$203,791)	\$0
7325	Grant - Special	\$0	\$0	0%	(\$275,000)	\$0
7435	Roads to Recovery - Current Allocation	(\$181,650)	\$0	0%	(\$432,500)	\$0
7465	Government Road Grants - Blackspot Funding	(\$288,000)	\$0		(\$360,000)	\$0
7605	Sale of Small Items	(\$3,200)	(\$227)	3%	(\$8,000)	\$0
7683	Street Lighting Contribution	\$0	\$0	0%	(\$10,000)	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$1,151,041)	(\$200,622)		(\$2,746,057)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$1,162,734	\$1,038,900		(\$2,746,057)	\$5,508,168

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	AERODROMES					
	OPERATING EXPENDITURE					
7762	Airport Building - Maintenance	\$2,075	\$1,248	32%	\$0	\$3,945
7761	Interest on Loan 141 (Airstrip)	\$957	\$957	51%	\$0	\$1,875
7764	Airport Building - Cleaning	\$822	\$496	25%	\$0	\$1,974
7771	Loan Guarantee Fee (Airstrip)	\$420	\$0	0%	\$0	\$840
7772	Airstrip Operations	\$21	\$0	0%	\$0	\$50
7774	Airstrip Ground Maintenance	\$5,805	\$2,389	17%	\$0	\$13,932
	Sub Total - AERODROMES OP/EXP	\$10,100	\$5,090		\$0	\$22,616
	OPERATING INCOME					
7793	Sundry Income - Airport	\$0	\$0	0%	\$0	\$0
7794	RADS Grant - Airstrip	\$0	\$0	0%	\$0	\$0
	Sub Total - AERODROMES OP/INC	\$0	\$0		\$0	\$0
	Total - AERODROMES	\$10,100	\$5,090		\$0	\$22,616
	Total - TRANSPORT	\$1,172,834	\$1,043,990		(\$2,746,057)	\$5,530,784

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	ECONOMIC SERVICES					
	RURAL SERVICES					
	OPERATING EXPENDITURE					
023D	Depreciation (Sch 13)	\$1,775	\$0	0%	\$0	\$4,260
8002	Water Standpipes	\$12,597	\$17,780	51%	\$0	\$34,984
8006	Rural Street Addressing	\$42	\$0	0%	\$0	\$100
	Sub Total - RURAL SERVICES OP/EXP	\$14,414	\$17,780		\$0	\$39,344
	OPERATING INCOME					
8003	Water Standpipe Charges	(\$9,166)	(\$17,577)	80%	(\$22,000)	\$0
	Sub Total - RURAL SERVICES OP/INC	(\$9,166)	(\$17,577)		(\$22,000)	\$0
	Total - RURAL SERVICES	\$5,248	\$203		(\$22,000)	\$39,344

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
TOURISM AND AREA PROMOTION - KODJA PLACE						
OPERATING EXPENDITURE						
8302	Salaries (Tour)	\$99,876	\$106,888	45%	\$0	\$239,711
8344	Superannuation - Visitors Centre	\$13,377	\$14,017	44%	\$0	\$32,107
8364	Tour Guide Expenses	\$2,083	\$6,937	139%	\$0	\$5,000
8322	Employee Insurances (Tour)	\$5,657	\$5,970	106%	\$0	\$5,657
8342	Conferences & Training	\$1,667	\$716	18%	\$0	\$4,000
8109	Story Area (Mosaic)	\$4,167	\$0	0%	\$0	\$10,000
8367	Story Area (Digital)	\$4,167	\$20,506	205%	\$0	\$10,000
8110	Catering	\$2,083	\$275	6%	\$0	\$5,000
8368	Activity (Educational)	\$833	\$166	8%	\$0	\$2,000
8126	Insurances - Various	\$15,747	\$15,029	95%	\$0	\$15,747
8152	Public Liability Insurance - Kodja Place	\$9,002	\$9,002	100%	\$0	\$9,002
8142	Printing, Stationary & Office Expenses	\$4,583	\$4,669	42%	\$0	\$11,000
8162	Building Maintenance	\$1,250	\$1,238	41%	\$0	\$3,000
8164	Utilities	\$8,838	\$5,254	24%	\$0	\$21,483
8166	Cleaning	\$11,541	\$17,510	63%	\$0	\$27,700
8172	Grounds Maintenance	\$6,546	\$6,574	42%	\$0	\$15,710
8174	Kodja Place Rose Maze Grounds Maint	\$12,266	\$20,764	71%	\$0	\$29,440
8192	Misc Expenses	\$2,083	\$0	0%	\$0	\$5,000
8358	Kodja Place Website	\$833	\$0	0%	\$0	\$2,000
8444	Retail Stock - COGS	\$20,833	\$26,326	53%	\$0	\$50,000
8394	Events	\$4,167	\$13,020	130%	\$0	\$10,000
8412	General Administration Allocated Cash	\$41,303	\$58,279	59%	\$0	\$99,132
8422	General Administration Allocated Non-Cash	\$665	\$0	0%	\$0	\$1,596
022D	Depreciation	\$27,770	\$0	0%	\$0	\$66,650
055D	Depreciation	\$300	\$0	0%	\$0	\$720
Sub Total - TOURISM & AREA PROMOTION KODJA OP/EXP		\$301,636	\$333,140		\$0	\$681,655

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
OPERATING INCOME						
8205	Kodja Place - Visitor Fees	(\$1,958)	(\$1,776)	38%	(\$4,700)	\$0
8203	Kodja Place - Hire Fees	(\$1,250)	(\$1,928)	64%	(\$3,000)	\$0
8204	Tour Groups	(\$917)	(\$714)	32%	(\$2,200)	\$0
8207	Kodja Place - Activity Fees	(\$417)	(\$814)	81%	(\$1,000)	\$0
8123	Mature Aged Noongar Traineeship	\$0	\$0	0%	\$0	\$0
8193	Sundry Misc Income - Kodja Place	\$0	(\$3)		\$0	\$0
8213	Cafe Lease Fees	\$0	\$0	0%	\$0	\$0
8223	Membership Fees & Brochure Racking	(\$208)	(\$77)	15%	(\$500)	\$0
8233	Events	(\$5,000)	(\$6,296)	52%	(\$12,000)	\$0
8243	Retail Sales	(\$25,832)	(\$28,225)	46%	(\$62,000)	\$0
8263	Sales - Commissions	(\$2,917)	(\$2,301)	33%	(\$7,000)	\$0
8283	Donations	(\$625)	(\$422)	28%	(\$1,500)	\$0
8284	RV Fee Income	(\$1,042)	(\$773)		(\$2,500)	\$0
8285	Trans WA Income	(\$208)	(\$117)		(\$500)	\$0
8286	Photocopy Charges	(\$42)	(\$4)		(\$100)	\$0
Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC		(\$40,415)	(\$43,449)		(\$97,000)	\$0
Total - TOURISM & AREA PROMOTION KODJA PLACE		\$261,221	\$289,691		(\$97,000)	\$681,655

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
TOURISM & AREA PROMOTION OTHER						
OPERATING EXPENDITURE						
8101	Kojonup Marketing & Promotions	\$15,000	\$0	0%	\$0	\$15,000
8107	Great Southern Treasures	\$20,000	\$20,000	100%	\$0	\$20,000
8414	Wool Wagon	\$104	\$0	0%	\$0	\$250
8354	Subscriptions, Accreditation, etc.	\$2,083	\$1,978	40%	\$0	\$5,000
8374	Australia Day Breakfast	\$833	\$0	0%	\$0	\$2,000
8371	EV Charging Station	\$4,375	\$5,797	55%	\$0	\$10,500
8432	Railway Station Building Maintenance	\$833	\$337	17%	\$0	\$2,000
8402	Railway Station Building - Operating	\$1,172	\$258	22%	\$0	\$1,172
029D	Depreciation	\$31,340	\$0	0%	\$0	\$75,220
Sub Total - TOURISM & AREA PROM OTHER OP/EXP		\$75,741	\$28,370		\$0	\$131,142
OPERATING INCOME						
8494	EV Charging Station	(\$1,250)	(\$1,661)	55%	(\$3,000)	\$0
8413	Tourism - Non-Operating Grant Income				(\$202,411)	\$0
Sub Total - TOURISM & AREA PROM OTHER OP/INC		(\$1,250)	(\$1,661)		(\$205,411)	\$0
Total - TOURISM & AREA PROMOTION OTHER		\$74,491	\$26,709		(\$205,411)	\$131,142

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
TOURISM & AREA PROMOTION - CAFÉ						
OPERATING EXPENDITURE						
8502	Café Salaries	\$165,827	\$112,780	28%	\$0	\$398,000
8532	Café Superannuation	\$18,241	\$6,326	14%	\$0	\$43,780
8534	Café Utilities	\$15,244	\$3,867	12%	\$0	\$32,900
8536	Café Insurance	\$833	\$0	0%	\$0	\$2,000
8542	Café Bank Fees	\$3,542	\$0	0%	\$0	\$8,500
8546	Café Minor Equipment & Repairs	\$1,250	\$7,037	235%	\$0	\$3,000
8554	Café Other Minor Expenses	\$1,250	\$10,805	360%	\$0	\$3,000
8555	Café Uniforms & Safety Wear	\$625	\$0	0%	\$0	\$1,500
8556	Café Telephone & IT	\$208	\$0	0%	\$0	\$500
8557	Café Building Maintenance	\$833	\$22,650	1132%	\$0	\$2,000
8562	Café Training Expenses	\$833	\$0	0%	\$0	\$2,000
8564	Café Other Employment Costs	\$1,175	\$0	0%	\$0	\$2,820
8567	Cost of Goods Sold	\$104,163	\$87,910	35%	\$0	\$250,000
Sub Total - TOURISM & AREA PROM CAFE OP/EXP		\$314,024	\$251,375		\$0	\$750,000
OPERATING INCOME						
8503	Trading Income	(\$312,488)	(\$229,810)	0%	(\$750,000)	\$0
8533	Catering	\$0	(\$2,951)	0%	\$0	\$0
Sub Total - TOURISM & AREA PROM CAFE OP/INC		(\$312,488)	(\$232,760)		(\$750,000)	\$0
Total - TOURISM & AREA PROMOTION CAFÉ		\$1,537	\$18,615		(\$750,000)	\$750,000

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
BUILDING CONTROL						
OPERATING EXPENDITURE						
8552	Building Admin. Salaries	\$10,747	\$26,857	104%	\$0	\$25,795
8572	Superannuation	\$1,697	\$2,819	69%	\$0	\$4,073
8602	Other Emp Costs (Bldg)	\$2,982	\$2,985	94%	\$0	\$3,186
8612	Vehicle Operating Bld Svyr	\$6,250	\$7,152	48%	\$0	\$15,000
8622	Building Control Expenses	\$833	\$0	0%	\$0	\$2,000
8672	Admin Realloc Cash (Bldg)	\$8,261	\$6,623	33%	\$0	\$19,826
8682	Admin Realloc Non Cash (Bldg)	\$665	\$0	0%	\$0	\$1,596
8684	Loan Guarantee Fee - Loan 147	\$1,300	\$0	0%	\$0	\$2,600
Sub Total - BUILDING CONTROL OP/EXP		\$32,735	\$46,436		\$0	\$74,076
OPERATING INCOME						
8653	Building Licence Fees	(\$2,500)	(\$1,376)	23%	(\$6,000)	\$0
8663	Bcitr & Brb Commissions	(\$104)	(\$268)	107%	(\$250)	\$0
8633	Private Pool Inspection Charges	\$0	\$0	0%	\$0	\$0
Sub Total - BUILDING CONTROL OP/INC		(\$2,604)	(\$1,644)		(\$6,250)	\$0
Total - BUILDING CONTROL		\$30,131	\$44,792		(\$6,250)	\$74,076

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
OTHER ECONOMIC SERVICES						
OPERATING EXPENDITURE						
033D	Depreciation (Sch 13 - Saleyards)	\$0	\$0	0%	\$0	\$0
8011	Wash Down Bay - Repairs	\$1,719	\$13,839	361%	\$0	\$3,831
8801	Wash Down Bay - Other	\$245	\$0	0%	\$0	\$589
8807	Wash Down Bay - Utility Charges	\$2,786	\$3,610	48%	\$0	\$7,570
8800	Saleyards - Ground Maintenance	\$1,640	\$5,260	134%	\$0	\$3,935
8808	Saleyards - Insurances	\$608	\$391	64%	\$0	\$608
8802	Saleyards - Other	\$417	\$91	9%	\$0	\$1,000
8872	Loan Guarantee Fee	\$0	\$0	0%	\$0	\$0
8862	Subdivision - Interest on Loans	\$0	\$6,931	51%	\$0	\$13,537
	Land Development Expenses	\$0	\$0	0%	\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/EXP		\$7,414	\$30,121		\$0	\$31,070
OPERATING INCOME						
8013	Washdown Bay Fees	(\$8,333)	(\$5,877)	29%	(\$20,000)	\$0
8803	Saleyards - Income	\$0	\$0	0%	\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC		(\$8,333)	(\$5,877)		(\$20,000)	\$0
Total - OTHER ECONOMIC SERVICES		(\$919)	\$24,244		(\$20,000)	\$31,070
Total - ECONOMIC SERVICES		\$371,708	\$404,254	\$0	(\$1,100,661)	\$1,707,287

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	OTHER PROPERTY AND SERVICES					
	PRIVATE WORKS					
	OPERATING EXPENDITURE					
9002	Private Works	\$3,972	\$4,267	45%	\$0	\$9,532
9008	Pte Works-Other Councils-Roads	\$2,187	\$0	0%	\$0	\$5,250
	Sub Total - PRIVATE WORKS OP/EXP	\$6,159	\$4,267		\$0	\$14,782
	OPERATING INCOME					
9003	Private Works Income	(\$4,167)	(\$955)	10%	(\$10,000)	\$0
9009	Pte Works-Income-Other Councils-Roads	\$0	\$0	0%	\$0	\$0
	Sub Total - PRIVATE WORKS OP/INC	(\$4,167)	(\$955)		(\$10,000)	\$0
	Total - PRIVATE WORKS	\$1,992	\$3,312		(\$10,000)	\$14,782

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
PUBLIC WORKS OVERHEADS						
OPERATING EXPENDITURE						
9022	Salaries-Works-Supervisors; Assistance	\$115,755	\$115,936	42%	\$0	\$277,823
9042	Superannuation (Supervisors)	\$16,312	\$12,467	32%	\$0	\$39,151
9052	Conferences & Training (Supervisors)	\$1,625	\$0	0%	\$0	\$3,900
9062	Emp Insurances (Supervisors)	\$2,836	\$2,985	105%	\$0	\$2,836
9072	Other Staff Expenses (Inc. FBT)	\$13,036	\$6,999	25%	\$0	\$27,905
9502	Allowances	\$5,512	\$0	0%	\$0	\$13,230
9081	Staff Housing Subsidy (Public Works)	\$1,667	\$0	0%	\$0	\$4,000
9082	Vehicle Operating	\$9,187	\$4,592	21%	\$0	\$22,050
9084	Consulting Technical	\$6,891	\$0	0%	\$0	\$16,538
9092	Office Expenses	\$5,496	\$5,073	38%	\$0	\$13,190
9094	Minor Equipment/Consumables	\$3,446	\$1,028	12%	\$0	\$8,270
9095	RAMM Inventory	\$0	\$12,265	0%	\$0	\$0
9102	Training	\$40,415	\$22,510	23%	\$0	\$97,000
9112	Meetings	\$14,033	\$12,840	38%	\$0	\$33,680
9122	Annual Leave	\$73,579	\$60,734	34%	\$0	\$176,597
9132	Public Holidays	\$31,883	\$7,852	10%	\$0	\$76,523
9142	Sick Leave	\$31,883	\$27,307	36%	\$0	\$76,523
9152	Superannuation	\$99,044	\$87,442	37%	\$0	\$237,716
9162	Workers Comp Ins	\$52,862	\$137,858	261%	\$0	\$52,862
9172	Staff Functions	\$1,450	\$32	1%	\$0	\$3,479
9182	INSURANCE ON WORKS	\$6,470	\$6,445	100%	\$0	\$6,470
9192	Long Service Leave	\$20,726	\$27,533	55%	\$0	\$49,744
9202	Safety Equipment & P.P.E.	\$9,187	\$19,672	89%	\$0	\$22,050
9232	PWOH - NOVATED LEASE EXPENSES	\$19,239	\$12,826		\$0	\$46,175
9262	Emp Insurances - Pwo	\$5,320	\$5,320	100%	\$0	\$5,320
9280	Cleaners - Annual Leave	\$2,458	\$2,257	38%	\$0	\$5,900
9281	Cleaners - Long Service Leave	\$1,312	\$0	0%	\$0	\$3,150
9282	Cleaners - Sick Leave	\$896	\$0	0%	\$0	\$2,150
9284	Cleaners - Public Holidays	\$1,312	\$128	4%	\$0	\$3,150
9286	Cleaners - Superannuation	\$2,187	\$344	7%	\$0	\$5,250
9254	Cleaners - Administration	\$2,021	\$2,230	46%	\$0	\$4,850
9302	Admin Realloc - Cash (Pwo)	\$165,214	\$132,452	33%	\$0	\$396,530
9332	Admin Non Cash Realloc (Pwo)	\$18,287	\$0	0%	\$0	\$43,890

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
9421	Small Items (Chainsaws, Mowers, etc)	\$1,379	\$0	0%	\$0	\$3,310
9422	Sundry Plant Recovery - Automatic Recoveries	\$8,333	\$6,502	33%	\$0	\$20,000
9312	Less Allocated To Works & Services	(\$750,475)	(\$715,925)	40%	\$0	(\$1,801,212)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		\$40,778	\$17,703		\$0	\$0
OPERATING INCOME						
9323	Sundry Misc Income - Pwo	(\$208)	\$0	0%	(\$500)	\$0
9233	PWOH - NOVATED LEASE CONTRIBUTION INCOME	(\$14,586)	(\$14,109)	40%	(\$35,007)	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC		(\$14,794)	(\$14,109)		(\$35,507)	\$0
Total - PUBLIC WORKS OVERHEADS		\$25,984	\$3,595		(\$35,507)	\$0

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
PLANT OPERATION COSTS						
OPERATING EXPENDITURE						
9372	Wages & Overheads	\$75,000	\$29,902	17%	\$0	\$180,008
9352	Tyres & Tubes	\$3,542	\$0	0%	\$0	\$8,500
9344	Vehicle Tracking	\$9,166	\$6,561	30%	\$0	\$22,000
9362	Parts,Ext Work & Sundries	\$46,030	\$53,077	48%	\$0	\$110,476
9382	Vehicles - Insurance	\$72,441	\$70,614	97%	\$0	\$72,441
9386	Vehicles - Licences	\$0	\$0	0%	\$0	\$15,000
9342	Fuels & Oils	\$127,078	\$44,236	15%	\$0	\$305,000
9363	Purchase of Tools	\$1,375	\$1,059	32%	\$0	\$3,300
9402	Less Poc Allocated To W. & S.	(\$298,623)	(\$307,910)	43%	\$0	(\$716,725)
021D	Depreciation (Sch 12)	\$130,891	\$0	0%	\$0	\$314,150
025D	Depreciation W/Back	(\$130,891)	(\$192,979)	61%	\$0	(\$314,150)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$36,009	(\$295,439)		\$0	\$0
OPERATING INCOME						
9393	Income - Diesel Fuel Rebates	(\$10,416)	(\$2,818)	11%	(\$25,000)	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$10,416)	(\$2,818)		(\$25,000)	\$0
Total - PLANT OPERATIONS COSTS		\$25,592	(\$298,257)		(\$25,000)	\$0
MATERIALS AND STOCK						
OPERATING EXPENDITURE						
9452	Stock Variance A/C	\$0	\$0	0%	\$0	\$0
Sub Total - MATERIALS AND STOCK		\$0	\$0		\$0	\$0
Total - MATERIALS AND STOCK		\$0	\$0		\$0	\$0

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	OTHER PROPERTY AND SERVICES					
	SALARIES AND WAGES					
	OPERATING EXPENDITURE					
9482	Salaries & Wages Drawn	\$2,259,378	\$2,389,964	44%	\$0	\$5,422,724
9492	Workers Compensation	\$20,833	\$0	0%	\$0	\$50,000
9512	Salary & Wage Alloc To W. & S.	(\$2,259,378)	(\$2,308,090)	43%	\$0	(\$5,422,724)
	Sub Total - SALARIES AND WAGES OP/EXP	\$20,833	\$81,874		\$0	\$50,000
	OPERATING INCOME					
9493	Workers Compensation Income	(\$20,833)	(\$52,734)	105%	(\$50,000)	\$0
9543	APPRENTICESHIP/TRAINEE GRANTS	\$0	(\$44,775)	0%	\$0	\$0
	Sub Total - SALARIES AND WAGES OP/INC	(\$20,833)	(\$97,509)		(\$50,000)	\$0
	Total - SALARIES AND WAGES	\$0	(\$15,635)		(\$50,000)	\$50,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	UNCLASSIFIED					
	OPERATING EXPENDITURE					
9572	Land Survey & Leasing	\$0	\$3,474	0%	\$0	\$0
9682	Misc Expenses-Other Property	\$4,970	\$2,404	30%	\$0	\$7,887
024D	Depreciation on Assets	\$7,541	\$0	0%	\$0	\$18,100
	Sub Total - UNCLASSIFIED OP/EXP	\$12,512	\$5,879		\$0	\$25,987
	OPERATING INCOME					
9625	SMALL ITEMS INSUR INCOME	(\$833)	\$0	0%	(\$2,000)	\$0
9626	Sundry Misc Income - Other Property	(\$11,666)	\$0	0%	(\$28,000)	\$0
9627	Sundry Inc - Insurance Premium Refund	(\$2,083)	\$0	0%	(\$5,000)	\$0
9683	Lease Of Ksc Properties	(\$5,833)	\$0	0%	(\$14,000)	\$0
9695	Recoverable Costs Income	(\$0)	\$2,288	-228801%	(\$1)	\$0
	Sub Total - UNCLASSIFIED OP/INC	(\$20,416)	\$2,288		(\$49,001)	\$0
	Total - UNCLASSIFIED	(\$7,905)	\$8,167		(\$49,001)	\$25,987
	Total - OTHER PROPERTY AND SERVICES	\$45,664	(\$298,818)		(\$169,508)	\$90,769

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
FUND TRANSFERS						
EXPENDITURE						
	Tfr to Employee Leave Res.	\$98	\$0	0%	\$0	\$30,908
	Transfer To Plant Res.	\$0	\$0	0%	\$0	\$2,611
	Transfer to Springhaven Lodge Res.	\$0	\$450,000	0%	\$0	\$0
	Transfer to Low Income Housing Res.	\$35	\$0	0%	\$0	\$83
	Transfer to Sporting Facility Res.	\$26	\$0	0%	\$0	\$63
	Transfer to Landfill Waste Mgmt Res.	\$33	\$0	0%	\$0	\$80
	Transfer to Community Grants Res.	\$4	\$0	0%	\$0	\$10
	Transfer To Independent Living Units Res.	\$66	\$0	0%	\$0	\$158
	Transfer to Natural Resource Mgmt Res.	\$40	\$0	0%	\$0	\$97
	Transfer To Swimming Pool Res.	\$17	\$0	0%	\$0	\$40
	Transfer to Kodja Place Building Res.	\$7	\$0	0%	\$0	\$18
	Transfer to Netball Court Surfacing Res.	\$7	\$0	0%	\$0	\$3,501
	Sub Total - TRANSFERS TO RESERVE	\$334	\$450,000		\$0	\$37,569
INCOME						
	Transfer from Employee Reserve	\$0	\$0	0%	\$0	\$0
	Transfer from Plant Reserve	\$0	\$0	0%	\$0	\$0
	Sub Total - TRANSFERS FROM RESERVE	\$0	\$0		\$0	\$0
	Total - TRANSFERS	\$334	\$450,000		\$0	\$37,569
	Total - FUND TRANSFER	\$334	\$450,000		\$0	\$37,569
	NEW - (Surplus) / Deficit - Opening 1 July	(\$3,490,000)	(\$3,808,607)		(\$3,490,000)	\$0
	Sub Total - SURPLUS C/FWD	(\$3,490,000)	(\$3,808,607)		(\$3,490,000)	\$0
	Total - SURPLUS	(\$3,490,000)	(\$3,808,607)		(\$3,490,000)	\$0

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
LIABILITY LOANS - PRINCIPAL REPAYMENT						
EXPENDITURE						
New	Loan 150 - Communications tower	\$0	\$0	0%	\$0	\$16,042
New	Loan 137 - Medical Centre	\$4,331	\$4,331	50%	\$0	\$8,700
New	Loan 135 - Bagg St House	\$0	\$0	0%	\$0	\$10,115
New	Loan 139 - Aged Units	\$5,048	\$5,048	50%	\$0	\$10,125
New	Loan 140 - Staff Housing	\$30,008	\$30,008	50%	\$0	\$60,276
New	Loan 138 - GROH Housing	\$56,089	\$56,089	50%	\$0	\$112,583
New	Loan 144 - Staff Housing	\$5,371	\$5,372	50%	\$0	\$10,793
New	Loan 145 - GROH Housing	\$5,371	\$5,372	50%	\$0	\$10,793
New	Loan 148 - Staff Housing renovations	\$0	\$0	0%	\$0	\$15,049
New	Loan 134 - Sports Complex	\$0	\$0	0%	\$0	\$18,020
New	Loan 136 - Sports Complex Wall	\$4,918	\$4,918	50%	\$0	\$9,885
New	Loan 143 - Netball Courts & Roof	\$26,699	\$26,699	50%	\$0	\$53,783
New	Loan 142 - Oval Lighting	\$12,242	\$12,242	50%	\$0	\$24,573
New	Loan 146 - Harrison Place Toilets & Park	\$0	\$17,184	50%	\$0	\$34,706
New	Loan 149 - Harrison Place Toilets & Park	\$0	\$0	0%	\$0	\$8,021
New	Loan 141 - Airstrip Lighting	\$5,059	\$5,060	50%	\$0	\$10,157
New	Loan 147 - Land Development	\$0	\$16,586	50%	\$0	\$33,498
Sub Total - LOAN REPAYMENTS		\$155,136	\$188,910		\$0	\$447,119
INCOME						
New	Loan 133 - Kojonup Bowls Club S/S Principal Repayment	\$0	\$0		\$0	\$0
Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS					\$0	\$0
Total - NON CURRENT LIABILITIES		\$155,136	\$188,910		\$0	\$447,119

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	NEW LOANS RAISED					
	INCOME					
9967	New Loan 149 - Communications Tower	\$0	\$0	0%	\$0	\$0
9968	New Loan 150 - Harrison Place Toilets & Park	\$0	\$0	0%	\$0	\$0
	Sub Total - New Loans Raised	\$0	\$0		\$0	\$0
	Total - NEW LOANS - CURRENT LIABILITIES	\$0	\$0		\$0	\$0
	NON CASH ITEMS WRITTEN BACK					
	Depreciation Written Back	(\$1,874,056)	\$0		\$0	(\$4,497,915)
	Profit on Sale of Assets Written Back	\$0	\$0		\$0	\$0
	Loss on Sale of Assets Written Back	\$0	\$0		\$0	\$0
	Movement in Springhaven Lodge Bonds Reserve Bank Account	\$0	(\$1,050,000)		\$0	\$0
	Movement in Doubtful Debts	\$0	\$0		\$0	(\$2,000)
	Sub Total - DEPRECIATION WRITTEN BACK	(\$1,874,056)	(\$1,050,000)		\$0	(\$4,499,915)
	Total - NON CASH ITEMS	(\$1,874,056)	(\$1,050,000)		\$0	(\$4,499,915)

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	FURNITURE AND EQUIPMENT					
	GOVERNANCE					
	CAPITAL EXPENDITURE					
C137	ICT Plan Implementation	\$115,000	\$1,166	0%	\$0	\$360,000
	Sub Total - CAPITAL WORKS	\$115,000	\$1,166		\$0	\$360,000
	Total - GOVERNANCE	\$115,000	\$1,166		\$0	\$360,000
	FURNITURE AND EQUIPMENT					
	HOUSING					
	EXPENDITURE					
C147	Springhaven - Furniture	\$10,000	\$0	0%	\$0	\$10,000
	Sub Total - CAPITAL WORKS	\$10,000	\$0		\$0	\$10,000
	Total - HOUSING	\$10,000	\$0		\$0	\$10,000
	FURNITURE AND EQUIPMENT					
	ECONOMIC SERVICES					
	CAPITAL EXPENDITURE					
C351	Black Cockatoo Cafe Furniture & Equipment	\$0	\$0		\$0	\$0
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$0
	Total - ECONOMIC SERVICES	\$0	\$0		\$0	\$0
	Total - FURNITURE AND EQUIPMENT	\$125,000	\$1,166		\$0	\$370,000

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And Type Of Activities Within The Programme

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

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	BUILDINGS					
	GOVERNANCE					
	EXPENDITURE					
C191	Office Building Capital Renewal	\$0	\$0	0%	\$0	\$20,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$20,000
	TOTAL - GOVERNANCE	\$0	\$0		\$0	\$20,000
	BUILDINGS					
	LAW ORDER AND PUBLIC SAFETY					
	EXPENDITURE					
C440	Cat Pound	\$4,696	\$6,588	140%	\$0	\$4,696
	Sub Total - CAPITAL WORKS	\$4,696	\$6,588		\$0	\$4,696
	TOTAL - LAW ORDER AND PUBLIC SAFETY	\$4,696	\$6,588		\$0	\$4,696
	BUILDINGS					
	EDUCATION & WELFARE					
	CAPITAL EXPENDITURE					
C441	Old School - Re-Roof	\$0	\$32,007	0%	\$0	\$100,000
	Sub Total - CAPITAL WORKS	\$0	\$32,007		\$0	\$100,000
	TOTAL - EDUCATION & WELFARE	\$0	\$32,007		\$0	\$100,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	BUILDINGS - CAPITAL EXPENDITURE					
	HOUSING					
C157	CEO Residence - 15 Loton Close	\$0	\$131	0%	\$0	\$60,000
C140	Staff House - 34 Katanning Road	\$120,000	\$80,109	67%	\$0	\$120,000
C195	Springhaven - Building	\$15,000	\$0	0%	\$0	\$30,000
C313	Jean Sullivan Units	\$0	\$0	0%	\$0	\$10,000
C145	Loton Close Units	\$10,000	\$0	0%	\$0	\$10,000
	Sub Total - CAPITAL WORKS	\$145,000	\$80,240		\$0	\$230,000
	Total - HOUSING	\$145,000	\$80,240		\$0	\$230,000
	BUILDINGS					
	COMMUNITY AMENITIES					
	CAPITAL EXPENDITURE					
C442	Mens Shed - Construction of New	\$0	\$0	0%	\$0	\$750,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$750,000
	Total - COMMUNITY AMENITIES	\$0	\$0		\$0	\$750,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	BUILDINGS					
	RECREATION AND CULTURE					
	CAPITAL EXPENDITURE					
C198	Historic Buildings - Capital Improvement	\$0	\$0	0%	\$0	\$30,000
C199	Memorial hall/Theatrical/Harrison Place Toilets	\$0	\$0	0%	\$0	\$10,000
C408	Harrison Place Toilets & Park	\$0	\$0	0%	\$0	\$10,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$50,000
	Total - RECREATION AND CULTURE	\$0	\$0		\$0	\$50,000
	BUILDINGS					
	ECONOMIC SERVICES					
	CAPITAL EXPENDITURE					
C177	Kodja Place Capital Renewal	\$20,000	\$2,273	11%	\$0	\$20,000
	Sub Total - CAPITAL WORKS	\$20,000	\$2,273		\$0	\$20,000
	Total - ECONOMIC SERVICES	\$20,000	\$2,273		\$0	\$20,000
	Total - BUILDINGS	\$169,696	\$121,107		\$0	\$1,174,696

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	PLANT AND EQUIPMENT					
	TRANSPORT					
	CAPITAL EXPENDITURE					
7604	Major Plant Purchases	\$0	\$56,718	0%	\$0	\$0
C162	Major Plant Repairs	\$0	\$0		\$0	\$0
	Sub Total - CAPITAL WORKS	\$0	\$56,718		\$0	\$0
	Total - TRANSPORT	\$0	\$56,718		\$0	\$0
	Total - PLANT AND EQUIPMENT	\$0	\$56,718		\$0	\$0

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
INFRASTRUCTURE ASSETS - ROAD RESERVES						
CAPITAL EXPENDITURE						
Roads to Recovery Projects						
CJ453	Seal - Balgarup Road	\$150,000	\$0	0%	\$0	\$150,000
C500	Tone Road - RTR	\$0	\$0	0%	\$0	\$100,000
C501	Ballock Road - RTR	\$0	\$0	0%	\$0	\$70,000
C502	Woodenup Road - RTR	\$0	\$0	0%	\$0	\$30,000
C503	Boilup Road - RTR	\$0	\$5,561	19%	\$0	\$30,000
C504	Hubbe Road - RTR	\$26,250	\$8,998	17%	\$0	\$52,500
RRG Projects						
C417	Widening - Shamrock Road	\$0	\$41,812	6%	\$0	\$660,000
C436	Widening - Shamrock Road (2021/2022 Project)	\$0	\$12	0%	\$0	\$0
C319	Bitumen Reseal - Kojonup-Frankland Road	\$150,000	\$1,720	1%	\$0	\$150,000
C320	Bitumen Reseal - Kojonup Darkan Road	\$553,000	\$1,720	0%	\$0	\$553,000
C321	Bitumen Reseal - Broomehill-Kojonup Road	\$150,000	\$35,143	23%	\$0	\$150,000
C461	Kojonup Darkan Shoulder Seal	\$0	\$0		\$0	\$0
C463	Kojonup Darkan Shoulder Blackspot	\$669,000	\$781,604	117%	\$0	\$669,000
Commodity Route Projects						
C172	Seal - Riverdale Road	\$0	\$0	0%	\$0	\$413,000
Sub Total - CAPITAL WORKS		\$1,698,250	\$876,568		\$0	\$3,027,500
Total - ROADS		\$1,698,250	\$876,568		\$0	\$3,027,500
Total - INFRASTRUCTURE ASSETS ROAD RESERVES		\$1,698,250	\$876,568		\$0	\$3,027,500

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	INFRASTRUCTURE - FOOTPATHS					
C174	Footpath - Soldier Rd	\$0	\$0	0%	\$0	\$250,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$250,000
	Total - INFRASTRUCTURE ASSETS FOOTPATHS	\$0	\$0		\$0	\$250,000
	INFRASTRUCTURE - PARKS - CAPITAL EXPENDITURE					
	RECREATION & CULTURE					
C357	Apex Park Playground	\$0	\$0	0%	\$0	\$34,000
C274	Sporting Complex - Netball Court Project	\$0	\$0	0%	\$0	\$88,000
C443	Showgrounds Retaining Wall	\$6,000	\$6,000	100%	\$0	\$6,000
C411	Sporting Complex - Playground & Outdoor Gym	\$0	\$7,728	0%	\$0	\$0
C448	Trails Hub Construction	\$0	\$0	0%	\$0	\$40,000
	Sub-Total - CAPITAL WORKS	\$6,000	\$13,728		\$0	\$168,000
	Total - RECREATION & CULTURE	\$6,000	\$13,728		\$0	\$168,000
	Total - INFRASTRUCTURE PARKS	\$6,000	\$13,728		\$0	\$168,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		LAW, ORDER & PUBLIC SAFETY				
C138	Bushfire Repeater Tower	\$182,000	\$98,922	28%	\$0	\$350,000
2885	CCTV Capital Expenditure	\$0	\$0		\$0	\$267,000
	Sub-Total - CAPITAL WORKS	\$182,000	\$98,922		\$0	\$617,000
	Total - LAW, ORDER & PUBLIC SAFETY	\$182,000	\$98,922		\$0	\$617,000
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		COMMUNITY AMENITIES				
		CAPITAL EXPENDITURE				
C355	Town Furniture	\$17,627	\$1,745	4%	\$0	\$39,171
C407	Refuse Site Development	\$0	\$1,551	2%	\$0	\$98,250
	Sub Total - CAPITAL WORKS	\$17,627	\$3,296		\$0	\$137,421
	Total - OTHER COMMUNITY AMENITIES	\$17,627	\$3,296		\$0	\$137,421
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		RECREATION & CULTURE				
C444	Sporting Complex - Hall of Fame Signage	\$0	\$0	0%	\$0	\$8,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$8,000
	Total - OTHER RECREATION	\$0	\$0		\$0	\$8,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		ECONOMIC SERVICES				
C054	Promotional Signage at Airstrip	\$0	\$0	0%	\$0	\$30,000
CJ457	EV Charging Station	\$0	\$6,131	2%	\$0	\$250,000
	Sub Total - CAPITAL WORKS	\$0	\$6,131		\$0	\$280,000
	Total - ECONOMIC SERVICES	\$0	\$6,131		\$0	\$280,000
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		OTHER PROPERTY & SERVICES				
C458	Radios - Communication	\$15,000	\$0	0%	\$0	\$30,000
	Sub Total - CAPITAL WORKS	\$15,000	\$0		\$0	\$30,000
	Total - OTHER PROPERTY & SERVICES	\$15,000	\$0		\$0	\$30,000
	Total - INFRASTRUCTURE ASSETS - OTHER	\$214,627	\$108,349	\$0	\$0	\$1,072,421
	GRAND TOTALS	(\$4,578,227)	(\$6,045,247)		(\$16,835,532)	\$16,835,072



SHIRE OF KOJONUP Detailed 2023 Creditors List

Cheque Payments 1/10/23 - 31/10/23				
Chq/EFT	Date	Name	Description	Amount
14370	30/10/2023	Shire of Kojonup	Swimming Pool Float 2023/24	-200.00
FLOAT 2023/24	30/10/2023	Shire of Kojonup	Swimming Pool Float 2023/24	200.00
				200.00

EFT Payments 1/10/23 - 31/10/23				
Chq/EFT	Date	Name	Description	Amount
EFT32828	05/10/2023	Craig Jamie Mcvee	Goods For Sale	-25.00
011023	01/10/2023	Craig Jamie Mcvee	Goods Sold on Consignment	25.00
EFT32829	05/10/2023	WALGA (Western Australian Local Government Association)	Subscription	-660.00
SI-007094	12/09/2023	WALGA (Western Australian Local Government Association)	on behalf of Great Southern Country Zone - Annual Subscription 2023/2024	660.00
EFT32830	05/10/2023	Cr Paul Webb	Councillor Fees	-5795.50
JUL - SEPT 23	30/09/2023	Cr Paul Webb	Claim for Councillor Fees and Reimbursement 01/07/23 - 30/09/23	5795.50
EFT32831	05/10/2023	Hi-Way Sales & Service	Engineering Supplies	-716.90
250298	31/08/2023	Hi-Way Sales & Service	2x 20 litre buckets of grease	631.00
250298	31/08/2023	Hi-Way Sales & Service	ULP 19.75L, 2 Key Cuts, QF Brake Panel Fit	85.90
EFT32832	05/10/2023	Carony Pty Ltd	August 2023 Account	-628.14
01-237110	14/07/2023	Carony Pty Ltd	marine ply, screws and brackets to make box for imulsion bags	644.40
03-112029	14/07/2023	Carony Pty Ltd	Credit Note: marine ply	-368.00
03-113298	02/08/2023	Carony Pty Ltd	Cement and black paint for signage installation	101.50
03-114272	15/08/2023	Carony Pty Ltd	Mallet Rubber 907g	26.00
03-114391	17/08/2023	Carony Pty Ltd	Cement, bolt & nut for signage installation	121.14
01-238004	29/08/2023	Carony Pty Ltd	Cement, bolts and nuts for signage installation	103.10
EFT32833	05/10/2023	Telstra	Telecommunications	-1495.96
T311 SEPT 23	18/09/2023	Telstra	Internet charges for Kodja Place from 18/09/23 - 17/10/23, Mobile charges for Snr Ranger from 18/09/23 - 17/10/23, iPad charges for MCCS Place from 18/09/23 - 17/10/23, iPad charges for MRS from 18/09/23 - 17/10/23, iPad charges for MWS from 18/09/23 - 17/10/23, Mobile charges for Springhaven staff from 18/09/23 - 17/10/23, Phone charges for Springhaven solar panels from 18/09/23 - 17/10/23, Phone charges for Avdata monitoring system from 18/09/23 - 17/10/23	440.24
K182073711-7	18/09/2023	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	107.72
T311 SEPT 23	25/09/2023	Telstra	iPad/Mobile charges for CEO 25/09/23 - 24/10/23, iPad charges for Kodja Place 25/09/23 - 24/10/23, iPad charges for MCCS 25/09/23 - 24/10/23, iPad/tablet charges for Springhaven 25/09/23 - 24/10/23, Mobile charges for MWS 25/09/23 - 24/10/23, Twig Tone Devices 25/09/23 - 24/10/23, Standpipe controller on Stock Rd 25/09/23 - 24/10/23, Mobile charges for Works Foreman & Technical Officer 25/09/23 - 24/10/23, Mobile charges for Swimming Pool Manager 25/09/23 - 24/10/23	948.00
EFT32834	05/10/2023	Synergy	Electricity	-9437.74
2037907220	15/09/2023	Synergy	a/c169800510 for Loc10345 Crapella Rd - 23/06/23 - 21/08/23	118.24
2093885999	15/09/2023	Synergy	a/c545361230 for Benn Pde - 06/07/23 - 04/09/23	124.89
2093886029	15/09/2023	Synergy	a/c108640990 for Lot147 Broomehill Rd - 11/07/23 - 06/09/23	279.70
2017933695	15/09/2023	Synergy	a/c251948190 for Lot16 Soldier Rd - 07/07/23 - 31/08/23	110.78
2021930029	15/09/2023	Synergy	a/c189975470 for 5 Barracks Pl - 07/07/23 - 04/09/23	149.35
2093886037	15/09/2023	Synergy	a/c834694030 for Loc7437 Blackwood Rd - 06/07/23 - 04/09/23	157.12
2029927351	15/09/2023	Synergy	a/c499920430 for 2 Spencer St - 08/07/23 - 05/09/23	190.74
2093886048	15/09/2023	Synergy	a/c510069810 for Lot1 Gordon St - 06/07/23 - 04/09/23	157.74
2093886057	15/09/2023	Synergy	a/c310216670 for 20 Blackwood Rd - 06/07/23 - 04/09/23	234.12
2021930056	15/09/2023	Synergy	a/c358833310 for 19 Blackwood Rd - 07/07/23 - 04/09/23	245.59
2037907360	15/09/2023	Synergy	a/c447590190 for Loc7787 Blackwood Rd - 23/06/23 - 21/08/23	117.93
2093885968	15/09/2023	Synergy	a/c742636350 for 26 Pensioner Rd - 06/07/23 - 04/09/23	168.78
2029927401	15/09/2023	Synergy	a/c239108590 for 129 Albany Hwy - 08/07/23 - 05/09/23	141.64
2093886108	15/09/2023	Synergy	a/c272131310 for 16 Pensioner Rd - 06/07/23 - 04/09/23	120.30
2029927426	15/09/2023	Synergy	a/c104306350 for Lot1 Bagg St - 08/07/23 - 05/09/23	1664.05
2093886124	15/09/2023	Synergy	a/c150868300 for Lot19 Soldier Rd - 06/07/23 - 05/09/23	2139.49
2037907236	15/09/2023	Synergy	a/c105148670 for Loc2418 Albany Hwy - 23/06/23 - 21/08/23	128.34
2021929989	15/09/2023	Synergy	a/c304755820 for 27 Blackwood Rd - 07/07/23 - 04/09/23	1220.65
2029930768	15/09/2023	Synergy	a/c647537230 for 111 Albany Hwy - 09/08/23 - 12/09/23	395.64
2093885988	15/09/2023	Synergy	a/c705366590 for Lot162 Blackwood Rd - 06/07/23 - 04/09/23	140.86

2093885990	15/09/2023	Synergy	a/c537275390 for Lot21 Barracks PI - 06/07/23 - 04/09/23	123.37
2029927290	15/09/2023	Synergy	a/c810101920 for Loc53 Albany Hwy - 08/07/23 - 05/09/23	145.94
2093885995	15/09/2023	Synergy	a/c762855310 for Benn Pde - 06/07/23 - 04/09/23	120.30
2025938049	19/09/2023	Synergy	a/c337284750 for 143 Albany Hwy - 15/08/23 - 18/09/23	1042.18
EFT32835	05/10/2023	Kleenheat Gas Pty Ltd	Gas	-464.18
22169409	07/09/2023	Kleenheat Gas Pty Ltd	Supply LPG bulk Springhaven	464.18
EFT32836	05/10/2023	RENTOKIL INITIAL PTY LTD	Hygiene Services	-1536.22
97783418	14/09/2023	RENTOKIL INITIAL PTY LTD	Hygiene treatment - urinal descale. sharps disposal, Sanitary disposal service	1536.22
EFT32837	05/10/2023	R & A Mort Smash Repairs	Abandoned Vehicle	-250.01
7409	27/09/2023	R & A Mort Smash Repairs	Towage of Abandoned Vehicle	250.01
EFT32838	05/10/2023	Kojonup Country Kitchen	Catering	-231.30
3033	26/09/2023	Kojonup Country Kitchen	Catering (9 people) - 26/09/23 - Morning Tea and Lunch	231.30
EFT32839	05/10/2023	Egabva Plumbing & Gas Service	Plumbing	-1561.65
4508	19/09/2023	Egabva Plumbing & Gas Service	Water standpipes - RPZD water flow test annually, Sports Complex - RPZD water flow tests annually, Loton Close - RPZD water flow tests annually	1083.70
4525	19/09/2023	Egabva Plumbing & Gas Service	Mens urinal cistern repair - Spring street Toilets	175.08
4524	19/09/2023	Egabva Plumbing & Gas Service	Replaced Smashed cistern - Netbal Court Toilets	302.87
EFT32840	05/10/2023	Winc Australia Pty Ltd	Stationary	-304.77
9043471176	20/09/2023	Winc Australia Pty Ltd	A3 Laminating Pouch, A4 Laminating Pouch, Notebook, Permanent Marker 0.6mm, 2x A4 Coloured Paper 160gsm, 2x Coloured Paper 200gsm, 2x Ribbons Assorted, 2x Hardcover Note Book	167.95
9043472159	21/09/2023	Winc Australia Pty Ltd	7x Week to View Diaries23/24	96.56
9043536283	28/09/2023	Winc Australia Pty Ltd	Document Wallets Green	40.26
EFT32841	05/10/2023	ABA Security	Security	-416.99
35897	13/09/2023	ABA Security	Depot Monitoring of Alarm System - 13/9/23 - 12/12/23	218.99
35977	19/09/2023	ABA Security	Monitoring of Security Alarm System at The Kodja Place, Period 19/09/2023 - 18/12/2023	198.00
EFT32842	05/10/2023	Kojonup Aboriginal Corporation	Goods For Sale	-216.75
SEPT 2023	30/09/2023	Kojonup Aboriginal Corporation	Goods Sold on Consignment	216.75
EFT32843	05/10/2023	Local Government Professionals Australia WA	Training	-1180.00
36990	16/08/2023	Local Government Professionals Australia WA	Report Writing for Local Government Training for FO 12&13/10/23	1180.00
EFT32844	05/10/2023	Team Global Express Pty Ltd	Freight	-273.87
0335-80774145	10/09/2023	Team Global Express Pty Ltd	From Westrac on 05/09/23	29.23
0542-S104118	10/09/2023	Team Global Express Pty Ltd	From Best Office Systems on 05/09/23, From Woodlands on 25/08/23, From Surgical House on 31/08/23	203.64
0336-80774145	24/09/2023	Team Global Express Pty Ltd	From SLWA on 11/06/23	41.00
EFT32845	05/10/2023	Optus Billing Services Pty Ltd	Telecommunications	-2692.72
385510647	07/09/2023	Optus Billing Services Pty Ltd	Optus Loop for Admin 07/08/23 - 06/09/23	1202.31
385510648	07/09/2023	Optus Billing Services Pty Ltd	Optus Loop for Springhaven 07/08/23 - 06/09/23	497.00
386160894	10/09/2023	Optus Billing Services Pty Ltd	Optus Loop for Kodja Place 10/08/23 - 09/09/23	403.00
386767381	13/09/2023	Optus Billing Services Pty Ltd	Optus Loop for Depot 13/08/23 - 12/09/23	268.01
388379031	20/09/2023	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
EFT32846	05/10/2023	Elders Limited - Kojonup	Agricultural Supplies	-121.00
CW70219	19/09/2023	Elders Limited - Kojonup	Hand sprayer and trolley unit.	121.00
EFT32847	05/10/2023	Sunny Signs	Signage	-1267.20
504880	13/09/2023	Sunny Signs	Traffic Signage; 24 x 80km/h, 24 x traffic hazard, 24 x drive slowly	1267.20
EFT32848	05/10/2023	Jamie Rose McVee	Goods For Sale	-52.00
011023	01/10/2023	Jamie Rose McVee	Goods Sold on Consignment	52.00
EFT32849	05/10/2023	Kojonup Vet Hospital	Vet Services	-100.00
1/17903	01/10/2023	Kojonup Vet Hospital	Euth Jack Russell Terrier - Surrender 7/9/2023	100.00
EFT32850	05/10/2023	BEST OFFICE SYSTEMS	Printing	-1188.60
622285	27/08/2023	BEST OFFICE SYSTEMS	Kodja Place Konica Minolta Photocopier Charges, Period 20/08/2023 - 20/09/2023	206.60
621363	31/08/2023	BEST OFFICE SYSTEMS	4 Brother TN-443 toner cartridges (Black, Cyan, Magenta, Yellow)	982.00

EFT32851	05/10/2023	Kylie Romic	Reimbursement	-190.70
021023	02/10/2023	Kylie Romic	Pre-Employment Medical & Police Clearance	190.70
EFT32852	05/10/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods	-4459.10
LI535081	13/09/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	72.55
LI535108	13/09/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	9.90
LI535101	13/09/2023	PFD Foodservices (Southway Distributors)	Springhaven meals and refreshments Sept 2023	1007.75
LI535107	13/09/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	1097.20
LI604326	20/09/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	51.20
LI604331	20/09/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	93.65
LI604355	20/09/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	2126.85
EFT32853	05/10/2023	SURGICAL HOUSE	Pharmaceuticals	-137.72
A886181	07/09/2023	SURGICAL HOUSE	Springhaven Medical Supplies Sept 2023	137.72
EFT32854	05/10/2023	MJB Industries	Concrete Products	-3405.73
12227	12/09/2023	MJB Industries	11 x 375mm RCP pipes - Boilup Road	3405.73
EFT32855	05/10/2023	Christie Leanne McVee	SPORTING COMPLEX HIRE BOND REFUND	-591.88
011023	01/10/2023	Christie Leanne McVee	Goods Sold on Consignment	291.88
T207	05/10/2023	Christie Leanne McVee	Sportin Complex Hire Bond	300.00
EFT32856	05/10/2023	KODJA PLACE COMMUNITY FUND INC.	Goods For Sale	-13.00
011023	01/10/2023	KODJA PLACE COMMUNITY FUND INC.	Goods Sold on Consignment	13.00
EFT32857	05/10/2023	KOJONUP COMMUNITY MEN'S SHED	Goods For Sale	-21.25
011023	01/10/2023	KOJONUP COMMUNITY MEN'S SHED	Goods Sold on Consignment	21.25
EFT32858	05/10/2023	Public Libraries WA	Membership	-250.00
394	19/09/2023	Public Libraries WA	Public Libraries Western Australia Membership Tier 2 - Kojonup Public Library	250.00
EFT32859	05/10/2023	COLIN CLINCH	Goods For Sale	-45.00
011023	01/10/2023	COLIN CLINCH	Goods Sold on Consignment	45.00
EFT32860	05/10/2023	QD Service	Building Maintenance	-2090.55
SEPTEMBER 2023	30/09/2023	QD Service	Memorial Hall - Install hard flex panels between rafters to the exterior of lesser hall to deter bird life from entering roof cavity, Shire Office - Repairs to roof flashing, 14 Loton Close - Kitchen Sink installation, 34 Katanning Road - Gyprock kitchen wall, flush coat & Sand finish install cornice. , Material: base coat, top coat sundries, Labour @ 13 hours	2090.55
EFT32861	05/10/2023	Cr Kevin Gale	Councillor Fees	-3965.20
JUL - SEPT 23	30/09/2023	Cr Kevin Gale	Claim for Councillor Fees and Reimbursement 01/07/23 - 30/09/23, Claim to Travel Expenses 82km @ 0.85c 13/09/23 for WALGA State Council in Katanning	3965.20
EFT32862	05/10/2023	BJ Systems	Security	-144.10
814394	19/09/2023	BJ Systems	Monitoring fees for Kojonup Sporting Complex 01/10/23 - 31/12/23	144.10
EFT32863	05/10/2023	Autosmart WA Southwest	Workshop Supplies	-97.61
112067	08/09/2023	Autosmart WA Southwest	Tiger Plus 20L	97.61
EFT32864	05/10/2023	ALBANY LOCK & SECURITY	Lock Services	-670.00
34033	12/09/2023	ALBANY LOCK & SECURITY	Diplomat Key Safe 200 Key Capacity ,	670.00
EFT32865	05/10/2023	AMITY SETTLEMENTS	Settlement Fees	-132.66
23195/AN	22/09/2023	AMITY SETTLEMENTS	Preparation of Applcation for Land Tite - 122 Albany Highway	132.66
EFT32866	05/10/2023	Department of Water and Environmental Regulations (DWER)	Annual Licence Fee	-651.75
WL9219/2023AF	03/10/2023	Department of Water and Environmental Regulations (DWER)	Liquid Waste Pond Annual License fee	651.75
EFT32867	05/10/2023	Clarke's Furniture & Kitchen Design	Building Maintenance	-2500.00
3087	18/09/2023	Clarke's Furniture & Kitchen Design	Deposit - Kodja Place Counter and Installation	2500.00
EFT32868	05/10/2023	Premier Smash Repairs	Shed Relocation	-500.01
18554	18/09/2023	Premier Smash Repairs	Moving shed from Muradup location to intersection of Jingalup/Balgarup Road - 119kms approx. 15/09/23	500.01
EFT32869	05/10/2023	Leonie Jane Smith	Goods For Sale	-45.00
011023	01/10/2023	Leonie Jane Smith	Goods Sold on Consignment	45.00
EFT32870	05/10/2023	Dardanup Butchering Company	Butcher	-824.81

BW360078	26/09/2023	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	536.85
BW360492	03/10/2023	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	287.96
EFT32871	05/10/2023	Grande Food Service	Food Services	-2436.24
4219811	27/09/2023	Grande Food Service	Black Cockatoo Cafe Supplies	67.68
4219810	27/09/2023	Grande Food Service	Black Cockatoo Cafe Supplies, Black Cockatoo Cafe Supplies	2368.56
EFT32872	05/10/2023	PARMINDER SINGH	Councillor Fees	-3895.50
JUL - SEPT 23	30/09/2023	PARMINDER SINGH	Claim for Councillor Fees and Reimbursement 01/07/23 - 30/09/23	3895.50
EFT32873	05/10/2023	Leaf Bean Machine	Coffee Supplies	-1007.36
120392	26/09/2023	Leaf Bean Machine	Coffee Supplies for BCC, Coffee Supplies for BCC	1007.36
EFT32874	05/10/2023	ITR	Truck Parts	-8564.03
625409	07/09/2023	ITR	50 x grader blades, 50 x grader blades, 50 x grader blades	8564.03
EFT32875	05/10/2023	Lilly's Garden operated by Marina Murray	Goods For Sale	-16.00
011023	01/10/2023	Lilly's Garden operated by Marina Murray	Goods Sold on Consignment	16.00
EFT32876	05/10/2023	L W Hull t/a Hully's Spraying Service	Spraying	-11547.80
INV-2453	03/09/2023	L W Hull t/a Hully's Spraying Service	Road Side Spraying of Shire Roads 14-19 August 2023	11547.80
EFT32877	05/10/2023	3E Advantage Pty Ltd	Printing	-1784.64
INV-103986-Q2T0S7	29/09/2023	3E Advantage Pty Ltd	Printing charges September 2023 Admin Depot Springhaven	1784.64
EFT32878	05/10/2023	SIRM24 PTY LTD	Airflow Maintenance	-990.00
INV-0723	28/09/2023	SIRM24 PTY LTD	Rangehood cleaning for BCC	990.00
EFT32879	05/10/2023	Acorn Trees & Stumps	Contractor	-20019.50
4854151	20/09/2023	Acorn Trees & Stumps	tree uplifting and removal of trees in Kojonup townsite and street verges. Including accomodation and meals and travel.	10098.00
4854150	20/09/2023	Acorn Trees & Stumps	Western Power pruning, Remove mistletoe sundry reserves, pruning and uplift, stump grinding - various	9921.50
EFT32880	05/10/2023	Maria Bauer	Reimbursement	-73.00
051023	05/10/2023	Maria Bauer	Bread for BCC	73.00
EFT32881	05/10/2023	BGL Solutions PTY LTD	Town Spraying	-3402.96
INV-0005989	08/09/2023	BGL Solutions PTY LTD	spreading of calcipril & dolomite as per Adam Davey report.	3402.96
EFT32882	05/10/2023	Estelle Lottering	Reimbursement	-248.68
021023	02/10/2023	Estelle Lottering	Fuel for 38KO	104.87
021023	02/10/2023	Estelle Lottering	Fuel for 38KO	143.81
EFT32883	05/10/2023	PEP Building Improvements	Building Maintenance	-7246.80
2334	01/10/2023	PEP Building Improvements	Building Maintenance/repair to Cattery Building in Shire Works Depot as per Quote 1222	7246.80
EFT32884	05/10/2023	Wendy Thorn Photography	Goods For Sale	-13.70
011023	01/10/2023	Wendy Thorn Photography	Goods Sold on Consignment	13.70
EFT32885	05/10/2023	Jill Watkin	Goods For Sale	-33.75
011023	01/10/2023	Jill Watkin	Goods Sold on Consignment	33.75
EFT32886	05/10/2023	Killen Time - Wheat and Children's Clocks T/A Clare Stone	Goods For Sale	-45.00
011023	01/10/2023	Killen Time - Wheat and Children's Clocks T/A Clare Stone	Goods Sold on Consignment	45.00
EFT32887	05/10/2023	Saje Creative Co T/A Samantha Relph	Goods For Sale	-25.00
011023	01/10/2023	Saje Creative Co T/A Samantha Relph	Goods Sold on Consignment	25.00
EFT32888	05/10/2023	KOH Living	Goods For Sale	-4922.23
WHO#4217	18/09/2023	KOH Living	Assorted Beauty Products, Giftware and Souvenirs, For Sale in Visitor Centre Shop	4922.23
EFT32889	05/10/2023	Cassie Stratford T/A Bush Wicks	Goods For Sale	-364.00
33	03/10/2023	Cassie Stratford T/A Bush Wicks	8x Candle and 8x Room Fragrance Sprays , For Sale in Visitor Centre Shop	364.00
EFT32890	05/10/2023	InterFire Agencies Pty Ltd	Bushfire Equipment	-690.30
INV-16229	27/09/2023	InterFire Agencies Pty Ltd	Fire Truck Seaguard Class A foam - Kojonup, Fire Truck Seaguard Class A foam - Muradup, Fire Trailers Seaguard Class A foam - Jingalup	690.30
EFT32891	05/10/2023	Redmond Sales	Goods For Sale	-1043.68
923	25/09/2023	Redmond Sales	16x 12 Days of Christmas Animal Tins, 8x Christmas in Gumnut Tins,, 24x Wren Tins, 24x Parrot Tins and Unity Tins , For Sale in Visitor Centre Shop	1043.68
EFT32892	05/10/2023	J B Lawn Care	Yard Maintenance	-132.00
256	22/09/2023	J B Lawn Care	15 Loton Close - Garden Care 2023/2024	132.00
EFT32893	05/10/2023	Monique Sackers T/A 3 Bridges Collections	Goods For Sale	-290.55

011023	01/10/2023	Monique Sackers T/A 3 Bridges Collections	Goods Sold on Consignment	290.55
EFT32894	05/10/2023	Nature on Linen - Kaylene Shepherd	Goods For Sale	-28.00
011023	01/10/2023	Nature on Linen - Kaylene Shepherd	Goods Sold on Consignment	28.00
EFT32895	05/10/2023	Richard Nash T/A Old School Honey	Goods For Sale	-17.00
011023	01/10/2023	Richard Nash T/A Old School Honey	Goods Sold on Consignment	17.00
EFT32896	05/10/2023	Chyan Berliner	Reimbursement	-71.46
260923	26/09/2023	Chyan Berliner	Food for Training in Perth at Records Training for RO	71.46
EFT32897	05/10/2023	Mason's Family Farm	Eggs	-228.60
INV-8824	26/09/2023	Mason's Family Farm	Mason's Specialty Catering Eggs 10.6kg	76.20
INV-8917	03/10/2023	Mason's Family Farm	Mason's Specialty Catering Eggs 10.6kg x2	152.40
EFT32898	05/10/2023	Jessica Russel	Videographer	-3714.89
INV-2106388	22/09/2023	Jessica Russel	Videographer and Editor Facilitator, Mentor for Screen Stories Workshop	3714.89
EFT32899	05/10/2023	Yola Bakker	Workshops	-1963.58
INV-0021	28/09/2023	Yola Bakker	Mentoring for Screen Stories Workshop	1963.58
EFT32900	05/10/2023	Kate Bordessa T/A Denz and co	Goods For Sale	-804.56
#DWS2110	19/09/2023	Kate Bordessa T/A Denz and co	Assorted Earrings , For Sale in Visitor Centre Shop	804.56
EFT32901	05/10/2023	Nelvin Gementiza	Reimbursement	-190.70
190923	19/09/2023	Nelvin Gementiza	Police Clearance and Pre-Employment Medical	190.70
EFT32902	05/10/2023	Harvey Fresh (1994) Ltd T/A Lactalis	Milk Supplies	-3666.91
236526261	17/07/2023	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	395.77
236612635	31/07/2023	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	298.09
236684290	07/08/2023	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	328.33
236741230	14/08/2023	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	410.77
236793113	21/08/2023	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	410.77
236828347	28/08/2023	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	410.59
236897779	04/09/2023	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	410.77
236934266	11/09/2023	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	262.72
236985224	18/09/2023	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	410.77
236981977	23/09/2023	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	328.33
EFT32903	10/10/2023	Jason Gibbons	Rates refund for assessment A8706 21 SPRING RD KOJONUP 6395	-793.79
A8706	09/10/2023	Jason Gibbons	Rates refund for assessment A8706 21 SPRING RD KOJONUP 6395	793.79
EFT32904	10/10/2023	Dovercourt Pty Ltd	Rates refund for assessment A13854 Lot 1 Yarranup Rd KOJONUP 6395	-4623.42
A11833	09/10/2023	Dovercourt Pty Ltd	Rates refund for assessment A11833 Lot 1 Yarranup Rd, KOJONUP 6395	1288.03
A13854	09/10/2023	Dovercourt Pty Ltd	Rates refund for assessment A13854 Lot 1 Yarranup Rd, KOJONUP 6395	3335.39
EFT32905	10/10/2023	The Cott Family Trust t/a FueleX	Diesel	-10697.50
24324	19/09/2023	The Cott Family Trust t/a FueleX	Supply 5000L @ 194.5cpl on 19/09/23	10697.50
EFT32906	10/10/2023	Mcauley Ian Stuart Walpole	Reimbursement	-176.50
210923	21/09/2023	Mcauley Ian Stuart Walpole	Pre-Employment Medical & Police Clearance	176.50
EFT32907	13/10/2023	Payroll Deductions - Shire of Kojonup	Payroll deductions	-1325.00
DEDUCTION	10/10/2023	Payroll Deductions - Shire of Kojonup	Payroll Deduction	855.00
DEDUCTION	10/10/2023	Payroll Deductions - Shire of Kojonup	Payroll Deduction	470.00
EFT32908	13/10/2023	Child Support Agency	Payroll deductions	-384.99
DEDUCTION	10/10/2023	Child Support Agency	Payroll Deduction	384.99
EFT32909	13/10/2023	Australian Services Union (LGO)	Payroll deductions	-26.50
DEDUCTION	10/10/2023	Australian Services Union (LGO)	Payroll Deduction	26.50
EFT32910	13/10/2023	Australian Services Union (MEU)	Payroll deductions	-26.50

DEDUCTION	10/10/2023	Australian Services Union (MEU)	Payroll Deduction	26.50
EFT32911	20/10/2023	ABBOTTS LIQUID SALVAGE PTY LTD	Hire Tanker	-4466.88
202309140	02/10/2023	ABBOTTS LIQUID SALVAGE PTY LTD	To pump out Truck Washdown Bay and cart liquid to the Evaporation Pond at the Landfill	4466.88
EFT32912	20/10/2023	Roger Frederick Bilney	Councillor Fees	-3895.50
JUL - SEPT 2023	30/09/2023	Roger Frederick Bilney	Claim to Councillor Fees and Reimbursement 01/07/23 - 30/09/23	3895.50
EFT32913	20/10/2023	Cr Edwin James Radford	Councillor Fees	-13700.00
JUL - SEPT 2023	30/09/2023	Cr Edwin James Radford	Claim for Councillor Fees and Reimbursement 01/07/23 - 30/09/23	13700.00
EFT32914	20/10/2023	Dorothy Knopka	Refund	-1250.00
191023	19/10/2023	Dorothy Knopka	Incorrectly Charged	1250.00
EFT32915	20/10/2023	Department of Fire & Emergency Services (DFES)	2023/24 ESL	-6896.46
156324	11/10/2023	Department of Fire & Emergency Services (DFES)	2023/2024 ESL in accordance with the Fire & Emergency Services Act 1998 Part 6A - ESL - Section 36L &36M	6896.46
EFT32916	20/10/2023	Australia Post	Postage	-155.75
1012732943	03/10/2023	Australia Post	Postage & Freight for September 2023	155.75
EFT32917	20/10/2023	Hi-Way Sales & Service	Engineering Supplies	-246.34
250872	22/09/2023	Hi-Way Sales & Service	ULP 18.17L	38.50
251045	29/09/2023	Hi-Way Sales & Service	Bolts, ULP, 1 Colos Huts, 1 Kwik Weld, Epoxy Glue, 3 Key Cut & 1 Key Tag, ULP	207.84
EFT32918	20/10/2023	Ixom Operations Pty Ltd	Chemicals	-40.92
6720646	30/09/2023	Ixom Operations Pty Ltd	Monthly Chlorine Gas Bottle Service Fee	40.92
EFT32919	20/10/2023	Carony Pty Ltd	September 2023 Account	-1508.03
08-000514	01/09/2023	Carony Pty Ltd	Springhaven Newspapers Aug 2023	120.00
03-115696	05/09/2023	Carony Pty Ltd	Work boots - MW - size 8 1/2 - wheate, zip/lace - blue steel	220.00
01-238300	08/09/2023	Carony Pty Ltd	Connector TV Lead 5m & 1.5m	72.50
01-238342	11/09/2023	Carony Pty Ltd	CEO House - gas replacement bottles	396.00
03-116016	11/09/2023	Carony Pty Ltd	Dulux Duramax Black, Screws	33.23
03-116032	11/09/2023	Carony Pty Ltd	High Lighter Faber, Artline Chalk Markers	26.50
03-116052	11/09/2023	Carony Pty Ltd	Work Boots - DM - size 10, wheat, blue steel, lace	210.00
03-116029	11/09/2023	Carony Pty Ltd	PVC Clip Boards	19.80
03-116089	12/09/2023	Carony Pty Ltd	Line Marker, Cement Rapidset	97.80
03-116059	12/09/2023	Carony Pty Ltd	Velcro Hook Stick	35.25
03-116301	15/09/2023	Carony Pty Ltd	Cement Rapidset	23.90
03-116300	15/09/2023	Carony Pty Ltd	8.5kg Gas Bottle	39.95
03-116313	15/09/2023	Carony Pty Ltd	Cement Rapidset	23.90
03-116854	19/09/2023	Carony Pty Ltd	A4 Stat Lecture Book	7.40
03-116971	26/09/2023	Carony Pty Ltd	Polyfilla Interior 500g	19.00
01-238747	28/09/2023	Carony Pty Ltd	Cement Rapidset	47.80
08-000539	29/09/2023	Carony Pty Ltd	Springhaven Newspaper deliveries Sept 2023	115.00
EFT32920	20/10/2023	Kojonup Pharmacy	Pharmaceuticals	-1140.50
SEPT 2023	30/09/2023	Kojonup Pharmacy	Springhaven Pharmacy Sept 2023	1140.50
EFT32921	20/10/2023	Shire Of Katanning	Refuse Site Fees	-7504.20
46252	30/09/2023	Shire Of Katanning	Refuse site fee's - September 2023	7504.20
EFT32922	20/10/2023	Synergy	Electricity	-173.61
2013954259	02/10/2023	Synergy	a/c392675750 for Powerwatch - 01/09/23 - 30/09/23	173.61
EFT32923	20/10/2023	Kojonup Tyre Service	Tyre Services	-55.00
INV-7198	20/09/2023	Kojonup Tyre Service	Tyre Puncture Repair	55.00
EFT32924	20/10/2023	BK Thomson Electrical Service	Electrical Services	-565.03
2868	26/09/2023	BK Thomson Electrical Service	Disconnect the TV building at Marudup to be used for the Tower	565.03
EFT32925	20/10/2023	R & A Mort Smash Repairs	Vehicle Repairs	-264.00
7406	09/10/2023	R & A Mort Smash Repairs	fitting of grader window	264.00
EFT32926	20/10/2023	Kojonup Auto Electrical Services	Electrical Services	-1124.95
14324	22/09/2023	Kojonup Auto Electrical Services	2 new flashing beacons and a aerial	988.40
14566	09/10/2023	Kojonup Auto Electrical Services	new aerial	49.00
14647	12/10/2023	Kojonup Auto Electrical Services	Antenna	87.55
EFT32927	20/10/2023	Kojonup Supermarket	Groceries	-9082.94
800 SEPT 2023	30/09/2023	Kojonup Supermarket	a/c800 Food and Drygoods for BCC September 2023	1290.66
800 SEPT 2023	30/09/2023	Kojonup Supermarket	a/c800 Food and Dry Goods for September 2023	1129.56
45 SEPT 2023	30/09/2023	Kojonup Supermarket	a/c45 September Account for The Kodja Place - Catering, a/c45 September Account for The Kodja Place - Office Expenses	41.34
240 SEPT 23	30/09/2023	Kojonup Supermarket	Supply Food to Springhaven, Supply Food to Springhaven	6123.74
617 SEPT 23	30/09/2023	Kojonup Supermarket	a/c617 Breakfast for all staff at Staff Meeting held by CEO at the complex - Sept 2023	158.28

617 SEPT 23	30/09/2023	Kojonup Supermarket	a/c 617 for Councillor, a/c 617 for Admin, a/c 617 for Admin, a/c 617 for Play Cafe, a/c 617 for Play Cafe, a/c 617 for Depot, a/c 617 for Depot	339.36
EFT32928	20/10/2023	Kojonup Country Kitchen	Catering	-537.75
3035	19/09/2023	Kojonup Country Kitchen	Morning tea - September 2023	123.00
3036	09/10/2023	Kojonup Country Kitchen	Traffic Control Training - lunch - 12 people - October 2023 - Sports Complex	414.75
EFT32929	20/10/2023	BOC Gases	Industrial Gases	-159.70
4035014144	28/09/2023	BOC Gases	Supply of industrial gases	31.74
5006186406	28/09/2023	BOC Gases	Supply of industrial gases for Depot, Supply of industrial gases for Springhaven, Supply of industrial gases for Fire Truck	127.96
EFT32930	20/10/2023	Egabva Plumbing & Gas Service	Plumbing	-664.40
4542	06/10/2023	Egabva Plumbing & Gas Service	Springhaven Kitchen Urn Sept 2023	664.40
EFT32931	20/10/2023	Paul Hartmann Pty Ltd	Healthcare Products	-1255.71
437328985	22/09/2023	Paul Hartmann Pty Ltd	Springhaven continence aids Oct 2023	1255.71
EFT32932	20/10/2023	ABA Security	Security	-396.00
36257	03/10/2023	ABA Security	Administration building security monitoring - 01/10/23 - 31/12/23	198.00
36258	03/10/2023	ABA Security	ABA Quote 24789 Supply and installation of an extra camera to the dining room to cover blind spot.	198.00
EFT32933	20/10/2023	Hersey's Safety Pty Ltd	Safety Equipment	-5448.74
SH48575	14/09/2023	Hersey's Safety Pty Ltd	Hersey Visit 14/09/23 - Gloves, sunglasses, magic trees, spray mark, jerry cans, earplugs, LED beacon, PVC tape	2688.18
INV-2405	21/09/2023	Hersey's Safety Pty Ltd	Hats, snatch strap, water bottles, ice bags etc - items we could not get on the day - quote attached	2760.56
EFT32934	20/10/2023	The West Australian	Advertising	-315.00
1016838820230930	30/09/2023	The West Australian	Public Notice - Great Southern Herald - 14/09/23 - Bush Fire Brigades Local Law gazettal	315.00
EFT32935	20/10/2023	Western Australian Treasury Corporation	Loan Repayment	-13743.98
OCT 2023	30/10/2023	Western Australian Treasury Corporation	Capital Repayment on Loan 142, Interest Repayment on Loan 142	13743.98
EFT32936	20/10/2023	McLeods Barristers and Solicitors	Legal Services	-2068.80
132190	29/09/2023	McLeods Barristers and Solicitors	Contract for Communications tower - Heggaton - Lot 8745 Jingalup road, Jingalup	2068.80
EFT32937	20/10/2023	Team Global Express Pty Ltd	Freight	-212.95
0337-80774145	01/10/2023	Team Global Express Pty Ltd	From Hershey Safety on 27/09/23, From Interfire on 27/09/23	212.95
EFT32938	20/10/2023	Cemeteries & Crematoria Association of WA (CCAWA)	Annual Membership	-130.00
1545	21/08/2023	Cemeteries & Crematoria Association of WA (CCAWA)	Ordinary Membership 2023/24	130.00
EFT32939	20/10/2023	Warren Blackwood Waste	Waste and Recycling	-30287.48
18832	05/10/2023	Warren Blackwood Waste	240L Bins Pick Up, KJP St Bins Pickup, 240Lt Recycling Bins Pick Up, Travel Cost for 2 sideloaders, KJP Service Townsite area bins	19768.60
18797	05/10/2023	Warren Blackwood Waste	Kojonup 1.5m3 Front Lift bins	240.00
18831	05/10/2023	Warren Blackwood Waste	KJP Transfer station management , , KJP Transfer Station Extra costs, Bulk Bin Waste, Bulk Bin Recycle	10278.88
EFT32940	20/10/2023	Public Transport Authority	Bus Fares	-381.22
SEPTEMBER 2023	30/09/2023	Public Transport Authority	Fare Values for September 2023	381.22
EFT32941	20/10/2023	GREAT SOUTHERN TOYOTA	Vehicle Parts	-317.14
PI33025625	02/10/2023	GREAT SOUTHERN TOYOTA	hoist roller stop switch	317.14
EFT32942	20/10/2023	I SWEEP	Town Sweeping	-4158.00
2709	28/09/2023	I SWEEP	Town sweeping 21 & 22 September 2023	4158.00
EFT32943	20/10/2023	BEST OFFICE SYSTEMS	Printing	-554.50
622558	03/10/2023	BEST OFFICE SYSTEMS	Wide Format Printer service charges	554.50
EFT32944	20/10/2023	NUTRIEN AG SOLUTIONS	Agricultural Supplies	-4337.78
909547258	12/09/2023	NUTRIEN AG SOLUTIONS	Calcipirl Lime 1 Tonne Bulka Bag x5 - Oval Renovation, Sulforpril Gypsum - Oval Renovation - 20 Kg Bags x113 = 2260kg	4337.78
EFT32945	20/10/2023	Kylie Romic	Reimbursement	-577.92
191023	19/10/2023	Kylie Romic	Food and Travel for Department of Transport Training 9-13/10/23	577.92
EFT32946	20/10/2023	LANDGATE	Valuation Services	-43.50
387924	28/09/2023	LANDGATE	Mining Tenement	43.50
EFT32947	20/10/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods	-6671.55
LI560458	14/09/2023	PFD Foodservices (Southway Distributors)	Credit Note: Food and Dry Goods for BCC	-183.05

LI604334	20/09/2023	PFD Foodservices (Southway Distributors)	Springhaven meals and refreshments Sept 2023	39.65
LI604345	20/09/2023	PFD Foodservices (Southway Distributors)	Springhaven meals and refreshments Sept 2023	874.75
LI604329	20/09/2023	PFD Foodservices (Southway Distributors)	Springhaven meals and refreshments Sept 2023	29.30
LI685063	28/09/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	129.20
LI685064	28/09/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	2432.35
LI685059	28/09/2023	PFD Foodservices (Southway Distributors)	Springhaven meals and refreshments Sept 2023	768.00
LI736153	04/10/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	2222.85
LI736142	04/10/2023	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments Oct 2023	358.50
EFT32948	20/10/2023	SURGICAL HOUSE	Pharmaceuticals	-1431.10
A889018	22/09/2023	SURGICAL HOUSE	Springhaven Medical Supplies Oct 2023	1395.80
A889754	28/09/2023	SURGICAL HOUSE	Springhaven Medical Supplies Oct 2023	35.30
EFT32949	20/10/2023	KOJONUP COMMUNITY MEN'S SHED	Building Maintenance	-360.00
47967	05/10/2023	KOJONUP COMMUNITY MEN'S SHED	Wooden Covers for 2x Planters at The Front of Kodja Place	360.00
EFT32950	20/10/2023	The Cott Family Trust t/a FueleX	Diesel	-17239.20
24425	05/10/2023	The Cott Family Trust t/a FueleX	Supply of 8000L @ 195.9cpl on 05/10/2023	17239.20
EFT32951	20/10/2023	Ramped Technology & Management Systems Pty Ltd	IT Support	-1420.22
INV-8233	30/09/2023	Ramped Technology & Management Systems Pty Ltd	Technical Telephone Support 04/09/23 - 29/09/23	1347.50
INV-8354	06/10/2023	Ramped Technology & Management Systems Pty Ltd	Sophos XG 135 Monthly Subscription 01/10/23 - 31/10/23	72.72
EFT32952	20/10/2023	St John Ambulance WA	First Aid Kit	-55.96
FAINV01125761	04/10/2023	St John Ambulance WA	First aid kit for Hino Truck P25017 - KO 054	55.96
EFT32953	20/10/2023	Cleanaway Daniels Services Pty Ltd	Sharps Removal	-140.47
2220858	30/09/2023	Cleanaway Daniels Services Pty Ltd	Springhaven Sharps Removal Oct 2023	140.47
EFT32954	20/10/2023	Cr. Alan Egerton- Warburton	Councillor Fees	-3895.50
JUL - SEPT 2023	30/09/2023	Cr. Alan Egerton- Warburton	Claim for Councillor Fees and Reimbursement 01/07/23 - 30/09/23	3895.50
EFT32955	20/10/2023	WA Hino Sales & Services	Truck Parts	-202.77
300867	12/10/2023	WA Hino Sales & Services	mirror, air filter cover	202.77
EFT32956	20/10/2023	Western Australian Indigenous Tourism Operators Council (WAITOC)	Membership	-125.00
INV-3488	15/10/2023	Western Australian Indigenous Tourism Operators Council (WAITOC)	WAITOC Membership 23/24	125.00
EFT32957	20/10/2023	Cr Felicity Webb	Councillor Fees	-3895.50
JUL - SEPT 2023	30/09/2023	Cr Felicity Webb	Claim to Councillor Fees and Reimbursement 01/07/23 - 30/09/23	3895.50
EFT32958	20/10/2023	Dardanup Butchering Company	Butcher	-847.38
BW360888	10/10/2023	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	601.59
BW361402	17/10/2023	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	245.79
EFT32959	20/10/2023	Grande Food Service	Food and Dry Goods	-6431.54
4220188	04/10/2023	Grande Food Service	Black Cockatoo Cafe Supplies	30.60
4220189	04/10/2023	Grande Food Service	Black Cockatoo Cafe Supplies	244.80
4220203	04/10/2023	Grande Food Service	Black Cockatoo Cafe Supplies	2468.86
4220209	04/10/2023	Grande Food Service	Black Cockatoo Cafe Supplies	96.00
4220524	11/10/2023	Grande Food Service	Black Cockatoo Cafe Supplies	1905.11
4220526	11/10/2023	Grande Food Service	Black Cockatoo Cafe Supplies	53.83
11/10/2023	11/10/2023	Grande Food Service	Black Cockatoo Cafe Supplies	145.99
4220525	11/10/2023	Grande Food Service	Black Cockatoo Cafe Supplies	346.50

4220888	18/10/2023	Grande Food Service	Black Cockatoo Cafe Supplies	1117.21
4220890	18/10/2023	Grande Food Service	Black Cockatoo Cafe Supplies	22.64
EFT32960	20/10/2023	Nicholas Lewis Dyson	Refund	-1820.00
201023	20/10/2023	Nicholas Lewis Dyson	Incorrectly Charged	1820.00
EFT32961	20/10/2023	Leaf Bean Machine	Coffee Supplies	-3052.15
120568	02/10/2023	Leaf Bean Machine	Coffee Supplies for BCC	653.21
120689	05/10/2023	Leaf Bean Machine	Coffee Supplies for BCC	928.44
120753	09/10/2023	Leaf Bean Machine	Coffee Supplies for BCC	557.70
120920	16/10/2023	Leaf Bean Machine	Coffee Supplies for BCC	912.80
EFT32962	20/10/2023	Klopper Contracting T/A Ron Wright Bulldozing	Contractor	-15482.50
IV00000002271	18/09/2023	Klopper Contracting T/A Ron Wright Bulldozing	D8T Dozer to pull out bogged grader - pilot and labour - Sept 2023	2612.50
IV00000002271	18/09/2023	Klopper Contracting T/A Ron Wright Bulldozing	Pushing up gravel at Leusciatti site	6864.00
IV00000002290	05/10/2023	Klopper Contracting T/A Ron Wright Bulldozing	Pushing up gravel at McGuire site	6006.00
EFT32963	20/10/2023	Kojonup Light Civil	Construction	-3300.00
546	11/09/2023	Kojonup Light Civil	Sand delivery	3300.00
EFT32964	20/10/2023	Cr Cynthia Wieringa	Councillor Fees	-3895.50
JUL - SEPT 2023	30/09/2023	Cr Cynthia Wieringa	Claim for Councillor Fees and Reimbursement 01/07/23 - 30/09/23	3895.50
EFT32965	20/10/2023	Ma Theresa Pajares	Reimbursement	-32.20
091023	09/10/2023	Ma Theresa Pajares	MR Driving Licence	32.20
EFT32966	20/10/2023	DOR Trading Pty Limited T/A IMCO Australasia	Asphalt	-4620.00
INV-1277	29/09/2023	DOR Trading Pty Limited T/A IMCO Australasia	2 x pallets of asphalt in a bag - road patching	4620.00
EFT32967	20/10/2023	Doherty Couplers Pty Ltd	Truck Parts	-548.90
INV30229	31/08/2023	Doherty Couplers Pty Ltd	2 new mounting pins for hitch	548.90
EFT32968	20/10/2023	Lilly's Garden operated by Marina Murray	Goods For Sale	-715.50
61-62	07/10/2023	Lilly's Garden operated by Marina Murray	Assorted Jams and Relish, For Sale in Visitor Centre Shop	715.50
EFT32969	20/10/2023	L W Hull t/a Hully's Spraying Service	Spraying	-2272.00
INV-2450	03/09/2023	L W Hull t/a Hully's Spraying Service	To spray the airport runway out to the cones and around the building, with Laurie supplying chemicals.	2272.00
EFT32970	20/10/2023	3E Advantage Pty Ltd	Printing	-122.10
INV-104360-W7B4X4	05/10/2023	3E Advantage Pty Ltd	Printing charges October 2023 Kodja Place	122.10
EFT32971	20/10/2023	SIRM24 PTY LTD	Airflow Maintenance	-990.00
INV-0727	28/09/2023	SIRM24 PTY LTD	Clean Rangehood At Sporting Complex.	990.00
EFT32972	20/10/2023	Tonya Pearce	Reimbursement	-949.39
131023	13/10/2023	Tonya Pearce	Food and Travel for Perth Training - Report Writing	510.79
171023	17/10/2023	Tonya Pearce	Travel for Perth Training - Rates & Property Essentials	438.60
EFT32973	20/10/2023	BGL Solutions PTY LTD	Contractor	-1206.70
INV-0006017	02/10/2023	BGL Solutions PTY LTD	Spreading fertiliser and spraying weed control for ovals	1206.70
EFT32974	20/10/2023	Jill Watkin	Reimbursement	-133.65
161023	16/10/2023	Jill Watkin	Food for Elders Lunch 17/10/23	133.65
EFT32975	20/10/2023	Georgia Emmerson Rose Rumble	Reimbursement	-141.90
161023	16/10/2023	Georgia Emmerson Rose Rumble	Working with Children Check, Police Clearance	141.90
EFT32976	20/10/2023	KOH Living	Goods For Sale	-349.25
SO-00017597	28/09/2023	KOH Living	Assorted Carousels, Minikin Stand and Minikins , For Sale in Visitor Centre Shop	349.25
EFT32977	20/10/2023	Redmond Sales	Goods For Sale	-1028.50
942	05/10/2023	Redmond Sales	24x Blue Wren Tins, 12x Koala Tins and 16x Rainbow Serpent Tins, For Sale in Visitor Centre Shop	640.42
947	11/10/2023	Redmond Sales	12x Galah Tins, 12x Wombat Tins and 12x Magpie Tins, For Sale in Visitor Centre Shop	388.08
EFT32978	20/10/2023	J B Lawn Care	Yard Maintenance	-132.00
276	05/10/2023	J B Lawn Care	15 Loton Close - Garden Care October 2023	132.00
EFT32979	20/10/2023	Ariel Carcillar	Reimbursement	-300.63
031023	03/10/2023	Ariel Carcillar	Police Clearance, Pre-Employment Medical, White Card	300.63
EFT32980	20/10/2023	Kojonup Retravision	Appliances	-148.00
60000901	09/10/2023	Kojonup Retravision	Retravision: Cordless Vacuum for BCC	148.00
EFT32981	20/10/2023	ZELVi Equipment	Equipment Hire	-9378.60
72034	30/09/2023	ZELVi Equipment	4.2t Kubota SVL75 Tracked Skid Steer with GP Bucket/broom, Delivery and pick up.	9378.60
EFT32982	20/10/2023	Metro Ceramic Tiles	Renovations	-284.99
25483	23/08/2023	Metro Ceramic Tiles	34 Katanning Road tiles	284.99
EFT32983	20/10/2023	Mason's Family Farm	Eggs	-228.60

INV-9003	10/10/2023	Mason's Family Farm	Mason's Specialty Catering Eggs 10.6kg	76.20
INV-9102	17/10/2023	Mason's Family Farm	Mason's Specialty Catering Eggs 10.6kg	152.40
EFT32984	20/10/2023	Harvey Fresh (1994) Ltd T/A Lactalis	Milk Supplies	-410.77
237199012	16/10/2023	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	410.77
EFT32985	20/10/2023	Astrid Volzke Photography	Photography	-1680.00
202315	05/10/2023	Astrid Volzke Photography	Screen Stories Pilot Project 24x hours	1680.00
EFT32986	20/10/2023	Pronghorn One Pty Ltd T/A Metropolitan Cash Register Co (MCR)	Thermal Paper	-159.50
INV-4901	21/09/2023	Pronghorn One Pty Ltd T/A Metropolitan Cash Register Co (MCR)	Ctn Thermal Paper Rolls for BCC	159.50
EFT32987	30/10/2023	Payroll Deductions - Shire of Kojonup	Payroll deductions	-1325.00
DEDUCTION	24/10/2023	Payroll Deductions - Shire of Kojonup	Payroll Deduction	855.00
DEDUCTION	24/10/2023	Payroll Deductions - Shire of Kojonup	Payroll Deduction	470.00
EFT32988	30/10/2023	Child Support Agency	Payroll deductions	-384.99
DEDUCTION	24/10/2023	Child Support Agency	Payroll Deduction	384.99
EFT32989	30/10/2023	Australian Services Union (LGO)	Payroll deductions	-26.50
DEDUCTION	24/10/2023	Australian Services Union (LGO)	Payroll Deduction	26.50
EFT32990	30/10/2023	Australian Services Union (MEU)	Payroll deductions	-26.50
DEDUCTION	24/10/2023	Australian Services Union (MEU)	Payroll Deduction	26.50

364,408.38

Direct Deposits 1/10/23 - 31/10/23				
Ref	Date	Name	Description	Amount
DD23534.1	21/10/2023	Ampol	Ampol Fuel Card Expenses - September 2023	-1708.20
0109812821	01/10/2023	Ampol	Ampol Fuel Card Expenses - September 2023, Card Fees	1708.20
DD23544.1	23/10/2023	Caltex Star Card	Caltex Starcard Fuel Expenses - September 2023	-2484.86
SEPTEMBER	30/09/2023	Caltex Star Card	Caltex Starcard Fuel Expenses - September 2023, Caltex Starcard Fee	2484.86
DD23549.2	10/10/2023	Aware Super	Payroll deductions	-241.22
DEDUCTION	10/10/2023	Aware Super	Payroll Deduction	241.22
DD23550.1	10/10/2023	Aware Super	Payroll deductions	-15495.27
SUPER	10/10/2023	Aware Super	Super	13223.43
DEDUCTION	10/10/2023	Aware Super	Payroll Deduction	147.15
DEDUCTION	10/10/2023	Aware Super	Payroll Deduction	108.46
DEDUCTION	10/10/2023	Aware Super	Payroll Deduction	1280.86
DEDUCTION	10/10/2023	Aware Super	Payroll Deduction	550.00
DEDUCTION	10/10/2023	Aware Super	Payroll Deduction	185.37
DD23550.2	10/10/2023	Hesta Superannuation	Payroll deductions	-1473.19
SUPER	10/10/2023	Hesta Superannuation	Super	1430.88
DEDUCTION	10/10/2023	Hesta Superannuation	Payroll Deduction	42.31
DD23550.3	10/10/2023	ANZ Smart Choice Super	Superannuation contributions	-284.44
SUPER	10/10/2023	ANZ Smart Choice Super	Super	284.44
DD23550.4	10/10/2023	Prime Super	Payroll deductions	-1969.69
SUPER	10/10/2023	Prime Super	Super	1929.69
DEDUCTION	10/10/2023	Prime Super	Payroll Deduction	40.00
DD23550.5	10/10/2023	Unisuper	Superannuation contributions	-212.39
SUPER	10/10/2023	Unisuper	Super	212.39
DD23550.6	10/10/2023	Essential Super -Enzo Del Testa	Superannuation contributions	-322.16
SUPER	10/10/2023	Essential Super -Enzo Del Testa	Super	322.16
DD23550.7	10/10/2023	Commonwealth Superannuation Savings Account	Superannuation contributions	-514.42
SUPER	10/10/2023	Commonwealth Superannuation Savings Account	Super	514.42
DD23550.8	10/10/2023	AMP Super Fund	Payroll deductions	-897.84
SUPER	10/10/2023	AMP Super Fund	Super	544.72
DEDUCTION	10/10/2023	AMP Super Fund	Payroll Deduction	353.12
DD23550.9	10/10/2023	Sparky Downs Superannuation Fund	Superannuation contributions	-39.11

SUPER	10/10/2023	Sparky Downs Superannuation Fund	Super	39.11
DD23553.1	12/10/2023	AUSTRALIAN TAXATION OFFICE	PAYGW	-52714.09
23/24 PP8 WEEK16	12/10/2023	AUSTRALIAN TAXATION OFFICE	STP 62205, STP 62206, STP 62207	52714.09
DD23555.1	10/10/2023	EasiSalary	Novated Lease Payments	-1981.41
PP8 WEEK16	10/10/2023	EasiSalary	CM - Novated Lease Post Tax, CM - Novated Lease Pre Tax, JJ - Novated Lease Post Tax, JJ - Novated Lease Pre Tax	1981.41
DD23574.1	24/10/2023	Aware Super	Payroll deductions	-15633.70
SUPER	24/10/2023	Aware Super	Super	13403.13
DEDUCTION	24/10/2023	Aware Super	Payroll Deduction	147.15
DEDUCTION	24/10/2023	Aware Super	Payroll Deduction	108.58
DEDUCTION	24/10/2023	Aware Super	Payroll Deduction	1239.84
DEDUCTION	24/10/2023	Aware Super	Payroll Deduction	550.00
DEDUCTION	24/10/2023	Aware Super	Payroll Deduction	185.00
DD23574.2	24/10/2023	Hesta Superannuation	Payroll deductions	-1260.87
SUPER	24/10/2023	Hesta Superannuation	Super	1218.56
DEDUCTION	24/10/2023	Hesta Superannuation	Payroll Deduction	42.31
DD23574.3	24/10/2023	ANZ Smart Choice Super	Superannuation contributions	-296.14
SUPER	24/10/2023	ANZ Smart Choice Super	Super	296.14
DD23574.4	24/10/2023	Prime Super	Payroll deductions	-1786.56
SUPER	24/10/2023	Prime Super	Super	1746.56
DEDUCTION	24/10/2023	Prime Super	Payroll Deduction	40.00
DD23574.5	24/10/2023	Unisuper	Superannuation contributions	-227.24
SUPER	24/10/2023	Unisuper	Super	227.24
DD23574.6	24/10/2023	Essential Super -Enzo Del Testa	Superannuation contributions	-344.26
SUPER	24/10/2023	Essential Super -Enzo Del Testa	Super	344.26
DD23574.7	24/10/2023	Commonwealth Superannuation Savings Account	Superannuation contributions	-505.58
SUPER	24/10/2023	Commonwealth Superannuation Savings Account	Super	505.58
DD23574.8	24/10/2023	AMP Super Fund	Superannuation contributions	-270.40
SUPER	24/10/2023	AMP Super Fund	Super	270.40
DD23574.9	24/10/2023	Sparky Downs Superannuation Fund	Superannuation contributions	-158.91
SUPER	24/10/2023	Sparky Downs Superannuation Fund	Super	158.91
DD23577.1	30/10/2023	AUSTRALIAN TAXATION OFFICE	PAYGW	-48549.09
23/24 PP 9 WEEK18	30/10/2023	AUSTRALIAN TAXATION OFFICE	STP 62555	48549.09
DD23624.1	11/10/2023	Bond Administrator	Bond for 4 Loton Close	-720.00
LODGE 11/10/23	11/10/2023	Bond Administrator	Tenant AB	720.00
DD23624.2	18/10/2023	Bond Administrator	Bond for 10 Loton Close	-720.00
LODGE 11/10/23	11/10/2023	Bond Administrator	Tenant MS	720.00
DD23550.10	10/10/2023	The Trustee for Retirement Portfolio Service	Superannuation contributions	-433.42
SUPER	10/10/2023	The Trustee for Retirement Portfolio Service	Super	433.42
DD23550.11	10/10/2023	Colonial First State FirstChioce Superannuation Trust	Payroll deductions	-1141.93
SUPER	10/10/2023	Colonial First State FirstChioce Superannuation Trust	Super	488.68
DEDUCTION	10/10/2023	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	152.71
DEDUCTION	10/10/2023	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
DD23550.12	10/10/2023	Australian Super Pty Ltd	Payroll deductions	-2485.05
SUPER	10/10/2023	Australian Super Pty Ltd	Super	2233.63
DEDUCTION	10/10/2023	Australian Super Pty Ltd	Payroll Deduction	251.42
DD23550.13	10/10/2023	HOSTPLUS	Superannuation contributions	-975.23
DEDUCTION	10/10/2023	HOSTPLUS	Payroll Deduction	132.27

SUPER	10/10/2023	HOSTPLUS	Super	842.96
DD23550.14	10/10/2023	Australian Retirement Trust	Superannuation contributions	-1551.30
DEDUCTION	10/10/2023	Australian Retirement Trust	Payroll Deduction	135.41
SUPER	10/10/2023	Australian Retirement Trust	Super	1415.89
DD23550.15	10/10/2023	HUB24 Superannuation Fund	Superannuation contributions	-513.39
DEDUCTION	10/10/2023	HUB24 Superannuation Fund	Payroll Deduction	75.00
SUPER	10/10/2023	HUB24 Superannuation Fund	Super	438.39
DD23550.16	10/10/2023	REST SUPERANNUATION	Superannuation contributions	-1255.23
SUPER	10/10/2023	REST SUPERANNUATION	Super	1255.23
DD23550.17	10/10/2023	IOOF Superannuation	Superannuation contributions	-261.16
SUPER	10/10/2023	IOOF Superannuation	Super	261.16
DD23550.18	10/10/2023	Panorama Super	Superannuation contributions	-104.07
SUPER	10/10/2023	Panorama Super	Super	104.07
DD23574.10	24/10/2023	The Trustee for Retirement Portfolio Service	Superannuation contributions	-461.29
SUPER	24/10/2023	The Trustee for Retirement Portfolio Service	Super	461.29
DD23574.11	24/10/2023	Australian Ethical Superannuation Fund	Superannuation contributions	-39.45
SUPER	24/10/2023	Australian Ethical Superannuation Fund	Super	39.45
DD23574.12	24/10/2023	Colonial First State FirstChioce Superannuation Trust	Payroll deductions	-1154.49
SUPER	24/10/2023	Colonial First State FirstChioce Superannuation Trust	Super	498.25
DEDUCTION	24/10/2023	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	155.70
DEDUCTION	24/10/2023	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
DD23574.13	24/10/2023	Australian Super Pty Ltd	Payroll deductions	-2524.42
SUPER	24/10/2023	Australian Super Pty Ltd	Super	2273.00
DEDUCTION	24/10/2023	Australian Super Pty Ltd	Payroll Deduction	251.42
DD23574.14	24/10/2023	HOSTPLUS	Superannuation contributions	-1106.82
DEDUCTION	24/10/2023	HOSTPLUS	Payroll Deduction	132.27
SUPER	24/10/2023	HOSTPLUS	Super	974.55
DD23574.15	24/10/2023	Australian Retirement Trust	Superannuation contributions	-1537.97
DEDUCTION	24/10/2023	Australian Retirement Trust	Payroll Deduction	135.13
SUPER	24/10/2023	Australian Retirement Trust	Super	1402.84
DD23574.16	24/10/2023	HUB24 Superannuation Fund	Superannuation contributions	-361.04
DEDUCTION	24/10/2023	HUB24 Superannuation Fund	Payroll Deduction	75.00
SUPER	24/10/2023	HUB24 Superannuation Fund	Super	286.04
DD23574.17	24/10/2023	REST SUPERANNUATION	Superannuation contributions	-1392.97
SUPER	24/10/2023	REST SUPERANNUATION	Super	1392.97
DD23574.18	24/10/2023	IOOF Superannuation	Superannuation contributions	-273.58
SUPER	24/10/2023	IOOF Superannuation	Super	273.58
DD23574.19	24/10/2023	Panorama Super	Superannuation contributions	-171.22
SUPER	24/10/2023	Panorama Super	Super	171.22
FEES	04/10/2023	WESTNET	Westnet	-725.79
FEES	31/08/2023	NAB	MISCELLANEOUS BANK CHARGES	-4434.17
FEES	23/10/2023	2023	Centrelink Charge :	-5.94
2432	02/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-2101.00
2432	10/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-2604.65
2432	10/10/2023	FER FEES - FER FEES	FER FEES	-83.50
2432	11/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1877.55
2432	12/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-573.35
2432	12/10/2023	013B - PAYROLL CREDITORS MUN	PAYROLL CREDITORS MUN	-157933.39

2432	13/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1714.55
2432	13/10/2023	013B - PAYROLL CREDITORS MUN	PAYROLL CREDITORS MUN	-288.28
2432	16/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-2616.00
2432	17/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-2578.80
2432	04/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-3407.30
2432	18/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-403.90
2432	19/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1656.45
2432	20/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-10833.55
2432	23/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-723.05
2432	24/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-4877.55
2432	25/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-2916.00
2432	26/10/2023	013B - PAYROLL CREDITORS MUN	PAYROLL CREDITORS MUN	-164898.27
2432	26/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1207.45
2432	27/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-231.60
2432	30/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-185943.70
2432	31/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1622.35
2432	05/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-9526.85
2432	06/10/2023	013B - PAYROLL CREDITORS MUN	PAYROLL CREDITORS MUN	-10106.00
2432	06/10/2023	013B - PAYROLL CREDITORS MUN	PAYROLL CREDITORS MUN	-3367.21
2432	06/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-136.45
2432	09/10/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-843.20

748,792.92

SUMMARY FOR OCTOBER 2023	
Cheque 14370 - 14370	200.00
EFT 32828 - 32990	364,408.38
Direct Debits	748,792.92
Total	1,113,401.30



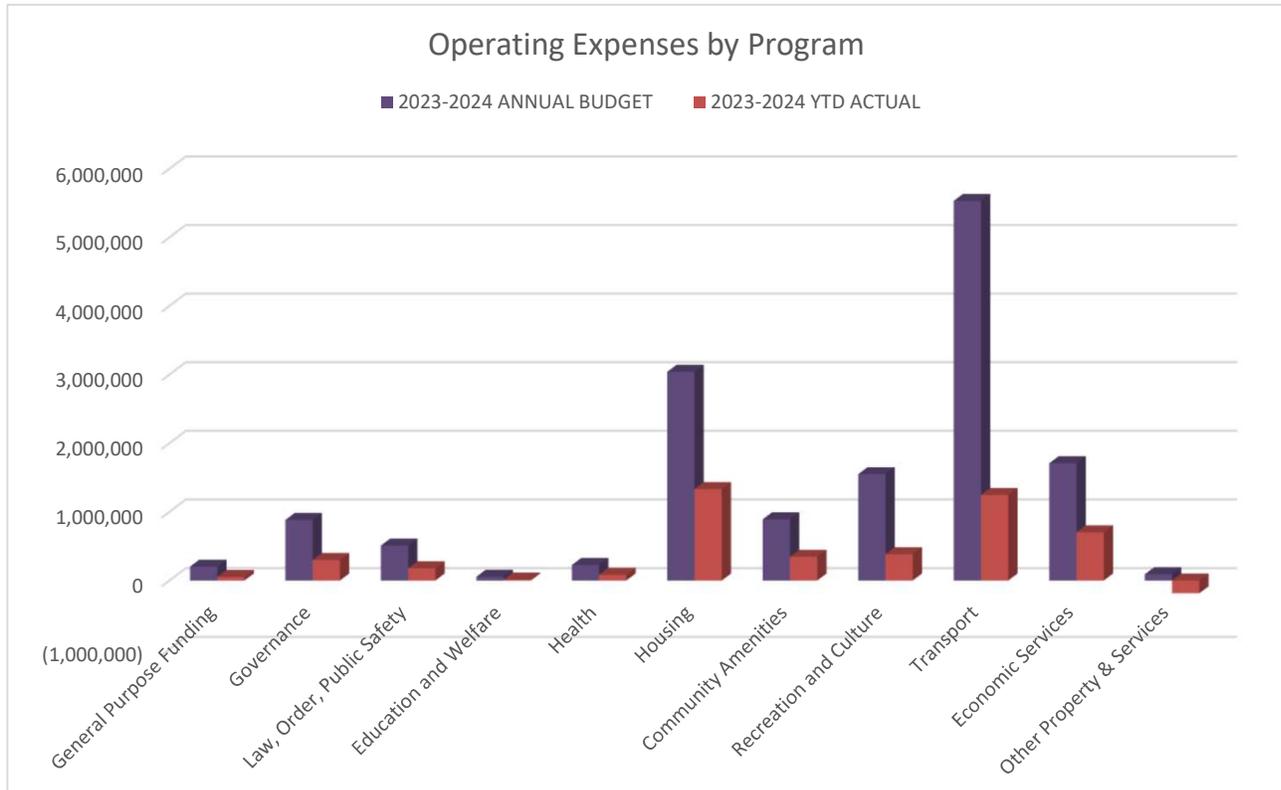
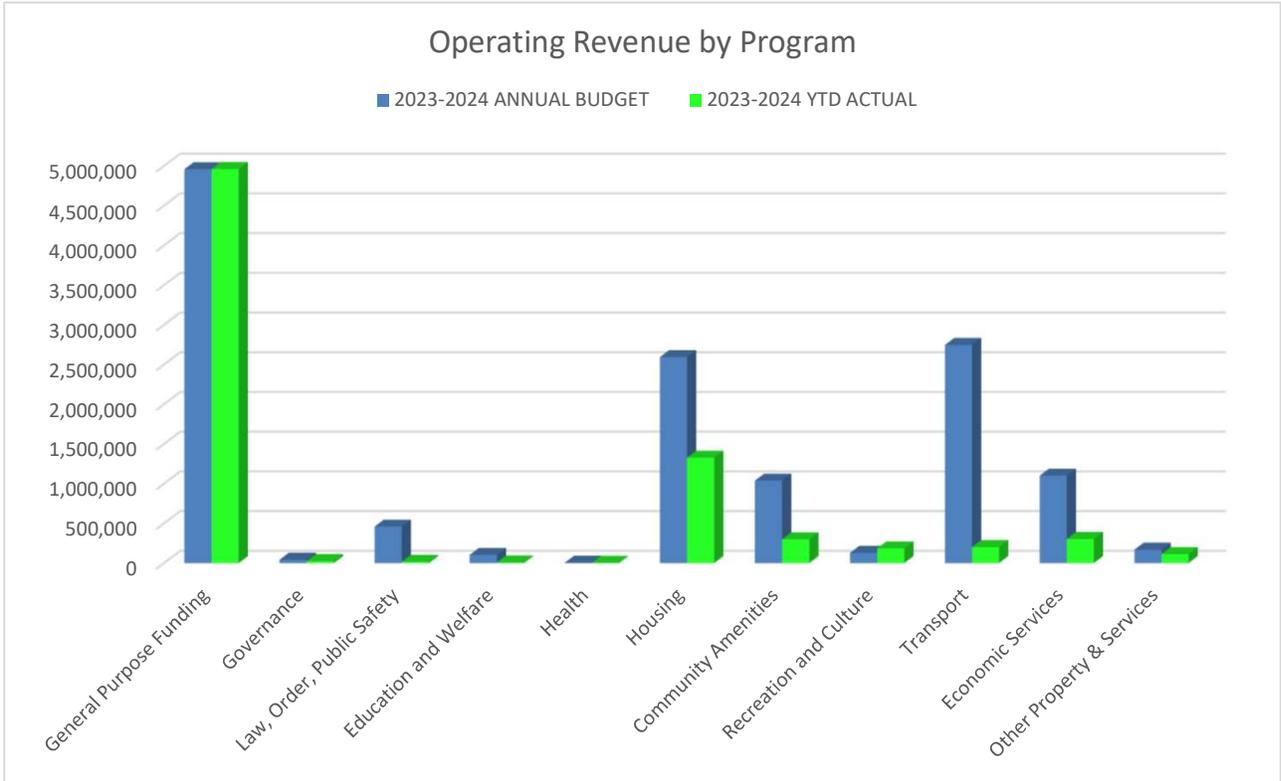
MONTHLY FINANCIAL REPORT

30 NOVEMBER 2023

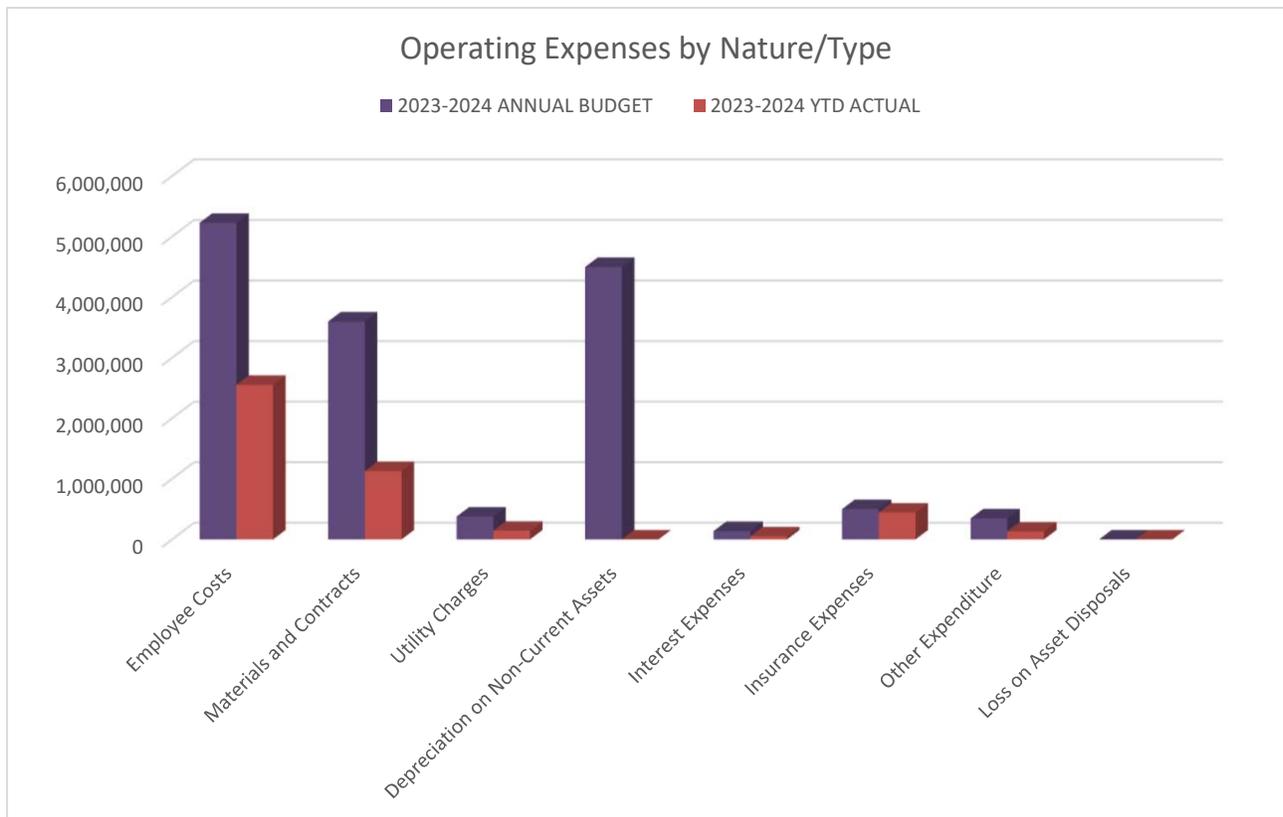
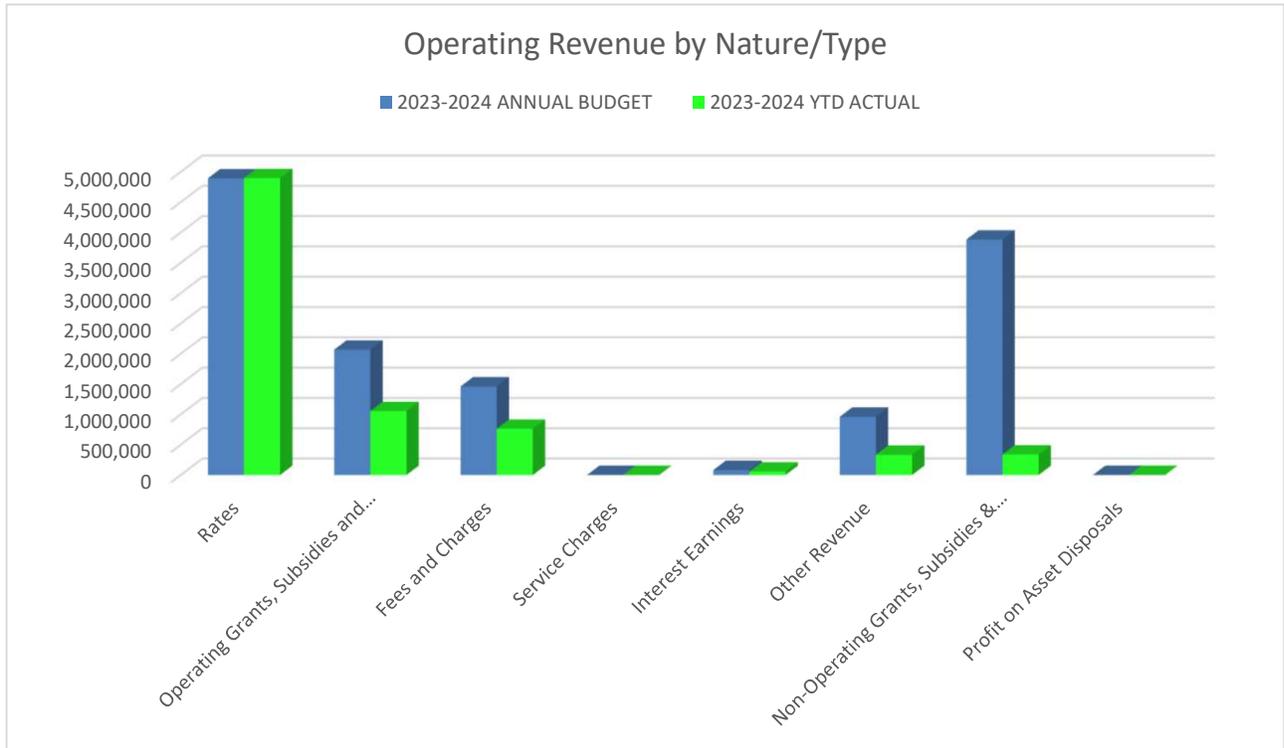
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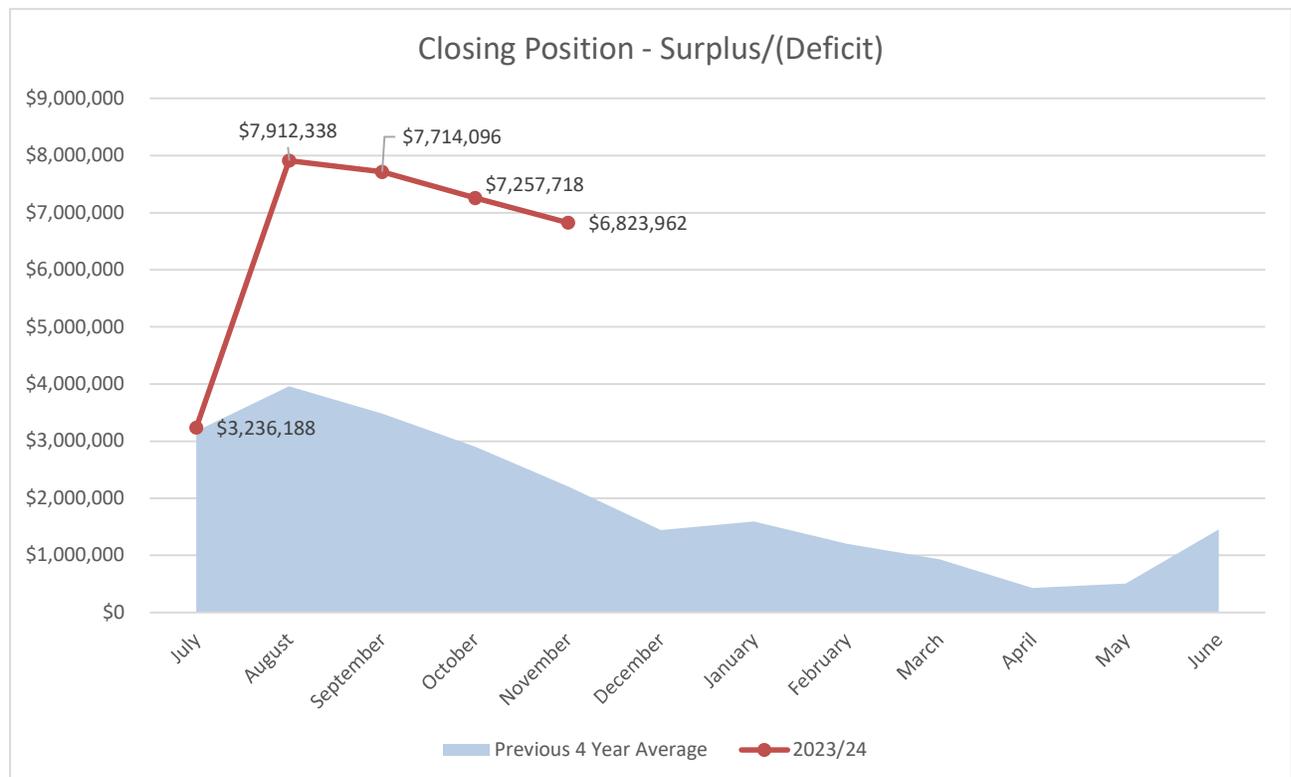
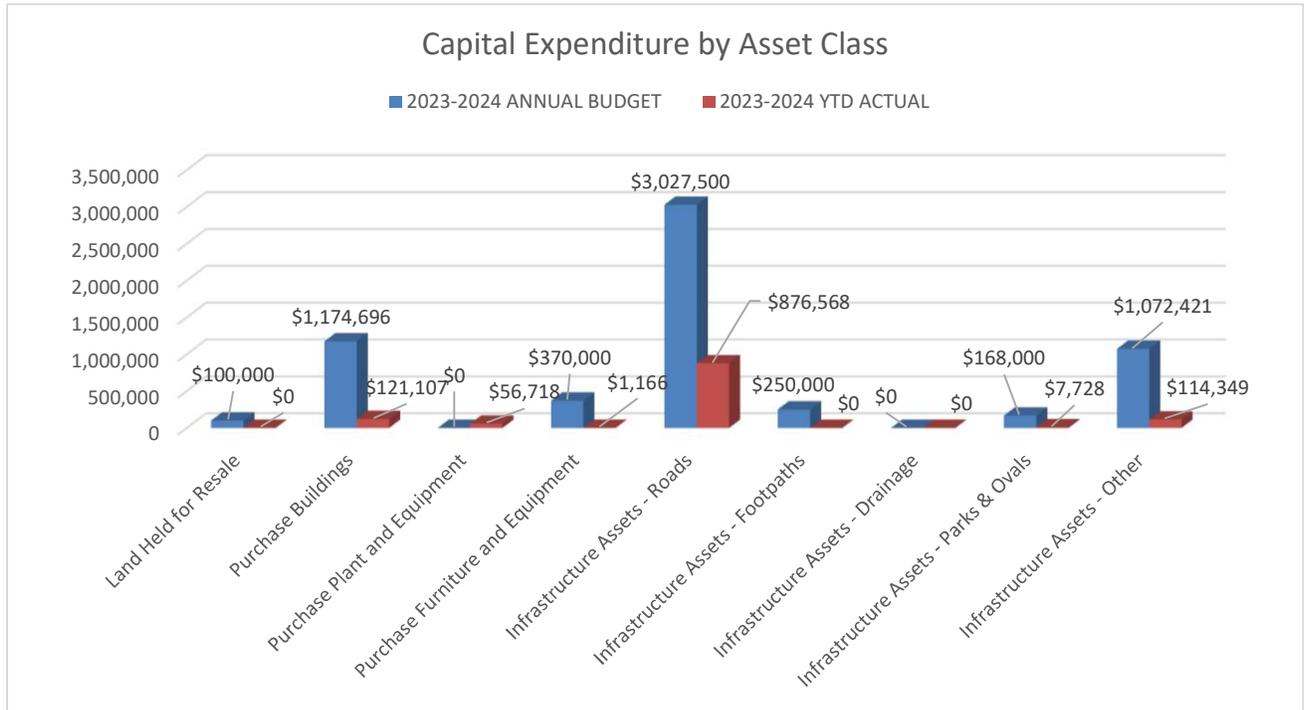
**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 30 NOVEMBER 2023**



**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 30 NOVEMBER 2023**



SHIRE OF KOJONUP EXECUTIVE SUMMARY FOR THE PERIOD ENDING 30 NOVEMBER 2023



**SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET	2023-2024 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)	\$	\$	\$
General Purpose Funding	(201,589)	(51,961)	(50,781)
Governance	(882,169)	(399,213)	(298,080)
Law, Order, Public Safety	(508,738)	(242,415)	(176,439)
Education and Welfare	(54,217)	(25,086)	(13,442)
Health	(223,335)	(94,038)	(81,100)
Housing	(2,998,870)	(1,304,635)	(1,316,988)
Community Amenities	(890,212)	(423,651)	(345,840)
Recreation and Culture	(1,477,206)	(651,704)	(354,150)
Transport	(5,528,909)	(2,322,918)	(1,243,655)
Economic Services	(1,693,750)	(745,964)	(700,292)
Other Property and Services	(90,769)	(116,290)	185,716
Operating Expenses	(14,549,764)	(6,377,875)	(4,395,051)
REVENUE			
General Purpose Funding	4,959,041	4,928,289	4,960,658
Governance	41,840	17,900	24,211
Law, Order, Public Safety	187,550	114,205	10,944
Education and Welfare	2,750	1,146	7,020
Health	4,600	1,917	2,540
Housing	2,593,420	1,080,548	1,326,937
Community Amenities	298,945	280,569	299,753
Recreation and Culture	85,220	11,008	53,067
Transport	221,791	494,991	227
Economic Services	898,250	374,256	302,968
Other Property & Services	169,508	70,626	113,102
Operating Revenue	9,462,915	7,375,455	7,101,427
<i>Sub-total</i>	(5,086,849)	997,580	2,706,376
FINANCE COSTS (INTEREST)			
Law & Order	(9,038)		0
Health	(1,952)	(994)	(995)
Housing	(40,957)	(13,765)	(13,766)
Recreation & Culture	(70,559)	(21,368)	(28,549)
Transport	(1,875)	(957)	(957)
Economic Services	(13,537)	0	(6,931)
Total Finance Costs	(137,918)	(37,084)	(51,198)
NON-OPERATING REVENUE			
Law, Order & Public Safety	271,696	0	4,696
Education & Welfare	100,000	0	0
Housing	0	0	0
Community Amenities	739,833	0	0
Recreation & Culture	44,411	0	132,007
Transport	2,524,266	656,050	200,395
Economic Services	202,411	0	0
Total Non-Operating Revenue	3,882,617	656,050	337,098
PROFIT/(LOSS) ON SALE OF ASSETS			
Governance Loss	0		0
Housing - Loss	0	0	0
Other Property & Services - Loss	0	0	0
Other Property & Services - Profit	0	0	0
Total Profit/(Loss)	0	0	0
NET RESULT	(1,342,150)	1,616,546	2,992,276
Changes in Revaluation Surplus			0
TOTAL COMPREHENSIVE INCOME	(1,342,150)	1,616,546	2,992,276

"Traffic Lights" Colour Coding:

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

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

Revenue:

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

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

Expenditure:

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

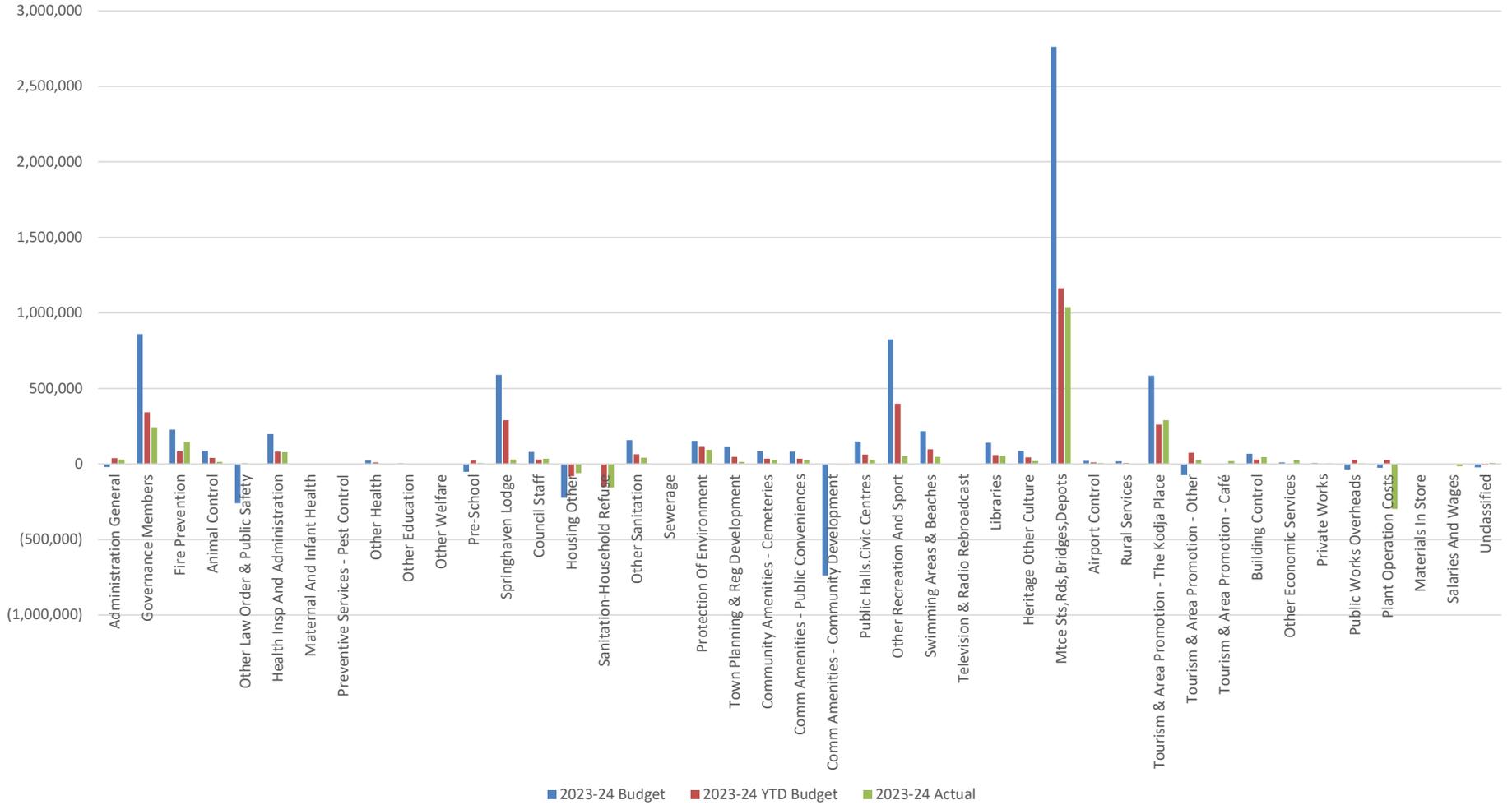
Red = Variance between Actual Expenditure and Year-to-Date budget is greater than 10% (higher)



SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET	2023-2024 YTD ACTUAL
Expenses			
Employee Costs	(5,227,726)	(2,182,529)	(2,550,940)
Materials and Contracts	(3,597,906)	(1,527,634)	(1,127,096)
Utility Charges	(378,064)	(159,298)	(143,206)
Depreciation on Non-Current Assets	(4,497,915)	(1,874,056)	0
Interest Expenses	(137,918)	(37,084)	(51,198)
Insurance Expenses	(501,145)	(494,789)	(443,646)
Other Expenditure	(347,008)	(139,568)	(130,163)
	(14,687,682)	(6,414,959)	(4,446,249)
Revenue			
Rates	4,892,541	4,892,546	4,895,546
Operating Grants, Subsidies and Contributions	2,067,218	995,001	1,052,914
Fees and Charges	1,460,385	763,392	762,327
Service Charges	0	0	0
Interest Earnings	82,500	38,351	56,453
Other Revenue	960,271	398,165	333,599
	9,462,915	7,087,455	7,100,839
	(5,224,767)	672,496	2,654,590
Non-Operating Grants, Subsidies & Contributions	3,882,617	944,050	337,686
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0	0
Profit on Asset Disposals	0	0	0
Loss on Asset Disposals	0	0	0
	3,882,617	944,050	337,686
Net Result	(1,342,150)	1,616,546	2,992,276
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	(1,342,150)	1,616,546	2,992,276

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



SHIRE OF KOJONUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	Note	2022-23 ACTUAL \$	2023-24 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		3,015,335	6,260,614	3,245,279
Restricted Cash & Cash Equivalents		3,003,938	3,453,938	450,000
Trade and other receivables		2,305,520	2,636,171	330,651
ATO Receivables		0	163,782	163,782
Inventories		15,878	139,385	123,507
Land Held for Resale		169,861	169,861	0
Total current assets		8,510,532	12,823,750	4,313,219
Non-current assets				
Trade and other receivables		110,473	110,473	0
LG House Unit Trust		101,862	101,862	0
Land Held for Resale		0	0	0
Land		2,281,424	2,281,424	0
Buildings		26,963,384	27,084,492	121,107
Furniture & Equipment		356,922	358,087	1,166
Plant & Equipment		3,965,701	4,011,510	45,809
Tools		797	797	0
Roads Infrastructure		93,153,303	94,029,871	876,568
Kerbing Infrastructure		2,684,095	2,684,095	0
Drainage Infrastructure		11,518,902	11,518,902	0
Bridges Infrastructure		5,793,354	5,793,354	0
Footpaths Infrastructure		1,110,450	1,110,450	0
Parks Infrastructure		2,469,820	2,477,548	7,728
Other Infrastructure		5,898,884	6,013,233	114,349
Total non-current assets		156,409,372	157,576,099	1,166,727
Total assets		164,919,904	170,399,849	5,479,945
Current liabilities				
Trade and other payables		2,433,002	4,359,974	-1,926,972
ATO Liabilities		153,272	124,165	29,108
Contracts Liability		913,845	1,692,559	-778,714
Interest-bearing loans and borrowings		447,038	258,129	188,910
Provisions		786,161	786,161	0
Total current liabilities		4,733,318	7,220,987	-2,487,669
Non-current liabilities				
Interest-bearing loans and borrowings		4,988,863	4,988,863	0
Non-Current Payables		0	0	0
Provisions		176,707	176,707	0
Total non-current liabilities		5,165,569	5,165,569	0
Total liabilities		9,898,887	12,386,556	-2,487,669
Net assets		155,021,016	158,013,293	2,992,276
Equity				
Retained surplus		70,960,953	70,510,953	-450,000
Net Result		0	2,992,276	2,992,276
Reserve - asset revaluation		81,056,126	81,056,126	0
Reserve - Cash backed		3,003,938	3,453,938	450,000
Total equity		155,021,016	158,013,293	2,992,276

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

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET (a)	2023-2024 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE	\$	\$	\$			
Rates	4,892,541	4,892,546	4,895,546	Within Threshold	Within Threshold	
Operating Grants and Subsidies	2,067,218	995,001	1,052,914	57,913	Within Threshold	
Fees and Charges	1,460,385	763,392	762,327	Within Threshold	Within Threshold	
Interest Earnings	82,500	38,351	56,453	18,102	47.20%	▲
Profit on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Revenue	960,271	398,165	333,599	(64,565)	(16.22%)	▼
	9,462,915	7,087,455	7,100,839			
LESS OPERATING EXPENDITURE						
Employee Costs	(5,227,726)	(2,182,529)	(2,550,940)	(368,411)	(16.88%)	▼
Materials & Contracts	(3,597,906)	(1,527,634)	(1,120,687)	406,947	26.64%	▲
Utilities	(378,064)	(159,298)	(143,206)	16,091	10.10%	▲
Depreciation on Non-Current Assets	(4,497,915)	(1,874,056)	0	1,874,056	100.00%	▲
Interest Expense	(137,918)	(37,084)	(51,198)	(14,114)	38.06%	▼
Insurances	(501,145)	(494,789)	(443,646)	51,144	10.34%	▲
Loss on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Expenditure	(347,008)	(139,568)	(136,572)	Within Threshold	Within Threshold	
	(14,687,682)	(6,414,960)	(4,446,249)			
<i>Increase(Decrease)</i>	(5,224,767)	672,496	2,654,590			
ADD						
Movement in Springhaven Bonds	0	0	1,050,000	1,050,000	0.00%	
Profit on the disposal of assets	0	0	0	Within Threshold	0.00%	
Loss on the disposal of assets	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	4,497,915	1,874,056	0	(1,874,056)	(100.00%)	▼
	4,499,915	1,874,056	1,050,000			
<i>Sub Total</i>	(724,852)	2,546,552	3,704,590			
INVESTING ACTIVITIES						
Land Held for Resale	(100,000)	(33,333)	0	33,333	(100.00%)	
Purchase Buildings	(1,174,696)	(169,696)	(121,107)	48,589	(28.63%)	
Purchase Plant and Equipment	0	0	(56,718)	(56,718)	0.00%	
Purchase Furniture and Equipment	(370,000)	(125,000)	(1,166)	123,834	(99.07%)	
Infrastructure Assets - Roads	(3,027,500)	(1,698,250)	(876,568)	821,682	(48.38%)	
Infrastructure Assets - Footpaths	(250,000)	0	0	Within Threshold	0.00%	
Infrastructure Assets - Drainage	0	0	0	Within Threshold	0.00%	
Infrastructure Assets - Parks & Ovals	(168,000)	(6,000)	(7,728)	Within Threshold	28.80%	
Infrastructure Assets - Other	(1,072,421)	(214,627)	(114,349)	100,278	(46.72%)	
Proceeds from Sale of Assets	0	0	10,909	10,909	0.00%	
Contributions for the Development of Assets	3,882,617	944,050	337,686	(606,364)	(64.23%)	▼
	(2,280,000)	(1,302,856)	(829,041)			
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal	(447,119)	(155,136)	(188,910)	(33,774)	21.77%	
Transfer from Reserves	0	0	0	Within Threshold	0.00%	
Transfer to Reserves	(37,569)	(334)	(450,000)	(449,666)	134736.85%	
	(484,688)	(155,470)	(638,910)			
Plus Rounding						
<i>Sub Total</i>	(3,489,540)	1,088,227	2,236,640			
FUNDING FROM						
Estimated Opening Surplus at 1 July	3,490,000	3,490,000	3,808,608	318,608	Within Threshold	
Closing Funds	0	0	0			
	3,490,000	3,490,000	3,808,608			
NET SURPLUS/(DEFICIT)	460	4,578,227	6,045,248			

SHIRE OF KOJONUP
SUMMARISED NET CURRENT POSITION
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	ACTUAL 30 JUNE 2023	ACTUAL YTD
Cash - Unrestricted	\$3,015,335	\$6,260,614
Cash - Restricted General	\$0	\$0
Cash - Restricted Reserves	\$3,003,938	\$3,453,938
Accounts Receivable - Rates	\$368,450	\$1,713,626
Accounts Receivable - Sundry	\$1,854,722	\$922,545
GST Receivable	(\$70,924)	\$23,195
Inventories	\$15,878	\$139,385
Land held for Resale	\$169,861	\$169,861
Loans - Clubs	\$0	\$0
CURRENT ASSETS	\$8,357,259	\$12,683,163
LESS: CURRENT LIABILITIES		
Payables	(\$451,202)	(\$653,001)
ATO Liabilities	(\$10,949)	(\$669,701)
Unspent Grant Liabilities	(\$913,845)	(\$1,692,559)
Employee Provisions	(\$786,161)	(\$786,161)
Accrued Interest on Loans	(\$25,851)	(\$25,851)
Interest Bearing Loans	(\$447,038)	(\$258,129)
Springhaven Accommodation Bonds	(\$1,945,000)	(\$2,995,000)
CURRENT LIABILITIES	(\$4,580,046)	(\$7,080,400)
LESS: EXCLUSIONS		
Cash - Restricted Reserves	(\$3,003,938)	(\$3,453,938)
Cash - Restricted Cash	\$0	\$0
Interest Bearing Loans	\$447,038	\$258,129
Self Supporting Loan Debtors	\$0	\$0
Less Land held for Resale	(\$169,861)	(\$169,861)
Less Provision for Doubtful Debts	\$1,142	\$1,142
Add back Cash backed LSL Provision		
Add Back Springhaven Bonds	\$1,945,000	\$2,995,000
Add Back Accrued Interest on Loans	\$25,851	\$25,851
Add: Current liabilities not expected to be cleared at end of year	\$786,161	\$786,161
Roundings	\$1	\$1
NET CURRENT POSITION - SURPLUS/(DEFICIT)	\$3,808,608	\$6,045,248

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

EXPLANATION OF MATERIAL VARIANCES

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

Defining a 'Material Variance'

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

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

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Revenue</u>						
Operating Grants	995,001	1,052,914	57,913	Within Threshold	PERMANENT/ TIMING	Increase general purpose grant \$19k and local road grant \$21k received. Decrease in ESL Brigade funding of \$36k, Decrease in BRPC grant of \$63k, Increase in Kindy Cafe grant \$6k, Increase in Springhaven personal care subsidy of \$219k, Increase in Rail trail grant \$4k, Increase in Dept of Education oval contribution of \$37k, Decrease in MRWA direct grant of \$204k, for reporting period.
Interest Earnings	38,351	56,453	18,102	47%	TIMING	Increase in interest on unpaid bonds \$26k, decrease in non-payment rates penalty interest \$3k, decrease in reserve interest \$6k, for reporting period.
Other Revenue	398,165	333,599	(64,565)	-16%	PERMANENT/ TIMING	Increase in Kodja Place retail sales \$27k, Decrease in Café trading income \$83k, Decrease in lease fees for KSC properties \$11k, for reporting period.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

EXPLANATION OF MATERIAL VARIANCES

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Expenses</u>						
Employee Costs	(2,182,529)	(2,550,940)	(368,411)	-17%	PERMANENT/ TIMING	Increase in operational employee costs due to increase in wages for Springhaven of \$134k, and higher percentage of outside workers time spent on operational road maintenance. Expenditure on capital works is expected to increase in the coming months.
Materials & Contracts	(1,527,634)	(1,120,687)	406,947	27%	TIMING	Decrease in election expenses \$12k, decrease in Subscription expenses \$11k, decrease in Integrated Planning expense \$12k, decrease in Telephone expense \$11k, decrease in software licensing fees \$57k, Increase in ICT support \$30k, decrease in website upgrade expenses \$15k, decrease in legal expenses \$19k, Increase in Brigade expenses \$52k, decrease in Springhaven contract labour \$125k, decrease in Springhaven operational expense \$11k, decrease in fuel & oil expenses \$82k, Increase in grading contract expenses \$23k, increase in Trees on rural roads contract expense \$39k, for reporting period.
Utilities	(159,298)	(143,206)	16,091	10%	TIMING	Increase in Springhaven utilities \$4k, Decrease in swimming pool utilities \$9k, decrease in Black Cockatoo Café utilities \$11k.
Depreciation on Assets	(1,874,056)	0	1,874,056	100%	TIMING	Depreciation unable to be raised until after annual audit is complete
Interest Expense	(37,084)	(51,198)	(14,114)	38%	TIMING	Interest for Housing loans and Recreation Loans, and land Development Loan paid in advance.
Insurances	(494,789)	(443,646)	51,144	10%	PERMANENT/ TIMING	Decrease in Bushfire insurance \$50k, for reporting period.

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EXPLANATION OF MATERIAL VARIANCES

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

Defining a 'Material Variance'

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

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

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Investing Activities</u>						
Buildings	(169,696)	(121,107)	48,589	-29%	PERMANENT/ TIMING	Increase in Old school roof project \$32k, Decrease in 34 Katanning Road project \$40k, Decrease in Springhaven Building expenses \$15k, Decrease in Loton Clouse Unit expenses \$10k, Kodja Place expenses lower \$18k.
Plant & Equipment	0	(56,718)	(56,718)	0%	TIMING	Mower purchase not included in budget as authorised expenditure.
Infrastructure - Roads	(1,698,250)	(876,568)	821,682	-48%	TIMING	Decrease in Balgarup Rd Seal \$150k, decrease in Hubbe Road \$18k, Decrease in Kojonup-Frankland Rd \$149k, Decrease in Kojonup-Darkan Rd reseal \$551k, Decrease in Broomehill Rd \$115k, Increase in Kojonup-Darkan Blackspot project expenses \$115k for reporting period.
Infrastructure - Parks & Ovals	(6,000)	(7,728)	Within Threshold	29%	PERMANENT/ TIMING	Increase in Sports Complex Playground and outdoor Gym expenses \$7k (no approved budget allocation).
Infrastructure - Others	(214,627)	(114,349)	100,278	-47%	TIMING	Decrease in Bushfire repeater tower project expenses of \$84k, decrease in Town furniture expenses of \$15k, increase in EV Charging Station project expenses \$6k, Decrease in Radio communication project expenses \$15k, for reporting period.
Proceeds from Sale of Assets	0	10,909	10,909	0%	PERMANENT	Mower trade-in not included in budget.
<u>Financing Activities</u>						
Transfer to Cash backed Reserves	(334)	(450,000)	(449,666)	134737%	TIMING	Deposits for new Springhaven residents not anticipated. Transferred to Bond Liability.

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PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Actuals	% of Annual Budget
Governance								
C137	ICT Plan Implementation		CEO	F&E	Renewal	360,000	1,166	0%
C191	Shire Administration Centre - Building Renewal/Improvement		CEO	L&B	Renewal	20,000	0	0%
						380,000	1,166	
Law Order & Public Safety								
C138	Bush Fire Repeater Tower	5.1.2	MRS	Infr.	New	350,000	98,922	28%
2885	CCTV Infrastructure		CEO	Infr.	New	267,000	0	0%
C440	Cat Pound		MRS	L&B	New	4,696	6,588	140%
						621,696	105,510	
Education & Welfare								
C441	Old School - Re-Roof		BMC	L&B	Renewal	100,000	32,007	32%
						100,000	32,007	
Housing								
C157	Staff - 15 Loton Close		CEO	L&B	New	60,000	131	0%
C140	Staff - 34 Katanning Road		MRS	L&B	Upgrade	120,000	80,109	67%
C147	Springhaven - Furniture	2.2.6	MACS	F&E	New	10,000	0	0%
C195	Springhaven - Building	2.2.14	MACS	L&B	Renewal	30,000	0	0%
C313	Jean Sullivan Units - Building Renewal		BMC	L&B	Upgrade	10,000	0	0%
C145	ILU's - Building Renewal		BMC	L&B	Renewal	10,000	0	0%
						240,000	80,240	
Community Amenities								
C310	Subdivision Construction	2.4.3	CEO	L4R	Upgrade	100,000	0	0%
C407	Refuse Site Development		MRS	Infr.	Upgrade	98,250	1,551	2%
C442	Men's Shed - Construction of New		MCCS	L&B	New	750,000	0	0%
C355	Town Furniture		MWS	Infr.	New	39,171	1,745	4%
						987,421	3,296	
Recreation & Culture								
C198	Historic Buildings - Capital Improvement		BMC	L&B	Renewal	30,000	0	0%
C199	Memorial Hall/Theatrical/Harrison Place		MRS	L&B	New	10,000	0	0%
C408	Harrison Place Toilets & Park	1.1.8	MWS	L&B	Upgrade	10,000	0	0%
C443	Showgrounds Retaining Wall		CEO	Infr.	New	6,000	6,000	100%
C274	Sporting Complex - Netball Court Resurface & Roof	1.2.10, 1.2.13	MCCS	Infr.	Renewal	88,000	0	0%
C411	Sporting Complex - Playground & Outdoor Gym	1.2.10	MCCS	Infr.	New	0	7,728	0%
C444	Sporting Complex - Hall of Fame Signage		MCCS	Infr.	New	8,000	0	0%
C357	Apex Park - Replace Equipment		SH	Infr.	Renewal	34,000	0	0%
C447	Contribution to Bowling Club New Green		MCCS	Infr.	Upgrade	0	0	0%
C448	Trails Hub Construction		MCCS	Infr.	New	40,000	0	0%
C412	Apex Park Drainage & Car Park & RV		MCCS	Infr.	Upgrade	0	0	0%
C413	Trails Construction		MCCS	Infr.	New	0	0	0%
						226,000	13,728	
Transport - Plant Purchases								
7604	Plant Major Purchases		MWS	P&E	New	0	56,718	0%
						0	56,718	

**SHIRE OF KOJONUP
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PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Actuals	% of Annual Budget
Transport - Infrastructure							
C417 Widening - Shamrock Road	1.1.5	MWS	Infr.	Upgrade	660,000	41,812	6%
C436 Widening - Shamrock Road (2021/2022 Project)	1.1.5	MWS	Infr.	Upgrade	0	12	0%
C319 Bitumen Reseal - Kojonup-Frankland Road	1.1.5	MWS	Infr.	Renewal	150,000	1,720	1%
C320 Bitumen Reseal - Kojonup Darkan Road	1.1.5	MWS	Infr.	Renewal	553,000	1,720	0%
C321 Bitumen Reseal - Broomehill-Kojonup Road	1.1.5	MWS	Infr.	Renewal	150,000	35,143	23%
C172 Seal - Riverdale Road	1.1.5	MWS	Infr.	Renewal	413,000	0	0%
CJ453 Seal - Balgarup Road RTR	1.1.5	MWS	Infr.	Renewal	150,000	0	0%
C463 Kojonup Darkan Shoulder Blackspot		MWS	Infr.	Upgrade	669,000	781,604	117%
C500 Tone Road - RTR		MWS	Infr.	Upgrade	100,000	0	0%
C501 Ballock Road - RTR		MWS	Infr.	Upgrade	70,000	0	0%
C502 Woodenup Road - RTR		MWS	Infr.	Upgrade	30,000	0	0%
C503 Boilup Road - RTR		MWS	Infr.	Upgrade	30,000	5,561	19%
C504 Hubbe Road - RTR		MWS	Infr.	Upgrade	52,500	8,998	17%
C174 Soldier Road - Footpath, Kerbing and Drainage		MWS	Infr.	Upgrade	250,000	0	0%
					3,277,500	876,568	
Economic Services							
C177 Kodja Place - Capital Renewal/Improvement	2.1.10	BMC	L&B	Renewal	20,000	2,273	11%
CJ457 EV Charger Parking Bay		MWS	Infr.	Upgrade	250,000	6,131	2%
C054 Promotional Signage at Airstrip	1.4.7	MCCS	Infr.	New	30,000	0	0%
					300,000	8,403	
Other Property & Services							
C458 Radios - Communication		MWS	Infr.	Renewal	30,000	0	0%
					30,000	0	
Total Capital Expenditure					6,162,617	1,177,636	19.1%

SUMMARIES:		
Land Held for Resale	100,000	0 0.0%
Land & Buildings	1,174,696	121,107 10.3%
Infrastructure	4,517,921	998,645 22.1%
Plant & Equipment	0	56,718 0.0%
Furn & Equipment	370,000	1,166 0.3%
	6,162,617	1,177,636 19.1%
Asset Renewal	2,138,000	74,027 3.5%
New Asset	1,574,867	177,832 11.3%
Upgrading Asset	2,449,750	925,776 37.8%
	6,162,617	1,177,636 19.1%
Chief Executive Officer	813,000	7,297 0.9%
Manager Corporate & Community Services	916,000	7,728 0.8%
Manager Works & Services	3,606,671	941,161 26.1%
Senior Horticulturalist	34,000	0 0.0%
Manager Regulatory Services	582,946	187,170 32.1%
Building Maintenance Coordinator	170,000	34,280 20.2%
Manager Aged Care Services	40,000	0 0.0%
	6,162,617	1,177,636 19.1%

SHIRE OF KOJONUP
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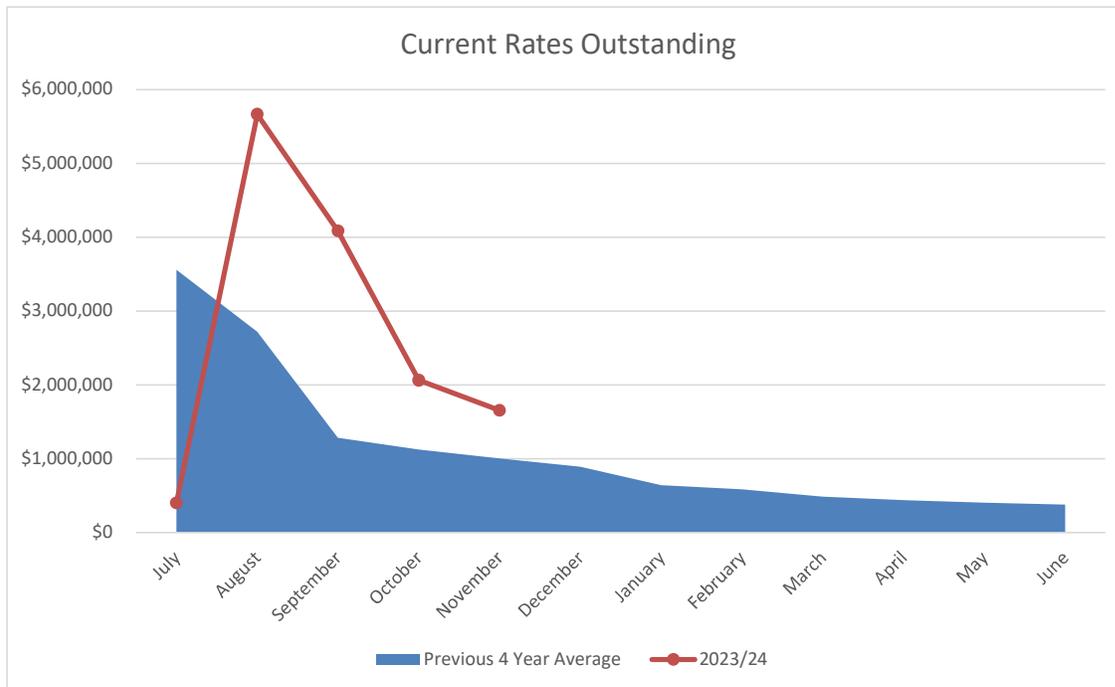
RESERVES - CASH BACKED	2024 Actual Opening Balance	2024 Actual Transfer to	2024 Actual Transfer (from)	2024 Actual Closing Balance	2024 Budget Opening Balance	2024 Budget Transfer to	2024 Budget Transfer (from)	2024 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Plant Replacement	251,346	0	0	251,346	252,079	2,611	0	254,690
Employee Leave	247,421	0	0	247,421	245,886	30,908	0	276,794
Springhaven Lodge (Bonds)	1,945,000	450,000	0	2,395,000	1,945,000	0	0	1,945,000
Low Income Housing	84,750	0	0	84,750	84,224	83	0	84,307
Sporting Facility	63,655	0	0	63,655	63,260	63	0	63,323
Landfill Waste Management	81,262	0	0	81,262	80,758	80	0	80,838
Kodja Place Tourist Precinct	17	0	0	17	17	0	0	17
Community Grant Scheme	9,894	0	0	9,894	9,832	10	0	9,842
Independent Living Units	160,569	0	0	160,569	159,573	158	0	159,731
Natural Resource Management	98,909	0	0	98,909	98,295	97	0	98,392
Swimming Pool	41,083	0	0	41,083	40,829	40	0	40,869
The Kodja Place Building Upgrade & Renewal	17,880	0	0	17,880	17,769	18	0	17,787
Sporting Complex Building Upgrade & Renewal	1,137	0	0	1,137	1,129	0	0	1,129
Netball Court Resurfacing	1,013	0	0	1,013	1,007	3,501	0	4,508
Trails Network Construction	2	0	0	2	2	0	0	2
	3,003,938	450,000	0	3,453,938	2,999,660	37,569	0	3,037,229

**SHIRE OF KOJONUP
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RATES & SUNDRY RECEIVABLES

Rates:

	1-Jul-23	Levy for 2023/24	Collectable	Received	Outstanding
Property Rates	\$ 206,954	\$ 4,893,624	\$ 5,100,578	\$ (3,776,044)	\$ 1,324,534
Rubbish Charges	\$ 37,874	\$ 284,560	\$ 322,434	\$ (240,667)	\$ 81,767
Emergency Services Levy	\$ 20,986	\$ 30,543	\$ 51,529	\$ -	\$ 51,529
Instalment fee & Interest	\$ -	\$ 16,539	\$ 16,539	\$ (16,539)	\$ -
Penalty & ESL Interest	\$ 100,282	\$ 5,831	\$ 106,113	\$ (3,397)	\$ 102,716
Excess Rates	\$ (60,914)	\$ -	\$ (60,914)	\$ 758	\$ (60,156)
Sub- Total	\$ 305,182	\$ 5,231,098	\$ 5,536,280	\$ (4,035,889)	\$ 1,500,390 29%
OTHER ITEMS					
Pensioner Rebates to claim	\$ 84,702	\$ -	\$ 84,702	\$ 68,368	\$ 153,071
	\$ 389,884				\$ 1,653,461
Pensioner Deferred Rates	\$ 110,473	\$ -	\$ 110,473	\$ -	\$ 110,473
Total Outstanding	\$ 415,655	\$ 5,231,098	\$ 5,646,753	\$ (4,035,889)	\$ 1,610,863



Sundry Debtors:

	30-Jun-23		30/11/23		Movement This FY
Credit Balance	\$ (6,180)		\$ (37,734)		\$ 31,554
Current	\$ 125,937		\$ 1,514		\$ 124,423
30 - 60 days	\$ 469,099	65%	\$ 493,459	53%	\$ (24,360)
60 - 90 days	\$ 5,339	1%	\$ 56,191	6%	\$ (50,852)
Greater than 90 days	\$ 126,515	18%	\$ 411,687	45%	\$ (285,172)
	\$ 720,710		\$ 925,118		

**SHIRE OF KOJONUP
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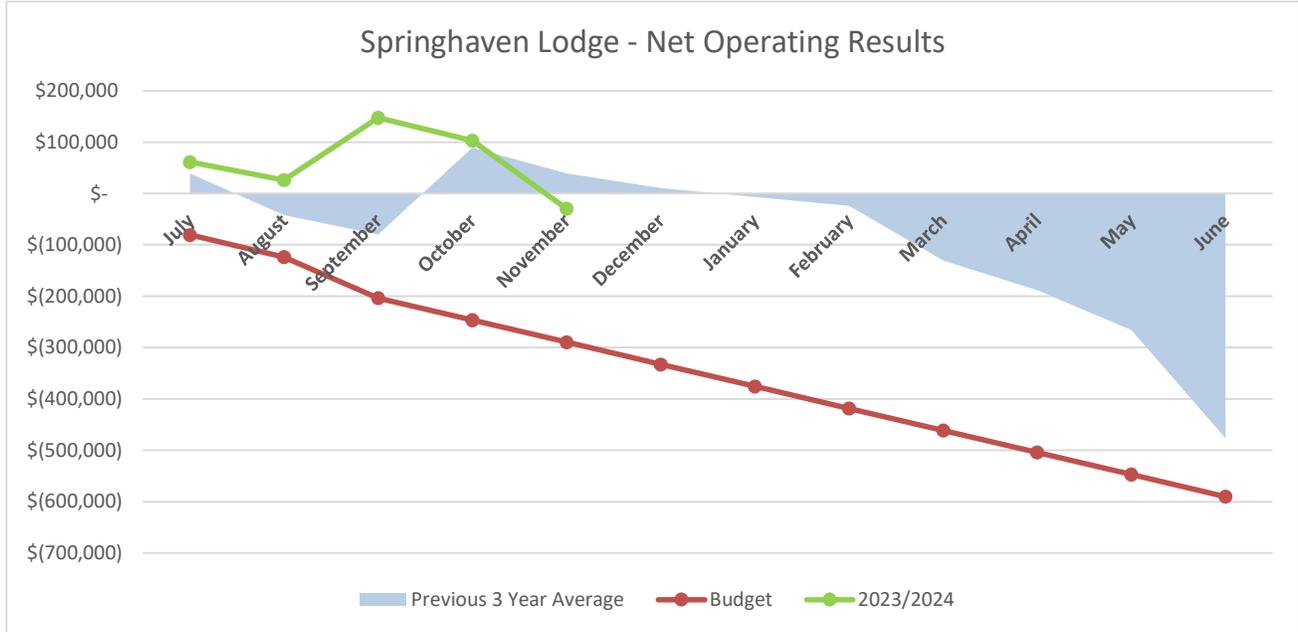
LOAN REPAYMENTS	Loan Number	2024 Actual	2024 New	2024 New	2024 Actual	2024 Actual	2024 Budget	2024 Budget	2024 Budget	2024 Budget	2024 Budget
		Principal 1 July 2023	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding	Principal 1 July 2023	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding
		\$		\$	\$	\$	\$	\$	\$	\$	
Law, order, public safety											
Communications Tower	150	400,000	0	0	0	400,000	400,000	0	(16,042)	(9,038)	383,958
Health											
Medical Centre Donation	137	114,972	0	(4,331)	(995)	110,641	114,972	0	(8,700)	(1,952)	106,272
Housing											
Bagg Street Unit	135	58,596	0	0	0	58,596	53,802	0	(10,115)	(1,575)	43,687
Aged Units - GSHI	139	20,369	0	(5,048)	(119)	15,321	20,369	0	(10,125)	(209)	10,244
Staff Housing - GSHI	140	796,591	0	(30,008)	(6,891)	766,583	796,591	0	(60,276)	(13,521)	736,315
GROH Housing - GSHI	138	823,080	0	(56,089)	(5,926)	766,991	823,079	0	(112,583)	(11,449)	710,496
Staff Housing - GSHI	144	44,406	0	(5,372)	(415)	39,034	44,406	0	(10,793)	(780)	33,613
GROH Housing - GSHI	145	44,406	0	(5,372)	(415)	39,034	44,406	0	(10,793)	(780)	33,613
Staff Housing Renovations	148	285,524	0	0	0	285,524	285,524	0	(15,049)	(12,643)	270,475
Recreation and culture											
Sports Complex	134	206,978	0	0	0	206,978	198,705	0	(18,020)	(9,800)	180,685
Sports Complex Wall	136	62,358	0	(4,918)	(620)	57,440	62,359	0	(9,885)	(1,192)	52,474
Netball Courts & Roof	143	1,337,732	0	(26,699)	(19,246)	1,311,032	1,337,732	0	(53,783)	(38,108)	1,283,949
Oval Lighting	142	206,908	0	(12,242)	(1,502)	194,666	206,908	0	(24,573)	(2,915)	182,335
Harrison PI Toilets & Park	146	366,615	0	(17,184)	(7,181)	349,431	366,615	0	(34,706)	(14,025)	331,909
Harrison PI Toilets & Park	149	200,000	0	0	0	200,000	200,000	0	(8,021)	(4,519)	191,979
Transport											
Airstrip Lighting	141	126,939	0	(5,060)	(957)	121,879	126,578	0	(10,157)	(1,875)	116,421
Economic services											
Land Development	147	353,855	0	(16,586)	(6,931)	337,269	353,855	0	(33,498)	(13,537)	320,357
		5,449,329	0	(188,910)	(51,198)	5,260,419	5,435,901	0	(447,119)	(137,918)	4,988,782

**SHIRE OF KOJONUP
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MAJOR BUSINESS UNITS

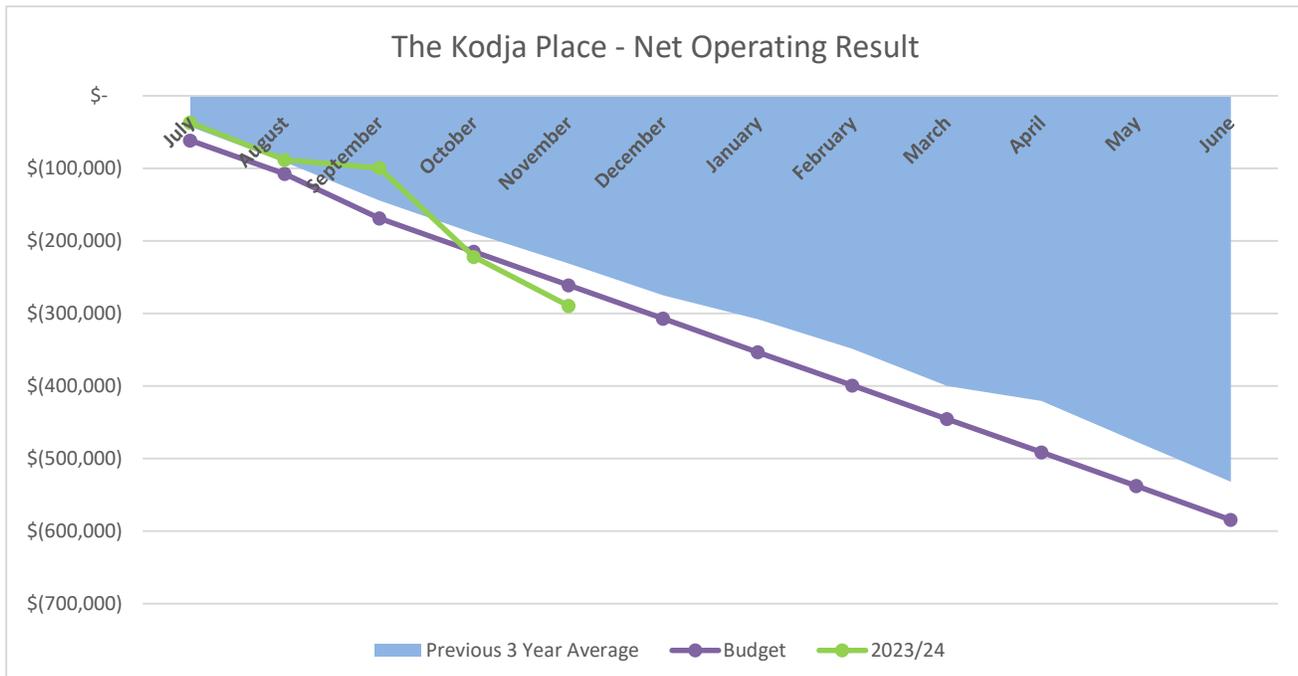
Springhaven Lodge

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



The Kodja Place Precinct

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

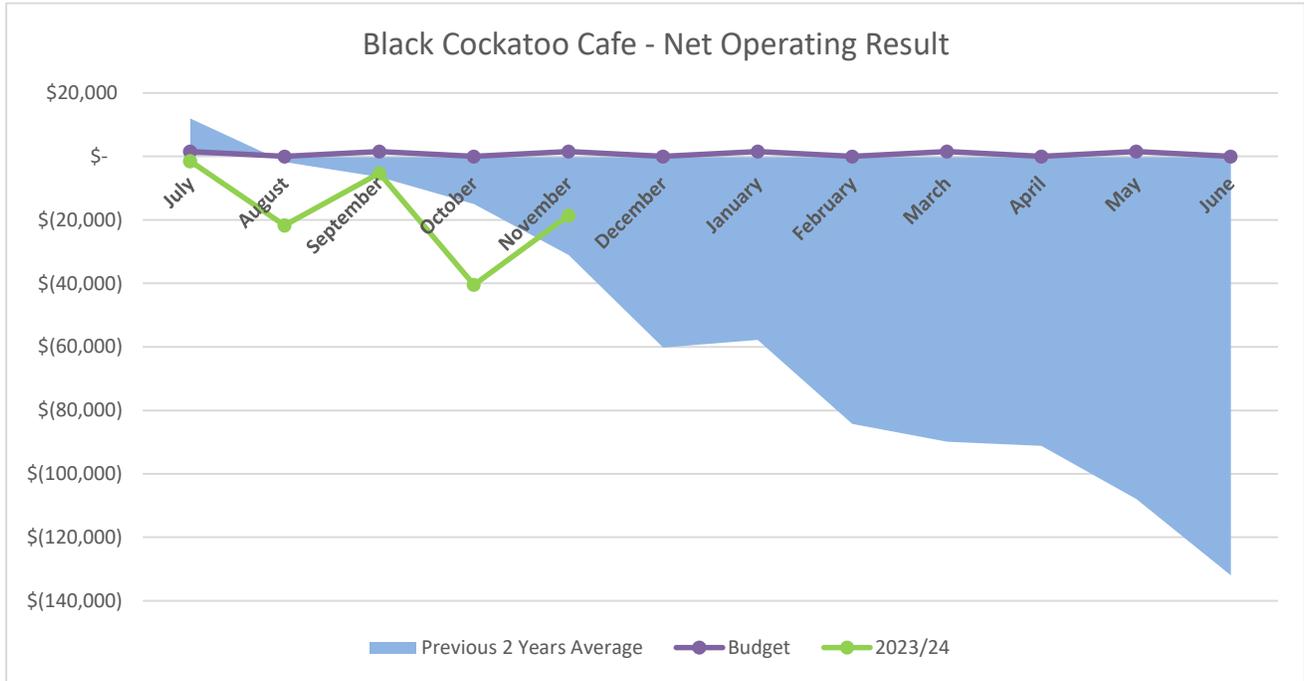


**SHIRE OF KOJONUP
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MAJOR BUSINESS UNITS

Black Cockatoo Café

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



SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET		
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense	
		Proceeds Sale of Assets					
9605	Proceeds Sale of Assets -	\$0	(\$10,909)	0%	\$0	\$0	
	Sub Total - PROCEEDS/REALISATION ON SALE OF ASSET	\$0	(\$10,909)		\$0	\$0	
		Written Down Value					
New	00000 Written Down Value-	\$0	\$0		\$0	\$0	
	Sub Total - WDV ON SALE OF ASSET	\$0	\$0		\$0	\$0	
	Total - GAIN/LOSS ON DISPOSAL OF ASSET	\$0	(\$10,909)		\$0	\$0	
	Total - OPERATING STATEMENT	\$0	(\$10,909)		\$0	\$0	

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
GENERAL PURPOSE FUNDING - RATES						
OPERATING EXPENDITURE						
1104	Rates Incentive Prize	\$1,200	\$0	0%	\$0	\$5,000
1112	Admin Allocated to Rates (Cash)	\$24,782	\$6,623	11%	\$0	\$59,479
1122	Admin Allocated to Rates (Non-Cash)	\$1,330	\$0	0%	\$0	\$3,192
1132	Rating Salaries	\$16,666	\$34,807	87%	\$0	\$40,000
1162	Superannuation	\$2,500	\$4,149	69%	\$0	\$6,000
1182	Rates Printing/postage	\$2,940	\$971	32%	\$0	\$3,000
1192	Valuation Expenses	\$480	\$2,739	3%	\$0	\$81,000
1202	Title Searches	\$245	\$0	0%	\$0	\$500
1222	Insurance - Emp Costs (Rates)	\$1,418	\$1,493	105%	\$0	\$1,418
1262	Legal Costs Incurred - Rates	\$400	\$0	0%	\$0	\$2,000
Sub Total - GENERAL RATES OP/EXP		\$51,961	\$50,781		\$0	\$201,589
OPERATING INCOME						
1003	General Rates Levied	(\$4,890,022)	(\$4,893,624)	100%	(\$4,890,022)	\$0
1023	Interim Rates	(\$300)	\$0	0%	(\$300)	\$0
1053	Back Rates	(\$100)	\$0	0%	(\$100)	\$0
1013	Ex-Gratia Rates	(\$2,219)	(\$2,046)	92%	(\$2,219)	\$0
1043	Non Payment Penalty Interest	(\$9,660)	(\$5,831)	25%	(\$23,000)	\$0
1073	Instalment Administration Charge	(\$3,500)	(\$4,212)	120%	(\$3,500)	\$0
1063	Instalment Interest Charge	(\$10,000)	(\$12,327)	123%	(\$10,000)	\$0
1273	ESL Levy Admin Fee	(\$4,000)	\$0	0%	(\$4,000)	\$0
1092	Rates Written Off/Refunded	\$95	\$125	125%	\$100	\$0
1283	Settlement & Search Charges	(\$1,575)	(\$2,105)	60%	(\$3,500)	\$0
1263	Legal Expenses - Recovered	(\$400)	\$0	0%	(\$2,000)	\$0
Sub Total - GENERAL RATES OP/INC		(\$4,921,681)	(\$4,920,021)		(\$4,938,541)	\$0
Total - GENERAL RATES		(\$4,869,720)	(\$4,869,240)		(\$4,938,541)	\$201,589

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
OTHER GENERAL PURPOSE FUNDING						
OPERATING EXPENDITURE						
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP					\$0	\$0
OPERATING INCOME						
1333	Financial Assistance Grant	\$0	(\$19,312)	0%	\$0	\$0
1343	Grants Commission Local Roads Grant	\$0	(\$21,326)	0%	\$0	\$0
1373	Interest Received - Municipal	(\$208)	\$0	0%	(\$500)	\$0
1393	Interest Received - Reserves	(\$6,400)	\$0	0%	(\$20,000)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC					(\$20,500)	\$0
Total - OTHER GENERAL PURPOSE FUNDING					(\$20,500)	\$0
Total - GENERAL PURPOSE FUNDING					(\$4,959,041)	\$201,589

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
GOVERNANCE - MEMBERS OF COUNCIL						
OPERATING EXPENDITURE						
002D	Depreciation	\$3,833	\$0	0%	\$0	\$9,200
1502	Meeting Attendance Fees	\$26,750	\$34,377	32%	\$0	\$107,000
1508	Members Travelling	\$231	\$70	10%	\$0	\$700
1512	Conferences & Training Expenses	\$15,250	\$3,789	24%	\$0	\$15,500
1522	Members Communications Allowance	\$6,000	\$7,671	32%	\$0	\$24,000
1532	Election Expenses	\$16,000	\$0	0%	\$0	\$30,000
1542	Presidents/Dep Allowances	\$9,500	\$11,276	30%	\$0	\$38,000
1562	Refreshments & Functions (Councillors)	\$4,140	\$1,903	21%	\$0	\$9,000
1572	Refreshments & Functions Staff	\$720	\$494	8%	\$0	\$6,000
1592	Members Insurance	\$10,278	\$10,277	100%	\$0	\$10,278
1602	Subscriptions	\$13,365	\$37,164	248%	\$0	\$15,000
1612	Misc Expenses - Members	\$462	\$192	27%	\$0	\$700
1624	Integrated Planning Expenses	\$12,500	\$0	0%	\$0	\$30,000
1632	Vehicle Operating Expenses	\$2,700	\$640	21%	\$0	\$3,000
1642	Advertising	\$0	\$0	0%	\$0	\$0
1662	Audit Fees	\$1,640	\$3,495	9%	\$0	\$41,000
1702	Administration Allocation (Cash)	\$206,520	\$132,452	27%	\$0	\$495,667
1712	Administration Allocation (Non-Cash)	\$6,650	\$0	0%	\$0	\$15,960
1772	Doubtful Debt Expenses	\$0	\$0	0%	\$0	\$2,000
1792	Legal Costs	\$1,530	\$0	0%	\$0	\$3,000
2075	VROC - Shared Services	\$2,000	\$0	0%	\$0	\$2,000
2078	VROC - Projects	\$2,000	\$0	0%	\$0	\$2,000
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$342,068	\$243,802		\$0	\$860,005
OPERATING INCOME						
1725	Donations/Contributions		\$0	0%	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	\$0		\$0	\$0
Total - MEMBERS OF COUNCIL		\$342,068	\$243,802		\$0	\$860,005

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
GOVERNANCE - GENERAL						
OPERATING EXPENDITURE						
003D	Depreciation (Sch 4)	\$33,249	\$0	0%	\$0	\$79,800
1852	Salaries - Admin	\$436,788	\$376,858	36%	\$0	\$1,048,333
1882	Admin Superannuation	\$53,422	\$58,733	46%	\$0	\$128,218
1892	Staff Insurances	\$32,686	\$34,477	105%	\$0	\$32,686
1902	FBT Admin Staff	\$8,670	\$3,721	22%	\$0	\$17,000
1912	Conference & Training	\$16,965	\$11,010	25%	\$0	\$43,500
1921	Staff Housing Subsidy	\$14,583	\$0	0%	\$0	\$35,000
1922	Advertising	\$2,700	\$1,261	13%	\$0	\$10,000
1931	Occupational Risk Co-Ordinator Costs	\$6,396	\$0	0%	\$0	\$15,350
1932	Occ Health & Safety	\$83	\$162	3%	\$0	\$6,434
1942	Staff Uniforms	\$3,040	\$1,650	41%	\$0	\$4,000
1952	Admin Staff Costs	\$9,150	\$7,865	44%	\$0	\$18,000
1957	Office Building Maintenance	\$4,402	\$4,381	44%	\$0	\$10,000
1958	Office - Cleaning & Assoc	\$16,824	\$27,907	70%	\$0	\$39,749
1959	Office - Utility Charges	\$6,077	\$4,857	35%	\$0	\$13,845
1962	Office Gardens & Surrounds-Mtce	\$7,891	\$2,722	16%	\$0	\$17,540
1972	Admin Printing & Stationery	\$13,188	\$10,624	35%	\$0	\$30,710
1982	Telephone & Internet	\$11,363	\$9,293	34%	\$0	\$27,715
2002	Office Equip Maint	\$417	\$0	0%	\$0	\$1,000
2004	Office - Insurance.	\$38,259	\$37,678	98%	\$0	\$38,259
2006	Donations CEO discretion	\$1,000	\$0	0%	\$0	\$2,000
2008	Donations - Council	\$0	\$50	3%	\$0	\$2,000
2012	Non Capital Purchases	\$417	\$219	4%	\$0	\$5,000
2022	Bank Charges	\$8,722	\$4,837	27%	\$0	\$17,800
2032	Postage & Freight	\$3,180	\$2,248	37%	\$0	\$6,000
2042	ICT Computer Support	\$37,199	\$64,679	58%	\$0	\$112,450
1992	ICT Software Licensing Fees	\$62,098	\$4,450	4%	\$0	\$126,235
2043	ICT Website Subscription & Upgrade	\$15,438	\$160	1%	\$0	\$16,055
2044	ICT Hardware Purchases (<\$5,000)	\$0	\$23	0%	\$0	\$0
2052	Admin Vehicle Expenses	\$6,041	\$6,489	45%	\$0	\$14,500
2062	Admin Legal Expenses	\$22,916	\$2,948	5%	\$0	\$55,000
2274	HR/IR Consultants	\$6,250	\$0	0%	\$0	\$15,000
2277	Finance Consultants	\$24,560	\$27,684	55%	\$0	\$50,000
2275	Records Management	\$2,158	\$2,000	39%	\$0	\$5,180
2278	Security Monitoring	\$250	\$360	34%	\$0	\$1,050

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
2287	Fair Value Revaluations	\$0	\$0	0%	\$0	\$15,000
2092	Mis Expense - Admin	\$850	\$1,034	51%	\$0	\$2,040
2102	Admin - Novated Lease Expenses	\$9,235	\$6,160	28%	\$0	\$22,164
2172	Less Admin Non Cash Realloc	(\$33,249)	\$0	0%	\$0	(\$79,800)
2182	Less Admin Cash Exp Realloc	(\$826,071)	(\$662,262)	33%	\$0	(\$1,982,649)
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$57,145	\$54,279		\$0	\$22,164
OPERATING INCOME						
2053	Sundry Misc Income - Admin	(\$42)	(\$595)	595%	(\$100)	\$0
2083	Police Licensing Commissions	(\$15,050)	(\$16,841)	48%	(\$35,000)	\$0
2113	Admin - Novated Lease Contributions	(\$2,800)	(\$6,776)		(\$6,720)	\$0
2143	Photocopying Fees	(\$8)	\$0	0%	(\$20)	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		(\$17,900)	(\$24,211)		(\$41,840)	\$0
Total - GOVERNANCE - GENERAL		\$39,245	\$30,068		(\$41,840)	\$22,164
Total - GOVERNANCE		\$381,314	\$273,869		(\$41,840)	\$882,169

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
LAW ORDER & PUBLIC SAFETY						
FIRE PREVENTION						
OPERATING EXPENDITURE						
2272	Emergency Operating Expenses	\$2,500	\$0	0%	\$0	\$6,000
2271	Emergency Operations Room - Storage	\$0	\$0	0%	\$0	\$0
2281	Community Emergency Services Manager	\$5,000	\$0	0%	\$0	\$20,000
2292	Fire Hazard Reduction	\$7,989	\$8,455	44%	\$0	\$19,175
2302	Ground & Aerial Inspections	\$0	\$0	0%	\$0	\$4,300
2322	Administration Costs	\$3,942	\$3,177	59%	\$0	\$5,400
2342	Fire Fighting - Shire Resources	\$2,017	\$661	17%	\$0	\$4,000
2372	Brigade Expenses	\$65,689	\$65,726	81%	\$0	\$81,151
2374	BRPC - Other Employment Cost	\$4,399	\$1,919		\$0	\$10,557
2284	BRPC - Salaries	\$46,354	\$41,009		\$0	\$111,255
2294	BRPC - Superannuation	\$5,031	\$5,139		\$0	\$12,075
2382	Administration Allocated - Cash	\$24,782	\$19,868	33%	\$0	\$59,479
2442	Administration Allocated - Non-Cash	\$332	\$0	0%	\$0	\$798
2443	Interest on Loan - Bushfire	\$0	\$0		\$0	\$9,038
004D	Buildings Depreciation	\$17,187	\$0	0%	\$0	\$41,250
Sub Total - FIRE PREVENTION OP/EXP		\$185,222	\$145,954		\$0	\$384,478
OPERATING INCOME						
2363	Fines & Penalties	(\$625)	(\$763)	51%	(\$1,500)	\$0
2383	Sale of Fire Maps	(\$187)	(\$18)	4%	(\$450)	\$0
2393	Sundry Misc income - Fire	(\$1,333)	(\$32)	1%	(\$3,200)	\$0
2373	ESL Levy Funding	(\$36,500)	\$0	0%	(\$73,000)	\$0
2463	BRMC - Grant Income	(\$62,560)	\$0		(\$78,200)	\$0
Sub Total - FIRE PREVENTION OP/INC		(\$101,206)	(\$813)		(\$156,350)	\$0
Total - FIRE PREVENTION		\$84,016	\$145,141		(\$156,350)	\$384,478

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
ANIMAL CONTROL						
OPERATING EXPENDITURE						
2492	Salaries	\$13,136	\$12,180	39%	\$0	\$31,528
2522	Superannuation	\$1,426	\$1,571	46%	\$0	\$3,422
2532	Other Employment Costs	\$3,334	\$2,985	74%	\$0	\$4,031
2542	Conference & Training	\$625	\$0	0%	\$0	\$1,500
2552	Ranger Vehicle	\$5,000	\$2,261	19%	\$0	\$12,000
2553	FBT Expenses	\$2,583	\$1,489	24%	\$0	\$6,200
2562	Dog Control Expenses	\$887	\$1,130	53%	\$0	\$2,130
2572	Dog Pound Expenses	\$1,083	\$48	2%	\$0	\$2,600
2582	Other Animal Control	\$208	\$0	0%	\$0	\$500
2583	Cat Control Expenses	\$275	\$20	3%	\$0	\$660
2584	Cat Pound Expenses	\$250	\$0		\$0	\$600
2602	Administration Allocated - Cash	\$24,782	\$6,623	11%	\$0	\$59,479
2612	Administration Allocated - Non-Cash	\$332	\$0	0%	\$0	\$798
005D	Depreciation Buildings - Animal Control	\$187	\$0	0%	\$0	\$450
Sub Total - ANIMAL CONTROL OP/EXP		\$54,110	\$28,307		\$0	\$125,898
OPERATING INCOME						
2613	Cat Pound Grant	\$0	(\$4,696)	100%	(\$4,696)	\$0
2633	Ranger Income	(\$10,125)	(\$7,503)	31%	(\$24,300)	\$0
2653	Fines & Penalties - Dog Act	(\$250)	(\$29)	5%	(\$600)	\$0
2654	Fines & Penalties - Cat Act	(\$250)	(\$225)		(\$600)	\$0
2663	Impounding Fees - Dogs	(\$625)	(\$190)	13%	(\$1,500)	\$0
2664	Impounding Fees - Cats	(\$83)	\$0		(\$200)	\$0
2673	Dog Registrations	(\$1,458)	(\$1,648)	47%	(\$3,500)	\$0
2674	Cat Registrations	(\$208)	(\$536)	107%	(\$500)	\$0
Sub Total - ANIMAL CONTROL OP/INC		(\$12,999)	(\$14,827)		(\$35,896)	\$0
Total - ANIMAL CONTROL		\$41,110	\$13,481		(\$35,896)	\$125,898

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
OTHER LAW ORDER & PUBLIC SAFETY						
OPERATING EXPENDITURE						
2832	Vehicle Impounding	\$583	\$17	1%	\$0	\$1,400
2752	Salaries	\$0	\$2	0%	\$0	\$0
2862	Local Law review	\$2,500	\$2,160	36%	\$0	\$6,000
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP		\$3,083	\$2,178		\$0	\$7,400
OPERATING INCOME						
2863	Income - Misc Other Law & Order	\$0	\$0	0%	\$0	\$0
2823	Non-Operating Grant income	\$0	\$0	0%	(\$267,000)	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC		\$0	\$0		(\$267,000)	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY		\$3,083	\$2,178		(\$267,000)	\$7,400
Total - LAW ORDER & PUBLIC SAFETY		\$128,210	\$160,800		(\$459,246)	\$517,776

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
HEALTH						
HEALTH ADMINISTRATION & INSPECTION						
OPERATING EXPENDITURE						
3102	Health Salaries	\$42,990	\$55,341	54%	\$0	\$103,180
3132	Superannuation	\$6,787	\$12,319	76%	\$0	\$16,289
3142	Fringe Benefits Tax	\$3,750	\$3,721	41%	\$0	\$9,000
3152	Conferences & Training	\$1,458	\$0	0%	\$0	\$3,500
3162	Health - Other Employment Costs	\$2,947	\$1,923	38%	\$0	\$5,088
3164	Health - Contractors	\$833	\$0	0%	\$0	\$2,000
3212	Admin Allocation to HIA - Cash	\$24,782	\$6,623	11%	\$0	\$59,479
3242	Analytical Expenses	\$833	\$463	23%	\$0	\$2,000
3252	Administration Allocated - Non-cash	\$499	\$0	0%	\$0	\$1,197
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP		\$84,879	\$80,390		\$0	\$201,733
OPERATING INCOME						
3223	Health Act fees, Licences	(\$500)	(\$2,202)	184%	(\$1,200)	\$0
3233	Septic Tank Inspection Fees	(\$83)	(\$338)	169%	(\$200)	\$0
3253	Health Other income	(\$417)	\$0	0%	(\$1,000)	\$0
3283	Health Consultancy Income - Resource Sharing	(\$917)	\$0	0%	(\$2,200)	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC		(\$1,917)	(\$2,540)		(\$4,600)	\$0
Total - HEALTH ADMIN & INSPECTION		\$82,963	\$77,850		(\$4,600)	\$201,733

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	OTHER HEALTH					
	OPERATING EXPENDITURE					
3362	Doctor's Surgery Maint	\$280	\$710	106%	\$0	\$672
3361	Interest Paid on Loans	\$994	\$995	51%	\$0	\$1,952
3368	Loan Guarantee Fee	\$519	\$0	0%	\$0	\$865
009D	Depreciation Buildings	\$8,360	\$0	0%	\$0	\$20,065
	Sub Total - OTHER HEALTH OP/EXP	\$10,153	\$1,705		\$0	\$23,554
	OPERATING INCOME					
	Sub Total - OTHER HEALTH OP/INC	\$0	\$0		\$0	\$0
	Total - OTHER HEALTH	\$10,153	\$1,705		\$0	\$23,554
	Total - HEALTH	\$93,116	\$79,554		(\$4,600)	\$225,287

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
EDUCATION & WELFARE						
EDUCATION						
OPERATING EXPENDITURE						
3455	Play in the Park	\$1,042	\$86	3%	\$0	\$2,500
3452	Smart Start Expenses	\$83	\$0	0%	\$0	\$200
Sub Total - EDUCATION OP/EXP		\$1,125	\$86		\$0	\$2,700
OPERATING INCOME						
Sub Total-EDUCATION OP/INC		\$0	\$0		\$0	\$0
Total - EDUCATION		\$1,125	\$86		\$0	\$2,700
PRE-SCHOOL/OTHER EDUCATION						
OPERATING EXPENDITURE						
3462	Child Care Centre - Building Maint	\$3,739	\$3,465	67%	\$0	\$5,185
3464	Child Care Centre - Grounds Maint	\$417	\$0	0%	\$0	\$1,000
3477	Kindy Café	\$6,250	\$6,868	46%	\$0	\$15,000
3472	Playgroup/Toy Library - Building Maint	\$3,146	\$2,422	45%	\$0	\$5,349
3470	Playgroup/Toy Library - Minor Expenses	\$0	\$0	0%	\$0	\$0
3474	Playgroup/Toy Library - Grounds Maint	\$1,580	\$601	16%	\$0	\$3,793
006D	DEPRECIATION (SCH 8)	\$8,829	\$0	0%	\$0	\$21,190
Sub Total - OTHER EDUCATION OP/EXP		\$23,961	\$13,356		\$0	\$51,517
OPERATING INCOME						
3463	Occasional Care Rent	(\$1,146)	(\$834)	30%	(\$2,750)	\$0
3465	Grant - Kindy Café	\$0	(\$6,186)	0%	\$0	\$0
3483	LR&CIP Grant - Old School Roof	\$0	\$0	0%	(\$100,000)	\$0
Sub Total - OTHER EDUCATION OP/INC		(\$1,146)	(\$7,020)		(\$102,750)	\$0
Total - OTHER EDUCATION		\$22,815	\$6,336		(\$102,750)	\$51,517

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	WELFARE					
	OPERATING EXPENDITURE					
010D	DEPRECIATION (SCH 8)	\$0	\$0	0%	\$0	\$0
	Sub Total - WELFARE OP/EXP	\$0	\$0		\$0	\$0
	OPERATING INCOME					
	Sub Total - WELFARE OP/INC	\$0	\$0		\$0	\$0
	Total - WELFARE	\$0	\$0		\$0	\$0
	Total - EDUCATION & WELFARE	\$23,940	\$6,422		(\$102,750)	\$54,217

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
HOUSING						
SPRING HAVEN HOUSING						
3752	Spring Haven Salaries	\$735,218	\$745,957	42%	\$0	\$1,764,594
3742	Spring Haven - FBT Expenses	\$2,479	\$20,285	341%	\$0	\$5,950
3772	Spring Haven Superannuation	\$67,942	\$71,867	44%	\$0	\$163,068
3782	Conferences & Training	\$7,500	\$1,655	9%	\$0	\$18,000
3792	Uniforms & Protective Clothing	\$2,083	\$2,313	46%	\$0	\$5,000
3802	Recruitment Expenses	\$8,333	\$308	2%	\$0	\$20,000
3821	Spring H - Staff Housing Subsidy	\$5,000	\$59	0%	\$0	\$12,000
3822	Vehicle Expenses	\$2,917	\$2,705	39%	\$0	\$7,000
3842	Spring Haven Telephone	\$5,000	\$3,765	31%	\$0	\$12,000
3862	Subscriptions	\$4,412	\$4,947	47%	\$0	\$10,590
3872	Postage & Freight	\$521	\$2,594	207%	\$0	\$1,250
3882	Minor Office Expenses/Stationery	\$521	\$1,194	95%	\$0	\$1,250
3892	Office Equipment Maintenance	\$833	\$0	0%	\$0	\$2,000
3893	Software Operating	\$5,096	\$1,188	10%	\$0	\$12,230
3902	Spring Haven Building Operating Expenses	\$14,477	\$9,133	26%	\$0	\$34,745
3903	Spring Haven Building Maint (Unforseen)	\$3,170	\$14,640	192%	\$0	\$7,608
3904	Spring Haven Grounds Maint	\$7,754	\$8,694	47%	\$0	\$18,610
3906	Springhaven Building Non Cap	\$0	\$0	0%	\$0	\$0
3908	Spring H - Security	\$1,458	\$1,835	52%	\$0	\$3,500
3912	Medical/Pharmaceutical Services	\$19,166	\$25,441	55%	\$0	\$46,000
3913	Allied Health	\$12,958	\$22,805	73%	\$0	\$31,100
3914	Utilities	\$19,753	\$23,264	49%	\$0	\$47,410
3812	Spring H - Workers Comp/Journey Ins	\$39,611	\$41,790	106%	\$0	\$39,611
3916	Insurance	\$27,028	\$24,396	90%	\$0	\$27,028
3922	Cleaning & Laundry	\$4,291	\$2,263	22%	\$0	\$10,300
3932	Non-Capital Equipment Expenses	\$3,958	\$6,606	70%	\$0	\$9,500
3942	Meals & Refreshments	\$43,748	\$49,092	47%	\$0	\$105,000
3952	Residents Activities	\$875	\$371	18%	\$0	\$2,100
3962	Public Liability Insurance	\$8,184	\$8,184	100%	\$0	\$8,184
3974	Spring Haven Aged Care Consultants	\$2,500	\$960	16%	\$0	\$6,000
3918	Spring H - Consultants	\$8,333	\$960	5%	\$0	\$20,000
3928	Spring H - COVID-19 Additional Costs	\$0	\$4,886	0%	\$0	\$0
3982	Administration Allocated Non-Cash	\$1,662	\$0	0%	\$0	\$3,990

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
3992	Administration Allocated - Cash	\$41,303	\$99,339	100%	\$0	\$99,132
012D	Spring Haven Depreciation	\$64,372	\$0	0%	\$0	\$154,500
013D	Spring Haven Depreciation	\$6,458	\$0	0%	\$0	\$15,500
Sub Total - SPRING HAVEN HOUSING OP/EXP		\$1,178,915	\$1,203,493		\$0	\$2,724,750
OPERATING INCOME						
4003	Spring Haven Resident Rent	(\$208,325)	(\$249,379)	50%	(\$500,000)	\$0
4013	Spring Haven - Personal Care Grant Subsidy	(\$666,640)	(\$886,410)	55%	(\$1,600,000)	\$0
1395	INTEREST ON UNPAID BONDS	(\$12,083)	(\$38,295)	132%	(\$29,000)	\$0
4143	Miscellaneous Income	(\$1,042)	\$0	0%	(\$2,500)	\$0
4023	Spring Haven Donations	(\$1,250)	\$0	0%	(\$3,000)	\$0
4303	Spring H - Grant - Security	\$0	\$0	0%	\$0	\$0
Sub Total - SPRING HAVEN HOUSING OP/INC		(\$889,339)	(\$1,174,084)		(\$2,134,500)	\$0
Total - SPRING HAVEN HOUSING		\$289,576	\$29,409		(\$2,134,500)	\$2,724,750

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	STAFF HOUSING					
	OPERATING EXPENDITURE					
3768	Staff Housing Building Maintenance	\$6,062	\$21,916	151%	\$0	\$14,550
3769	Staff Housing - Operating Expenses	\$13,236	\$19,206	62%	\$0	\$30,857
3764	Staff Housing - Ground Maint. Various	\$2,803	\$9,288	138%	\$0	\$6,728
3774	Loss on Sale of Asset (Housing)	\$0	\$0	0%	\$0	\$0
3770	Loan Guarantee Fee L135 & L140	\$5,091	\$0	0%	\$0	\$8,485
3771	Staff Housing Loan Interest	\$6,890	\$6,891	25%	\$0	\$27,739
011D	Housing Depreciation	\$39,798	\$0	0%	\$0	\$95,520
	Sub Total - STAFF HOUSING OP/EXP	\$73,881	\$57,300		\$0	\$183,879
	OPERATING INCOME					
3703	Residential Rent - Staff	(\$43,748)	(\$23,011)	22%	(\$105,000)	\$0
3705	BBRF Grant - Key Workers	\$0	\$0	0%	\$0	\$0
016P	Profit on Sale of Asset	\$0	\$0	0%	\$0	\$0
	Sub Total - STAFF HOUSING OP/INC	(\$43,748)	(\$23,011)		(\$105,000)	\$0
	Total - STAFF HOUSING	\$30,132	\$34,289		(\$105,000)	\$183,879

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
HOUSING OTHER						
OPERATING EXPENDITURE						
4062	Loton Close ILU's Building Maint	\$5,700	\$8,767	69%	\$0	\$12,700
4064	Loton Close ILU's Grounds Maint	\$4,027	\$1,656	17%	\$0	\$9,664
4065	Loton Close ILU's Utilities	\$15,611	\$15,355	43%	\$0	\$35,810
4066	Loton Close ILU's Insurance	\$7,883	\$8,810	112%	\$0	\$7,883
4202	J Sullivan Units Building Maintenance	\$6,353	\$11,011	75%	\$0	\$14,637
4204	J Sullivan Units Grounds Maintenance	\$3,025	\$2,642	36%	\$0	\$7,260
4205	J Sullivan Units Utilities	\$3,582	\$3,363	31%	\$0	\$10,745
4206	J Sullivan Units Insurance	\$3,530	\$2,039	58%	\$0	\$3,530
4254	Interest Paid on Loans	\$6,875	\$6,876	52%	\$0	\$13,218
4255	Loan Guarantee Fee (Housing Other)	\$4,572	\$0	0%	\$0	\$7,620
4232	Bagg Street Units Operating	\$757	\$2,755	152%	\$0	\$1,816
4256	GROH - Building Maintenance	\$3,690	\$6,688	106%	\$0	\$6,315
Sub Total - HOUSING OTHER OP/EXP		\$65,604	\$69,962		\$0	\$131,198
OPERATING INCOME						
4083	Loton Close ILU's Rent	(\$69,547)	(\$54,421)	33%	(\$166,920)	\$0
4103	Loton Close ILU's - Power Recoups	(\$6,250)	(\$5,715)	38%	(\$15,000)	\$0
4203	J Sullivan Units - Rent	(\$15,416)	(\$13,140)	36%	(\$37,000)	\$0
4243	GROH - Rent	(\$56,248)	(\$56,566)	42%	(\$135,000)	\$0
Sub Total - HOUSING OTHER OP/INC		(\$147,461)	(\$129,842)		(\$353,920)	\$0
Total - HOUSING OTHER		(\$81,857)	(\$59,881)		(\$353,920)	\$131,198
Total - HOUSING		\$237,851	\$3,818		(\$2,593,420)	\$3,039,827

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
COMMUNITY AMENITIES						
SANITATION - HOUSEHOLD REFUSE						
OPERATING EXPENDITURE						
5022	Refuse Collection - Kerbside	\$32,082	\$34,423	45%	\$0	\$77,000
5012	Refuse Site Maintenance	\$3,608	\$600	7%	\$0	\$8,660
5013	Refuse Site Rehabilitation	\$1,381	\$0	0%	\$0	\$3,314
5002	Recycling Depot/Transfer Stn - Contract	\$48,222	\$65,988	61%	\$0	\$108,738
5122	Recycling Collection - Kerbside	\$28,903	\$27,676	40%	\$0	\$69,370
5142	Recycling Education	\$250	\$675	113%	\$0	\$600
5123	Waste Management Planning	\$0	\$0	0%	\$0	\$0
014D	Depreciation (Sch 10)	\$1,787	\$0	0%	\$0	\$4,290
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$116,234	\$129,362		\$0	\$271,972
OPERATING INCOME						
5023	Collection Charges - Kerbside	(\$267,445)	(\$284,560)	106%	(\$267,445)	\$0
5033	Recycling/Transfer Station Rental	(\$958)	\$0	0%	(\$2,300)	\$0
5103	TIPPING FEES/BIN HIRE	\$0	\$0	0%	\$0	\$0
5183	Sale of Recyclables	(\$417)	\$0	0%	(\$1,000)	\$0
010P	Profit on Sale of asset	\$0	\$0	0%	\$0	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$268,820)	(\$284,560)		(\$270,745)	\$0
Total - SANITATION HOUSEHOLD REFUSE		(\$152,586)	(\$155,198)		(\$270,745)	\$271,972

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
SANITATION OTHER						
OPERATING EXPENDITURE						
5027	Verge Pick Up - Hard Waste	\$12,500	\$0	0%	\$0	\$30,000
5251	Street Bins Collection - Contract	\$16,499	\$15,265	39%	\$0	\$39,600
5252	Street Bins Collection	\$106	\$0	0%	\$0	\$254
5262	Repair Street Bins	\$83	\$0	0%	\$0	\$200
5263	Drum Muster	\$2,083	\$0	0%	\$0	\$5,000
5264	Transport of Waste & Loader Hire	\$25,932	\$26,649		\$0	\$62,240
5265	Bulk Bin Hire Expenses	\$1,158	\$0		\$0	\$2,780
5266	Bulk Bin Removal Expenses	\$9,248	\$0		\$0	\$22,195
Sub Total - SANITATION OTHER OP/EXP		\$67,609	\$41,913		\$0	\$162,269
OPERATING INCOME						
5103	Tip Fees	\$0	\$0	0%	\$0	\$0
5303	Litter Infringements	(\$83)	\$0	0%	(\$200)	\$0
5304	Drum Muster Reimbursement Income	(\$2,083)	\$0	0%	(\$5,000)	\$0
Sub Total - SANITATION OTHER OP/INC		(\$2,167)	\$0		(\$5,200)	\$0
Total - SANITATION OTHER		\$65,443	\$41,913		(\$5,200)	\$162,269

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	SEWERAGE					
	OPERATING EXPENDITURE					
026D	Sewer Depreciation Sch 10	\$0	\$0	0%	\$0	\$0
5090	Liquid Waste Pond - Maintenance	\$571	\$652		\$0	\$1,370
	Sub Total - SEWERAGE OP/EXP	\$571	\$652		\$0	\$1,370
	OPERATING INCOME					
5190	Liquid Waste Disposal Fees	\$0	\$0		\$0	\$0
	Sub Total - SEWERAGE OP/INC	\$0	\$0		\$0	\$0
	Total - SEWERAGE	\$571	\$652		\$0	\$1,370

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
PROTECTION OF THE ENVIRONMENT						
OPERATING EXPENDITURE						
5619	Southern Dirt Contribution	\$15,000	\$15,000	100%	\$0	\$15,000
5612	NRM Office Expenses	\$125	\$0	0%	\$0	\$300
5616	NRM - Salaries & Wages/Consultancy Fees	\$6,250	\$2,273	15%	\$0	\$15,000
5689	NRM - Superannuation	\$0	\$0	0%	\$0	\$0
5601	NRM Vehicle Costs	\$304	\$0	0%	\$0	\$730
5614	NRM - Grant Expenditure	\$0	\$0	0%	\$0	\$0
5681	Noxious Weeds	\$1,452	\$2,717	78%	\$0	\$3,486
5684	Landcare Publications	\$208	\$0	0%	\$0	\$500
5686	NRM - Enviromental Reserve M'ment	\$3,919	\$10,302	110%	\$0	\$9,407
5687	Reserve Clean Up	\$3,162	\$0	0%	\$0	\$7,590
5722	NRM - State NRM Grant Expenditure	\$69,000	\$49,941	72%	\$0	\$69,000
5723	NRM - Myrtle Benn/Rob. Rd Reveg Plan	\$4,167	\$0	0%	\$0	\$10,000
5734	NRM - Future Drought Fund Grant Exp.	\$0	\$0	0%	\$0	\$0
5752	Administration Allocation Cash	\$8,261	\$13,245	67%	\$0	\$19,826
5742	Administration Allocation Non-Cash	\$831	\$0	0%	\$0	\$1,995
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$112,680	\$93,478		\$0	\$152,834
OPERATING INCOME						
5603	NRM Grants	\$0	\$0	0%	\$0	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		\$0	\$0		\$0	\$0
Total - PROTECTION OF THE ENVIRONMENT		\$112,680	\$93,478		\$0	\$152,834

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
TOWN PLANNING AND REGIONAL DEVELOPMENT						
OPERATING EXPENDITURE						
5842	Town Planning Expenses	\$12,500	\$9,190	31%	\$0	\$30,000
5872	Superannuation	\$0	\$0	0%	\$0	\$0
5882	Insurances	\$0	\$0	0%	\$0	\$0
5922	TPS Review	\$10,416	\$0	0%	\$0	\$25,000
5923	Town Planning Consultants	\$0	\$0	0%	\$0	\$0
5954	Municipal Heritage Review	\$0	\$0	0%	\$0	\$0
5952	Town Planning Legal Costs	\$0	\$0	0%	\$0	\$0
5962	Administration Allocated Cash	\$24,782	\$6,623	11%	\$0	\$59,479
5832	Administration Allocated Non-Cash	\$332	\$0	0%	\$0	\$798
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$48,030	\$15,812		\$0	\$115,277
OPERATING INCOME						
5973	Planning Fees	(\$1,875)	(\$2,446)	54%	(\$4,500)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$1,875)	(\$2,446)		(\$4,500)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$46,155	\$13,366		(\$4,500)	\$115,277

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
COMMUNITY AMENITIES - CEMETERIES						
OPERATING EXPENDITURE						
5999	Cemetery Digital Database	\$333	\$0	0%	\$0	\$800
6001	Cemetery - Grave Digging	\$14,152	\$21,912	65%	\$0	\$33,966
6006	Kojonup Cemetery - Niche Wall Maint	\$827	\$62	3%	\$0	\$1,986
6002	Kojonup Cemetery - Grounds Maint	\$8,350	\$7,994	40%	\$0	\$20,040
6000	Kojonup Cemetery - Trees	\$892	\$0	0%	\$0	\$2,140
6012	Boscabel Cemetery - Grounds Maint	\$240	\$285	50%	\$0	\$576
6014	Muradup Cemetery - Grounds Maintenance	\$2,707	\$603	9%	\$0	\$6,498
015D	Community Amenities Buildings Depreciation	\$15,164	\$0	0%	\$0	\$36,395
Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP		\$42,665	\$30,855		\$0	\$102,401
OPERATING INCOME						
6013	Cemetery Fees (Inc Gst)	(\$7,500)	(\$3,375)	19%	(\$18,000)	\$0
6023	Cemetery Fees Licences (Not Inc Gst)	(\$208)	(\$1,300)	260%	(\$500)	\$0
Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC		(\$7,708)	(\$4,675)		(\$18,500)	\$0
Total - COMMUNITY AMENITIES CEMETERIES		\$34,957	\$26,180		(\$18,500)	\$102,401

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
COMMUNITY AMENITIES - PUBLIC CONVENIENCES & OTHER						
OPERATING EXPENDITURE						
6042	Harrison Place Conveniences - Maint	\$104	\$135	54%	\$0	\$250
6044	Harrison Place Conveniences - Cleaning	\$4,304	\$7,348	75%	\$0	\$9,840
6024	Curly Wig - Building Maintenance	\$0	\$0	0%	\$0	\$0
6034	CWA - Building Maintenance	\$1,593	\$822	28%	\$0	\$2,985
6052	Town Street & Park Seating	\$803	\$0	0%	\$0	\$1,928
6054	Townscape Plan	\$0	\$0	0%	\$0	\$0
6112	Community Resource Centre / Telecentre	\$870	\$1,813	75%	\$0	\$2,413
6132	Community Bus Maintenance	\$958	\$464	24%	\$0	\$1,950
6144	Loan Guarantee Fee - Loan 146	\$1,000	\$0	0%	\$0	\$2,000
6142	Administration Allocated Non-Cash	\$831	\$0	0%	\$0	\$1,995
6152	Administration Allocated Cash	\$24,782	\$14,901	25%	\$0	\$59,479
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP		\$35,246	\$25,482	\$3	\$0	\$82,840
OPERATING INCOME						
6133	Community Bus Hire	\$0	\$0	0%	\$0	\$0
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC		\$0	\$0	\$0	\$0	\$0
Total - COMMUNITY AMENITIES PUBLIC CONVEN & OTHER		\$35,246	\$25,482		\$0	\$82,840

SHIRE OF KOJONUP

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT						
OPERATING EXPENDITURE						
6064	Men's Shed - Building Maintenance	\$616	\$255	20%	\$0	\$1,249
6172	SMALL GRANT EXPENDITURE	\$0	\$8,031	0%	\$0	\$0
Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP		\$616	\$8,286		\$0	\$1,249
OPERATING INCOME						
6045	LR&CIP Grant - Mens Shed	\$0	\$0	0%	(\$739,833)	\$0
6123	Events - Ticket Sales and Misc Revenue	\$0	(\$41)	0%	\$0	\$0
6143	LotteryWest Grant - Mens Shed	\$0	\$0	0%	\$0	\$0
6173	SMALL GRANTS	\$0	(\$8,031)	0%	\$0	\$0
Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/INC		\$0	(\$8,072)		(\$739,833)	\$0
Total - COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT		\$616	\$214		(\$739,833)	\$1,249
Total - COMMUNITY AMENITIES		\$143,082	\$46,087		(\$1,038,778)	\$890,212

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ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
RECREATION & CULTURE						
PUBLIC HALL & CIVIC CENTRES						
OPERATING EXPENDITURE						
6202	Memorial Hall - Cleaning & Operations	\$16,632	\$12,564	46%	\$0	\$27,270
6212	RSL Hall - Cleaning & Operations	\$5,337	\$1,642	16%	\$0	\$10,320
6214	Memorial Hall - Building Maintenance	\$5,963	\$2,765	20%	\$0	\$13,750
6216	Mobrup Hall - Building Expenses	\$0	\$72	0%	\$0	\$0
6218	Muradup Hall - Building Expenses	\$1,655	\$1,355	68%	\$0	\$2,005
6219	Qualeup Hall - Building Expenses	\$186	\$16	4%	\$0	\$349
6224	Memorial Hall - Grounds Maintenance	\$3,170	\$1,027	15%	\$0	\$7,048
6227	Boscabel Hall - Building Expenses	\$434	\$16	2%	\$0	\$784
6232	All Halls - Cutlery & Crockery	\$833	\$0	0%	\$0	\$2,000
6324	RSL Hall - Building Maintenance	\$1,688	\$935	30%	\$0	\$3,160
6146	Interest on Loan - Loan 146 & 149	\$0	\$7,181	39%	\$0	\$18,544
6147	Loan Guarantee Fee - Loan 146 & 149	\$2,250	\$0	0%	\$0	\$4,500
016D	Public Halls Building Depreciation	\$26,197	\$0	0%	\$0	\$62,875
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$64,344	\$27,572		\$0	\$152,605
OPERATING INCOME						
6203	Memorial Hall Rentals	(\$917)	(\$373)	17%	(\$2,200)	\$0
6213	RSL Hall Rentals	(\$750)	(\$215)	12%	(\$1,800)	\$0
6225	Lotteries Grants	\$0	\$0	0%	\$0	\$0
6243	Grant - LR&CIP (Harrison Place)	\$0	\$0	0%	\$0	\$0
6233	Grant - LR & CIP (Memorial Hall)	\$0	\$0	0%	\$0	\$0
017P	Profit on Sale of Assets	\$0	\$0	0%	\$0	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$1,667)	(\$588)		(\$4,000)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$62,678	\$26,984		(\$4,000)	\$152,605

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ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
OTHER RECREATION & SPORT						
OPERATING EXPENDITURE						
6362	Kojonup Springs Conveniences	\$7,433	\$8,313	46%	\$0	\$17,907
6364	Kojonup Springs Grounds Maintenance	\$4,959	\$2,726	23%	\$0	\$11,902
6372	Apex Park Conveniences - Operating	\$19,338	\$18,087	41%	\$0	\$44,223
6373	Apex Park Conveniences - Building Maint	\$1,448	\$2,768	80%	\$0	\$3,475
6374	Apex Park - Grounds Maint	\$20,294	\$18,665	38%	\$0	\$48,960
6382	Railway Reserve Conveniences	\$2,197	\$2,203	46%	\$0	\$4,781
6392	Newstead Park - Grounds Maint	\$5,011	\$4,534	38%	\$0	\$12,027
6394	Railway Reserve Grounds Maint	\$6,793	\$8,963	61%	\$0	\$14,722
6402	Sports Complex - Netball Conveniences	\$4,873	\$2,659	25%	\$0	\$10,566
6403	Sports Complex - Netball Area Maint	\$469	\$1,355	120%	\$0	\$1,126
6404	Sports Complex - Grounds Maint	\$61,064	\$50,974	35%	\$0	\$146,560
6408	Sports Complex - Conveniences	\$4,104	\$1,928	20%	\$0	\$9,849
6412	Hillman Park - Grounds Maint	\$7,591	\$5,492	30%	\$0	\$18,218
6414	Sports Complex - Reticulation	\$7,571	\$441	2%	\$0	\$18,170
6415	Oval Lighting	\$2,036	\$1,427	33%	\$0	\$4,300
6422	Kojonup Bk (Piesse Park) - Grounds Maint	\$3,940	\$9,193	97%	\$0	\$9,457
6425	Sports Complex - Hockey Club Building	\$197	\$21	5%	\$0	\$430
6434	Water - Turkey Nest Dam Maintenance	\$5,206	\$4,710	39%	\$0	\$12,104
6435	Water - Showgrounds Maint	\$1,144	\$5,742	209%	\$0	\$2,745
6444	Muradup Townsite Grounds	\$3,753	\$2,524	28%	\$0	\$9,007
6452	Playground Safety & Minor Upgrades	\$1,428	\$189	6%	\$0	\$3,428
6454	Kojonup Town Entrances	\$1,946	\$1,255	27%	\$0	\$4,670
6474	Industrial Area Slashing & Spraying	\$1,097	\$1,545	59%	\$0	\$2,633
6477	Sports Complex - Utilities & Insurance	\$14,624	\$11,105	56%	\$0	\$19,803
6486	Rail Trails	\$5,060	\$0	0%	\$0	\$12,145
6492	Myrtle Benn Reserve	\$2,195	\$161	3%	\$0	\$5,269
6494	Sundry Reserves	\$7,682	\$18,097	110%	\$0	\$16,391
6552	Sports Complex - Cleaning	\$6,028	\$3,481	24%	\$0	\$14,468
6554	Sports Complex - Building Maint	\$2,021	\$3,989	82%	\$0	\$4,851
6558	Loan Guarantee Fee - Loans 136, 142, 143	\$6,540	\$0	0%	\$0	\$10,900
6559	Recreation - Interest on Loans	\$21,368	\$21,368	41%	\$0	\$52,015
6592	Skate Park	\$358	\$324	45%	\$0	\$715
6792	Admin Allocation - Cash	\$16,521	\$12,914	33%	\$0	\$39,653

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MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
7107	Polocrosse Works Requested	\$356	\$0	0%	\$0	\$855
017D	Other Sport Buildings Depreciation	\$143,196	\$0	0%	\$0	\$343,685
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$399,840	\$227,154		\$0	\$932,010
OPERATING INCOME						
6463	Grant - Drought Communities (Netball Roof)	\$0	(\$100,000)	0%	\$0	\$0
6473	Grant - Rail Trails	\$0	(\$3,636)	0%	\$0	\$0
6513	Contrib-Foot Club Sports Complex	\$0	\$0	0%	(\$4,800)	\$0
6523	Complex Bldg Fees	(\$1,417)	(\$3,014)	89%	(\$3,400)	\$0
6533	Rec Ground Lease Fees	\$0	\$0	0%	(\$3,000)	\$0
6553	Contribution-Dept Education - Oval	\$0	(\$36,796)	147%	(\$25,000)	\$0
6623	Grant - CSRFF	\$0	\$0	0%	\$0	\$0
6633	Grant - LR&CI Program	\$0	(\$32,007)	72%	(\$44,411)	\$0
6643	Grant - Trails	\$0	\$0	0%	\$0	\$0
6663	Contribution - Apex Club	\$0	\$0	0%	(\$26,000)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$1,417)	(\$175,453)		(\$106,611)	\$0
Total - OTHER RECREATION & SPORT		\$398,424	\$51,700		(\$106,611)	\$932,010

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
SWIMMING AREAS & BEACHES						
OPERATING EXPENDITURE						
6252	Building Maintenance	\$2,500	\$777	13%	\$0	\$6,000
6254	Consumables & Minor Expenses	\$625	\$187	12%	\$0	\$1,500
6257	Utilities & Telephone	\$12,514	\$3,745	13%	\$0	\$29,865
6258	Insurance	\$11,897	\$11,809	99%	\$0	\$11,897
6261	Maintenance - Pool Building	\$1,412	\$1,344	47%	\$0	\$2,870
6262	Grounds Maintenance	\$1,828	\$1,102	25%	\$0	\$4,387
6264	Swimmin Pool - Chemicals	\$3,958	\$4,063	43%	\$0	\$9,500
6271	Non-Capital Purchases per 10yr Plan	\$625	\$0	0%	\$0	\$1,500
6272	Equipment Maintenance	\$3,250	\$2,607	33%	\$0	\$7,800
6274	Kiosk - COGS	\$1,458	\$1,318	38%	\$0	\$3,500
6352	Swimming Pool Salaries	\$21,513	\$21,664	42%	\$0	\$51,633
6353	Superannuation	\$2,341	\$492	9%	\$0	\$5,619
6354	Conferences & Training	\$625	\$0	0%	\$0	\$1,500
6356	Staff Housing Subsidy (S/Pool)	\$2,917	\$0	0%	\$0	\$7,000
6292	Administration Allocated Cash	\$16,521	\$6,623	17%	\$0	\$39,653
050D	Depreciation Buildings	\$22,062	\$0	0%	\$0	\$52,950
Sub Total - SWIMMING AREAS & BEACHES OP/EXP		\$106,045	\$55,732		\$0	\$237,174
OPERATING INCOME						
6294	Pool Entry Fees	(\$3,333)	(\$6,154)	77%	(\$8,000)	\$0
6295	Pool Kiosk Sales	(\$2,083)	(\$1,196)	24%	(\$5,000)	\$0
6296	Pool Daily Entry Fees	(\$2,500)	(\$1,644)	27%	(\$6,000)	\$0
Sub Total - SWIMMING AREAS & BEACHES OP/INC		(\$7,916)	(\$8,994)		(\$19,000)	\$0
Total - SWIMMING AREAS & BEACHES		\$98,129	\$46,738		(\$19,000)	\$237,174

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
TV & RADIO BROADCASTING & RETRANSMISSION						
OPERATING EXPENDITURE						
6752	Television Translator	\$77	\$39	50%	\$0	\$77
6772	VHF Repeater Operating/Maintenance	\$104	\$0	0%	\$0	\$250
Sub Total - TV & RADIO RETRANSMISSION OP/EXP		\$181	\$39		\$0	\$327
Total - TV & RADIO RETRANSMISSION		\$181	\$39		\$0	\$327
LIBRARIES						
OPERATING EXPENDITURE						
6812	Library Salaries	\$37,135	\$33,418	37%	\$0	\$89,127
6842	Superannuation	\$5,651	\$3,899	29%	\$0	\$13,563
6852	Emp Insurances (Lib)	\$2,836	\$2,985	105%	\$0	\$2,836
6862	Conference & Training (Lib)	\$417	\$0	0%	\$0	\$1,000
6882	Library Operating Expenses	\$1,250	\$369	12%	\$0	\$3,000
6892	Lib Software Licencing	\$771	\$3,964	214%	\$0	\$1,850
6902	Library Resource Purchases	\$833	\$213	11%	\$0	\$2,000
6903	Library Regional Activity Plan Contribution	\$1,833	\$1,908	43%	\$0	\$4,400
6942	Administration Allocated Cash	\$8,261	\$6,623	33%	\$0	\$19,826
6952	Administration Allocated Non-Cash	\$831	\$0	0%	\$0	\$1,995
6982	Seniors Week Grant Expenses	\$0	\$0	0%	\$0	\$0
Sub Total - LIBRARIES OP/EXP		\$59,817	\$53,378		\$0	\$139,597
OPERATING INCOME						
6963	Library Fines & Penalties - Lost Books	\$0	\$0	0%	\$0	\$0
6973	Sundry Income	(\$8)	(\$38)	190%	(\$20)	\$0
6983	Seniors Week Grant	\$0	\$0	0%	\$0	\$0
Sub Total - LIBRARIES OP/INC		(\$8)	(\$38)		(\$20)	\$0
Total - LIBRARIES		\$59,809	\$53,340		(\$20)	\$139,597

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
HERITAGE & OTHER CULTURE						
OPERATING EXPENDITURE						
7002	Historical Society - Donation	\$42	\$0	0%	\$0	\$0
7012	Historical Soc. Rooms	\$0	\$37		\$0	\$125
7022	Old Military Barracks	\$1,244	\$92	3%	\$0	\$2,986
7024	Old Post Office - Building Maintenance	\$2,124	\$849	21%	\$0	\$4,083
7032	Elverd Cottage - Building Mtce	\$15,805	\$1,020	3%	\$0	\$31,805
7034	Elverd Cottage - Ground Maint	\$688	\$1,547	98%	\$0	\$1,577
7046	Old Post Office - Grounds Maintenance	\$859	\$0	0%	\$0	\$1,752
7106	Showgrounds - Building Maintenance	\$6,845	\$4,131	49%	\$0	\$8,382
7101	Annual Show - Works Assistance	\$3,567	\$9,514	111%	\$0	\$8,560
7103	Muradup & Jingalup War Memorials	\$367	\$0	0%	\$0	\$881
7222	Military Barracks - Ground Maint	\$3,541	\$1,635	22%	\$0	\$7,271
019D	Depreciation Buildings	\$7,762	\$0	0%	\$0	\$18,630
Sub Total - OTHER CULTURE OP/EXP		\$42,844	\$18,824		\$0	\$86,052
OPERATING INCOME						
Sub Total - OTHER CULTURE OP/INC		\$0	\$0		\$0	\$0
Total - OTHER CULTURE		\$42,844	\$18,824		\$0	\$86,052
Total - RECREATION AND CULTURE		\$662,064	\$197,626		(\$129,631)	\$1,547,765

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE						
OPERATING EXPENDITURE						
7632	Town Streets - Drainage Mtce	\$8,137	\$7,129	37%	\$0	\$19,530
7642	ROADS MTCE - FLOOD DAMAGE.	\$0	\$0	0%	\$0	\$0
7652	Road Maintenance	\$2,948	\$1,982		\$0	\$7,076
7662	Bridge Maintenance	\$56,034	\$30,674	32%	\$0	\$95,548
7672	Footpath Maintenance	\$6,258	\$1,006	7%	\$0	\$15,020
7682	Lighting Of Streets	\$26,459	\$25,841	41%	\$0	\$63,505
7692	Depot Maint	\$18,672	\$21,608	56%	\$0	\$38,642
7694	Depot - Grounds & Nursery Maint	\$1,538	\$5,070	137%	\$0	\$3,692
7695	Depot - OHS Minor Items	\$524	\$0	0%	\$0	\$1,257
7704	Depot Cleaning	\$13,887	\$12,042	36%	\$0	\$33,330
RM01	Grading - Winter	\$328,810	\$541,731	69%	\$0	\$789,175
RM03	Drainage Maintenance	\$58,093	\$55,738	40%	\$0	\$139,428
RM04	Bitumen Patching/Repair	\$35,149	\$83,213	99%	\$0	\$84,360
RM05	Guide Post & Signage	\$20,912	\$63,303	126%	\$0	\$50,190
RM06	Roadside Spraying	\$15,841	\$11,475	30%	\$0	\$38,020
RM08	Rural Limb & Tree Removal - Fallen	\$24,606	\$33,905	57%	\$0	\$59,056
RM10	Traffic Counter Transportation	\$998	\$1,563	65%	\$0	\$2,395
RM11	Kerb Maintenance	\$1,382	\$1,108	33%	\$0	\$3,318
RM15	Trees Rural Major Works	\$59,764	\$143,443	100%	\$0	\$143,440
RM16	Townsite-Kojonup-Verge Mtce	\$38,553	\$42,665	46%	\$0	\$92,530
RM17	Townsite Trees - General Mtce	\$5,921	\$13,184	93%	\$0	\$14,210
RM18	TOWNSITE TREES - UPGRADE, WATERING etc	\$1,408	\$56	2%	\$0	\$3,380
RM19	Townsite Trees - Pruning - Contractor	\$5,004	\$2,295	19%	\$0	\$12,009
RM20	Road Accident Recovery	\$446	\$0	0%	\$0	\$1,071
RM22	Removal of Street Trees	\$3,220	\$262	3%	\$0	\$7,728
RM23	Townsite Street Sweeping	\$4,583	\$3,780	34%	\$0	\$11,000
RM24	Carpark Line marking	\$2,300	\$2,977	54%	\$0	\$5,520
7701	Blackwood Rd Solar Dam Maintenance	\$226	\$0		\$0	\$543
7702	Administration Allocated Cash	\$165,214	\$132,452	33%	\$0	\$396,530
020D	Depreciation on Road Assets	\$1,406,887	\$0	0%	\$0	\$3,376,665
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$2,313,775	\$1,239,523		\$0	\$5,508,168

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
OPERATING INCOME						
7405	Roads Grants RRG	(\$474,400)	(\$200,395)	17%	(\$1,186,000)	\$0
7323	Grant - LR&CIP	\$0	\$0	0%	(\$270,766)	\$0
7375	Main Roads WA Direct Grant	(\$203,791)	\$0	0%	(\$203,791)	\$0
7325	Grant - Special	\$0	\$0	0%	(\$275,000)	\$0
7435	Roads to Recovery - Current Allocation	(\$181,650)	\$0	0%	(\$432,500)	\$0
7465	Government Road Grants - Blackspot Funding	(\$288,000)	\$0		(\$360,000)	\$0
7605	Sale of Small Items	(\$3,200)	(\$227)	3%	(\$8,000)	\$0
7683	Street Lighting Contribution	\$0	\$0	0%	(\$10,000)	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$1,151,041)	(\$200,622)		(\$2,746,057)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$1,162,734	\$1,038,900		(\$2,746,057)	\$5,508,168

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
AERODROMES						
OPERATING EXPENDITURE						
7762	Airport Building - Maintenance	\$2,075	\$1,248	32%	\$0	\$3,945
7761	Interest on Loan 141 (Airstrip)	\$957	\$957	51%	\$0	\$1,875
7764	Airport Building - Cleaning	\$822	\$496	25%	\$0	\$1,974
7771	Loan Guarantee Fee (Airstrip)	\$420	\$0	0%	\$0	\$840
7772	Airstrip Operations	\$21	\$0	0%	\$0	\$50
7774	Airstrip Ground Maintenance	\$5,805	\$2,389	17%	\$0	\$13,932
Sub Total - AERODROMES OP/EXP		\$10,100	\$5,090		\$0	\$22,616
OPERATING INCOME						
7793	Sundry Income - Airport	\$0	\$0	0%	\$0	\$0
7794	RADS Grant - Airstrip	\$0	\$0	0%	\$0	\$0
Sub Total - AERODROMES OP/INC		\$0	\$0		\$0	\$0
Total - AERODROMES		\$10,100	\$5,090		\$0	\$22,616
Total - TRANSPORT		\$1,172,834	\$1,043,990		(\$2,746,057)	\$5,530,784

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	ECONOMIC SERVICES					
	RURAL SERVICES					
	OPERATING EXPENDITURE					
023D	Depreciation (Sch 13)	\$1,775	\$0	0%	\$0	\$4,260
8002	Water Standpipes	\$12,597	\$17,780	51%	\$0	\$34,984
8006	Rural Street Addressing	\$42	\$0	0%	\$0	\$100
	Sub Total - RURAL SERVICES OP/EXP	\$14,414	\$17,780		\$0	\$39,344
	OPERATING INCOME					
8003	Water Standpipe Charges	(\$9,166)	(\$17,577)	80%	(\$22,000)	\$0
	Sub Total - RURAL SERVICES OP/INC	(\$9,166)	(\$17,577)		(\$22,000)	\$0
	Total - RURAL SERVICES	\$5,248	\$203		(\$22,000)	\$39,344

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
TOURISM AND AREA PROMOTION - KODJA PLACE						
OPERATING EXPENDITURE						
8302	Salaries (Tour)	\$99,876	\$106,888	45%	\$0	\$239,711
8344	Superannuation - Visitors Centre	\$13,377	\$14,017	44%	\$0	\$32,107
8364	Tour Guide Expenses	\$2,083	\$6,937	139%	\$0	\$5,000
8322	Employee Insurances (Tour)	\$5,657	\$5,970	106%	\$0	\$5,657
8342	Conferences & Training	\$1,667	\$716	18%	\$0	\$4,000
8109	Story Area (Mosaic)	\$4,167	\$0	0%	\$0	\$10,000
8367	Story Area (Digital)	\$4,167	\$20,506	205%	\$0	\$10,000
8110	Catering	\$2,083	\$275	6%	\$0	\$5,000
8368	Activity (Educational)	\$833	\$166	8%	\$0	\$2,000
8126	Insurances - Various	\$15,747	\$15,029	95%	\$0	\$15,747
8152	Public Liability Insurance - Kodja Place	\$9,002	\$9,002	100%	\$0	\$9,002
8142	Printing, Stationary & Office Expenses	\$4,583	\$4,669	42%	\$0	\$11,000
8162	Building Maintenance	\$1,250	\$1,238	41%	\$0	\$3,000
8164	Utilities	\$8,838	\$5,254	24%	\$0	\$21,483
8166	Cleaning	\$11,541	\$17,510	63%	\$0	\$27,700
8172	Grounds Maintenance	\$6,546	\$6,574	42%	\$0	\$15,710
8174	Kodja Place Rose Maze Grounds Maint	\$12,266	\$20,764	71%	\$0	\$29,440
8192	Misc Expenses	\$2,083	\$0	0%	\$0	\$5,000
8358	Kodja Place Website	\$833	\$0	0%	\$0	\$2,000
8444	Retail Stock - COGS	\$20,833	\$26,326	53%	\$0	\$50,000
8394	Events	\$4,167	\$13,020	130%	\$0	\$10,000
8412	General Administration Allocated Cash	\$41,303	\$58,279	59%	\$0	\$99,132
8422	General Administration Allocated Non-Cash	\$665	\$0	0%	\$0	\$1,596
022D	Depreciation	\$27,770	\$0	0%	\$0	\$66,650
055D	Depreciation	\$300	\$0	0%	\$0	\$720
Sub Total - TOURISM & AREA PROMOTION KODJA OP/EXP		\$301,636	\$333,140		\$0	\$681,655

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
OPERATING INCOME						
8205	Kodja Place - Visitor Fees	(\$1,958)	(\$1,776)	38%	(\$4,700)	\$0
8203	Kodja Place - Hire Fees	(\$1,250)	(\$1,928)	64%	(\$3,000)	\$0
8204	Tour Groups	(\$917)	(\$714)	32%	(\$2,200)	\$0
8207	Kodja Place - Activity Fees	(\$417)	(\$814)	81%	(\$1,000)	\$0
8123	Mature Aged Noongar Traineeship	\$0	\$0	0%	\$0	\$0
8193	Sundry Misc Income - Kodja Place	\$0	(\$3)		\$0	\$0
8213	Cafe Lease Fees	\$0	\$0	0%	\$0	\$0
8223	Membership Fees & Brochure Racking	(\$208)	(\$77)	15%	(\$500)	\$0
8233	Events	(\$5,000)	(\$6,296)	52%	(\$12,000)	\$0
8243	Retail Sales	(\$25,832)	(\$28,225)	46%	(\$62,000)	\$0
8263	Sales - Commissions	(\$2,917)	(\$2,301)	33%	(\$7,000)	\$0
8283	Donations	(\$625)	(\$422)	28%	(\$1,500)	\$0
8284	RV Fee Income	(\$1,042)	(\$773)		(\$2,500)	\$0
8285	Trans WA Income	(\$208)	(\$117)		(\$500)	\$0
8286	Photocopy Charges	(\$42)	(\$4)		(\$100)	\$0
Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC		(\$40,415)	(\$43,449)		(\$97,000)	\$0
Total - TOURISM & AREA PROMOTION KODJA PLACE		\$261,221	\$289,691		(\$97,000)	\$681,655

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
TOURISM & AREA PROMOTION OTHER						
OPERATING EXPENDITURE						
8101	Kojonup Marketing & Promotions	\$15,000	\$0	0%	\$0	\$15,000
8107	Great Southern Treasures	\$20,000	\$20,000	100%	\$0	\$20,000
8414	Wool Wagon	\$104	\$0	0%	\$0	\$250
8354	Subscriptions, Accreditation, etc.	\$2,083	\$1,978	40%	\$0	\$5,000
8374	Australia Day Breakfast	\$833	\$0	0%	\$0	\$2,000
8371	EV Charging Station	\$4,375	\$5,797	55%	\$0	\$10,500
8432	Railway Station Building Maintenance	\$833	\$337	17%	\$0	\$2,000
8402	Railway Station Building - Operating	\$1,172	\$258	22%	\$0	\$1,172
029D	Depreciation	\$31,340	\$0	0%	\$0	\$75,220
Sub Total - TOURISM & AREA PROM OTHER OP/EXP		\$75,741	\$28,370		\$0	\$131,142
OPERATING INCOME						
8494	EV Charging Station	(\$1,250)	(\$1,661)	55%	(\$3,000)	\$0
8413	Tourism - Non-Operating Grant Income				(\$202,411)	\$0
Sub Total - TOURISM & AREA PROM OTHER OP/INC		(\$1,250)	(\$1,661)		(\$205,411)	\$0
Total - TOURISM & AREA PROMOTION OTHER		\$74,491	\$26,709		(\$205,411)	\$131,142

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
TOURISM & AREA PROMOTION - CAFÉ						
OPERATING EXPENDITURE						
8502	Café Salaries	\$165,827	\$112,780	28%	\$0	\$398,000
8532	Café Superannuation	\$18,241	\$6,326	14%	\$0	\$43,780
8534	Café Utilities	\$15,244	\$3,867	12%	\$0	\$32,900
8536	Café Insurance	\$833	\$0	0%	\$0	\$2,000
8542	Café Bank Fees	\$3,542	\$0	0%	\$0	\$8,500
8546	Café Minor Equipment & Repairs	\$1,250	\$7,037	235%	\$0	\$3,000
8554	Café Other Minor Expenses	\$1,250	\$10,805	360%	\$0	\$3,000
8555	Café Uniforms & Safety Wear	\$625	\$0	0%	\$0	\$1,500
8556	Café Telephone & IT	\$208	\$0	0%	\$0	\$500
8557	Café Building Maintenance	\$833	\$22,650	1132%	\$0	\$2,000
8562	Café Training Expenses	\$833	\$0	0%	\$0	\$2,000
8564	Café Other Employment Costs	\$1,175	\$0	0%	\$0	\$2,820
8567	Cost of Goods Sold	\$104,163	\$87,910	35%	\$0	\$250,000
Sub Total - TOURISM & AREA PROM CAFE OP/EXP		\$314,024	\$251,375		\$0	\$750,000
OPERATING INCOME						
8503	Trading Income	(\$312,488)	(\$229,810)	0%	(\$750,000)	\$0
8533	Catering	\$0	(\$2,951)	0%	\$0	\$0
Sub Total - TOURISM & AREA PROM CAFE OP/INC		(\$312,488)	(\$232,760)		(\$750,000)	\$0
Total - TOURISM & AREA PROMOTION CAFÉ		\$1,537	\$18,615		(\$750,000)	\$750,000

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
BUILDING CONTROL						
OPERATING EXPENDITURE						
8552	Building Admin. Salaries	\$10,747	\$26,857	104%	\$0	\$25,795
8572	Superannuation	\$1,697	\$2,819	69%	\$0	\$4,073
8602	Other Emp Costs (Bldg)	\$2,982	\$2,985	94%	\$0	\$3,186
8612	Vehicle Operating Bld Svyr	\$6,250	\$7,152	48%	\$0	\$15,000
8622	Building Control Expenses	\$833	\$0	0%	\$0	\$2,000
8672	Admin Realloc Cash (Bldg)	\$8,261	\$6,623	33%	\$0	\$19,826
8682	Admin Realloc Non Cash (Bldg)	\$665	\$0	0%	\$0	\$1,596
8684	Loan Guarantee Fee - Loan 147	\$1,300	\$0	0%	\$0	\$2,600
Sub Total - BUILDING CONTROL OP/EXP		\$32,735	\$46,436		\$0	\$74,076
OPERATING INCOME						
8653	Building Licence Fees	(\$2,500)	(\$1,376)	23%	(\$6,000)	\$0
8663	Bcitr & Brb Commissions	(\$104)	(\$268)	107%	(\$250)	\$0
8633	Private Pool Inspection Charges	\$0	\$0	0%	\$0	\$0
Sub Total - BUILDING CONTROL OP/INC		(\$2,604)	(\$1,644)		(\$6,250)	\$0
Total - BUILDING CONTROL		\$30,131	\$44,792		(\$6,250)	\$74,076

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
OTHER ECONOMIC SERVICES						
OPERATING EXPENDITURE						
033D	Depreciation (Sch 13 - Saleyards)	\$0	\$0	0%	\$0	\$0
8011	Wash Down Bay - Repairs	\$1,719	\$13,839	361%	\$0	\$3,831
8801	Wash Down Bay - Other	\$245	\$0	0%	\$0	\$589
8807	Wash Down Bay - Utility Charges	\$2,786	\$3,610	48%	\$0	\$7,570
8800	Saleyards - Ground Maintenance	\$1,640	\$5,260	134%	\$0	\$3,935
8808	Saleyards - Insurances	\$608	\$391	64%	\$0	\$608
8802	Saleyards - Other	\$417	\$91	9%	\$0	\$1,000
8872	Loan Guarantee Fee	\$0	\$0	0%	\$0	\$0
8862	Subdivision - Interest on Loans	\$0	\$6,931	51%	\$0	\$13,537
	Land Development Expenses	\$0	\$0	0%	\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/EXP		\$7,414	\$30,121		\$0	\$31,070
OPERATING INCOME						
8013	Washdown Bay Fees	(\$8,333)	(\$5,877)	29%	(\$20,000)	\$0
8803	Saleyards - Income	\$0	\$0	0%	\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC		(\$8,333)	(\$5,877)		(\$20,000)	\$0
Total - OTHER ECONOMIC SERVICES		(\$919)	\$24,244		(\$20,000)	\$31,070
Total - ECONOMIC SERVICES		\$371,708	\$404,254	\$0	(\$1,100,661)	\$1,707,287

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	OTHER PROPERTY AND SERVICES					
	PRIVATE WORKS					
	OPERATING EXPENDITURE					
9002	Private Works	\$3,972	\$4,267	45%	\$0	\$9,532
9008	Pte Works-Other Councils-Roads	\$2,187	\$0	0%	\$0	\$5,250
	Sub Total - PRIVATE WORKS OP/EXP	\$6,159	\$4,267		\$0	\$14,782
	OPERATING INCOME					
9003	Private Works Income	(\$4,167)	(\$955)	10%	(\$10,000)	\$0
9009	Pte Works-Income-Other Councils-Roads	\$0	\$0	0%	\$0	\$0
	Sub Total - PRIVATE WORKS OP/INC	(\$4,167)	(\$955)		(\$10,000)	\$0
	Total - PRIVATE WORKS	\$1,992	\$3,312		(\$10,000)	\$14,782

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
PUBLIC WORKS OVERHEADS						
OPERATING EXPENDITURE						
9022	Salaries-Works-Supervisors; Assistance	\$115,755	\$115,936	42%	\$0	\$277,823
9042	Superannuation (Supervisors)	\$16,312	\$12,467	32%	\$0	\$39,151
9052	Conferences & Training (Supervisors)	\$1,625	\$0	0%	\$0	\$3,900
9062	Emp Insurances (Supervisors)	\$2,836	\$2,985	105%	\$0	\$2,836
9072	Other Staff Expenses (Inc. FBT)	\$13,036	\$6,999	25%	\$0	\$27,905
9502	Allowances	\$5,512	\$0	0%	\$0	\$13,230
9081	Staff Housing Subsidy (Public Works)	\$1,667	\$0	0%	\$0	\$4,000
9082	Vehicle Operating	\$9,187	\$4,592	21%	\$0	\$22,050
9084	Consulting Technical	\$6,891	\$0	0%	\$0	\$16,538
9092	Office Expenses	\$5,496	\$5,073	38%	\$0	\$13,190
9094	Minor Equipment/Consumables	\$3,446	\$1,028	12%	\$0	\$8,270
9095	RAMM Inventory	\$0	\$12,265	0%	\$0	\$0
9102	Training	\$40,415	\$22,510	23%	\$0	\$97,000
9112	Meetings	\$14,033	\$12,840	38%	\$0	\$33,680
9122	Annual Leave	\$73,579	\$60,734	34%	\$0	\$176,597
9132	Public Holidays	\$31,883	\$7,852	10%	\$0	\$76,523
9142	Sick Leave	\$31,883	\$27,307	36%	\$0	\$76,523
9152	Superannuation	\$99,044	\$87,442	37%	\$0	\$237,716
9162	Workers Comp Ins	\$52,862	\$137,858	261%	\$0	\$52,862
9172	Staff Functions	\$1,450	\$32	1%	\$0	\$3,479
9182	INSURANCE ON WORKS	\$6,470	\$6,445	100%	\$0	\$6,470
9192	Long Service Leave	\$20,726	\$27,533	55%	\$0	\$49,744
9202	Safety Equipment & P.P.E.	\$9,187	\$19,672	89%	\$0	\$22,050
9232	PWOH - NOVATED LEASE EXPENSES	\$19,239	\$12,826		\$0	\$46,175
9262	Emp Insurances - Pwo	\$5,320	\$5,320	100%	\$0	\$5,320
9280	Cleaners - Annual Leave	\$2,458	\$2,257	38%	\$0	\$5,900
9281	Cleaners - Long Service Leave	\$1,312	\$0	0%	\$0	\$3,150
9282	Cleaners - Sick Leave	\$896	\$0	0%	\$0	\$2,150
9284	Cleaners - Public Holidays	\$1,312	\$128	4%	\$0	\$3,150
9286	Cleaners - Superannuation	\$2,187	\$344	7%	\$0	\$5,250
9254	Cleaners - Administration	\$2,021	\$2,230	46%	\$0	\$4,850
9302	Admin Realloc - Cash (Pwo)	\$165,214	\$132,452	33%	\$0	\$396,530
9332	Admin Non Cash Realloc (Pwo)	\$18,287	\$0	0%	\$0	\$43,890

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023			2023-2024	
		Budget	Actual	Budget	Income	Expense
9421	Small Items (Chainsaws, Mowers, etc)	\$1,379	\$0	0%	\$0	\$3,310
9422	Sundry Plant Recovery - Automatic Recoveries	\$8,333	\$6,502	33%	\$0	\$20,000
9312	Less Allocated To Works & Services	(\$750,475)	(\$715,925)	40%	\$0	(\$1,801,212)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		\$40,778	\$17,703		\$0	\$0
OPERATING INCOME						
9323	Sundry Misc Income - Pwo	(\$208)	\$0	0%	(\$500)	\$0
9233	PWOH - NOVATED LEASE CONTRIBUTION INCOME	(\$14,586)	(\$14,109)	40%	(\$35,007)	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC		(\$14,794)	(\$14,109)		(\$35,507)	\$0
Total - PUBLIC WORKS OVERHEADS		\$25,984	\$3,595		(\$35,507)	\$0

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
PLANT OPERATION COSTS						
OPERATING EXPENDITURE						
9372	Wages & Overheads	\$75,000	\$29,902	17%	\$0	\$180,008
9352	Tyres & Tubes	\$3,542	\$0	0%	\$0	\$8,500
9344	Vehicle Tracking	\$9,166	\$6,561	30%	\$0	\$22,000
9362	Parts,Ext Work & Sundries	\$46,030	\$53,077	48%	\$0	\$110,476
9382	Vehicles - Insurance	\$72,441	\$70,614	97%	\$0	\$72,441
9386	Vehicles - Licences	\$0	\$0	0%	\$0	\$15,000
9342	Fuels & Oils	\$127,078	\$44,236	15%	\$0	\$305,000
9363	Purchase of Tools	\$1,375	\$1,059	32%	\$0	\$3,300
9402	Less Poc Allocated To W. & S.	(\$298,623)	(\$307,910)	43%	\$0	(\$716,725)
021D	Depreciation (Sch 12)	\$130,891	\$0	0%	\$0	\$314,150
025D	Depreciation W/Back	(\$130,891)	(\$192,979)	61%	\$0	(\$314,150)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$36,009	(\$295,439)		\$0	\$0
OPERATING INCOME						
9393	Income - Diesel Fuel Rebates	(\$10,416)	(\$2,818)	11%	(\$25,000)	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$10,416)	(\$2,818)		(\$25,000)	\$0
Total - PLANT OPERATIONS COSTS		\$25,592	(\$298,257)		(\$25,000)	\$0
MATERIALS AND STOCK						
OPERATING EXPENDITURE						
9452	Stock Variance A/C	\$0	\$0	0%	\$0	\$0
Sub Total - MATERIALS AND STOCK		\$0	\$0		\$0	\$0
Total - MATERIALS AND STOCK		\$0	\$0		\$0	\$0

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	OTHER PROPERTY AND SERVICES					
	SALARIES AND WAGES					
	OPERATING EXPENDITURE					
9482	Salaries & Wages Drawn	\$2,259,378	\$2,389,964	44%	\$0	\$5,422,724
9492	Workers Compensation	\$20,833	\$0	0%	\$0	\$50,000
9512	Salary & Wage Alloc To W. & S.	(\$2,259,378)	(\$2,308,090)	43%	\$0	(\$5,422,724)
	Sub Total - SALARIES AND WAGES OP/EXP	\$20,833	\$81,874		\$0	\$50,000
	OPERATING INCOME					
9493	Workers Compensation Income	(\$20,833)	(\$52,734)	105%	(\$50,000)	\$0
9543	APPRENTICESHIP/TRAINEE GRANTS	\$0	(\$44,775)	0%	\$0	\$0
	Sub Total - SALARIES AND WAGES OP/INC	(\$20,833)	(\$97,509)		(\$50,000)	\$0
	Total - SALARIES AND WAGES	\$0	(\$15,635)		(\$50,000)	\$50,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
UNCLASSIFIED						
OPERATING EXPENDITURE						
9572	Land Survey & Leasing	\$0	\$3,474	0%	\$0	\$0
9682	Misc Expenses-Other Property	\$4,970	\$2,404	30%	\$0	\$7,887
024D	Depreciation on Assets	\$7,541	\$0	0%	\$0	\$18,100
Sub Total - UNCLASSIFIED OP/EXP		\$12,512	\$5,879		\$0	\$25,987
OPERATING INCOME						
9625	SMALL ITEMS INSUR INCOME	(\$833)	\$0	0%	(\$2,000)	\$0
9626	Sundry Misc Income - Other Property	(\$11,666)	\$0	0%	(\$28,000)	\$0
9627	Sundry Inc - Insurance Premium Refund	(\$2,083)	\$0	0%	(\$5,000)	\$0
9683	Lease Of Ksc Properties	(\$5,833)	\$0	0%	(\$14,000)	\$0
9695	Recoverable Costs Income	(\$0)	\$2,288	-228801%	(\$1)	\$0
Sub Total - UNCLASSIFIED OP/INC		(\$20,416)	\$2,288		(\$49,001)	\$0
Total - UNCLASSIFIED		(\$7,905)	\$8,167		(\$49,001)	\$25,987
Total - OTHER PROPERTY AND SERVICES		\$45,664	(\$298,818)		(\$169,508)	\$90,769

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
FUND TRANSFERS						
EXPENDITURE						
	Tfr to Employee Leave Res.	\$98	\$0	0%	\$0	\$30,908
	Transfer To Plant Res.	\$0	\$0	0%	\$0	\$2,611
	Transfer to Springhaven Lodge Res.	\$0	\$450,000	0%	\$0	\$0
	Transfer to Low Income Housing Res.	\$35	\$0	0%	\$0	\$83
	Transfer to Sporting Facility Res.	\$26	\$0	0%	\$0	\$63
	Transfer to Landfill Waste Mgmt Res.	\$33	\$0	0%	\$0	\$80
	Transfer to Community Grants Res.	\$4	\$0	0%	\$0	\$10
	Transfer To Independent Living Units Res.	\$66	\$0	0%	\$0	\$158
	Transfer to Natural Resource Mgmt Res.	\$40	\$0	0%	\$0	\$97
	Transfer To Swimming Pool Res.	\$17	\$0	0%	\$0	\$40
	Transfer to Kodja Place Building Res.	\$7	\$0	0%	\$0	\$18
	Transfer to Netball Court Surfacing Res.	\$7	\$0	0%	\$0	\$3,501
	Sub Total - TRANSFERS TO RESERVE	\$334	\$450,000		\$0	\$37,569
INCOME						
	Transfer from Employee Reserve	\$0	\$0	0%	\$0	\$0
	Transfer from Plant Reserve	\$0	\$0	0%	\$0	\$0
	Sub Total - TRANSFERS FROM RESERVE	\$0	\$0		\$0	\$0
	Total - TRANSFERS	\$334	\$450,000		\$0	\$37,569
	Total - FUND TRANSFER	\$334	\$450,000		\$0	\$37,569
	NEW - (Surplus) / Deficit - Opening 1 July	(\$3,490,000)	(\$3,808,607)		(\$3,490,000)	\$0
	Sub Total - SURPLUS C/FWD	(\$3,490,000)	(\$3,808,607)		(\$3,490,000)	\$0
	Total - SURPLUS	(\$3,490,000)	(\$3,808,607)		(\$3,490,000)	\$0

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
LIABILITY LOANS - PRINCIPAL REPAYMENT						
EXPENDITURE						
New	Loan 150 - Communications tower	\$0	\$0	0%	\$0	\$16,042
New	Loan 137 - Medical Centre	\$4,331	\$4,331	50%	\$0	\$8,700
New	Loan 135 - Bagg St House	\$0	\$0	0%	\$0	\$10,115
New	Loan 139 - Aged Units	\$5,048	\$5,048	50%	\$0	\$10,125
New	Loan 140 - Staff Housing	\$30,008	\$30,008	50%	\$0	\$60,276
New	Loan 138 - GROH Housing	\$56,089	\$56,089	50%	\$0	\$112,583
New	Loan 144 - Staff Housing	\$5,371	\$5,372	50%	\$0	\$10,793
New	Loan 145 - GROH Housing	\$5,371	\$5,372	50%	\$0	\$10,793
New	Loan 148 - Staff Housing renovations	\$0	\$0	0%	\$0	\$15,049
New	Loan 134 - Sports Complex	\$0	\$0	0%	\$0	\$18,020
New	Loan 136 - Sports Complex Wall	\$4,918	\$4,918	50%	\$0	\$9,885
New	Loan 143 - Netball Courts & Roof	\$26,699	\$26,699	50%	\$0	\$53,783
New	Loan 142 - Oval Lighting	\$12,242	\$12,242	50%	\$0	\$24,573
New	Loan 146 - Harrison Place Toilets & Park	\$0	\$17,184	50%	\$0	\$34,706
New	Loan 149 - Harrison Place Toilets & Park	\$0	\$0	0%	\$0	\$8,021
New	Loan 141 - Airstrip Lighting	\$5,059	\$5,060	50%	\$0	\$10,157
New	Loan 147 - Land Development	\$0	\$16,586	50%	\$0	\$33,498
Sub Total - LOAN REPAYMENTS		\$155,136	\$188,910		\$0	\$447,119
INCOME						
New	Loan 133 - Kojonup Bowls Club S/S Principal Repayment	\$0	\$0		\$0	\$0
Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS					\$0	\$0
Total - NON CURRENT LIABILITIES		\$155,136	\$188,910		\$0	\$447,119

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	NEW LOANS RAISED					
	INCOME					
9967	New Loan 149 - Communications Tower	\$0	\$0	0%	\$0	\$0
9968	New Loan 150 - Harrison Place Toilets & Park	\$0	\$0	0%	\$0	\$0
	Sub Total - New Loans Raised	\$0	\$0		\$0	\$0
	Total - NEW LOANS - CURRENT LIABILITIES	\$0	\$0		\$0	\$0
	NON CASH ITEMS WRITTEN BACK					
	Depreciation Written Back	(\$1,874,056)	\$0		\$0	(\$4,497,915)
	Profit on Sale of Assets Written Back	\$0	\$0		\$0	\$0
	Loss on Sale of Assets Written Back	\$0	\$0		\$0	\$0
	Movement in Springhaven Lodge Bonds Reserve Bank Account	\$0	(\$1,050,000)		\$0	\$0
	Movement in Doubtful Debts	\$0	\$0		\$0	(\$2,000)
	Sub Total - DEPRECIATION WRITTEN BACK	(\$1,874,056)	(\$1,050,000)		\$0	(\$4,499,915)
	Total - NON CASH ITEMS	(\$1,874,056)	(\$1,050,000)		\$0	(\$4,499,915)

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	FURNITURE AND EQUIPMENT					
	GOVERNANCE					
	CAPITAL EXPENDITURE					
C137	ICT Plan Implementation	\$115,000	\$1,166	0%	\$0	\$360,000
	Sub Total - CAPITAL WORKS	\$115,000	\$1,166		\$0	\$360,000
	Total - GOVERNANCE	\$115,000	\$1,166		\$0	\$360,000
	FURNITURE AND EQUIPMENT					
	HOUSING					
	EXPENDITURE					
C147	Springhaven - Furniture	\$10,000	\$0	0%	\$0	\$10,000
	Sub Total - CAPITAL WORKS	\$10,000	\$0		\$0	\$10,000
	Total - HOUSING	\$10,000	\$0		\$0	\$10,000
	FURNITURE AND EQUIPMENT					
	ECONOMIC SERVICES					
	CAPITAL EXPENDITURE					
C351	Black Cockatoo Cafe Furniture & Equipment	\$0	\$0		\$0	\$0
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$0
	Total - ECONOMIC SERVICES	\$0	\$0		\$0	\$0
	Total - FURNITURE AND EQUIPMENT	\$125,000	\$1,166		\$0	\$370,000

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And Type Of Activities Within The Programme

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

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	BUILDINGS					
	GOVERNANCE					
	EXPENDITURE					
C191	Office Building Capital Renewal	\$0	\$0	0%	\$0	\$20,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$20,000
	TOTAL - GOVERNANCE	\$0	\$0		\$0	\$20,000
	BUILDINGS					
	LAW ORDER AND PUBLIC SAFETY					
	EXPENDITURE					
C440	Cat Pound	\$4,696	\$6,588	140%	\$0	\$4,696
	Sub Total - CAPITAL WORKS	\$4,696	\$6,588		\$0	\$4,696
	TOTAL - LAW ORDER AND PUBLIC SAFETY	\$4,696	\$6,588		\$0	\$4,696
	BUILDINGS					
	EDUCATION & WELFARE					
	CAPITAL EXPENDITURE					
C441	Old School - Re-Roof	\$0	\$32,007	0%	\$0	\$100,000
	Sub Total - CAPITAL WORKS	\$0	\$32,007		\$0	\$100,000
	TOTAL - EDUCATION & WELFARE	\$0	\$32,007		\$0	\$100,000

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And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	BUILDINGS - CAPITAL EXPENDITURE					
	HOUSING					
C157	CEO Residence - 15 Loton Close	\$0	\$131	0%	\$0	\$60,000
C140	Staff House - 34 Katanning Road	\$120,000	\$80,109	67%	\$0	\$120,000
C195	Springhaven - Building	\$15,000	\$0	0%	\$0	\$30,000
C313	Jean Sullivan Units	\$0	\$0	0%	\$0	\$10,000
C145	Loton Close Units	\$10,000	\$0	0%	\$0	\$10,000
	Sub Total - CAPITAL WORKS	\$145,000	\$80,240		\$0	\$230,000
	Total - HOUSING	\$145,000	\$80,240		\$0	\$230,000
	BUILDINGS					
	COMMUNITY AMENITIES					
	CAPITAL EXPENDITURE					
C442	Mens Shed - Construction of New	\$0	\$0	0%	\$0	\$750,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$750,000
	Total - COMMUNITY AMENITIES	\$0	\$0		\$0	\$750,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	BUILDINGS					
	RECREATION AND CULTURE					
	CAPITAL EXPENDITURE					
C198	Historic Buildings - Capital Improvement	\$0	\$0	0%	\$0	\$30,000
C199	Memorial hall/Theatrical/Harrison Place Toilets	\$0	\$0	0%	\$0	\$10,000
C408	Harrison Place Toilets & Park	\$0	\$0	0%	\$0	\$10,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$50,000
	Total - RECREATION AND CULTURE	\$0	\$0		\$0	\$50,000
	BUILDINGS					
	ECONOMIC SERVICES					
	CAPITAL EXPENDITURE					
C177	Kodja Place Capital Renewal	\$20,000	\$2,273	11%	\$0	\$20,000
	Sub Total - CAPITAL WORKS	\$20,000	\$2,273		\$0	\$20,000
	Total - ECONOMIC SERVICES	\$20,000	\$2,273		\$0	\$20,000
	Total - BUILDINGS	\$169,696	\$121,107		\$0	\$1,174,696

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	PLANT AND EQUIPMENT					
	TRANSPORT					
	CAPITAL EXPENDITURE					
7604	Major Plant Purchases	\$0	\$56,718	0%	\$0	\$0
C162	Major Plant Repairs	\$0	\$0		\$0	\$0
	Sub Total - CAPITAL WORKS	\$0	\$56,718		\$0	\$0
	Total - TRANSPORT	\$0	\$56,718		\$0	\$0
	Total - PLANT AND EQUIPMENT	\$0	\$56,718		\$0	\$0

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
INFRASTRUCTURE ASSETS - ROAD RESERVES						
CAPITAL EXPENDITURE						
Roads to Recovery Projects						
CJ453	Seal - Balgarup Road	\$150,000	\$0	0%	\$0	\$150,000
C500	Tone Road - RTR	\$0	\$0	0%	\$0	\$100,000
C501	Ballock Road - RTR	\$0	\$0	0%	\$0	\$70,000
C502	Woodenup Road - RTR	\$0	\$0	0%	\$0	\$30,000
C503	Boilup Road - RTR	\$0	\$5,561	19%	\$0	\$30,000
C504	Hubbe Road - RTR	\$26,250	\$8,998	17%	\$0	\$52,500
RRG Projects						
C417	Widening - Shamrock Road	\$0	\$41,812	6%	\$0	\$660,000
C436	Widening - Shamrock Road (2021/2022 Project)	\$0	\$12	0%	\$0	\$0
C319	Bitumen Reseal - Kojonup-Frankland Road	\$150,000	\$1,720	1%	\$0	\$150,000
C320	Bitumen Reseal - Kojonup Darkan Road	\$553,000	\$1,720	0%	\$0	\$553,000
C321	Bitumen Reseal - Broomehill-Kojonup Road	\$150,000	\$35,143	23%	\$0	\$150,000
C461	Kojonup Darkan Shoulder Seal	\$0	\$0		\$0	\$0
C463	Kojonup Darkan Shoulder Blackspot	\$669,000	\$781,604	117%	\$0	\$669,000
Commodity Route Projects						
C172	Seal - Riverdale Road	\$0	\$0	0%	\$0	\$413,000
Sub Total - CAPITAL WORKS		\$1,698,250	\$876,568		\$0	\$3,027,500
Total - ROADS		\$1,698,250	\$876,568		\$0	\$3,027,500
Total - INFRASTRUCTURE ASSETS ROAD RESERVES		\$1,698,250	\$876,568		\$0	\$3,027,500

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
	INFRASTRUCTURE - FOOTPATHS					
C174	Footpath - Soldier Rd	\$0	\$0	0%	\$0	\$250,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$250,000
	Total - INFRASTRUCTURE ASSETS FOOTPATHS	\$0	\$0		\$0	\$250,000
	INFRASTRUCTURE - PARKS - CAPITAL EXPENDITURE					
	RECREATION & CULTURE					
C357	Apex Park Playground	\$0	\$0	0%	\$0	\$34,000
C274	Sporting Complex - Netball Court Project	\$0	\$0	0%	\$0	\$88,000
C443	Showgrounds Retaining Wall	\$6,000	\$6,000	100%	\$0	\$6,000
C411	Sporting Complex - Playground & Outdoor Gym	\$0	\$7,728	0%	\$0	\$0
C448	Trails Hub Construction	\$0	\$0	0%	\$0	\$40,000
	Sub-Total - CAPITAL WORKS	\$6,000	\$13,728		\$0	\$168,000
	Total - RECREATION & CULTURE	\$6,000	\$13,728		\$0	\$168,000
	Total - INFRASTRUCTURE PARKS	\$6,000	\$13,728		\$0	\$168,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		LAW, ORDER & PUBLIC SAFETY				
C138	Bushfire Repeater Tower	\$182,000	\$98,922	28%	\$0	\$350,000
2885	CCTV Capital Expenditure	\$0	\$0		\$0	\$267,000
	Sub-Total - CAPITAL WORKS	\$182,000	\$98,922		\$0	\$617,000
	Total - LAW, ORDER & PUBLIC SAFETY	\$182,000	\$98,922		\$0	\$617,000
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		COMMUNITY AMENITIES				
		CAPITAL EXPENDITURE				
C355	Town Furniture	\$17,627	\$1,745	4%	\$0	\$39,171
C407	Refuse Site Development	\$0	\$1,551	2%	\$0	\$98,250
	Sub Total - CAPITAL WORKS	\$17,627	\$3,296		\$0	\$137,421
	Total - OTHER COMMUNITY AMENITIES	\$17,627	\$3,296		\$0	\$137,421
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		RECREATION & CULTURE				
C444	Sporting Complex - Hall of Fame Signage	\$0	\$0	0%	\$0	\$8,000
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$8,000
	Total - OTHER RECREATION	\$0	\$0		\$0	\$8,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB	YEAR TO DATE		% of Annual Budget	ADOPTED BUDGET	
		30 NOVEMBER 2023 Budget	Actual		2023-2024 Income	Expense
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		ECONOMIC SERVICES				
C054	Promotional Signage at Airstrip	\$0	\$0	0%	\$0	\$30,000
CJ457	EV Charging Station	\$0	\$6,131	2%	\$0	\$250,000
	Sub Total - CAPITAL WORKS	\$0	\$6,131		\$0	\$280,000
	Total - ECONOMIC SERVICES	\$0	\$6,131		\$0	\$280,000
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE				
		OTHER PROPERTY & SERVICES				
C458	Radios - Communication	\$15,000	\$0	0%	\$0	\$30,000
	Sub Total - CAPITAL WORKS	\$15,000	\$0		\$0	\$30,000
	Total - OTHER PROPERTY & SERVICES	\$15,000	\$0		\$0	\$30,000
	Total - INFRASTRUCTURE ASSETS - OTHER	\$214,627	\$108,349	\$0	\$0	\$1,072,421
	GRAND TOTALS	(\$4,578,227)	(\$6,045,247)		(\$16,835,532)	\$16,835,072



LOCAL GOVERNMENT ACT 1995

CAT ACT 2011

SHIRE OF KOJONUP

CATS LOCAL LAW 2024

DRAFT

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DRAFT

CATS LOCAL LAW 2024

Under the powers conferred by the *Local Government Act 1995* and the *Cat Act 2011* and under all other powers enabling it, the Council of the Shire of Kojonup resolved on _____ to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Kojonup Cats Local Law 2024*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Definitions

In this local law unless the context otherwise requires –

Act means the *Cat Act 2011*;

Animal Welfare Organisation means a non-government, not-for-profit organisation with the welfare of animals as their reason for existence;

applicant means the occupier of premises who makes application for a permit under this local law;

approved cat breeder has the meaning given to it by the Act;

Cat means an animal of the species *felis catus* or a hybrid of that species;

Cat management facility has the meaning given to it by the Act;

Cattery means any premises where more than two cats are boarded, housed or trained temporarily, usually for profit, and where the occupier of the premises is not the ordinary owner of the cats;

CEO means the Chief Executive Officer of the local government;

Children's playground means an outdoor area designated for children's play; and is inclusive of any sandpit area, playground equipment or within any fenced playground boundary;

commercial lot means a lot zoned under a local planning scheme as –

- (a) central business; or
- (b) service commercial,

Council means the Council of the local government;

district means the district of the local government;

effective control in relation to a cat means any of the following methods –

- (a) held by a person who is capable of controlling the cat;
- (b) securely tethered;
- (c) secured in a cage; or
- (d) any other means of preventing escape.

Local Government means the *Shire of Kojonup*;

local planning scheme means a planning scheme of the local government made under the Planning and Development Act 2005;

local public notice has the meaning given to it by section 1.7 of the *Local Government Act 1995*;

multiple dwelling (often called flats, apartments or units) meaning a dwelling in a group of more than 1 dwelling on a lot where any part of a dwelling is vertically above part of any other but—

- (a) does not include a group dwelling; and
- (b) includes any dwellings above the ground floor in a mixed use development;

nuisance means—

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
- (b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land;
- (c) interference which causes material damage to land or other property on the land affected by the interference;

Owner has the meaning given to it in the Act;

permit means a permit issued by the local government under clause 3.5 of this local law;

permit holder means a person who holds a valid permit granted under this local law;

premises includes the following –

- (a) land, whether or not vacant;
- (b) the whole or part of a building or structure whether of a permanent or temporary nature; and
- (c) a vehicle.

public place has the meaning given to it in the Act;

RSPCA means the Royal Society for the Prevention of Cruelty to Animals (Inc) of Western Australia;

Schedule means a schedule to this local law;

single dwelling means a house that stands alone on its own parcel of land; and

veterinary hospital means any premises at which veterinary surgery is practised at which animals receive treatment, nursing care, and other services required for the reception, treatment and care of animals suffering from disease or injury or in need of surgical or medical treatment or assistance.

PART 2 – CONTROL OF CATS

2.1 Cats in public places

- (1) A cat shall not be permitted in a public place if that cat is deemed to be causing a nuisance.
- (2) If a cat is at any time in a public place in contravention of subclause (1)—
 - (a) the owner of the cat commits an offence; and
 - (b) an authorised person may seize and impound the cat and deal with the cat pursuant to the Act.

2.2 Cat in prohibited areas

- (1) A cat shall not be in any Cat Prohibited Area as identified in Schedule 3.
- (2) If a cat is at any time in a place in contravention of subclause (1)—
 - (a) the owner of the cat commits an offence; and
 - (b) an authorised person may seize and impound the cat and deal with the cat pursuant to the Act.

2.3 Direction to abate the nuisance of a cat

- (1) The owner of a cat, or any other person responsible for a cat, shall not allow the cat to create a nuisance.
- (2) Where a cat is deemed to be creating a nuisance, the local government may give written notice to the owner of the cat or any other person apparently in control of the cat, requiring that person to abate the nuisance.
- (3) When a nuisance has occurred and a notice to abate the nuisance is given, the notice remains in force for the period specified by the local government on the notice which shall not exceed 28 days.
- (4) A person given a notice to abate the nuisance who fails to comply with the notice commits an offence.

PART 3 – PERMITS FOR KEEPING CATS

3.1 Interpretation

In this Part, and for the purposes of applying the definition of “cattery” in Part 4, a cat does not include a cat less than 6 months old.

3.2 Cats for which a permit is required

- (1) Subject to subclause (2), a person is required to have a permit—
 - (a) to keep more than two cats on any premises;
 - (b) to use any premises as a cattery; or
 - (c) to be an approved cat breeder.
- (2) A permit is not required under subclause (1) if the premises concerned are—
 - (a) a refuge of the RSPCA or any other animal welfare organisation;
 - (b) a cat management facility which has been established by and is maintained by the local government for the impounding of cats; or
 - (c) a veterinary hospital.

3.3 Application for permit

An application for a permit under clause 3.2 shall be—

- (a) made in writing by an occupier of either a single or multiple dwelling or premises in relation to that single or multiple dwelling or premises;
- (b) in a form approved by the local government, describing and specifying the number of cats to be kept at the single or multiple dwelling or on the premises;
- (c) accompanied by the plans of the single or multiple dwelling or premises to which the application relates, to the specification and satisfaction of the local government;
- (d) accompanied by the consent in writing of the owner of the single or multiple dwelling or premises, where the occupier is not the owner of the single or multiple dwelling or premises to which the application relates;
- (e) accompanied by the application fee for the permit determined by the local government from time to time; and
- (f) accompanied by written evidence that either the applicant or another person who will have charge of the cats, will reside at the single or multiple dwelling or on the premises or, in the opinion of the local government, sufficiently close to the single or multiple dwelling or premises so as to maintain effective control of the cats and ensure their health and welfare.

3.4 Refusal to determine application

The local government may refuse to determine an application for a permit if it is not made in accordance with clause 3.3.

3.5 Factors relevant to determination of application

- (1) In determining an application for a permit the local government may have regard to—
 - (a) the physical suitability of the premises for the proposed use;
 - (b) the suitability of the zoning of the premises under any scheme which applies to the premises for the use;
 - (c) the environmental sensitivity and general nature of the location surrounding the premises for the proposed use;
 - (d) the structural suitability of any enclosure in which any cat is to be kept;
 - (e) the likelihood of a cat causing a nuisance, inconvenience or annoyance to the occupiers of adjoining land;
 - (f) the likely effect on the amenity of the surrounding area of the proposed use;
 - (g) the likely effect on the local environment, including any pollution or other environmental damage which may be caused by the use;
 - (h) any submissions received under subclause (2) within the time specified in subclause (2); and
 - (i) such other factors which the local government may consider to be relevant in the circumstances of the particular case.
- (2) Where an application is received pursuant to clause 4.4 the local government shall—
 - (a) consult with adjoining occupiers and landowners; and
 - (b) advise the adjoining occupiers and landowners that they may make submissions to the local government on the application for the permit within 14 days of receiving that advice, before determining the application for the permit.

3.6 Decision on application

- (1) The local government may—
 - (a) approve an application for a permit, in which case it shall approve it subject to the conditions in clause 3.7, and may approve it subject to any other conditions it considers fit; or
 - (b) refuse to approve an application for a permit.
- (2) If the local government approves an application under subclause (1), then it shall issue to the applicant a permit in the form determined by the CEO.

(3) If the local government refuses to approve an application under subclause (1), then it is to advise the applicant accordingly in writing.

3.7 Conditions

- (1) Every permit is issued subject to the following conditions—
- (a) the permit holder will provide adequate space for the exercise of the cats;
 - (b) the premises shall be maintained in good order and in a clean and sanitary condition;
 - (c) the written consent to the application for a permit of the adjoining multiple dwellings has been obtained;
 - (d) the written consent to the application from the owner of the premises, if not the applicant, has been obtained;
 - (e) without the consent of the local government, the permit holder will not substitute or replace any cat once that cat—
 - (i) dies; or
 - (ii) is permanently removed from the premises; and
 - (f) those conditions contained in Schedule 1.
- (2) In addition to the conditions subject to which a permit is to be issued under this clause, a permit may be issued subject to other conditions, as the local government considers appropriate.
- (3) A permit holder who fails to comply with a condition of a permit commits an offence.

3.8 Duration of permit

Unless otherwise specified, in a condition on a permit, a permit commences on the date of issue and until any cat either—

- (a) dies;
- (b) is permanently removed from the premises; or
- (c) the permit holder ceases to reside at the dwelling or premises to which the permit relates.

3.9 Revocation

The local government may revoke a permit if the permit holder fails to observe any provision of this local law or a condition of a permit.

3.10 Permit not transferable

A permit is not transferable in relation to either the permit holder or the dwelling or premises.

PART 4 – IMPOUNDING OF CATS

4.1 Cat management facility

- (1) The local government may establish and maintain a cat management facility or facilities, managed by an authorised person for the impounding of cats and the subsequent management of those cats under this local law.
- (2) The local government may determine from time to time—
- (a) the times when a cat management facility will be open for the reception and release of cats; and
 - (b) times for the sale of cats from the facility.

(3) An authorised person, referred to in subclause (1), is to be in attendance at the facility for the release of impounded cats at the times and on the days of the week as are determined by the CEO.

4.2 Impounding register

- (1) The local government is to keep a proper record of impounded cats (the “Impounding Register”).
- (2) The Impounding Register is to contain the following information about each impounded cat—
- (a) if known, the breed and sex of the cat;
 - (b) the colour, distinguishing markings and features of the cat;
 - (c) if known, the name and address of the owner;
 - (d) the date, time and location of seizure and impounding;
 - (e) the name and address of the authorised person who impounded the cat and, if applicable, the person who delivered a cat for impounding;
 - (f) the reason for the impounding;
 - (g) a note of any direction made by an authorised person under clause 2.4 relating to the cat; and –
 - (h) the date of the sale, release or destruction of the cat.
- (3) The Impounding Register is to be available for inspection by the public.

4.3 Charges and costs

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*—

- (a) the charges to be levied under section 31 of the Act relating to the seizure, impounding, caring, microchipping, sterilisation or destruction/disposal of a cat; and
- (b) the additional fee payable under section 31 of the Act where a cat is released or sold at a time or on a day other than those determined under clause 4.1(2).

4.4 Release of impounded cats

- (1) A claim for the release of a cat seized and impounded is to be made to the authorised person referred to in clause 4.1(1) or in the absence of that person, to the CEO.
- (2) The authorised person referred to in clause 4.1(1) is not to release a cat seized and impounded to any person unless that person has produced, to their satisfaction, evidence—
- (a) of his or her ownership of the cat or of his or her authority to take delivery of it;
 - (b) that he or she is the person identified as the owner on a microchip implanted in the cat;
 - (c) of proof of registration of the cat in accordance with the Act;
 - (d) if a permit under Part 4 is required, proof of obtaining the permit.

PART 5 - MISCELLANEOUS

5.1 Giving of a notice

A notice given under this local law may be given to a person –

- (a) personally;
- (b) by registered mail addressed to the person; or
- (c) by leaving it for the person at her or his address.

5.2 Content of a notice

The contents of a notice given under clause 5.1 can be—

- (a) ascertained from the person directly;
- (b) recorded by the local government under the Act; or
- (c) ascertained from enquiries made by the local government.

PART 6 – OBJECTIONS AND REVIEW

6.1 Objections and review

Any person who is aggrieved by the conditions imposed in relation to a permit, the revocation of a permit, or by the refusal of the local government to grant a permit may object to the decision under Division 1 of Part 9 of the *Local Government Act 1995*.

PART 7 – OFFENCES AND PENALTIES

7.1 Offences

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

7.2 Prescribed offences

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 84 of the Act.
- (2) The amount appearing directly opposite each such offence is the modified penalty in relation to that offence.

7.3 Forms

- (1) The issue of infringement notices, their withdrawal and the payment of modified penalties are dealt with in Division 4 of Part 4 of the Act.
 - (2) An infringement notice given under section 62 of the Act is to be in the form of Form 6 of Schedule 1 of the *Cat Regulations 2012*.
 - (3) A notice sent under section 65 of the Act withdrawing an infringement notice is to be in the form of Form 7 of Schedule 1 of the *Cat Regulations 2012*.
-

Schedule 1

ADDITIONAL CONDITIONS APPLICABLE TO PARTICULAR PERMITS

[cl. 3.7]

A. Permit to use premises as a cattery

Additional conditions

- (1) All building enclosures must be structurally sound, have impervious flooring, be well lit and ventilated and otherwise comply with all legislative requirements;
- (2) There is to be a feed room, wash area, isolation cages and maternity section;
- (3) Materials used in structures are to be approved by the local government;
- (4) The internal surfaces of walls are, where possible, to be smooth, free from cracks, crevices and other defects;
- (5) All fixtures, fittings and appliances are to be capable of being easily cleaned, resistant to corrosion and constructed to prevent the harbourage of vermin;
- (6) Wash basin with the minimum of cold water to be available to the satisfaction of the Local Government;
- (7) The maximum number of cats to be kept on the premises stated on the permit is not to be exceeded;
- (8) An register is to be kept recording in respect of each cat the—
 - (a) date of admission;
 - (b) date of departure;
 - (c) breed, age, colour and sex; and
 - (d) the name and residential address of the owner;
- (9) The register is to be made available for inspection on the request of an authorised person;
- (10) Enclosures are to be thoroughly cleaned each day and disinfected at least once a week to minimise disease;
- (11) Any sick or ailing cat is to be removed from the premises or transferred to an isolation cage separated from other cats on the premises; and
- (12) Any other matter which in the opinion of the local government is deemed necessary for the health and wellbeing of any cat, or person, or adjoining premises or the amenity of the area (or any part thereof).

B. Permit for Approved Cat Breeder

Additional conditions

- (1) Required to keep records of all purchases and or transfers of cat/s for a period of 2 years, including but not limited to the purchasers' name and address, and the cat/s microchip number; and
 - (2) Premises may be inspected annually.
-

DRAFT



LOCAL GOVERNMENT ACT 1995

Cat Act 2011

SHIRE OF KOJONUP

CAT REPEAL LOCAL LAW 2024

DRAFT

LOCAL GOVERNMENT ACT 1995

Cat Act 2011

SHIRE OF KOJONUP

CAT REPEAL LOCAL LAW 2024

Under the powers conferred by the *Local Government Act 1995* and the *Cat Act 2011* and under all other powers enabling it, the Council of the Shire of Kojonup resolved on the _____ to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Kojonup Cat Repeal Local Law 2024*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

The *Shire of Kojonup Cat Local Law 2022* as published in the *Government Gazette* on 31 October 2022 is hereby repealed.

Dated..... of20__.

The common Seal of the }
Shire of Kojonup }
was affixed by authority of a }
resolution of the Council in the }
presence of. }

EDWIN (NED) RADFORD – Shire President

GRANT THOMPSON - Chief Executive Officer

SHIRE OF KOJONUP

Kojonup



MINUTES

Ordinary Council Meeting

26 September 2023

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MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 26 SEPTEMBER 2023

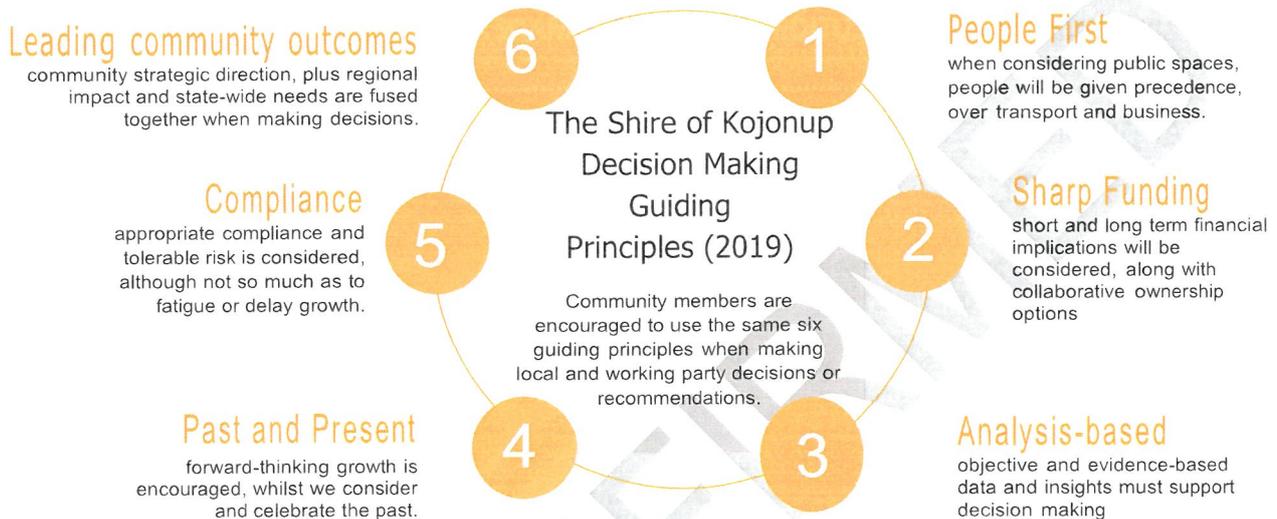
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UNCONFIRMED

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



9.4.3 SHIRE OF KOJONUP CAT REPEAL LOCAL LAW 2023 AND SHIRE OF KOJONUP CATS LOCAL LAW 2023

AUTHOR	Stephanie Swain – Senior Ranger
DATE	Wednesday, 16 August 2023
FILE NO	LE.LCL.3
ATTACHMENT(S)	9.4.3.1 – Proposed Shire of Kojonup Cats Local Law 2023 – Draft 9.4.3.2 – Proposed Shire of Kojonup Cat Repeal Local Law 2023 - Draft 9.4.3.3 – Email correspondence received from the Joint Standing Committee on Delegated Legislation (JSCDL) on requested undertaking outcome – 10 May 2023 9.4.3.4 - Email correspondence received from Department of Local Government, Sport and Cultural Industries – 13 July 2023

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</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

The purpose of this report is for Council to consider the amended *Shire of Kojonup Cats Local Law 2023* and *Shire of Kojonup Repeal Cat Local Law 2023* for proposal and public consultation.

BACKGROUND

At its Ordinary Meeting held on 18 April 2023, Council resolved to propose the *Shire of Kojonup Cats Local Law 2023* and the *Shire of Kojonup Repeal Cat Local Law 2023* in conjunction with an agreed undertaking with the Joint Standing Committee on Delegated Legislation (JSCDL).

The *Shire of Kojonup Repeal Cat Local Law 2023* and the *Shire of Kojonup Cats Local Law 2023* were proposed with the following purpose and effect:

SHIRE OF KOJONUP CAT REPEAL LOCAL LAW 2023

PURPOSE: To repeal the *Shire of Kojonup Cat Local Law 2022*.

EFFECT: The local law will be revoked and abrogated.

SHIRE OF KOJONUP CATS LOCAL LAW 2023

PURPOSE: *To provide additional controls and management of matters relating to cats that are not specified in the Cat Act 2011, and to further promote and encourage responsible cat ownership.*

EFFECT: *The effect of this local law is to provide a framework for the control of nuisance cats, cat management facilities and limits on the number of cats permitted to be kept, in line with the provisions contained within the Cat Act 2011 and the Local Government Act 1995.*

Both the *Shire of Kojonup Cats Local Law 2023* and the *Shire of Kojonup Repeal Cat Local Law 2023* were provided to the JSCDL for comment *after* it had been proposed at the Council meeting and *before* it was advertised under section 3.12 of the *Local Government Act 1995*.

The JSCDL advised the Shire of Kojonup (Shire) on 10 May 2023 that the requested undertakings had been addressed with no recommendations for amendments. The JSCDL also advised that, although the local laws met the requested undertakings, this did not amount to an endorsement of the local laws.

The JSCDL advised that it would scrutinise them only once they are published and tabled in accordance with section 42 of the *Interpretation Act 1984* and the Local Laws Explanatory Memorandum and Statutory Checklist.

On 25 May 2023 the Shire provided public notice of the proposed local laws and provided copies of the Local Laws to the Minister for Local Government.

On 13 July 2023 the Shire received correspondence from the DLGSC suggesting certain amendments be made to the draft Local Laws; these are excerpted as follows:

Cat Repeal Local Law 2023

1. *Repeal of cat local law*

It appears that the Shire is repealing its existing cat local law and replacing it with a new one.

In the circumstances, it may be simpler to include a repeal clause in the cat local law, rather than having a separate repeal local law in its own right.

2. *Minor edits*

Enacting provision: After “Local Government Act 1995” insert “, the Cat Act 2011”

Cat Local Law 2023

1. Clause 2.2 – Cat confinement

Clause 2.2 provides that a cat must not be on a property unless prior consent has been given by the landowner.

The Joint Standing Committee on Delegated Legislation has generally objected to clauses of this nature. For this reason, it is suggested that the clause be removed.

The Committee has concluded that clauses of this kind are inconsistent with the Cat Act. This is because:

- *section 27(b) of the Cat Act provides that a cat may be removed from the premises where requested by the landholder.*
- *Clause 2.2 of the local law is inconsistent with this, since it requires a cat to have prior consent before entering the premises and implies the cat can be removed even when the property owner hasn't requested it.*

Clause 2.2 does not explicitly state that cat confinement is mandatory. However, it creates a scenario where a cat owner is almost certain to commit an offence if they allow the cat to roam, since there is no practical way for a cat owner to ensure that a roaming cat only enters properties where prior landowner consent has been given. Accordingly, the Committee is likely to view clause 2.2 as a cat confinement clause, since cat confinement is the practical result.

2. Clause 3.1 – Designation of cat prohibited areas

It is suggested that this clause be deleted.

The Cat Act provides that cat prohibited areas must be set out within local laws. Accordingly, if the Shire wishes to add or remove to the list of cat prohibited areas, it will need to amend the local law.

Clause 3.1 does not appear to serve any critical purpose. While it requires the Shire to undergo public consultation prior to changing the cat prohibited areas, this consultation will already be required as part of the process of amending the local law.

If clause 3.1 is deleted, the remainder of the local law will need to be renumbered accordingly and any impacted cross-references will need to be updated.

3. Minor edits

The following minor edits are suggested:

- *Clause 1.5:*
 - *All citation titles should be in italics.*
 - *Defined terms only require capital letters in situations where the capital letter will be used every time the term appears (e.g. Schedule, RSPCA, CEO).*
- *Clause 4.7(1)(e)(ii): Replace the full stop with “; and”.*
Retitle “Schedule 4” to “Schedule 3”.

No further comments or submissions surrounding the proposed local laws were received.

COMMENT

The recommendation in this report has been prepared due to the fact that advice provided by the DLGSC (see point 1 of the DLGSC comments above - Cat Repeal Local Law 2023) was in conflict with the information provided on the DLGSC website (Making of Local Laws), as follows:

‘Local governments should be aware that when amending or repealing a local law, it needs to be done in accordance with section 3.12 of the Act, which is the same procedure for ‘making’ a local law. This is because amendment or repeal local laws are new local laws themselves and must follow the full statutory process to be made within power.’

The Shire recognises that the DLGSC views repeal local laws as separate local laws in their own right and, therefore, shall continue with the individual local law making processes for the *Shire of Kojonup Repeal Cat Local Law 2023* as per the *Local Government Act 1995*.

Therefore, the Council should note that, due to the above discrepancies in advice, this report recommends to establish two local laws: a Shire of Kojonup Cat Repeal Local Law 2023 and a Shire of Kojonup Cat Local Law 2023. All other suggestions for amendments made by the DLGSC have been implemented into the draft Shire of Kojonup Cats Local Law 2023 and Shire of Kojonup Repeal Cat Local Law 2023 (as attached at 9.4.1.3. and 9.4.3.2) for consideration.

The afore-mentioned amendments being made to the draft Shire of Kojonup Cats Local Law 2023 and Shire of Kojonup Repeal Cat Local Law 2023 represent what are considered to be significant changes to what was initially proposed to Council on 18 April 2023. This requires Council to re-advertise the proposed local laws, inclusive of the amendments, for a period of no less than 6 (six) weeks as per Section 3.12(3) of the *Local Government Act 1995*.

CONSULTATION

Minister for Local Government, Sport and Cultural Industries
Department of Local Government, Sport and Cultural Industries

STATUTORY REQUIREMENTS

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.

Cat Act 2011 – Section 79

79. Local laws

(1) 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 this Act.

(2) A local law made under this Act does not apply outside the local government’s district unless it is made to apply outside the district under section 80.

(3) Without limiting subsection (1), a local law may be made as to one or more of the following—

- (a) the registration of cats;
- (b) removing and impounding cats;
- (c) keeping, transferring and disposing of cats kept at cat management facilities;
- (d) the humane destruction of cats;
- (e) cats creating a nuisance;
- (f) specifying places where cats are prohibited absolutely;
- (g) requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats;
- (h) limiting the number of cats that may be kept at premises, or premises of a particular type;
- (i) the establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities;
- (j) the regulation of approved cat breeders, including record keeping and inspection; and
- (k) fees and charges payable in respect of any matter under this Act.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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
Risk rating – Adequate			
IMPLICATIONS			
Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

111/23 Moved Cr Singh

Seconded Cr Gale

That Council:

1. Endorses the Shire of Kojonup Cat Repeal Local Law 2023 and the Shire of Kojonup Cats Local Law 2023, as presented, for proposal:

2. Pursuant to the *Local Government Act 1995* section 3.12(3) and (3a), and all other legislation enabling it, provides public notice that it proposes to make the Shire of Kojonup Cat Repeal Local Law 2023 and the Shire of Kojonup Cats Local Law 2023 with the following purpose and effect:

SHIRE OF KOJONUP CAT REPEAL LOCAL LAW 2023

PURPOSE: To repeal the Shire of Kojonup Cat Local Law 2022.

EFFECT: The local law will be revoked and abrogated.

SHIRE OF KOJONUP CATS LOCAL LAW 2023

PURPOSE: To provide additional controls and management of matters relating to cats that are not specified in the Cat Act 2011, and to further promote and encourage responsible cat ownership.

EFFECT: The effect of this local law is to provide a framework for the control of nuisance cats, cat management facilities and limits on the number of cats permitted to be kept, in line with the provisions contained within the Cat Act 2011 and the Local Government Act 1995;

3. Advertises the proposed local laws, as referred to in point 1 above, for a period of not less than 6 (six) weeks, with advertisements to appear in the Great Southern Herald and all local newspapers circulating within the district;

4. In accordance with the *Local Government Act 1995* section 3.12(3), advises the Minister for Local Government, Sport and Cultural Industries of the proposed local laws as referred to in Point 1 above; and

5. Considers public comments, if any, prior to consideration of adopting the proposed local laws as referred to in Point 1 above.

CARRIED 8/0

For: Cr Radford, Cr P Webb, Cr Bilney, Cr Egerton-Warburton, Cr F Webb, Cr Wieringa, Cr Gale and Cr Singh

Stephanie Swain

From: Legislation <legislation@dlgsc.wa.gov.au>
Sent: Friday, 3 November 2023 11:52 AM
To: Stephanie Swain
Subject: Comments - Shire of Kojonup - Proposed Local Laws

Good morning,

This email is regarding the Shire's proposed local laws. No significant issues were identified, but some minor comments are provided below.

Parking Amendment Local Law 2023

1. Minor Edits

- Amend clause 2.2 to read as follows:

2.2. Clause 4.5 amended

Insert new subclause into clause 4.5 as follows:

(1) In this clause –

'particular event' means an event at which entertainment is provided to the public on an irregular basis whether from an entertainment venue or from some other place;

- Switch clause 2.2 and 2.3 around, so that clause 2.3 amendments occur first. Alternatively, merge clause 2.2 and 2.3 together and ensure the insertion of the new subclause (1) occurs after the previous subclause (1) is renumbered.
- Reword clause 2.4 to correct syntax as follows:

2.4 Clause 3.7(2)(b) amended

In clause 3.7(2)(b) delete "*either the driver of motor vehicle*" and replace with "*either the driver or a passenger in the motor vehicle*".

- Clause 2.5: The deletion of "is" in paragraph (a) still results in an issue where paragraphs (b) and (c) don't flow correctly. The Shire may wish to delete the first instance of "is" instead as this will result in all three paragraphs reading correctly.
- Clause 2.8: After "delete" insert "all instances of".

Cat Repeal Local Law 2023

The Department did not identify any issues regarding this local law.

Cat Local Law 2023

1. Minor Edits

- **Clause 1.4** can be deleted, as the Shire is already repealing this local law via the Cat Repeal Local Law 2023. Alternatively, if this clause is retained, the repeal local law is unnecessary.
- **Clause 1.5:**
 - In the definition of “Act” change the citation to italics.
 - Remove the capital letters from all definitions except those in which a capital is required (e.g. Act, CEO, Local Government).
 - In the definition of *nuisance* at the end of paragraph (b) insert “and”.
 - Create a definition for “*children’s playground*”.
- **Clause 3.3:** Change “clause 4.2” to “clause 3.2”.
- **Clause 3.4:** In subclause (2) change “clause 4.3” to “clause 3.3”.
- **Clause 3.6(1)(a):** Change “clause 4.8” to “cause 3.7”.
- **Clause 4.4:** Update the cross references.
- **Clause 5.2:** Change “section 6.1” to “clause 5.1”.
- **Schedule 2:** In the second column, change “4.7(3)” to “3.7(3)”.
- Replace all instances of “shall” with “must”.

Public notice

The Shire has provided sufficient evidence of public notice as required by the local law checklist. However, the Shire should be aware that the Act requires several kinds of notice to be issued in order for “local public notice” to have occurred (e.g. notice on website). The Shire should ensure that these additional elements have also been met.

Minister’s Directions – pursuant to s 3.12(7) of the *Local Government Act 1995*

Please note: once the Shire has published a local law in the *Government Gazette*, the Shire must comply with the requirements of the Minister’s *Local Laws Explanatory Memoranda Directions 2010*. The Shire must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the Committee at the current address:

Committee Clerk
 Joint Standing Committee on Delegated Legislation
 Legislative Council Committee Office
 GPO Box A11
 PERTH WA 6837
 Email: delleg@parliament.wa.gov.au
 Tel: 9222 7404
 Fax: 9222 7805

A copy of the Explanatory Memoranda forms can be downloaded from the Department of Local Government, Sport and Cultural Industries website at www.dlgsc.wa.gov.au. A copy of the Directions is also available at the Committee’s webpage at the Parliament WA website. Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- have been provided to assist the Shire with drafting matters in relation to the local law;
- do not constitute legal advice;
- have been provided in good faith for the Shire’s consideration; and
- should not be taken as an approval of content.

The Shire should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the Shire's policies and objectives.

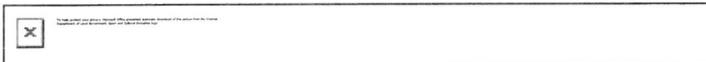
Kind Regards

Dale Martin
A/Senior Legislation Officer

Department of Local Government, Sport and Cultural Industries
140 William Street, Perth 6000
Telephone 08 6552 1530
Email legislation@dlgsc.wa.gov.au
Web www.dlgsc.wa.gov.au



Department of
**Local Government, Sport
and Cultural Industries**



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LOCAL GOVERNMENT ACT 1995

SHIRE OF KOJONUP

PARKING (AMENDMENT) LOCAL LAW 2024

DRAFT

SHIRE OF KOJONUP

PARKING (AMENDMENT) LOCAL LAW 2024

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Kojonup resolved on the _____ to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Kojonup Parking (Amendment) Local Law 2024*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

PART 2 – AMENDMENTS

2.1 Shire of Kojonup Parking Local Law 2022 amended

This Part of the local law amends the *Shire of Kojonup Parking Local Law 2022* as published in the *Government Gazette* on 31 October 2022,

2.2 Clause 4.5 amended

Insert new subclause into clause 4.5 as follows:

- (3) *The local government shall provide public notice advising of any affected parking facilities due to particular events of a period of no less than 4 weeks.*

2.3 Clause 4.5 amended

Insert new subclause into clause 4.5 as follows:

- (1) *In this clause –*
‘particular event’ means an event at which entertainment is provided to the public on an irregular basis whether from an entertainment venue or from some other place;

2.4 Clause 4.5 amended

Insert new subclause into clause 4.5 as follows:

- (4) *Parking facilities set aside for particular events shall have a time limit of 4 hours unless otherwise specified by the local government.*

2.5 Subclauses 4.5(1), (2), (3), (4), (5) and (6) have been renumbered due to the aforementioned amendments.

2.6 Clause 3.7(2)(b) amended

In clause 3.7(2)(b) delete “*either the driver of motor vehicle*” and replace with “*either the driver or a passenger in the motor vehicle*”.

2.7 Clause 3.11 amended

The word 'is' is deleted from the end of clause 3.11 and inserted at the start of clause 3.11(a).

2.8 Clause 3.20 amended

The word 'that' appearing before 'where' is deleted from clause 3.20(1).

2.9 Clause 4.8 amended

The words 'stop or' in the 3rd line of clause 4.8(2) is deleted.

2.10 Clause 4.11 amended

The word 'stop' is deleted from subclauses 4.11(a), (b) and (c).

2.11 Clause 6.2 amended

The word 'believes' in the second line of Clause 6.2(a) is replaced with 'believe'.

Dated..... of20__.

The common Seal of the }
Shire of Kojonup }
was affixed by authority of a }
resolution of the Council in the }
presence of. }

EDWIN (NED) RADFORD – Shire President

GRANT THOMPSON - Chief Executive Officer



LOCAL GOVERNMENT ACT 1995

SHIRE OF KOJONUP

PARKING LOCAL LAW 2022

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LOCAL GOVERNMENT ACT 1995

SHIRE OF KOJONUP

CONSOLIDATED

PARKING LOCAL LAW 2022

PARKING (AMENDMENT) LOCAL LAW 2024

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Kojonup resolved on _____ to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Kojonup Parking Local Law 2022*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

Nil.

1.5 Definitions

(1) In this local law unless the context otherwise requires –

Act means the *Local Government Act 1995*;

Authorised person means a person authorised by the local government to perform any of the functions of an authorised person under this local law;

Authorised motor vehicle means a motor vehicle authorised by the local government, CEO, authorised person or by any written law to stop or park on a thoroughfare or on a parking facility;

Bicycle has the meaning given to it by the Code;

Bicycle path has the meaning given to it by the Code;

Built-up area means the areas under a local planning scheme, including both sides of thoroughfares immediately adjoining, zoned as –

- (a) central business;
- (b) service commercial;
- (c) residential; and
- (d) rural town site.

Bus stop has the meaning given to it by the Code;

Bus zone has the meaning given to it by the Code;

Caravan has the meaning given to it by section 5 of the *Caravan Parks and Camping Grounds Act 1995*;

Carriageway has the meaning given to it by the Code;

Centre in relation to a carriageway, has the meaning given to it by the Code;

CEO means the Chief Executive Officer of the local government;

Children's crossing has the meaning given to it by the Code; **Code** means the *Road Traffic Code 2000*;

Commercial motor vehicle –

- (a) means a motor vehicle constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a motor vehicle for the conveyance of passengers; and
- (b) includes any motor vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;

Continuous dividing line has the meaning given to it in the Code;

Disability parking permit has the meaning given to it by the *Local Government (Parking for People with Disabilities) Regulations 2014*;

Disabled parking bay means a part of a parking facility or carriageway which is identified or marked by painted lines, symbols, inscriptions or signs as a bay for the parking of motor vehicles driven by or carrying a disabled person;

District means the district of the local government;

Driver means any person driving or in control of a motor vehicle;

Edge line has the meaning given to it by the Code;

Emergency motor vehicle has the meaning given to it by the Code;

Footpath has the meaning given to it by the Code;

GVM or “gross motor vehicle mass” has the meaning given to it by the *Road Traffic (Motor vehicles) Act 2012*;

Heavy motor vehicle has the meaning given to it by the Code;

Infringement notice means the notice referred to in clause 7.5;

Keep clear area means a portion of a carriageway that lies –

- (a) between 2 consecutive signs inscribed with the words “KEEP CLEAR” and each with an arrow pointing generally towards the other; or
- (b) between a sign inscribed with the words “KEEP CLEAR” and whichever of the following that lies in the general direction indicated by an arrow inscribed on the sign –
 - (i) the end of the carriageway; or
 - (ii) an area in which stopping is prohibited; or
 - (iii) the furthest point of “KEEP CLEAR” markings.

Keep clear marking has the meaning given to it by the Code;

Kerb means the constructed border or edge of the portion of a road paved for the use of vehicular traffic where any constructed border exists at the edge of the paved road and whether any footpath has been constructed or not;

level crossing has the meaning given to it by the Code;

loading zone has the meaning given to it by the Code;

local government means the Shire of Kojonup;

local planning scheme means a local planning scheme and includes any structure plan adopted or approved by the local government made under the *Planning and Development Act 2005*;

Median strip has the meaning given to it by the Code;

Motor cycle has the meaning given to it by the Code;

Motor vehicle has the meaning given to it in the *Road Traffic (Administration) Act 2012*, but does not include a motorised scooter; and

Motorised scooter has the meaning given to it by the Code, and includes a motorised wheelchair that is designed so as to be not capable of a speed exceeding 10 km/h;

Nature strip has the meaning given to it in the Code

No parking area has the meaning given to it in the Code;

No parking sign means –

- (a) a sign with the words “no parking” in red letters on a white background, or
- (b) the letter “P” within a red annulus and a red diagonal line across it on a white background;

No stopping area has the meaning given to it in the Code;

No stopping sign means a sign with –

- (a) the words “no stopping” or “no standing” in red letters on a white background;
- (b) the words “no stopping” or “no standing” in white letters on a red background; or
- (c) the letter “S” within a red annulus and a red diagonal line across it on a white background;

Notice of withdrawal means the notice referred to in clause 7.6(1).

Occupier has the meaning given to it in section 1.4 of the Act;

Owner where used in relation to –

- (a) a motor vehicle licensed under the *Road Traffic (Motor vehicles) Act 2012*, means the person in whose name the motor vehicle has been registered under the *Road Traffic (Motor vehicles) Act 2012*;
- (b) any other motor vehicle, means the person who owns, or is entitled to possession of that motor vehicle; and
- (c) land, has the meaning given to it in section 1.4 of the Act;

Park has the meaning given to it by the Code;

Parking area has the meaning given to it by the Code;

Parking bay and **Parking lane** means a section or part of a thoroughfare or of a parking station which is marked or defined by painted lines, metallic studs, colored bricks or pavers or similar devices for the purpose of indicating where a motor vehicle may be parked;

Parking control sign has the meaning given to it by the Code;

Parking facilities includes –

- (a) land, buildings, shelters, places, parking bays, parking lanes and other facilities open to the public generally for the parking of motor vehicles with or without charge; and
- (b) signs, notices and facilities used in connection with the parking of motor vehicles;

Path has the meaning given to it in the Code;

Pedestrian crossing has the meaning given to it by the Code;

Public bus has the meaning given to it by the Code, and includes a school bus in the performance of its duties;

Public place means any place to which the public has access whether or not that place is on private property;

Reserve means any land—

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an otherwise unvested facility within section 3.53 of the *Land Administration Act 1997*;

Right of way means a thoroughfare separating two portions of land by a public reserve, road, laneway, pedestrian access way, and includes the access leg of a battle-axe lot or the equivalent not more than 6m in width;

Road includes a highway, road, lane, thoroughfare, carriageway or similar place, or part thereof, which is within the parking region of the local government, which the public are allowed to use and includes every part of the highway, lane, thoroughfare or similar place and other things including bridges and culverts appurtenant there to and includes all of the land lying between the property lines including the road verge and footpath;

Schedule means a Schedule to this local law;

School bus means a motor vehicle that is used solely or principally for the carriage of children to and from school, and is equipped to seat 8 or more persons, including the driver;

Shared zone has the meaning given to it by the Code;

Sign includes a parking control sign or other sign, inscription, road marking, painted line, mark, structure or other device or method approved by the local government on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking facilities or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the stopping and parking of motor vehicles;

Special purpose motor vehicle has the meaning given to it by the Code;

Stop in relation to a motor vehicle, has the meaning given to it by the Code;

Symbol includes any symbol specified from time to time by Standards Australia for use in the regulation of parking and any reference to the wording of any sign in this local law shall be also deemed to include a reference to the corresponding symbol;

Taxi has the meaning given to it by the Code;

Taxi zone has the meaning given to it by the Code;

Thoroughfare has the meaning given to it in section 1.4 of the Act;

Traffic island has the meaning given to it by the Code;

Trailer has the meaning given to it by the Code;

Verge has the same meaning as *nature strip*.

- (2) Unless the context otherwise requires, where a term is used, but not defined, in this local law, and that term is defined in the *Road Traffic Act 1974*, the *Road Traffic (Administration) Act 2013*, the *Road Traffic (Motor vehicles) Act 2012* or in the Code, then the term shall have the meaning given to it in that Act or the Code.

PART 2 - ADMINISTRATION

2.1 Powers of the local government

- (1) The local government may, by resolution, prohibit or regulate by signs or otherwise, including but not limited to –
 - (a) the stopping or parking of any motor vehicle or any class of motor vehicles;
 - (b) parking bays;
 - (c) parking facilities;
 - (d) permitted time and conditions of parking in parking bays and parking facilities which may vary with the locality;
 - (e) permitted classes of motor vehicles which may park in parking bays and parking facilities;
 - (f) permitted classes of persons who may park in specified parking bays or parking facilities; and
 - (g) the manner of parking in parking bays and parking facilities.
- (2) Where the local government makes a resolution under this clause, it shall erect signs to give effect to the determination or resolution.

2.2 Thoroughfares under control of Commissioner of Main Roads

- (1) Subject to subclause 2, this local law does not apply to –
 - (a) the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;
 - (b) prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads; and
 - (c) any road which comes under the control of the Commissioner of Main Roads.
- (2) Upon request of the local government, the control of parking and parking facilities on a thoroughfare under the control of the Commissioner of Main Roads may be delegated by the Commissioner of Main Roads to the local government

2.3 Parking not under the control of the local government

- (1) This local law does not apply to a parking bay, parking lane or parking facility that is not occupied, managed or controlled by the local government, unless the local government and the owner or occupier of that land or facility have agreed in writing that this local law will apply to that land or facility.
- (2) The agreement referred to in subclause (1) may be made on such terms and conditions as the parties may agree.

2.4 Classes of motor vehicles

For the purpose of this local law, motor vehicles are divided into the following classes –

- (a) public buses and school buses;
- (b) commercial motor vehicles;
- (c) motorcycles and bicycles;
- (d) taxis; and
- (e) all other motor vehicles.

PART 3 - PARKING THROUGHOUT THE DISTRICT

Division 1 – District generally

3.1 Application of Part 3

- (1) This Part applies to the whole of the district.
- (2) This Part is subject to the provisions of Part 4 which may override those of this Part.
- (3) This Part is further subject to the provisions of Part 5 which may override those of Part 4 or this Part.

3.2 Parking for people with disabilities

For avoidance of doubt, and notwithstanding clause 2.3(1), the provisions of the *Local Government (Parking for People with Disabilities) Regulations 2014*, apply throughout the district to all parking bays, parking lanes or parking facilities, whether under the control of the local government or not, which are a public place.

3.3 Parking motor vehicle on a carriageway

- (1) A person parking a motor vehicle on a carriageway other than in a parking bay shall park it –
 - (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the motor vehicle is parked;
 - (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the motor vehicle is parked;
 - (c) so that at least 3 metres of the width of the carriageway lies between –
 - (i) the motor vehicle and the farther boundary of the carriageway, any continuous dividing line or median strip, or
 - (ii) between the motor vehicle and a motor vehicle parked on the farther side of the carriageway;
 - (d) so that the front and the rear of the motor vehicle respectively is not less than 1 metre from any other motor vehicle, except a motorcycle without a trailer, or a bicycle parked in accordance with this local law; and
 - (e) so that it does not obstruct any motor vehicle on the carriageway..

3.4 Parking near a railway level crossing

A person shall not park a motor vehicle so that any portion of the motor vehicle is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing.

3.5 Parking on reserves

No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a motor vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

3.6 General prohibitions on parking

- (1) This clause does not apply to a motor vehicle parked in a parking bay nor to a bicycle in a bicycle rack.
- (2) Subclauses (3)(c), (e) and (g) do not apply to a public bus which parks in a bus zone.
- (3) Subject to any law relating to intersections with traffic control signals a person shall not park a motor vehicle so that any portion of the motor vehicle is –
 - (a) between any other stationary motor vehicles and the centre of the carriageway;
 - (b) on or adjacent to a median strip;
 - (c) obstructing a right of way, private drive or carriageway or so close as to deny a motor vehicle reasonable access to or egress from the right of way, private drive or carriageway;
 - (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the motor vehicle would obstruct traffic;
 - (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
 - (f) on any footpath, children’s crossing or pedestrian crossing;
 - (g) between the boundaries of a carriageway and any double longitudinal line consisting of two continuous dividing lines or between a double longitudinal line consisting of a continuous dividing line and a broken or dotted line and the boundary of a carriageway nearer to the continuous dividing line, unless there is a distance of at least 3 metres clear between the motor vehicle and the double longitudinal line;
 - (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
 - (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;
 - (j) within 10 metres of the nearer property line of any thoroughfare intersecting the thoroughfare on the side on which the motor vehicle is parked, unless a sign or markings on the carriageway indicate otherwise.
- (4) A person shall not park a motor vehicle so that any portion of the motor vehicle is within 20 metres of the approach side or within 10 metres of the departure side of –
 - (a) a sign inscribed with the words “Bus Stop” or “Hail Bus Here” (or with equivalent symbols depicting these purposes) unless the motor vehicle is a public bus stopped to take up or set down passengers;
 - or
 - (b) a children’s crossing or pedestrian crossing.

3.7 Restrictions on parking in particular areas

- (1) Subject to subclause (2), a person shall not park a motor vehicle in a thoroughfare, part of a thoroughfare, or part of a parking facility –
 - (a) if by a sign it is set apart for the parking of motor vehicles of a different class;
 - (b) if by a sign it is set apart for the parking of motor vehicles by persons of a different class; or
 - (c) during any period when the parking of motor vehicles is prohibited by a sign.
- (2) The driver may park a motor vehicle in a thoroughfare or a part of a thoroughfare or part of a parking facility, except in a thoroughfare or a part of a thoroughfare or part of a parking facility to which a disabled parking sign relates for twice the period indicated on the sign, if –
 - (a) the driver’s motor vehicle displays a valid disability parking permit sticker; and
 - (b) a disabled person to which the valid disability parking permit relates is either the driver or a passenger in the motor vehicle.
- (3) A person shall not park a motor vehicle in a bay marked “M/C” unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle.
- (4) A person shall not, without the prior permission of the local government, the CEO, or an authorised person, park a motor vehicle in an area designated by a sign stating “Authorised Motor vehicles Only”.

3.8 Motor vehicles not to obstruct a thoroughfare or public place

A person shall not leave a motor vehicle, or any part of a motor vehicle, in a thoroughfare or public place including a right of way, so that it obstructs the use of any part of that thoroughfare or public place without the permission of the local government or unless authorised under any written law.

3.9 Authorised person may order motor vehicle on thoroughfare to be moved

The driver of a motor vehicle shall not park that motor vehicle on any part of a thoroughfare in contravention of this local law after an authorised person has directed the driver to move it.

3.10 Suspension of parking limitations for urgent, essential or official duties

- (1) Where by a sign the parking of motor vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government, the CEO or an authorised person may, subject to the Code, permit a person to park a motor vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.
- (2) Where permission is granted under subclause (1), the local government, the CEO or an authorised person may prohibit the use by any other motor vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.

Division 2 – No Parking and No Stopping

3.11 No parking

A driver shall not stop on a length of carriageway or in an area to which a “no parking” sign applies, unless the driver –

- (a) is dropping off, or picking up, passengers or goods;
- (b) remains within three metres of the motor vehicle at all times; and
- (c) completes the dropping off, or picking up, of the passengers or goods within two minutes of stopping and drives on.

3.12 No stopping

- (1) A driver shall not stop on a length of carriageway, or in an area, to which a “no stopping” sign applies or in a “keep clear area”.
- (2) A driver must not stop at the side of a carriageway marked with a continuous yellow edge line.

3.13 Application of particular definitions

For the purposes of the application of clause 3.11 and clause 3.12 an arrow inscribed on a sign erected at an angle to the carriageway is deemed to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the carriageway.

Division 3 – Stopping in particular circumstances

3.14 Stopping near an obstruction

A driver shall not stop on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

3.15 Stopping on a bridge, etc.

A driver shall not stop a motor vehicle on a bridge, causeway, ramp or similar structure unless –

- (a) the carriageway is at least as wide on the structure as it is on each of the approaches and a parking control sign does not prohibit stopping or parking; or
- (b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.

3.16 Stopping on crests, curves, etc.

A driver shall not stop a motor vehicle on, or partly on, a carriageway, in any position where it is not visible to the driver of an overtaking motor vehicle, from a distance of 50 metres within a built-up area, and from a distance of 150 metres outside a built-up area.

3.17 Stopping near a fire hydrant etc

A driver shall not stop a motor vehicle so that any portion of the motor vehicle is within one metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless –

- (a) the driver is driving a public bus, and the driver stops in a bus zone or at a bus stop and remains within three metres of the motor vehicle at all times; or
- (b) the driver is driving a taxi, and the driver stops in a taxi zone and remains within three metres of the motor vehicle at all times.

3.18 Obstructing access to and from a path, driveway, etc.

A driver shall not stop a motor vehicle so that any portion of the motor vehicle is in front –

- (a) of a path, in a position that obstructs access by motor vehicles or pedestrians to or from that path;
- (b) on or across a driveway or other way of access for motor vehicles travelling to or from adjacent land; unless –
- (c) the driver is dropping off, or picking up, passengers; or
- (d) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law.

Division 4 – Signs

3.19 Part of thoroughfare to which sign applies

Where under this local law the parking of motor vehicles in a thoroughfare is controlled by a sign, the sign shall be read as applying to that part of the thoroughfare which –

- (a) lies beyond the sign;
- (b) lies between the sign and the next sign beyond that sign; and
- (c) is on that side of the thoroughfare nearest to the sign.

3.20 Pre-existing signs

- (1) A sign is deemed for the purposes of this local law to have been erected by the local government under the authority of this local law where that sign –
 - (a) was erected by the local government or the Commissioner of Main Roads prior to the coming into operation of this local law; and
 - (b) relates to the parking of motor vehicles within the district,
- (2) An inscription, word, number, expression or symbol on a sign referred to in subclause (1) operates and has effect according to its tenor, and where the inscription, word, number, expression or symbol relates to the stopping of motor vehicles, it is to be deemed for the purposes of this local law to operate and have effect as if it related to the parking of motor vehicles.

3.21 Signs must be complied with

An inscription or symbol on a sign operates and has effect according to its tenor and a person contravening the direction on a sign commits an offence under this local law.

3.22 Unauthorised signs and defacing of signs

A person shall not without the authority of the local government –

- (a) mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
- (b) remove, deface or misuse a sign or property, set up or exhibited by the local government under this local law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign set up or exhibited by the local government under this local law.

3.23 General provisions about signs

- (1) A sign marked, erected, set up, established or displayed on or near a thoroughfare is, in the absence of evidence to the contrary presumed to be a sign marked, erected, set up, established or displayed under the authority of this local law.
- (2) The first three letters of any day of the week when used on a sign indicate that day of the week.

Division 5 – Zones for particular motor vehicles

3.24 Stopping in a loading zone

A person shall not stop a motor vehicle in a loading zone unless it is –

- (a) a motor vehicle used for commercial or trade purposes engaged in the picking up or setting down of goods; or
- (b) a motor vehicle that completes the dropping off or picking up of passengers within two minutes of stopping and then drives on,

however, in any event, shall not remain in that loading zone –

- (c) for longer than a time indicated on the “loading zone” sign; or
- (d) longer than 30 minutes, if no time is indicated on the sign.

3.25 Stopping in a taxi zone or a bus zone

- (1) A driver shall not stop in a taxi zone, unless the driver is driving a taxi.
- (2) A driver shall not stop in a bus zone unless the driver is driving a public bus or a school bus.

3.26 Stopping in a shared zone

A driver shall not stop in a shared zone unless –

- (1) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law;
- (2) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law;
- (3) the driver is dropping off, or picking up, passengers or goods; or
- (4) the driver is engaged in door-to-door delivery or collection of goods, or in the collection of waste or garbage.

3.27 Other limitations in zones

A person shall not stop a motor vehicle in a zone to which a sign applies if stopping the motor vehicle would be contrary to any limitation in respect to classes of persons or motor vehicles, or specific activities allowed, as indicated by additional words on a parking control sign that applies to the zone.

PART 4 - PARKING IN BUILT-UP AREAS

Division 1 – Built-up areas generally

4.1 Application of Part 4

- (1) This Part applies to the built up areas of a built-up area.
- (2) This Part overrides any inconsistent provisions of Part 3.
- (3) This Part is subject to the provisions of Part 5 which may override those of this Part.

4.2 No parking of motor vehicles exposed for sale and other circumstances

A person shall not park a motor vehicle on any portion of a thoroughfare –

- (a) for the purpose of exposing it for sale;
- (b) if that motor vehicle is not licensed under the *Road Traffic (Motor vehicles) Act 2012*;
- (c) if that motor vehicle is a trailer or a caravan unattached to a motor vehicle; or
- (d) for the purpose of effecting repairs to it, other than the minimum repairs necessary to enable the motor vehicle to be moved to a place other than a thoroughfare.

4.3 Parking on a carriageway with heavy and long motor vehicles

- (1) Unless engaged in the picking up or setting down of goods, a person shall not park on any part of a carriageway for any period exceeding one hour, a motor vehicle or any combination of motor vehicles, that together with any projection on, or load carried by, the motor vehicle or combination of motor vehicles, is 7.5 metres or more in length or exceeds a GVM of 4.5 tonnes.
- (2) Nothing in this clause affects the operation of any other clause in this local law or any other written law relating to the parking or stopping of motor vehicles.

4.4 Double parking

- (1) A driver shall not stop a motor vehicle so that any portion of the motor vehicle is between any other stopped motor vehicle and the centre of the carriageway.
- (2) This clause does not apply to –
 - (a) a driver stopped in traffic; or
 - (b) a driver angle parking on the side of the carriageway or in a median strip parking area, in accordance with this local law.

4.5 Event Parking

- (1) For the purpose of this clause, ‘Particular event’ means an event at which entertainment is provided to the public on an irregular basis whether from an entertainment venue or from some other place.
- (2) Subject to clause 2.1, a temporary sign may indicate that all or part of a parking facility, thoroughfare or public place is set aside, during the period indicated in the sign, for the parking of motor vehicles by persons attending a particular event.
- (3) The local government shall provide public notice advising of any affected parking facilities due to particular events of a period of no less than 4 weeks.
- (4) Parking facilities set aside for particular events shall have a time limit of 4 hours unless otherwise specified by the local government.
- (5) The local government may issue to a person a permit in respect of all or part of a parking facility, thoroughfare or public place for an event referred to in subclause (2).
- (6) A person must not park or stop a motor vehicle, or permit a motor vehicle to remain parked, in any area that is set aside under subclause (2) unless the permit issued under subclause (5) for the relevant event is displayed inside the motor vehicle so that it is clearly visible to an authorised person examining the ticket from outside the motor vehicle.

Division 2 – Parking bays, parking lanes, and parking facilities

4.6 Motor vehicles to be within parking bays or parking lanes on thoroughfare

- (1) Subject to subclause (2) and (3), a person shall not park a motor vehicle in a parking bay in a thoroughfare otherwise than –
 - (a) parallel to and as close to the kerb as is practicable;

- (b) wholly within the parking bay or parking lane; and
- (2) headed in the direction of the movement of traffic on the side of the thoroughfare in which the bay is situated.
- (3) If a motor vehicle is too long or too wide to fit completely within a single parking bay then the person parking the motor vehicle shall do so within the minimum number of parking bays needed to park that motor vehicle.
- (4) A person shall not park a motor vehicle partly within and partly outside a parking area.

4.7 Parking prohibitions and restrictions

- (1) A person shall not –
 - (a) park a motor vehicle so as to obstruct an entrance to, or an exit from parking facilities, or an access way within parking facilities;
 - (b) except with the permission of the local government or an authorised person, park a motor vehicle on any part of a parking facility contrary to a sign referring to that part;
 - (c) permit a motor vehicle to park in any part of parking facilities, if an authorised person directs the driver of such motor vehicle to move the motor vehicle; or
 - (d) park or attempt to park a motor vehicle in a parking bay in which another motor vehicle is parked, unless –
 - (i) parking of a motorcycle and a bicycle together in a bay marked “M/C”, and
 - (ii) the bicycle is parked in accordance with subclause (2).
- (2) A person must not park a bicycle –
 - (a) in a parking bay other than in a bay marked for motorcycles only; and
 - (b) other than against the kerb.
- (3) Notwithstanding the provisions of subclause (1)(b) a driver may park a motor vehicle in a bay or facility (except in a parking area for people with disabilities) for twice the length of time allowed, provided that –
 - (a) the driver’s motor vehicle displays a current disability parking permit; and
 - (b) a person with disabilities to which that disability parking permit relates is either the driver of or a passenger in the motor vehicle.

4.8 Angle parking

- (1) This clause does not apply to –
 - (a) a motor vehicle with a mass including any load, of over 4.5 tonnes; or
 - (b) a person parking either a motor cycle without a trailer or a bicycle.
- (2) Where a sign associated with a parking area is inscribed with the words “angle parking”, or with an equivalent symbol depicting this purpose, a person stopping or parking a motor vehicle shall park the motor vehicle at an angle and in the position indicated by the inscription on the parking sign or by marks on the carriageway.

Division 3 – Stopping in particular circumstances

4.9 Stopping at or near a bus stop

A driver shall not stop a motor vehicle so that any portion of the motor vehicle is within 20 metres of the approach side of a bus stop, or within 10m of the departure side of a bus stop, measured in the direction of traffic movement on that portion of the thoroughfare, unless –

- (a) the motor vehicle is a public bus stopped to take up or set down passengers; or
- (b) the driver stops at a place on a length of carriageway, or in an area permitted by a parking control sign.

4.10 Stopping on a path, median strip, or traffic island

The driver of a motor vehicle (other than a bicycle or an animal) shall not stop so that any portion of the motor vehicle is on a path, traffic island or median strip, unless permitted by a parking control sign.

4.11 Stopping on verge

- (1) A person shall not stop so that any portion of the following is on or projects over a verge –
 - (a) a motor vehicle (other than a bicycle);
 - (b) a commercial motor vehicle or any combination of motor vehicles that exceeds 4.5 tonnes GVM, a public bus, a trailer or caravan unattached to a motor vehicle; or
 - (c) any motor vehicle (other than a bicycle) during any period when the stopping of motor vehicles on that verge is prohibited by a sign adjacent and referable to that verge.
- (2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the land adjacent to that verge, or is a person authorised by the occupier of that land to stop the motor vehicle so that any portion of it is on the verge.
- (3) Subclause (1)(b) does not apply to a commercial motor vehicle or any motor vehicle with a GVM that exceeds 4.5 tonnes when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the land adjacent to the portion of the verge on which the motor vehicle is parked, provided no obstruction is caused to the passage of any motor vehicle or person using a carriageway or a path.

4.12 Stopping on a carriageway with motor cycle parking sign

The driver of a motor vehicle shall not stop on a length of carriageway, or in an area, to which a “motorcycle parking” sign applies, or an area marked “M/C” unless –

- (a) the motor vehicle is a motor cycle; or
- (b) the driver is dropping off, or picking up, passengers.

4.13 Stopping on a carriageway with a bicycle sign

Unless dropping off or picking up passengers, the driver of a motor vehicle (other than a bicycle) must not stop on a length of carriageway to which any of the following apply –

- (a) a “bicycle path” sign;
- (b) a “bicycle parking” sign; or
- (c) a “dual use path” or other sign indicating bicycles are permitted to use the path.

PART 5 – PARKING IN TIMED ZONES

5.1 Application of Part 5

- (1) This Part applies to timed parking zones.
- (2) This Part overrides any inconsistent provisions of Part 3.

5.2 Timed Parking

- (1) The local government, by resolution, may constitute any land, structure, section or part of a thoroughfare or public reserve as a timed parking zone.
- (2) In respect of timed parking zones the local government under subclause (1), may determine—
 - (a) the location of parking spaces within a parking zone;
 - (b) the permitted times and conditions of parking or stopping of a vehicle;
 - (c) the classes of vehicles permitted to park or stop;
 - (d) the classes of persons permitted to park or stop a vehicle; and
 - (e) the manner of parking or stopping a vehicle.
- (3) A parking zone constituted under subclause (1) may be varied as to the land, structure, section or part of a thoroughfare or public reserve which it comprises by the local government.
- (4) Where the local government makes a determination under this clause, it shall erect signs to give effect to this determination

5.3 Authorised person may mark tyres

- (1) An authorised person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance for a purpose connected with or arising out of his or her duties or powers.
- (2) A person shall not remove a mark made by an authorised person so that the purpose of the affixing of such a mark is defeated or likely to be defeated.

5.4 No movement of motor vehicles to avoid time limitation

Where the parking of vehicles in a parking facility is permitted for a limited time, a person shall not move a vehicle within the parking facility so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed for at least 1 hour.

PART 6 - MISCELLANEOUS

6.1 Removal of notices on motor vehicle

A person, other than the driver of the motor vehicle or a person acting under the direction of the driver of the motor vehicle, shall not remove from the motor vehicle any notice put on the motor vehicle by an authorised person.

6.2 Emergency and special purpose motor vehicles

Notwithstanding anything to the contrary in this local law, the driver of –

- (a) an emergency motor vehicle may, in the course of their duties and when it is expedient and safe to do so or where they believe that it is expedient and safe to do so, stop, or park the motor vehicle at any place, at any time; and
- (b) a special purpose motor vehicle may, only in the course of his or her duties and when it is necessary and safe to do so, stop, or park the motor vehicle in any place, at any time.

6.3 Removal and impounding of motor vehicles

- (1) The impounding of motor vehicles and other goods shall be carried out in accordance with Part 3 Division 3 Subdivision 4 of the Act and regulation 29 of the *Local Government (Functions and General) Regulations 1996*.
- (2) An employee authorised specifically for the purposes of section 3.39 of the Act and this clause may remove and impound any motor vehicle that is involved in a contravention that can lead to impounding.
- (3) A person authorised to impound a motor vehicle in accordance with subclause (2) may use reasonable force to exercise the power given by that clause.
- (4) The form of the notice referred to in section 3.42 of the Act is set out in Schedule 1.

6.4 Notice to owner of motor vehicle involved in offence

The owner of a motor vehicle may be required to identify the driver or person in charge of a motor vehicle at the time when an offence is alleged to have been committed by sending a notice substantially in the form of Form 1 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

PART 7 - ENFORCEMENT

7.1 Legal proceedings

Evidentiary provisions relating to offences involving motor vehicles are contained in Division 3 of Part 9 of the Act.

7.2 Offences

A person who breaches a provision of this local law commits an offence.

7.3 General penalty

A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000 and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of the day during which the offence has continued.

7.4 Modified penalties

- (1) The offences contained in the Schedule 3 are offences in relation to which a modified penalty may be imposed.
- (2) The amount appearing in the final column of Schedule 3 directly opposite a clause specified in that Schedule is the modified penalty for an offence against that clause.

7.5 Issue of infringement notice

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice substantially in the form of either –

- (a) Form 2 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; or
- (b) Schedule 2 of this local law, in accordance with section 9.18 of the Act.

7.6 Withdrawal of infringement notice

- (a) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice substantially in the form of Form 3 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.
- (b) A person authorised to issue an infringement notice under clause 7.5 cannot sign or send a notice of withdrawal

Schedule 1 – Notification of Impoundment of Motor vehicle

[cl. 6.3]

Shire of Kojonup

To (full name/s) –	
Of (address) –	
	Department of Transport records indicate that you are the registered owner of the motor vehicle detailed below and notice is hereby given that the motor vehicle has been impounded in accordance with the provisions of the <i>Local Government Act 1995</i> .
Make –	
Model –	
Registration –	
Impounded from –	
Positioned at/near –	
Date impounded –	
Time impounded –	
	The motor vehicle has been taken to a secure facility.
Facility address –	
	IT IS A REQUIREMENT THAT ALL PAYMENTS ARE RECEIVED PRIOR TO THE RELEASE OF THE MOTOR VEHICLE.
Documentation required –	The following must be produced before payment can be accepted and release of the motor vehicle is permitted— <ul style="list-style-type: none"> • Current Motor vehicle Registration Document. • Drivers licence or other legal form of identification. • Payment receipt (required for motor vehicle release at secure facility).
Payment in person only –	Chief Executive Officer Shire of Kojonup, 93 Albany Highway KOJONUP Between – 8.30am and 4.30pm Monday to Friday (except public holidays) Payments by cash, cheque or EFTPOS.
	The motor vehicle will then be available for release, by contacting the Shire to make the necessary arrangements
Motor vehicle impound fee –	
Additional days storage fee or part thereof	
<p>(1) Subject to clause 2 below, if your motor vehicle is not collected within 2 months after the date of this notice the Shire may either –</p> <p>(a) under section 3.46 of the <i>Local Government Act 1995</i> refuse to allow the motor vehicle to be collected until the Shire’s costs of removing and keeping the motor vehicle have been paid to the Shire; or</p> <p>(b) under section 3.47 of the <i>Local Government Act 1995</i> sell or otherwise dispose of the motor vehicle and credit the money received from that sale or disposal to the Shire’s Trust Fund except to the extent required to meet the cost and expenses incurred by the Shire in removing, impounding and selling of the motor vehicle.</p>	

(2) If the Local Government has made a declaration that in accordance with 3.40A(4) of the <i>Local Government Act 1995</i> the motor vehicle is an abandoned wreck then the motor vehicle may be disposed of within 7 days of that declaration being made.	
If you are convicted of an offence against this Local Law, section 3.48 of the <i>Local Government Act 1995</i> allows the Shire to recover from you its outstanding expenses incurred in the removing, impounding and selling of the motor vehicle.	
Take note –	Unless all fees are paid for and the motor vehicle collected within 2 months from the date of impounding, the Shire may sell the subject motor vehicle.
Authorised person – Name	
Signature	
Title	
Date issued –	

Schedule 2 – Infringement notice and notice requiring owner of motor vehicle to identify motor vehicle

[cl. 7.5(b)]

Shire of Kojonup

INFRINGEMENT NUMBER	
To (full name/s) –	
Of (address) –	
	It is alleged that –
On (day) –	
At (time) –	
	Your motor vehicle –
Make –	
Model –	
Registration –	
As from	
	Was involved in the commission of the following offence –
Details of offence –	
	Contrary to –
Local Government (Parking for People with Disabilities) Regulations 2014 –	
Shire of Kojonup Parking Local Law 2021, clause –	

The modified penalty item number is –	
The modified penalty for the offence is –	\$
If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid within a period of 28 days after the giving of this notice	
Unless within 28 days after being served with this notice – (a) you pay the modified penalty; or (b) you – (i) inform the Chief Executive Officer or another authorised person at the Shire of Kojonup as to the identity and address of the person who was the driver or person in charge of the above motor vehicle at the time the offence is alleged to have been committed; or (ii) satisfy the Chief Executive Officer that the above motor vehicle had been stolen or was being unlawfully used at the time the offence is alleged to have been committed, you will, in the absence of proof to the contrary, be deemed to have committed the above offence and court proceedings may be instituted against you.	

IMPORTANT – if you do not pay the Modified penalty within 28 days, you may be prosecuted in a court or enforcement action may be taken under the Fines, Penalties and Infringements Notices Enforcement Act 1994. Under this Act, some or all of the following actions may be taken – your driver’s licence may be suspended, your vehicle licence may be suspended or cancelled, you may be disqualified from holding or obtaining a drivers licence or vehicle licence, your vehicle may be immobilized or have its number plates removed, your details may be published on a website, your earnings or your bank accounts may be garnished; and your property may be seized and sold. If the matter is registered with the Registry, additional costs will also be payable. If you change your address it is important that you advise us immediately. Failure to do so may result in your driver’s licence or any vehicle licence you hold being suspended without your knowledge. If you need more time to pay the modified penalty, you can apply for an extension of time by writing to the authorised person at the below address:

In person or by mail to –	Chief Executive Officer Shire of Kojonup, 93 Albany Highway KOJONUP Between – 8.30am and 4.30pm Monday to Friday (except public holidays) Payments by cash, cheque or EFTPOS.
Electronic payment or correspondence –	Refer website at www.Kojonup.wa.gov.au Quoting infringement number enquiries@Kojonup.wa.gov.au
Authorised person – Name	
Signature	
Title	
Date issued –	

Schedule 3 – Prescribed offences

[cl. 7.4]

Item	Clause	Nature of offence	Modified penalty \$
1	3.2	Unauthorised parking in a disabled parking space or unauthorised display of a disability parking permit are dealt with by the <i>Local Government (Parking for People with Disabilities) Regulations 2014</i>	As per the Regulations
2	3.3	Failure to park correctly on a carriageway without markings	50
3	3.4	Parking too close to a railway level crossing	100
4	3.5	Unauthorised parking on a reserve	50
5	3.6	Failure to comply with general prohibitions on parking	50
6	3.7	Failure to comply with restrictions on parking in particular areas	50
7	3.8	Motor vehicle obstructing a thoroughfare or public place	100
8	3.9	Failure to comply with instruction of authorised person	100
9	3.10(1)	Failure to obtain permission to park a motor vehicle other than as provided by this local law	50
10	3.10(2)	Failure to comply with conditions of suspension of parking requirements	100

11	3.11	Failure to comply with “no parking” sign	50
12	3.12	Failure to comply with “no stopping” sign	50
13	3.14	Stopping near an obstruction	50
14	3.15	Stopping on a bridge etc	100
15	3.16	Stopping on crests/curves	100
16	3.17	Stopping near fire hydrant	50
17	3.18	Obstructing path, a driveway etc	50
18	3.21	Failure to comply with sign	50
19	3.22	Unauthorised placement, misuse or obstruction of a sign	100
20	3.24	Stopping unlawfully in a loading zone	50
21	3.25	Stopping unlawfully in a taxi or bus zone	50
22	3.26	Stopping in a shared zone	50
23	3.27	Stopping in a zone contrary to a sign	50
24	4.2	Parking of a motor vehicle on a verge for sale or repair, of if unlicensed motor vehicle, unattached trailer or caravan.	50
25	4.3	Failure to comply with limitations on heavy and long motor vehicles	100
26	4.4	Double parking	50
27	4.5(1)	Failure to comply with event parking sign	50
28	4.5(3)	Failure to display required event permit information	50
29	4.6	Failure to park with marked bay or lane	50
30	4.7(1)	Creating an obstruction or incorrectly parked in a parking facility	50
31	4.7(2)	Incorrect parking of a bicycle in a parking facility	50
32	4.7(3)	Unauthorised extended parking in a facility	50
33	4.8	Failure to comply with angle parking	50
34	4.9	Stopping at or near bus stop	50
35	4.10	Stopping on path, median strip or traffic island	50
36	4.11	Stopping on verge	50
37	4.12	Stopping in a motorcycle parking area	50
39	4.13	Stopping in a bicycle area	50
40	5.2	Failure to comply with timed parking sign	50
41	5.3(2)	Unauthorised making or removal of mark	100
42	5.4	Moving motor vehicle to avoid time limitations	50
43	6.1	Removing notice from motor vehicle	100
44	6.2(b)	Unauthorised parking of special purpose motor vehicle	50
45		All other offences not specified	50

Dated..... of20__.

The common Seal of the }
Shire of Kojonup }
was affixed by authority of a }
resolution of the Council in the }
presence of. }

PRESIDENT

CHIEF EXECUTIVE OFFICER

SHIRE OF KOJONUP

Kojonup



One community, many choices

MINUTES

Ordinary Council Meeting

26 September 2023

This document is available in other formats on request
for people with disability

MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 26 SEPTEMBER 2023

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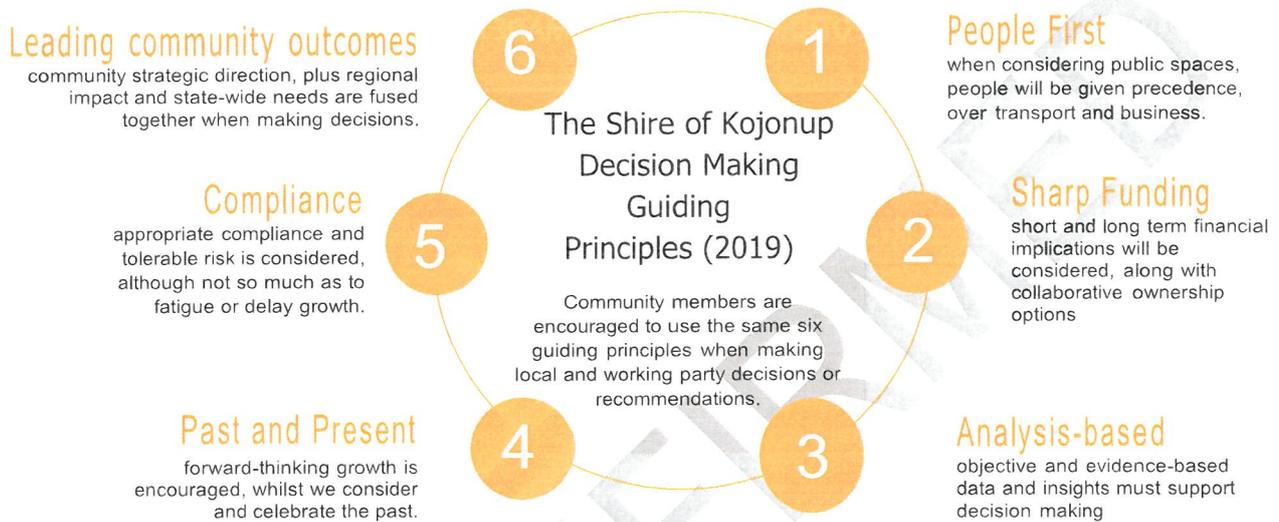
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UNCONFIRMED

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



9.4.4 SHIRE OF KOJONUP PARKING (AMENDMENT) LOCAL LAW 2023

AUTHOR	Stephanie Swain – Senior Ranger
DATE	11 August 2023
FILE NO	LE.LCL.3
ATTACHMENT(S)	<p>9.4.4.1 – Proposed Shire of Kojonup Parking Amendment Local Law 2023 - Draft</p> <p>9.4.4.2 – Proposed Shire of Kojonup Parking Local Law 2022 (Consolidated version) - Draft</p> <p>9.4.4.3 – Email Correspondence received from the Joint Standing Committee on Delegated Legislation (JSCDL) on requested undertaking outcome – 10 May 2023</p> <p>9.4.4.4 – Email correspondence received from Department of Local Government, Sport and Cultural Industries – 12 July 2023</p>

<p align="center">'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</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

The purpose of this report is for the Council to consider the amended Shire of Kojonup Parking (Amendment) Local Law 2023 for proposal and public consultation.

BACKGROUND

At its Ordinary Meeting held 18 April 2023, Council resolved to propose the Shire of Kojonup Parking (Amendment) Local Law 2023 in conjunction with an agreed undertaking with the Joint Standing Committee on Delegated Legislation (JSCDL).

The Shire of Kojonup Parking (Amendment) Local Law 2023 was presented with the following purpose and effect:

SHIRE OF KOJONUP PARKING (AMENDMENT) LOCAL LAW 2023

PURPOSE: To amend certain provisions of the Shire of Kojonup Parking Local Law 2022.

EFFECT: To provide further clarity of the requirements specified in Clause 4.5 (Event Parking) for the Shire of Kojonup to provide public notice of upcoming events and

implement time limits on parking facilities utilised under this clause as well as correct typographical errors.

Both the Shire of Kojonup Parking (Amendment) Local Law 2023 and the Shire of Kojonup Parking Local Law 2022 (*consolidated version*) were provided to the JSCDL for comment *after* it had been proposed at the Council meeting and *before* it was advertised under section 3.12 of the *Local Government Act 1995*.

The JSCDL advised the Shire of Kojonup (Shire) on 10 May 2023 that the requested undertakings had been addressed with no recommendations for amendments. The JSCDL also advised that, although the local laws met the requested undertakings, this did not amount to an endorsement of the local laws.

The JSCDL advised that it would scrutinise them only once they are published and tabled in accordance with section 42 of the *Interpretation Act 1984* and the Local Laws Explanatory Memorandum and Statutory Checklist.

On 25 May 2023 the Shire provided public notice of the proposed local laws and provided copies of the Local Laws to the Minister for Local Government.

On 13 July 2023 the Shire received correspondence from the Department of Local Government, Sport and Cultural Industries, suggesting certain amendments be made to the draft local laws; these are excerpted as follows:

Parking Amendment Local Law 2023

1. Minor edits

The following minor edits are suggested:

- *Each clause should have a clause title. For example, clause 2.2 should have the title “2.2 Clause 1.5 amended”.*
- *It is suggested that clause 2.2 be reformatted as follows:
2.2 Clause 1.5 amended
In clause 1.5, delete the definition for particular event and replace with:
Particular event means an event at which entertainment is provided to the public on an irregular basis whether from an entertainment venue or from some other place.*
- *It is suggested that the first instances of clause 2.3 and 2.4 and the second instance of clause 2.3 be reformatted as follows:
2.3 Clause 4.5 amended
Clause 4.5 is amended as follows:
(a) Renumber subclauses (3), (4), (5) and (6) to subclauses (5), (6), (7) and (8) respectively.
(b) After subclause (2) insert the following:

(3) The local government shall.....

(4) Parking facilities.....*

- *It is suggested that clause 2.5 be reworded as follows:
2.5 Clause 3.11 amended

In clause 3.11(a) delete “is”.*
- *It is suggested that clauses 2.6 to 2.9 be reformatted in a similar manner to that suggested for clause 2.5.*

No further comments or submissions surrounding this proposed local law were received.

COMMENT

All amendments suggested by the DLGSC have been incorporated into the newly proposed Shire of Kojonup Parking (Amendment) Local Law 2023; both this local law and the Shire of Kojonup Parking Local Law 2022 (consolidated version) are attached.

The afore-mentioned amendments to the proposed Shire of Kojonup Parking (Amendment) Local Law 2023 represent what are considered to be significant changes to what was initially proposed to Council on 18 April 2023. This requires Council to re-advertise the proposed local law, inclusive of the amendments, for a period of no less than 6 (six) weeks as per Section 3.12(3) of *the Local Government Act 1995*.

CONSULTATION

Minister for Local Government, Sport and Cultural Industries
Department of Local Government, Sport and Cultural Industries

STATUTORY REQUIREMENTS

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 and gazettal of the afore-mentioned local laws, for which there is provision within the budget at Chart of Account code 1922 - Advertising.

RISK MANAGEMENT IMPLICATIONS

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
Risk rating – Adequate			
IMPLICATIONS			
Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

UNCONFIRMED

OFFICER RECOMMENDATION/COUNCIL DECISION

112/23 Moved Cr Gale
That Council:

Seconded Cr Singh

1. Proposes the Shire of Kojonup Parking (Amendment) Local Law 2023 and the Shire of Kojonup Parking Local Law 2022 (consolidated version), as presented; and

2. Pursuant to the *Local Government Act 1995* section 3.12(3) and (3a), and all other legislation enabling it, provides public notice that it proposes to make the Shire of Kojonup Parking (Amendment) Local Law 2023 and the Shire of Kojonup Parking Local Law 2022 (consolidated version) with the following purpose and effect:

SHIRE OF KOJONUP PARKING (AMENDMENT) LOCAL LAW 2023

PURPOSE: To amend certain provisions of the Shire of Kojonup Parking Local Law 2022.

EFFECT: To provide further clarity of the requirements specified in Clause 4.5 (Event Parking) for the Shire of Kojonup to provide public notice of upcoming events and implement time limits on parking facilities utilised under this clause as well as correct typographical errors.

3. Advertises the proposed local law, as referred to in point 1 above, for a period of not less than 6 (six) weeks, with advertisements to appear in the Great Southern Herald and all local newspapers circulating within the district;

4. In accordance with the *Local Government Act 1995* section 3.12(3), advises the Minister for Local Government, Sport and Cultural Industries of the proposed local laws, as referred to in Point 1 above; and

5. Considers public comments, if any, prior to consideration of adopting the proposed local laws as referred to in Point 1 above.

CARRIED 8/0

For: Cr Radford, Cr P Webb, Cr Bilney, Cr Egerton-Warburton, Cr F Webb, Cr Wieringa, Cr Gale and Cr Singh

Cr Bilney declared a proximity interest and left the meeting at 3.25pm.

Stephanie Swain

From: Legislation <legislation@dlgsc.wa.gov.au>
Sent: Friday, 3 November 2023 11:52 AM
To: Stephanie Swain
Subject: Comments - Shire of Kojonup - Proposed Local Laws

Good morning,

This email is regarding the Shire's proposed local laws. No significant issues were identified, but some minor comments are provided below.

Parking Amendment Local Law 2023

1. Minor Edits

- Amend clause 2.2 to read as follows:

2.2. Clause 4.5 amended

Insert new subclause into clause 4.5 as follows:

(1) In this clause –

'particular event' means an event at which entertainment is provided to the public on an irregular basis whether from an entertainment venue or from some other place;

- Switch clause 2.2 and 2.3 around, so that clause 2.3 amendments occur first. Alternatively, merge clause 2.2 and 2.3 together and ensure the insertion of the new subclause (1) occurs after the previous subclause (1) is renumbered.
- Reword clause 2.4 to correct syntax as follows:

2.4 Clause 3.7(2)(b) amended

In clause 3.7(2)(b) delete "*either the driver of motor vehicle*" and replace with "*either the driver or a passenger in the motor vehicle*".

- Clause 2.5: The deletion of "is" in paragraph (a) still results in an issue where paragraphs (b) and (c) don't flow correctly. The Shire may wish to delete the first instance of "is" instead as this will result in all three paragraphs reading correctly.
- Clause 2.8: After "delete" insert "all instances of".

Cat Repeal Local Law 2023

The Department did not identify any issues regarding this local law.

Cat Local Law 2023

1. Minor Edits

- **Clause 1.4** can be deleted, as the Shire is already repealing this local law via the Cat Repeal Local Law 2023. Alternatively, if this clause is retained, the repeal local law is unnecessary.
- **Clause 1.5:**
 - In the definition of “Act” change the citation to italics.
 - Remove the capital letters from all definitions except those in which a capital is required (e.g. Act, CEO, Local Government).
 - In the definition of *nuisance* at the end of paragraph (b) insert “and”.
 - Create a definition for “*children’s playground*”.
- **Clause 3.3:** Change “clause 4.2” to “clause 3.2”.
- **Clause 3.4:** In subclause (2) change “clause 4.3” to “clause 3.3”.
- **Clause 3.6(1)(a):** Change “clause 4.8” to “cause 3.7”.
- **Clause 4.4:** Update the cross references.
- **Clause 5.2:** Change “section 6.1” to “clause 5.1”.
- **Schedule 2:** In the second column, change “4.7(3)” to “3.7(3)”.
- Replace all instances of “shall” with “must”.

Public notice

The Shire has provided sufficient evidence of public notice as required by the local law checklist. However, the Shire should be aware that the Act requires several kinds of notice to be issued in order for “local public notice” to have occurred (e.g. notice on website). The Shire should ensure that these additional elements have also been met.

Minister’s Directions – pursuant to s 3.12(7) of the *Local Government Act 1995*

Please note: once the Shire has published a local law in the *Government Gazette*, the Shire must comply with the requirements of the Minister’s *Local Laws Explanatory Memoranda Directions 2010*. The Shire must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the Committee at the current address:

Committee Clerk
 Joint Standing Committee on Delegated Legislation
 Legislative Council Committee Office
 GPO Box A11
 PERTH WA 6837
 Email: delleg@parliament.wa.gov.au
 Tel: 9222 7404
 Fax: 9222 7805

A copy of the Explanatory Memoranda forms can be downloaded from the Department of Local Government, Sport and Cultural Industries website at www.dlgsc.wa.gov.au. A copy of the Directions is also available at the Committee’s webpage at the Parliament WA website. Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- have been provided to assist the Shire with drafting matters in relation to the local law;
- do not constitute legal advice;
- have been provided in good faith for the Shire’s consideration; and
- should not be taken as an approval of content.

The Shire should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the Shire's policies and objectives.

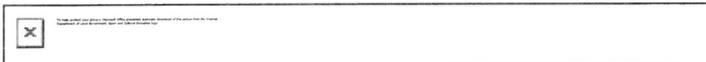
Kind Regards

Dale Martin
A/Senior Legislation Officer

Department of Local Government, Sport and Cultural Industries
140 William Street, Perth 6000
Telephone 08 6552 1530
Email legislation@dlgsc.wa.gov.au
Web www.dlgsc.wa.gov.au



Department of
**Local Government, Sport
and Cultural Industries**



Please be cautious
This email was sent outside of your organisation

SHIRE OF KOJONUP

Kojonup



Kojonup Bush Fire Advisory Committee

Minutes

8 August 2023

BUSHFIRE ADVISORY COMMITTEE TERMS OF REFERENCE

Established under *Section 67 of the Bush Fires Act 1954*.

Terms of Reference

The Bush Fire Advisory Committee is established for the purpose of:

- a) Advising the Shire regarding all matters relating to the preventing, controlling and extinguishing of bush fires;
- b) The planning of the layout of firebreaks in the district;
- c) Prosecutions for breaches of this Act;
- d) The formation of bush fire brigades and the grouping thereof under group brigade officers (in accordance with any local laws);
- e) Recommendations on Fire Control Officer positions;
- f) Feedback on the Council's Fire Break Notice;
- g) Specific requirements from each brigade with regard to:
 - Protective Personal Equipment;
 - Equipment and vehicles resources required; and
 - Training Requirements;
- h) The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities; and
- i) Any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Other:

- a) The Bush Fire Advisory Committee shall include an elected member of the Council;
- b) The committee shall elect one of their members to be chairman;
- c) The quorum required for the transaction of business at meetings of the committee is set at 50%

Membership

Voting Members (9 in total)

- Councillors x2 (Currently Cr Radford and Cr Benn);
- The President of the Kojonup Bushfire Association;
- The Chief Bush Fire Control Officer;
- The Deputy Chief Bush Fire Control Officer;
- Senior Fire Control Officer (Zulu)
- Senior Fire control Officer (Zulu)
- Secretary of the Kojonup Bushfire Association
- Captain of the Volunteer Fire and Rescue Service

Observers

- The Chief Executive Officer (CEO)
- Shire Delegates x2
- Muradup Town Fire Control Officer (FCO)

MINUTES FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING
HELD 8 AUGUST 2023

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M E E T I N G

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member declared the meeting open at 07:00 pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits, and muster points.

2. ATTENDANCE & APOLOGIES

MEMBERS

Ned Radford	Shire President (Presiding Member)
Paul Webb	Councillor
Digby Stretch	President Kojonup Bush Fire Association
Denise Berryman	Secretary of the Kojonup Bush Fire Association
Nick Trethowan	Senior Bush Fire Control Officer
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Tony Fisher	Chief Bush Fire Control Officer
Ross Fryer-Smith	Senior Bush Fire Control Officer
Ben Blewett	Senior Bush Fire Control Officer

OBSERVERS

Judy Stewart	A/Chief Executive Officer
Estelle Lottering	Regulatory Services Administration Officer (Minute taker)
Derek Jones	DFES District Officer Great Southern
Robert Jehu	Manager Regulatory Services

APOLOGIES

Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Grant Thompson	Chief Executive Officer
Stephanie Swain	Shire of Kojonup Ranger
Emelee Peet	Bushfire Risk Management Coordinator

3. **SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

4. **PUBLIC QUESTION TIME**

Nil

5. **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

6. **CONFIRMATION OF MINUTES**

Minutes of the Bushfire Advisory Committee Meeting held on 9th of May 2023 were previously circulated under separate cover.

COMMITTEE DECISION

That the minutes of the Bushfire Advisory Committee Meeting held 9th of May 2023 be confirmed as a true record.

Moved by Digby Stretch and second by Tony Fisher.

Carried 9/0

7. **ANNOUNCEMENTS**

8. **PETITIONS, DEPUTATIONS & PRESENTATIONS**

Nil

9. **DECLARATIONS OF INTEREST**

Nil

10. **STATUS REPORTS**

10.1 **2022/2023 Fire Season Update**

Shire of Kojonup – Bushfire Advisory Committee Meeting – 8 August 2023

As of July 2023, there have been the following fires reported within the Shire:

Fires for Brigades 2022 -2023														
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	
Boilup	0	0	0	0	0	0	0	0	0	0	0	0	0	
Boscabel	0	0	0	0	0	0	0	1	0	0	0	0	1	
Changerup	0	0	0	0	2	1	0	0	0	0	0	0	3	
Cherry Tree Pool	0	0	0	0	0	0	0	1	0	0	0	1	2	
Jingalup	0	0	0	0	0	2	1	2	0	2	0	0	7	
Kojonup	0	0	0	0	0	2	0	0	0	0	0	0	2	
Lumeah	0	0	0	0	0	0	0	2	0	0	0	0	2	
Mobrup	0	0	0	0	0	0	0	1	1	0	0	0	2	
Muradup	0	0	0	0	0	1	1	0	0	2	0	0	4	
Orchid Valley	0	0	0	0	0	0	0	0	0	0	0	0	0	
Qualeup	0	0	0	0	0	0	0	1	1	0	0	0	2	
Ryans Brook	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	0	0	0	0	2	6	2	8	2	4	0	1	25	

This compares with the following data for the previous four years.

Fires for 2019-2020 by Brigades														
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	
Boilup													0	
Boscabel					3	1							4	
Changerup						1							1	
Cherry Tree Pool						1							1	
Jingalup								1		2			3	
Kojonup										2			2	
Lumeah						1	1	1	3				6	
Mobrup								1		1			2	
Muradup				1		1		1					3	
Orchid Valley										1			1	
Qualeup									1				1	
Ryans Brook						1							1	
Total	0	0	0	1	3	6	1	4	4	6	0	0	25	

Shire of Kojonup – Bushfire Advisory Committee Meeting – 8 August 2023

Fires for 2018 - 2019 by Brigades													
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup													0
Boscabel													0
Changerup					1	1			2				4
Cherry Tree Pool						1	1		1				3
Jingalup						1	4		3		1		9
Kojonup						1	2		1	1	3	1	9
Lumeah						3	1		1	1	2		8
Mobrup							1				1		2
Muradup									2				2
Orchid Valley									1				1
Qualeup						1					2	1	4
Ryans Brook							1						1
Total	0	0	0	0	1	8	10	0	11	2	9	2	43

Fires for 2017 - 2018 by brigade													
Brigade	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup										1			1
Boscabel													0
Changerup												1	1
Cherry Tree Pool										1			1
Jingalup						1				1	1		3
Kojonup					6	1				4	2		13
Lumeah					1				2	1	3		7
Mobrup											1		1
Muradup						1							1
Orchid Valley						1							1
Qualeup											1		1
Ryans Brook						1							1
Total	0	0	0	0	8	4	0	0	3	7	9	0	31

Fires for 2016 - 2017 by brigades													
Brigade	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup											1		1
Boscabel													0
Changerup						1							1
Cherry Tree Pool					1	1							2
Jingalup								1			2		3
Kojonup							1						1
Lumeah													0
Mobrup													0
Muradup										2	1		3
Orchid Valley									1				1
Qualeup													0
Ryans Brook								1				1	2
Total	0	0	0	0	1	2	1	2	1	2	5	0	14

These reported fires provide a vital argument when the Shire requires extra funding or there is a need for extra resources to be allocated to this area. All fires need to be reported to DFES Communications Centre. This allows a record of incidents which can be utilised for resource allocation.

11 GENERAL ITEMS

11.1 Robert Jehu – Communication Tower Feedback

- A new site was established on Craigh Heggaton’s property.
- Tower will be erected in October 2023
- Robert will need to look into the case if UHF Repeater will be on the tower.
- Would be interesting to do another shadow test.

11.2 Derek Jones - DFES

- Notes attached.
- Thank you to Denise Berryman for organising the WAERN Radio relocations.
- Biggest priority this coming season would be community warnings via text messages.

11.2 Emelee Peet

- Feedback regarding Bushfire Risk Management Plan.
- Digby Stretch giving feedback, but will put it on an email to Emelee.

11.3 Tony Stretch

- Waiting to get all Zulu’s together to discuss upcoming fire season.

11.4 Digby Stretch

- BFA AGM – thanking Grant Thompson and Robert Jehu for their attendance

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 LATE ITEMS

This section of the meeting is for discussing late items which did not make it into the Agenda and of which a decision is required by the BFAC as to the course of action to be taken for Council consideration.

13.1 Nick Trethowan

- Letter to Minister regarding fire top poles. Took 12 weeks to get a response.

14 NEXT MEETING

Will be on the 7th of November 2023 at 7:00pm

15 **CLOSURE**

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at 8:10pm.

Confirmed as true and correct:

Chairperson

Date

SHIRE OF KOJONUP

Kojonup



MINUTES

Kojonup Bush Fire Advisory
Committee

7 November 2023

BUSHFIRE ADVISORY COMMITTEE TERMS OF REFERENCE

Established under *Section 67 of the Bush Fires Act 1954*.

Terms of Reference

The Bush Fire Advisory Committee is established for the purpose of:

- a) Advising the Shire regarding all matters relating to the preventing, controlling and extinguishing of bush fires;
- b) The planning of the layout of firebreaks in the district;
- c) Prosecutions for breaches of this Act;
- d) The formation of bush fire brigades and the grouping thereof under group brigade officers (in accordance with any local laws);
- e) Recommendations on Fire Control Officer positions;
- f) Feedback on the Council's Fire Break Notice;
- g) Specific requirements from each brigade with regard to:
 - Protective Personal Equipment;
 - Equipment and vehicles resources required; and
 - Training Requirements;
- h) The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities; and
- i) Any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Other:

- a) The Bush Fire Advisory Committee shall include an elected member of the Council;
- b) The committee shall elect one of their members to be chairman;
- c) The quorum required for the transaction of business at meetings of the committee is set at 50%

Membership

Voting Members (9 in total)

- Councillors x2;
- The President of the Kojonup Bushfire Association
- The Chief Bush Fire Control Officer
- The Deputy Chief Bush Fire Control Officer
- Senior Fire Control Officer (Zulu)
- Senior Fire control Officer (Zulu)

- Secretary of the Kojonup Bushfire Association
- Captain of the Volunteer Fire and Rescue Service

Observers

- The Chief Executive Officer (CEO)
- Shire Delegates x2
- Muradup Town Fire Control Officer (FCO)

Unconfirmed

MINUTES FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING

HELD 7 NOVEMBER 2023

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MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member declared the meeting open at 07:02 pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2. ATTENDANCE & APOLOGIES

MEMBERS

Ned Radford	Councillor
Digby Stretch	President Kojonup Bush Fire Association
Denise Berryman	Secretary of the Kojonup Bush Fire Association
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Tony Fisher	Chief Bush Fire Control Officer
Ross Fryer – Smith	Senior Bush Fire Control Officer
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service

OBSERVERS

Grant Thompson	Chief Executive Officer
Derek Jones	DFES District Officer
Stephanie Swain	Shire of Kojonup Ranger
Shane Harris	Community Emergency Services Manager (Minute taker)
Robert Jehu	Manager Regulatory Services (Presiding member)

APOLOGIES

Ben Blewett	Senior Bush Fire Control Officer
Nick Trethowan	Senior Bush Fire Control Officer

3. **SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

4. **PUBLIC QUESTION TIME**

Nil

5. **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

6. **CONFIRMATION OF MINUTES**

Minutes of the Bushfire Advisory Committee Meeting held on 8 August 2023 were previously circulated under separate cover.

COMMITTEE DECISION

That the minutes of the Bushfire Advisory Committee Meeting held 8 August 2023 be confirmed as a true record.

Moved by Tony Fisher and second by Digby Stretch.

Carried 8/0

7. **ANNOUNCEMENTS** by the Presiding Member without discussion

The Presiding member would like to thank the Zulu's and all the bushfire volunteers for all of their hard work, support. We do appreciate it.

8. **PETITIONS, DEPUTATIONS & PRESENTATIONS**

Nil

9. **DECLARATIONS OF INTEREST**

Nil

10. STATUS REPORTS

2022/2023 Fire Season Update

As of 1st November 2023, there have been the following fires reported within the Shire:

Incidents within the Shire of Kojonup by Financial Year *current FY incomplete

Incident Type	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Called Off - No Attendance	0	0	1	1	2
False Alarm - System Initiated	1	5	1	3	0
False Call - Good Intent	5	1	5	5	0
False Call - Malicious	0	0	0	0	1
Fire - Bushfire (lge)	3	5	4	7	1
Fire - Bushfire (sml)	14	8	19	10	3
Fire - Other/Rubbish/Vehicle	2	2	5	4	0
Fire - Structure	0	1	0	1	1
Hazardous Situation	2	1	0	2	0
Rescue & Medical	1	0	0	2	0
Road Crash & Rescue	2	3	9	7	1

These reported fires provide a vital argument when the Shire requires extra funding or there is a need for extra resources to be allocated to this area. All fires need to be reported to DFES Communications Centre. This allows a record of incidents which can be utilised for resource allocation.

11 GENERAL ITEMS

New CESM

New CESM started on the 27th September 2023

Communications Update

Robert Jehu updated the progression on the new Communications tower, expected to be completed and operational by the end of November 2023.

Robert explained its new location and the vegetation around the tower was managed, approx. 10m from the bush.

Tower is located at the peak of the hill.

HMA/AGENCY REPORT

Shire of Kojonup – Executive Officer - Grant Thompson

- Bushfire prone area mapping has been sent through to Kojonup LG from DFES for comment in relation to the existing Bushfire prone areas and new proposed areas. Grant has taken this proposal to Council and the Councillors wanted to see the existing BPAs be brought back (leave it as it was) rather than using the proposed new areas that had been highlighted on the current map. Grant also commented on the timeframes around completing this project was not doable due to the amount of work that was needed to complete this project properly.
- Discussion was held around how this effects Kojonup, CEO explained that the more BPA areas would mean further costs to building and developments due to BALs being required and construction methods being constructed to a higher standard.
- (DJ) explained that BPA was originally completed by satellite imaging rather than on the ground or use of local knowledge so there would be areas that are shown as a BPA but may very well be very low fuel loads and may very well be a non-BPA.
- BFAC supports the current footprint

Shire of Kojonup Ranger – Stephanie Swain

Fire break inspections for both the townsites of Kojonup and Muradup were conducted on the 3/11/2023 and 6/11/2023.

For the Kojonup townsite, 49 properties were found to be non-compliant. Out of this number:

- 15 were re-offending address from the previous Fire Season and were issued immediate infringements upon inspection.

- 12 were shire owned properties and referred to the Depot for action.
- 2 were Department of community's properties and have been referred to the Katanning area manager for action.
- 22 properties were first time offenders and have been provided until the 17/11/2023 to comply under warning, after which a second inspection will commence, and further non-compliance will result in infringement.
- For the Muradup townsite, 5 properties were found to be non-compliant. Out of this number:
 - 2 were re-offending addresses from the previous Fire Season and were issued immediate infringements upon inspection.
 - 1 was shire owned and has been referred to the depot for action.
 - 2 were first time offenders and have been provided until the 17/11/2023 to comply under warning, after which a second inspection will commence, and further noncompliance will result in infringement.

Out of the above properties, 5 have been identified as high risk and past interactions with owners have shown no effort to complete. These 5 properties need to be referred to a contractor for immediate mitigation works however sourcing a contractor is posing challenges. At this stage, the earliest they can be completed is after a 3.5 - 4 week wait time.

Low staffing in the depot means they are unable to render assistance currently to complete the works. Any work completed is at the property owners' expense and can be placed against their rates as per Section 33(8) of the Bush Fires Act 1954.

DFES – District Officer – Derek Jones

Shire of Kojonup – Bushfire Advisory Committee Meeting – 7 November 2023

1. **Public Warnings - Emergency WA**
Commissioner's priority for this season.
Emergency WA being revamped to be more inclusive and informing.
Still dependent upon a warning area being mapped.
Don't hesitate to request assistance with map/warning area production.
2. **AFDRS Review**
Mild summer last year – did not see full impact of AFDRS
Fuel Loads key component
Proposal to accept key player's estimation of fuel loads.
Will need 'evidence'
3. **Mitigation Works**
Muradup – permits did not arrive in time – reverted to additional slashing.
Jingalup – done
Kojonup – powerline block done – liaised with SoK to be involved for work done on approx. 12 blocks in town.
Boscabel – approved – waiting for late autumn/winter 2024.
Showground – done – now being reviewed.
UCL/UMR – happy to burn. Need advanced notice ~12months
4. **Harvest and Vehicle Movement Bans**
Information on DFES Website
Western Power

- Derek to send out a letter to Muradup Community to update them on proposed mitigation works and why DFES was unable to complete this works this year which was due to the fire season coming in approx. 6 weeks early.
- Western power has exceptions in total harvest bans but they do need approval through the Chief before carrying out works, western power also have exemptions on TFB days.

Kojonup Volunteer Bush Fire Brigade – Digby Stretch

- Radio operators meeting was held on Monday 6th November 2023.
- Opening standpipes and access to Volunteers during fires, can Volunteers have keys/Fobs? **MRS** explained that the Volunteer LG trucks have fobs and there are also other members that also have keys, if private owners or users use there fobs to give access to fire units the shire will reimburse the water usage costs.
- Wind Farm inspection was carried out and discussions were had between Kojonup Volunteers and Windfarm managers around fire safety and preparedness. **CEO** mentioned that as part of the DA approvals they are required to have a fire unit on site while works are being carried out, a trailer was not acceptable it needs to be a fixed fire unit on a vehicle. There is also a requirement for a permanent fire unit to be kept onsite all year round.

Kojonup Volunteer Bushfire Brigade – Chief – Tony Fisher

- Thanked the shire for the Muradup water tank clearing, also asked if the shire could erect signage for in and out points to prevent congestion and vehicles blocking access.
- Skeds have started.

- 6 new radio operators
- Tony asked Matt Crabb questions around structure fire and what assistances a BFB station could provide, conformation from the floor was confirmed that outside of Kojonup VFRS gazetted areas becomes the responsibility of the local BFB station. In saying this the VFRS crews will respond as they are the experts with structure fires and have the correct equipment and training to deal with these incidents, BFB crews are there to support and provide water.

There were also discussions around EV cars, Matt also gave a quick rundown on the risks to firefighters around EV cars, Matt explained that there is many dangers around firefighting involving EV cars and that we need to look after exposures due to the risks of Lithium batteries and the fact that they cannot be extinguished.

Kojonup Volunteer Fire & Rescue – Matt Crabb

- New signs have been picked up and ready for install, Matt opened the floor for locations.
- Main Roads would need to be notified (RJ) asked for Matt to send through the location of where the new signs will be located, and Rob will look after the application.

Kojonup Community Emergency Services Manager – Shane Harris

- AVL units need to be replaced on both Kojonup fire appliances with new 4G AVL capable units, CESM will engage with a contractor to carry out these works and will notify the relevant officers when this will take place.
- Rural Fire Awareness training has now been completed for Kojonup shire, there was 21 participants with 6 applications for new BFB volunteer applications.
- Deployment requests now starting to come through from DFES, CESM will send these requests out to Chief, FCO's, Captains for expression of interest from there volunteers, there is no obligations to attend deployments, but it is there is Volunteers are available to go, noting they must have the appropriate training.

11. OTHER ITEMS

- Email out Bushfire Prone area maps to all members.
- Muradup community letter to be sent out, Derek Jones to prepare the letter and (DB) to distribute.

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13. LATE ITEMS

Nil

14 **NEXT MEETING**

6 February 2024

15 **CLOSURE**

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at 8:30pm.

Confirmed as true and correct:

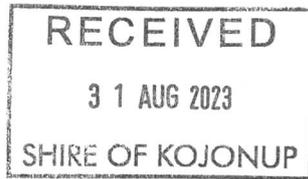
Chairperson

Date

Unconfirmed

Your Ref:

Our Ref: ADM118



Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



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

28/08/2023

Dear Grant,

RE: Appointment of Dual Fire Control Officer for the 2023/2024 Fire Season

At the Shire of West Arthur Council meeting held on 24 August 2023, it was resolved to nominate Neil Morrell to your Shire for consideration for appointment as Dual Fire Control Officer.

Neil is an experienced FCO with the required training, and I seek your consent to the appointment.

Should you or anyone else have any queries regarding this matter please do not hesitate to contact the Shire of West Arthur on 9736 2222.

Yours sincerely,

A handwritten signature in blue ink, appearing to be "VFL" or similar initials.

Vin Fordham Lamont
CHIEF EXECUTIVE OFFICER

CORRESPONDENCE TO BE ADDRESSED TO THE CHIEF EXECUTIVE OFFICER



SHIRE OF KOJONUP

Delegation Register

Decem~~Octo~~ber



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INTRODUCTION

The aim of Delegated Authority is to assist with the efficiency of the Shire of Kojonup (Shire) by way of being agile and allowing for business continuity between Council meetings. It also removes congestion and improves Council decision making at Council meetings, allowing Council to focus on more strategic issues. This is consistent with the Shire of Kojonup's Strategic Community Plan and Customer Service Charter; it also aligns to the Shire's Elected Member Charter. This Delegation Register will be reviewed on an annual basis in accordance with the *Local Government Act 1995* requirements.

The *Local Government Act 1995 (Act)* provides the power to delegate certain local government functions to the Chief Executive Officer. Furthermore, the *Act* allows for the Chief Executive Officer to sub delegate to another employee (Section 5.44 (1)). This must be done in writing (Section 5.44 (2)). The *Act* allows for the Chief Executive Officer to place conditions on any delegations, if desired (Section 5.44 (4)).

Other Acts administered by local government such as the *Building Act 2011*, *Food Act 2008*, *Bushfires Act 1954* and *Planning and Development Act 2005* also provide the power to delegate functions of local government and references within each delegation subject to provision of information on the respective head of power.

Once a decision has been made under delegation it is deemed the Council itself has made the decision. That is, it is not subject to approval or ratification by the Council.

CORPORATE SERVICES

INSTRUMENT OF DELEGATION

ADMIN 001 CERTAIN ACTIONS TO BE TAKEN ON PRIVATE LAND

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer is, under section 3.24 of the *Local Government Act 1995*, expressly authorised on behalf of the Shire to exercise any of the powers, any of the functions and any of the duties given to the Shire under Subdivision 2 of Division 3 of Part 3 of the *Local Government Act 1995* as amended.

HEAD OF POWER

Local Government Act 1995 (as amended) sections 5.42(1) and 3.24

CONDITIONS

Council to be advised of notices issued and outcome.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Notices to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ADMIN 002 MINOR VARIATIONS TO APPROVED CONTRACTS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer is Delegated Authority to approve variations to contracts (not exceeding 10% of the contract price as per conditions below) entered into by the Shire.

HEAD OF POWER

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

CONDITIONS

Subject to the variation not exceeding 10% of the contract price up to a maximum of \$50,000 and the funds required to meet the cost of the variation being included in the Shire's adopted budget.

Does not include extension of contract where no option period or renewal is explicit in prior agreement.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

ADMIN 003 SALE & CONSUMPTION OF LIQUOR ON SHIRE PROPERTY

Delegate:	Chief Executive Officer	Sub Delegate:	Manager of Corporate and Community Financial and Services
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to determine applications for the sale of liquor from property under the care, control and management of the Shire and to approve applications to consume liquor on property under the care, control and management of the Shire.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

Liquor Licensing Act 1998 section 119(1)

CONDITIONS

Nil

SUB-DELEGATION – ADMIN (S) 003

Discharge of power and duty in accordance with the conditions of Delegation Admin 003, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO sub-delegates this delegation to the Manager of ~~Corporate and Community~~ **Financial and Corporate Services** under section 5.44 of the *Local Government Act 1995*.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

ADMIN 004 REIMBURSEMENT OF EXPENSES INCURRED BY COUNCILLORS & EMPLOYEES WHILE ON SHIRE BUSINESS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to reimburse all reasonable expenses to Councillors and employees incurred whilst attending authorised conferences, seminars and training courses and during such absences from the district on business deemed necessary by the CEO.

Such expenses may include registration fees, accommodation, meals, refreshments, travel and appropriate out of pocket expenses.

This Delegation also applies to the payment of expenses of partners when the Council has specifically resolved that it is appropriate for a Councillor or employee to be accompanied by a partner.

HEAD OF POWER

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

CONDITIONS

In exercising this Delegation, the CEO shall obtain from the Councillor or employee receipts or other appropriate proof that the expense was incurred, along with a declaration that the expense was incurred wholly whilst on Shire business.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Refer also to Council Policy 2.2.3 (Employee Conferences, Seminars & Workshops) and 3.10 (Councillors Fees & Reimbursements).

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

INSTRUMENT OF DELEGATION

ADMIN 005 APPOINTMENT OF AUTHORISED PERSONS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	<u>12/12/2023</u> 18/10/2022
Amended:	16/02/2021		

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority, in respect of the relevant legislation outlined under the head of power of this Delegation, to:

1. Exercise the powers and the discharge duties of the local government, permit authority and/or enforcement agency; and
2. Appoint where considered necessary by the CEO, -
 - a) any employee of the Shire as an “Authorised Officer”, “Authorised Person”, “Pound keeper” or “Ranger”; and
 - b) appoint any person to the position of “Authorised Person”

to undertake the functions and responsibilities authorised therein.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1) and otherwise as stated in the legislation column of the table below:

LEGISLATION	FUNCTIONS AND DUTIES
<i>Local Government (Miscellaneous Provisions) Act 1960 s.449</i>	To perform the general functions and exercise the powers of a Pound keeper and Ranger.
<i>Building Act 2011</i>	To undertake the functions of an “Authorised Person” conferred on that office.
<i>Local Government Act 1995 s.3.24, 3.31 and 3.33</i>	To enter land to perform any function that the Shire has under the <i>Local Government Act 1995 (LGA)</i> if entry is required for the performance of the function or in any other case in which entry is authorised by this LGA other than by a local law. (Refer to Subdivision 3 of Part 3 of the LGA and especially section 3.31 and 3.33).
<i>Local Government Act 1995 s3.18(1)</i>	To undertake the functions of an “Authorised Person” conferred on that office under a local law.
<i>Food Act 2008 s.118</i>	To undertake any of the functions of an “Authorised Officer” under the <i>Food Act 2008</i> .
<i>Caravan Parks and Camping Grounds Act 1995 s.17</i>	To undertake any of the functions of an “authorised person” under the <i>Caravan Parks and Camping Ground Act 1995</i> .
<i>Health (Miscellaneous Provisions) Act 1911</i>	To undertake the functions of an “Authorised Officer” conferred on that office. Includes approval under subsidiary legislation.
<i>Public Health Act 2016</i>	To undertake the functions of an “Authorised Officer” conferred on that office. Includes the designation “Environmental Health Officer”.
<i>Fines, Penalties & Infringement Notices Enforcement Act 1994 s.16 and s.22</i>	To hold the position of “prosecuting officer”. [Under s.13(2), the Council may give the Registrar written notice of those officers that are designated as prosecuting officers for the purposes of and in accordance with sections 16 and 22].
<i>Litter Act 1979 s. 27AA.</i>	To appoint a person to be an honorary inspector.
<i>Litter Act 1979 s.30 (1)</i>	Notwithstanding the general authorisation contained within s.26 of the Litter Act 1979 – Under s.30 (1): to undertake the functions of authorised officer as generally specified in the <i>Litter Act 1979</i> including the initiation of legal proceedings for offences under the Act.
<i>Caravan Parks and Camping Grounds Act 1995 s.17</i>	To perform the functions and duties of an authorised person for the purposes of this Act.
<i>Caravan Parks and Camping Grounds Act 1995 s.22</i>	Initiate legal proceedings under this Act.

LEGISLATION	FUNCTIONS AND DUTIES
<i>Caravan Parks and Camping Grounds Act 1995 s.23</i>	To sign and give notices under this Act.
<i>Control of Vehicles (Off Road Areas) Act 1978 - (COV) S. 38(3)</i>	To be an authorised officer for the purposes of this Act either in respect of the whole of its district or any part thereof defined in the appointment.
<i>Control of Vehicles (Off Road Areas) Act 1978 - (COV) S. 40</i>	To initiate legal proceedings under the <i>Control of Vehicles (Off Road Areas) Act 1978</i> .
<i>Food Act 2008</i>	Administer the functions of the Shire of Kojonup as an “enforcement agency”, pursuant to the <i>Food Act 2008</i> and the Food Regulations 2009.
<i>Food Act 2008</i>	Appoint Authorised officers in accordance with Section 122.
Local Government (Model Code of Conduct) Regulations 2021 – cl. 11 (3)	To appoint an authorised officer/s for the purpose of receiving complaints and withdrawals of complaints relating to Council Members, Committee Members and Candidates.

CONDITIONS

In exercising this Delegation, the CEO shall have regard to the qualifications and experience of the person to be appointed and must consider them a fit and proper person. The CEO shall consider any prescribed qualifications or prerequisite registrations applicable to the appointment.

Each person authorised under this Delegation must be given a certificate of authority or identity card outlining the power or responsibilities they have been delegated.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Copies of appointment certificates to be kept in personnel file.

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

INSTRUMENT OF DELEGATION

ADMIN 006 ~~DELETED**~~ - OBTAINING LEGAL ADVICE**

INSTRUMENT OF DELEGATION

ADMIN 007 ENTERING INTO CONTRACTS OF INSURANCE

Delegate:	Chief Executive Officer	Sub Delegate:	Manager of Financial and Corporate and Community Services
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

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

HEAD OF POWER

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

CONDITIONS

Subject to sufficient provision being made in the Shire's Annual Budget for insurance expenses.

SUB-DELEGATION - ADMIN (S) 007

Discharge of power and duty in accordance with the conditions of Delegation Admin 007, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO sub-delegates this delegation to the Manager ~~of Financial and Corporate and Community~~ Services under section 5.44 of the *Local Government Act 1995*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Contracts entered into are to be saved in the Record Management System.

Copies of full policy documentation and certificates of currency to be obtained.

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

INSTRUMENT OF DELEGATION

ADMIN 008 ACCEPT OR DENY CLAIMS AGAINST THE SHIRE FOR PROPERTY DAMAGE

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer is Delegated Authority to consider claims against the Shire for property damage that do not exceed the insurance policy excess levels and to accept or deny liability on behalf of the Shire.

HEAD OF POWER

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

CONDITIONS

In cases where liability is accepted, payment may only be made up to the value of the Shire's relevant insurance excess amount and then only upon receipt of an appropriate release form provided by the Shire's insurers.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Letter seeking advice and the advice received to be placed on file in a manner that maintains any legal privilege of the documentation.

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

INSTRUMENT OF DELEGATION

ADMIN 009 ENGROSSMENT OF CONTRACT DOCUMENTS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for engrossment of contract documents without further reference to the Council.

HEAD OF POWER

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

CONDITIONS

The CEO is only to exercise the Delegation where:

- a) The Council has authorised entering into a formal contract, or
- b) A formal contract is authorised under a Delegated Authority from the Council, or
- c) A formal contract is considered necessary by the CEO as part of the day to day operation of the Council.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Executed formal contracts/deeds and important documents must be logged noting expiry dates or reporting requirements and originals kept within the separate locked fire rated cabinet, as well as copies kept within the relevant file. Where the common seal is used it is to be recorded separately in the *Common Seal Register*.

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

INSTRUMENT OF DELEGATION

ADMIN 011 AUTHORISING OFFICERS TO IMPOUND GOODS & SELL UNCOLLECTED GOODS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer is Delegated Authority to:

- a) Authorise an employee under Section 3.39 to remove and impound any “goods” that are involved in a contravention that can lead to impounding.
- b) Authorise an employee under Section 3.40A to remove and impound a vehicle that in the opinion of the person authorised is an abandoned vehicle wreck.
- c) Give notice to an owner under section 3.40A (2).
- d) Take appropriate action under Section 3.42 in respect to impounded non-perishable goods.
- e) Give notice in accordance with Section 3.44 to collect goods.
- f) Under Section 3.46 refuse to allow goods to be collected until all costs have been paid.
- g) Under Section 3.47 sell or otherwise dispose of confiscated or uncollected goods.

HEAD OF POWER

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

CONDITIONS

Nil

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Full details of impounded property, including a picture, are required to be kept in the records management system.

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

INSTRUMENT OF DELEGATION

ADMIN 012 POWER OF ENTRY ONTO PRIVATE LAND

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer is expressly authorised on behalf of the Shire to exercise any of the powers, any of the functions and any of the duties given to the Shire under Subdivision 3 of Division 3 of Part 3 of the *Local Government Act 1995* as amended.

HEAD OF POWER

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

CONDITIONS

Council to be advised of any notices issued and the outcome.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Written notices to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ADMIN 013 NATIVE TITLE - PARTY TO AN APPLICATION

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer is Delegated Authority to register an interest in any Native Title claim affecting the Shire in order to have sufficient interest to become a party to the Native Title Application.

HEAD OF POWER

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

CONDITIONS

Council to be advised of any interests registered.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Interests registered to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ADMIN 014 PROSECUTIONS & LEGAL DEFENCE

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 <u>12/12/2023</u>
		Last Updated:	<u>12/12/2023</u>

POWER/DUTY

The Chief Executive Officer is Delegated Authority to initiate prosecutions, issue statutory orders and generally conduct legal activities, [including seeking legal advice at the CEO's discretion](#), on behalf of Council and to take any other action incidental to such prosecutions or legal defence.

HEAD OF POWER

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

CONDITIONS

Council to be advised of any prosecution initiated by the Shire or any legal claim lodged against the Shire.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Documentation and notices to comply with any statutory provisions and treated in a manner that protects legal privilege and privacy as required.

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

INSTRUMENT OF DELEGATION

ADMIN 015 INVITING TENDERS OR QUOTATIONS FOR THE SUPPLY OF GOODS & SERVICES

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer is Delegated Authority to invite quotations or tenders for the supply of goods and services provided for within the Shire's Annual Budget.

HEAD OF POWER

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

CONDITIONS

Exercise of the Delegated Authority to be in accordance with Council Purchasing Policy.

Where a formal tender process is entered into, the determination of the tender rests with the Council.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

ADMIN 016 ACQUISITION & DISPOSAL OF PROPERTY

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 <u>12/12/2023</u>

POWER/DUTY

The Chief Executive Officer is delegated the authority to:

- a) acquire or accept proposals for service provision valued at an amount not exceeding \$150,000; and
- b) dispose of any property (other than land) with an estimated value not exceeding \$20,000.

HEAD OF POWER

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

CONDITIONS

Exercising of the delegated authority to be in accordance with Council Policy 2.1.2 (Purchasing and Creditor Control) and appropriate provision must be made in the Annual Budget.

If a formal tender process is enacted then regardless of value the process must comply with all *Local Government Act 1995* and Tender regulation provisions and be presented to the Council for decision.

This delegation cannot be used for the appointment of the Shire's auditor.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

ADMIN 017 VEHICLE LICENSING & REGISTRATION AGENCY CONTRACT

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer is Delegated Authority to negotiate the renewal of future contracts with the State Government for the delivery of vehicle licensing and registration services.

HEAD OF POWER

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

CONDITIONS

Agreements entered into not to exceed a term of three years.

The Council to be advised of agreements entered into.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

ADMIN 018 DONATIONS TO LOCAL GROUPS OR INDIVIDUALS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023
		Last Updated:	12/12/2023

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to determine requests for donation of monies ([cash](#)) up to the value of \$~~21~~,000 when a group or individual can demonstrate:

1. Significant direct benefit to the local community
2. The group is a community group or non-profit making organisation or running a non-profit activity
3. The group's financial status is such as to justify a donation from the Shire
4. Special circumstances or needs exist in the opinion of the CEO to warrant a donation, e.g. support of needy groups and individuals who bring credit to the district by achieving State or National representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.

[The Chief Executive Officer \(CEO\) is Delegated Authority to determine requests for waiving fees for community asset use as a donation to community or special groups where the CEO can justify community benefit.](#)

~~4.~~

HEAD OF POWER

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

CONDITIONS

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

Requests for amounts over \$~~21~~,000 must be approved by the Council and should have regard to the annual community grant submission process.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

EMPL 004 STAFF EMPLOYMENT, SALARIES & CONTRACTS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023
		Last Updated:	12/12/2023

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to employ staff and review conditions of employment.

[CEO is Delegated Authority to negotiate all value points of contracted positions with flexibility to package the remuneration to attract the right skilled and qualified persons.](#)

HEAD OF POWER

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

CONDITIONS

~~New Employees staff can only be employed appointed to roles if the that are approved in the Shire's Workforce and Diversity Plan and aligned to the budget allocation is within the approved budget.~~

[Contracted roles are negotiated between the CEO and the individual.](#)

[All other roles appointed are as per the relevant award and industrial instrument under the current industrial framework the Shire operates within i.e. Enterprise Bargaining Agreement.](#)

Salary reviews are undertaken annually or as nominated by industrial instrument or contract of employment.

The salary review shall have regard for level classification and band/increment increases covered by the appropriate industrial instrument or existing contract of employment, and be contingent on satisfactory performance appraisal.

Proposals to employ or dismiss a senior employee must be considered by the Council (in accordance with s5.37 of the Act); however, the CEO is authorised to renew contracts and remuneration levels for continuing senior staff, subject to successful performance reviews.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Arrangements to be recorded on appropriate personnel file.

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

INSTRUMENT OF DELEGATION

FIN 001 PAYMENTS FROM MUNICIPAL & TRUST FUND

Delegate:	Chief Executive Officer	Sub Delegate:	Manager of Financial and Corporate and Community Services
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 <u>12/12/2023</u>
		Last Updated:	<u>12/12/2023</u>

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to make payments from the Municipal Fund Bank Account and the Trust Fund Bank Account.

HEAD OF POWER

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

Local Government (Financial Management) Regulations 1996 Regulation 12

CONDITIONS

Each payment is to be noted on a list compiled for each month showing:

- the payee's name
- amount of the payment
- date of the payment
- sufficient information to identify the transaction

SUB-DELEGATION - FIN (S) 001

Discharge of power and duty in accordance with the conditions of Delegation FIN 001, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

~~Under section 5.44 of the *Local Government Act 1995* the CEO~~ can sub exercises delegate this this Delegation Authority to the following relevant Senior Employees;

- Manager of ~~Financial and~~ Corporate ~~and Community~~ Services
- Manager Governance and Administration
- Senior Employee Acting in the CEO Role in the absence of the CEO.

~~under section 5.44 of the *Local Government Act 1995*~~

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

List to go to next Ordinary monthly meeting of the Council and is to appear in the minutes of that meeting.

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

INSTRUMENT OF DELEGATION

FIN 002 INVESTMENT OF SURPLUS FUNDS

Delegate:	Chief Executive Officer	Sub Delegate:	Manager of Financial and Corporate and Community Services
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to invest surplus Shire municipal and trust funds with recognised financial institutions to achieve the maximum investment potential.

HEAD OF POWER

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

CONDITIONS

Investments to be undertaken in line with the Council Policy.

SUB-DELEGATION - FIN (S) 002

Discharge of power and duty in accordance with the conditions of Delegation FIN 002, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO exercises this Delegation to the Manager ~~of Corporate~~ Financial and ~~Community~~ Corporate Services under section 5.44 of the *Local Government Act 1995*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Investments to be recorded in an Investment Register and be included in the monthly finance report to the next Ordinary monthly meeting of the Council.

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

INSTRUMENT OF DELEGATION

FIN 003 WRITE OFF MONEY OWED TO SHIRE

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

1. The Chief Executive Officer is delegated authority under section 6.12 (1) (c) of *the Local Government Act 1995* to write off an amount of money owed to the Shire. This delegation is limited to the amount of \$250 per ~~use~~.
2. The Chief Executive Officer is delegated authority under section 6.47 to write off small rates balances owed to the Shire less than \$5.00.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1), and 6.12(1) (c)

CONDITIONS

The Council to be advised as part of the monthly financial report presented to the Ordinary meeting.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Authority of write off to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

FIN 005 RATING

Delegate: Chief Executive Officer	Sub Delegate: Nil
Adopted by Council: 21/08/2007	Last Reviewed: 18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer is Delegated the performance of the following functions of the local government under the *Local Government Act 1995*:

1. The time allowed for the payment of the rate before it becomes in arrear, s. 6.50 (1) & (2).
2. The powers conferred in s. 6.40 (3)
3. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book, s. 6.76 (4)
4. The recovery of rates by complaint or action pursuant to the provisions of s. 6.56 (1)
5. Entering into an agreement in accordance with s. 6.49
6. Requiring the lessee to pay rent to the Shire in satisfaction of rates or service charges due and payable in accordance with s. 6.60 (2)
7. Lodge caveats on land where the rates are in arrears and it is considered that the interests of the Shire should be protected and the subsequent withdrawal of caveats once arrears of rates have been settled, s. 6.64 (3).
8. Allow or disallow in accordance with s. 6.75 (5) any objection to the rate record lodged under s. 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with s. 6.76 (6).

HEAD OF POWER

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

CONDITIONS

Nil

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

All decisions or approvals are to be saved into the relevant property file in the records management system. Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

REGULATORY SERVICES

INSTRUMENT OF DELEGATION

BLDG 001 BUILDING AND DEMOLITION PERMITS - REPEALED

Delegate:	Building Surveyor	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022

Repealed – Refer to delegation ADMIN 005.

INSTRUMENT OF DELEGATION

BLDG 002 BUILDING AND DEMOLITION PERMIT EXTENSION OF TIME TO COMPLETE - REPEALED

Delegate:	Building Surveyor	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022

Repealed – This is covered by the *Building Act 2011* (prescribed form, fee & process). Also refer to delegation ADMIN 005.

INSTRUMENT OF DELEGATION

BLDG 003 PERMISSION TO DEPOSIT MATERIALS ON OR EXCAVATE ADJACENT TO A STREET

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 <u>12/12/2023</u>

POWER/DUTY

The Chief Executive Officer is Delegated the Authority to grant consent to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place in accordance with Section 76 of the *Building Act 2011*.

HEAD OF POWER

Local Government Act 1995 Section 5.42

CONDITIONS

The Chief Executive Officer shall first obtain confirmation from the Environmental Health Officer, Building Surveyor and Manager Works & Services that the proposed activity will not create undue interference with the operation of the street, way or public place.

Authorisations for encroachment over Crown Land may require authorisation under the Land Administration Act 1997.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

BLDG 004 ISSUING NOTICES FOR BUILDING WORKS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer is Delegated Authority to:

- a) Issue building orders in relation to (Section 110 of the *Building Act 2011*)
 - Stop work, alter a building or evacuate a building where there is a contravention of the provisions of the *Act*
 - Take specific action to prevent contravention of the *Act*;
 - Finish an outward facing side of a wall.
- b) Authority to revoke building orders (section 117 of the *Building Act 2011*)
- c) Authority to commence prosecution (Section 139 of the *Building Act 2011*).

HEAD OF POWER

Building Act 2011

CONDITIONS

The Chief Executive Officer is to report to the Council the exercise of any powers of this Delegation.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

FIRE 001 APPROVAL TO BURN ROAD VERGES

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer is Delegated Authority to approve applications submitted by the relevant Fire Control Officer to burn a road verge vested in the care, control and management of the Shire of Kojonup providing that the burn has Department of Water and Environmental Regulation approval.

HEAD OF POWER

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

CONDITIONS

Approval of applications to impose a condition that any burning comply with the requirements of the *Bush Fires Act 1954*, Environmental Protection (Clearing of Native Vegetation) Regulations 2004 and have regard to the environmental impacts.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

All decisions or approvals are to be saved into the relevant file within the records management system.

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

INSTRUMENT OF DELEGATION

FIRE 002 VARYING PROHIBITED BURNING TIMES

Delegate:	Shire President Chief Bushfire Control Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 <u>12/12/2023</u>

POWER/DUTY

The Shire President and Chief Bushfire Control Officer are jointly Delegated Authority to exercise the Council's powers within section 17 (7) and 17 (8) of the *Bushfires Act 1954* (relates to the varying of the prohibited burning times in the District and giving notice of the change).

HEAD OF POWER

Bush Fires Act 1954 s. 17(10)

CONDITIONS

Any variation approved is to comply with the requirements of s. 17 of the *Bush Fires Act 1954* and after consultation with the Officer in Charge of the Department of Biodiversity, Conservation and Attractions.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Variation to be advertised within the Shire.

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

INSTRUMENT OF DELEGATION

FIRE 003 **INSTITUTE PROSECUTIONS FOR BREACHES OF THE *BUSH FIRES ACT 1954***

Delegate: Chief Executive Officer

Sub Delegate: Nil

Adopted by Council: 21/08/2007

Last Reviewed: ~~12/12/2023~~ ~~18/10/2022~~

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated general Authority to consider allegations of offences alleged to have been committed against the *Bush Fires Act 1954* within the district and, if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences.

This Delegation extends to the issue of infringement notices in accordance with s 59A of the *Bush Fire Act 1954*.

HEAD OF POWER

Bush Fires Act 1954 s. 59(3)

CONDITIONS

CEO to consult with the Chief Bush Fire Control Officer and other appropriate Bush Fire Officers before instituting proceedings. The Council to be advised when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Record of proceedings instituted to be kept within the records management system.

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

INSTRUMENT OF DELEGATION

FIRE 004 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS - REPEALED

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022

REPEALED 18 NOVEMBER 2014

INSTRUMENT OF DELEGATION

FIRE 005 APPOINTMENT OF AUTHORISED PERSONS - REPEALED

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022

REPEALED 17 MAY 2016

INSTRUMENT OF DELEGATION

FIRE 006 VARYING RESTRICTED BURNING TIMES

Delegate:	Shire President Chief Bushfire Control Officer	Sub Delegate:	Nil
Adopted by Council:	17/5/2016	Last Reviewed:	n/a

POWER/DUTY

The Shire President and Chief Bushfire Control Officer are jointly Delegated Authority to exercise the Council's powers within section 18 (5) and 18 (5B) of the *Bushfires Act 1954* (relates to the varying of the restricted burning times in the District and the giving notice of the change).

HEAD OF POWER

Bush Fires Act 1954 s. 18 (5C)

CONDITIONS

- Any variation approved is to comply with the requirements of the s7 of the *Bush Fires Act 1954* and after consultation with the Officer in Charge of the Department of Biodiversity, Conservation and Attractions.
- A variation shall not have the effect of shortening or suspending those restricted burning times by or for more than 14 successive days per calendar year.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Variation to be advertised within the Shire.

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

INSTRUMENT OF DELEGATION

FIRE 007 APPOINTMENT OF DUAL BUSH FIRE CONTROL OFFICERS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	18/09/2018	Last Reviewed:	18/10/2022 <u>12/12/2023</u>

POWER/DUTY

The Chief Executive Officer is delegated authority to appoint persons to the position of Dual Bush Fire Control Officer with adjoining local governments, as provided for under Section 40 of the *Bush Fires Act 1954*.

HEAD OF POWER

Bush Fires Act 1954 s38

CONDITIONS

The Chief Executive Officer shall have regard to the provisions of the *Bush Fires Act 1954* and in particular Section 40.

The Council to be advised of appointments made.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Record of appointments to be kept in relevant file.

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

INSTRUMENT OF DELEGATION

HEALTH 002 DELETED - ADMINISTRATION OF THE HEALTH ACT

COVERED BY DELEGATION ADMIN 005 INSTRUMENT OF DELEGATION

Covered by delegation ADMIN 005.

**HEALTH 003 APPROVAL OF APPLICATIONS UNDER HEALTH LOCAL LAWS -
REPEALED**

Delegate:	Environmental Health Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022

Repealed – covered by delegation HEALTH 002.

INSTRUMENT OF DELEGATION

HEALTH 004 PERMITS FOR CAMPING ON PRIVATE PROPERTY - REPEALED

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022

Repealed – refer to delegation ADMIN 005 and HEALTH 005.

INSTRUMENT OF DELEGATION

HEALTH 005 DELETED - APPOINTMENT OF AUTHORISED PERSONS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022

Incorporated into ADMIN 005

INSTRUMENT OF DELEGATION

RANGER 001 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE DOG AND CAT ACTS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer is, in accordance with s. 44 of the *Dog Act 1976*, authorised to institute and carry out proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against that Act.

This appointment also applies under s. 29(1) of the *Dog Act 1976* as an authorised person to exercise the powers of the Shire under that Act.

The Chief Executive Officer is authorised to institute and carry out proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against the *Cat Act 2011*.

HEAD OF POWER

Dog Act 1976 s 44 and 29(1)

Cat Act 2011

CONDITIONS

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

RANGER 002 APPOINTMENT OF AUTHORISED PERSONS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022

RE-NUMBERED TO BE RANGER 006

INSTRUMENT OF DELEGATION

RANGER 003 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE CARAVAN PARKS AND CAMPING GROUNDS ACT 1995

Delegate: Chief Executive Officer

Sub Delegate: Nil

Adopted by Council: 12/12/2023

POWER/DUTY

The Chief Executive Officer is, in accordance with s. 17 of the *Caravan Parks and Camping Grounds Act 1995*, authorised to institute and carry out proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against that Act.

HEAD OF POWER

Caravan Parks and Camping Grounds Act 1995 s.17(1)

CONDITIONS

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

RANGER 004 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE LITTER ACT 1979

Delegate: Chief Executive Officer

Sub Delegate: Nil

Adopted by Council: 12/12/2023

POWER/DUTY

For the purposes of this Act an authorised officer is within the district of a local government, any person who is an employee of the local government

HEAD OF POWER

Litter Act 1979 s.26(1)(c)(ii)

CONDITIONS

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

RANGER 005 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978

Delegate: Chief Executive Officer

Sub Delegate: Nil

Adopted by Council: 12/12/2023

POWER/DUTY

A person is appointed as an authorised person under this 38(3) if the person is appointed under the Local Government Act 1995 section 9.10(2)

HEAD OF POWER

Control of vehicles (off-road areas) Act 1978 s.38(3)

CONDITIONS

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

RANGER 006 APPOINTMENT OF AUTHORISED PERSONS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	12/12/2023

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority, in respect of the relevant legislation outlined under the head of power of this Delegation, to:

9. Exercise the powers and discharge the duties of the Council; and
10. Appoint where considered necessary by the CEO, -
 - a) any officer of the Shire as an "Authorised Officer"; and
 - b) appoint any person to the position of "Authorised Person"

to undertake the functions and responsibilities authorised therein.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1) and otherwise as stated in the legislation column of the table below:

LEGISLATION	FUNCTIONS AND DUTIES
<u>Dog Act 1976 Part 3</u>	To undertake the functions and powers of a Registration Officer under Part 3 of the Dog Act 1976
<u>Dog Act 1976 s.11(1)</u>	To undertake the functions and powers (of a fit and proper persons) to administer a pound and otherwise to carry out the objects of this Act.
<u>Dog Act 1976 s.26(3)</u>	To grant an exemption in respect of premises.
<u>Dog Act 1976 s. 27(4)</u>	To grant a licence for a kennel establishment.
<u>Dog Act 1976 s.29(1)</u>	To exercise on behalf of the local government the powers conferred on an authorised person by this Act but not including authorisation to initiate legal proceedings.
<u>Cat Act 2011</u>	Appoint of Authorised persons in accordance with Section 48 and the Power to Delegate in accordance with Section 45.
<u>Control of vehicles (off-road areas) Act 1978 s.38(3)</u>	A person is appointed as an authorised person under this 38(3) if the person is appointed under the <i>Local Government Act 1995</i> section 9.10(2)
<u>Litter Act 1979 s.26(1)(c)(ii)</u>	For the purposes of this Act an authorised officer is within the district of a local government, any person who is an employee of the local government
<u>Caravan Parks and Camping Grounds Act 1995 s.17(1)</u>	The chief executive officer of the Department may appoint such persons to be authorised persons for the purposes of this Act as the chief executive officer considers necessary

CONDITIONS

In exercising this Delegation, the CEO shall have regard to the qualifications and experience of the person to be appointed and must consider them a fit and proper person.

Each person authorised under this Delegation must be given a certificate outlining the power or responsibilities they have been Delegated.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Copies of appointment certificates to be kept in personnel file.

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

INSTRUMENT OF DELEGATION

PLAN 001 DEVELOPMENT APPLICATIONS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	19/05/2009	Last Reviewed:	<u>12/12/2023</u>
		Last Updated:	18/8/2020

POWER/DUTY

The Chief Executive Officer (CEO) is authorised under the Shire of Kojonup Town Planning Scheme No.3 and *Planning and Development Act 2005* to exercise the following functions:

Delegated Power	Conditions
<p>a) Approve all 'P' permitted development applications including the placement of conditions on the approval where the use and development complies with the standards prescribed by the Scheme and any relevant Local Planning Policies. Approve all 'D' discretionary development applications including the placement of conditions on the approval, subject to:</p> <ol style="list-style-type: none"> i) The use and development complying with objectives for the zone; ii) The use and development complying with the standards prescribed by the Scheme; and iii) Complying with any relevant Local Planning Policies. <p>In exercising this power, the CEO may require an application to be advertised under c.6.2. if considered necessary prior to determining the application. Any decision to refuse an application shall be referred to Council.</p>	<p>Where no objections have been received (or where the objections have been resolved), and where the application meets the performance criteria of the Residential Design Codes, and relevant policies.</p>
<p>b) Approve requests for boundary setback variations required by the Residential Design Codes, the Scheme and relevant Local Planning Policies (where there is power to vary the standard) and where the variation will not adversely impact on the amenity of adjoining residence/s and adjoining owners support has been received, if deemed necessary.</p>	<p>For single storey residential buildings and sheds under 65 sq. metres only.</p> <p>Where the use is permitted under the Town Planning Scheme No 3. and no objections have been received (or where the objections have been resolved), and the application meets the performance criteria of the Residential Design Codes and relevant policies.</p>
<p>c) To recommend approval to the WA Planning Commission (WAPC) for subdivision or amalgamation proposals and request WAPC apply relevant conditions.</p>	<ol style="list-style-type: none"> 1. Only for subdivision proposals creating 2 lots, where the proposal complies with TPS 3 Policy and Provisions. 2. There is no limit on the size or number of lots under this Delegation for subdivision proposals where the property is covered by an adopted Guide Development Plan and the proposal complies with TPS3 Policy, Provisions and the adopted Guided Development Plan. 3. There is no limit on the size or number of lots under this Delegation for amalgamations.
<p>d) Endorse clearance of Freehold title and Strata Title subdivisions on Deposited Plans or Plans of Strata/Survey Strata and Strata documents when compliant with all conditions imposed by Council have been satisfactorily met.</p>	

Delegated Power	Conditions
e) To approve proposals for outbuildings where such outbuildings exceed a maximum floor area or height limit specified by a TPS Policy or Scheme.	Only up to 80 square metres on the basis that adjoining owners' support has been received and the outbuilding will not have an adverse visual impact on the amenity of the locality. The approval can include conditions which may limit the floor area or height or specify external colours and finishes and will have regard to the size of the block, R Code (density of development), intended use and access.
<p>f) To initiate the necessary public advertisement of 'SA' development applications prior to determination by Council.</p> <p>i) The CEO may, without referral to Council, approve the application including the placement of conditions on the approval following the closure of the advertising period subject to no valid objection (s) being received. Any decision to refuse an application shall be referred to Council.</p> <p>ii) Initiate the advertising process under c.6.2 of the Scheme for a 'Use Not Listed' under c.3.3.5 prior to determination by the Council. The CEO may, without referral to the Council, approve the application including the placements of conditions on the approval following the closure of the advertising period subject to no valid objection (s) being received. Any decision to refuse an application shall be referred to the Council.</p>	
g) To endorse clearance of freehold title and strata title subdivisions on Diagrams or Plans of Survey and strata documents.	That are in accordance with any approved subdivision plan.
h) To approve or refuse applications for advertising signs.	<p>Where the proposed sign(s) comply with the standards prescribed in Town Planning Scheme No.3 and any adopted Town Planning Scheme Policy.</p> <p>Signs may be refused on the basis of safety, failure to meet sub Delegation conditions from Main Roads WA, inadequate or no space allocated at the proposed location, adverse impact on the amenity, non-compliance with policy or building licence.</p>
i) To provide responses to the Minister or the State Administrative Tribunal on any development decision appeal.	Legal representation and advice to be sought by the CEO.
j) To approve applications for tree plantations.	<p>That:</p> <ul style="list-style-type: none"> ➤ are eucalypt or pine species and deemed appropriate land use for the zone; ➤ are presented with an appropriate plantation plan; ➤ comply with the industry Code of Practice for timber plantations; ➤ are less than 200 Ha.
k) To approve demolition of collapsed, damaged and/or destroyed farm buildings including machinery/storage sheds, shearing sheds, worker's quarters, dwellings, silos etc. on rural properties.	Where the property and/or building has no cultural heritage values.
l) Approve development applications in a Local Scheme Reserve where the proposed use is consistent with the ultimate purpose intended for the reserve under the Scheme.	

Delegated Power	Conditions
m) Provide responses to mobile phone carriers in accordance with the <i>Telecommunications Act 1997</i> in respect of the installation of low impact facilities.	
n) Approve applications for advertisements that comply with the requirements of the Scheme and any relevant Local Planning Policies.	

CONDITIONS GENERALLY

There are no delegations to refuse an application, other than for advertising signs, which may be refused on the basis of safety, failure to meet sub Delegation conditions from Main Roads WA, inadequate or no space allocated at the proposed location, non-compliance with policy or building permit. If the CEO is not in a position to approve an application under delegation then it must be referred to the Council.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1) and 3.24
 Shire of Kojonup Town Planning Scheme No 3
Planning and Development Act 2005

CONDITIONS

The Council to be advised of notices issued and outcome.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Determinations to be saved in the Record Management System.
 Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

PLAN 002 LAND USE APPLICATIONS

Delegate: Chief Executive Officer

Sub Delegate: Nil

Adopted by Council: 27/08/2009

Last Reviewed: ~~18/10/2022~~ 12/12/2023

POWER/DUTY

The Chief Executive Officer is authorised under the Town Planning Scheme No.3 and *Planning and Development Act 2005* to determine land use proposals within the particular zones as set out in the following table:

LAND USE	ZONE					
	DEFINITION (FROM TPS 3)	RESIDENTIAL	COMMERCIAL	INDUSTRIAL	SPECIAL RURAL	RURAL
Agroforestry	Land used commercially for both tree production and agriculture where trees are planted in blocks of more than 1 hectare				X	X*
Ancillary Accommodation	Self-contained living accommodation on the same lot as a single house that may be attached or detached from the single house occupied by members of the same family as the occupiers of the main dwelling	X			X	X
Animal Boarding House	Land and buildings used for the boarding and breeding of animals where such premises are registered or required to be registered by the Council, these premises include a cattery; and may include the sale of animals where such use is incidental to the predominant use			X		
Bed & Breakfast	Short-stay residential accommodation offering overnight lodgings, with or without breakfast, in a domestic environment		X			X
Betting Agency	A totalisator agency established and operated in accordance with <i>Totalisator Agency Board Act 1960</i>		X			
Caretaker's Dwelling	A building used as a residence by the proprietor or manager of an industry, business, office building or recreation area existing upon the same site and occupied by a person having the care of the building, plant, equipment or grounds thereof		X	X		
Civic Use	Land and buildings used by a Government Department, an instrumentality of the Crown, or the Council, for administrative, recreational or other purpose		X	X		
Community Use	Land used by a club or association or other body approved by the Council as a meeting place for formal and informal activity, including entertainment and includes any land appurtenant thereto used for recreation, and includes a residential club		X			
Convenience Store	Land and buildings, used for the retail sale of convenience goods being those goods commonly sold in supermarkets, delicatessens and newsagents but including the sale of petrol and operated during hours which include but which may not extend beyond normal trading hours and provide associated parking. The buildings associated with a convenience store shall not exceed 200m ² gross leasable area.		X			
Day Care Centre	Land and buildings used for the daily or occasional care of children in accordance with the <i>Child Welfare (Care Centres) Regulation 1968 (as amendment)</i>		X			
Fast Food Outlet	Land and buildings used for the preparation, sale and serving of food to customers in a form ready to be eaten without further preparation, primarily off the premises, including drive in facilities, but does not include a fish shop		X			
Garden Centre	Land and buildings used for the sale and display of garden products, including garden ornaments, plants, seeds, domestic garden implements and motorised implements and the display but not manufacture of prefabricated garden buildings		X	X		
Grouped Dwelling	A dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata with common property	X*	X			

	ZONE					
LAND USE	DEFINITION (FROM TPS 3)	RESIDENTIAL	COMMERCIAL	INDUSTRIAL	SPECIAL RURAL	RURAL
Holiday Accommodation	Accommodation comprising two or more cabins, apartments, chalets, cottages or flats which, by way of trade or business, or for the purpose of any trade or business is held out as being available or is made available for holiday purposes for occupation by persons other than the proprietor		X			
Home Occupation	A business or activity carried on with the written permission of the Council within a dwelling house or the curtilage of a house by a person resident therein or within a domestic outbuilding by a person resident in the dwelling house to which it is appurtenant	X*	X*	X*	X*	X*
Industry – Cottage	A trade or light industry producing arts and craft goods which does not fall within the definition of a home occupation and which: <ul style="list-style-type: none"> a) does not cause injury to or adversely affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury, or prejudicial affection, due to the emission of light, noise, vibration, steam, soot, ash, dust, grit, oil, liquid waste or waste products; b) where operated in a residential zone, does not entail the employment of any person not a member of the occupier's family normally resident on the land; c) is conducted in an outbuilding which is compatible to the zone and its amenity and does not occupy an area in excess of 55m²; d) does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located; and e) does not display a sign exceeding 0.2m² in area 		X	X		
Industry – General	An industry other than a cottage, extractive, hazardous, light, noxious, rural or service industry			X		
Industry – Light	An industry: <ul style="list-style-type: none"> a) in which the processes carried on, the machinery used, and the goods and commodities carried to and from the premises will not cause any injury to, or will not adversely affect the amenity of the locality by reason of the emission of light, noise, electrical interference, vibration, smell, fumes, smoke, vapour steam, soot, ash, dust, waste water or other waste products; and b) the establishment of which will not or the conduct of which does not impose an undue load on any existing or projected service for the supply or provision of water, gas, electricity, sewerage facilities, or any other like services 		X	X		
Industry – Rural	An industry handling, treating, processing or packing primary products grown, reared or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality					X
Industry – Service	A light industry carried out on land or in buildings which may have a retail shop front and from which goods manufactured on the premises may be sold; or land and buildings having a retail shop front and used as a depot for receiving goods to be serviced		X	X		
Liquor Store	Premises in respect of which a store licence has been granted under the <i>Liquor Act 1970</i>		X			
Market	Land and buildings used for a fair, a farmer's or producer's market, or a swap meet in which the business or selling carried on or the entertainment provided is by independent operators or stallholders carrying on		X			

	ZONE					
LAND USE	DEFINITION (FROM TPS 3)	RESIDENTIAL	COMMERCIAL	INDUSTRIAL	SPECIAL RURAL	RURAL
	their business or activities independently of the market operator save for the payment where appropriate of a fee or rental					
Medical Centre	A building (other than a hospital) that contains or is designed to contain facilities not only for the practitioner or practitioner(s) mentioned under the interpretations of consulting rooms but also for ancillary services such as chemists, pathologists and radiologists		X			
Medical Clinic	Premises in which facilities are provided for two or more of the following: a medical practitioner, a dental practitioner, physiotherapist, chiropractor, masseur		X			
Office	A building used for the conduct of administration, the practice of a profession, the carrying on of agencies, banks, typist and secretarial services, and services of a similar nature		X	X		
Plant Nursery	The growing of trees, plants, shrubs or flowers, for replanting in domestic, commercial or industrial gardens		X	X		
Private Recreation	Premises used for leisure, recreation or sporting activities which are not normally open to the public without charge (from new draft TPS)		X			
Public Utility	Any work or undertaking constructed or maintained by a public Authority or the Council as may be required to provide water, sewerage, electricity, gas, drainage, communications or other similar services	X	X	X	X	X
Restaurant	A building or portion of a building wherein food is prepared for sale and consumption within the building or portion thereof and the expression shall include a licensed restaurant, café or nightclub, and also includes a restaurant at which food for consumption outside the building, or portion thereof, is sold where the Council is of the opinion that it forms a minor part of the business only		X			
Rural Pursuit	The use of land for any of the purposes set out hereunder and shall include such outbuildings normally associated therewith: a) growing of vegetable, fruit, cereals or food crops; b) the rearing or agistment of poultry, sheep, cattle or beasts of burden; c) the stabling, agistment or training of horses; d) the sale of produce grown solely on the lot but does not include the following except as approved by the Council: i) the keeping of pigs; ii) the processing, treatment or packing of produce; iii) the breeding, rearing or boarding of domestic pets					X
Shop	Land and a building or portion of a buildings wherein goods are kept, exposed or offered for sale by retail, and includes a convenience store or an establishment by any name retailing convenience goods but does not include a bank, fuel depot, a wholesale market, service station, milk depot, marine store, timber yard or land or buildings used for the sale of vehicles or for any purpose falling within the definition of industry and does not include a warehouse		X	X		
Service Station	Land buildings used for the supply of petroleum products and motor vehicle accessories and for carrying out greasing, tyre repairs, and minor mechanical repairs and may include a cafeteria, restaurant or shop		X	X		

LAND USE	DEFINITION (FROM TPS 3)	ZONE				
		RESIDENTIAL	COMMERCIAL	INDUSTRIAL	SPECIAL RURAL	RURAL
	incidental to the primary use; but does not include transport depot, panel beating, spray painting, major repairs or wrecking					
Showroom	A building wherein goods are displayed and may be offered for sale by wholesale and/or retail, excluding the sale by retail of: foodstuffs, liquor or beverages; items of clothing or apparel; magazines, books or paper products; medical or pharmaceutical products; china, glassware or domestic hardware; and items of personal adornment		X	X		
Single House	A dwelling standing wholly on its own green title or survey strata lot, together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property	X*				X
Trade Display	Land and buildings used for the display of trade goods and equipment for the purposes of advertisement		X	X		
Transport Depot	Land or a building or buildings used for the parking or garaging of road motor vehicles (including taxis) which are used or intended to be used for the carriage of passengers or goods, or land or a building or buildings used for the transfer of goods from one such motor vehicle to another of such motor vehicles and includes the maintenance of such vehicles			X		
Tree Plantation	Has the same meaning as in the <i>Code of Practice for Timber Plantations in Western Australia (1997)</i> published by the CALM and the Australian Forest Growers					X*
Warehouse	<ul style="list-style-type: none"> a) a building or enclosed land, or part of a building or enclosed land, used for the storage of goods, the carrying out of commercial transactions involving the sale of such goods by wholesale; or b) a bulk store or depot 			X		
Wineshop	Means premises in respect of which a winehouse licence has been granted under the <i>Liquor Act 1970</i> .		X			

CONDITIONS GENERALLY

There are no delegations to refuse an application, other than for advertising signs, which may be refused on the basis of safety, failure to meet sub delegation conditions from Main Roads WA, in adequate or no space allocated at the proposed location, non-compliance with policy or building permit. If the Chief Executive Officer is not in a position to approve an application under Delegation then it must be referred to the Council.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1) and 3.24

Shire of Kojonup Town Planning Scheme No 3

Planning and Development Act 2005

CONDITIONS

The Council to be advised of notices issued and outcome.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

PLAN 003 APPOINTMENT OF AUTHORISED PERSONS

Delegate:	Chief Executive Officer	Sub Delegate:	Shire Planner
Adopted by Council:	17/5/2016	Last Reviewed:	12/12/2023 ^{a/a}

POWER/DUTY

The Chief Executive Officer (CEO) is delegated authority in accordance with clause 7.1(c) of the Shire of Kojonup Town Planning Scheme No.3 to:

'at all reasonable times enter any building or land for the purpose of ascertaining whether the provisions of the Scheme are being served.'

HEAD OF POWER

Planning and Development Act 2005

Clause 7.1 (c) of the Shire of Kojonup Town Planning Scheme No.3

CONDITIONS

In exercising this Delegation, the CEO shall have regard to the qualifications and experience of the person to be appointed and must consider them a fit and proper person.

Each person authorised under this Delegation must be given a certificate or identification card outlining the power or responsibilities they have been delegated.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Copies of appointment certificates to be kept in the records management system (personnel file).

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

WORKS & SERVICES

INSTRUMENT OF DELEGATION

ROADS 001 TEMPORARY CLOSURE OF ROADS FOR PUBLIC EVENTS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	18/10/2022 12/12/2023

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to determine applications for the temporary closure of roads for public events. The determination shall be in accordance with provisions of the *Road Traffic (Events on Roads) Regulations 1991* and the *Local Government Act 1995*.

HEAD OF POWER

Local Government Act 1995 section 5.42 (1)

CONDITIONS

Approval shall contain the following conditions:

1. the closure is to be advertised in a local newspaper
2. arrangements are to be made for appropriate signposting to effect the closure
3. applicant is to take out a public risk insurance policy which indemnifies the Shire against any damages claims and a copy is to be delivered to Council
4. Applicant is to notify the local Emergency Services and ensure that whilst the event is in progress, satisfactory arrangements are made to allow access to premises by Emergency Services.

CEO may determine other conditions to be imposed on any approvals issued.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Applications with notification of approval or refusal are to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 002 TEMPORARY CLOSURE OF ROADS FOR REPAIRS & MAINTENANCE

Delegate: Chief Executive Officer

Sub Delegate: Manager Works & Services

Adopted by Council: 21/08/2007

Last Reviewed: ~~12/12/2023~~ 18/10/2022

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority under section 3.50A of the *Local Government Act 1995* to partially and temporarily close a thoroughfare, without giving public notice, for the purpose of carrying out repairs or maintenance and the closure is unlikely to have a significant adverse effect on road users.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

For periods in excess of five working days, local public notice is to be given.

Councillors to be informed of any significant temporary road closures.

SUB-DELEGATION - ROADS (S) 002

Discharge of power and duty in accordance with the conditions of Delegation Roads 002, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO on-delegates this to the Manager Works & Services in accordance with s5.44 of the *Local Government Act 1995*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

ROADS 003 CLOSURE OF ROADS FOR A PERIOD NOT EXCEEDING FOUR WEEKS

Delegate: Chief Executive Officer

Sub Delegate: Manager Works & Services

Adopted by Council: 21/08/2007

Last Reviewed: ~~18/10/2022~~ 12/12/2023

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority under section 3.50 (1a) of the *Local Government Act 1995* to wholly or partially close a thoroughfare to the passage of vehicles for a period not exceeding four weeks. Under section 3.50 (2) the order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as deemed appropriate and may contain exceptions.

HEAD OF POWER

Local Government Act 1995 section 3.50

CONDITIONS

Councillors to be informed of any closure and the reasons for the closures.

SUB-DELEGATION - ROADS (S) 003

Discharge of power and duty in accordance with the conditions of Delegation Roads 003, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO on-delegates this to the Manager Works & Services in accordance with s5.44 of the *Local Government Act 1995*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Closure to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 004 CLOSURE OF ROADS FOR A PERIOD EXCEEDING FOUR WEEKS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	12/12/2023 18/10/2022

POWER/DUTY

The Chief Executive Officer is Delegated Authority under section 3.50 (1a) of the *Local Government Act 1995* to, by local public notice, order that a thoroughfare is wholly or partially closed to the passage of vehicles for a period exceeding four weeks. Under section 3.50 (2) the order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as deemed appropriate and may contain exceptions.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Delegated Authority is limited to periods of closure not exceeding three months.

Councillors to be informed of any closure and the reasons for the closures.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Closure to be properly recorded in the records management system.

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

INSTRUMENT OF DELEGATION

ROADS 005 OVER DIMENSION VEHICLES

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	12/12/2023 18/10/2022

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to consider and determine all applications for the use of over dimension vehicles.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

The CEO shall take into account any existing Shire policies and is authorised to impose any conditions considered appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Records of approval or rejection to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 006 ROAD TRAIN AND EXTRA MASS VEHICLES

Delegate: Chief Executive Officer

Sub Delegate: Nil

Adopted by Council: 21/08/2007

Last Reviewed: ~~12/12/2023~~18/10/2022

POWER/DUTY

The Chief Executive Officer is Delegated Authority to determine any application recommending approval or refusal, with conditions as follows, for referral to Main Roads WA, to use road trains and applications for extra mass permits on any local road.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Conditions:

- a) All roads are subject to the appropriate approval by the Main Roads WA and subsequent issue of relevant permits;
- a) Applicant to supply the Shire with a copy of Main Roads WA permit before operations commence;
- b) The speed limits of vehicles do not exceed 60kmh on gravel roads;
- c) Applicants are requested to utilise sealed routes, where possible, particularly during periods of wet weather;
- d) Applicant to be advised that approval may be withdrawn; and
- e) Other conditions such as curfews, communication requirements with school buses or pilot vehicles may be considered.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Compliance with Main Roads WA network access permit guidelines and restricted access permits – see <https://mrapps.mainroads.wa.gov.au/RavNetworkMap>

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

INSTRUMENT OF DELEGATION

ROADS 007 GATE OR OTHER DEVICE ACROSS THOROUGHFARE

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	12/12/2023 18/10/2022

POWER/DUTY

The Chief Executive Officer is, under Regulation 9 of the *Local Government (Uniform Local Provisions) Regulations 1996*, authorised to approve applications for a person to have a gate or other device across a public thoroughfare that enables motor traffic to pass across but prevents livestock from straying.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Register to be kept of gates or other devices approved.

The Council to be advised of approvals given.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Shire of Kojonup Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law

Records of approval or rejection to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 008 CONSTRUCTION OF CROSSING FROM THOROUGHFARE TO PRIVATE LAND (CROSSOVER)

Delegate: Chief Executive Officer

Sub Delegate: Manager Works & Services

Adopted by Council: 21/08/2007

Last Reviewed: ~~12/12/2023~~10/2022

POWER/DUTY

The Chief Executive Officer is, under Regulation 12 of the Local Government (Uniform Local Provisions) Regulations 1996, on receipt of an application Delegated Authority to approve the construction of a crossing giving access from a public thoroughfare under the management and control of the Shire to the land or a private thoroughfare serving the land.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

That the construction of the crossing be under the supervision of the Shire and completed to the satisfaction of the Shire.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Approvals and refusals to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 009 NOTICE TO CONSTRUCT OR REPAIR CROSSING

Delegate: Chief Executive Officer

Sub Delegate: Manager Works & Services

Adopted by Council: 21/08/2007

Last Reviewed: ~~12/12/2023~~18/10/2022

POWER/DUTY

The Chief Executive Officer is, under Regulation 13 of the Local Government (Uniform Local Provisions) Regulations 1996, is authorised to give a person who is the owner or occupier of private land a notice requiring the person to construct or repair a crossing from a public thoroughfare under the management and control of the Shire to the land or a private thoroughfare serving the land.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Failure of the person to comply with the notice to be presented to Council for a decision on further action.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Notices given to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 010 MAKE SAFE DANGEROUS EXCAVATION IN OR NEAR PUBLIC THOROUGHFARE

Delegate: Chief Executive Officer

Sub Delegate: Manager Works & Services

Adopted by Council: 21/08/2007

Last Reviewed: ~~12/12/2023~~ ~~18/10/2022~~

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to the necessary action under Local Government (Uniform Local Provisions) Regulations 1996 Regulation 11 to make safe a dangerous excavation in or near a public thoroughfare.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Nil

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Shire of Kojonup Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law

Action taken to be properly documented and saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 011 ACTIVITIES ON THOROUGHFARES & TRADING IN THOROUGHFARES & PUBLIC PLACES LOCAL LAW

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	17/2/2015	Last Reviewed:	<u>12/12/2023</u> 17/2

POWER/DUTY

The Chief Executive Officer (CEO) is, on receipt of an application, delegated authority to issue any of the permits referred to in the *Shire of Kojonup Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law*.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

In exercising this delegation, the CEO, in addition to the existing considerations contained within the local law, shall have regard to the potential risks of the application with respect to existing Shire assets.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Approvals and refusals to be saved in the Record Management System.

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



SHIRE OF KOJONUP

Policy Manual

NOVEMBER 2023



FOREWORD

This publication is a “living” document which has been designed to serve as a tool for the Council, Staff and any other person who wishes to use it in their dealings with the Shire. It is only one of several reference sites to guide you in conducting your daily business with the Shire of Kojonup.

Users should be mindful of the fact that in simple terms:

- Policy provides what can be done;
- Procedures provide how to do it; and
- Delegation provides who can do it.

It is important to note that the Council’s adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

Several other related policies and procedures have also been developed relating to specific operational areas; however, have been recorded separately due to their size and for ease of use. These documents are available on request and should be read in conjunction with this manual. They include:

- Springhaven Lodge Policy Manual;
- Employee Manual;
- Asset Management Plan;
- Information Communication Technology Plan (Draft);
- Risk Management Plan;
- Business Continuity and Disaster Recovery Plan;
- Volunteer Management Plan;
- Elected Member Manual; and
- Work Health and Safety Procedure Manual.

All policies are reviewed on an annual basis; however, this does not prevent or preclude a policy from an independent review if circumstances (e.g., a change in legislation etc.) warrant a review to be undertaken.

The *Freedom of Information Act 1992* embodies the following basic principles:

1. That members of the public have a legally enforceable right of access to government information;
2. That government departments and agencies are required to publish information concerning the documents they hold;
3. That people may ask for inaccurate, incomplete, out of date or misleading information to their personal records to be amended;
4. That people may appeal against a decision by a government body not to give access to the information or not to amend a personal record; and
5. *The Freedom of Information Act 1992* provides the opportunity for public access to certain Council documents and the Council fully supports these principles and makes a wide range of information available to the public.

Grant Thompson
Chief Executive Officer (CEO)

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1 COMMUNITY DEVELOPMENT & TOURISM

1.1 KOJONUP COMMUNITY BUS

Adopted or Reviewed by Council:	15/11/16	Council Minute Reference:	151/16
Reviewer:	Chief Executive Officer/Manager of Corporate and Financial Services		
Local Law:			
Procedure:	13 Procedure & Bus Hire Form		
Delegation:			

OBJECTIVE

To provide access to specialist transport facilities to the residents of Kojonup for educational, recreational and social outings to improve their quality of life.

POLICY

It is the policy of the Shire of Kojonup to provide a wheelchair adapted bus for the primary use of residents of Springhaven Lodge for recreational outings and also for the use of local groups, organisations and private individuals.

Procedures define the eligibility for, and conditions of use, when hiring the bus.

1.2 ** DELETED** COMMUNITY FUNDING PROGRAM (CAPITAL & OPERATING)

Policy 1.2 was deleted 15 November 2016

1.3 COMMUNITY ORGANISATION WAIVING OF DEVELOPMENT FEES

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Manager of Corporate and Financial and Corporate Services Chief Executive Officer/Manager Regulatory Services		
Local Law:			
Procedure:			
Delegation:	Admin 18 – Donations to Local Groups or Individuals		

OBJECTIVE

To encourage, develop and promote community organisations.

POLICY

Fees and charges associated with the development of facilities for community or sporting groups may be waived where the community will benefit from or have use of the facility, programme etc., at the discretion of the CEO.

Donations to be journaled from the Donation Account to the relevant income account so that the value of donations can be recorded.

1.4 ** MOVED TO POLICY 2.2.14 **

1.5 MEMORIAL AND LESSER HALLS COMMUNITY USAGE/MANAGEMENT

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Manager Corporate and Financial and Corporate Services Chief Executive Officer/Manager Governance and Administration		
Local Law:	Local Government Property Local Law 2020		
Procedure:			
Delegation:			

OBJECTIVE

To provide a framework for the equitable, efficient and effective management of the usage and hire of the Shire of Kojonup Memorial/Lesser Halls.

The Policy outlines the use, occupancy arrangements and management of the hire of the Memorial/Lesser Halls.

PRINCIPLES

Priority for use of the Memorial/Lesser Halls will be given to residents from the Shire of Kojonup, locally based groups and not for profit organisations.

The Memorial/Lesser Halls are not to be used for the purpose of holding any activities that may be deemed discriminatory or racially intolerant.

The Memorial/Lesser Halls will be used primarily for activities that provide community development outcomes and benefits for residents of the Shire.

The Shire recognises the need to provide community facilities that are equipped for a range of different uses and cater to the needs of a range of different users.

The Shire will ensure fair and equitable access for all user groups to the Memorial/Lesser Halls.

POLICY

1. All hirers of the Memorial/Lesser Halls will be required to enter into an agreement with the Shire to comply with the terms and conditions of hire and payment of fees and charges. This Agreement can be downloaded from the website at: <https://www.kojonup.wa.gov.au/community/facilities/memorial-hall-lesser-hall.aspx> or obtained from the Shire office.
2. Use of the Memorial/Lesser Halls for conducting commercial or business activities unless run by and for a not for profit organisation, will require the approval of the Shire or its delegate and must demonstrate community benefit.
3. The Memorial/Lesser Halls will support a range of activities, events and functions conducted by community organisations and residents; be used for both public and private events and functions; and primarily support activities and functions conducted by residents of the Shire of Kojonup or locally based organisations.
4. The closing time for any functions will be agreed/set by the Shire, having regard to the duration of the event, size, potential for noise/disturbance, sale of alcohol and direction from any other regulatory or enforcement body.

5. Fees and charges will be applied to hire the Memorial/Lesser Halls in accordance with the Shire's fees and charges schedule. Application of a discount for not for profit community organisations is currently discounted by 50% of the full fee. Fees and charges are reviewed and set each year. These charges are based on the use of the Kojonup Memorial and Lesser Halls or part thereof. Please refer to Fees and Charges on our website at: www.kojonup.wa.gov.au/volunteers/fees-charges/ or obtain from Shire Office.
6. Bond payments will be collected from all hirers and will be refunded to the hirer only if all of the conditions of hire have been met.
7. If catering for a large function, the hirer will be expected to pay for additional waste management.
8. Priority of use of the Memorial/Lesser Halls may be given for the purpose of delivering Shire managed community programs and services.
9. The CEO or nominee will be delegated with the authority to make decisions dealing with special requests and those users which are not covered in the Policy.
10. Response for requests for hire of the Memorial/Lesser Halls will be in accordance with the Shire's Customer Service Charter.
11. Complaints from hirers in relation to the use of the facility or the service received should be directed via email to council@kojonup.wa.gov.au or by mail to the CEO, Shire of Kojonup, PO Box 163, Kojonup, WA, 6395.

1.6 HALL EQUIPMENT – RSL HALL

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: [Chief Executive Officer/Manager Governance and Administration](#)~~Manager of Corporate and Financial and Corporate Services~~

Local Law:

Procedure:

Delegation:

OBJECTIVE

To maintain an inventory of hall equipment available for external hire.

POLICY

Equipment from the RSL Hall is available for general hire (external to the facility) and not necessarily restricted to Shire of Kojonup residents. Equipment from any other Council operated facility is not to be hired externally to the venue.

A schedule of hall equipment (not including fixtures) but primarily being tables, chairs and crockery, be maintained with a view to the equipment being available for hire, with the fees (including bonds if considered necessary) to be set by Council. Refer to the adopted list of fees and charges.

Equipment from the RSL Hall is not available for hire if the venue has also been hired during the corresponding time period (regardless of when the bookings are made).

2 CORPORATE SERVICES

2.1 FINANCE

2.1.1 ** MOVED TO POLICY 3.23 **

2.1.2 PURCHASING & CREDITOR CONTROL

Adopted or Reviewed by Council:	17/05/16	Council Minute Reference:	60/16
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
	17/05/20		60/20
	17/11/20		156/20
	28/09/21		110/21
Reviewer:	Manager of Corporate and Financial and Corporate Services Chief Executive Officer/Manager Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:	ADMIN 015 - Inviting Tenders or Quotations for the Supply of Goods & Services ADMIN 016 - Acquisition & Disposal of Property		

PURPOSE

To clearly articulate the parameters for purchasing on behalf of the Shire of Kojonup.

OBJECTIVES

1. To provide compliance with the *Local Government Act 1995*, the Local Government (Functions and General) Regulations 1996 and the Local Government (Financial Management) Regulations 1996;
2. To deliver a best practice approach and procedures to internal purchasing; and
3. To ensure consistency for all purchasing activities throughout the Shire's operational areas.

PRINCIPLES

1. Ethics and Integrity

All employees of the Shire of Kojonup shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Kojonup.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- a. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- b. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with Shire of Kojonup policies and its Code of Conduct;
- c. Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;

- d. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- e. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- f. Any information provided to the Shire of Kojonup by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2. Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Amount of Purchase	Policy	Authorised Officers
\$0 to \$100	<p>No formal process Small incidental purchases made from local suppliers with a running monthly account to the value of \$100 do not require quotations or purchase orders e.g. Milk from the Supermarket. All care and responsibility must still be taken as is expected when spending public money.</p>	Shire of Kojonup Employees
\$101 - \$5,000	<p>Direct purchase from suppliers requiring only one verbal quotation. Where the value of procurement of goods or services does not exceed \$5,000 purchase on the basis of at least one verbal quotation, is permitted. However, it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained. This purchasing method is suitable where the purchase is relatively small and low risk. A purchase order is required for all purchases.</p>	CEO, Senior Managers
\$5,001 - \$20,000	<p>Obtain at least two verbal or written quotations. Where possible, at least two verbal or written quotations (or a combination of both) are required. A “Record of Quotes” form must still be completed where no written quote is available, i.e.; for verbal quotations or when obtaining multiple quotes is not practical (e.g.; when due to limited suppliers, it must be noted by completing a Record of Quotes form). The general principles for obtaining verbal quotations are:</p> <ol style="list-style-type: none"> 1. Ensure that the requirement/specification is clearly understood by the employee seeking the verbal quotations; 2. Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote; 3. Read back the details to the Supplier contact person to confirm their accuracy; and 4. Written notes detailing each verbal quotation must be recorded. 	CEO, Senior Managers

	<p>Record keeping requirements must be maintained in accordance with record keeping policies. A purchase order is required for all purchases.</p>	
<p>\$20,001 - \$50,000</p>	<p>Where possible, obtain at least three written quotations The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies. It is required to obtain at least three written quotes; should three quotes not be possible, a “Record of Quotes” form is to be completed and attached to the purchase order. NOTE: The general principles relating to written quotations are: <ul style="list-style-type: none"> • An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion; • The request for written quotation should include as a minimum: <ol style="list-style-type: none"> 1. Written Specification; 2. Selection Criteria to be applied; 3. Price Schedule; 4. Conditions of responding; 5. Validity period of offer; 6. Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond; 7. Offer to all prospective suppliers at the same time any new information that is likely to change the requirements; 8. Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented; and 9. Respondents should be advised in writing as soon as possible after the final determination is made and approved. <p>A purchase order is required for all purchases.</p> </p>	<p>CEO</p>
<p>\$50,001 - less than \$250,000</p>	<p>Obtain at least three written quotations containing price and specification of goods and services. For the procurement of goods or services where the value exceeds \$50,000 but is less than \$250,000, it is required that procurements be requested in writing and at least three written quotations obtained that contain price and a sufficient amount of information relating to the specification of goods and services being purchased. Record keeping requirements must be maintained in accordance with record keeping policies. For this procurement range, the selection should not be based on price alone, and the CEO shall consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements,</p>	<p>CEO</p>

	organisation’s capability, previous relevant experience and any other relevant factors as part of the assessment of the quote. A purchase order is required for all purchases.	
Above \$250,000	TENDER Conduct a public tender process (See also clause 3 – Regulatory Compliance).	Full Council

Other purchasing threshold points to note:

- a. The requirement for quotations and purchase orders contained above do not apply to the following purchase types:
 - i. Fuels and Oils
 - ii. Great Southern Treasures
 - iii. Postage and Freight
 - iv. Annual Subscription and Membership Renewals
 - v. Telephone and Utilities
 - vi. Audits
- b. Where the Shire has already conducted a similar quotation process within the previous two years or is currently using a regular supplier, an existing supplier may be used with the approval of the CEO. This only applies to purchases below the tender threshold and where it would be financially and/or operationally beneficial to do so.
- c. Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$250,000, the tender process outlined in the *Local Government Act 1995* must be followed in full (r13).
- d. When assessing quotes please refer to section 3. d. Regional Price Preference.
- e. The authorised officer that is signatory on the purchase order must also be the signatory on the corresponding invoice.
- f. All requisitions must be created by one officer and authorised by a different officer, resulting in a purchase order that has been seen by two different officers prior to dispatch to a creditor. The Authorising Officer must only authorise to the amount prescribed in the Purchasing Thresholds above.
- g. Springhaven Lodge purchasing may deviate from this policy to meet other legislative requirements (such as contractors requiring a Police Clearance – Aged Care Acts).

3. Regulatory Compliance

a. Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- i. An emergency situation as defined by the *Local Government Act 1995*, providing that the goods and services are required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates;
- ii. The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- iii. The purchase is under auction which has been authorised in advance by the Council;
- iv. The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; and

- v. Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.
- b. Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit and must be approved in writing by the CEO.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

- c. Anti-Avoidance
Authorised Officers shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000, thereby avoiding the need to publicly tender.
- d. Regional Price Preference
Preference may be given to a regional supplier by assessing the quote from that regional supplier as if the quote were reduced by:
 - i. 5% for goods or services for a supplier from within the Shire of Kojonup; and
 - ii. 2.5% for goods or services for a supplier from a Shire within the Great Southern Region of Western Australia (as defined by the Great Southern Zone of the Western Australian Local Government Association)if price then demonstrates best value outcome for the Shire.

4. Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- a. Tender documentation;
- b. Internal documentation;
- c. Evaluation documentation;
- d. Enquiry and response documentation; and
- e. Notification and award documentation.

For a direct purchasing process this shall be via the attachments tab in the SynergySoft requisition module and includes:

- a. Quotation documentation;
- b. Internal documentation; and
- c. Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the *State Records Act 2000*, and the Shire of Kojonup's internal Records Management Policy.

5. Payment of Creditors

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

- a. The payee's name;
- b. The amount of the payment;
- c. The date of the payment; and
- d. Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at each ordinary meeting of the Council and is to be recorded in the minutes of the meeting at which it is presented.

2.1.3 DEBTOR CONTROL

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer/Manager of Corporate and Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:	FIN 003		

OBJECTIVE

To ensure Council receives payment for goods and services provided within its credit terms, bad debts are minimised and debtor control is cost effective.

POLICY

Sundry Debtors

1. The following accounts are to be paid for prior to the service being provided:
 - a. Photocopying;
 - b. Sale of Goods, Materials or Publications;
 - c. Hall Hire and ancillary charges;
 - d. Building Applications;
 - e. Septic Tank Application Fees;
 - f. *Freedom of Information Act 1992* Application Fees;
 - g. *Planning Plans; and*
 - h. *Development Plans.*
2. The terms of credit given by the Shire of Kojonup via the *Local Government Act 1995* is 30 days. The Manager of [Corporate and Financial and Corporate Services](#) is to ensure that procedures are in place to limit the risk of debts turning bad.
3. Where Private Works are to be undertaken an estimated value is to be provided to the person/group/firm requesting the private works. The Shire of Kojonup requires an agreement to be signed for any private works prior to the work being undertaken.

Rates Debtors

Options for payment and associated matters:

1. By one (1) Instalment within 14 days of date of issue of Rate Notice (early payment discount to apply);
2. By one (1) Instalment within 35 days of date of issue of Rate Notice;
3. By way of two (2) instalments; and
4. By way of four (4) instalments.

Rate Debtors that remain outstanding after the due date for payment will incur late payment interest as per the *Local Government Act 1995*. Interest is to be calculated using the prescribed maximum as per regulation 70 of the Local Government (Financial Management) Regulations 1996.

Where the option to pay by two (2) or four (4) instalments is taken, instalment interest and administration fees as per the *Local Government Act 1995* are to apply. Interest is to be calculated using the prescribed maximum as per regulation 68 of the Local Government (Financial Management) Regulations 1996.

| The Manager of Financial and Corporate ~~and Financial~~ Services is to ensure that procedures are in place to ensure the timely recovery of outstanding amounts and to limit the risk of debts turning bad. Debtors who do not pay their accounts within the Shire's terms are not to be offered any further line of credit.

2.1.4 SELF SUPPORTING LOANS

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer /Manager of Corporate and Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To provide financial assistance, by way of self-supporting loans to local non-profit clubs or organisations, for capital improvement works to land, facilities or buildings owned or vested in the Shire of Kojonup.

POLICY

Self-supporting loans may be considered by the Council on behalf of incorporated local clubs or organisations who occupy land or buildings owned by or vested in the Shire of Kojonup and who undertake to meet the capital, interest and loan guarantee payments.

Council's requirements for self-supporting loan applications will be made on a case-by-case basis and may include some or all of the following:

1. Applicant organisations must be an incorporated body and occupy land or buildings owned by or vested in the Shire of Kojonup;
2. A formal application shall be submitted, which shall include as a minimum:
 - a. Details of the amount requested, the term, purpose and any security offered;
 - b. Sufficient financial information to determine the capacity to repay the borrowing operational cash flows;
 - c. Evidence of a minuted request from the controlling Board/Committee;
 - d. Evidence of researching other funding sources e.g.; Lotterywest;
 - e. The club or organisation is to demonstrate how it will fund the replacement or refurbishment of those improvements whilst still servicing the loan; and
 - f. For requests over \$200,000, a formal business plan evidencing appropriate financial planning.
3. The funds are to be used for capital improvements to the land, facilities or buildings they occupy including matching contributions to grants;
4. Approval will only be considered where the club or organisation can adequately demonstrate, by the provision of forward financial plans covering the life of the loan, a capacity to meet the loan repayments;
5. The term of the loan should be less than or equal to the life of the capital works or improvements being undertaken;
6. All applications for self-supporting loans shall be considered by the Council for approval or rejection;
7. Where approval is granted, loan funding is to be sourced in accordance with s. 6.20 of the Local Government Act 1995 – "Power to Borrow";
8. An "Acknowledgement of Debt Agreement" or alternative written agreement is to be entered into before any release of funding to the club or organisation is made.

2.1.5 INVESTMENTS

Adopted or Amended by Council:	20/02/18	Council Minute Reference:	9/18
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
Reviewer:	Chief Executive Officer /Manager of Corporate and Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:	FIN 002 - Investment of Surplus Funds		

OBJECTIVE

To invest the local government’s surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time for that investment type, while ensuring that its liquidity requirement are being met. While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Council’s risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

POLICY

1. Investment of surplus Municipal, Reserve, Trust and Loan Funds shall be the responsibility of the Manager of ~~Corporate and~~ Financial and ~~Corporate~~ Services;
2. The total amount of investments is to be recorded separately in the general ledger for Municipal, Reserve, Trust and Loan Funds;
3. A summary of the nature, location, amount and interest rate applicable to each investment will be reported to Council as part of the monthly Statement of Financial Activity;
4. Only ‘Authorised Institutions’, as defined by the Local Government (Financial Management) Regulations 1996, that have a fully operational Branch presence with local employment in the Kojonup town site, may be used; and
5. All fixed investments must be for a term of 12 months or less.
6. To ensure that the Shire has sufficient funds to refund any accommodation bond balance or entry contribution balance for Springhaven Lodge as and when they fall due an amount of no less \$1,000,000.00 will be held at call. These funds will be held in either the Shire of Kojonup Reserve account or Term Deposits held at the NAB.

All investments are to comply with the following:

1. Local Government Act 1995 – s. 6.14;
2. The Trustees Act 1962 – Part III Investments;
3. Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 19C, Regulation 28, and Regulation 49; and
4. Australian Accounting Standards.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Approved Investments

Without approvals from Council, investments are limited to:

1. State/Commonwealth Government Bonds;
2. Interest bearing deposits;
3. Bank accepted/endorsed bank bills;
4. Commercial paper;
5. Bank negotiable Certificate of Deposits; and
6. Managed Funds with a minimum long term Standard & Poor (S&P) rating of "A" and short term rating of "A2".

Prohibited Investments

This Investments Policy prohibits any investment carried out for speculative purposes including:

1. Derivative based instruments;
2. Principal only investments or securities that provide potentially negative cash flow;
3. Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind;
4. Investment in foreign currency/bonds; or
5. Cryptocurrency e.g.; Bitcoin.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment. A file is to be maintained detailing all investments and associated transactions. Investments to be reconciled to source documentation on a monthly basis.

2.1.6 MONTHLY FINANCIAL STATEMENTS

Adopted or Reviewed by Council:	15/11/16 19/11/19 17/11/20	Council Minute Reference:	151/16 156/19 156/20
Reviewer:	Manager of Corporate and Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:	FIN 001		

OBJECTIVE

To define the information contained within:

1. The monthly and quarterly financial statements; and
2. The material variance level for financial reporting in accordance with Local Government (Financial Management) Regulations 1996 r.34.

POLICY

Format of Monthly Financial Statements

The monthly financial statements to be prepared in accordance with Local Government (Financial Management) Regulation 34 shall be prepared in the following manner:

1. Quarterly (months ending September, December, March and June) – A detailed financial description of the Shire’s operations;
2. Monthly (remaining 8 months) – A short and succinct overview, or snap shot, of the financial position at month’s end; and
3. Variances will only be reported where it has a negative impact on the Shire’s finances. For example; over expenditure and under revenue will be reported; under expenditure or excess revenue will not.

As such, the Monthly Financial Statements will contain the following information as a minimum:

QUARTERLY	MONTHLY
• Executive Summary	• Executive Summary
• Municipal Fund Summary (Rate Setting Statement)	• Municipal Fund Summary (Rate Setting Statement)
• Income Statement by Nature & Type	• Income Statement by Nature & Type
• Variance Report	• Variance Report
• Progress of the Capital Program	
• Reserve Accounts	
• Rates and Sundry Receivables	
• Information on Borrowings	
• Details of Major Business Units	
• Description of Programs	
• Detailed Statement of Operating Income	
• Plant Replacement Details	
• Capital Grants and Restricted Cash	
• Summary of Budget Amendments	

Defining Material Variances

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

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

Material variances will be reported when exceeding 10%, or a minimum of \$10,000, of the items contained within the Rate Setting Statement. Examples of how this formula will be implemented, providing that this remains as a guide only with staff free to additionally identify or comment on greater variances and where other factors warrant, are as follows:

	Annual Budget	YTD Budget	YTD Actual	Variance %	Comments
Operating Revenue					
General Purpose Funding	-\$5,759,496	-\$4,198,600	-\$4,226,968	1%	No Report - More revenue is advantageous
Governance	-\$48,028	-\$16,000	-\$15,721	-2%	No Report - less than 10%
Law, Order, Public Safety	-\$58,250	-\$19,404	-\$25,000	29%	No Report - More revenue is advantageous
Health	-\$44,162	-\$14,712	-\$9,240	-37%	Variance Explanation Required
Education and Welfare	-\$2,850	-\$944	\$0	-100%	No Report - less than \$5,000
Operating Expenditure					
General Purpose Funding	\$132,097	\$80,722	\$78,042	-3%	No Report - under expenditure is advantageous
Governance	\$587,197	\$233,784	\$240,464	3%	No Report - less than 10%
Law, Order, Public Safety	\$294,005	\$97,964	\$110,006	12%	Variance Explanation Required
Loans					
Repayment of Debentures	\$47,306	\$15,769	\$0	-100%	No Report - under expenditure is advantageous
Proceeds from New Debentures	-\$950,000	-\$316,667	\$0	-100%	Variance Explanation Required

2.1.7 ** DELETED ** MAJOR GRANT APPLICATIONS

Policy 2.1.7 was deleted 19 November 2019

Covered in Capital Evaluation Framework

2.1.8 FINANCIAL GOVERNANCE

Adopted or Reviewed by Council:	13/12/16	Council Minute Reference:	165/16
Amended:	21/05/19		49/19
	19/11/19		156/19
	14/12/21		154/21
Reviewer:	Chief Executive Officer /Manager of Corporate and Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:			

BACKGROUND

This financial governance policy should be read in conjunction with other financial management policies which contain the Shire's overarching financial objectives.

OBJECTIVE

The objective is to establish financial management and governance principles to be applied to general financial decision making.

POLICY

General Principles

The Shire will make decisions in relation to financial management and financial governance that encompass the following principles:

1. Management of financial risk prudently, having regard to economic circumstances;
2. Examples of financial risks to be managed prudently include the level of debt, commercial activities, community business activities, financial assets and liabilities;
3. Implement spending and rating policies to promote stability and predictability;
4. Fund physical assets with regard to intergenerational equity;
5. Manage and maintain physical assets to achieve the maximum useful life from the initial investment; and
6. Ensure full, accurate and timely disclosure of financial information, unless commercial in confidence.
7. To ensure that the Shire has sufficient funds to refund any accommodation bond balance or entry contribution balance for Springhaven Lodge as and when they fall due an amount of no less \$1,000,000.00 will be held at call. These funds will be held in either the Shire of Kojonup Reserve account or Term Deposits held at the NAB.

Major Projects

Each major building project or budget item coming before the Council for consideration shall be assessed against the following factors:

1. Demonstrated community need;
2. Estimated annual cost to the Shire of operating;
3. Estimated annual cost to the Shire of maintenance;
4. Agreed lease or tenure conditions by third party;

5. Savings required to fund asset replacement at the end of its useful life;
6. Economic or community development advantages to the area;
7. Identified funding sources, both for construction and operating, secured and potential;
8. Council's Capital Evaluation Framework; and
9. Council's Risk Management Framework.

Operating Results

The Council will structure its budget to achieve an outcome where operating revenue (less capital contributions) is at least sufficient to meet operating expenses. The extent of any operating surplus will be dependent on the resources necessary to manage the renewal of assets (including infrastructure assets and business activity assets) and considering intergenerational equity issues.

Cash Reserves

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

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

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

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

The Manager ~~of Corporate and~~ Financial ~~and Corporate~~ Services will conduct an annual review for the Council addressing the appropriateness of each reserve account purpose, suitability of current balances, and deficiencies for the funding of future projects as identified in adopted forward plans.

Specifically, the following goals are set for individual reserve account balances:

- Employee Leave – As a minimum, the level of this reserve should meet both:
 - The EBA sick leave liability (clause 29); and
 - The current portion of the long service leave liability for staff with seven (7) years or more service.

This funding goal is to be implemented over several financial years up to 2021/2022 to manage the financial impact.

- Day Care Building Maintenance – 100% of annual rent paid by the tenant is deposited into this account;
- Springhaven Building Upgrade & Renewal - This reserve receives 100% of interest earned from the 'Springhaven Lodge' (bonds paid by residents) reserve account;
- Low Income Housing - All operating profit/(loss) is to be transferred to/(from) this reserve in accordance with the joint venture agreement with the Department of Housing;

- Independent Living Units - Operating profits from Loton Close & Soldier Road units are transferred to this reserve;
- Landfill Waste Management - 10% of total rubbish & recycle bin charges are to be allocated to this reserve annually;
- Saleyards - The profit or loss from annual operations of the Saleyards to be transferred to this account;
- Netball Court Resurfacing Reserve – A \$3,500 annual contribution will be made to this reserve to make provision for the resurfacing of the acrylic surface at the end of its useful life.

Borrowing

Borrowing will be undertaken in accordance with the Shire's Borrowing Management Policy.

Regulatory Role

Where the Shire operates in a competitive environment while providing a regulatory or statutory role in that environment, it will maintain a management structure designed to minimise the potential for conflict between these two roles and through transparency to maintain confidence in its regulatory independence.

2.1.9 BORROWING MANAGEMENT

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: [Chief Executive Officer](#)/Manager of ~~Corporate and~~ Financial [and Corporate](#) Services

Local Law:

Procedure:

Delegation:

BACKGROUND

This Borrowing Management Policy should be read in conjunction with other Financial Management Policies which contain the Shire of Kojonup's overarching financial objectives.

A local government may borrow to perform the functions and exercise the powers conferred on it under the *Local Government Act 1995*.

OBJECTIVE

The objective is to define the conditions under which the Council will consider the use of borrowings to fund its activities.

PRINCIPLES

The Shire of Kojonup will exercise its power to borrow in a financially responsible and prudent way so as to promote equity amongst current and future ratepayers.

STATEMENT OF POLICY

Overview

The following is a general description of the Shire's policy objectives with respect to borrowing management:

1. Prudently manage the Council's borrowing to ensure sustainable funding;
2. Minimise borrowing costs;
3. Manage short-term cash flows in an efficient and prudent manner;
4. Maintain market confidence in the local government's creditworthiness and financial stability;
5. Plan future cash flow needs to assist with borrowing decisions; and
6. Maintain sufficient liquidity to meet planned and un-planned cash flow needs.

Matching revenue sources to service debt

To achieve prudent use of the Shire's borrowing powers, it is our objective that debt repayments are:

1. Matched by investments or assets that produce or have the potential to produce income that can service the debt; or
2. Matched by binding agreements entered into with external parties to service the debts (e.g.; self-supporting loans for community groups); or
3. Supported by identified specific revenue sources (e.g.; Specified Area Rates); or
4. Supported by specific general revenue sources (such as rates or fees and charges) or identified reductions in future operating expenditure sufficient to match the repayment schedule.

Purpose of Borrowing

In general, the Shire will not borrow to fund operating expenditure. Loan funds are viewed as a valid form of funding source, under certain circumstances:

1. Loans can be used when funding an asset that has a useful life exceeding the term of loan;
2. Loans will not be used for plant and equipment, or assets that can easily be removed;
3. Capital expenditure that provides a new intergenerational service or renews an existing service;
4. Short-term peak working capital requirements (overdraft or short-term fixed amounts);
5. Investment in Major Land Transactions (Post Business Plan adoption);
6. Investment in Major Trading Undertakings (Post Business Plan adoption)
7. Investment in Community Business Activities;
8. Transitional/bridging funding for projects or acquisitions; and
9. Loans help spread the cost of providing long term assets (such as land and buildings) to future users of the facility.

Borrowing in exception to this policy will only occur in either an emergency or when considered necessary and financially prudent on a case-by-case basis. In such cases, the Council would consider:

1. Special circumstances;
2. Nature of the borrowing;
3. Its repayment terms; and
4. The source of funding.

Before committing to a loan, a report outlining future loan commitments (both existing and planned), financial ratios and the Shire's borrowing capacity will be prepared and presented to the Council.

Term of Debt

The maximum debt repayment period will be determined by taking into account:

1. The expected useful lives of assets financed by the debt;
2. Considerations relating to intergenerational equity; and
3. Preference for loan terms not exceeding fifteen (15) years, nor more than half of the total project cost.

Debt repayments levels (both interest and principal) will be determined by:

1. The need to maintain prudent and sustainable debt levels;
2. Comparison with the borrowing levels of WA local governments with similar economic profiles;
3. Prevailing interest rates and possible future movements;
4. The need to re-negotiate borrowings at future periods;
5. The cash flow forecasts of any supporting asset used as a source of funds to service the debt; and
6. The transitional or bridging nature of the borrowing.

The Council will consider its forecast borrowing requirements as part of its:

1. Community Strategic Plan;
2. Corporate Business Plan;
3. Long Term Financial Plan;
4. Asset Management Plan; and
5. Adoption of the annual budget.

Borrowing Parameters

To help ensure that the Shire achieves the objectives of its Borrowing Management Policy, the following outstanding borrowing parameters will prevail:

Measurement ratio:

Total principal outstanding / less self-supporting loan principal
General Funds (S 6.21 Act)

Restriction on Borrowings

To be prudent with its borrowing powers, the Shire will restrict its 'own purpose' borrowings to a measurement ratio of 0.80.

A measurement ratio exceeding 0.80 may be specifically approved by a resolution of the Council providing the amount above the threshold relates to a community business or commercial activity (as defined) that generates positive cash flows sufficient to offset the debt repayments without a negative impact upon general revenue.

Interest Rate Risk

To promote interest rate predictability and a linkage with nominated revenue sources, the Shire's preferred borrowing instrument is a fixed interest rate debenture. Within any total loan portfolio the maximum amount of loans with a variable floating interest rate is not to exceed 15%.

Institution Selection

In selecting the lender the Shire will undertake a transparent process which tests the current credit market and displays good governance principals.

Self-Supporting Loans

Refer to Council policy 2.1.4 – Self-Supporting Loans.

2.1.10 CORPORATE CREDIT CARDS

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
Reviewer:	Chief Executive Officer /Manager of Corporate and Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To establish the use of Corporate credit cards and outline the responsibilities of card holders.

POLICY STATEMENT

Corporate credit cards can deliver significant benefits through improved administrative practices and more effective cash management. They can, however, also expose a local government to significant risks if not properly controlled; these risks can be minimised by implementing policies to control their use. Credit cards can be a more efficient purchasing method than that of formal methods in some circumstances and can reduce administration costs, and the need to carry cash.

It is important to have a communication strategy that informs new employees and reminds existing employees of the policies that govern the use of credit cards.

LEGISLATION

The use of credit cards is not specifically mentioned in the *Local Government Act 1995*; however, the following sections of this *Act* impact the use and control of corporate credit cards:

1. s. 2.72(2) (a) and (b) requires the Council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.
2. s. 6.5(a) requires the CEO to ensure proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.

Local Government (Financial Management) Regulations 1996 r. 11(1) (a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

The *Local Government Act 1995* does not allow for the issue of Corporate Credit Cards to elected members. There are no provisions within this *Act* which allow an elected member to incur a debt, as would be the case with a credit card.

GENERAL

Corporate Credit Cards shall only be issued to the Chief Executive Officer and Executive Managers.

Each officer shall sign an agreement which sets out the cardholder's responsibilities and legal obligations when using the credit card:

1. A register of all current cardholders shall be kept which includes card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;

2. In the event of their employment ceasing, the cardholder is to immediately return the credit card for destruction, in accordance with employee termination procedures;
3. If a card is lost or misplaced, the cardholder shall notify the Chief Executive Officer immediately to enable the loss to be reported and to arrange a replacement card;
4. Credit cards should never be transferred to other users; and
5. There will be no reward schemes (such as frequent flyer points) attached to the cards.

PURCHASING

1. Corporate credit cards are only to be used for purchasing goods and services on behalf of the local government which have been authorised in the current annual budget;
2. Cardholders should ensure that suppliers record an adequate description of goods or services on the tax invoice to ensure appropriate levels of accountability. Appropriate documentation should be obtained to ensure that the purchase can be verified to the satisfaction of the CEO. Wherever possible, a tax invoice must be obtained;
3. Cardholders must adhere to Council Policy 2.1.2 - Purchasing and Creditors Control;
4. Personal expenditure is strictly prohibited and disciplinary action may be taken;
5. Cash withdrawals are not available on the cards;
6. Each credit card provided shall have a maximum limit of \$3,000 except for the Chief Executive Officer whose maximum limit shall be \$10,000;
7. Where a cardholder undertakes purchases by way of facsimile, telephone or over the internet, a tax invoice or receipt is required in all circumstances and must contain details of the purchase; and
8. All invoices/receipts, complete with general ledger/job number allocations, must be provided to the [Manager Financial and Corporate Services](#) ~~Senior Finance Officer~~ as soon as practicable after the credit card purchase is made.

PAYMENTS

1. On receipt of the monthly statement, the [Manager Financial and Corporate Services](#) ~~Senior Finance Officer~~ will attach all invoices/receipts to the statement and assign GL/Job number allocations;
2. The monthly credit card statement will be distributed to the respective cardholder to certify transactions; and
3. The monthly balance for each credit card will be recouped by direct debit from the Municipal Fund on the statement due date.

AUSTRALIAN BUSINESS NUMBER (ABN)

Cardholders should remember that if a supplier does not have an ABN and Pay As You Go tax has not been withheld on the credit card statement, the local government is still liable to pay the corporate credit card provider the full amount and also the ATO prevailing ABN Withholding Tax Rate (46.5% as at 1 July 2014) of the purchase price.

GUIDELINES FOR USE OF CORPORATE CREDIT CARDS

It is not proposed to list or describe every situation where the corporate credit card can or should be used but rather to provide general guidelines to be followed – senior officers should be scrupulous in the usage of corporate credit cards and always have appropriate documentation which can verify and justify the expenditure to the CEO.

Expenditure utilising the corporate credit card should, where possible, be kept to a minimum. The preferred method for purchasing goods or services is by using an official Shire purchase order in accordance with Council Policy 2.1.2. On occasion it is recognised that some goods cannot be

purchased by order or, because of circumstances (i.e.; away from the office), it is more convenient to use the credit card.

Purchase of food, drink or other forms of entertainment should be restricted to officially sanctioned events such as:

1. Whilst travelling on Shire business – training, conferences etc.;
2. Providing sustenance for councillors or staff;
3. Meals following Council meetings; and
4. Meals for emergency personnel during an emergency.

2.1.11 RELATED PARTY TRANSACTION DISCLOSURES

Adopted or Reviewed by Council: 15/08/2017 **Council Minute Reference:** 90/17

Reviewer: Manager [Governance and Administration of Corporate and Financial and Corporate Services](#)

Local Law:

Procedure: Related Party Disclosures – Declaration Form

Delegation:

OBJECTIVE

This policy relates to the requirements of Related Party Disclosures to be made in the Shire's Annual Financial Reports in compliance with Australian Accounting Standards Board (AASB) 124.

To provide guidance to elected members and identified Key Management Personnel (KMP) to assist in them making an informed judgement as to who is considered to be a related party and what transactions need to be considered when determining if disclosure is required.

POLICY STATEMENT

The purpose of this policy is to stipulate the information to be requested from related parties to enable an informed judgement to be made and that:

1. The Council recognises the requirement to comply with AASB 124 and thus disclose Related Party Disclosures in each Annual Financial Report commencing from 1 July 2016; and
2. This policy outlines required mechanisms to meet the disclosure requirements of AASB 124.

1.0 IDENTIFICATION OF RELATED PARTIES

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of KMP of the entity, or a close family member of that person who may be expected to influence that person.

Key Management Personnel (KMP) are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*:

1. An elected Council member;
2. Key management personnel being a person employed under s. 5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer or Manager;
3. Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependants of that person or person's spouse or domestic partner; and
4. Entities that are controlled or jointly controlled by a Council member, KMP or their close family members (entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire will, therefore, be required to assess all transactions made with these persons or entities.

2.0 IDENTIFICATION OF RELATED PARTY TRANSACTIONS

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

1. Paying rates;
2. Fines;
3. Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not);
4. Attending Council functions that are open to the public;
5. Employee compensation whether it is for KMP or close family members of KMP;
6. Application fees paid to the Shire for licences, approvals or permits;
7. Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent);
8. Lease agreements for commercial properties;
9. Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement);
10. Sale or purchase of any property owned by the Shire, to a person identified above;
11. Sale or purchase of any property owned by a person identified above, to the Shire;
12. Loan Arrangements; and
13. Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with the Shire and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arms-length and in similar terms and conditions to other members of the public and that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

3.0 DISCLOSURE REQUIREMENTS

For the purposes of determining relevant transactions in 2.0 above, elected Council members and key management personnel, will be required to complete a *Related Party Disclosures - Declaration* form for submission to the Manager ~~of Corporate and~~ Financial and Corporate Services.

Ordinary Citizen Transactions (OCTs)

Based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such, no disclosure in the *Related Party Disclosures - Declaration* form will be required.

1. Paying rates;
2. Fines;
3. Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not); and
4. Attending Council functions that are open to the public.

Where these services were not provided at arms-length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed above in 2.0, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form.

Frequency of disclosures

1. Elected Council members and KMP will be required to complete a *Related Party Disclosures - Declaration* form each year.
2. Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.
3. Disclosures must be made immediately prior to the termination of employment of/by a KMP.

4.0 CONFIDENTIALITY

All information contained in a disclosure return will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and, as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

5.0 MATERIALITY

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

2.1.12 ~~**DELETED**~~ COVID-19 FINANCIAL HARDSHIP

~~Adopted or Reviewed by Council: 17/05/20
Date/s Amended:~~

~~Council Minute Reference:
62/20~~

~~Reviewer: Manager of Corporate and Financial Services~~

~~Local Law:~~

~~Procedure:~~

~~Delegation:~~

[Policy 2.1.23 no longer valid](#)

PURPOSE

~~To give effect to our commitment to support the community to meet the unprecedented challenges arising from the COVID19 pandemic, Shire of Kojonup recognises that these challenges will result in financial hardship for our ratepayers.~~

~~This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.~~

POLICY

POLICY SCOPE

~~This policy applies to:~~

- ~~1. Outstanding rates and service charges as at the date of adoption of this policy;
—and~~
- ~~2. Rates and service charges levied for the 2020/21 financial year.~~

~~It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 (the Act) and Local Government (Financial Management) Regulations 1996 will apply.~~

POLICY STATEMENT

1. ~~Payment difficulties, hardship and vulnerability~~

~~Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances results in an inability to pay a rates or service charge debt. Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. Shire of Kojonup recognises the likelihood that COVID 19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.~~

2. Anticipated financial hardship due to COVID-19

~~We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received. We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.~~

3. Financial Hardship Criteria

~~While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:~~

- ~~• Recent unemployment or under-employment~~
- ~~• Sickness or recovery from sickness~~
- ~~• Low income or loss of income~~
- ~~• Unanticipated circumstances such as caring for and supporting extended family.~~

~~Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.~~

4. Payment Arrangements

~~Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:~~

- ~~• That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;~~
- ~~• The payment arrangement will establish a known end date that is realistic and achievable;~~
- ~~• The ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment schedule. In the case of severe financial hardship, we reserve the right to consider waiving or writing off additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy). This will be undertaken in accordance with Council's current delegation of authority to the Chief Executive Officer or via Council resolution.~~

5. Interest Charges

~~A ratepayer who meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.~~

~~6. Deferment of Rates~~

~~Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:~~

- ~~• remains as a debt on the property until paid;~~
- ~~• becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;~~
- ~~• may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and~~
- ~~• does not incur penalty interest charges.~~

~~7. Debt recovery~~

~~We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.~~

~~Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.~~

~~Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the Act.~~

~~8. Review~~

~~We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.~~

~~9. Communication and Confidentiality~~

~~We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your written request. We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt. We recognise that applicants for hardship consideration are experiencing additional stresses, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.~~

2.2 HUMAN RESOURCES

2.2.1 STAFF EQUAL OPPORTUNITY

Adopted or Reviewed by Council:	17/11/15 19/11/19	Council Minute Reference:	183/15 156/19
Reviewer:	Chief Executive Officer /Manager of Corporate and Financial and Corporate Services		
Local Law:			
Procedure:	Section 4, Supporting our Staff in the Workplace, Policy 14 – Equality Policy, p82 – Employee Manual		
Delegation:			

OBJECTIVE

To comply with the provisions of the *WA Equal Opportunity Act 1984*.

POLICY

The Shire of Kojonup is an equal opportunities employer and ensures that there is no discrimination on grounds unrelated to the job requirements. In particular, there will not be any contravention of the *WA Equal Opportunity Act 1984* which prohibits discrimination in employment on the basis of sex, age, marital status, parenthood, race, colour, pregnancy, religious or political activity or views, physical or mental impairment, sexual orientation, family responsibility or family status, or breastfeeding.

POLICY STATEMENT

The Shire of Kojonup recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Shire and its employees to utilise the skills of the total workforce. It is the aim of the Shire to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Shire.

Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Shire's goods and services.

1. Our Commitment

- To create an environment in which individual differences and the contributions of all staff are recognised and valued.

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- The Shire of Kojonup will review all our employment practices and procedures to ensure fairness regularly.
- Breaches of the equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

2. Responsibilities of Management

Managers will ensure that they and their staff to operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

The Chief Executive Officer will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

3. Responsibilities of Staff and Elected Members

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and elected members and the attitudes of staff and elected members are crucial to the successful operation of fair employment practices. In particular, all members of staff and elected members should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or elected members or groups who have, or are perceived to have one of the protected characteristics;
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic; and
- inform their manager if they become aware of any discriminatory practice.

4. Third Parties

Third-party harassment occurs where a Shire employee or elected member is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. The Shire of Kojonup will not tolerate such actions against its staff or elected members, and the employee/elected member concerned should inform their manager/supervisor/Shire President at once that this has occurred. The Shire of Kojonup will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

5. Related Policies and Arrangements

All employment policies and arrangements have a bearing on equality of opportunity. The Shire policies will be reviewed regularly and any discriminatory elements removed by the CEO.

6. Rights of Disabled People

The Shire attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programs;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

7. Equality Training

A series of regular briefing sessions will be held for staff and elected members on equality issues. These will be repeated as necessary.

Training will be provided on this policy and the associated arrangements. All staff and elected members who have an involvement in the recruitment and selection process will receive specialist training.

8. Monitoring

- The Shire deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the Shire as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.
- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that the Shire, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Shire, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Shire policies and practices as well as consideration of taking legal Positive Action.

9. Grievances/Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Shire *Workplace Discrimination and Harassment Policy*.

2.2.2 ELIMINATION OF HARASSMENT IN THE WORKPLACE

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer/all personnel Managers of Corporate and Financial and Corporate Services		
Local Law:			
Procedure:	Employee Manual		
Delegation:			

OBJECTIVE

To provide a workplace that is free from all forms of harassment and victimisation.

POLICY

It is the right of every individual to be able to carry out their job in an environment which promotes job satisfaction and maximises performance. Such an environment is dependent on it being free from all forms of harassment and victimisation.

Note: Reference also the *WA Equal Employment Opportunity Act 1984*.

2.2.3 EMPLOYEE CONFERENCES, SEMINARS & WORKSHOPS

Adopted or Reviewed by Council:	17/11/15 17/11/20	Council Minute Reference:	183/15 156/20
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Reviewer: Chief Executive Officer/[all personnel Managers](#)

Local Law:

Procedure:

Delegation: ADMIN 004

OBJECTIVE

To provide employees with opportunities to attend conferences, seminars and workshops that “add value” and continuous improvement to their positions as well as enhance skill sets and knowledge to the benefit of the employee, Shire and Community in meeting and delivering effective strategic and operational outcomes.

POLICY

1. The progression of employee development and continuous improvement is an ongoing commitment of Council, ensuring the effective and efficient performance of employees as recognised in the Workforce Plan.
2. In respect of employees attending approved conferences, seminars or workshops with the Shire’s approval, the following expenses will be met by the Shire:
 - (a) Registration Fees;
 - (b) Accommodation and reasonable meal costs, excluding minibar and alcohol;
 - (c) Incidental expenses such as work related parking, taxis and telephone calls; and
 - (d) Travelling.All travelling procedures must comply with Work Health and Safety (WHS) requirements.
3. The Shire will allow employees to travel to the course in work time; that is, if the course is held in Perth, the employee can depart Kojonup at 1.00 p.m. on the day prior to the course in order to arrive at the approximate normal finishing time. The same principle would apply for any other destinations.
4. The Shire may provide a vehicle for travel; however, the vehicle must be returned to the Shire immediately on return to Kojonup, unless arrangements are made to the Shire’s satisfaction for an extension. If a Shire vehicle is unavailable, the Shire will reimburse travelling expenses in accordance with Australian Taxation Office kilometre allowances as varied each year.
5. Dependent on the type of conference, seminar or workshop and content thereof, an employee may be required as directed by their respective Manager, CEO or Council to submit a report or make a presentation enabling Council to remain informed of benefits derived from an employee’s attendance which may also be of benefit to the organisation in building corporate and employee knowledge and awareness.
6. No overtime or penalty rates will apply for any employee attending a conference, seminar or workshop under this policy.
7. An employee attending a conference, seminar or workshop, subject to WHS requirements, will be expected to wear the corporate uniform wherever possible to signify your representation of the Shire of Kojonup.
8. Employees will adhere to the Shire’s Code of Conduct at all times.

2.2.4 EDUCATION ASSISTANCE

Adopted or Reviewed by Council: 14/11/17

Council Minute Reference: 183/15

Reviewer: [Chief Executive Officer/all personnel Managers of Corporate and Financial and Corporate Services](#)

Local Law:

Procedure:

Delegation:

OBJECTIVE

To provide assistance to employees when undertaking courses of study to improve job skills and knowledge in better equipping employees to contribute to the objectives of the Council.

Specifically, the objective is to increase the efficiency of Council through the provision of suitably qualified and trained employees, improved work performance and improved adaptability of employees to organisational change.

POLICY

That the Council provides the following support to employees desiring to undertake courses of study in enhancing their skills and knowledge:

1. Reimbursement of prepaid compulsory fees upon successful completion of each unit including enrolment fees, subject fees and Government fees subject to a maximum of \$2,000 excluding GST per annum per employee;
2. The cost of accommodation and travelling costs will not be reimbursed;
3. The cost of textbooks, instruments, and materials up to \$250 will be refunded upon production of receipts;
4. Special leave of up to four days per annum will be granted to employees required to attend examinations, compulsory seminars, workshops, or practical sessions;
5. The CEO is responsible for approving any application for Educational Assistance in accordance with the Policy objectives and may consider amending specific conditions due to financial hardship requests.

The employee is to satisfy the CEO that any course of study proposed to be undertaken will benefit the organisation in accordance with workforce planning and/or performance appraisals.

2.2.5 PRESENTATIONS – DEPARTING EMPLOYEES

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer/all personnel Managers Manager of Corporate and Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure a policy exists which clarifies presentations by Council to retiring or departing employees.

POLICY

Upon resignation or retirement of an employee, the Shire may [at the CEO's sole discretion](#), as a token of appreciation for ~~the many~~ years of continuous service, provide one or both of the following:

1. A gift (or money/gift card) valued at up to \$100 for each completed year of service, to a maximum of \$1,000;
2. Gift selection to be discussed with the Chief Executive Officer.

[CEO to take into consideration the employee's performance history and continuous time with the Shire.](#)

[This policy intention is to reward long term employees who have served the Council continuously in good stead throughout their career.](#)

[It is not intended to reward short term employees as an example of less than 5 years' service.](#)

Note:

Reference s. 5.50 of the *Local Government Act 1995*, as amended, which requires action if paying in excess of this Policy.

2.2.6 SALARY PACKAGING

Adopted or Reviewed by Council:	20/02/18	Council Minute Reference:	13/18
Date/s Amended:	20/11/18		143/18

Reviewer: [Manager of Corporate and Financial Services](#) [Chief Executive Officer](#)

Local Law:

Procedure:

Delegation:

OBJECTIVE

To recognise the importance of establishing the correct packages for each of these key positions in order to attract the person with the skills and experience necessary to perform in the top quartile of the performance spectrum.

To ensure that the parameters for the calculation of salary and other salary package items for senior employees is comparable, in at least some key aspects of its operations and responsibilities, with other Band 3 shires.

To recognise the special role played by these officers in the development of the Shire of Kojonup.

POLICY

It is acknowledged by Council that Salary packaging, in the recruiting environment, is a tool to attract the right person to a required role. The Chief Executive Officer (CEO) requires flexibility when negotiating Employee Contracts and their remuneration packages.

The Council delegates and authorises the CEO, in their operational capacity, to decide and negotiate remuneration packages.

This policy covers all contracted positions in the Shire. The following positions are established as Designated Officers under s5.37 of the *Local Government Act 1995* ~~and this policy specifically covers these positions:~~

- Chief Executive Officer;
- [Manager Governance & Administration](#)
- Manager of ~~Corporate and~~ Financial [& Corporate](#) Services;
- Manager of Works & Services;
- Manager of Regulatory & Technical Services; and
- Manager of Aged Care Services.

The Salary Packaging Policy of the Shire of Kojonup is constructed -to provide flexibility to attract and retain skilled and experienced management necessary to professionally manage the Council summarised as follows:

1. ~~To attract and retain the skilled and experienced management personnel necessary to professionally manage the Council;~~
2. Council ~~will be~~ expecting outstanding professional and management performance from ~~these contracted~~ officers in the delivery of agreed outcomes and the delivery of services to the ratepayers and residents of the Shire;
3. To reward these skilled and experienced management personnel with realistic and competitive salary packages;

4. To convey to each of the appointees that the Shire has selected the person with the most appropriate skills and qualifications for the position and that this is clearly identified in the package offered to the recommended appointee;
5. To construct salary packages that are easily understood by the beneficiary and operable without the need for the raising of minor charges invoices;
6. To recognise that it will be necessary to pay Fringe Benefits Tax on these packages and to provide for such FBT in the staff budget;
7. To undertake at least one regular and professional review and assessment of the performance of each of these officers during each twelve month period;
8. To recognise ~~that, as~~ the trend is towards senior officers being engaged on shorter term contractual basis to achieve specific outcomes, and that the Council will consider a performance related reward for outstanding achievements at the end of such contracts ~~where the officer concerned is not continuing in the employ of Local Government~~; and
9. To comply with the requirements of the appropriate legislation and regulations.

SALARY PACKAGING – ALL STAFF

The CEO is responsible for determining salary packages and may include but is not limited to:

1. A competitive cash salary component in each package;
2. Provision of a motor vehicle as per Policy 2.2.8 Motor Vehicles - Officers;
3. Provision of housing as per Policy 2.2.7 Staff Housing;
- ~~2.4.~~ Novated leasing of a vehicle (refer policy 2.2.8);
- ~~3.5.~~ Bundling of Australian Taxation Office approved private housing expenses; and
- ~~4.6.~~ Additional superannuation payments.

~~All~~ Employees shall be able to take advantage of salary sacrificing provisions on the basis that it will be at no cost to Council.

Any of the above arrangements shall be stipulated in the respective Manager's/Employee's Contract of Employment.

Provision of Housing

Housing may be provided and, if so, supply will be in accordance with Council's Policy 2.2.7 Staff Housing, with a Residential Tenancy Agreement completed separately to an Officer's contract. This is deemed a part of the remuneration package.

Service Charges

Electricity and gas charges for the duration of the occupancy may be negotiated as part of the package or be for the account of the Officer concerned - charges for water, sewerage, rates, rubbish and other property charges are for the account of the Shire.

Annual Leave

Standard Annual Leave is 4 weeks.

1. Where an officer is required to regularly attend evening meetings, an extra week's leave may be granted in full recognition of the need to attend these meetings after hours.
2. These extra days may be taken either as part of annual leave or as accumulated during the year.
3. Annual leave loading - applicable at the rate of 17.5% to the standard annual leave.
- ~~3.~~ The CEO has delegated authority to offer an additional week's annual leave where it is justified. This is deemed a part of the remuneration package.

Professional Organisation Membership Dues

The Shire will pay the annual membership fees for the State/National Professional Association of the Officer's choice that relates directly to the Officer's responsibilities to Council.

Salary Sacrifice

This policy allows Senior Officers the opportunity of Salary Sacrificing within their salary package based on sound accounting/taxation advice being available to both employer and employee.

Miscellaneous Expenses

Reimbursement for expenses are ~~N~~ot considered part of the salary package.

Participation in conferences will be considered in the Annual Budget process and, where approved, the expenses for the activity will be covered in the Budget item.

Professional Development will be considered in the Annual Budget process and, where approved, the expenses for the activity will be covered in the Budget item.

Operational expenses incurred during the conduct of Council business are reimbursed to the Officer concerned or paid direct by the Council through the Council's financial processes and are not deemed salary for the purpose of negotiating a remuneration package.

2.2.7 STAFF HOUSING

Adopted or Reviewed by Council:	14/11/17 20/11/18 19/11/19	Council Minute Reference: 183/15 143/18 156/19
Date/s Amended:	19/05/20 17/08/21 18/10/22	57/20 99/21 111/22
Reviewer:	Chief Executive Officer Manager of Corporate and Financial Services	
Local Law:	Nil	
Procedure:	Nil	
Delegation:	EMPL 004	

OBJECTIVE

To support Council Policy 2.2.6 Salary Packaging in attracting the person with the skills and experience necessary to fill the senior staff positions.

POLICY

The Shire owns a range of housing for Team Members from executive homes to apartments.

It is acknowledged by Council that Housing, in the recruiting environment, is a tool to attract the right person to a required role. The Chief Executive Officer (CEO) requires flexibility when negotiating Employee Contracts and their remuneration packages.

The Council delegates and authorises the CEO, in their operational capacity, to decide and negotiate which roles access housing in their remuneration package.

It is the ~~policy preference~~ of the ~~Council Shire of Kojonup~~ to offer ~~Council Shire~~ owned housing as a priority to the following role:

- Chief Executive Officer 15 Loton Close

As a priority and determined by the authority delegated to the CEO then to other senior employee roles:

- Manager Regulatory Services
- Manager ~~Corporate and Financial~~ and Corporate Services
- Manager Works and Services
- Manager Aged Care Services
- Manager Project and Community Services
- Manager Governance and Administration

The rent for the above houses is established through negotiation of a manager's individual employment contract and the subsidies are set by the Council through the fees and charges process.

Other Shire roles:

To attract and retain professional, technical and specialised roles, it is also policy to offer available housing to other Team Members as determined, at the discretion of the Chief Executive Officer.

The rental charged on these properties will be 60% of the list of fees and charges (market value) with the balance of 40% being a subsidy under the prospective employee's employment conditions or contract of employment. To attract other qualified roles and senior managers, the CEO has delegated authority to negotiate all aspects of a rental agreement including foregoing rent to attract the right person to the role.

Bagg Street units:

Temporary Bagg Street accommodation may be offered to staff, at the CEO's discretion, if required and available, at either 1A (one bedroom) or 1B (two bedroom) Bagg Street units.

The CEO may negotiate weekly rental for all staff in accordance with annual performance reviews.

No-Smoking

Smoking is strictly prohibited within the premises of all Shire owned houses and buildings at all times.

Bond

All tenants, unless negotiated with ~~Council~~ the CEO, will be required to lodge a sum equivalent to four weeks' rent, as per Council's Fees and Charges, as a bond towards any damage sustained by the tenant during the tenancy. All tenancies, unless negotiated with ~~Council~~ the CEO, will have a written residential tenancy agreement.

Private Rentals

In the event that any Council provided accommodation is, at any time, not required for entitled Council employees identified above, then the CEO is delegated authority to rent the accommodation to other persons, including other Shire employees, provided the residential tenancy arrangement is on a fixed basis and includes a clause that the property will be vacated if required for the persons priority roles listed above.

Relocation Assistance

The CEO may, at the CEO's discretion, financially assist new staff appointments by covering relocation expenses of \$~~502,500~~ or 50% of cost whichever is the lesser.

2.2.8 MOTOR VEHICLES - OFFICERS

Adopted or Reviewed by Council: 20/02/18 Council Minute Reference: 13/18

Reviewer: [Chief Executive Officer](#)~~Manager Corporate and Financial Services~~

Local Law:

Procedure:

Delegation:

OBJECTIVE

To provide motor vehicles for senior employees used in a manner comparable to shires with similar operations and responsibilities.

POLICY

It is acknowledged by Council that Motor Vehicles, in the recruiting environment, are a tool to attract the right person to a required role. The CEO requires flexibility when negotiating Employee Contracts and their remuneration packages.

The Council delegates and authorises the CEO, in their operational capacity, to decide and negotiate which roles incur a vehicle in their remuneration package.

It is the policy of the Shire of Kojonup, in the first instance, to supply motor vehicles to officers appointed to the following positions, if so negotiated by the officer, under Policy 2.26 - Salary Packaging. However, the Council has delegated authority to the CEO to negotiate remuneration packages with all employees and use discretion to nominate vehicles to other roles if required:

- Chief Executive Officer;
- [Manager Governance and Administration](#)
- [Project Manager & Community Services officer](#)~~Manager~~
- Manager ~~of Financial Corporate~~ and [Corporate Financial](#) Services;
- Manager ~~of~~ Works and Services;
- Manager ~~of~~ Regulatory and Technical Services;
- Manager ~~of~~ Aged Care Services; ~~and~~
- [Mechanic](#);
- [Works Foreman](#); and,
- [Horticultural Supervisor](#)

Use of the vehicle shall include the following conditions:

1. Smoking is strictly prohibited within Council motor vehicles at all times;
- ~~2. Where the Shire provides the Shire President with a motor vehicle, the CEO may drive a vehicle of the same style but not of a higher standard than the Shire President;~~
- ~~3.2.~~ Private use of the motor vehicle outside the state of Western Australia or North of the 26th parallel and for long service leave will require the officer to obtain permission in writing from Council. Where private use is approved outside of this region, all fuel and expenses are to be borne by the officer;
- ~~4.3.~~ The Council may also provide motor vehicles for permanent, acting or temporary officers when specific terms and conditions may be offered and agreed;
- ~~5.4.~~ In the event that any of the positions become vacant and are re-advertised, any private usage will be negotiated at the time of appointment;

- ~~6-5.~~ Spouses or partners are allowed to drive these motor vehicles provided that this does not disrupt the Shire business for which that vehicle is allocated, in any way;
- ~~7-6.~~ Council does not expect other dependants or other persons to be driving these vehicles unless there is a specific need related to Shire business or in an emergency situation or where the CEO has granted specific approval;
- ~~8-7.~~ Staff and elected members are to meet the costs of any parking or traffic infringements incurred whilst driving Council vehicles;
- ~~9-8.~~ Where the motor vehicle has been equipped with a first aid kit and/or fire extinguisher, it is the responsibility of the primary user to ensure that the first aid kit or fire extinguisher is adequately stocked/changed at all times or replacement stock ordered through Council's Works and Services Division when used/expired;
9. All vehicles are regarded as pool vehicles for general use by Council employees for work related purposes during office hours;
10. The vehicle must be used by the employee in executing their role within the Shire and not claim mileage for private vehicle use, where private use is not a negotiated part of an employee's employment;
- ~~11. When a Council officer is granted private use of a vehicle, the officer shall contribute the sum of \$50.00 per month towards operational expenses, or a sum negotiated independently with the Chief Executive Officer;~~
- ~~12-11.~~ The Chief Executive Officer has the ability to negotiate with Council with respect to the provision of a motor vehicle or, alternatively, salary sacrifice arrangements in lieu of Council providing a motor vehicle; and
- ~~13-12.~~ Motor vehicles shall not be used for approved secondary employment or in the conduct of private commercial business, unless express written approval of the CEO is given.

NOVATED LEASES:

When a novated lease is taken by an employee, their employment contract shall contain the following clause:

A vehicle allowance of \$~~XXXXX~~ per annum (taxable) is provided in lieu of the provision of a motor vehicle. Allowances may be utilised to purchase a vehicle through a novated lease in accordance with the following:

1. The vehicle must be utilised by the employee for work purposes and that employee is not able to utilise "pool" vehicles for work or private purposes;
- ~~1-2. The insurance for a novated leased vehicle is the employee's sole responsibility.~~
- ~~2. The vehicle may be hired by the employer for other employee or Councillor work requirements at the discretion of the owner of the vehicle and, if so hired, may be charged at the prevailing rate provided for in the Local Government Industry Award 2010 (\$0.78cents per kilometre at 2016);~~
- ~~3. In the event of damage incurred by the hirer in part ii (above), the Council will meet the cost of any damage or insurance excess to a maximum of \$500.~~

Any arrangement under this policy is to be included in the employee's Contract of Employment.

2.2.9 WORKPLACE DRUG & ALCOHOL USE

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: ~~Manager of Corporate and Financial Services~~ [Chief Executive Officer](#)

Local Law:

Procedure: Employee Manual

Delegation:

OBJECTIVE

The aim of this policy is to ensure a safe workplace free from the effects of drugs and alcohol. The policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on preventative measures.

POLICY

Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health. The employee is responsible for any civil or criminal penalty, which results from being under the influence of drugs or alcohol in the workplace.

The use of drugs or alcohol in the workplace including Council premises, parks, reserves, vehicles, plant, or any other Local Government building or physical asset, is forbidden at any time; please refer to the Employee Manual.

2.2.10 LEAVE – COMMUNITY SERVICE

Adopted or Reviewed by Council:	15/11/16 20/11/18	Council Minute Reference:	151/16 143/18
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Reviewer: [Manager Corporate and Financial Services/Chief Executive Officer/all personnel Managers](#)

Local Law:

Procedure:

Delegation:

OBJECTIVE

To recognise that members of the Defence Reserve Service that are employed by the Shire of Kojonup are able to access a reasonable amount of additional leave for that purpose.

To ensure that all employees fulfil their obligations with regard to witness and jury service.

To recognise the members of the local Emergency Services employed by the Shire are able to respond to a reasonable number of callouts during working hours without loss of income.

POLICY

Defence Reservist Leave

It is recognised that the Defence Reserve Service provides an economical method of maintaining Defence Forces in peacetime and can be a valuable addition to staff development within the Organisation.

Employees seeking Defence Reservist Leave under this Policy must provide certification that they have become reserve members of the Armed Services.

1. Leave not exceeding two weeks in any one year will be granted to employees who are members of the Defence Forces Reserves for the purpose of participating in training camps, or equivalent continuous duty. This leave will be in addition to annual leave entitlements.
2. The payment for Defence Reservist Leave will be on the basis of the difference between the employee's normal weekly salary (calculated on the same basis as annual leave provisions) and the remuneration received from the Armed Services. Should the amount received from the Armed Services be greater than the normal weekly salary, no additional payments will be made by the Shire. Superannuation contributions will be based on the employee's normal weekly salary.
3. Defence Reservist Leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements.
4. Staff taking Defence Reservist Leave are required to pay normal rental during their absence should they have access to employee housing.
5. Employees wishing to take Defence Reservist Leave are to provide reasonable notification to the Shire and have the leave approved by the Chief Executive Officer.

Witness and Jury Service Leave

The Shire will ensure that all employees are granted relevant leave to attend any obligation associated with court proceedings as either a witness or juror.

An employee who is called to serve on a jury or is subpoenaed or called as a witness to give evidence in any proceeding, shall notify their Manager or Supervisor, as soon as practicable.

Where an employee is required to serve on a jury or is subpoenaed or called as a witness to give evidence on behalf of the Shire or the Crown, that employee shall be granted paid leave for that period.

If the employee is on leave, when required to attend on behalf of the Local Government, the period of leave lost shall be reinstated, if appropriate documentation is provided.

An employee subpoenaed or called as a witness under any other circumstances other than specified above shall be granted leave of absence without pay.

Where an employee is on any form of paid leave, they are not entitled to retain any witness fee.

Emergency Services

It is recognised that the Local Emergency Services (St John's Ambulance, Kojonup Fire and Rescue Service, local Volunteer Bush Fire Brigades) provide an economical method of responding to local emergencies and can be a valuable addition to staff development within the Shire.

In instances when a Shire staff member is called out to attend an emergency during working hours, the Shire will pay his/her normal wages or salary, to a maximum of 38 hours per financial year.

All staff are required to provide details to their Supervisor/Manager of any local emergency service organisations in which they are members.

In all instances where a staff member is called to respond to an emergency, the staff member must inform his/her immediate Supervisor/Manager before leaving the work site.

The CEO will be provided a quarterly report from Managers or Payroll to monitor any employee exceeding 38 hours per financial year for emergency service provision. An employee who has exceeded the maximum will be required to lodge a submission to their supervisor/Manager who, in turn, will lodge a submission to the CEO to consider exercising discretion on the enforcement of this policy.

2.2.11 SHIRE UNIFORMS

Adopted or Amended by Council:	12/02/17	Council Minute Reference:	148/17
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
	14/12/21		153/21

Reviewer: [Chief Executive Officer/all personnel Managers](#) ~~Manager Corporate and Financial Services~~

Local Law:

Procedure:

Delegation:

OBJECTIVE

This policy endeavours to enhance the corporate image of the Shire and its employees. The Council recognises that a corporate wardrobe promotes a:

1. Professional image;
2. Strong customer focus; and a
3. Safe work environment.

This policy applies to elected members, all employees in all departments (permanent and casual), and contractors at the discretion of the Chief Executive Officer.

The objectives of this policy are to:

1. Establish guidelines for the purchasing and wearing of Shire of Kojonup corporate uniform;
2. Outline dress standards staff are to observe when representing the Shire in a professional capacity and provide staff with clear guidelines for accepted standards of dress and appearance during work hours; and
3. Provide senior management with clear guidelines to use in monitoring and managing the standard of dress and appearance of staff in their department.

POLICY

1. Employees who are ceasing work with the Shire of Kojonup must return their uniforms which have the corporate logo embroidered or permanently printed on tops, vests, shirts, jackets, etcetera prior to the completion of their final working day.
2. Primarily, uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work.
3. Employees must recognise that when wearing the uniform, they are recognised as representing the Shire of Kojonup. Employees must adhere to the Code of Conduct and Shire policies and procedures if they are wearing the uniform outside of work.
4. Employees who consume alcohol or act in an inappropriate manner whilst wearing a Shire uniform may face disciplinary action.

Personal Presentation

A high standard of personal presentation is required from employees at all times whilst on duty. It is expected that items of personal hygiene are attended to daily and all clothing is clean, neatly pressed and in good condition.

The following list of non-exhaustive items of clothing are considered inappropriate corporate attire:

1. Crop tops, backless and strapless tops and singlets; and
2. Denim jeans, denim skirts or shorts, and miniskirts or mini-shorts.

Body Art and Piercing

Tattoos that could be perceived as offensive should be discreetly covered where possible (e.g.; tattoos of naked men/women, skulls or daggers dripping blood). This item is to be administered at the discretion of the Department Manager.

The Shire's image and that of the region can be affected by the presentation of our staff. Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

Staff working around or on machinery are not permitted to wear earrings that protrude or hang below the ear lobe, as they can become entangled in machinery.

Long hair must be worn up and back or in a hair net when working in areas with machinery and other moving parts or during food preparation. Jewellery, including earrings and/or other items that have the potential to get caught in machinery, must be removed whilst on duty.

Safety

It is the Supervisor's responsibility to ensure that appropriate Personal Protective Equipment (PPE) is supplied to and worn by Employees. Employees who mistreat, abuse or fail to comply with Council's requirements for safety and PPE will be subject to disciplinary action.

Identification

The wearing of identification improves visibility with the public and friendliness within the work environment. Employees should wear a form of visible identification at all times.

Name badges are a form of visual identification. 1 (one) name badge will be supplied to elected members, all employees in all departments (permanent and casual), and contractors at the discretion of the Chief Executive Officer. Name badges must be kept in good condition and worn in a place that is visible to others. If an allocated name badge is lost, damaged etc., the individual is responsible for purchasing a replacement at cost price. Employees may opt for this to be deducted from their Uniform Allowance.

Embroidery is another form of visual identification and may be more appropriate to outside staff.

Outside Staff Uniforms

1. The Shire of Kojonup shall supply up to 3 (three) sets of work clothes per annum to each operational employee who is based at the Works Depot or predominately in an outside position.
2. Work clothes represent footwear, shirts, trousers, vests, polo tops, jumpers, jackets and shorts. A set of work clothes consists of 6 items that are interchangeable; for example, 2 shirts, 2 trousers and 2 jumpers = 6 items or 2 shirts and 4 trousers = 6 items.
3. Part time and casual staff entitlements will be on a pro-rata basis based on standard hours of employment (e.g.; 0.5FTE is entitled to 1.5 sets).
4. An employee will be required to pay immediately, in full or via agreed deductions from fortnightly pay, for any item in addition to the 6 items allocated in any one financial year.
5. The Shire's Work Health and Safety Committee shall make input into the types of clothing and footwear issued.
6. In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement, the employee will be required to refund the full contribution made by the Shire to the purchase of their uniforms.

Inside Staff Uniforms

1. The Shire shall meet 50% of the initial cost of corporate wardrobe uniforms up to a maximum contribution of \$650 per employee (total expenditure \$1,300) in the first year of employment; that is; the Shire will pay 50% of all orders up to these amounts.
2. In each subsequent year of employment, the Shire shall provide \$450 uniform allowance per employee.
3. Part time and casual staff entitlements will be on a pro-rata basis based on standard hours of employment (e.g.; 0.5FTE is entitled to \$325 in year one and \$225 each subsequent year).
4. An employee will be required to pay immediately in full or via agreed deductions from fortnightly pay for any expenditure in addition to the allocation in points 1 and 2 above.
5. In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement, the employee will be required to refund the full contribution made by the Shire to the purchase of their uniforms.

Prescription Safety Glasses

The Shire of Kojonup will contribute up to \$200 biennially to permanent full time employees who require prescription safety glasses for work purposes (subject to provision by the employee of an optometrist's prescription/quotation which will in turn effect a purchase order to the optometrist or on provision by the employee of a receipt for payment for prescription safety glasses from an optometrist). The Chief Executive Officer will assess each request. In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement, the employee will be required to refund the full contribution made by the Shire to the purchase of their prescription safety glasses.

Footwear

Shoes are the responsibility of individual staff members, unless negotiated with the Chief Executive Officer. It is recommended that covered shoes be worn at all times in conjunction with the corporate uniform.

As with clothing, Council expects all employees to wear shoes which meet a presentable standard for their particular work area. The following non-exhaustive list of items of footwear may be considered inappropriate corporate footwear:

1. Thongs;
2. Runners or sandals; and/or
3. Ugg boots.

Polo Shirts

All elected members, employees, and applicable contractors (at the discretion of the Chief Executive Officer) are entitled to 1 (one) corporate polo shirt every two years. If an allocated shirt is lost, damaged etc., the individual is responsible for purchasing a replacement at cost price and may opt for this to be deducted from their uniform allowance.

Generally, a corporate polo shirt will not be a day to day uniform item for staff; however, it can be worn on "free dress days" or at events/training days representing the Shire. The Chief Executive Officer or relevant manager may give approval to employees to incorporate the polo shirt into their uniform, where appropriate.

It is also possible that volunteers may be able to wear the corporate polo at the discretion of the Chief Executive Officer or relevant manager. This would be paid by the relevant department's budget.

The Corporate Polo Shirt shall only be worn whilst undertaking work related activities. Consideration should be given to maintaining the image of the Shire whilst wearing the corporate polo shirt.

Dispute Resolution

If a Manager considers that a particular staff member's attire is inappropriate according to the standards set in this policy, they may approach the individual and ask appropriate changes be made.

Free Dress Days

The first working day of the month is approved and shall be in conjunction with the fundraising and awareness activities of well-known and registered charities such as 'Jeans for Genes' Day. On these allocated days, staff will be permitted to wear appropriate dress that reflects the theme of the fundraising event. The Chief Executive Officer or relevant manager may allocate additional "free dress days" for inside staff.

Free dress days must not compromise safety, customer service or the perception of Council staff within the community. Staff shall be made aware of these allocated days by way of email from the Chief Executive Officer or delegated officer. Funds raised on these specific days will be presented to the relevant charity.

2.2.12 EMPLOYEE TRAINING

Adopted or Reviewed by Council: 14/11/17

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer/[all personnel Managers](#)

Local Law: N/A

Procedure:

Delegation:

OBJECTIVES

1. To provide development opportunities to all employees, as recognised in the Shire of Kojonup Workforce Plan, as the Shire is committed to the provision of employee training and professional development opportunities to ensure that employees achieve productivity aims relevant to their position.
2. All training needs will be considered as part of the annual performance review process and Annual Budget provisions.
 - a) Where an employee undertakes such training it shall be conducted as far as practicable in the employee's usual working time and the employee shall not lose pay for attendance for extra travel associated with such training.
 - b) Fees, materials or any other reasonable costs associated with the training shall be reimbursed by the employer.
3. Relevant training is to be identified and documented during an individual's annual performance review.
4. It is recognised that employees will take ownership of their training needs and consult their managers to ensure that their training needs are met.

POLICY

The progression of employees through training and personnel development is an ongoing Workforce Plan goal (continuous improvement) ensuring the effective and efficient performance of employees.

Training and development opportunities will benefit the Shire of Kojonup through an improved knowledge base, increased skills and performance of employees and provide a platform for career pathways. The Council has adopted a Workforce Plan which meets organisational, occupational and individual needs.

Specific aims of the Employee Training Policy include but are not limited to the following:

1. Develop an annual training calendar to ensure that training opportunities are provided to all employees and routinely encouraged;
2. Ensuring that all staff have the skills necessary to perform the requirements of their position description;
3. In consultation with employees, continue to develop the annual Development Review process identifying key achievements and commitment to the Shire;
4. Providing staff with training and education identified through the Development Review process;
5. Ensuring that links to the Strategic Plan and Customer Service Charter are made within staff review processes;
6. Ensuring that supervisors and managers provide open and ongoing feedback to employees; and
7. Developing and implementing ongoing two-way communication processes that encourage staff to be involved in the organisation and their own professional growth.

2.2.13 EMPLOYEE ASSISTANCE PROGRAM

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	Policy to capture previous inclusion in All of Staff Agreement 2011		
Delegation:			

OBJECTIVE

Where appropriate and required, provide provision for employees and elected members to access **confidential qualified support and assistance.**

POLICY

1. The Shire of Kojonup will provide, via LGIS Counselling Services and Southern Agcare, an Employee Assistance Program that provides professional counselling for all elected members, employees and/or their immediate families wishing to access such counselling to help to resolve personal problems.
2. Employees accessing this counselling service shall be guaranteed total confidentiality and anonymity by the service provider. The Shire will only be informed of the number of workers that have accessed the service.
3. Employees are encouraged to make use of the Employee Assistance Program if they are experiencing difficulties in areas such as:
 - (a) Emotional problems;
 - (b) Marital or family concerns;
 - (c) Relationship difficulties;
 - (d) Financial concerns;
 - (e) Alcohol or other drug problems; or
 - (f) Problems such as those above that may result in conflict and absenteeism.
4. Employees are reminded that problems primarily stemming from issues in the workplace should be resolved through the Shire of Kojonup Employee Manual Section 7.1: Employee Concern and Grievance Process and/or Clause 23 Dispute Settlement Procedure of the All of Staff Agreement 2011.

2.2.14 WORK HEALTH AND SAFETY

Adopted or Reviewed by Council:	15/11/16	Council Minute Reference:	151/16
Amended:	19/11/19		156/19
	17/11/20		156/20
	16/11/21		135/21
Reviewer:	Manager Corporate and Financial Services-Chief Executive Officer/Project Manager and Community Services		
Local Law:			
Procedure:			
Delegation:			

This Policy statement aims to exemplify the commitment and steadfast aspiration of everyone at the Shire of Kojonup (Shire) in creating and maintaining a safe and healthy place to work. We realise that our fellow workers, volunteers and the contractors who come and work for us are of value and worth to our organisation and our community, and that everyone should enjoy a safe and healthy work environment here.

We also realise that the work we do can impact our community and the visitors travelling to or through our Shire and we will aim to do our work safely in order that their safety and health is not adversely affected by what we do.

We believe good performance of Work Health and Safety (WHS) practices is essential to everyone's professional being.

In summary, we expect of our leaders:

- To lead by good example, create, adopt and maintain safe work practices and behaviours that lend to safe & healthy team environments;
- To resource our workplace and our teams so they can operate safely;
- To remove barriers that could prevent a safe and healthy environment;
- To promote and maintain standards defined by our Safety Management Plan, practices and WHS legislation;
- To supervise effectively, encourage and foster work practices, and implement hazard management and work planning to the requirements of our WHS Safety Management Plan.

We expect all our workers and volunteers:

- To lead by good example, participate in safe work practices and behaviours that lend to safe and healthy team environments;
- To work respectfully and foster professional and healthy relationships with fellow team members and co-workers;
- To follow work procedures and instructions that will assist in meeting the objectives of this Policy;
- To follow the training they have been provided with in order to work safely;
- To report on hazards, incidents and safety concerns within the procedures of our Safety Management Plan and practices.

We expect all our contractors:

- To work within their own safety management plans and to liaise with us on ours when we share work spaces and areas;

- To work with us in identifying and reporting on hazards, incidents and safety concerns;
- To work respectfully in our environment and foster professional and healthy relationships with our workers and volunteers and our other contractors;
- To represent positive, safe and healthy practices as contractors doing work for us in our community.

In order to continually improve our performance, we will regularly review our WHS Safety Management Plan, this Policy statement and our WHS Committee's Terms of Reference. By all of us working together and aspiring to meet the standards, expectations, and obligations in our Safety Management Plan, we believe we can create a work environment that is safe and healthy, and makes our Shire a great place to work or volunteer within.

2.2.15 GRIEVANCES, INVESTIGATION & RESOLUTION POLICY

Adopted or Reviewed by Council:	17/11/20	Council Minute Reference:	156/20
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	XXXX - Grievances, Investigations & Resolution Procedure		
Delegation:			

OBJECTIVE

To foster a safe and inclusive work environment where all employees, volunteers and contractors have a right to express any genuine grievances or complaints via an impartial internal process.

POLICY

The Shire of Kojonup supports the rights of employees, volunteers and contractors to achieve their full potential free from discrimination, bullying, harassment, victimisation and vilification and, in circumstances in which they feel aggrieved, provide a mechanism to raise a complaint or grievance in relation to:

- Employment conditions;
- Breaches of policy;
- Conflict (including working relationships or interaction with colleagues).

The Shire of Kojonup supports a collegial approach to concerns, complaints and grievance resolution through informal processes where possible, with access to formal mechanisms for resolving complaints and grievances if required.

All employees, volunteers and contractors involved in a grievance process are expected to participate in good faith.

SCOPE

For the purposes of this Grievances, Investigations and Resolution Policy (Policy), the term “employee(s)” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Kojonup in any capacity.

This Policy works in conjunction with other policies and may not apply in situations where there is another more appropriate policy in force, including in relation to complaints made under:

- 2.2.1 Staff Equal Opportunity
- 2.2.2 Elimination of Harassment in the Workplace
- 2.2.14 Work Health and Safety
- 3.1 Code of Conduct

DEFINITIONS

Complainant – A person who raises a complaint about a matter regarding the workplace.

Respondent – A person who is alleged to have acted in a manner which caused the Complainant to raise a complaint.

Support Person – A person who may provide emotional support to either the Complainant or the Respondent and who may be present during meetings; however, may not interact with proceedings.

Witness – A person (including an employee) who is requested by the Shire of Kojonup to assist the process by providing relevant information regarding the complaint.

KEY PRINCIPLES IN THE COMPLAINT RESOLUTION PROCESS

The following principles are necessary for the fair investigation and resolution of a complaint:

- Confidential – Only those employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Kojonup may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. *Information will only be placed on an employee's personnel file if they are disciplined as a result of the complaint.*
- Impartial (fair/unbiased) – Both parties will have an opportunity to put their case and no assumptions will be made or action taken until available and relevant information has been collected and considered.
- Sensitive – Employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation.
- Timely – The Shire of Kojonup aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements.
- Records – All complaints and investigations must be documented and formal records must be kept of all documents collected and/or drafted as part of that process.

Natural Justice – The principles of natural justice provide that:

- an employee against whom an allegation is made has the right to respond to the allegations before any determination is made;
- an employee against whom an allegation is made has the right to be told (where appropriate to do so) who made the allegation;
- anyone involved in the investigation should be unbiased and declare any conflict of interest; and
- decisions must be based on objective considerations and substantiated facts.

Procedural Fairness – The principles of procedural fairness provide that:

- the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
- the Respondent is entitled to receive verbal and written communication from the Shire of Kojonup of the potential consequences of given forms of conduct, as applicable to the situation;
- the Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
- any mitigating circumstances presented to the Shire of Kojonup through the grievance process are investigated and considered;
- the Complainant and Respondent have the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- all interviews of witnesses are conducted separately and confidentially.

Outcome of Making a Complaint

If a complaint is substantiated and involves a performance issue, the Manager of the Respondent may commence a formal performance management process with the Respondent or elect to discipline the Respondent in accordance with any applicable policy.

If the complaint is substantiated and involves a breach of a policy, the Manager of the Respondent, in consultation with the Chief Executive Officer, may elect to discipline the Respondent appropriately in accordance with the severity of the matter.

Vexatious or Malicious Complaints

Where an employee has deliberately made a vexatious or malicious complaint, that employee may be subject to disciplinary action including, but not limited to, termination of employment.

Victimisation of Complainant

A Complainant must not be victimised by the Respondent or any other employee of the Shire of Kojonup for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action including, but not limited to, termination of employment.

2.3 ADMINISTRATION

2.3.1 ** MOVED TO POLICY 1.6 **

2.3.2 RECORDS MANAGEMENT

Adopted or Reviewed by Council:	17/11/15 19/11/19	Council Minute Reference:	183/15 156/19
Reviewer:	Manager Governance and Administration Corporate and Financial Services /Records Officer		
Local Law:			
Procedure:	Contained within the Recordkeeping Plan		
Delegation:			

OBJECTIVE

The purpose of this policy is to define the principles of the Shire of Kojonup's record management function. This policy applies to all staff, elected members, contractors and volunteers.

1. All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records, and in accordance with their security classification.
2. All communications in the form of records which are handled, received or generated by the Shire of Kojonup, whether paper or electronic, and whether internal or external, are to be captured within the appropriate recordkeeping system (SynergySoft).
3. Registers are to be maintained of all records including, but not limited to registers of policies, databases, Freedom of Information applications, assets, tenders and quotations, forms, vital records, files and contracts.
4. All contractual arrangements are to ensure the Shire of Kojonup's ownership of significant records.
5. Any records/files in the possession of individual staff are to be registered to them and, dependent upon security classification, kept accessible.
6. Only approved record formats are to be used in effecting the Shire of Kojonup's business.
7. Records are not to be removed from the Shire of Kojonup's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing official business.

POLICY

The purpose of this policy is to define the principles of the Shire of Kojonup's records management function and to document an orderly and efficient approach to the proper management of records.

Records are recognised as an important information resource in the Shire of Kojonup and it is accepted that sound record management practices are vital and integral to the overall efficiency and effectiveness of the Shire of Kojonup. Due to legislative requirement, the Shire of Kojonup is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme.

The policy and associated procedure applies to all external and internal records which are handled, received or generated by the Shire of Kojonup, regardless of their physical format or media type.

The Council reviews the Recordkeeping Plan every five years which contains the procedure for recordkeeping in accordance with the *State Records Act 2000*. The next review is due in March 2015.

Guidelines:

Roles and Responsibilities

Chief Executive Officer

The CEO is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of s. 5.11(h) of the *Local Government Act 1995*.

Managers

Managers are to ensure their staff are familiar with, and adhere to, the Records Management Policy and any associated procedures endorsed by the CEO.

Staff

Staff are to ensure they retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system (SynergySoft), and protected and disposed of in accordance with the State Records Office of Western Australia's General Disposal Authority.

General Disposal Schedule for Local Government Records

All records within the recordkeeping system maintained by the Shire of Kojonup are to be disposed of in accordance with the State Records Office's General Disposal Schedule for Local Government Records.

Custodianship

The Shire's records are a government-owned asset. The records created during the course of business belong to the Shire of Kojonup by virtue of their possession and not to the individuals who created such records during their time as a public officer or elected member at the Shire of Kojonup. Officers or elected members who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the Shire.

Council Meetings

Once the minutes of a Council Meeting have been confirmed by the Council, all individual elected member and staff notes made, including in the Docs on Tap app., will be deleted.

Definitions

A Record

A record as defined in the *State Records Act 2000* means any record of information however recorded and includes:

1. Anything on which there is writing or Braille;
2. A map, plan, diagram or graph;
3. A drawing, pictorial or graphic work or photograph;
4. Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
5. Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
6. Anything on which information has been stored or recorded either mechanically, magnetically, or electronically.

Records in the public sector are referred to as:

Government Records (or Public Records)

Records created or received by a public officer or elected member in the course of his or her duties regardless of whether the communication is between staff in the same agency, between different agencies, or between public officers and members of the community (both private and business).

Records may be categorised as:

Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts and rough notes, records of routine enquiries.

Significant Records

Significant records contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.

Important Note: Distinguishing between significant and ephemeral records is a matter of judgment and the above definitions can only act as a guide. Reference to "records" in this guideline document should be read as relating to significant public records unless otherwise stated.

Vital Records

Vital records are records which are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire, and are absolutely essential for the Shire's reconstruction in the event of a disaster.

The Shire of Kojonup considers that the following are vital records:

Computer system records, Council and Committee Minutes and Agendas, Title Deeds, Policy and Procedure Manuals, Registers, Contracts/Tenders, Licences, Historical documents, Delegation of Authority, Insurance Policies, Cemetery Records, Town Planning Scheme deeds/information, Financial documents such as Budgets & Annual Financial Statements and any documents detailing approvals of some kind.

Non-Records

Non-records are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, or a training manual of a third party.

Records Disposal

Disposal/Archiving is conducted in accordance with the General Disposal Authority for Local Government Records. Records are stored onsite at the Shire of Kojonup Office and offsite at the Shire of Kojonup Works Depot, Springhaven Frail Aged Lodge and the Broomehill Repository.

Procedures

Procedures have been developed by the Shire of Kojonup to ensure correct treatment of incoming, outgoing, internal and confidential mail.

2.3.3 NATIVE TITLE CLAIMS PROCESS

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: ~~Manager Corporate and Financial Services~~ [Chief Executive Officer](#)

Local Law:

Procedure:

Delegation:

OBJECTIVE

To consult with the claimants and their local representatives in the spirit of reconciliation to avoid protracted negotiations or expensive litigation exposure to the Shire.

POLICY

At all times the Council will consider Native Title claim/s made over any or all crown reserves vested in the Shire, through dialogue with local elders and relevant representative bodies.

The Shire of Kojonup is subject to a number of native title claims and will adhere to accepted protocols of consultation with the Native Title claimants and their local representatives.

2.3.4 ASSET MANAGEMENT

Adopted or Reviewed by Council:	18/04/17	Council Minute Ref:	41/17
Amended by Council:	16/11/21		135/21
Reviewer:	Chief Executive Officer/all Managers		
Local Law:			
Procedure:	Asset Management Plan		
Delegation:			

OBJECTIVE

To guide the management of the Shire’s infrastructure assets to meet agreed service delivery and performance expectations, as the asset custodian for the community.

DEFINITIONS

- “Asset” A physical item of value that is owned by the Shire of Kojonup and provides or contributes to the provision of services to the community (in this context excluding financial, intellectual, and non-tangible assets).
- “Asset Management” The combination of management, financial, economic, engineering, and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner to meet Council’s priorities for service delivery.
- “Asset Management Plan” developed for each Asset Class to outline the management activities to meet defined levels of service with available resources. These are long term plans that investigate future demand and forecast lifecycle costs for existing assets.
- “Council” The elected members of the Council of the Shire of Kojonup.
- “Infrastructure Assets” are fixed network assets that support the delivery of services to the community. These include Transport Assets (roads, footpaths, kerbing, drainage etc.), Buildings, Park and recreation infrastructure.
- “Level of Service” is the measurable objective of the Shire in relation to assets based on the criteria of safety, quality, quantity, reliability, responsiveness, cost/efficiency and legislative compliance. The aim is to balance the level of service of the asset to community expectations with what is financially sustainable.
- “Whole of Life cost(s)” Is the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.
- “Maintenance” means regular ongoing day-to-day work necessary to keep an asset operating and to achieve its optimum life expectancy.
- “Operations” – means the regular activities to provide public health, safety and amenity and to enable the assets to function e.g.; road grading, grass mowing, cleaning, street lighting and graffiti removal.
- “New” means creation of a new asset to meet additional service level requirements.
- “Resources” means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).
- “Renewal” relates to expenditure on an existing asset, which returns the service potential or the life of the asset up to that which it had originally.
- “Risk” is the likelihood and consequence of an event that may impact on the Council’s ability to meet its strategic objectives.
- “Shire” refers to the collective Shire of Kojonup organisation. The Chief Executive Officer of the Shire of Kojonup is responsible for ensuring the Shire’s obligations and commitments are met.
- “Stakeholders” are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

- “Upgrade” relates to expenditure that enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally.

POLICY

To achieve the policy objective, the Shire of Kojonup is committed to ensuring that Asset Management is recognised as a major corporate function.

The Shire is committed to making informed decisions in relation to its infrastructure assets. To achieve this, the Shire will maintain an Asset Management Improvement Strategy that guides the implementation of asset management across the organisation. The key outcome being the adoption by Council of an Asset Management Plan for the following classes of infrastructure assets:

1. Infrastructure (including roads, footpaths, kerbing and signs);
2. Drainage;
3. Buildings; and
4. Parks & Reserves.

Asset Management Plans will form part of the Shire’s day-to-day business practices and will be used to make informed decisions in relation to service delivery across:

1. New asset acquisition;
2. Renewal of assets;
3. Upgrade of assets; and
4. Disposal of assets.

Asset Management Plans will be prepared in accordance with the IPWEA’s (The Institute of Public Works Engineering Australasia) International Infrastructure Management Manual Guidelines and will include long term financial modelling of the renewal profile and whole of life costs of each asset class to underpin Long Term Financial Plans.

The Shire of Kojonup has limited resources and is the custodian of a large number of assets. Therefore, when making decisions in relation to infrastructure assets, the Shire is committed to the philosophy of renewing assets before acquiring new assets. In addition and where possible, the Shire is also committed to rationalising assets that are no longer used or do not provide the agreed level of service. The Shire of Kojonup is committed to determining the Level of Service required for infrastructure assets in a collaborative manner with asset stakeholders and the wider community, primarily through community consultation during the Integrated Planning & Reporting process.

LINKAGE TO STRATEGIC PLAN

This policy links to the Shire of Kojonup’s Community Strategic Plan - undertake an asset management planning process to review and rationalise Shire buildings to maximise their use and value to the community.

The Asset Management Plan also links very closely to the Shire’s Long Term Financial Plan which is the primary funding planning tool to enable achievement of the Plan’s objectives.

RESPONSIBILITY AND REPORTING

Council - Council is responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of any adopted Asset Management Plans. In adopting Asset Management Plans, Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - is responsible for ensuring that systems are in place to ensure that Council’s Asset Management (AM) Policy, AM Improvement Strategy, and AM Plans are prepared and kept up to date, reviewed at least annually and that recommendations are put to Council in relation to appropriate resource allocation to fulfil the objectives of the above documents. The CEO reports to Council on all matters relating to Asset Management.

All Managers – are responsible for ensuring that resources under their control are appropriately allocated to resource asset management. All Managers report to the CEO on all matters relating to Asset Management under their area of control.

All Managers will ensure that relevant staff are appropriately trained in asset management and that funds are put aside each year to ensure that this training occurs.

Building Assessment Framework

The following building assessment framework has been adopted by the Shire of Kojonup:

Criteria	Assessment Considerations
Degree to which provision of the building meets Community Strategic Plan commitments (Weighting 30%)	5 = Addresses all commitments to some degree (may be indirectly) or four or more to a significant degree 4 = Addresses six or seven commitments to some degree (may be indirectly) and/or three to a significant degree 3 = Addresses four or five commitments to some degree (may be indirectly) and/or two to a significant degree 2 = Addresses two or three commitments to some degree (may be indirectly) and/or one to a significant degree 1 = Addresses a single commitment to some degree 0 = Does not address any CSP objectives
Level of efficiency with regards to operational and maintenance costs (Weighting 20%)	Comparative assessment considering whole of life cost on a like for like basis for the type of building/construction. 5 = Highly efficient and low whole of life cost 4 = Moderately efficient and moderately low whole of life cost 3 = Average efficiency and average whole of life cost 2 = Moderately inefficient and/or moderately high whole of life cost 1 = Highly inefficient and/or very high whole of life cost
Fit for Purpose/Adaptability for new purpose/Risk and BCA Compliance (score to the highest possible use) (Weighting 35%)	Comparative assessment taking into account: a. Degree building meets requirements for current use; b. Adaptability for new use/potential for dual/multi-use; c. Frequency of use; d. Level of risk associated with continued use; and e. BCA compliance. 5= Meets standards, excellent fit for purpose or adaptability for new purpose 1= Major compliance issues, poor fit for purpose or poor adaptability for new purpose
Historical and cultural value (Weighting 15%)	Elements of significance to be considered include: a. Aesthetic significance; b. Architectural significance; c. Historical significance; d. Scientific significance; e. Social significance; f. Other significance; g. Significance to past, present and future generations; and h. Period of significance. 5 = Listed on State Heritage Register and/or Nationally significant and/or profoundly culturally and historically significant for the majority of the Kojonup population 4 = On State Heritage list and/or strongly culturally and historically significant for the majority of the Kojonup population

	<p>3 = Strongly culturally and historically significant for a small proportion and/or moderately significant for a large proportion of the Kojonup community</p> <p>2 = Culturally and historically significant for a moderate proportion of the Kojonup community</p> <p>1 = Culturally and historically significant for a small proportion of the Kojonup community</p> <p>0= Not culturally and historically significant</p>
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In the event any building scores a total weighted score of 30 or less out of 100 in the assessment, then officers will subsequently prepare a detailed assessment of the building and present the results to the Council. The assessment will include at a minimum:

1. Background information about the building;
2. Valuation and asset management condition scoring information;
3. A detailed option and impact assessment of the pros and cons of renewal/repurposing, replacement, rationalisation and/or other relevant options; and
4. Recommendations.

Capital Evaluation Framework

To ensure that Capital Projects are evaluated against an appropriate framework so that Council attains best value for money to meet the community’s needs while complying with all other relevant Council policies and procedures. The most appropriate mix of projects will then be selected for delivery within the available budget while maximising external funding.

The Shire shall develop and implement a ‘Capital Evaluation Framework’ to evaluate all capital projects to feed into the Corporate Business Plan and Annual Budget. The framework will be documented within ‘Capital Evaluation Procedures’ and include:

1. A logical, consistent process to allow all projects to be comparatively evaluated and decisions made;
2. Assessment of the degree each project meets Council objectives;
3. Assessment of risk relating to the consequences of inaction for each project;
4. Assessment of the financial viability of each project, including the level of external funding;
5. Assessment of the degree of positive impact implementation of each project will have to the community and organisation; and
6. Assessment of the level of ‘project readiness’ for each project.

This policy applies to all Council projects valued at over \$50,000 and all road construction projects valued at over \$100,000.

Roles and Responsibilities

The Elected Member Body (Council)

Responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of this Policy.

Council is also responsible for reviewing the results and recommendations from staff assessment, where a project’s scope/cost reaches a defined threshold, and making appropriate determinations.

Chief Executive Officer (CEO)

Responsible for ensuring that systems are in place to develop, implement, maintain and regularly review Council’s ‘Capital Evaluation Policy’ and associated procedures.

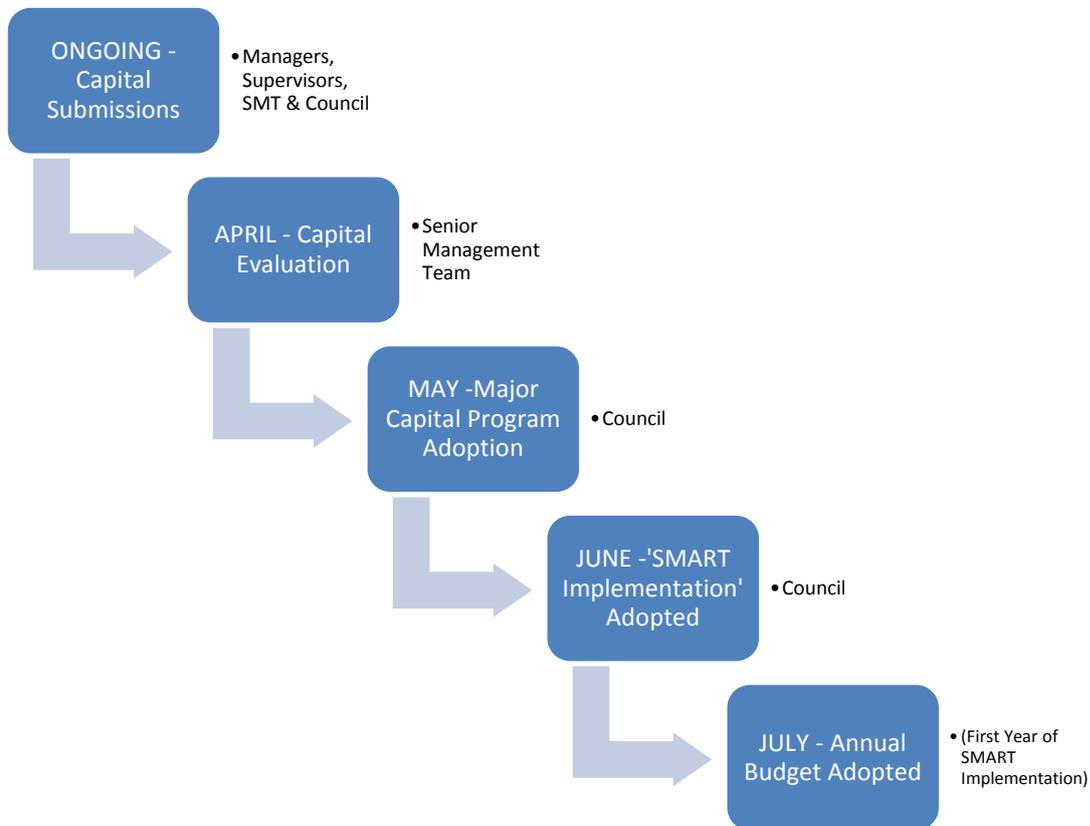
Senior Management Team (SMT)

Responsible for implementation of this Policy and associated procedures across the organisation. Where aspects of Council’s Policy and procedures are not being achieved or adhered to, the SMT will maintain a list of non-compliances and take corrective action. The SMT reports to the CEO (who is also a member of the group) on all matters relating to capital evaluation.

All Managers/Co-ordinators

Responsible for ensuring that resources under their control are appropriately allocated to resource capital evaluation. All Managers/Co-ordinators must report to the CEO on all matters relating to capital evaluation under their area of control.

Integrated Process



(Note – SMART Implementation is the Shire of Kojonup’s Corporate Business Plan as required by the *Local Government Act 1995*)

Review and Evaluation

The effectiveness of the Policy shall be reviewed annually, both as part of the capital evaluation assessment presented to Council and via the annual review of Council Policies.

Policy Review

This policy is to be reviewed annually by senior staff and Council.

2.3.5 RISK MANAGEMENT

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Amended:	21/05/19		52/19
	19/11/19		156/19
	16/11/21		135/21
Reviewer/s:	Chief Executive Officer/Manager Corporate and Financial Services/Senior Administration Officer/Manager Governance and Administration		
Local Law:			
Procedure:	Risk Management Framework/Business Continuity and Disaster Recovery Plan		
Delegation:			

OBJECTIVE

The objective of this Policy is to state the Shire of Kojonup’s (the ‘Shire’s’) intention to identify potential risks before they occur so that impacts can be minimised or opportunities realised; ensuring that the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

POLICY STATEMENT

It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management – Guidelines) in the management of all risks that may affect the Shire meeting its objectives.

The Shire is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes. This will ensure compliance with the Integrated Planning requirements of the *Local Government Act (1995) s. 5.56(2)*.

Risk management functions will be resourced appropriately to match the size and scale of the Shire’s operations and will form part of the Strategic, Operational, and Project responsibilities and be incorporated within the Shire’s Integrated Planning Framework.

This policy applies to Council Members, Executive Management, all employees, volunteers and contractors involved in any Shire operations.

KEY POLICY DEFINITIONS

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

POLICY DETAILS

The following points provide detail on the objective specifics:

1. Aligns with and assists the implementation of all Shire policies.
2. Optimises the achievement of the Shire’s vision, mission, strategies, goals and objectives.
3. Provides transparent and formal oversight of the risk and control environment enabling effective decision-making.

4. Enhances risk versus return within the Shire's risk appetite.
5. Embeds appropriate and effective controls to mitigate risk.
6. Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
7. Enhances organisational resilience.
8. Identifies and provides for the continuity of critical operations.

RISK ASSESSMENT AND ACCEPTANCE CRITERIA

The Shire quantified its broad risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework and as a component of this Policy.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilized; however, these cannot exceed the Organisation's appetite and are to be noted within the individual risk assessment.

MONITOR & REVIEW

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends. A copy of the Risk Management Framework's Risk Dashboard Report and the Prioritised Actions List will be provided to Council's Audit and Risk Committee at each meeting of the Committee.

This Policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed annually.

For staff purposes, the following links directly to the Risk Management Framework Risk Profiles:

G:\Governance\Risk_Management\2019\Current_RM_Framework_&_Profile_Register_-_2019\Current\2019_Kojonup_Risk_Profile_and_Reporting_Tool.xlsm

Risk Assessment and Acceptance Criteria

Shire of Kojonup Measures of Consequence									
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	Project TIME	Project COST
Insignificant (1)	Near miss. Minor first aid injuries	Less than \$10,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Minor (2)	Medical type injuries	\$10,001 - \$100,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Moderate (3)	Lost time injury <30 days	\$100,001 - \$500,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Major (4)	Lost time injury >30 days	\$500,001 - \$1,000,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%
Catastrophic (5)	Fatality, permanent disability	More than \$1,000,000	Indeterminate prolonged interruption of	Non-compliance results in	Substantiated, public embarrassment,	Extensive damage requiring	Uncontained, irreversible impact	Exceeds deadline by 30% of	Exceeds project

Shire of Kojonup Measures of Consequence									
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	Project TIME	Project COST
			services – non-performance > 1 month	litigation, criminal charges or significant damages or penalties	very high multiple impacts, high widespread multiple news profile, third party actions	prolonged period of restitution Complete loss of plant, equipment & building		project timeline	budget by 30%

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Executive Manager / CEO
EXTREME	Unacceptable	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Control Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.

2.3.6 ****DELETED**** BUSINESS CONTINUITY

Policy 2.3.6 was deleted 16 November 2021

Business Continuity is addressed under Policy 2.3.5 – Risk Management

2.3.7 DEPARTMENT OF TRANSPORT LICENSING SERVICES

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:	ADMIN 017 - Vehicle Licensing & Registration Agency Contract		

OBJECTIVE

Set a position on the provision of localised licensing services at no cost to Council.

POLICY

The Shire of Kojonup is committed to maintaining the traffic licensing agency role subject to the financial commissions received from the State Government providing sufficient revenue such that there is a net benefit to Council, or community benefit.

The Chief Executive Officer is delegated authority to negotiate the renewal of future contracts for the delivery of traffic licensing and services.

2.3.8 VOLUNTEER MANAGEMENT

Adopted or Reviewed by Council:	16/02/16	Council Minute Reference:	19/16
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
Reviewer:	Chief Executive Officer/Manager Governance and Administration/all volunteer Managers Senior Administration Officer		
Local Law:			
Procedure:	Volunteer Management Handbook		
Delegation:			

OBJECTIVE

To provide a Volunteer Management system that integrates and coordinates the core policies processes and activities the organisation has in place for working with volunteers. It is made up of policies, procedures and work documents which control how the volunteer program is implemented from day to day.

POLICY

Volunteering promotes civic participation and encourages local people to be active, shape, contribute and make a difference to their local community. Volunteering benefits everyone including the individuals involved, the Council and the wider community.

Council is committed to utilising and valuing the skills, time, talents and energy of volunteers effectively which is supported through the provision of a comprehensive volunteer management framework.

This policy defines the relationship between the Shire and its volunteers; setting out the role and responsibility of Council and outlining the rights and responsibilities of volunteers.

Volunteers working on behalf of the Shire will be defined as individuals who:

1. Provide their services of their own free will;
2. Do not receive any monetary reward (out of pocket expenses are not regarded as monetary reward);
3. Benefit the community and themselves by participating in volunteer programs; and
4. Complement, but do not replace or threaten the livelihood of, paid workers in designated positions.

LEGISLATION AND REFERENCES

Volunteers are entitled to protection through the following legislation:

- *Work Health and Safety Act 2020*
- *Equal Opportunity Act 1984 (WA)*

This policy is to be read in conjunction with the Volunteer Handbook.

BACKGROUND

The Shire of Kojonup has many volunteers across a range of differing activities. Volunteers work alongside staff to deliver and enhance a diverse number of services and initiatives offered by the Shire. Many of these services and initiatives would not occur or would not be sustainable in the long term without the support and contribution of volunteers.

The following outlines the various categories of volunteering throughout Council:

- Springhaven Lodge;
- The Kodja Place Precinct; and
- Library.

PRINCIPLES

The following principles underpin Council's approach to volunteering:

Council performance: Volunteers contribute to the delivery of the Shire's Community Strategic Plan;

Community participation: All citizens have the right to apply to volunteer and the Shire will provide opportunities for members of the community to participate as volunteers in a variety of programs and Shire activities;

Inclusiveness: The Shire will ensure its programs and activities meet individual needs, are welcoming of diversity, and value the strengths and abilities of all community members;

Training: Volunteers will be equipped with the necessary skills and resources required to successfully fulfil the positions;

Identifying strengths & meeting individual needs: Volunteers expectations, interests, availability, abilities, skills and knowledge will be taken into account when matching them with a volunteer position;

Balance of paid staff and volunteers: Volunteers will complement but not threaten the livelihood of paid workers or replace the services or roles provided by paid staff;

Risk Management: Council will provide a safe working environment and address risks that affect the safety and wellbeing of volunteers;

Mutual benefit: Volunteering remains a mutually beneficial activity for the individual volunteer, the program, the community and Council; and

Volunteer Management: Volunteers will be managed in a structured, organised and professional manner.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

Unlike paid staff, volunteers are not covered by awards or workplace agreements. Volunteers, however, have rights and responsibilities which are in part defined by legislation and in recognition of the significant value that volunteers bring to Council and the community.

Volunteer Rights

1. To be respected and valued in the role as a volunteer.
2. To work in a healthy and safe environment.
3. To choose the type of activities they are to be involved in, in accordance with their skills, interests and needs.
4. To receive an orientation and induction to the Shire of Kojonup and individual program areas.
5. To have their ideas welcomed and acknowledged by their Manager and other staff.
6. To be able to raise any grievances or issues in accordance with the Shire's process.
7. To receive reimbursement for out of pocket expenses.
8. To have the training, equipment and resources required to do the duties.
9. To have open communication between Volunteers and Managers.
10. To be protected by insurance.
11. To be actively involved in the decision making that affects them.

Responsibilities of Volunteers

Volunteers have obligations to Council and will be required to:

1. Fulfil the duties as specified in their position description in accordance with relevant legislation;
2. Understand and acknowledge the requirements of the Shire's Code of Conduct and relevant policies and guidelines;
3. Participate in the appropriate induction and on-going training as provided;
4. Operate under the direction and supervision of Shire staff to achieve the objectives required;
5. Maintain confidentiality regarding Shire business, program information or any other sensitive, private information they come across during their volunteer duties;
6. Report any unsafe working conditions/potential hazards to their Manager; and
7. Report any injury/damage to themselves or a third party.

Supporting Documentation

Volunteer Handbook

Employee Manual

Risk Management Framework

Business Continuity Plan

2.3.9 CLOSED CIRCUIT TELEVISION (CCTV) OPERATIONS AND RECORDING

Adopted or Reviewed by Council:	18/04/17	Council Minute	40/17
Date last amended:	20/11/18	Reference:	143/18
	20/08/19		85/19
	19/11/19		156/19
Reviewers:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

This policy applies to Closed Circuit Television (CCTV) and any other device capable of recording video footage in the performance of Shire duties by employees, contractors and elected members.

Provisions relating to recording devices such as Dash Cam will be separately addressed as part of Councils Motor Vehicle/Plant policies/procedures.

This policy document provides guidance on operation, management and reporting protocols for Closed Circuit Television (CCTV) leased, owned or controlled by the Shire of Kojonup:

1. Within, on or around Shire facilities; and
2. In public places within the Shire of Kojonup.

The policy also provides guidance to ensure a consistent approach in identifying suitable locations when considering future public place CCTV installation within the Shire of Kojonup.

POLICY

Purpose

The Shire of Kojonup conducts CCTV operations in order to:

1. Assist in deterring, detecting and responding to criminal offences against people or property;
2. Record evidence to support investigations and prosecutions by Police in relation to offences; and
3. Address community safety concerns of residents, workers, business proprietors, visitors and employees of the Shire of Kojonup.

CCTV OPERATIONS

The objectives established for CCTV operations should be based on measurable criteria, which may include:

1. Reducing crime and incidents reported to Police;
2. Reducing damage and graffiti reported to the Shire of Kojonup;
3. Improving perceptions of safety and reducing fear of crime; and
4. Evidence purposes.

Ownership

The CCTV Operation is owned by and is the sole property of the Shire of Kojonup.

Determining CCTV Camera Location

In determining CCTV camera location and placement in public places, the following factors (in consultation with key stakeholders) will be considered:

1. Incidence of criminal activity;

2. Level of human activity;
3. Level of deterrent;
4. Logistical requirements; and
5. The surveillance is legally permitted.

The selection criteria for each camera placement and location should be documented and the effectiveness of the installation should be measurable and reviewed annually.

A replacement or upgrade program based on system value should be implemented as part of the Shire of Kojonup Information & Communications Technology Plan. Camera technology is continuously evolving and, as a result, the Shire must be aware of the need to remain up-to-date with technology improvements and to factor general maintenance, regular servicing, software upgrades and replacement hardware into the annual budget.

Access and Security of CCTV Equipment

All CCTV recording equipment will be located within secure areas and not accessible to unauthorised persons.

Storage and disposal of surveillance images

Storage and disposal of records from CCTV is to be in accordance with the General Disposal Authority for Local Government Records (DA2015-001) as follows:

No	Function/Activity	Description	Disposal Action	Custody
100.4	Surveillance - Investigations	Surveillance/CCTV footage REQUIRED for investigations and/or court proceedings. NB: If a tape forms part of a case file, it should be sentenced in accordance with the related case records.		
100.4.1		Footage presented by the local government (LG) to the authorities where the LG is not party to the investigation in any further capacity. In these situations, the LG is merely the provider of the footage and the incident does not involve LG staff or assets.	Destroy	Retain 7 years after provision of footage then destroy
100.4.2		Footage concerning incidents involving local government staff or assets, required for investigations.	Destroy	Retain 7 years after investigation finalised, then Destroy.
100.5	Surveillance - No Investigations	Surveillance/CCTV footage NOT REQUIRED for investigations.		

100.5.1		Surveillance/CCTV footage taken from fixed cameras around public open spaces and public access areas.	Destroy	Destroy or re-use tape 30 days after footage taken
100.5.2		Surveillance/CCTV footage taken by mobile cameras or car-based cameras.	Destroy	Destroy or re-use tape 7 days after footage taken
100.5.3		Surveillance/CCTV footage taken from fixed cameras around local government buildings and assets with staff in attendance on a regular basis.	Destroy	Destroy or re-use tape 7 days after footage taken

All hardware purchased for CCTV use must have adequate capacity available to meet the minimum retention period above.

Requests for Stored Information

1. Access to designated surveillance areas and data will be restricted to Authorised Personnel or with written authorisation from the CEO.
2. Any person requesting a copy of any CCTV data records is to apply in writing to the Chief Executive Officer, outlining reasons for such requests. This includes the Senior Management Team, insurance companies and WA Police.
3. At no time will any original or copied video recordings, or still photographs, be released to any media organisation, journalist, individual or group without prior approval of the Chief Executive Officer. If access is denied, applicants are able to utilise the Freedom of Information application process.
4. Recorded material released shall be verified for accuracy, relevance and must not exceed that necessary to fulfil the purposes of the written request.
5. Access is allowed by the Senior Management Team to live CCTV images which may be required to view public areas for reviewing, monitoring or verifying maintenance services and public works.
6. All reasonable attempts will be made to serve the interests of anyone affected by public space surveillance with a focus on community safety and crime prevention, and not be confined to the interests of the Shire of Kojonup or operational needs of the WA Police.

The recording of Audio

There is no foreseen use of audio recording within the CCTV system. However, before audio recording is introduced, a policy for its proper use must be defined.

Complaints Handling

Any complaints regarding CCTV operations are to be directed in writing to the Chief Executive Officer.

Audit & Review

CCTV operations will be monitored and evaluated to verify compliance.

Privacy Principles

CCTV will be operated within the *Surveillance Devices Act 1998* and only for the purposes defined in this policy.

ROLES AND RESPONSIBILITIES

Council Authorised Officers

Chief Executive Officer

The Senior Management Team will be able to view live footage of their department on their smart phone or tablet as follows:

1. Manager ~~of~~ Works & Services – Works Depot, Blackwood Road, Kojonup
2. Manager ~~of Corporate Financial~~ and ~~Corporate Financial~~ Services/Manager Governance and Administration – Administration Office & Library, 93-95 Albany Highway, Kojonup
3. Manager ~~of~~ Regulatory & ~~Technical~~ Services – Administration Office & Library, 93-95 Albany Highway, Kojonup
4. Manager ~~of~~ Aged Care Services – Springhaven Lodge, Barracks Place, Kojonup
5. Chief Executive Officer – All departments of the Shire

The Chief Executive Officer is responsible for the application of delegations in regards to the policy.

The ~~Manager Regulatory Services Senior Ranger/Building Maintenance Coordinator~~, under the supervision of the CEO, is responsible for addressing any technical aspects for CCTV equipment owned, operated or leased by the Shire of Kojonup including equipment maintenance and upgrades and signage. ~~The Manager Regulatory Services The Senior Ranger/Building Maintenance Coordinator~~, as part of technical checks, is to arrange viewing with each manager.

The Records Officer, under the supervision of the CEO, is responsible for reviewing and monitoring operations of the policy.

The following CCTV Authority Table reflects operational responsibility per Officer Position:

CCTV Authority Table					
OFFICER	CCTV BUILDING ACCESS	DEVICE	REAL TIME LIVE VIEW	HISTORICAL PLAYBACK	DOWNLOAD FOOTAGE
CHIEF EXECUTIVE	ALL BUILDINGS	SMART PHONE/ TABLET/ COMPUTER	LIVE VIEW	PLAYBACK	Yes
MANAGER OF <u>MANAGER OF CORPORATE FINANCIAL & CORPORATE COMMUNITY SERVICES/ MANAGER GOVERNANCE & ADMINISTRATION</u>	SHIRE ADMIN/ KODJA PLACE	SMART PHONE/ TABLET/ COMPUTER	LIVE VIEW	PLAYBACK	NO

MANAGER OF WORKS & SERVICES	WORKS DEPOT	SMART PHONE/ TABLET/ COMPUTER	LIVE VIEW	PLAYBACK	NO
MANAGER OF AGED CARE	SPRINGHAVEN	SMART PHONE/ TABLET/ COMPUTER	LIVE VIEW	PLAYBACK	NO
MANAGER REGULATORY SERVICES SENIOR RANGER/ BUILDING MAINTENANCE COORDINATOR	ALL BUILDINGS	COMPUTER		PLAYBACK FOR POLICE ENQUIRIES – MAINTENANCE /TECHNICAL CHECKS	NO - CEO APPROVAL
RECORDS	ALL BUILDINGS	COMPUTER		PLAYBACK	NO - CEO APPROVAL

ETHICAL USE OF CCTV SYSTEMS AND RECORDED MATERIAL

This policy represents the formal policy and expected standards of Council. Approval of Council is required prior to any deviation from this policy. Elected Members and Employees are reminded of their obligations under Council’s Code of Conduct to give full effect to the lawful policies, decisions and practices of Council.

1. The CCTV System will be operated within applicable law and for the ethical and beneficial purposes for which it is established or which are subsequently agreed in accordance with these approved policy statements.
2. The CCTV System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.
3. The public interest in CCTV Operations will be recognised by ensuring the security and integrity of recorded material.

The Shire of Kojonup has the highest expectation of all Authorised Personnel to:

1. At all times, act in an honest and legal manner to carry out duties which reflects community values;
2. Treat all live and recorded images in an ethical manner and with the utmost of care, respect and dignity;
3. Interact with WA Police and stakeholders in a timely, courteous and cooperative manner; and
4. Ensure toilets, showers and change rooms and other similar areas shall not be subject to CCTV surveillance.

CONFIDENTIALITY

The Shire of Kojonup expects Authorised Personnel to ensure confidentiality of information gathered by or from CCTV Operations by not disclosing or discussing any events with unauthorised Personnel or associates who have no direct responsibility relating to CCTV operations.

In addition, Authorised Personnel will not explicitly identify any involved person or party with family, friends, or acquaintances and will not disclose any information to third parties, including the media without prior written approval from the Chief Executive Officer.

2.3.10 SOCIAL MEDIA

Adopted by Council:	17/03/20	Council Minute Reference: 26/20
Date last amended:	20/10/20	141/20
Reviewer:	Chief Executive Officer/Project Manager and Community Services Manager Corporate and Financial Services	
Local Law:		
Procedure:		
Delegation:		

Social media is revolutionising the way we stay connected with our family, friends and communities. It is growing with evidence from statistics for Facebook showing more than 14 million Australians are active each month.

OBJECTIVES

The use of social media within the Shire of Kojonup has the objective of making content available to engage the people who connect with the Shire via this medium.

This policy establishes the use of social media within the organisation to make content available, provide feedback and communicate with others who are interested in similar topics, and help the Shire of Kojonup find new ways of engaging with people who live, work or spend time within the Shire.

By implementing social media more effectively, the Shire will improve communication, engagement and collaboration with its community to help strengthen the positive and professional identity of the Shire.

This policy is intended to provide clear guidance with respect to the appropriate use of Social Media by all employees. The appropriate use of Social Media applies as it is defined by this policy, the Shire's Code of Conduct and individual contracts of employment.

POLICY

This policy is applicable to all Shire staff, Elected Members and Volunteers. It applies to any social media activity on behalf of the Shire or for staff in contexts that relate to the Shire or the performance of their responsibilities.

Social media platforms may include but are not limited to:

- blogs;
- photo and video sharing such as YouTube and Instagram;
- social networks such as Facebook, Twitter and Linked In;
- mobile phone applications;
- texting;
- digital TV services;
- wikis;
- collaboration tools;
- websites; and
- online forums

PURPOSE

The Shire uses social media for:

- **Communication**

Social media tools are used to tell people what's happening in the Shire of Kojonup. For example, using the Shire's Facebook page to promote major events and to share the latest news.
- **Engagement**

Social media is used to help people to get involved in their community and in local decision making by encouraging discussion on a range of different topics across the different platforms such as Facebook and YouTube. It also means that the Shire can respond to comments and concerns faster, reduce the requirement for customers having to visit the Shire office and reduce the risk and impact of negative comments and bad publicity.
- **Collaboration**

Social media is used to find new, more efficient ways of working together with the community. The Shire's expansion into Social Media provides the opportunity to encourage residents to share content, thoughts and ideas across different platforms such as Instagram.

1. Organisational Use

Any use of social media within the Shire must:

- Follow these social media process and guidelines. These guidelines are in addition to any professional standards that govern specific areas of work and all other relevant policies;
- Ensure appropriate authorisations are obtained before providing any information for posting on social media site;
- Ensure that any information posted online serves to enhance the services of the Shire, is in line with the Shire's missions and values, and will not bring the Shire into disrepute;
- Comply with all laws relating to copyright, record keeping, privacy and defamation, including the need for accurate information and constantly ensuring comments are free from harassment and discrimination;
- Cite all sources quoted within information posted;
- Social Media use on the Shire's relevant media is limited to those employees expressly authorised by the CEO and the following:
 - Shire of Kojonup Facebook Page - Customer Service Officer, Records Officer, ~~Executive Assistant,~~ [Project Manager/Community Services](#)~~Manager of Corporate and Financial Services,~~ [Manager Governance and Administration,](#) and Chief Executive Officer.
 - Kojonup Library Facebook Page – Chief Executive Officer, [Project Manager and Community Services,](#) Senior Library Officer, [Records Officer,](#) ~~and~~ [Manager Governance and Administration of Corporate and Financial Services.](#)
 - Kojonup Play in the Park Facebook Page – Play Café Coordinator, Senior Library Officer, Manager [Governance and Administration, Project Manager/Community Services,](#)~~of Corporate and Financial Services~~ and Chief Executive Officer.
 - Kojonup Visitors Centre Facebook Page - Visitor Services Officer, [Manager Kodja Place,](#)

[Tourism and Marketing](#), and Chief Executive Officer.

All the Shire's digital communication channels are filtered through the CEO/Executive Assistant to ensure the appropriate moderation and security measures are taken. **Before setting up any new** digital platforms (inc social media channels, websites, analytics and applications) the CEO and relevant manager are to be engaged prior to any decision being made.

2. Guidelines for using Social Media on behalf of the Shire of Kojonup

The following information is provided to assist staff when preparing social media content and responses:

- The Shire President and the CEO are the official spokespersons for the Shire of Kojonup; any statements on behalf of the Council and the Shire are only to be made with specific authority (see above);
- Ensure content is accurate, relevant and complies with current policies, if in doubt always check;
- Avoid offensive, defamatory, intimidating and provocative language, and avoid commenting on or liking posts that contain this type of language;
- Avoid making personal comments about elected members, staff or members of the community;
- Maintain a professional, positive and respectful tone;
- Adhere to copyright, privacy, defamation, discrimination, harassment and other applicable laws;
- If in doubt, do not post – Do not reveal any confidential or time sensitive information that has not yet been made publically available and, if you are not sure on how to respond to a post, refer to the CEO.
- All posts to be written in the third person point of view;
- Liking, sharing or reacting to a post on Social Media is generally taken to be an endorsement of that material, as if you had created it yourself, and may be seen by a wider audience than intended.
- Be responsive – Replying to comments and messages needs to be in a timely manner;
- Keep in mind that you are responding to comments on behalf of the whole organisation;
- There is no such thing as 'off the record' for social media. Staff should understand that conversations are in the public domain and can be re-posted elsewhere online and quoted by the media without asking for permission;
- Remember the audience the Shire is targeting when determining which platform you would use to engage with the Shire's followers;
- Each post must have a photo or picture;
- Always complete each post with a contact: i.e.; If you have any queries, please do not hesitate to contact me on 9831 2400 or email *your email*.

3. Personal Use

Social Media is now a part of daily life and an accepted method of instant communication. The Shire of Kojonup recognises that its staff use social media in a personal capacity outside the context of the workplace. This policy is not intended to discourage nor unduly limit personal expression or online activities. An individual acting on behalf of the Shire, acting in a capacity that they could be seen as representing the Shire or a person seen

as, by the public, to be working for the Shire needs to be aware that there is the potential their comments, endorsements and social media activity after hours could influence people to question their ability to remain apolitical and impartial.

It is important, however, to remember that the use of social media is not without risk and the speed and reach of publishing online means content is available immediately to a wide audience. Anything posted online can be difficult to delete and may be replicated to a wide audience. It may be sent to, or seen by people the author never intended or expected would see it. Staff must therefore recognise the need to exercise caution when posting or endorsing content on social media.

The nature of social media often identifies the place of work of the individual using it. In any circumstance where the person is using social media outside the context of the workplace and can be identified as a Shire of Kojonup employee, they are personally responsible for the content they publish and the content published by others to their social media platforms.

Comments or endorsements of content posted on social media by staff members must ensure their actions/posts/content do not provide grounds for a reasonable person to conclude that they could not serve the Local Government impartially and professionally. Staff should also follow and adhere to relevant policies and procedures in a professional manner that is free from bias.

The more senior you are within the organisation, the more weight your opinions will carry and have a greater capacity to impact the reputation of the Shire.

Private Profiles and Private Groups

Nothing that is posted on-line is truly 'private'. Private profile settings and private groups are no guarantee information is only seen by the target audience. Posts may have been screenshot and distributed to individuals, groups and organisations that were never intended to see the content, even after the original post has been deleted.

Privacy settings are not enough to stop someone who disagrees with what has been posted from copying and using it (privacy settings are also constantly being changed and upgraded from social media platform to platform). As staff members of the Shire, your comments have the capacity to affect the Shire's reputation or impact perceptions of you in your role within the Shire.

4. Social Media Management

The Shire's use of social media is intended to be holistic, cross-functional, and owned by all Service Areas.

All defamatory postings will be removed and or hidden through either Facebook's profanity filter or by a manager/CEO at their discretion.

Defamatory postings include but are not limited to those that are racist, sexist, threatening, insulting, and/or unlawful and threatening to another's privacy or safety, possibly constituting a breach of the Shire's Code of Conduct.

4.1 Managing Content (Refer to below organisational charts)

In the case of any particular comment, there are ways to take action;

- No action at all – the comment is allowed to stand as is. This is by far the most common “action” you will take
- An answer or response may be provided to a contributor’s query or comment
- The comment may be drawn to the attention of a manager/ CEO for consideration or action
- The comment may be deleted

4.2 Record Keeping Requirements

Social media postings by the Shire are considered the same as any other means of communication, are often considered a record of the Shire’s activities and are subject to freedom of information requests. This means that the posting and any comments made on the platform must be captured within the Shire’s records management systems. Any required guidance on records management of social media should be referred to the Records Administration Officer.

5. Breaches

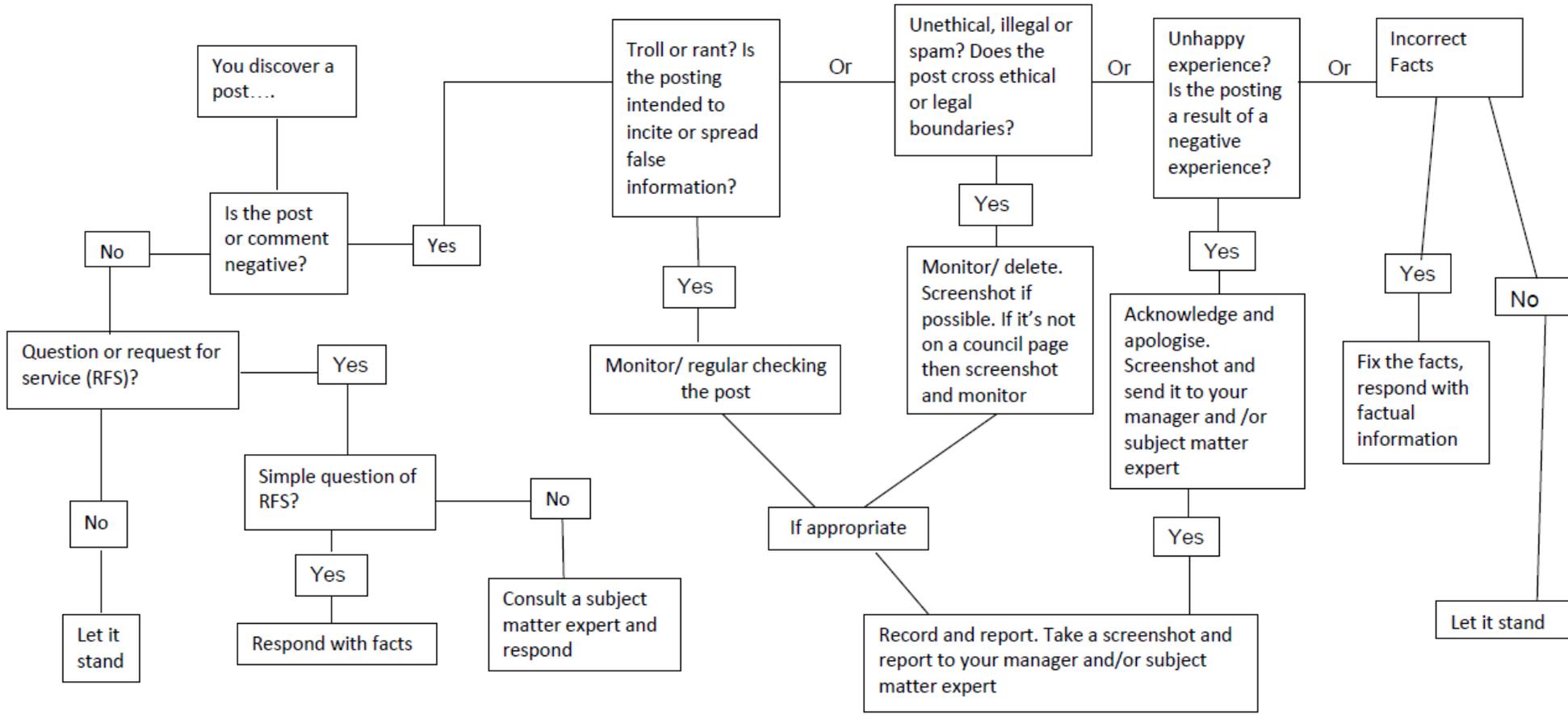
Employees who breach this policy may face disciplinary action which may include a review of their employment with the Shire of Kojonup.

Inappropriate use of social media will not be tolerated by the Shire of Kojonup. An employee who engages in any conduct in breach of this policy will be subject to disciplinary action up to and including instant dismissal.

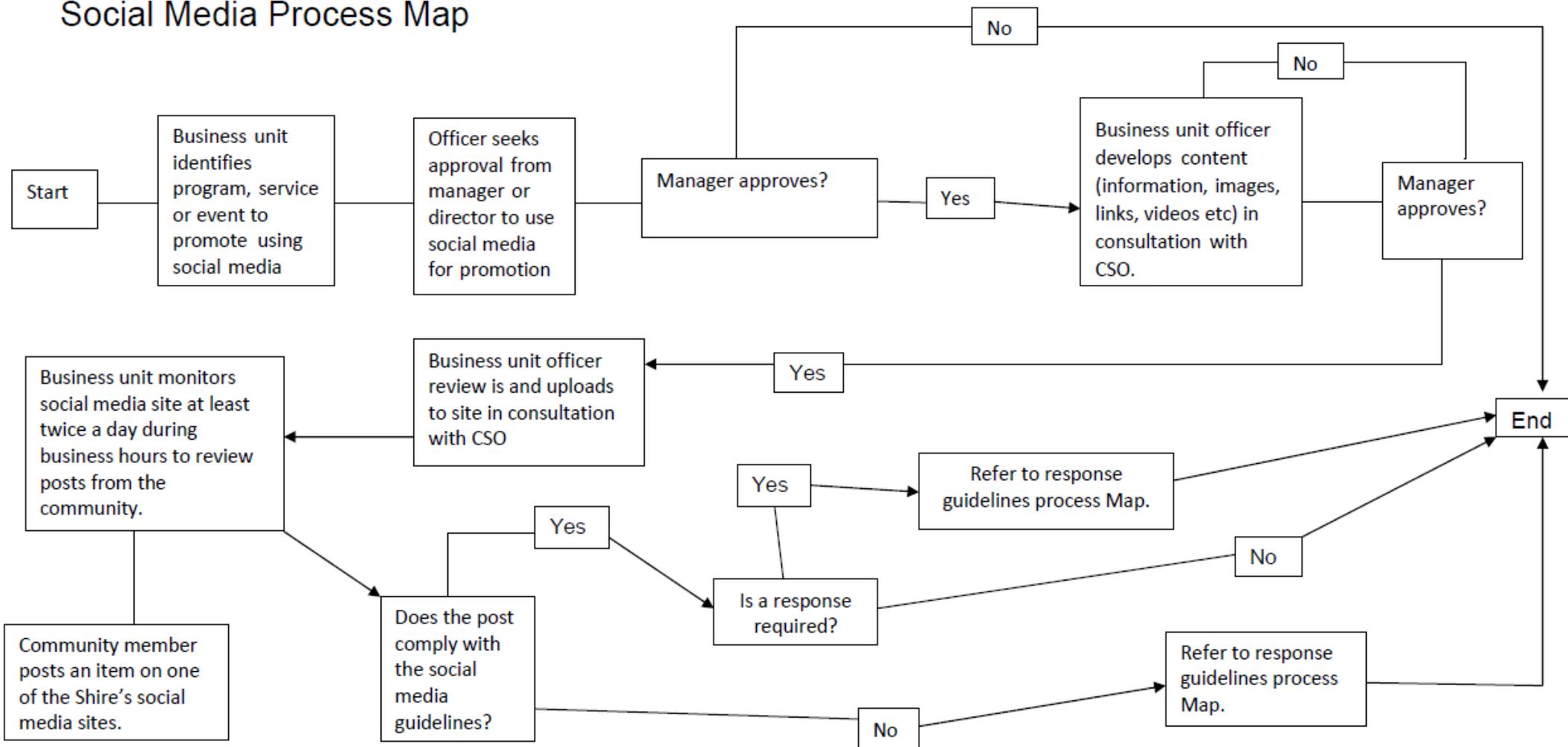
Any manager who is made aware of any of the behaviour outlined in this policy and who does not deal with the code of conduct appropriately or report the inappropriate usage will also be subject to disciplinary action.

Response Guidelines

Shire Approved social media administrators and editors only



Social Media Process Map



3 EXECUTIVE & GOVERNANCE

3.1 ~~**DELETED**~~ CODE OF CONDUCT

Adopted or Reviewed by Council: 17/11/15
~~18/05/21~~ **Council Minute Reference:** 183/15
~~53/21~~

Reviewer: Chief Executive Officer/[Manager Governance and Administration](#)

Local Law: Local Government (Council Meetings) Local Law 2020

Procedure:

Delegation:

[Replaced with Policy 3.25 – Code of Conduct for Council Members, Committee Members and Candidates – 18 May 2021](#)

Policy Purpose:

~~This Policy is adopted in accordance with section 5.104 of the *Local Government Act 1995*.~~

Division 1 — Preliminary provisions

1. — Citation

~~This is the Shire of Kojonup Code of Conduct for Council Members, Committee Members and Candidates.~~

Division 1 — Preliminary provisions

1. — Citation

~~This is the Shire of Kojonup Code of Conduct for Council Members, Committee Members and Candidates.~~

2. — Terms used

(1) — In this code —

~~*Act* means the *Local Government Act 1995*;~~

~~*candidate* means a candidate for election as a council member;~~

~~*complaint* means a complaint made under clause 11(1);~~

~~*publish* includes to publish on a social media platform.~~

~~(2) — Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.~~

Division 2 — General principles

3. — Overview of Division

~~This Division sets out general principles to guide the behaviour of council members, committee members and candidates.~~

4. — Personal integrity

~~(1) — A council member, committee member or candidate should —~~

~~(a) — act with reasonable care and diligence; and~~

~~(b) — act with honesty and integrity; and~~

~~(c) — act lawfully; and~~

~~(d) — identify and appropriately manage any conflict of interest; and~~

~~(e) — avoid damage to the reputation of the local government.~~

~~(2) — A council member or committee member should —~~

- ~~(a) — act in accordance with the trust placed in council members and committee members; and~~
- ~~(b) — participate in decision making in an honest, fair, impartial and timely manner; and~~
- ~~(c) — actively seek out and engage in training and development opportunities to improve the performance of their role; and~~
- ~~(d) — attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.~~

5. — Relationship with others

- ~~(1) — A council member, committee member or candidate should —~~
 - ~~(a) — treat others with respect, courtesy and fairness; and~~
 - ~~(b) — respect and value diversity in the community.~~
- ~~(2) — A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.~~

6. — Accountability

- ~~A council member or committee member should —~~
- ~~(a) — base decisions on relevant and factually correct information; and~~
 - ~~(b) — make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and~~
 - ~~(c) — read all agenda papers given to them in relation to council or committee meetings; and~~
 - ~~(d) — be open and accountable to, and represent, the community in the district.~~

Division 3 — Behaviour

7. — Overview of Division

- ~~This Division sets out —~~
- ~~(a) — requirements relating to the behaviour of council members, committee members and candidates; and~~
 - ~~(b) — the mechanism for dealing with alleged breaches of those requirements.~~

8. — Personal integrity

- ~~(1) — A council member, committee member or candidate —~~
 - ~~(a) — must ensure that their use of social media and other forms of communication complies with this code; and~~
 - ~~(b) — must only publish material that is factually correct.~~
- ~~(2) — A council member or committee member —~~
 - ~~(a) — must not be impaired by alcohol or drugs in the performance of their official duties; and~~
 - ~~(b) — must comply with all policies, procedures and resolutions of the local government.~~

9. — Relationship with others

- ~~A council member, committee member or candidate —~~
- ~~(a) — must not bully or harass another person in any way; and~~
 - ~~(b) — must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and~~
 - ~~(c) — must not use offensive or derogatory language when referring to another person; and~~

- ~~(d) — must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and~~
- ~~(e) — must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.~~

10. — Council or committee meetings

~~When attending a council or committee meeting, a council member, committee member or candidate —~~

- ~~(a) — must not act in an abusive or threatening manner towards another person; and~~
- ~~(b) — must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and~~
- ~~(c) — must not repeatedly disrupt the meeting; and~~
- ~~(d) — must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and~~
- ~~(e) — must comply with any direction given by the person presiding at the meeting; and~~
- ~~(f) — must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.~~

11. — Complaint about alleged breach

- ~~(1) — A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.~~
- ~~(2) — A complaint must be made —~~
 - ~~(a) — in writing in the form approved by the local government; and~~
 - ~~(b) — to a person authorised under subclause (3); and~~
 - ~~(c) — within 1 month after the occurrence of the alleged breach.~~
- ~~(3) — The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.~~

12. — Dealing with complaint

- ~~(1) — After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.~~
- ~~(2) — Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.~~
- ~~(3) — A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.~~
- ~~(4) — If the local government makes a finding that the alleged breach has occurred, the local government may —~~
 - ~~(a) — take no further action; or~~
 - ~~(b) — prepare and implement a plan to address the behaviour of the person to whom the complaint relates.~~
- ~~(5) — When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.~~
- ~~(6) — A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —~~
 - ~~(a) — engage in mediation;~~
 - ~~(b) — undertake counselling;~~

~~(c) — undertake training;~~

~~(d) — take other action the local government considers appropriate.~~

~~(7) — If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —~~

~~(a) — its finding and the reasons for its finding; and~~

~~(b) — if its finding is that the alleged breach has occurred — its decision under subclause (4).~~

13. — Dismissal of complaint

~~(1) — The local government must dismiss a complaint if it is satisfied that —~~

~~(a) — the behaviour to which the complaint relates occurred at a council or committee meeting; and~~

~~(b) — either —~~

~~(i) — the behaviour was dealt with by the person presiding at the meeting; or~~

~~(ii) — the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.~~

~~(2) — If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.~~

14. — Withdrawal of complaint

~~(1) — A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.~~

~~(2) — The withdrawal of a complaint must be —~~

~~(a) — in writing; and~~

~~(b) — given to a person authorised under clause 11(3).~~

15. — Other provisions about complaints

~~(1) — A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.~~

~~(2) — The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.~~

Division 4 — Rules of conduct

Notes for this Division:

~~1. — Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.~~

~~2. — A minor breach is dealt with by a standards panel under section 5.110 of the Act.~~

16. — Overview of Division

~~(1) — This Division sets out rules of conduct for council members and candidates.~~

~~(2) — A reference in this Division to a council member includes a council member when acting as a committee member.~~

17. — Misuse of local government resources

~~(1) — In this clause —~~

~~**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;~~

~~**resources** of a local government includes—~~

~~(a) local government property; and~~

~~(b) services provided, or paid for, by a local government.~~

~~(2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.~~

18. Securing personal advantage or disadvantaging others

~~(1) A council member must not make improper use of their office—~~

~~(a) to gain, directly or indirectly, an advantage for the council member or any other person; or~~

~~(b) to cause detriment to the local government or any other person.~~

~~(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.~~

19. Prohibition against involvement in administration

~~(1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.~~

~~(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.~~

20. Relationship with local government employees

~~(1) In this clause—~~

~~**local government employee** means a person—~~

~~(a) employed by a local government under section 5.36(1) of the Act; or~~

~~(b) engaged by a local government under a contract for services.~~

~~(2) A council member or candidate must not—~~

~~(a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or~~

~~(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or~~

~~(c) act in an abusive or threatening manner towards a local government employee.~~

~~(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.~~

~~(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means—~~

~~(a) make a statement that a local government employee is incompetent or dishonest; or~~

~~(b) use an offensive or objectionable expression when referring to a local government employee.~~

~~(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.~~

21. — Disclosure of information

(1) — In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
document includes a part of a document;
non-confidential document means a document that is not a confidential document.

(2) — A council member must not disclose information that the council member —

(a) — derived from a confidential document; or
(b) — acquired at a closed meeting other than information derived from a non-confidential document.

(3) — Subclause (2) does not prevent a council member from disclosing information —

(a) — at a closed meeting; or
(b) — to the extent specified by the council and subject to such other conditions as the council determines; or
(c) — that is already in the public domain; or
(d) — to an officer of the Department; or
(e) — to the Minister; or
(f) — to a legal practitioner for the purpose of obtaining legal advice; or
(g) — if the disclosure is required or permitted by law.

22. — Disclosure of interests

(1) — In this clause —

interest —

(a) — means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
(b) — includes an interest arising from kinship, friendship or membership of an association.

(2) — A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

(a) — in a written notice given to the CEO before the meeting; or
(b) — at the meeting immediately before the matter is discussed.

(3) — Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) — Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —

(a) — that they had an interest in the matter; or
(b) — that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

(5) — If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —

(a) — before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
(b) — at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

(6) — Subclause (7) applies in relation to an interest if —

(a) — under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

~~(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.~~

~~(7) The nature of the interest must be recorded in the minutes of the meeting.~~

~~23. Compliance with plan requirement~~

~~If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.~~

3.2 **DELETED ECONOMIC DEVELOPMENT INCENTIVES - BUILDING & PLANNING FEES & RATES**

Policy 3.2 was deleted on 17 November 2020

3.3 COUNCILLOR INDUCTION & TRAINING

Adopted or Reviewed by Council:	17/11/15 17/11/20	Council Minute Reference:	183/15 156/20
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Reviewer: Chief Executive Officer/[Manager Governance and Administration](#)

Local Law:

Procedure: Councillor Induction Manual

Delegation:

OBJECTIVE

To ensure that elected Council members have sufficient opportunity to be conversant with their legal responsibilities and local government practices and procedures, by [undergoing an induction at commencement of their term.](#) ~~putting forward a training schedule each year.~~

POLICY

Induction

All elected Council members shall, following their swearing in, be given an induction session by the CEO to acquaint themselves with the operations of the Shire of Kojonup and local government in general.

Training

Elected Council members are required to complete the following training [in the first year of their term](#):

1. Understanding Local Government;
2. Conflicts of Interest;
3. Serving on Council;
4. Meeting Procedures;
5. Understanding Financial Reports and Budgeting; and
6. CEO Performance Appraisal

Attendance is encouraged at seminars, workshops or conferences that are applicable to local government and which will also provide improved knowledge, business practices and procedures for the benefit of the Shire of Kojonup [– see Policy 3.28 – Councillors Continued Professional Development.](#)

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.~~

3.4 ****DELETED** SHIRE BOUNDARY CHANGES**

Policy 3.4 was deleted on 14 November 2017.

3.5 **USE OF COUNCIL CHAMBERS & RECEPTION LOUNGE**

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure the Council Chambers are recognised and utilised specifically for local government related activities, and to establish a protocol of use.

POLICY

The Council Chambers are to be used for local government meeting purposes only, except where otherwise approved by the Chief Executive Officer or the Shire President.

Any requests for usage of the Council Chambers not conforming to this policy are to be referred to the CEO.

The Council Reception Lounge is available for restricted Community use in accordance with the adopted fees and charges, whereby either a Councillor or Staff member is in attendance or by a community group approved by the CEO.

The Council Chambers and Reception Lounge may be used as a Local Emergency Management Centre.

3.6 CERTIFICATES OF APPRECIATION

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
	16/11/21		135/21
Reviewer:	Chief Executive Officer/ all personnel Managers		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To recognise contributions and achievements from Staff, local residents and organisations.

POLICY

To recognise valuable contributions to the community and the good governance of the district, the Council may award Appreciation Certificates, with eligibility guidelines being:

1. Community Organisations/Individuals
2. Following receipt of a written submission containing detailed information on the nominee whether the nominee be from a recreational club, service club or community organisation;
3. Employee
4. Continuous periods of 5 years, 10 years, 15 years, 20 years, 25 years, 30 years or over to be based upon anniversary date; and
5. Others
6. As determined by Council from time to time
7. As determined by the Chief Executive Officer from time to time.

PROCEDURE

Community Organisation/Individual

- Ideally, presented at a formal meeting of Council or, alternatively, at a Community/Volunteer Recognition BBQ held either March/April annually.

Employee

- In respect of Council Employees, subject to the approval of the recipient, certificates will generally be presented at a formal meeting of Council (family members may attend).

3.7 PRESENTATIONS – RETIRING COUNCILLORS

Adopted or Reviewed by Council: 14/11/17 **Council Minute Reference:** 151/16

Reviewer: Chief Executive Officer/[Manager Governance and Administration](#)

Local Law:

Procedure:

Delegation:

OBJECTIVE

To ensure a policy exists which clarifies presentations by Council to retiring Councillors.

POLICY

Upon resignation or retirement as a Councillor, the Shire may, provided the Councillor has served at least one full 4 year term of office and as a token of appreciation for the years of service, provide one or both of the following:

1. A gift (or money/gift card) valued at up to a maximum of \$200; and/or
2. A presentation made at an appropriate function approved by the Shire President.

Note:

When reviewing the policy, reference should also be made to r. 34AC. of the Local Government (Administration) Regulations 1996 which sets the four year minimum referenced above and also sets a maximum gift value of \$100 per year to a permissible total of \$1,000.

3.8 COMMON SEAL

Adopted or Reviewed by Council: 17/11/15 Council Minute Reference: 183/15

Reviewer: Chief Executive Officer/[Manager Governance and Administration](#)

Local Law:

Procedure:

Delegation:

OBJECTIVE

To clearly define who is authorised to affix the Common Seal, and in what circumstances and to provide a standard sealing clause.

POLICY

That the President and Chief Executive Officer be authorised to use the Shire of Kojonup's Common Seal when and as required to comply with contractual and legal obligations and that the wording be as follows:

*"The Common Seal of the Shire of Kojonup was hereunto affixed in the presence of:
Chief Executive Officer _____
Date _____
Shire President _____
Date _____"*

The guidelines for use of the Common Seal are as follows:

1. The [Manager Governance and Administration](#) ~~CEO~~ is to have charge of the Shire of Kojonup's Common Seal, and is responsible for the safe custody and proper use of it;
2. The Common Seal of the Shire of Kojonup is to be affixed to any local law, which is made by Council;
3. The [Manager Governance and Administration](#) ~~CEO~~ is to record in a register each date on which the Common Seal is affixed to a document, the nature of the document, and the parties to any agreement to which the Common Seal is affixed; and
4. For use in legal and contractual forms, as deemed appropriate or required by law.

3.9 FLYING OF FLAGS

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date amended:	19/11/19		156/19
	16/11/21		135/21
Reviewer:	Chief Executive Officer / Manager Governance and Administration / Customer Service Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure that a consistent policy is applied to requests for flying of legitimate and recognised flags.

POLICY

The Australian, State and Aboriginal flags are to be flown at The Kodja Place on a permanent basis. The Australian, Aboriginal and Shire of Kojonup flags are to be flown at the Council administration offices.

When requests are received for the flying of other flags on Council's flagpoles, the Western Australian state flag be substituted unless protocol (as described below) dictates otherwise.

Note: Many protocols exist for the flying of flags. The following is an excerpt from the booklet 'Australian flags' – Part 2: The protocols for the appropriate use and the flying of the flag. Refer to www.itsanhonour.gov.au for more information.

"Flying and handling

When flown in Australia or on Australian territory the Australian National Flag takes precedence over all other flags with the exception of the United Nations Flag on United Nations Day (refer to page 35). See the order of precedence (page 25) when flying the Australian National Flag in company with other flags.

The flag should not be flown in a position inferior to that of any other flag or ensign. The superior position is based on the formation of the flagpoles in the set, not the height of the flag on the flagpole."

"Order of Precedence

The Australian National Flag takes precedence in Australia over all other flags when it is flown in company with other flags. Thereafter when flown in the community the order of precedence of flags is:

- 1: National Flag of other nations*
- 2: State and Territory Flags*
- 3: Other flags prescribed by the Flags Act 1953 including:*
 - > the Australian Aboriginal Flag and the Torres Strait Islander Flag in either order; and*
 - > the Defence ensigns which should be flown in the following order:*
 - the Australian Defence Force Ensign*
 - the Australian White Ensign*
 - the Royal Australian Air Force Ensign.*
- 4: Ensigns and pennants – local government; Commonwealth, state and territory agencies; non-government organisations.*

The order of precedence may be varied in the following circumstances:

- > On military occasions or establishments, the Australian National Flag may be followed in the order of precedence by the prescribed Defence ensigns and military pennants ahead of other flags, ensigns and pennants.*

> On Commonwealth occasions and Aboriginal or Torres Strait Island occasions for their peoples, the Australian Aboriginal Flag or the Torres Strait Islander Flag may follow the Australian National Flag ahead of other flags prescribed under the Flags Act 1953, state and territory flags and other ensigns and pennants.”...

“In the absence of a flag or flags higher in the order, a flag shall follow the flag being flown that is higher in the order. The order of precedence does not require that a flag listed in the order must be flown in company with other flags in the order”.

Other:

1. Flags will be flown at half-mast during a funeral held in Kojonup.
2. Directives from government departments are in addition to the above policy and will be complied with.

3.10 COUNCILLORS FEES & REIMBURSEMENTS

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer/[Manager Governance and Administration/Manager Financial and Corporate Services](#)

Local Law:

Procedure:

Delegation:

OBJECTIVE

To define elected member fees and allowances as determined by the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and the *Salaries and Allowances Act 1975*.

To encourage elected members' use of Council vehicles, where possible, for Council business.

POLICY

Fees and Allowances

Elected member fees and allowances are set annually by the Salaries and Allowances Tribunal and are to be set at 75%, determined by the allocated band, of the maximum level permitted under the *Local Government Act 1995* and *Salaries and Allowances Act 1975*.

The Information and Communication Technology allowance be set at \$3,000 or 75% of the maximum level permitted, whichever is the greater.

Reimbursement of Expenses

Conferences

Council will pay for reasonable expenses incurred (including out of pocket expenses) in relation to nomination, travel and accommodation of any Councillor that is authorised by Council to attend a conference relating to Council Business. The President and Chief Executive Officer of the Shire shall approve the amount of expenses to be incurred.

Travel

Council will reimburse Councillors' travelling expenses when attending Council Meetings, Committee Meetings, Advisory Committees and Council authorised meetings. Travel with the Shire President or Council Officer is encouraged where this is convenient and effective. If this is not convenient or effective, a Councillor may claim the appropriate mileage allowance. Reimbursement will be at the current rate per kilometre in the Local Government Industry Award on presentation of a completed log book.

Out of Pocket Expenses

Reasonable out of pocket expenses will be reimbursed on presentation of a receipt to the Manager ~~of Corporate and~~ Financial ~~and Corporate~~ Services.

Administration

1. Councillors attending official Council meetings as an observer authorised by the Presiding Member or the Council in general will be entitled to travel reimbursement.
2. Councillors attending Council related meetings in a private capacity are not entitled to travel reimbursement.
3. Councillors may elect not to receive meeting fees and other allowances.
4. Councillor fees and allowances shall be paid on a quarterly basis, in arrears.
5. Payment of travel reimbursements and out of pocket expenses shall be made on application to the Manager ~~of Corporate and~~ Financial ~~and Corporate~~ Services.

6. Only one amount can be claimed for annual attendance fees i.e.; two positions cannot be added so as to get a higher figure.

3.11 ** MOVED TO POLICY 2.3.7 **

3.12 COUNCIL ADVISORY COMMITTEES

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer/[Manager Governance and Administration](#)

Local Law: Local Government (Council Meetings) Local Law 2020

Procedure:

Delegation:

OBJECTIVE

The Shire of Kojonup appreciates the service provided by members of Council Committees. In providing these services, however, a standard of professional behaviour must be demonstrated that maintains and promotes confidence and trust in the work of Council.

Advisory Committees are appointed to provide input and overview to Council on a specific topic either to a term of reference or on an ongoing basis.

Advisory Committees:

1. Advise Council on current and emerging issues;
2. Promote the awareness of a specific topic within Council and the community;
3. Provide a process for input into the planning and provision of services and facilities; and
4. Provide a process for feedback from community to Council.

This policy provides guidelines for consistent practice in the way Advisory Committees are formed and operate.

POLICY

Legal Environment

In accordance with s. 5.8 of the *Local Government Act 1995*, the Council may convene a Committee of three or more persons for the purpose of assisting the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

A Committee shall operate in accordance with the relevant requirements of:

1. *Local Government Act 1995*, Part 5, Division 2;
2. Local Government (Administration) Regulations 1996;
3. Shire of Kojonup Policy 3.19 Code of Conduct; and
4. Local Government (Council Meetings) Local Law 2020 ; and
5. This policy.

A committee member ceases to be a member of a committee if the member has been absent from three consecutive meetings of the committee without having been given a leave of absence.

Resources

The Chief Executive Officer will appoint a responsible officer for ensuring that a committee is provided with appropriate administrative support and professional advice. Committee members shall ensure that matters regarding the operation of a committee are referred, in the first instance, to the responsible officer.

Shire resources can only be used for Shire purposes if the CEO has given specific approval. Shire resources include:

1. Materials;
2. Equipment;
3. Facilities;

4. Vehicles;
5. Documents;
6. Staff time; and
7. Records, Data and Information.

Advisory committees cannot commit Council resources.

Recommendations to Council

Unless a specific Delegation of Statutory Authority has been established in accordance with s. 5.16 of the *Local Government Act 1995*, the decision making of a committee of Council is limited to providing recommendations for Council's consideration. The recommendations of advisory committees can assist Council in making informed decisions on complex matters.

Recommendations to Council shall be strategic in nature and reflect the role of the Council; that is, they shall not be of an administrative nature.

Conduct of Committee Members

Committee members are responsible for their own good conduct when providing services to Council and to the community. They are to know and understand the standards set out in this policy and in the Council's Code of Conduct. All relevant laws must also be obeyed. Any breaches of the Council's Code of Conduct will result in loss of membership to the committee.

Representing the Council on an advisory committee is an important responsibility and each member is to sign a declaration, as attached. Community members are unable to serve on Council committees if they have not signed the declaration.

When representing or providing services to the Council, committee members should, at all times, be courteous towards the public, Councillors, Council Staff and other committee members so as not to bring Council into disrepute.

All public comments and media statements representing the Shire of Kojonup or its committees must first be approved by the Shire President or the Chief Executive Officer.

Meetings

No Council Advisory Committee shall call a meeting without first obtaining written permission of the CEO detailing the purpose of the meeting. Approval will determine the following:

1. Who chairs the meeting;
2. The format of the meeting; and
3. Whether recommendations for consideration will be accepted.

Each committee of Council must ensure that full and accurate minutes of the proceedings of its meetings are kept in accordance with Local Government (Administration) Regulations 1996 r. 11. Minutes of Committee meetings shall be referred to the next available ordinary Council meeting, where appropriate.

Safety

Council is responsible for providing a safe work environment and gives priority to the health, safety and welfare of Council officials and committee members. Committee members should protect their safety and that of others in the work environment and public areas. All safety concerns should be reported immediately to Council staff.

No member shall take part in activities or attend meetings of a Council committee while under the influence of alcohol or other drugs which could impair abilities or cause danger to themselves or others.

Disclosure of Interest

A member of a Council Advisory Committee who has a pecuniary or financial interest in any matter with which the Committee is concerned and who is present at a meeting of the Committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

The member declaring an interest must not be present at, or in sight of, the meeting of the committee:

1. At any time during which the matter is being considered or discussed by the Committee; or
2. At any time during which the Committee is voting on any question in relation to the matter.



DECLARATION BY ADVISORY COMMITTEE MEMBER

Declaration by Advisory Committee Member

I,

of _____¹

,
having been elected to the ²_____ Advisory
Committee of the Shire of Kojonup, declare that I take the office upon myself and will duly, faithfully,
honestly, and with integrity, fulfil the duties of the Advisory Committee for the people in the district
according to the best of my judgement and ability, and will observe the Shire of Kojonup's Policies
3.12 Council Advisory Committees and 2.24 Code of Conduct

Signed: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____

¹ Insert your residential address.

² Insert Name of Advisory Committee

3.13 PUBLIC QUESTION TIME

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer/[Manager Governance and Administration](#)

Local Law: Local Government (Council Meetings) Local Law 2020

Procedure:

Delegation:

OBJECTIVE

The Shire of Kojonup provides the public with the opportunity to raise questions (as per s. 5.24 of the *Local Government Act 1995*), or to make a brief statement on issues of concern at all Ordinary Meetings and Standing Committee Meetings of Council. The purpose of this policy is to ensure that the Public Question Time during these meetings is conducted with respect, discretion and morality.

POLICY

The *Local Government Act 1995* requires that a minimum of 15 minutes is to be provided at the beginning of the meeting for question time (where members of the public wish to ask questions). Question time is the first item on the agenda and the following procedures apply:

1. Council encourages input from its residents but will not debate any issue with those in attendance at meetings;
2. Questions should be directed to the Shire President (or Chairman at Committee Meetings). Where appropriate, the President may ask another Councillor or Officer to respond if necessary. If the answer is not known and requires further investigation, a written response will be provided at a later date;
3. The President (or Chairman) has the right to determine any address, question or statement made by a member of the public to be out of order if it is considered to be:
 - i. A personal attack or adverse reflection on the integrity of Councillors or Staff; or
 - ii. Inappropriate behaviour and use of public question time.Such behaviour will not be permitted or tolerated;
4. Prevention of Disturbance:
 - a. Any member of the public addressing Council or a Council committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the person presiding whenever called upon to do so; and
 - b. No person observing a meeting is to create a disturbance at a meeting by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
5. Taped recording of meetings is not permitted.
6. Copies of the Council's Public Question Time Policy are to be distributed at Council/Committee Meetings where members of the public are in attendance.

3.14 LATE AGENDA ITEMS – COUNCIL MEETINGS

Adopted or Reviewed by Council: 15/11/16 **Council Minute Reference:** 151/16

Reviewer: Chief Executive Officer/[Manager Governance and Administration](#)

Local Law: Local Government (Council Meetings) Local Law 2020

Procedure:

Delegation:

OBJECTIVE

To ensure that the decision-making process enables all issues to be properly considered in a professional and timely manner.

POLICY

1. The submission of late items to a Council meeting is only permitted with the prior permission of the Chief Executive Officer or the Presiding Member.
2. Late items must be in the approved report format including all relevant information and where possible late items are to be e-mailed to all elected members and loaded onto Docs-on-Tap.
3. Under the section of the Agenda titled “*NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING*” the meeting of the Council is to decide by a properly recorded vote whether to accept the late report before proceeding.

3.15 CITIZENSHIP CEREMONIES

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
	19/02/19		10/19

Reviewer: Chief Executive Officer/[Manager Governance and Administration](#)

Local Law:

Procedure:

Delegation:

OBJECTIVE

Ensure that people receiving the Certificate of Australian Citizenship be given a ceremony of their choice, as per the options below.

POLICY

Candidates for Australian Citizenship will be given the opportunity to choose from the following options for their ceremony:

1. A private ceremony with the President or, in the President's absence, [the Deputy President or, in the Deputy President's absence](#), the CEO;
2. A formal ceremony ~~within three months of receipt of a conferral list from the Department of Home Affairs and~~ during an Ordinary Council Meeting ~~meeting in May or December~~; or
3. ~~Where possible, citizenship certificates be held over to celebrate a special Citizenship Ceremony on Australia Day.~~

In the interests of building community relations, citizenship ceremonies conducted by the Shire of Kojonup provide for the attendance of any family or supporting friends and for the attendance of all Councillors provided each applicant is consulted beforehand and approves.

PROCEDURES – CEREMONIES

People receiving the Certificate of Australian Citizenship will receive a gift up to the value of \$50 (subject to the discretion of the Shire President), such as:

1. Native Plant;
2. Souvenir relative to Kojonup;
3. Commemorative item; or
4. Item relative to Adult/Youth/Child.

Citizenship ceremonies are to be held in accordance with the Australian Citizenship Ceremonies Code. ~~Designated dates for citizenship ceremonies are:~~

~~Australia Day (26 January)~~

~~Australian Citizenship Day (17 September)~~

~~Council meeting days in May and December annually.~~

3.16 COMMUNITY CONSULTATION CHARTER

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
	19/11/19		156/19
	16/11/21		135/21

Reviewer: Chief Executive Officer/[Project Manager and Community Services](#)
Local Law:
Procedure:
Delegation:

OBJECTIVE

The following Community Consultation Charter be adopted as Council's policy for consulting and communicating with the community.

POLICY

THE SHIRE OF KOJONUP'S COMMITMENT

The Community Consultation Charter reflects Council's commitment to open and effective consultation and communication with the community when progressing the aspirations contained within the Community Strategic Plan 'SMART Possibilities' 2027+ and effective decision making.

OUR VISION

Kojonup is a **smart** region featuring a technologically advanced **agricultural** community, an educational and historical **destination** and a healthy and enviable **lifestyle**.

OUR GUIDING VALUES

Integrity

We will act in an honest, professional and accountable manner that maintains the community trust.

Care and Respect for People

We will treat people with respect in all of our interactions. We are committed to the safety and wellbeing of our community and employees and will show care and empathy when addressing issues.

Responsible

We are mindful of our role as custodian of the community's assets, and will make decisions in a responsible manner. We will consider value for money in decision making and ensure that our operations and systems promote efficiency and good governance.

Open and Reliable

We will carry out our business in a transparent and approachable way, respecting diverse views and valuing the input and contributions from the community. We will act consistently and communicate clearly.

WHY WE CONSULT AND HOW WE COMMUNICATE

Division 2 of the *Local Government Act 1995* stipulates the requirements for holding and conducting Council Meetings, Committee Meetings and Elector Meetings. In addition to these statutory requirements, the Shire of Kojonup establishes Advisory Committees and Work Groups, such as the

Kojonup Spring Advisory Committee and Sporting Precinct Advisory Committee, allowing community members an opportunity to contribute positively to the things that are important to them and to the decisions and outcomes that impact on their lives. It also assists the Council to make good decisions on behalf of the community.

FORMAL ADVISORY COMMITTEES:

Established under the *Local Government Act 1995 (Act)*, these Committees are an immediate extension of the Council; for example:

- Audit and Risk Committee;
- Bush Fire Advisory Committee;
- Kojonup Natural Resource Management Advisory Committee.

Each meeting shall be called, conducted and recorded in accordance with the *Local Government Act 1995* (i.e.; local public notice of meetings, Standing Orders Local Law, formal minutes, etc.). Minutes of these meetings will be presented to the Council and all recommendations considered through a written report.

OTHER SHIRE COMMITTEES:

These Committees are less formal groups established by the Council; for example:

- Sporting Precinct Advisory Committee; and
- Kojonup Spring Advisory Committee.

While they play an equally important advisory role to the Council's decision-making process, they are not established in accordance with Section 5.8 of the *Act* and are deliberately less formal than the Advisory Committees to better reflect the subject matter concerned, or are established under another Act such as the *Bush Fire Act 1954*. Minutes of these meetings will be presented to the Council to ensure information flow.

DELEGATES TO OTHER LOCAL & REGIONAL ORGANISATIONS:

This category lists the outside organisations that the Shire is either a member of and, therefore, needs representatives to attend meetings or is invited to have a delegate to represent the Shire:

- Great Southern Zone of WA Local Government Assoc.;
- Southern Link VROC (Voluntary Regional Organisation of Councils);
- Great Southern Joint Development Assessment Panel;
- Great Southern Regional Road Group;
- Kojonup Homes for the Aged Committee;
- Great Southern Recreation Advisory Group;
- Great Southern Treasures; and
- Kojonup Historical Society Inc.

Council, via elected members, is charged with the responsibility to make many decisions on behalf of, and that impact on, the community and to deliver a wide range of infrastructure and community services. Council endeavour to fulfil these responsibilities in an effective and efficient manner, while

providing as much opportunity for the community to contribute through consultative processes as possible and where appropriate. Council will continue to strive to get this balance right.

The Chief Executive Officer is charged with the responsibility of ensuring that Council receives qualified advice and the following declaration is included in each Council agenda:

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

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

The Shire of Kojonup website contains:

- Council, Elector and formal Committee Agendas, Minutes, and Discussion Papers;
- Integrated Planning & Reporting Documents such as the Shire's:
 - Community Strategic Plan;
 - Corporate Business Plan;
 - Annual Budget, Fees and Charges Register;
 - Long Term Financial Plan;
 - Asset Management Plan; and
 - Workforce Plan;
- Risk Management Plan;
- Business Continuity Plan;
- Capital Evaluation Framework;
- Plant & Equipment 10 year Replacement Program;
- 10 year Footpath Replacement Program;
- 10 year Roads Program;
- Concept plans.
- Briefing Session agendas and notes of discussions held.

Council also publishes the Shire of Kojonup E-News every fortnight.

WHEN WE WILL CONSULT

The decision to undertake community consultation will only be made where there are a number of possible options or directions that could be taken by Council and Council has the flexibility/ability to consider same within statutory, budgetary and other limitations.

The Shire of Kojonup (Staff and Councillors) will consider the need for, and type of, consultation required for each situation where Council is required to make an important decision about a matter that is likely to have a significant impact on the lives, homes or localities of residents, businesses, groups and organisations.

This assessment will be made in the context of the scale, importance, likelihood and expected onset of impact of the decision being made or action being taken by Council and the expected level of community interest and concern. It will also be made in the context of the level of risk or security.

THE CONSULTATION & COMMUNICATION PROCESS

Each specific community consultation process may be undertaken in a slightly different way, reflecting the differing nature of the issue at hand. However, all community consultation undertaken by the Shire will be carried out in accordance with this Charter. Clearly, in effectively consulting the community, many diverse and different views, opinions and preferences will be conveyed to Council. We will not always be able to reconcile these differences, nor make decisions or take actions that align with everyone's viewpoint.

The important thing, we believe, is that everyone in Kojonup has an open, accessible and equal opportunity to 'have a say' on important issues that impact their lives and an explanation of Council's position in relation to that matter.

In many cases, Council is required by legislation to carry out community consultation in a very specific manner; for example, when selling Council land or in processing planning permit applications. This legislative requirement may either set a minimum standard/method of consultation or an exact standard/method of consultation.

Council is committed to:

- (a) All community consultation and communication being undertaken in a manner that is consistent with our guiding values and it is expected that all parties to a community consultation process, including community members, would behave in a way consistent with these values;
- (b) Working with established networks, groups and forums of active community members, while respecting that all community members have a right to contribute to consultation and decision-making processes, irrespective of whether they are part of an established forum or interest group;
- (c) Effective two-way communication to ensure that Council has qualitative and quantitative information available in a timely manner to make informed decisions aligned to the Community Strategic Plan;
- (d) Respecting that not everyone in the community has a civic interest and wishes to participate in consultative engagements; and
- (e) Meeting our obligations under the *Information Privacy Act 2000* and *Public Disclosures Act 2003*, regarding the handling of all personal information.

Based on all of these inputs, including a range of community views, opinions and preferences, Council will make a decision or take a course of action that it believes best serves the interests of the Kojonup community.

CUSTOMER FEEDBACK

To gauge our performance in relation to our consultation and communication commitments, Council encourages responses from our customers, whether they be complaints, compliments or comments noting that Community Engagement Surveys are required to be conducted every two years, the Corporate Strategic Plan is reviewed every four years, Integrated Planning documents (including Council Policies) are reviewed annually and opportunity exists for community members to make submissions or participate in 'Public Question Time' at the commencement of Ordinary Council Meetings or to make presentations at Briefing Sessions.

The Community Consultation & Communication Charter is intended as a collaboration between the Council and the community it serves. Therefore, if there is something that you feel unhappy about, please utilise our simple feedback process.

Please give us the opportunity to improve our service to you. Comments, suggestions and compliments all provide an effective means by which to assess the existing service you receive.

Copies of our Complaints and Compliments Form can be downloaded from our website www.kojonup.wa.gov.au or obtained from one of our Customer Service Officers.

If we can help, please contact us:

In Person: Administration Centre
93-95 Albany Highway
KOJONUP WA 6395

By Mail: PO Box 163
KOJONUP WA 6395

By Telephone: 08 9831 2400/08 9831 1566

By Email: council@kojonup.wa.gov.au

3.17 CUSTOMER SERVICE CHARTER

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19

Reviewer: Chief Executive Officer/[Manager Governance and Administration/Customer Service Officer](#)
Local Law:
Procedure:
Delegation:

OBJECTIVE

The following Customer Service Charter is Council's policy for interacting and liaising with the community.

POLICY

The Shire of Kojonup's commitment to you

Our Customer Service Charter reflects our commitment to the quality of the service which we provide to you.

The Shire of Kojonup has a large number of transactions with our community each month including approximately 350 licensing transactions, emptying of 2000 rubbish/recycle bins, receipt of 210 pieces of incoming correspondence and 2,800 swimmers through the Pool. When there is an issue with this level of service, this Customer Service Charter outlines how we will deal with such issues.

Our Vision

Kojonup is a smart region featuring a technologically advanced agricultural community, an educational and historical destination and a healthy and enviable lifestyle.

Our customers include:

1. Residents, ratepayers, business proprietors, community sporting and recreation clubs, and associations;
2. Visitors to the Shire of Kojonup;
3. Employees; and
4. Government departments and non-government agencies and organisations.

We will achieve our commitment to you by:

1. Progressively reviewing and improving forms, systems and procedures from a customer's perspective;
2. Conducting regular customer service Employee training programs;
3. Incorporating customer service improvements into all Business Plans;
4. Making the development of positive customer service attitudes part of the annual performance review program for all Employees;
5. Progressively improving access to our services to people with disabilities and people from culturally and linguistically diverse backgrounds;
6. Making information available in alternative formats for people with specific requirements;
7. Improving access to Council information by utilising a wide range of media types; and
8. Ensuring all complaints are dealt with fairly, quickly and equitably.

You can assist us by:

1. Providing accurate and complete details, such as distances or road names, when contacting us with any queries or requests for assistance.
2. Contacting us to make an appointment if you have a complex enquiry or need to see a specific officer.
3. Contacting the officer nominated on correspondence sent to you and quoting the reference number of the letter.
4. Treating Employees with the same courtesy and respect given to you.
5. Acknowledging that the Shire may not have the authority to deal with your request/complaint and that you may need to refer it to another agency/organisation.

Service Standards (in general)

We will advise you of the progress of your request at least every 15 working days, until the matter is resolved.

Service Standards (in person)

We will:

1. Promptly attend to you at all times in a professional, polite and attentive manner;
2. Listen attentively in order to understand your needs;
3. Aim to attend and complete your request at the time of your visit;
4. When enquiries of a technical or specialist nature are made at the Customer Service Centre, ensure that the appropriate Employee is called, if available, or that contact is made within 24 hours to arrange an appointment;
5. Ensure all Employees who have face-to-face contact with customers wear a name badge for ease of communication; and
6. Always be appropriately dressed and wear name badges.

Service Standards (on the telephone)

We will:

1. Promptly answer all telephone calls during working hours (by a human and not a machine);
2. Introduce ourselves over the phone by name and provide a direct contact number for future communications when necessary;
3. Reply to telephone enquiries on the same day or the next working day, as appropriate;
4. Take personal responsibility for your enquiry to reduce the transfer of calls and inform you of any delays if you are 'on hold';
5. Provide a 24-hour after hours telephone service for emergency calls; and
6. Promote direct dial telephone numbers in all correspondence.

Service Standards (in writing including emails)

We will:

1. Acknowledge your written request within 10 working days of receipt;
2. Whenever possible provide a completion date when requests require in-depth research which will take longer than 10 working days;
3. Write to you in clear, concise language that is easily understood; and
4. Send out standard information within 24 hours of the request being received.

Customer Feedback

To gauge our performance in relation to our service commitments, the Council encourages responses from our customers, whether they be complaints or compliments.

This Service Charter is intended as collaboration between the Council and the community it serves. Therefore, if there is something that you feel unhappy about, please utilise our simple feedback process. Please give us the opportunity to improve our service to you. Comments, suggestions and compliments all provide an effective means by which to assess the existing service you receive.

Copies of our Complaints and Compliments Form can be downloaded from our website www.kojonup.wa.gov.au or obtained from one of our Customer Service Officers.

If we can help please contact us:

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KOJONUP WA 6395

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By Email: council@kojonup.wa.gov.au

3.18 ELECTED MEMBERS – INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

Adopted or Reviewed by Council:	18/4/2017	Council Minute Reference:	54/17
Reviewer:	Chief Executive Officer Manager Corporate and Financial Services		
Local Law:			
Procedure:	"Getting Started" instructions for Councillors available		
Delegation:			

OBJECTIVE

The purpose of this policy is to define the ICT device requirements for elected members and to clarify the provision and ownership of such.

POLICY

Reference should also be made to Council Policy 3.10 – ‘Councillors Fees & Reimbursements’ which sets the level of Councillor allowances, including the ICT Allowance.

Shire of Kojonup ICT Environment

The Shire of Kojonup predominately utilises the application (app) ‘Docs-on-Tap’ for the dissemination of agendas, minutes and other Shire documents and information. ‘Docs-on-Tap’ is available on mobile devices that utilise the following platforms:

- iPad – iOS 6.0 Prerequisite
- Android
- Windows 10
- Windows 8
- Windows 7

In addition to the ‘Docs-on-Tap’ app, email is also utilised as a primary source of communication. Councillors will be issued with a Shire of Kojonup email address in the format of *cr.surname@kojonup.wa.gov.au* which is operated through Microsoft Exchange Server. In addition to accessing email through standard email apps, email can be accessed via <https://remote.kojonup.wa.gov.au/owa> by logging in using your user name (first part of email address) and password.

The following apps are suggested for use by elected members to assist in the performance of their role:

Type of App	Suggested	Other Products
Email	Microsoft Outlook	Mail (default iPad App)
Calendar / Diary	Microsoft Outlook	Calendar (default iPad App)
Word Processor	Word (by Microsoft)	Pages (by Apple) Docs (by Google)
Spreadsheets	Excel (by Microsoft)	Numbers (by Apple) Sheets (by Google)
Presentations	PowerPoint (by Microsoft)	Keynote (by Apple) Slides (by Google)

Type of App	Suggested	Other Products
Cloud Storage	OneDrive; Dropbox; or Google Drive	iCloud (Apple default)
Note Taking	OneNote (by Microsoft)	Evernote Keep (by Google)
Other	<ul style="list-style-type: none"> • MyScript Calculator – hand drawn calculator; • YouTube – thousands of free videos, including “how-to” videos; • TED – Educational Talks; • Borrowbox, Rb Digital and Kanopy – see library staff for more information. 	

1. Ownership & ICT Requirements

Elected Members of the Shire of Kojonup shall provide their ICT device, data and communication requirements to fulfil the requirements of the position and an ICT Allowance is provided to enable this to occur. It is suggested, as a minimum, that the following be utilised to enable an elected member to undertake their duties:

- Mobile telephone – The elected member’s mobile telephone number will be publicly advertised on the Shire website and some correspondence; and
- Mobile computing device – such as a tablet, laptop computer or iPad. This device will need to be compatible with the Shire email network and Docs-on-Tap application. Assistance is available from the Manager of Corporate and Financial and Corporate Services if required prior to purchase.

Pre-payment of an individual Councillor’s ICT Allowance of up to \$1,000 is available for the purchase or upgrade of either of the two (2) components above, if not already privately owned.

As all devices are purchased by the individual elected member, all ownership and maintenance of such devices remains with the individual, both during and after their term of office.

2. Data/Internet Access

Each mobile computing device *should* also utilise a data pack (sim card) to increase the mobility and effectiveness of the device. This data pack will be the responsibility of the individual elected member and the service provider and monthly package chosen is at their total discretion.

When Councillors are in Shire buildings, internet access will be provided by connecting to the Shire’s wireless network (Wi-Fi) where available. Access information (password etc.) will be provided upon request. To ensure the integrity of the Shire’s computer network, the password for the Wi-Fi must never be disclosed to another party.

3. Terms and Conditions

The following terms and conditions must be adhered to at all times:-

- The Shire’s Wi-Fi network must not be used to access any information, applications or videos that are deemed inappropriate by Council policies or the Chief Executive Officer (such as pornography etc.);
- A ‘Bring Your Own Device’ (BYOD) policy is currently being formulated by the Manager of Corporate and Financial Services. This policy will address issues such as virus protection, SPAM and security when utilising personally owned devices on the Shire network, including those of elected members covered by this policy; and
- Elected Members’ computing devices such as tablets, smart phones and laptops that access the Shire’s network shall be fitted with an access password to ensure security if the device is lost.

4. Reimbursement

Any applications (Apps) deemed by the Chief Executive Officer to be imperative for operations are to be funded from the ICT allowance.

5. Documents Relating to Council Use

All documents required for Council and Committee meetings, information bulletins and Council Corporate documents will be uploaded into the “Docs on Tap” App.

The agenda for all Council meetings is required to be available 72 hours prior to the meeting (*Local Government Act 1995* s. 5.5(1)). Councillors will receive an email in the week prior to the ordinary Council meeting advising that the agenda is available for viewing.

Councillors will be advised by email that new documents have been uploaded into Docs on Tap. It is the responsibility of the individual Councillor to ensure that they have read all information uploaded into the App. Any problems should be reported to the CEO immediately.

3.19 COMMERCIAL TRADERS – FACILITY HIRE

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer

Local Law:

Procedure:

Delegation:

OBJECTIVE

To ensure that commercial traders do not gain an unfair advantage over commercial businesses within the Shire of Kojonup, which have their own premises and are required to meet ongoing operational costs associated with business operations.

POLICY

That no Shire of Kojonup owned facilities be hired or made available to commercial traders that will be in direct competition with local business operators; however, this does not include local non-profit making organisations conducting prima facie commercial operations.

3.20 — MOTOR VEHICLE USE — SHIRE PRESIDENT

Adopted or Reviewed by Council: 21 March 2017

Council Minute Reference: 28/17

Reviewer: Chief Executive Officer

Local Law:

Procedure:

Delegation:

OBJECTIVE

The objective of this policy is to provide clear guidelines for the use of a Council motor vehicle by the Shire President.

POLICY

A fully maintained motor vehicle will be made available to the Shire President to enable the undertaking of official duties and activities associated with the position of the office of Shire President.

The motor vehicle will be made available to the Shire President for both Business Use and Restricted Private Use within the State of Western Australia, south of the 26th parallel. At the discretion of the Shire President, the vehicle may be used by other Councillors and Staff for business use.

The Council will be responsible for all running costs of the motor vehicle including, but not limited to, all registration, insurances, fuels and oils maintenance, and repair costs. Fuel for private use to be the responsibility of the Shire President.

The following general conditions are applicable to the use of a Council motor vehicle:

1. Smoking is strictly prohibited within Council motor vehicles at all times;
2. Any person that drives the motor vehicle is financially responsible for any fines and/or infringements received during operation of the motor vehicle;
3. The Shire of Kojonup will be financially responsible for the maintenance of the motor vehicle but it is the responsibility of the primary user to ensure that the motor vehicle has a sufficient amount of fuel, oil/lubricant, water, and tyre pressure; and
4. The motor vehicle will be equipped with a first aid kit and a fire extinguisher. It is the responsibility of the primary user to ensure that the first aid kit and the fire extinguisher is adequately stocked/changed at all times or replacement stock ordered through the Council's Works and Services Division when used/expired.

The Shire President shall comply with the following conditions with respect to the motor vehicle:

1. Advise the CEO when scheduled servicing of the motor vehicle is due;
2. Wash, clean, and vacuum the motor vehicle as often as required;
3. Drive the motor vehicle responsibly and legally, observing all road rules and traffic regulations;
4. Secure the motor vehicle when parked in public/private places;
5. Report any motor vehicle accident immediately to the Chief Executive Officer or other Senior Officer; and
6. Complete prestart log book weekly and hand into the administration office.

~~The primary user shall immediately advise the Chief Executive Officer if his/her driver's licence is suspended or cancelled.~~

~~The primary user shall immediately surrender the motor vehicle to the Shire upon cessation of position with the Council.~~

~~The position of Shire President shall, for the purposes of carrying out the functions of the office, be entitled to receive the provision of a fully maintained local government owned vehicle.~~

~~The vehicle provided to the President:~~

- ~~1. Is to be in lieu of travel/mileage claims otherwise claimable by the President for use of his/her personal vehicle;~~
- ~~2. Can be used for personal private purposes, not for any commercial purpose, but only on the basis that the cost of that private use is fully reimbursed by the President to the local government;~~
- ~~3. Will not occur at the reduction of the fees, allowances and reimbursements (other than the travel/mileage claims) otherwise ordinarily payable to the Shire President's position as approved by Council in accordance with the relevant provisions of the *Local Government Act 1995*; and~~
- ~~4. Will be administered in accordance with any related Management Practice to this Policy that the local government has in place.~~

~~The calculation of the private use component of the vehicle costs to be reimbursed to the local government by the President is to be determined as follows:~~

- ~~1. A logbook is to be kept of both official and private use of the vehicle, which shall be agreed with the President as being the basis upon which the costs of private use will be calculated and subsequently required to be paid by the President to the Shire;~~
- ~~2. On the basis that the predominant use of the vehicle will be for official purposes, only those vehicle costs of a "variable" nature directly affected by the additional private use will be used for determining the payment for private use to be made by the President. This includes fuel, vehicle servicing costs (and then only the additional servicing costs occasioned by the private use) and depreciation where it can be shown that the additional private use has negatively impacted on the trade value of the vehicle;~~
- ~~3. Fuel purchased for business (Shire) use of the vehicle be made by way of Shire issued fuel card; and~~
- ~~4. The Shire President's log book as presented to the Shire's Finance Department be presented to the Audit Committee at the May meeting each year for verification of official and private usage.~~

3.21 APPOINTMENT OF OFFICERS TO ACTING CEO

Adopted or Reviewed by	17/11/15	Council Minute	183/15
Council:	16/11/21	Reference:	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 appointed to the position of Acting CEO during their absence of leave.

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

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

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

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

3.22 ** MOVED TO POLICY 5.3 **

3.23 LEGAL REPRESENTATION COSTS INDEMNIFICATION

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Manager of Corporate and Financial Services Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

This policy is designed to protect the interests of Council members and Employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations Council may assist the individual in meeting reasonable expenses and liabilities incurred in relation to those proceedings.

POLICY

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good governance of the district.

1. The local government may provide financial assistance to Members and Employees in connection with the performance of their duties provided that the Member or Employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.
2. The local government may provide such assistance in the following types of legal proceedings
 - a. Proceedings brought by Members and Employees to enable them to carry out their local government functions (e.g.; where a Member or Employee seeks a restraining order against a person using threatening behaviour);
 - b. Proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
 - c. Statutory or other inquiries where representation of members or employees is justified.

4.3. The local government will not support any defamation actions seeking the payment of damages for individual Members or Employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or Employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest, then the service may be provided by other solicitors approved by the local government.

Applications for Financial Assistance:

1. The Council may:

- a. refuse;
 - b. grant; or
 - c. grant subject to conditions an application for payment of legal representation costs.
2. Decisions as to financial assistance under this policy are to be made by the Council.
3. A Member or Employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
4. An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
5. A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
6. Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under s. 5.42 of the *Local Government Act 1995*.
7. Where it is the CEO who is seeking urgent financial support for legal services, the Council shall deal with the application.
- 7.8. [The Council will not refuse a request for legal funding if the request is on reasonable grounds.](#)

Repayment of Assistance

Any amount recovered by a Member or Employee in proceedings, whether for costs or damages, will be offset against any moneys paid or payable by the Shire of Kojonup.

1. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Shire of Kojonup or otherwise in bad faith, or where information from the person is shown to have been false or misleading.
2. Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire of Kojonup may take action to recover any such moneys in a court of competent jurisdiction.

3.24 FRAUD, CORRUPTION AND MISCONDUCT PREVENTION POLICY

Adopted or Reviewed by Council:	19/11/19	Council Minute Reference:	152/19
Amended by Council:	16/11/21		
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	Public Interest Disclosure Fraud, Corruption and Misconduct Prevention Plan		
Delegation:			

BACKGROUND

This Fraud, Corruption and Misconduct Prevention Policy should be read in conjunction with Council Policies 3.1 - Code of Conduct and 2.3.5 – Risk Management and the Shire of Kojonup Public Interest Disclosure Procedure.

Sections 5.103 through to s. 5.125 of the *Local Government Act 1995* and Part 9 of the Local Government (Rules of Conduct) Regulations 2007 are relevant to this Policy.

A Public Officer or any other person may report to the Corruption and Crime Commission or the Public Sector Commission any matter they suspect on reasonable grounds may constitute serious or minor misconduct. Further information is available on the websites of these Commissions.

OBJECTIVE

To take a zero-tolerance approach to fraud, corruption and misconduct and to prevent, deter and detect incidents of fraud and corruption wherever possible. This will be strived for by raising the awareness of the risk of fraud, corruption and misconduct, taking necessary actions for its prevention (as per a Fraud, Corruption and Misconduct Prevention Plan), providing processes for the reporting and investigation of incidents, and protecting those who report suspected fraud or corruption incidents.

SCOPE

The management of fraud, corruption and misconduct is the collective responsibility of all persons associated with the Shire; that is:

- Council as the decision making body
- Councillors and Committee members as individuals
- Employees and volunteers
- Contractors, suppliers, consultants and/or service providers

DEFINITIONS

The Australian Standard on Fraud and Corruption Control AS 8001-2008 defines fraud as:

“Dishonest activity, causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal

benefit. The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' for the purposes of this standard."

The Australian Standard on Fraud and Corruption Control AS 8001-2008 defines corruption as:

"Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of 'corruption' within this standard can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity either directly or indirectly."

The *Corruption, Crime and Misconduct Act 2003* (Section 4) defines misconduct, for public officers, as follows:

Misconduct occurs if —

- (a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or
- (b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or
- (c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years' imprisonment; or
- (d) a public officer engages in conduct that —
 - (i) adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
 - (ii) constitutes or involves the performance of his or her functions in a manner that is not honest or impartial; or
 - (iii) constitutes or involves a breach of the trust placed in the public officer by reason of his or her office or employment as a public officer; or
 - (iv) involves the misuse of information or material that the public officer has acquired in connection with his or her functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person,

and constitutes or could constitute —

[(v) deleted]

- (vi) a disciplinary offence providing reasonable grounds for the termination of a person's office or employment as a public service officer under the *Public Sector Management Act 1994* (whether or not the public officer to whom the allegation relates is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).

To delineate, clauses (a), (b) and (c) above constitute serious misconduct and clause (d) constitutes minor misconduct (Public Sector Commission/Corruption and Crime Commission '*Notifying misconduct – A guide for Principal Officers of Notifying Authorities*').

The *Corruption, Crime and Misconduct Act 2003* defines public authority and public officer as:

public authority means —

- (a) a notifying authority; or
- (b) a body mentioned in Schedule V Part 3 to the *Constitution Acts Amendment Act 1899*; or
- (c) an authority, board, corporation, commission, council, committee, local government, regional local government, regional subsidiary or similar body established under a written law; or
- (d) a body that is the governing authority of a body referred to in paragraph (b) or (c); or
- (e) a contractor or subcontractor;

public officer has the meaning given by section 1 of *The Criminal Code*;

The Criminal Code, in relation to local government, defines ‘public officer’ as —

- (d) a member, officer or employee of any authority, board, corporation, commission, local government, council of a local government, council or committee or similar body established under a written law.

RESPONSIBILITY

Councillors

Collectively, Councillors are responsible for ensuring that Council, as the decision making body:

- promotes community awareness of Council's commitment to the prevention of fraud and corruption;
- provides for the prevention of fraud and corruption by way of budgetary provision for secure storage of assets;
- ensures that, where appropriate (if the Chief Executive Officer [CEO] is the perpetrator), proper investigations are conducted into allegations that involve fraud or corruption;
- ensures that the CEO is aware of his/her responsibilities in relation to fraud and corruption through the provision of appropriate and regular training; and
- promotes a culture and environment in which fraud and corruption is actively discouraged and is readily reported should it occur.

PREVENTION

Council recognises that the most effective way to prevent the occurrence of fraud and corruption is to promote an ethical environment fully supported and demonstrated by management and in which internal control mechanisms have been implemented. Council's fraud and corruption prevention strategies include the following elements:

- Codes of Conduct, one for Councillors and one for staff, that outline statements of values and detail unacceptable behaviour;
- Recognition from Management who adhere to, promote and maintain an ethical culture and actively promote such a culture;
- A program for communicating Council's Code of Conducts through regular dissemination of material;
- Ongoing training in the use of codes of behaviour and ethical standards; and
- Ensuring the CEO has developed a mechanism to report ethical complaints or concerns inside and outside the normal channels of communication.

3.25 CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Adopted or Reviewed by Council: 18/05/2021 **Council Minute Reference:** 53/21
Amended by Council:

Reviewer: Chief Executive Officer /
[Manager Governance and Administration](#)

Local Law:

Procedure:

Delegation:

Policy Purpose:

This Policy is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

~~Division 1 — Preliminary provisions~~

~~1. — Citation~~

~~This is the Shire of Kojonup Code of Conduct for Council Members, Committee Members and Candidates.~~

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Kojonup Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the Local Government Act 1995;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

- (d) identify and appropriately manage any conflict of interest; and
 - (e) avoid damage to the reputation of the local government.
- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

- A council member or committee member should —
- (a) base decisions on relevant and factually correct information; and
 - (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
 - (c) read all agenda papers given to them in relation to council or committee meetings; and
 - (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
- (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and

- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate

—

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. *Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.*
2. *A minor breach is dealt with by a standards panel under section 5.110 of the Act.*

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
 - electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
 - resources** of a local government includes —
 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
 - local government employee** means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or

workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
- (b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

(1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non confidential document means a document that is not a confidential document.

(2) A council member must not disclose information that the council member —

- (a) derived from a confidential document; or
- (b) acquired at a closed meeting other than information derived from a non confidential document.

(3) Subclause (2) does not prevent a council member from disclosing information —

- (a) at a closed meeting; or
- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

(1) In this clause —

interest —

(a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

(b) includes an interest arising from kinship, friendship or membership of an association.

(2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —

- (a) that they had an interest in the matter; or
- (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

3.26 CHILD SAFETY AWARENESS

Adopted or Reviewed by Council: 16/08/2022

Council Minute Reference: 73/22

Reviewer: [Manager Corporate and Financial Services](#)
[Chief Executive Officer/Project Manager and Community Services](#)

Local Law:

Procedure:

Delegation:

Policy Statement

- The Shire of Kojonup (Shire) supports and values all children. Local Government makes a commitment to support the safety and wellbeing of all children, including protection from abuse. This policy aims to reduce the risk of harm and child abuse in our communities by encouraging child safe environments to be created and maintained.
- The Shire takes seriously its commitment to encourage local organisations to be child safe and ensure children are empowered, is committed to being child safe and demonstrating a zero- tolerance approach towards child abuse.
- This policy recognises that the Shire is uniquely placed within the local community to demonstrate leadership in supporting organisations to be child safe to protect children from harm or abuse.
- This policy serves as a framework that outlines our role in supporting local organisations to be child safe through access to resources, support, awareness raising and sharing information. We will be guided by the National Principles for Child Safe Organisations.

Scope

- Child safety is everyone's responsibility.
- This policy applies to all Elected Members, employees, volunteers, trainees, work experience students and interns at the Shire. It applies to occupants of Local Government facilities and venues, contractors and suppliers and anyone else who undertakes work on behalf of the Shire, irrespective of their involvement in child-related work.

Definitions

- **Child/young person:** Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who is apparently under 18 years of age.

Child Safe Organisation: Refers to organisations that:

- Create an environment where children's safety and wellbeing are at the centre of thought, values, and actions.
- Place emphasis on genuine engagement with and valuing of children and young people.
- Create conditions that reduce the likelihood of harm to children and young people.

- Create conditions that increase the likelihood of identifying any harm.
- Respond to any concerns, disclosures, allegations, or suspicions of harm (note: in the context of local governments this would involve referring to the Department of Communities or WA Police to respond as appropriate).
- **Child safe:** In this policy, child safe means protecting the rights of children/young people to be safe by taking actions that can help prevent harm and abuse.
- **Harm:** Means any detrimental effect of a significant nature on the child's or young person's wellbeing including physical, emotional, or psychological development.

Principles

- The rights of children are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe.
- Children have the right to speak up, be heard and taken seriously.
- The best interests of children and young people come first when making decisions.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps reduce the risk of harm and abuse.
- Communities are informed and involved in promoting child safety and wellbeing including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

Roles and responsibilities

- The Shire will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.
- Developing a process to deliver child safe messages (for example at Shire venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).
- The Shire does not have oversight, control, responsibility, or accountability for third parties to uphold legal and moral compliance for child safety, or to be a child safe organisation. The Shire is taking on a leadership role within community to support community organisations fulfil their responsibilities.
- Local Government roles involved in the implementation of this policy (examples only)
 - CEO
 - Community Services
 - Communications
 - Governance
- Local government is not responsible for developing child safe messages but is responsible for sharing them.

Related Legislation (examples only)

- *Child Care Services Act 2007*
- *Equal Opportunity Act 1984*
- *Local Government Act 1995*
- *National Principles for Child Safety Organisations*
- *United Nations Convention on the Rights of the Child (CRC)*
- *Work Health and Safety Act 2020*
- *Working with Children (Criminal Record Checking) Act 2004*

Review

- This policy will be reviewed every two years or upon the introduction of other policy or legislation related to child safety.

3.27 ATTENDANCE AT EVENTS (COUNCILLORS AND CHIEF EXECUTIVE OFFICER)

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

Introduction:

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt, by absolute majority, an Attendance at Events policy. The Attendance at Events policy is to enable Council members and the Chief Executive Officer (CEO) to attend events as a representative of Council without restricting their ability to participate in Council meetings. It is not intended to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before Council from the provider of the invitation.

Objectives:

- To provide a framework for the acceptance of invitations to various events and clarification of who will pay for tickets or the equivalent value of the invitation whether free of charge, part of a sponsorship agreement, or paid by the local government.
- To ensure attendance at events is dealt with in a transparent manner and takes into consideration benefits to the community or local government.
- To ensure any actual or potential conflicts of interest are mitigated and decision making is free from influence in the best interests of the community.

Definitions

An 'event' includes, but is not limited to, the following:

- A concert;
- A conference;
- A function;
- A sporting event;
- Agricultural shows/field days;
- School awards nights;
- Cultural events;
- An occasion of a kind prescribed for the purposes of this definition.

A 'gift' is defined under section 5.57 *Local Government Act (1995)* as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person whose favour the conferral is made to the person who makes the conferral. It includes any contributions to travel.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions. See also Local Government Operational Guidelines – Disclosure of gifts and disclosure of interests relating to gifts – May 2022.

A door prize or raffle prize received by chance is not considered a gift.

A 'ticket' includes an admission ticket to an event, an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.

Policy:

This Policy applies to Councillors and the Chief Executive Officer (CEO) and deals with matters relating to event attendance including:

- The provision of tickets to events;
- Payments in respect of attendance;
- Approval of attendance by the local government and criteria for approval; and
- Any event from a specified entity under r. 20B of the *Local Government (Administration) Regulations 1996*.

Provision of tickets/invitations to events

Any ticket/invitation to an event must be provided to the Councillor or CEO in their capacity as a Councillor or CEO.

Any ticket provided to a Councillor or the CEO to attend an event in their personal capacity is not captured by this Policy and must be treated as a gift.

To assist in determining if the ticket is received in the capacity as a Councillor or CEO, the following question can be asked: 'Would the ticket to the event have been given to me if I was not a Councillor or the CEO?' If the answer is no, then the ticket was received in the capacity of Councillor or CEO.

Tickets should preferably be provided to the local government and not individuals.

Attendance at pre-approved events

Council approves attendance by Councillors and the CEO at the following events (pre-approved events):

- Shire organised events;
- Events that are a free event to members of the public;
- Events where a Councillor or the CEO is a representative on an external committee or organisation and the Councillor or CEO is in attendance for the purposes of fulfilling their role on the external committee or organisation;
- Where the ticket to an event is from a specified entity under r. 20B of *Local Government (Administration) Regulations 1996*, which includes:
 - Western Australian Local Government Association (WALGA);
 - Australian Local Government Association (ALGA);
 - Local Government Professionals Australia WA (LG Pro);
 - Department of a Public Service;
 - Commonwealth, State or Territory government department;
 - Local government or regional local government.

Council approves attendance by the Shire President and the CEO at the following events (pre-approved events):

- events held by local community or sporting groups;
- events held by not-for-profit organisations;
- events within the Shire run by schools and universities;
- local community cultural events/festivals/art exhibitions;
- events held by industry associations relevant to the local area;
- Shire funded events; or
- Events organised by the embassy or consulate of another nation.

If the Shire President cannot attend, then the Deputy President may attend or any Councillor delegated by the Shire President or Deputy Shire President to attend in their place.

Council approves attendance by the Shire President at events (pre-approved events) where the Shire President is performing any of the following functions:

- presenting at the event;
- participating as a member in a panel;
- opening or launching an event or facility;
- presenting or accepting awards or prizes to others on behalf of the Shire; or
- any other civic or ceremonial duty on behalf of the Shire

If the Shire President is unable to attend, then the Deputy President may attend or any Councillor delegated by the Shire President or Deputy Shire President to attend in their place.

Council approves attendance by the CEO at events (pre-approved events) where the CEO is performing any of the following functions:

- presenting at an event;
- participating as a member on a panel; or
- accepting an award on behalf of the Shire of Kojonup (Shire).

In relation to attendance at a pre-approved event in accordance with the above, the following applies in respect to payment of tickets:

- Where the ticket is offered free of charge and tickets are also offered to members of the public free of charge, the ticket may be accepted (ticket is not considered a gift);
- Where the ticket is offered free of charge but a member of the public is required to pay, the ticket is a gift; the ticket may be accepted (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the ticket is offered and a benefit will be received such as dinner and beverages, but there is no purchase price for the ticket, the ticket may be accepted (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the Shire President or the CEO performs a function at the event, providing adequate consideration, or partial consideration for the ticket, the ticket may be accepted, (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the ticket is offered at a discounted rate, the ticket may be paid for by the Shire administration if adequate funding is available in the budget (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the ticket requires payment: the ticket may be paid for by Shire administration or a Councillor may pay for the ticket and request a reimbursement of the expense (prior CEO approval is required), if adequate funding is available in the budget.

See below *Disclosure requirements relating to tickets accepted as gifts* for further gift disclosure information.

In relation to attendance at pre-approved events, in accordance with the above, the following applies in respect to payment of expenses associated with attendance:

The Shire may pay reasonable expenses associated with attendance by a Councillor or the CEO, such as travel and accommodation expenses, within the expenditure limitations prescribed in the current Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members under the *Salaries and Allowances Act 1975*: section 7B ('Determination'), if adequate funds are available in the allocated budget. Accommodation expenses will only be paid for events outside of the Shire.

Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside of the district if the Council determines attendance to be of public value and the budget allows for the expense.

A Councillor may seek reimbursement of reasonable expenses associated with attendance (such as travel and accommodation expenses) if adequate funding is available in the budget. Accommodation expenses will only be reimbursed for events outside of the Shire.

For any events where a member of the public is required to pay, unless previously approved, Council will determine whether it is in the best interests of the local government for a Councillor or the CEO or another officer to attend on behalf of the Council.

If the Council determines that a Councillor or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the Council.

If a Councillor or the CEO is invited to attend an event that is not a pre-approved event or are not authorised to attend the event, as above, then:

- the Councillor or CEO can request Council approval to attend the event; or
- pay for the ticket to attend the event at their own expense.

Attendance at events requiring approval

Attendance by a Councillor or the CEO at an event which is not a pre-approved event, as above, must be determined by Council in the case of a Councillor's attendance or the Shire President in the case of the CEO's attendance at the event (simple majority).

Key factors for consideration include:

- Who is providing the ticket to the event;
- The location of the event in relation to the Shire;
- The role of the Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- The benefit to the community in the Councillor or CEO attending the event;
- The benefit to the organisation in the Councillor or CEO attending event;
- Alignment to the Shire's strategic objectives;
- Whether the event is funded by the Shire;
- The number of invitations /tickets received;
- The cost to attend the event (if any) and any other expenses such as travel and accommodation.
- Whether there is a personal benefit to a Councillor or the CEO in attending the event; for example, if food and alcohol are included, or if the benefit is primarily for entertainment;
- The likely community perception of a Councillor or the CEO attending the event; or
- Whether the ticket can be paid for to avoid the acceptance of a gift and risk of influenced (or perception of influenced) decision-making.

Approval is required in respect of:

- Attendance at the event by a Councillor or the CEO;
- Whether the ticket is accepted as a gift, or is paid for by the Shire; or

- Whether the Shire pays or contributes to associated expenses such as travel or accommodation.

Decisions to attend events in accordance with this Policy will be made by simple majority.

Partners

Where attendance to an event is approved under this Policy, the following applies in respect of tickets for partners to attend:

A Councillor or the CEO may accept a ticket for their partner to attend an event if the ticket is offered free of charge and tickets are also offered to members of the public free of charge or if it is a Shire organised event (ticket is not considered a gift).

The CEO or Councillor may accept a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket, and the ticket for partner cannot be purchased by the CEO or Councillor.

A Councillor or the CEO must not accept a gifted or discounted ticket for their partner to attend, where a member of the public is required to pay for a ticket.

A Councillor or the CEO can purchase a ticket for their partner to attend the event at their own expense.

The Shire will not pay for, or reimburse, the cost of tickets or associated expenses such as travel or accommodation for partners to attend events, unless expressly authorised by Council. A Councillor or the CEO may purchase travel or accommodation for a partner at their own expense.

Disclosure requirements relating to tickets accepted as gifts

Where, in accordance with this Policy, a Councillor or the CEO has accepted:

- a ticket free of charge where members of the public are required to pay;
- a ticket where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket;
- a ticket at a discounted rate; or
- a ticket where they have provided partial consideration in money's worth through the performance of a function at the event

and the value of the benefit received is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), a Councillor or the CEO is required to make a gift disclosure under the gift provisions according to s5.87A and 5.87B of the *Local Government Act 1995*. The disclosure will be published on the gift register on the Shire's website (s5.89A - *Local Government Act 1995*).

In accordance with the above, where a Councillor or the CEO has accepted a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket and the ticket for the partner cannot be purchased by the Councillor or CEO, then, if the total value of the benefit received by the Councillor or CEO and partner is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the Councillor or CEO is required to make a gift disclosure under the gift provisions s5.87A and 5.87B of the *Local Government Act 1995*. The disclosure will be published on the gift register on the Shire's website (s5.89A of the *Local Government Act 1995*).

The gift disclosure by a Councillor must be made to the CEO (or Shire President in the case of the CEO disclosing the gift) within 10 days of the Councillor or CEO receiving the ticket and is to include, under s5.87C of the *Local Government Act 1995*:

- a description of the gift;
- the name and address of the person who gave the gift;
- the date on which the gift was received;
- the estimated value of the gift at the time it was made; and
- the nature of the relationship between the person who made the gift and the person who received it.

Provision of tickets/invitations to events

All invitations or offers of tickets for a Councillor or the CEO to attend an event should be in writing and addressed to the Chief Executive Officer.

Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the *Local Government Act 1995*.

3.28 COUNCILLORS CONTINUING PROFESSIONAL DEVELOPMENT

Adopted or Reviewed by Council: 12/12/2023 **Council Minute Reference:** XX/23

Amended by Council:

Reviewer: Chief Executive Officer/Manager Governance and Administration

Local Law:

Procedure:

Delegation:

See also:

- Policy 3.3 Councillor Induction & Training
- Policy 3.10 Councillors Fees & Reimbursements

Introduction

Section 5.128 of the *Local Government Act 1995 (Act)* requires that a Local Government prepare and adopt, by absolute majority, a policy in relation to the continuing professional development of elected members.

The continuing professional development of Councillors is in addition to the compulsory training required to be undertaken by newly elected Councillors that must be taken within twelve months of election (as per s. 5.126 (1) of the *Local Government Act 1995* and r.35 of the *Local Government (Administration) Regulations 1996*). Councillors have a responsibility to complete compulsory training in accordance with the legislation and non-compliance is an offence under the *Act*, punishable by a fine not exceeding \$5,000. The Chief Executive Officer will ensure newly elected Councillors are able to select a training option that is suitable to their availability and learning style.

Policy

The Shire is committed to supporting continuing professional development of Councillors to the benefit of Council, the Shire and the Community. Continuing professional development includes attendance at training events such as, but not limited to, those organised or conducted by the following organisations/individuals:

- Western Australian Local Government Association (WALGA);
- Local Government Professionals Western Australia;
- Department of Local Government, Sport and Cultural Industries;
- Accredited training organisations offering training that directly relates to the role and responsibilities of Councillors;
- Seminars, training and/or information sessions provided by individuals with a strong knowledge of local government in Western Australian
- Australian Institute of Management
- Australian Institute of Company Directors
- National General Assembly of Local Government
- Annual Road Congress

WALGA Annual General Meeting (AGM) and Convention

Council Policy 3.3 Councillor Induction and Training nominates the Shire President and Deputy Shire President as Council's nominated delegates to the WALGA AGM and Convention. Any other Councillor attendance at the WALGA AGM and/or Convention is required to be authorised by resolution of Council. The WALGA AGM and Convention is budgeted separately to other continuing professional development.

Choice of Training Events/Conferences etc

Councillors wishing to attend a training event should indicate same to the President or Chief Executive Officer in a timely manner so that eligibility and budget consideration can be taken into account and bookings/registration and other arrangements made.

Interstate Training/Conference Events etc

Attendance at interstate events is at the discretion of Council.

Air Travel

Any airline travel for a Councillor is to be booked at economy level. Other than to amend departure times, tickets provided to representatives of the Shire shall not be exchanged, upgraded, downgraded or rebated and may not be altered to include personal travel that is not part of the scheduled training/conference itinerary.

Expenses associated with air travel will extend to the following:

- Air fare;
- Travel insurance;
- Training/conference registration;
- Room accommodation;
- Reasonable telephone utilisation;
- Reasonable laundry expenses (if away from home for more than one week);
- Meals in the hotel where registered if not provided during the course of the training/conference;
- Travel to and from the training/conference venue; and
- Travel to and from airport destinations relevant to the training/conference.

Budgetary Consideration

All training attendance requests will take into account other costs including travel, accommodation and incidentals related to undertaking the training, and those costs will be allocated to the training budget. Any training requests that would exceed the budgeted amount may only be approved by resolution of Council.

In accordance with Policy 3.10 Councillors Fees & Reimbursements, Council will pay for all reasonable expenses incurred (including out of pocket expenses) that relate to conferences and Council business, and upon presentation of a receipt to the Manager Governance and Administration. Such expenses will be reimbursed on a quarterly basis. Councillors may elect to not be reimbursed for such expenses.

If a Councillor requiring accommodation, for training/conference purposes, elects to stay with relatives or friends (as an alternative to staying in motel/hotel accommodation), they may be paid an amount as set out under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission. Councillors may elect to not be reimbursed for such expenses.

Where a Councillor is accompanied by an accompanying person, all costs incurred for/by the accompanying person are to be borne by the Councillor or accompanying person and not by the Shire unless the Council has approved that the partner accompany the elected member. The exception to this ~~above~~ being the cost of attending any official event dinners where partners would normally attend; for example, the WALGA Convention Gala Dinner or Sundowner drinks at the event opening.

Vehicle travel for training/conferences

Travel should be undertaken by Council vehicle, where a suitable Council vehicle is available, unless authorisation is received from the CEO for use of a private vehicle. In the instance where a Council vehicle is used, Councillors will have access to the fuel cards relevant to the Council vehicle for use when driving in the location of the training/conference and nearby locations. Councillors are to provide receipts and traceable evidence (Odometer readings etc) to the CEO of all reimbursements being claimed. Councillors may elect to not be reimbursed for fuel expenses.

Where a Council vehicle is not available and it is necessary to use a personal vehicle, the Australian Taxation Office kilometre rate will be reimbursed to the Councillor. Councillors may elect to not be reimbursed for such expenses.

NB: Council's Policy 3.10 *Councillors Fees & Reimbursement* applies to Councillors attending Council and Committee Meetings, Advisory Committees and Council authorised meetings rather than training/conferences.

Reporting and Publishing

All Councillors attending any training, conferences or meetings are expected to create a report and submit for Ordinary Council Meeting agendas soonest after the date of the event, and report on the benefits achieved by attending and should make any training/conference papers available to other Councillors.

A record of training/conferences attended by Councillors will be maintained by the CEO. The CEO is to ensure a register is kept and a report prepared each financial year on prescribed professional development training undertaken in the previous financial year. That report is to be published on the Shire of Kojonup's official website within one (1) month of the end of the financial year to which the report relates, in accordance with s. 5.127 of the Act.

4 WORKS & ENGINEERING

4.1 VEHICULAR CROSSINGS (DRIVEWAYS)

Adopted or Reviewed by Council:	Council Minute Reference:	69/18
Amended by Council:	19/06/18	
Reviewer:	Manager Works & Services	
Local Law:	Activities in Thoroughfares and Public Places and Trading Local Law 2020	
Procedure:		
Delegation:	ROADS 008 – Construction of Crossing from Thoroughfare to Private Land	

OBJECTIVE

- To define the Council's requirements and financial obligations for the construction of vehicle crossovers.
- Outline the approval process for constructing crossovers.

POLICY

Definition – A crossover is the section of a driveway from the property boundary to the edge of the road carriageway.

The policy applies to the installation of crossovers for properties within the Shire of Kojonup.

In accordance with Schedule 9.1; Clause 7 of the Local Government (Uniform Local Provisions) Regulations 1996, an application to the Local Government must be made by the landowners to request approval to construct a crossover.

GUIDELINES

The following specifications set out the minimum standards for the construction of a vehicle crossover.

'Standard Crossover' means the first constructed crossover to a lot that is constructed in accordance with the specifications fixed by the resolution of Council. The specifications relate to the following types of materials used in construction:

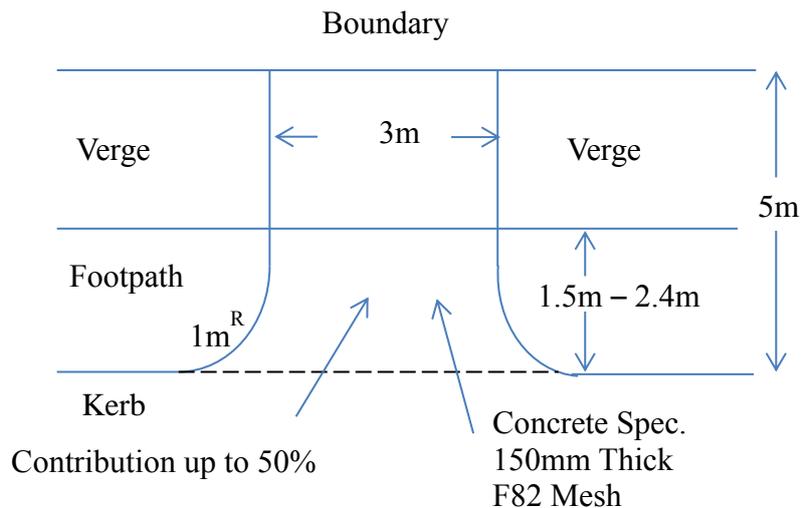
- Type 1 Concrete
- Type 2 Bitumen
- Type 3 Brick Paving
- Type 4 Gravel

Standard Crossover

1. Urban – sealed: 3.0m wide (excluding splays), constructed in gravel and sealed with bitumen.
2. Urban – unsealed: 3.0m wide (excluding splays), constructed in gravel with a minimum thickness of 200mm
3. Urban – concrete 3.0m wide (excluding splays), constructed in concrete 150mm thick with mesh
4. Rural – unsealed: 4.5m wide (excluding splays), constructed in gravel with a minimum thickness of 200mm.

5.

Example Standard Crossover



In accordance with the *Local Government Act 1995* and regulations, the Shire will permit the crossover to be constructed by a Private Contractor under the supervision of and to the satisfaction of the Shire. If the crossover is a standard crossover, or superior to a standard crossover, Council shall bear one half the cost of a standard crossover as estimated by Council but, if the crossing is a type that is inferior to a standard crossover, then Council shall bear no part of the cost thereof.

CONTRIBUTION BY COUNCIL

Crossover contribution by Shire of 50% of the cost of a standard crossover based on an area of 15m² and that crossover being the first to that lot.

Should larger than 300mm diameter pipes be required – the landowner will pay for the difference. Council will fix the position of the crossover, where the Manager of Works & Services deems necessary.

Property owners are required to complete and submit an Application for Approval to Construct a Vehicle Crossover for assessment before a crossover is constructed or modified. Construction may not commence until written permission has been granted by Council.

Approval to construct a crossover is valid for a two year period from the date it is issued. If construction of the crossover has not been commenced within this period, a new application must be submitted to the Council for consideration.

All crossovers must be constructed with Council’s Specification for the Construction of Vehicle Crossovers. Where a crossing adjoins a sealed road within a townsite, a sealed crossover must be constructed. In all other cases, a sealed or unsealed crossover is permitted.

Upon application from the property owner, Council will bear one half of a standard crossover subject to the crossover being the first constructed to that lot.

4.2 STREET TREES

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: [Chief Executive Officer](#)/Manager Works and Services

Local Law:

Procedure:

Delegation:

OBJECTIVE

To obtain and maintain uniformity of tree planting to enhance the visual aspect of streetscape and beautification of parks, gardens and reserves and to preserve public infrastructure such as electricity, sewer and drainage.

POLICY

The Shire undertakes maintenance of verge trees, including pruning and removal. Private planting, removal or pruning on all Road Reserves shall first require the approval of the Manager of Works and Services and shall be in accordance with this policy.

The length of the verge will determine how many trees will be planted. Residents should be aware that any trees planted on the verge remain the property of the Shire.

The Shire has the right to remove trees that create a hazardous situation.

A systematic program to remove all Queensland Box Trees shall be undertaken throughout the town site as budget resources permit.

A detailed policy on street tree varieties, themed locations, edible verges, fruit trees and community gardens is to be developed for the Council's consideration prior to 31 December 2014.

4.3 NAMING AND/OR CHANGING OF ROAD, STREET OR PLACE NAMES

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: [Chief Executive Officer](#)/Manager Works and Services

Local Law:

Procedure:

Delegation:

OBJECTIVE

To ensure that aspects of the District's history are not inadvertently lost due to the changing of a name, and to provide community and public consultation.

POLICY

Requests to name and/or change either a road, street or place name in the District may not be approved until after Council has advertised the proposal in the local press and received written comments from the Kojonup Historical Society.

Council does not favour changing a road name which would result in portions of the road having different names.

4.4 TIMBER HARVEST AND HAULAGE USE OF ROADS WITHIN SHIRE OF KOJONUP

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Manager Works and Services

Local Law:

Procedure:

Delegation:

OBJECTIVE

To maintain the condition of our roads and ensure the safety of the Shire of Kojonup's residents.

POLICY

The Council will provide letters of support for Main Roads WA permits for log/woodchip haulage on roads within the Shire of Kojonup provided that the Manager of Works and Services is satisfied with the proposed haulage route and provided that the following conditions are adhered to by the tree farm companies:

1. All heavy haulage permits being obtained from Main Roads WA;
2. Neighbouring properties to access routes being notified of the commencement date and anticipated duration at least two weeks prior to the commencement of harvest;
3. Speeds being limited to 60km p/h on unsealed roads and 80km p/h on sealed roads without pavement markings or 10km p/h lower than the posted speed limit of the roads under 80km p/h;
4. Cartage being limited to daylight hours and with all care taken to absolutely avoid use of the road by trucks during school bus running hours;
5. School bus operators being notified of the commencement date and anticipated duration at least two weeks prior to the commencement of harvest;
6. 'School Bus Hours' signs are to be erected at the start of all roads concerned with the school bus routes, together with "Trucks on Road" signs along the lengths of road concerning the truck use;
7. Drivers comply with restrictions on traffic movement on school bus routes between the signed hours and contact bus operators on UHF Channel 25 to confirm safe passage during the sign posted times;
8. An audit being conducted on the condition of the proposed route(s) by the haulage company and Manager of Works & Services prior to commencement and roads being reinstated to pre haulage condition by the tree farm companies at the completion of harvest;
9. Council being advised of any gravel/pavement failures on roads within 24 hours so that repairs can be carried out;
10. Inspection of the road condition is required after any rain event prior to the re-commencement of haulage operations; Council reserves the right to suspend haulage operations based on road condition or road closure as specified in s. 3.50 of the *Local Government Act 1995*; and
11. All cartage and harvesting operators to comply with the harvest and movement of vehicle bans as ordered by the Shire of Kojonup. Operators must check the fire ban hotline on (08) 9831 0145 as required for harvest and vehicle movement ban information.

The Council reserves the right to revoke support if any of the above conditions are not adhered to, or road condition/user safety is in question.

4.5 BACK FILLING GRAVES

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Manager Works and Services

Local Law: Cemeteries Local Law 2020

Procedure:

Delegation:

OBJECTIVE

To meet cultural and religious expectations and the specific needs of families, relating to the backfill of graves where active participation is sought. Also, to provide religious and cultural groups and families an opportunity to participate in backfilling a grave following the conduct of a funeral, while ensuring that the Shire meets its obligations under the *Work Health and Safety Act 2020*.

POLICY

For religious, cultural and personal reasons, people or groups may, following the conduct of a funeral, seek to assist in the full or partial backfill of a grave. It is important that requests of this nature be managed in a way that not only protects the safety and health of individuals but follows an established process that is respectful of those involved.

Requirements:

1. Request for private backfilling is to be received no less than five (5) hours prior to the conduct of a funeral;
2. The request is to be included on the Digging Requisition submitted by the Funeral Director;
3. Participation in the backfilling of a grave will not reduce the amount of the burial fee payable;
4. Backfilling is limited to the use of hand tools by members of the public;
5. Backfilling is limited to a maximum of six people;
6. If shoring is to be removed from the grave, this will be done only by a Shire of Kojonup employee or the Shire's nominated sub-contractor; and
7. Individual family members are not permitted to enter the grave.

Families may simply request to observe the Shire of Kojonup backfilling a grave and this can be accommodated on a request being made no less than five (5) hours prior to the conduct of a funeral.

4.6 GRAVEL AND SAND EXTRACTION

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Manager Works & Services

Local Law:

Procedure:

Delegation:

OBJECTIVE

The objective of this policy is to provide clear guidelines for the Shire of Kojonup to approach and make an agreement with a landowner for the purpose of extracting gravel or sand for road works or general use.

POLICY

The Council will provide a written signed agreement between the landowner and Shire for the extraction of gravel or sand. The Manager of Works and Services will approach the landowner and will draw up the Gravel/Sand Agreement.

1. Agreement will detail the period of time.
2. The value of gravel or sand at a rate of \$#/ m³, not exceeding #/m³.
3. The Manager of Works and Services and the landowner will sign off on quantities.
4. Photos of before and after extraction will be taken and logged in Records.
5. The works will be carried out on the property which materials have been extracted from and are to be carried out as soon as practicable.
6. Agreement of the area for gravel or sand extraction is to be agreed upon prior to extraction commencing. The area of the extraction site shall be pegged.
7. The topsoil (approx. 150mm) will be windrowed to the side of the area and after the excavation is complete, the floor will be ripped and the topsoil will be respread.
8. The Shire will construct a track to the extraction site and install a new gate in the boundary fences if required. Any tracks which are used by the Council staff will be maintained during use and, where a new gate is fitted, it will be left in place after this agreement has expired.
9. The Shire undertakes to rehabilitate the track and the extraction site after excavation is complete, to the satisfaction of the landowner and the Council's authorised officer.
10. The Shire will obtain all necessary clearances for the extraction of the required materials and be in accordance with all relevant Acts and Regulations.

4.7 DIRECTIONAL SERVICE AND TOURISM SIGNAGE

Adopted or Reviewed by Council: 19/9/17 **Council Minute Reference:** 103/17

Reviewer: Manager Works & Services

Local Law: Activities in Thoroughfares and Public Places and Trading Local Law 2020
Local Government Property Local Law 2020

Procedure:

Delegation:

OBJECTIVE

1. Provide an environment in which efficient placement of signs enhances a street, road reserve or precinct by increasing the overall impact and effectiveness of individual signs.
2. Provide clear and logical directional signs through the use of standardised dimensions, symbols and consistent colour coding compliant with Australian Standards.
3. Maintain effectiveness of traffic control signs that regulate, warn and guide traffic and facilitate safe, efficient and orderly travel.
4. Clearly identify those facilities that may qualify for directional signs and the conditions under which they may be permitted.
5. Provide and allow for adequate and suitable promotion of local businesses.

POLICY

The Shire of Kojonup acknowledges the need to regulate signs on its road reserves, footpaths and public spaces to maintain the effectiveness of priority traffic control signs and directional signs and to ensure the amenity of the townships and rural areas is appropriate. A proliferation of signs and advertising can reduce the overall effectiveness of the sign.

REGULATORY, WARNING, GUIDE SIGNS

These signs are Traffic Control Devices (e.g.; 'Stop' sign, 'Give Way' sign) installed by Statutory Authorities. Missing or damaged signs should be reported to Main Roads WA or the Shire Office.

FINGERBOARD SIGNS

A fingerboard sign portrays the name or type of service provided by a facility, is small and rectangular in shape with the long axis horizontal (similar in characteristic to a street name sign), secured to a post and positioned directly below a street name sign. Its purpose is to advise road users of the direction to facilities located on side streets.

Fingerboard signs are to only include street name, emergency services and community service information signs. Commercial and tourist business signs not permitted as finger board signs.

A written request, addressing the following, is required to be lodged with the Shire and approved prior to the installation of all fingerboard signs:

1. Applications for new fingerboard signs should be made to the Shire in writing and may be addressed in terms of the need, the usefulness, desirability and availability of space in relation to this policy; and
2. No more than four (4) fingerboard signs may be placed on a post in accordance with Australian Standards. Street addresses are the primary means of locating particular facilities. For this reason all streets and roads should be clearly identified with street name signs. Priority for placing signs to be in the order of:
 - a. Street name

- b. Street information (e.g.; “No Through Road”)
- c. Emergency Services
- d. Community facilities

Fingerboard signs are to be installed in accordance with Australian Standards, Codes of Practice and adopted Council policies. This is to provide a consistent standard throughout the Shire and throughout the state and country.

No fees apply for fingerboard signs. Fingerboard signs may not be supported for those facilities situated on main roads. A maximum of two fingerboard signs may be supported per facility.

TOURIST SIGN

Tourist signs safely and efficiently guide visitors to their destination, identify and guide visitors along touring routes, welcome visitors to the region and inform visitors of the range of attractions and services available at the destination.

A written request, addressing the following, is required to be lodged with the Shire and approved prior to the installation of all tourist signs:

1. Applications for tourist signs to be considered in accordance with this policy;
2. Applications for new tourist signs should be made to the Shire in writing;
3. Standard fees for assessment and installation apply in accordance with Council’s current adopted Annual Fees and Charges; and
4. Premises that are predominantly retail/sales outlets should not be considered as tourist establishments but as commercial establishments.

TEMPORARY SIGN

Temporary advertising signs are defined as those signs that announce a local event of a religious, cultural, political or recreational nature, for a fixed time period.

An application is required to be lodged with the Shire and approved prior to the installation of all temporary signs.

Temporary Signs are those that announce a local event of a religious, educational, cultural, social or recreational nature or that relate to an event of a political nature. This type of sign does not require Development Approval from Council if:

1. The total area of advertisements of that type on the site is not more than 2 square metres (except for a sign advertising a federal, state or local government election), the advertisement is displayed for a period not exceeding 1 month prior to the event and 1 week after the conclusion of the event; and
2. That the advertisement does not move, flash or reflect light, so as to cause distraction to motorists, and is not internally illuminated.

Temporary Signs that are to be placed on public or Council controlled land require the permission of Council prior to their display; no fees apply for temporary signs. Council reserves the right to remove any temporary signs that:

1. Contain offensive or inappropriate wording;
2. The design or construction of is determined to be unsuitable;
3. Unreasonably restrict the use of the road; or
4. Unreasonably endangers the safety of members of the public.

COMMERCIAL SIGN

Commercial advertising signs promote a commercial activity, service or product rather than give directions to it.

A Development Application is required to be lodged with the Shire of Kojonup and approved prior to the installation of all commercial and advertising signs.

1. Commercial advertising signs require Development Approval. A Development Application form is required to be lodged with Council along with the required plans and written details. Should a person propose to erect an advertising sign on a road reserve or Council land, consent is unlikely to be granted unless circumstances are exceptional. Permission needs to be obtained from the relevant land owner (e.g.; Shire, Main Roads WA, etc.) and a Development Application needs to be lodged and approved. The applicant needs to demonstrate that they have Public Liability Insurance (in the Shire's name) to the value of \$10 million which needs to remain current for the lifetime of the sign and adequate structural plans need to be submitted with the application.
2. Commercial advertising signs are not permitted on fingerboard signs.
3. Fixed commercial advertising signs should be located only on the property of the premises being advertised.
4. Precinct signs advertising or listing individual businesses as "cluster" signs may be installed at the entrance to a recognised estate where there is an incorporated association or body that represents that estate and this body takes the responsibility for the sign.
5. Property identification displayed on signs that do not exceed a total area of 0.5m² may be erected without development approval.

EXISTING SIGNS

1. Existing signs may be allowed to remain at the Council's discretion.
2. Council maintains the right to remove any signs if any of the following occurs:
 - a. The existing sign does not comply with the Council policy in place at the time of its installation;
 - b. The facility no longer conforms with the conditions of the sign approval;
 - c. The sign is in a poor state of repair;
 - d. The facility no longer operates as an eligible community facility;
 - e. The facility ceases to operate;
 - f. There is a demonstrated need for aggregating signs in a particular location;
 - g. The road authority needs to resume the land;
 - h. The sign contains offensive or inappropriate wording;
 - i. The design or construction is determined to be unsuitable;
 - j. The sign unreasonably restricts the use of the road;
 - k. The sign unreasonably endangers the safety of members of the public; or
 - l. Replacement of any existing sign is subject to this policy and requires an application as applicable.

Replacement signs to only be approved in accordance with this policy; prior existence of signs does not infer automatic approval of new signage.

SIGN COLOURS

Directional signs to be coloured in accordance with the Australian Standards 1742.2-1994, 1742.5-1997, and 1742.6-2004 as per the table below:

Category	Font Size	Colours	
		Text	Background
Street Name – including Shire logo against post	150mm	Black	White Reflective
Street Information, e.g.; “No Through Road” Or “One Way”	As per Standard	Black	White Reflective
Emergency Services (e.g.; Police, Hospital, Ambulance)	As per Standard	White	Blue Reflective
Visitor Services Roadside & Commercial Services (e.g.; Motel, Caravan Park, Parking, Public Toilets, Information Centre)	As per Standard	White	Blue Reflective
Community Facilities Likely To Be Sought By Visitors (e.g.; Post Office, Shopping Centre, Civic Centre, Library, Art Gallery, Railway Station)	As per Standard	White	Blue Reflective
Tourist Attractions (e.g.; Lookout, Winery, Botanic Gardens)	As per Standard	White	Brown Reflective
Other Community Facilities (e.g.; Church, Sports Grounds, Youth Centre, Cemetery)	As per Standard	White	Blue Reflective
Specified Commercial And All Other Business Activities, All Other Destinations	As per Standard	White	Green Reflective





BAKERY
BUTCHER
FOOD COURT
AUSTRALIA POST
COLES
FLIGHT CENTRE
KMART
WESTPAC
WOOLWORTHS

1300x3500mm

APPROVED BY	SIGNED	DATE	<small>While every care is taken in checking artwork, Sunny Signs accepts NO RESPONSIBILITY for any errors. Please check artwork carefully.</small> <small>Production will not proceed until approval is given.</small> <small>This artwork is the property of Sunny Signs & not to be used without permission.</small> <small>10 Douglas Rd, Midvale, WA 6000</small>	CLIENT: Shire of Kojonup SLIP NO: 281765
				    

4.8 NO SPRAY REGISTER

Adopted Council: 19 June 2018

Council Minute Reference: 69/18

Reviewer: [Manager Works and Services](#)/Horticultural Supervisor

Local Law:

Procedure:

Delegation:

OBJECTIVE

This policy is intended to allow property owners and residents to apply to Council to request that vegetation on Council road reserves and/or Council land directly abutting their property not be sprayed with chemical herbicides.

POLICY

Council is responsible for vegetation management within its road reserves. Management methods for the control of vegetation include hand weeding, slashing and the use of chemical herbicides to eradicate vegetation growing in the road reserve.

Council acknowledges that there will be residents within the Shire that do not wish to have the frontage of their property sprayed with chemical herbicides due to a variety of reasons including registered organic farms, where residents have a medical condition where avoidance of spray is necessary, and where residents look after their own verges.

Rural Roads – Council has responsibility for maintenance of Council owned or management of roadways. This includes, but may not be limited to, spraying verges, drains, woody weeds within the entire road reserve, around ends of culverts, marker posts and other street furniture. Declared weeds and other priority pest plants are a priority of Council to be controlled within the road reserve.

Urban Roads – Council endeavours to keep the roadway between the back edges of any kerb and the full width of footpaths free of vegetation. Additionally, Council endeavours to keep the road reserve free of declared weeds and priority pest plants in a prioritised manner which is consistent with Council's various weed management strategies.

Council Land – Council is required to manage declared and pest weeds in its reserves.

This policy applies to vegetation management on Council managed road reserves and Council land. Council will consider applications to cease spraying operations where Council road reserves and/or land abut private land on a case by case basis.

Note: This Policy does not relate to Road Reserves managed by Main Roads WA and/or the Department of Parks and Wildlife.

PROCEDURE

This policy will be administered by the Manager of Works & Services and the Horticultural Supervisor as part of the Council land and road reserves maintenance program.

Applications to No Spray Register

An advertisement will be placed in the Kojonup News, E-News Bulletin and Shire website no later than 30 March each year advising that applications are invited for road reserves frontage and for the frontage of Council land directly abutting a person's land to be placed on the No Spray Register.

An application must be undertaken in writing on the approved application form and lodged with Council no later than 30 April each year. An application can only be applicable to the entire frontage of the resident's immediate property and for the area parallel to a distance of no greater than 10m.

In completing the application, the resident agrees to take over the responsibility for:

1. Controlling all National, State and Locally-listed pest plants;
2. Keeping the road frontage clear and/or tidy;
3. Keeping drainage and/or paths free of obstruction and fully operational at all times; and
4. Ensuring kerbs, footpaths and gutters are free of vegetation growth.

Removal of native vegetation must not occur without prior written approval from Council and in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

In considering an application, the following shall be taken into consideration:

1. Whether the adjoining land is used for certified organic vegetable/fruit/cereal production;
2. Existence of a medical condition in the household which may be exacerbated by exposure to herbicides or associated additives; and
3. The applicant has other mitigating circumstances that would warrant an area not being exposed to the use of herbicide chemicals.

Council reserves the right to reject any applications on the grounds that it is not within the overall interest of Council to include the area within the No Spray Register.

Upon acceptance or refusal of an application for the No Spray Register, Council Staff will reply in writing to the resident with the outcome.

Where the application is approved, Council Staff will add the property onto the No Spray Register. Applications are non-transferrable.

Residents who are not the landowner must provide written confirmation from the landowner that they do not object to the request.

If an application is refused, applicants will be informed in writing by Council Staff outlining the reasons for refusal. Applicants may reapply if they feel they can adequately address the concerns that caused Council Staff to refuse their initial applications.

No Spray Register

The register will be in the form of an electronic spreadsheet detailing the residents' details, area to be excluded from herbicide chemical spraying and the date the application was approved and date of expiry.

Each application will have a valid period of three (3) years in which the applicant will have to reapply after that expiry date.

The register shall be maintained by Council's Works and Services Department and be available in an appropriate Drive for all relevant staff to be able to access.

Failure to Comply

In agreeing to take over the responsibility for managing Council's road reserves and/or Council land abutting the applicant's property, the applicant will maintain the above areas to the same standard that can be achieved by the herbicide control method. If Council's standards for management are not being met, the following will occur;

1. Council will advise the applicant in writing that maintenance must occur within twenty one (21) days of the date of the correspondence;
2. Failure by the applicant to conduct maintenance of the area within 21 days will result in Council undertaking, without further notice, any necessary work to reduce the vegetation; and
3. The applicant will be removed from the No Spray Register at the end of the twenty one (21) day period if the required maintenance has not been completed. The applicant may reapply at the next application period.

Roadside Spraying and Slashing Contractors

In the event that the Shire employs the services of a contractor for roadside spraying, the Council Staff will ensure that the roadside spraying contractor has acknowledged the No Spray Zones and ensure that the contractor does not breach contract by spraying within the zone.

4.9 PRIVATE USE OF COUNCIL PLANT AND EQUIPMENT POLICY

Adopted by Council: 19 June 2018 **Council Minute Reference:** 69/18

Reviewer: Manager Works & Services

Local Law:

Procedure:

Delegation:

OBJECTIVE

The objective of this policy is to ensure that the private use of Council's plant and equipment is transparent and to retain community confidence that the hire of plant and equipment is consistent for both Council employees and the general public.

POLICY

The policy shall apply to all parties who utilise any of Council's plant and or equipment for private or commercial use.

1. Council will not "dry hire" any plant or equipment to outside parties for commercial use.
2. Hire of plant or equipment for commercial use will be charged in accordance with plant hire and labour rates as detailed in Council's fees and charges.
3. Permission for the hire of all plant and equipment by any party must be authorised by the Manager of Works and Services.
4. Small plant and general plant/equipment, may be utilised by community groups or individual employees of Council in accordance with the following conditions:
 - a. The user shall enter into a Private Agreement with council prior to any plant or equipment being obtained for use;
 - b. In the case of a club or other organisation wishing to utilise Council plant at no cost, a community grants form must be completed and approved prior to use;
 - c. Only duly trained personnel may operate plant and equipment outside work hours for private use (including operating plant for clubs or organisations in the Shire) with no labour hire component being applied to the cost;
 - d. Actual hours and/or kilometres associated with the use of the plant, equipment and/or operator is recorded on the Private Works Agreement immediately after return so the item can be charged out appropriately;
 - e. Council's external Plant Hire Rates shall apply for private use and/or where no community grant approval has been received;
 - f. The plant and equipment is available and does not adversely inconvenience or delay Council's Works Program. No private works shall take precedence over the completion of Council's Works Program;
 - g. The plant and equipment is utilised for private use only and not for commercial gain;
 - h. The plant or equipment is returned to Council premises in a clean, tidy and fully serviceable condition;
 - i. Any damage to plant or equipment will be repaired at the employee's/organisation's/general public's costs.
5. Where plant and equipment is operated by a Council employee in accordance with this policy:
 - a. It is to be understood by all staff that use of shire plant and equipment is not an entitlement, and that a hire fee is payable for equipment that the shire own;
 - b. That any employee who agrees to operate Shire plant and equipment such as on behalf of clubs and organisations within the Shire, does so in a voluntary capacity and no remuneration will be made to the employee;

- c. Council does not take any responsibility in relation to break downs, faults or mishaps that may occur while the plant is being used;
- d. Where plant is required to be towed by a private vehicle, it is the responsibility of the user to ensure that the vehicle has the capacity to handle the additional towing load;
- e. All plant and equipment must be secured when being transported; and
- f. Where Personal Protective Equipment (PPE) e.g.; ear plugs is required, it is the responsibility of the employee to ensure such PPE is used when operating the plant.

5 AGED CARE

5.1 SPRINGHAVEN BOND RELEASE

Adopted or Reviewed by Council: 14/11/17 Council Minute Reference: 183/15

Reviewer: [Chief Executive Officer/Manager Aged Care Services/Manager Financial and Corporate Services](#)

Local Law:

Procedure:

Delegation:

OBJECTIVE

To provide reason for not releasing Accommodation Bonds (Bonds) held at Springhaven Aged Care Facility in Kojonup (Springhaven) until Probate has been issued on the death of residents.

Background

Council presently releases Bonds on the death of a Springhaven resident, to their Estate. The risk associated in continuing this practice is that the Shire of Kojonup (Shire) cannot be guaranteed that the Bond is being paid to the Executor or Administrator of the deceased resident's estate. This is only confirmed by production of a Grant of Probate (where there is a last Will) or Letters of Administration (where there is no Will) granted from the Supreme Court of Western Australia.

What is Probate?

1. Extract from Public Trustee WA website 9 Jan 2014:
"Probate is the process of proving and registering in the Supreme Court the last Will of a deceased person. When a person dies, somebody has to deal with their estate.
2. *It is usually the executor of their Will who administers the estate and handles the disposal of their assets and debts. In order to get authority to do this, they usually need to obtain a legal document called a 'Grant of Probate'.*
3. *To protect the interests of those who hold the deceased's assets (for example banks) the executor may be asked to prove they are authorised to administer the Will before the assets can be released. The Grant of Probate is the proof required.*
4. *To obtain a Grant of Probate, the executor named in the Will must apply to the Probate Office of the Supreme Court. If their application is approved, the executor is given a Grant of Probate to confirm the author of the Will has died, the Will is authentic and the executor is who they say they are.*
5. *An executor can be an individual or a trustee company like the Public Trustee. Once a Grant of Probate has been given, management of the deceased's assets can safely be transferred to the executor.*
6. *All Grants of Probate are stored, along with the corresponding Will, at the Supreme Court. These are public documents. If a deceased person does not have a Will, validation of their estate and benefactors is not done with a Grant of Probate, but with a similar document known as 'Letters of Administration'.*
7. *In these circumstances, the Probate Registry refers to the Administration Act 1903 to assess applications."*

Implications

Without the production of a Grant of Probate or Letters of Administration the Shire of Kojonup is at risk of providing the refund of any Bond to the incorrect person and can be liable for the debts of the deceased particularly where the Bond is the only asset of the estate and there are debts of the estate to be settled.

POLICY

Bonds will not be released by the Shire until a Grant of Probate or Letters of Administration, or a certified copy of same, have been provided by the Executor/Administrator.

Interest accrued from the day following the date of death of the Resident will be calculated based on/as determined by the MPRI (maximum permissible rate of interest) as at the date of the contract. The balance of the Bond is payable together with the interest earned thereon from the day following the date of the death of the Resident upon production to the Shire of the original or certified copy of the Grant of Probate or Letters of Administration.

Recommendation for Current Residents

Obtain information as to whether they each hold a valid Will and where it is currently lodged.

All future Resident Agreements to include the process for release of Bonds and the interest payable after death to the Executor/Administrator.

5.2 SPRINGHAVEN POLICY MANUAL

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Manager of Aged Care Services

Local Law:

Procedure:

Delegation:

OBJECTIVE

To provide a range of guidelines and procedures for staff to follow in response to various services, practices, improvements, regulatory compliance, procedures, standard operating procedures, health care and medical treatments etc.

POLICY

Council adopts the Policies regarding Management Systems, Staff, Health Care, Residents Lifestyle and Safety and Security as developed for the residents of Springhaven Lodge.

All Staff employed at the Springhaven Lodge are required to familiarise themselves and comply with the Policies.

The Springhaven Policy Manual is located in the Manager's Office at Springhaven and is reviewed annually.

5.3 INDEPENDENT LIVING UNITS

Adopted or Reviewed by Council:	13/12/16 19/11/19	Council Minute Reference:	172/16 156/19
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Reviewer: Chief Executive Officer/[Manager Regulatory Services](#)

Local Law:

Procedure:

Delegation:

OBJECTIVE

To provide Independent Living Units to the elderly (Over 55 as per the R-Code definitions) of Kojonup, ensuring that:

- They are able to remain living locally, maintain family connections and age 'in place' in familiar surroundings; and
- Larger homes in the Shire become available for family structures with more occupants.

POLICY

Loton Close Units

The Shire of Kojonup has built 13 Independent Living Units situated in Loton Close, Kojonup. The Shire of Kojonup recognises that the elderly in the district are proud of and loyal to Kojonup and wish to remain in the community that they call home.

The following guidelines apply:

Eligibility:

To help keep our elderly in town, preference is given to:

1. Locals (defined as those currently residing in the Shire of Kojonup); and
2. At least one permanent resident to be Over 55

Process:

1. Two lists of interested tenants is maintained by the Shire with priority given to those listed on the 'Local' list over those listed on the 'Non-Local' list;
2. The list is prioritised in date order when prospective tenants lodge an interest (first in, first served);
3. When a unit becomes vacant, it is offered to the first person on the list. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;
4. If a prospective tenant refuses an offer, they retain their position on the list;
5. The shire does not maintain a priority list;
6. Once an Independent Living Unit is leased, the lease agreement is valid until such time as the lessee may not operate independently as defined under the lease agreement;
7. Carers are permitted to live-in but once a lease holder ceases occupation, the Carer must vacate the premises as well.

Costs/Lease Conditions:

The units are on a weekly rental basis with a bond of 4 weeks' rent being applicable. The rent is reviewed annually and is set by the Council as part of the annual Fees and Charges. Tenants are liable for power and water usage and are sub-metered. All telecommunications are between the tenant and the supplier of their choice. All building maintenance is to be performed by the Shire. The gardens are to be maintained by the tenant.

Soldier Road Units:

The following process and criteria applies to the three (3) independent living units located at Soldier Road.

Note:

These units were funded through Royalties for Regions (Regional Aged Accommodation Program (RAAP)) Funding via the State Department of Primary Industries and Regional Development and this eligibility criteria for these units should not be altered without first seeking written approval of the Department.

Process:

1. Three (3) lists of interested and eligible tenants is maintained by the Shire (see eligibility criteria below);
2. Each list is prioritised in date order when prospective eligible tenants lodge an interest (first in, first served);
3. When a unit becomes vacant, it is offered to the first person on the list for Band A. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;
4. If the unit cannot be tenanted from the list for Band A, it is offered to the first person on the list for Band B. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;
5. If a prospective tenant refuses an offer, they retain their relevant position on the list;
6. The Shire does not maintain a priority list;
7. Once a Unit is leased, the lease agreement is valid until such time as the lessee may not operate independently as defined under the lease agreement;
8. Carers are permitted to live-in but once a lease holder ceases occupation, the Carer must vacate the premises as well.

Eligibility Criteria:

To be eligible to be placed onto the list for Band A or Band B referred to above, residents must:

- a) Satisfy the means testing outlined in the (former) Department of Housing 'Community Housing Income and Asset Limits' Policy – refer to http://www.housing.wa.gov.au/HousingDocuments/CH_Income_and_Asset_Limits_Policy.pdf;
and
- b) Be over the age of 65 years at the commencement of the lease (over the age of 55 years for indigenous Australians);

If there are no applicants on the waiting list that meet the criteria above, or if the offer to lease is not taken by anyone on the list for Band A or List for Band B, then the unit may be offered to residents on the Loton Close waiting list in accordance with the policy or procedure for those units.

6 REGULATORY SERVICES

6.1 FIRE MANAGEMENT PLAN

Adopted or Reviewed by Council: 19/9/17 **Council Minute Reference:** 115/17

Reviewer: Manager Regulatory Services

Local Law:

Procedure:

Delegation:

POLICY

The Wheatbelt Regional Fire Management Plan 2012-2017 is adopted in its entirety to be the Council's policy.

BUSH FIRE ADVISORY COMMITTEE

Established under Section 67 of the *Bush Fires Act 1954 (Act)*.

Terms of Reference

The Bush Fire Advisory Committee is established for the purpose of:

- a) Advising the Shire on pertinent matters relating to the preventing, controlling and extinguishing of bush fires;
- b) The planning of the layout of firebreaks in the district;
- c) Prosecutions for breaches of this *Act*;
- d) The formation of bush fire brigades and the grouping thereof under group brigade officers (in accordance with any local laws);
- e) Recommendations on Fire Control Officer positions;
- f) Feedback on the Council's Fire Break Notice;
- g) Specific requirements from each brigade with regard to:
 - Protective Personal Equipment;
 - Equipment and vehicles resources required; and
 - Training Requirements;
- h) The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities; and
- i) Any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Other:

- a) The Bush Fire Advisory Committee shall include an elected member of the Council;
- b) The Bush Fire Advisory Committee shall elect one of their members to be chairman;
- c) The quorum required for the transaction of business at meetings of the committee is set at 50%.

Membership

Voting Members

Councillors ~~x2~~ 4;

The President of the Kojonup Bushfire Association;

The Chief Bush Fire Control Officer;

The Deputy Chief Bush Fire Control Officer;

Senior Fire Control Officer (Zulu)

Senior Fire control Officer (Zulu)

Secretary of the Kojonup Bushfire Association

Captain of the Volunteer Fire and Rescue Service

Supporting Team Members

The Chief Executive Officer (CEO)

Shire Delegates x2

Muradup Town Fire Control Officer (FCO)

Community Emergency Services Manager

ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE (RTSAC)

Terms of Reference

To oversee and make recommendation to the Council on all matters pertaining to the long term planning of civil and technical services to assets and roads, and on all matters concerning the capital upgrades and to the maintenance of those assets. This includes roads and all civil or technical works.

RTSAC is not responsible for the operational and executive management of Works and/or Technical Services as per the *Local Government Act 1995*. The RTSAC will engage with the Chief Executive Officer (CEO), Manager Works and Services, and/or Manager Financial and Corporate Services in a constructive and professional manner in order to discharge its advisory responsibilities and formulate its advice to Council.

Duties and Responsibilities:

Members of RTSAC are expected to observe the legal and regulatory obligations of local government.

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

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

Members are expected to:

1. act in the best interests of the Shire as a whole;
2. apply good analytical skills, objectivity and good judgment ;
3. express opinions constructively and openly, raise issues that relate to the RTSAC's responsibilities and pursue lines of enquiry in relation to Roads and Technical Services; and
4. exercise due care, diligence and skill when performing their duties.

Members Duties and responsibilities:

1. Oversee the Shire's Road and Technical Management Strategies and Plans, through:
 - a) Advising Council on Works & Services long term plans for civil works in the Shire;
 - b) Receiving the 10 year Plant & Equipment Plan, the 10 year Road Capital and Maintenance Plan and recommending adoption to Council;
 - c) Overseeing the inputs and specifications required for future road and depot projects across the Shire;
 - d) Reviewing reports on the level of the Shire's current road funding risks, and the emergence of road and technical services strategic risks; and
 - e) Monitor and receive performance reports concerning the performance of tenders and contractor works, specifications and the effectiveness of the Shire's Road & Technical Services Management Framework.
2. Discuss and recommend naming frameworks for roads.
3. Oversee the Shire's financial management of road contracts, by:
 - a) Reviewing the Shire's road and technical services actual financials against the long term plans including reviewing benchmarks for performance;
 - b) Receiving and reviewing reports from the CEO and Manager Works & Services regarding the appropriateness and effectiveness of the Shire's Road and Technical Services Management Framework and ensuring any non-compliances are rectified on a timely basis; and

- c) Consider and recommend the adoption of the Roads & Technical Services Annual Operating Plans & Budget to the Council.

Membership

Three (3) Councillors; and

Two (2) Proxy Delegates (Councillors)

Supporting Team Members

Works & Services Manager

Chief Executive Officer or delegated nominee

Manager Financial & Corporate Services

Manager Governance & Administration

Meetings

Quarterly for meetings and as required related to Council requests for information on roads and technical services.

Open to Public: No, Internal Committee

Voting: Voting is in accordance with Section 5.21 of the *Local Government Act 1995 (Act)*.

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

Conduct of Meetings: RTSAC meetings will be held in accordance with the *Act*, subsidiary legislation, and the Shire of Kojonup Local Government (Council Meetings) Local Law 2020.

TERMS OF REFERENCE FOR ADVISORY COMMITTEES OF COUNCIL

- **AUDIT AND RISK COMMITTEE**

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

Terms of Reference

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

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

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

Duties and Responsibilities:

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

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

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

ARC Members are expected to:

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

Member Duties/Responsibilities:

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

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

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

Membership

Four (4) Councillors; and

Two (2) Community Members

Supporting Team Members

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

Meetings

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

Open to Public: No

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

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

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

Committee Sitting Fees and Reimbursements

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

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

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

- **KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE**

Established under *Section 5.8 of the Local Government Act 1995* to advise Council on NRM matters and projects related to improving the Natural Resource assets that the Shire owns or is custodian.

The NRM Trust Fund Reserve to be no less than \$20,000.00 at any one time. The reserve is to be used for either leveraging or directly funding projects and operating costs directly related to NRM.

Council allocates an agreed annual amount towards NRM projects as approved by and prioritised with the Kojonup NRM Advisory Committee. Meetings to be held at least half yearly with a quorum of 50% required.

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

Terms of Reference

The Committee is to recommend and advise Council on appropriate partnership arrangements to more effectively align NRM and Community values for Natural resource assets.

The Committee's role is to guide the Council on the areas where research will enhance the economic, environmental, cultural and social outcomes within the Shire.

Aims and Objectives

To work collaboratively with the community under the following five (5) main areas:

1. Economy, Community and Environment

Develop an NRM strategy for the Shire of Kojonup based on natural asset condition and management driven by the triple bottom line approach.

2. Stewardship and Partnerships

Undertake or ensure environmental planning, policies to protect and preserve environmental assets, reserves and ecology within Kojonup's natural and agricultural ecosystems.

3. Collaboration and Capacity Building

Actively participate and promote sustainable NRM including education, research and policy development programs, on ground projects, and funding opportunities.

4. Innovation and Education

Increase awareness of constraints in the climate and develop management actions for the Shire, primary producers and local businesses to create opportunities, particularly focussing on Drought Resilience and future water management.

5. Leadership and Responsibility

Advisory capacity to support the Council in implementing Best Management Practices (BMPs) for Shire activities to improve the environmental performance of the organisation.

Specific Identified Projects

- Develop and implement a sustainable Bridal Creeper and Tagasaste Eradication program.
- Assist Council to progress the sustainable management of water resources including water harvesting and re-use opportunities in the Shire.
- To improve biosecurity by managing floral and faunal pests.
- Coordinate weed management and planting of native trees and shrubs to improve bio diversity, fauna habitat and natural resource management outcomes in conjunction with Schools, the Kojonup Aboriginal Corporation and community groups within identified Reserves such as:

- a) Myrtle Benn, Farrar and Quin Quin;
- b) Showground's area; and
- c) Blackwood Road arboretum.

Membership

- Three (3) Community Representatives as endorsed by Council
- Two (2) Councillors

Supporting Team Members

- Supervisor Horticulture Tradesperson
- Project Manager & Community Services Officer
- Chief Executive Officer or delegated nominee and
- NRM Officer

Meetings

Meetings to be held biannually.

- **BUSH FIRE ADVISORY COMMITTEE**

Established under Section 67 of the *Bush Fires Act 1954 (Act)*.

Terms of Reference

The Bush Fire Advisory Committee is established for the purpose of:

- a) Advising the Shire on pertinent matters relating to the preventing, controlling and extinguishing of bush fires;
- b) The planning of the layout of firebreaks in the district;
- c) Prosecutions for breaches of this *Act*;
- d) The formation of bush fire brigades and the grouping thereof under group brigade officers (in accordance with any local laws);
- e) Recommendations on Fire Control Officer positions;
- f) Feedback on the Council's Fire Break Notice;
- g) Specific requirements from each brigade with regard to:
 - Protective Personal Equipment;
 - Equipment and vehicles resources required; and
 - Training Requirements;
- h) The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities; and
- i) Any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Other:

- a) The Bush Fire Advisory Committee shall include an elected member of the Council;
- b) The Bush Fire Advisory Committee shall elect one of their members to be chairman;
- c) The quorum required for the transaction of business at meetings of the committee is set at 50%.

Membership

Voting Members

Councillors x2;

The President of the Kojonup Bushfire Association;

The Chief Bush Fire Control Officer;

The Deputy Chief Bush Fire Control Officer;

Senior Fire Control Officer (Zulu)

Senior Fire control Officer (Zulu)

Secretary of the Kojonup Bushfire Association

Captain of the Volunteer Fire and Rescue Service

Supporting Team Members

The Chief Executive Officer (CEO)

Shire Delegates x2

Muradup Town Fire Control Officer (FCO)

Community Emergency Services Manager

- **DISABILITY ACCESS AND INCLUSION COMMITTEE**

The *Disability Services Act 1993* requires local government authorities to develop and implement a Disability Access and Inclusion Plan (DAIP) that provides the framework through which Local Governments can create accessible and inclusive communities.

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

Terms of Reference

The purpose of the DAIC is to:

- Provide community advice and identify opportunities relating to the implementation of the Disability Access and Inclusion Plan (DAIP), including seeking access to funding opportunities;
- Liaise with the community and relate agency feedback to the implementation of the DAIP;
- Contribute to the review and reporting of the DAIP;
- Identify issues relating to disability access and inclusion in the Shire; and
- Raise awareness and community input about matters relating to disability access and inclusion in the Shire and with key organisations.

Membership

Membership of the DAIC will be set at six (6) as follows:

- Community members – the community will be represented by up to two (2) community members with relevant interest and experience;
- Community organisations – up to two Carers/Service providers who work with people covered by the DAIP and will be represented by one representative of each;
- Elected members – the Council will be represented by at least one Councillor, and a proxy delegate;
- Chief Executive Officer or delegate will act as Chair;

Supporting Team Members

Manager Governance & Administration

Project Manager & Community Services

Other Council staff will attend as required (observers/administration support including one staff member from Community Services and one from Works and Services)

Meetings

Meetings of the DAIC will ordinarily take place on a biannual basis.

- **KOJONUP SPRING ADVISORY**

The committee in conjunction with Council is progressing the development of a 'Concept Renewal Plan' for the Kojonup Spring and surrounding area incorporating Barracks Place and Thorn Place.

Summary

The Council reconvened the joint management of the Kojonup "Spring" by way of a special committee on 22 October 2015. At least two (2) meetings be held each year with Council representation to be reviewed after each Local Government election cycle of two (2) years.

In relation to the Barrack's and Old Post Office areas; Council representation continues via elected member attendance at Kojonup Historical Society meetings with the opportunity for the Historical Society to meet full Council via Briefing Session as presently occurs.

Current Terms of Reference

To ensure the importance of the "KOJONUP SPRING" Agreement continues, by recommitting to the Kojonup Aboriginal Community that together with the Shire of Kojonup we pledge to undertake the joint management of the "Spring" and the preservation of the spiritual, cultural and historical significance of the "Spring" and surrounding land dedicated as part of the Spring Area.

Membership

Three (3) members from the Kojonup Aboriginal Corporation;

Three (3) elected members

The Chief Executive Officer providing governance support.

- **KOJONUP HISTORICAL, TOURISM & CULTURAL COMMITTEE**

Established under Section 5.8 of the *Local Government Act 1995* to advise Council on Historical, Cultural and Tourism matters and projects related to improving the Historical, Cultural and Tourism assets that the Shire owns or is custodian.

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

This committee may advise Council on:

- the collection, classification and preservation of records and other items relating to the history and culture of the Kojonup District and its people.
- the strategy and future of the Military Barracks and Elverd's Cottage noting they are important historical buildings of Western Australia.
- promotions and campaigns related to historical assets.
- Public access for research purposes.

Roles of the Committee Members:

- To volunteer and encourage other community volunteers to support the Council in its events and activities related to the historical assets;
- To cooperate with the Shire on transferring knowledge and supporting capability to manage the historical, cultural and tourism assets.

Membership

- Three (3) Community Representatives as selected and endorsed by Council

1 Councillor

1 Delegate Proxy

Supporting Team Members:

- Manager Kodja Place, Tourism and Marketing
- Project Manager & Community Services
- Chief Executive Officer or delegated nominee
- Manager Governance & Administration
- Records Officer

Meetings

Meetings to be held a minimum of half yearly.

• **KOJONUP AGING IN PLACE COMMITTEE**

1. Objectives

1.1 Primary Objective

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

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

1.2 Functions

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

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

2. General

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

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

2.1 Membership

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

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

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

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

(d) There will be no remuneration paid to members of the Kojonup Aging in Place Committee including any external person/s.

(e) The Shire of Kojonup CEO shall be responsible for the provision of secretarial and administrative support to the Kojonup Aging in Place Committee.

2.2 Meetings

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

2.3 Reporting

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

SHIRE OF KOJONUP

Kojonup



LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES
RECEPTION ROOM

9.00am Monday, 7 August 2023

Local Emergency Management Committee - *Emergency Management Act 2005*

Roles, Functions and Purpose:

“s39. Functions of local emergency management committees:

The functions of a local emergency management committee are, in relation to its district or the area for which it is established –

- (a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.”*

The SEMC Procedures, that detail more information on LEMC’s in accordance with the Act, gives the following direction towards roles and meeting purpose:

In addition to the normal roles assigned to office bearers of a committee, the following roles are specific to the needs of a LEMC. The Chair will ensure the appointment of an Executive Officer and ensure that the Council is kept fully informed of Emergency Management discussion and significant outcomes from LEMC meetings. The Deputy Chair should deputise for the Chair as required and chair any subcommittees or working groups.

The Executive Officer should:

- coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of Local Emergency Management Arrangements (LEMA);*
- provide advice to the Chair and LEMC as required;*
- facilitate communication between the LEMC and Executive Officer of the relevant District Emergency Management Committee (DEMC).*

Agenda items to be considered, in line with the annual reporting requirements, should include:

- Confirmation of LEMA contact details and key stakeholders;*
- Committee membership and resources;*
- Status of LEMA including local recovery plans;*
- Exercises that include the local government(s) and /or test the LEMA;*
- Subcommittees or working groups;*
- Projects undertaken; and*
- Key achievements.*

Additional considerations should include:

- Local training needs or opportunities;*
- funding opportunities, (for example, the Natural Disaster Resilience Program (NDRP) and All West Australian Reducing Emergencies (AWARE);*
- Incident Support Group activations/or incidents;*
- Emergency risk management processes – including any treatment strategies;*
- Post-incident reports and post-exercise reports; and*

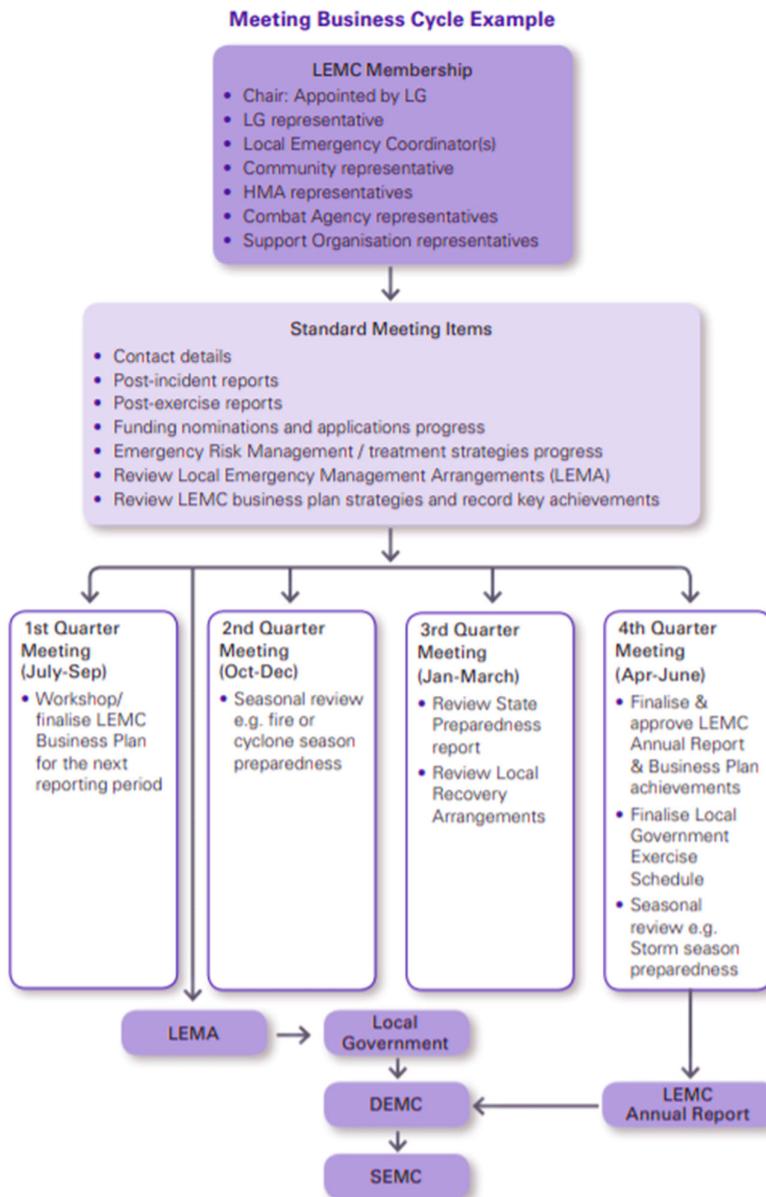
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.

Local Emergency Co-ordinator:

“s37. Local emergency coordinators

- (1) The State Emergency Coordinator is to appoint a local emergency coordinator for each local government district.
- (2) Before appointing a local emergency coordinator for a local government district the State Emergency Coordinator is to consult the relevant local government.
- (3) In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government....”

The Shire of Kojonup Local Coordinator is WA Police Service, OIC Kojonup



MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Chairman, Robert Jehu declared the meeting open at 9:08am.

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- Ned Radford Shire President (Council)
- Judy Stewart A/Chief Executive Officer
- Robert Jehu Manager Regulatory Services (MRS)(Chairman)
- Emelee Peet Bushfire Risk Planning Coordinator
- Este Lottering Administrator Regulatory Services (RS)

Volunteer Bush Fire Brigade Service, Kojonup

- Digby Stretch President Kojonup Bushfire Association
- Vacant Community Member

Kojonup Health Service

- Jean Daly Albany Facilities Manager

Kojonup District High School

- Sharon Poett Principal

Apologies

Volunteer Bush Fire Brigade Service, Kojonup

- Tony Fisher Chief Zulu

St Bernards Primary School

- Sharon Marino Principal

Shire of Kojonup

- Stephanie Swain Ranger

WA Police Service, Kojonup

- Peter Reeves Kojonup Police

Kojonup VFRS

- Matt Crabb VFRS Captain Kojonup Bushfire Brigades

Department of Fire and Emergency Services

- Vacant District Emergency Management Advisor

St John Ambulance, Kojonup

- Roger Ladyman Kojonup SJA

Department of Communities

- Michele Duxbury District Emergency Services Officer (Outgoing)
- Jodi Pollard District Emergency Services Officer New

Department of Primary Industries and Regional Development

- John Paul Collins Research Scientist / Responsible Officer on Site

Springhaven

- Ryan Woolley Registered Nurse

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved by Cr Ned Radford, seconded by Digby Stretch
That the minutes of the Local Emergency Management Committee meeting held 6 February 2023 be confirmed as a true and accurate record.

8/0 CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

NIL

5. GENERAL BUSINESS

5.1.1 Covid update

Information attached 5.1.1.1 – COVID-19 update 17th to 23 July 2023 (Surveillance report attached)

5.2 HMA/AGENCY REPORT

5.2.1 Shire of Kojonup – Manager of Regulatory Services - Robert Jehu

- Food business inspections going on – hospital on the list.
- Bush Fire Preparation taking place, trucks being serviced.
- CESM applications closed – interviews to take place in near future.
- DFES – interviewed new District Emergency Management Advisor, will announce soon.
- Emergency Management drills.

5.2.2 Kojonup Volunteer Bush Fire Brigade

- Quiet time of the year
- Conscience of all the paperwork, which they don't get time to get done.
- Everyone is waiting for trades persons, huge shortage out here in the Great Southern.
- Operating Procedures not on the top of their list.
- Denise got all the radio change overs done and ready.
- All the paperwork and compliance are not on their (the volunteers' scopes), will leave that to the Shire.

- Cr Radford explains regarding the Communication Tower to move down the road to Craig Heggaton paddock. There is a piece of clear land and Craig agreed that the Shire could use this for the Tower. Another benefit of the paddock is that it is elevated and will there be a higher clearance from the ground.

5.2.3 Kojonup Health Service

- Staff is still an issue, need at least 4 RN's and two CM's.
- Relying on agencies to find registered nurses.
- Busy with bush fire prevention, cutting of dead trees.
- There is currently no maintenance manager, no plumber, so relying on people from Albany to assist.
- Transfers is being delayed, sometimes need to wait on an ambulance from Albany.

5.2.4 Department of Communities

- Report attached – 5.2.4.1

5.2.5 Kojonup District High School

- School has done all the emergency, lock down and fire drills with students and staff.
- Lot's of bush fire mitigation taking place especially at the back of the school and at the farm.
- The Farm plan and School Plan for evacuation should be updated and in by September 2023.
- Staffing – losing quite a few important staff, struggling to get replacements, especially for high school. Primary School part time teachers are more than enough but also quite pricey to train and induct.
- School's numbers are stable.

5.2.6 DFES

- Report attached 5.2.6.1

6. OTHER ITEMS

- NIL

7. DETAILS OF NEXT MEETING

Monday, 6th November 2023 @09:30am

8. CLOSURE

There being no further business to discuss, the Chairman thanked the members for their attendance and declared the meeting closed at 9:30am.

Attachments:

5.1.2 – Covid -19 Weekly Surveillance report 17 July 2023 – 23 July 2023

5.2.4.1 – Department of Communities Report – Kojonup Quarter 1

5.2.6.1 – DFES Report – Derek Jones

Confirmed as true and correct:

Chairperson

Date

SHIRE OF KOJONUP

Kojonup



LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES
RECEPTION ROOM

9.00am Monday, 6 November 2023

Local Emergency Management Committee - *Emergency Management Act 2005*

Roles, Functions and Purpose:

“s39. Functions of local emergency management committees:

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- (a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.”*

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The Executive Officer should:

- coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of Local Emergency Management Arrangements (LEMA);*
- provide advice to the Chair and LEMC as required;*
- facilitate communication between the LEMC and Executive Officer of the relevant District Emergency Management Committee (DEMC).*

Agenda items to be considered, in line with the annual reporting requirements, should include:

- Confirmation of LEMA contact details and key stakeholders;*
- Committee membership and resources;*
- Status of LEMA including local recovery plans;*
- Exercises that include the local government(s) and /or test the LEMA;*
- Subcommittees or working groups;*
- Projects undertaken; and*
- Key achievements.*

Additional considerations should include:

- Local training needs or opportunities;*
- funding opportunities, (for example, the Natural Disaster Resilience Program (NDRP) and All West Australian Reducing Emergencies (AWARE);*
- Incident Support Group activations/or incidents;*
- Emergency risk management processes – including any treatment strategies;*
- Post-incident reports and post-exercise reports; and*

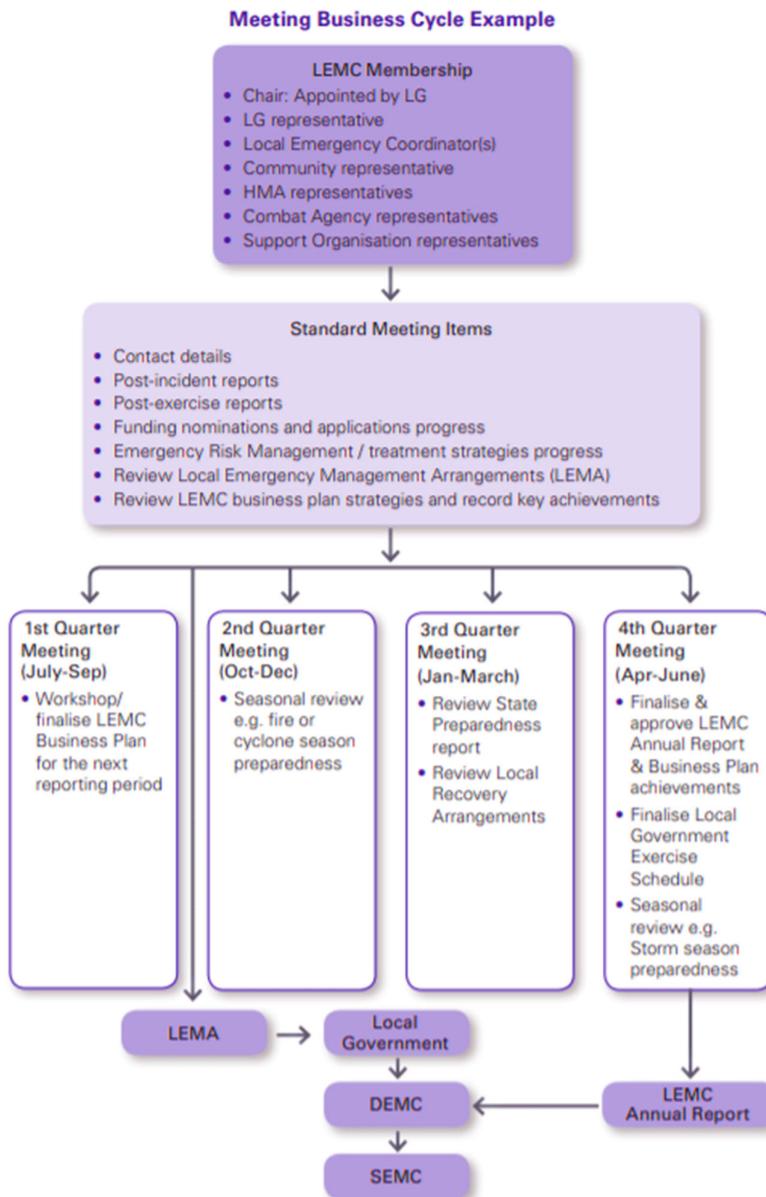
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.

Local Emergency Co-ordinator:

“s37. Local emergency coordinators

- (1) The State Emergency Coordinator is to appoint a local emergency coordinator for each local government district.
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- (3) In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government....”

The Shire of Kojonup Local Coordinator is WA Police Service, OIC Kojonup



MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Chairman, Robert Jehu declared the meeting open at 9:10am.

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- Grant Thompson Chief Executive Officer
- Robert Jehu Manager Regulatory Services (MRS)(Chairman)
- Este Lottering Administrator Regulatory Services (RS)
- Stephanie Swain Ranger

Volunteer Bush Fire Brigade Service, Kojonup

- Digby Stretch President Kojonup Bushfire Association

Kojonup Health Service

- Jean Daly Albany Facilities Manager

Kojonup VFRS

- Matt Crabb VFRS Captain Kojonup Bushfire Brigades

LGIS

- Rex Evans LGIS Insurance

Springhaven

- Ryan Woolley Registered Nurse

Apologies

Kojonup District High School

- Sharon Poett Principal

Shire of Kojonup

- Emelee Peet Bushfire Risk Planning Coordinator

Volunteer Bush Fire Brigade Service, Kojonup

- Tony Fisher Chief Zulu

St Bernards Primary School

- Sharon Marino Principal

WA Police Service, Kojonup

- Peter Reeves Kojonup Police

Department of Fire and Emergency Services

- Vacant District Emergency Management Advisor

St John Ambulance, Kojonup

- Roger Ladyman Kojonup SJA

Department of Communities

- Michele Duxbury District Emergency Services Officer (Outgoing)
- Jodi Pollard District Emergency Services Officer New

Department of Primary Industries and Regional Development

- John Paul Collins Research Scientist / Responsible Officer on Site

3. **CONFIRMATION OF PREVIOUS MINUTES**

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved by Jean Daly, seconded by Digby Stretch
That the minutes of the Local Emergency Management Committee meeting held 7 August 2023 be confirmed as a true and accurate record.

9/0 CARRIED

4. **BUSINESS ARISING FROM PREVIOUS MEETING**

NIL

5. **GENERAL BUSINESS**

5.1 **HMA/AGENCY REPORT**

5.1.1 **Shire of Kojonup – Manager of Regulatory Services - Robert Jehu**

- New Strategy targeting foodborne illness (Attached)
- Bushfire Tower progressing should be standing at the end of November 2023.
- There is a concern on which day the radio apparatus would be transferred.
- DFES would bring mobile truck to cover communication when the transfer is taking place. Shane Harris to request.
- Ranger started with fire break inspections – 49 non-compliant.

5.1.2 **Community Services Emergency Manager – Shane Harris**

- Only now in week 6 of employment
- Completed Rural Awareness training, had 9 new volunteers at last training session.
- Main focus now on all Local Governments and building relationships.
- Bushfire Riks Management Plan is a high priority on the list.
- Currently being housed at Cranbrook.
- Bomber training took place, the notices went out late and the Saturday training got cancelled due to current fires.

5.1.3 **Volunteer Bush Fire Brigade Service, Kojonup – Digby Stretch**

- Visited the windfarm with Tony Fisher, discussed taking their trucks out with them on warm days. They offered their trailers and trucks to brigades in need.

- Radio Ops meeting taking place this evening (6 November 2023) – open to all secretaries to attend.
- Harvest early, some farmers already started.

5.1.4 Kojonup Health Service – Jean Daly

- Nothing really new going on at the hospital.
- Still using agency staff.
- Covid outbreak in the community, no capacity to admit at the local hospital

5.1.5 LGGS – Rex Evans

- Doing WHS inspections at Springhaven
- Discuss Narrogin fire with Asbestos dwellings and the danger of it. Reminder that only an A-class license holder can remove Asbestos after a burn.
- ICP – Independent Competent Person should inspect all asbestos removals.

5.1.6 Kojonup VFRS – Matt Crabb

- Currently 12 volunteers
- Doing Electric vehicle info course on burning. Quite a few electric bikes on farms now. Asked that Digby Stretch ask who wants to join the training at the Radio Operations meeting.
- Muradup house fire – water was an issue, do not have fob keys to the standpipes.

5.1.7 Department of Communities – Sharon Ausin

- Joined meeting online .
- No report send through.

5.1.8 Shire of Kojonup – Chief Executive Officer – Grant Thompson

- Springhaven – Covid outbreak again. Nineteen of the twenty two residents were affected.
- Noticed that Covid affected the whole town, Kojonup Show the start of spreading.

6. OTHER ITEMS

NIL

7. DETAILS OF NEXT MEETING

Monday, 5th February 2024 @09:30am

8. CLOSURE

There being no further business to discuss, the Chairman thanked the members for their attendance and declared the meeting closed at 10:00am.

Attachments:

5.1.1 – New strategy targeting foodborne illness

Confirmed as true and correct:

Chairperson

Date

From: [Estelle Lottering](#)
To: [Judy Stewart](#)
Subject: FW: Shire of Kojonup - Reserve 18033
Date: 8 December, 2023 3:59:18 PM
Attachments: [image003.png](#)
[image001.jpg](#)
[FW Enquiry.msg](#)

From: Tanya McLean
Sent: 20 November, 2023 12:23 PM
To: Estelle Lottering
Subject: RE: Shire of Kojonup - Reserve 18033

OFFICIAL

Case 2302493 / File 03353-1988

Hi Este

I refer to your CLEF requesting management of Reserve 18033.

CommerceWA hold a database of Associations on their 'AssociationsOnline' system. A review of this database shows the Jingalup Golf Club Inc is still registered:



To facilitate the Shire's request the Department requires:

1. The Shire to provide evidence that the Jingalup Golf Club Inc (JGC) is in fact 'deregistered' / defunct.
2. It is suggested that the matter is resolved at council, noting the Shire is required to provide appropriate justification (due to the absence of agreement from the management body) that revoking the management order is in the public interest (**please refer to section 50(2) of the *Land Administration Act 1997***).

As a suggestion, an appropriate council resolution would include requests for:

- Minister for Lands to revoke the current management order to 'Jingalup Golf Club Inc' pursuant to section 50(2) of the *Land Administration Act 1997* (LAA) - providing appropriate justification (due to the absence of agreement from the recorded management body) that revoking the management order is in the public interest.
- grant of a Management Order over Reserve 18033 to the Shire of Kojonup, pursuant to section 46 LAA
- (And only if applicable, request an amendment/change in Reserve purpose, pursuant to section 51 LAA)

3. Additionally, consideration / confirmation from the Shire will be required to accept management of the land on an 'as is' basis.

The Department understands the importance of Reserve 18033 to the Shire as you have outlined in

your email below – and in principle, the transfer of the management of Reserve 18033 can be facilitated; however there are further requirements the Shire must undertake to assist and ensure compliance with the LAA is adhered to.

Kind regards

Tanya

Tanya McLean

A/Senior State Land Officer | Land Management South

Department of Planning, Lands and Heritage

Level 6, Bunbury Tower, 61 Victoria Street, Bunbury WA 6230

wa.gov.au/dplh | 9791 0597



The Department acknowledges the Aboriginal people of Western Australia as the traditional custodians of this land, and we pay our respects to their Elders, past and present.

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Estelle Lottering

From: [REDACTED]
Sent: 5 December, 2023 2:37 PM
To: Judy Stewart
Subject: FW: Jingalup Golt Club

From: [REDACTED]
Sent: Friday, 24 November 2023 1:52 PM
To: [REDACTED]
Subject: Re: Jingalup Golt Club

To Councillor Radford

Further to your enquiry regarding the Jingalup Golf Club I was the club treasurer in 2005, and Club records show that the Jingalup Golf Club has not been used as an official Golf Club since its closure , 18 years ago, in 2005.
Need any more information, please do not hesitate to contact me

Regards
Annette Caldwell

Please be cautious
This email was sent outside of your organisation

Reserve Details Report -18033

Reserve	18033	Legal Area (ha)	56.2675
Name	N/A	Status	CURRENT
Type	N/A	Current Purpose	RECREATION
File Number	04925-1924-01RO		
Notes	N/A		
Additional Reserve Information	N/A		

Class	Responsible Agency	Date of Last Change
C	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)	22/10/2002

Management Order	Document Number
VEST: JINGALUP GOLF CLUB INC	H955897

Land Use
RECREATION

Local Government Authority
SHIRE OF KOJONUP

CLT Number	Parcel Identifier	Street Address, Suburb	File Number	PIN	Area (m ²)
LR3042/720	Lot 6 On Deposited Plan 33156	No Street Address Information Available	04925-1924-01RO.	645803	18075
LR3127/104	Lot 23 On Deposited Plan 217905	No Street Address Information Available	04925-1924-01RO.	645799, 645800	548795.114

Previous Certificates of Title	Status
LR3092/994	Cancelled
LR3096/170	Cancelled

Document Number/Gazette Page	Date	Type	Text
I041784	13/03/2002	Vesting Revoked	REVOKED: ORDER DATED 1/11/1991
H955896	12/12/2001	Current Area	56.2675



Document Number/Gazette Page	Date	Type	Text
H955896	12/12/2001	Lot/Town Lot	JINGALUP LOT 23 & JINGALUP LOT 6
H955897	12/12/2001	Current Vesting	VEST: JINGALUP GOLF CLUB INC
5623	12/12/2001	Survey Number	D:44890, P:17905, DP 33156 (H955896)
5623	01/11/1991	Formerly	JINGALUP LOT 23
5623	01/11/1991	Historical Area	54.8915
5623	01/11/1991	Public Plan	JINGALUP TOWNSITE; JINGALUP TOWNSITE & KILJANUP 1:25 000
N/A	01/11/1991	Historical Vesting	VEST:APPOINTED BOARD MEMBERS: E.J.RADFOR, L.P LEE I.D. & H.E. HAGGERTY, G.J. MCGUIRE, R.A. WRIGHT,& D.P. REID, UNDER PARKS & RESERVES ACT1895.
N/A	24/02/1989	Correspondence File Number	3353/988
878	18/03/1983	Historical Area	ABT 50.9348
1736	28/05/1982	Boards	[No text]
3571	24/09/1971	Boards	[No text]
1981	31/07/1959	Boards	[No text]
1536	03/09/1954	Area Increased by	128.0.0
2640	31/10/1952	Boards	[No text]
1761	25/11/1932	By-Laws	[No text]
538	22/04/1932	Area Reduced by	22.0.39
2429	07/11/1930	Boards	[No text]
1490	26/06/1928	Boards	[No text]
1177	26/06/1925	Boards	[No text]
1823	26/09/1924	Area Increased by	23.0.39
1199	30/06/1922	Original Gazettal and page	ORIGINAL GAZETTE
N/A	30/06/1922	Class	C
N/A	30/06/1922	Current Purpose	RECREATION
N/A	30/06/1922	Original Area	20.0.0
N/A	30/06/1922	Previous Lot/Locations	JINGALUP LOTS 5 & 8
N/A	30/06/1922	Street Name	GRANVILLE ST

Document Number/Gazette Page	Date	Type	Text
N/A	N/A	Area Reduced by	126.0.12 ,P202

date: Dec 8, 2023, 3:26:45 PM