

Kojonup



SHIRE OF KOJONUP

AGENDA

Ordinary Council Meeting

23 July 2024

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is hereby given that an Ordinary Meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 23 July 2024 commencing at 3:00pm.

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

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

GRANT THOMPSON
CHIEF EXECUTIVE OFFICER

19 July 2024

AGENDA FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 23 JULY 2024

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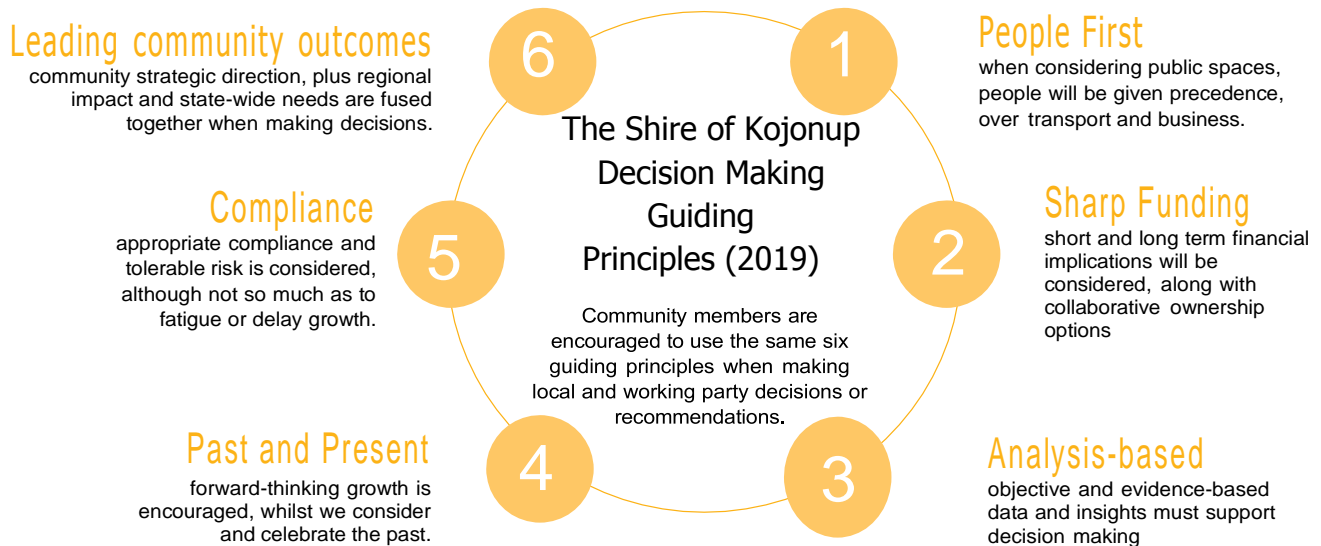
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The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



AGENDA

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

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

Disclaimer

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

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

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

Acknowledgement of Country

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

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

Prayer

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

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

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

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

**3 ATTENDANCE
COUNCILLORS**

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

STAFF

Grant Thompson	Chief Executive Officer
Jill Johnson	Manager Finance and Corporate Services
Estelle Lottering	Project Manager/Community Services
Tonya Pearce	Governance and Rates Officer

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

Cr Webb

4 DECLARATION OF INTEREST

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Not applicable

5.2 PUBLIC QUESTION TIME

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 18 JUNE 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 18 June 2024 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 18 June 2024 be confirmed as a true record.

6.2 SPECIAL COUNCIL MEETING 2 JULY 2024

Unconfirmed Minutes of a Special Council Meeting held 2 July 2024 are at [attachment 6.2.1](#)

OFFICER RECOMMENDATION

That the Minutes of a Special Council Meeting held 2 July 2024 be confirmed as a true record.

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

7.4.1 CR MICKLE – GREAT SOUTHERN RECREATION ADVISORY GROUP MEETING – 30 MAY 2024 – [Attachment 7.4.1.1 & 7.4.1.2](#)

7.4.2 CR BILNEY – GREAT SOUTHERN WALGA ZONE MEETING – 21 JUNE 2024 – [Attachment 7.4.2.1](#)

8 METHOD OF DEALING WITH AGENDA BUSINESS

9 **REPORTS**

9.1 **KEY PILLAR ‘LIFESTYLE’ REPORTS**

9.1.1 **ALLOCATING GENERAL PRACTITIONER VEHICLE TO THE GEORGE CHURCH COMMUNITY MEDICAL CENTRE INC.**

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 18 May 2024
FILE NO	PH.SVP.1
ATTACHMENT(S)	9.1.1.1 – 2024.05.09 Shire of Kojonup Livingston Medical Fee Request

‘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
Lifestyle	2 Proactive Community Spirit	2.6 Wellbeing advancement

DECLARATION OF INTEREST

Nil

SUMMARY

Council to consider allocating a vehicle, to be fully utilised as a Medical Practitioner’s vehicle whilst operating and living in the Kojonup town, to the George Church Community Medical Centre Inc. (GCCMC), on a 5 year term.

BACKGROUND

As the Council is aware the Livingston Medical Group has been engaged to provide medical services at the George Church Community Medical Centre.

Previously, in October 2022, Council resolved to provide housing for use in the attraction of a medical practitioner;

That Council:

1. *Seeks a sworn rental valuation for 39 Vanzuilecom Street, Kojonup.*
2. *Advertises, under Section 3.58 of the Local Government Act 1995 - Disposing of property:*
 - a) *its intent to lease 39 Vanzuilecom Street, Kojonup, to The George Church Community Medical Centre Inc. (GCCMC) on a 10 year lease with an extension of a further 10 (ten) years, on the provision that the GCCMC renovates the house to an agreed suitable standard using the GROH (Government Regional Officers Housing) functional specifications as its renovation guide; and*
 - b) *that the lease amount will be negotiated on the basis that renovation costs, up to \$200,000, are wholly provided by the GCCMC, as well as a minimal rent amount*

covering the Shire of Kojonup's (Shire) costs associated with water and other utility costs.

3. Delegates authority to the Chief Executive Officer and Shire President to negotiate the lease and renovation specifications with the GCCMC if no public submissions are received.

4. Reallocates 39 Vanzuilecom Street, Kojonup, from staff housing to housing for the attraction and retention of a General Practitioner to the Shire and updates Council Policy 2.2.7 accordingly.

COMMENT

As the Council is aware the service of a consistent medical practice is essential to any town in its growth and sustainability plans.

This asset would be allocated and available for the sole purpose of a Medical Practitioners vehicle and made available on a 5 year term with the objective of recruiting and retaining medical services in the town of Kojonup.

The basis of the vehicle being available for use would be conditional on the GCCMC being accountable for all outgoings and any FBT liability, excluding insurances and registration, and to an agreed standard of usage and care of the vehicle.

The GCCMC would be liable for all servicing and proper care of the vehicle.

The vehicle is only available for use by a Medical Practitioner practicing and living in the town of Kojonup.

The asset remains the sole property of the Shire of Kojonup.

KO 38, Holden Equinox, is available for allocation at this current time and would be allocated as the Medical Practice Vehicle.

CONSULTATION

Shire President

Briefing Sessions

Manager Finance & Corporate Services

STATUTORY REQUIREMENTS

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy

FINANCIAL IMPLICATIONS

The vehicle is already a part of the asset register and therefore fully insured. A small reduction and saving on outgoings on this asset would be captured.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
Asset Sustainability	Failure or reduction in service of infrastructure assets, plant, equipment or machinery.	Routine maintenance schedule: Other infrastructure (Parks, reserves & play equipment)	Regularly scheduled Park & Property Inspections
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
<i>Asset needs to be properly maintained and used appropriately otherwise additional capital cost may be incurred by the Shire.</i>			

ASSET MANAGEMENT IMPLICATIONS

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Seeks a valuation on 38 KO, Holden Equinox, from local car dealers.
2. Advertises, under Section 3.58 of the Local Government Act 1995 - Disposing of property:
 - a) Its intent to allocate 38 KO, Holden Equinox, as a Medical Practitioner Vehicle, to The George Church Community Medical Centre Inc. (GCCMC) on a 5 (five) year term, on the provision that the GCCMC is liable for all outgoings and FBT liability if any, and has a code of proper usage in place to maintain and care for the vehicle;
 - b) The Shire will be liable for the insurances and registration on the vehicle and any replacement cost of a vehicle, at the Shires sole discretion, required as a part of the allocation;
3. Delegates authority to the Chief Executive Officer to negotiate the terms of the allocated vehicle usage with the GCCMC and if no public submissions are received reallocate 38 KO, Holden Equinox, from pool car to use in the attraction and retention of a Medical Practitioner living and operating in Kojonup.
4. Allocates 2 KO, Mitsubishi Pajero, as the Shire Pool Car and allocated to the role of Governance & Rates Officer and updates Council Policy 2.2.8 as per the above accordingly.

9.2 KEY PILLAR 'ECONOMICS' REPORTS

9.3 KEY PILLAR 'VISITATION' REPORTS

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (MAY & JUNE 2024)

AUTHOR	Jill Johnson – Manager Financial & Corporate Services
DATE	Friday, 12 July 2024
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statements May 2024 9.4.1.2 – Monthly Financial Statements June 2024

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the months ending 31 May & 30 June 2024.

BACKGROUND

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

COMMENT

The attached Statements of Financial Activity for the period 1 July 2023 to 30 June 2024 represents ten (12) months, or 100% of the year.

The following items are worthy of noting:

- Closing surplus position of \$2,773,759.
- Capital expenditure achieved 90.5% of budgeted projects.
- Cash holdings of \$7,908m of which \$4,807m is held in cash backed reserve accounts and \$3,101m is unrestricted cash.
- Rates debtors outstanding equate to 6% 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

Nil

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period ending 31 May & 30 June 2024, as attached, be noted.

9.4.2 MONTHLY PAYMENT LISTING – MAY AND JUNE 2024

AUTHOR	Tonya Pearce – Finance and Rates Officer
DATE	Monday, 15 May 2024
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 - Monthly Payment Listing May 2024 9.4.2.2 - Monthly Payment Listing June 2024

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

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of May and June 2024.

BACKGROUND

Nil

COMMENT

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

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

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

FROM – 1 May 2024		TO – 30 June 2024
Municipal Cheques	14381-14384	\$59,904.65
EFTs	34021 - 34444	\$2,236,870.42
Direct Debits		\$1,211,933.24
Total		\$3,508,708.31

be received.

9.4.3 FREEDOM OF INFORMATION – INFORMATION STATEMENT 2024/2025

AUTHOR	Chyan Berliner – Records Administration Officer
DATE	Monday, 15 July 2024
FILE NO	IM.FOI.4
ATTACHMENT(S)	9.4.3.1 – Shire of Kojonup Information Statement 2024/2025

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “ <i>The Cultural Experience Centre of the Great Southern</i> ” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
KP – 4 Performance	12.4 Community data and knowledge commitment	This is the Shire of Kojonup’s commitment to data, knowledge and image sharing on behalf of the community of Kojonup to be used in promotion of Kojonup’s placemaking progress (eg; business prospectus, funding attraction, partnership attraction).

DECLARATION OF INTEREST

Nil

SUMMARY

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

BACKGROUND

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

The Information Statement must set out:

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

COMMENT

The Shire of Kojonup’s Information Statement 2019/2020 attachment 9.4.3.1. The document complies with the requirements of the *Freedom of Information Act*, as outlined above.

A copy of the Information Statement will be forwarded to the Commissioner as required. The previous version was adopted by the Council at its ordinary meeting held 24 July 2018.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Required under the *Freedom of Information Act 1992*.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the 2024/2025 Information Statement as attached be adopted and published in accordance with the *Freedom of Information Act 1992*.

10 APPLICATIONS FOR LEAVE OF ABSENCE

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 MINUTES OF A CHIEF EXECUTIVE OFFICER'S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 11 JUNE 2024

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Friday, 12 July 2024
FILE NO	PE.HMR.116
ATTACHMENT(S)	14.1.1.1 - Unconfirmed minutes of a CEO PR Committee meeting held 11 June 2024

14.1.2 SHIRE OF KOJONUP CAT LOCAL LAW 2024 UNDERTAKING

AUTHOR	Grant Thompson
DATE	Monday, 14 March 2024
FILE NO	LE.LCL.3
ATTACHMENT(S)	14.1.2.1 Correspondence received from The Joint Standing Committee on Delegated Legislation – Letter of Undertaking.

PROCEDURAL MOTION

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

PROCEDURAL MOTION

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

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.1.1 MINUTES OF A CHIEF EXECUTIVE OFFICER'S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 18 JUNE 2024

14.1.2 SHIRE OF KOJONUP CATS LOCAL LAW 2024 UNDERTAKING

15 CLOSURE

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

16 **ATTACHMENTS (SEPARATE)**
(USC – Under Separate Cover)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 18 June 2024
6.2	6.2.1	Unconfirmed Minutes of a Special Council Meeting held on 2 July 2024
7.4.1	7.4.1.1	Cr Mickle – Great Southern Recreation Advisory Group Meeting – 30 May 2024
	7.4.1.2	DoH food safety - Flow chart
7.4.2	7.4.2.1	WALGA Zone Meeting 21 June 2024
9.1.1	9.1.1.1	2024.05.09 Shire of Kojonup Livingston Medical Fee Request
9.4.1	9.4.1.1	Monthly Financial Statements May 2024
	9.4.1.2	Monthly Financial Statements June 2024
9.4.2	9.4.2.1	Monthly Payment Listing May 2024
	9.4.2.2	Monthly Payment Listing June 2024
9.4.3	9.4.3.1	Shire of Kojonup Information Statement 24-25

CONFIDENTIAL

14.1.1	14.1.1.1	Unconfirmed minutes of a CEO PR Committee meeting held 18 June 2024
14.1.2	14.1.2.1	Correspondence received from The Joint Standing Committee on Delegated Legislation – Letter of Undertaking.