



Shire of
Katanning
Heart of the Great Southern

List of Accounts Paid
October 2024



Heart of the Great Southern

Schedule of Accounts Paid - October 2024

EFT Payments	Date	Name	Description	Amount	Total
EFT38569	03/10/2024	Paul & Warner Resources		-\$	330.00
S157590	19/09/2024		Fire Detection & Alarm Monitoring - Admin Building	\$ 330.00	
EFT38570	03/10/2024	BGL Solutions		-\$	8,653.33
INV-0006709	30/09/2024		Grounds Maintenance - AAPG & Lions Park	\$ 8,653.33	
EFT38571	03/10/2024	Yellow Gum B&B		-\$	150.00
INV-2364	25/09/2024		Accommodation - ECH Project Management	\$ 150.00	
EFT38572	03/10/2024	Canon Australia		-\$	242.44
8124438105	17/09/2024		Library Copier Charges - September 2024	\$ 242.44	
EFT38573	03/10/2024	Integrated ICT		-\$	5,398.97
34198	25/09/2024		Software Subscriptions - Technician	\$ 1,452.00	
34199	25/09/2024		Software Subscriptions - Technician	\$ 917.13	
34306	27/09/2024		Software Subscriptions - Preventative Maintenance	\$ 572.00	
34307	27/09/2024		Software Subscriptions - Server Warranty Extension	\$ 96.80	
34358	30/09/2024		Software Subscriptions - Microsoft 365 Licences	\$ 2,361.04	
EFT38574	03/10/2024	Team Global Express Pty Ltd		-\$	192.84
0652-S408620	15/09/2024		Team Global Express Freight Charges	\$ 192.84	
EFT38575	03/10/2024	Belinda Knight		-\$	14,564.00
BK185	30/09/2024		Contracting Services - Debtors	\$ 4,400.00	
BK186	30/09/2024		Contracting Services - Financial Services	\$ 4,620.00	
BK187	30/09/2024		Contracting Services - Review Asset Register	\$ 5,544.00	
EFT38576	03/10/2024	CGS Tyres		-\$	2,624.00
1013722	20/09/2024		John Deere Grader - Tyre Maintenance	\$ 2,624.00	
EFT38577	03/10/2024	Australian Taxation Office		-\$	29,774.00
20240925	25/09/2024		PAYG - Week Ending: 25/09/2024	\$ 134.00	
20240926	26/09/2024		PAYG - Week Ending: 25/09/2024	\$ 29,640.00	
EFT38578	03/10/2024	Katanning H Hardware		-\$	420.00
105003629	27/08/2024		Uniforms & PPE - Boots	\$ 420.00	

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EFT38579	03/10/2024	Water Corporation		-\$	2,298.17
90 07673 96 2	27/09/2024	Water Usage - 728L Cullen Street	\$	417.34	
90 24453 27 5	01/10/2024	Water Usage - 3/8 Kaatanup Loop	\$	267.93	
90 24453 26 7	01/10/2024	Water Usage - 1/8 Kaatanup Loop	\$	273.25	
90 24441 53 0	01/10/2024	Water Usage - 19 Kaatanup Loop	\$	267.93	
90 24453 28 3	01/10/2024	Water Usage - 4/8 Kaatanup Loop	\$	267.93	
90 24453 29 1	01/10/2024	Water Usage - 2/8 Kaatanup Loop	\$	267.93	
90 24464 55 6	01/10/2024	Water Usage - 2/5 Kaatanup Loop	\$	267.93	
90 24464 56 4	01/10/2024	Water Usage - 3/5 Kaatanup Loop	\$	267.93	
EFT38580	03/10/2024	PFD Food Services		-\$	469.85
LM952610	18/09/2024	Kiosk Stock Order	\$	469.85	
EFT38581	03/10/2024	Kojonup BMC Embroidery		-\$	2,616.00
10351	02/10/2024	2024/25 FY Uniform Order - Admin & KLC - 50% Deposit	\$	2,616.00	
EFT38582	03/10/2024	Hitachi Construction Machinery Aust Ltd		-\$	269.46
SI1651091	16/09/2024	Hitachi Wheel Loader - Parts	\$	269.46	
EFT38583	03/10/2024	T-Quip		-\$	26.51
132545 #32	19/09/2024	Hako Sweeper Scrubber - Terminal Strip	\$	26.51	
EFT38584	03/10/2024	WesTrac		-\$	16.68
PI 9879927	21/07/2024	2011 Caterpillar Roller - Air Freight	\$	16.68	
EFT38585	11/10/2024	Easifleet		-\$	1,121.87
208823	09/10/2024	Vehicle Lease - 1HZF416	\$	1,121.87	
EFT38586	11/10/2024	Integrated ICT		-\$	735.01
34427	30/09/2024	Software Subscriptions - Technician	\$	199.38	
34490	30/09/2024	Software Subscriptions - Trend Micro Antivirus	\$	233.64	
34493	30/09/2024	Software Subscriptions - M365 Backup	\$	301.99	
EFT38587	11/10/2024	Team Global Express Pty Ltd		-\$	313.16
0653-S408620	22/09/2024	Team Global Express Freight Charges	\$	313.16	
EFT38588	11/10/2024	Zenith Laundry		-\$	354.99
00293173	03/09/2024	KLC Laundry - Multiple Events	\$	354.99	

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EFT38589	11/10/2024	Burgess Rawson		-\$	614.36
23170	02/10/2024	Water Consumption - Katanning Railway Yard	\$	32.88	
23171	02/10/2024	Water Consumption - Katanning Railway Yard	\$	67.89	
23172	02/10/2024	Water Consumption - Katanning Railway Yard	\$	18.33	
23187	09/10/2024	Water Consumption - Katanning Railway Yard	\$	16.09	
23188	09/10/2024	Water Consumption - Katanning Railway Yard	\$	464.83	
23189	09/10/2024	Water Consumption - Rail Reserve at Austral Terrace	\$	6.47	
23190	09/10/2024	Water Consumption - Rail Reserve at Austral Terrace	\$	7.87	
EFT38590	11/10/2024	Great Southern Toyota		-\$	1,377.25
PI33027461	01/07/2024	1IBB359 Toyota Prado - Key Fob	\$	14.59	
JC34048207	17/09/2024	KA25652 Toyota Hilux - Scheduled 140,000km Service	\$	1,362.66	
EFT38591	11/10/2024	BTW Rural Supplies		-\$	2,121.00
42924-1	04/09/2024	Kioti Tractor - Parts & Maintenance	\$	1,636.00	
42980	26/09/2024	Hockey Oval - Reticulation Parts	\$	485.00	
EFT38592	11/10/2024	Water Corporation		-\$	263.05
90 07691 11 6	01/10/2024	Water Usage - Lot 26 Forrest Road	\$	23.51	
90 07680 64 4	02/10/2024	Water Usage - Baker Street Standpipe	\$	239.54	
EFT38593	11/10/2024	Larissa's Face Paint		-\$	200.00
20240815	15/08/2024	NAIDOC Week - Face Painting	\$	200.00	
EFT38594	11/10/2024	Watson's Liquid Waste		-\$	560.00
3246	04/10/2024	RV Dump Point Maintenance - Unblock Dumping Point	\$	560.00	
EFT38595	11/10/2024	Bibikin Farms		-\$	22,000.00
129	19/06/2024	Kelly Road Maintenance - Gravel	\$	22,000.00	
EFT38596	11/10/2024	Athena Water Services		-\$	2,255.00
00006658	04/10/2024	Reverse Osmosis Plant - New Bore Pump	\$	2,255.00	
EFT38597	11/10/2024	Department of Energy, Mines, Industry Regulation & Safety		-\$	56.65
SEP2024	01/09/2024	Building Services Levy - September 2024	\$	56.65	
EFT38598	11/10/2024	Peter Klein		-\$	84.65
20241002	02/10/2024	Reimbursement - Refund of Fuel Costs for Prado	\$	84.65	

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EFT38599	11/10/2024	Kojonup BMC Embroidery	-\$	2,616.00
10351	02/10/2024	2024/25 FY Uniform Order - Admin & KLC - Final 50%	\$	2,616.00
EFT38600	11/10/2024	Ray Ford Signs	-\$	262.30
INV-0484	30/09/2024	RV Dump Point Maintenance - Signage	\$	79.70
INV-0505	07/10/2024	Council Chambers Accessories - New Name Block Plaques	\$	39.60
INV-0504	07/10/2024	Harmony Festival 2025 - Signage Dates	\$	143.00
EFT38601	11/10/2024	Fleet Network Pty Ltd	-\$	854.29
137753	09/10/2024	Vehicle Lease - CEO's Vehicle	\$	854.29
EFT38602	11/10/2024	Telair Pty Ltd	-\$	427.90
TA20748-063	30/09/2024	Administration Internet Expenses - October 2024	\$	427.90
EFT38603	11/10/2024	Dustin Aylmore and Kellie Squibb	-\$	100.00
20241008	08/10/2024	Reimbursement - Refund of Bond	\$	100.00
EFT38604	11/10/2024	Remote Site Mechanical	-\$	4,708.55
INV-0319	02/10/2024	Contract Mechanic Service: 24/09/2024 - 01/10/2024	\$	4,708.55
EFT38605	11/10/2024	Coca-Cola Amatil	-\$	810.64
0234943670	19/09/2024	Kiosk Stock Order	\$	810.64
EFT38606	11/10/2024	Farmers Centre	-\$	15,573.53
142885-00	03/10/2024	Front End Loader - Parts & Labour	\$	15,573.53
EFT38607	11/10/2024	Grande Food Service	-\$	990.23
4237356	18/09/2024	Kiosk Stock Order	\$	352.66
4238028	02/10/2024	Kiosk Stock Order	\$	637.57
EFT38608	11/10/2024	Katanning Stock & Trading	-\$	1,506.75
7/27	11/09/2024	Building Maintenance - Multiple Locations	\$	276.45
7/28	25/09/2024	Building Maintenance - Admin & Depot	\$	74.00
7/29	26/09/2024	Building Maintenance - Railway Station	\$	786.45
7/31	02/10/2024	Building Maintenance	\$	369.85
EFT38609	17/10/2024	WCP Civil Pty Ltd	-\$	223,026.95
32017	28/09/2024	Piesse Street & Dore Street - Asphalt Works	\$	223,026.95

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EFT38610	17/10/2024	Dormakaba Australia		-\$	594.00
35WA1261479	30/09/2024	Lions Park Changing Places - Automatic Door Maintenance	\$	99.00	
35WA1261476	30/09/2024	Lions Park Changing Places - Automatic Door Maintenance	\$	99.00	
35WA1265919	16/10/2024	Lions Park Changing Places - Automatic Door Maintenance	\$	396.00	
EFT38611	17/10/2024	Canon Australia		-\$	324.25
8124467468	04/10/2024	Library Copier Charges - September 2024	\$	324.25	
EFT38612	17/10/2024	WA Contract Ranger Services		-\$	7,053.75
00005834	05/10/2024	Ranger Services: 23/09/2024 - 06/10/2024	\$	7,053.75	
EFT38613	17/10/2024	South West Aboriginal Medical Service		-\$	50.00
20241016	16/10/2024	Reimbursment - Refund of Bond	\$	50.00	
EFT38614	17/10/2024	Katanning Cleaning		-\$	14,476.00
4 (2024-2025)	03/10/2024	Cleaning Contract 2024/25 - September 2024	\$	14,476.00	
EFT38615	17/10/2024	Team Global Express Pty Ltd		-\$	265.77
0654-S408620	29/09/2024	Team Global Express Freight Charges	\$	265.77	
EFT38616	17/10/2024	Market Creations Agency		-\$	1,009.80
II03-15	30/09/2024	IT Support - Council Meetings	\$	1,009.80	
EFT38617	17/10/2024	Exurban Rural & Regional Planning		-\$	7,552.94
URP-4560	06/10/2024	Town Planning Consultancy - September 2024	\$	7,552.94	
EFT38618	17/10/2024	Elizabeth French Consulting		-\$	18,768.96
240903	02/10/2024	Consultant - Environmental Health Officer	\$	10,427.20	
240803	02/10/2024	Consultant - Environmental Health Officer	\$	8,341.76	
EFT38619	17/10/2024	Zenith Laundry		-\$	202.00
00296800	16/10/2024	KLC Laundry Order	\$	202.00	
EFT38620	17/10/2024	Katanning Co-Operative Bulk Handling		-\$	50.00
20241015	15/10/2024	Reimbursement - Refund of Bond	\$	50.00	
EFT38621	17/10/2024	Warren Blackwood Waste		-\$	16,306.81
19396	30/09/2024	Waste Collection Service - Regular Service	\$	4,907.18	
19426	01/10/2024	Waste Collection Service - Front Lift Bins Service	\$	891.00	
19439	06/10/2024	Waste Collection Service - Recycling Service	\$	5,601.45	
19440	14/10/2024	Waste Collection Service - Regular Service	\$	4,907.18	

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EFT38622	17/10/2024	Cameron Punch		-\$	110.00
20241011	11/10/2024	Reimbursement - Building Application Permit	\$	110.00	
EFT38623	17/10/2024	Aerodrome Management Services Pty Ltd		-\$	7,975.00
AMSINV-250474	20/09/2024	Aerodrome Annual Technical & Safety Inspection 2024	\$	7,975.00	
EFT38624	17/10/2024	Barbara Groves		-\$	50.00
20241015	15/10/2024	Reimbursement - Refund of Bond	\$	50.00	
EFT38625	17/10/2024	St Lukes Family Practice		-\$	132.00
60319	11/10/2024	Fit for Work - Pre-Employment Medical	\$	132.00	
EFT38626	17/10/2024	Australian Taxation Office		-\$	31,332.00
20241010	10/10/2024	PAYG - Week Ending: 09/10/2024	\$	31,332.00	
EFT38627	17/10/2024	Great Southern Fuel Supplies		-\$	5,153.77
SEP2024	30/09/2024	Fuel card purchases - September 2024	\$	4,949.17	
17009144	14/10/2024	Volva Excavator - Hydraulic Oil	\$	204.60	
EFT38628	17/10/2024	AMPAC Debt Recovery		-\$	687.50
111220	30/09/2024	Debt Recovery - Rates	\$	682.00	
111244	30/09/2024	Debt Recovery - Debtors	\$	5.50	
EFT38629	17/10/2024	Slavin Architects		-\$	15,438.50
INV-1333	01/10/2024	Early Childhood Hub - Project Management	\$	5,115.00	
INV-1339	03/10/2024	Early Childhood Hub - Project Management	\$	10,323.50	
EFT38631	17/10/2024	Katanning H Hardware		-\$	526.05
103001803	04/09/2024	Statues & Memorials - Tarp for Cannon	\$	144.95	
102041834	13/09/2024	Materials - Lake Ewlyamartup BBQ Gas	\$	79.90	
108000413	16/09/2024	Depot Maintenance - Lock Box	\$	157.95	
105003644	18/09/2024	Fuel Pod - Electrical Parts	\$	15.75	
106038147	26/09/2024	Town Gardens - Materials	\$	111.00	
107000320	30/09/2024	Refuse Site Maintenance - Keys	\$	16.50	
EFT38632	17/10/2024	Katanning Hub Community Resource Centre		-\$	4,400.00
INV-0902	14/10/2024	Tourism Services: 1 July - 30 September 2024	\$	4,400.00	

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EFT38633	17/10/2024	OneMusic Australia		-\$	327.18
510830	02/10/2024	KLC Fitness Class Music Licence Fees: October - December 2024	\$	327.18	
EFT38634	17/10/2024	Australia Post		-\$	4,176.75
1013535376	03/10/2024	Admin Daily Postage - September 2024	\$	4,176.75	
EFT38635	17/10/2024	National Livestock Reporting Service		-\$	990.00
90056985	30/09/2024	Saleyards Livestock Market Report - September 2024	\$	990.00	
EFT38636	17/10/2024	Blights Auto Electric		-\$	275.00
22400	04/10/2024	KA533 Mazda BT50 - New Battery	\$	275.00	
EFT38637	17/10/2024	SOS Office Equipment		-\$	128.27
SOS643385	30/09/2024	KLC Copier Charges - September 2024	\$	128.27	
EFT38638	17/10/2024	BOC Limited		-\$	124.37
4037641056	28/09/2024	Container Service - September 2024	\$	124.37	
EFT38639	17/10/2024	Omnicom Media Group Australia Pty Ltd		-\$	887.02
1780319	30/09/2024	Advertisement - Vacant Position	\$	472.44	
1780320	30/09/2024	Advertisement - Vacant Positions	\$	414.58	
EFT38640	17/10/2024	Tyrepower Katanning		-\$	60.00
162280	06/09/2024	John Deere Mower - Tyre Maintenance	\$	60.00	
EFT38641	17/10/2024	Peter Klein		-\$	58.14
20241010	10/10/2024	Reimbursement - WALGA Convention Drinks	\$	58.14	
EFT38642	17/10/2024	PFD Food Services		-\$	841.55
LN292998	02/10/2024	Kiosk Stock Order	\$	841.55	
EFT38643	17/10/2024	Kojonup BMC Embroidery		-\$	70.00
10378	14/10/2024	Uniforms & PPE - Cleaner Uniforms	\$	70.00	
EFT38644	17/10/2024	Baileys Fertiliser		-\$	484.00
51345	27/09/2024	Hockey Oval & Three Tier Park - Soil Analysis	\$	484.00	
EFT38645	17/10/2024	Bernard Seeber Architects		-\$	2,739.00
558.01.007	30/09/2024	Old Katanning Hotel Student Hub	\$	2,739.00	
EFT38646	17/10/2024	Duxton Hotel Perth		-\$	2,640.00
081024SHIRE	17/10/2024	Local Government Week - Balance of Accommodation	\$	2,640.00	

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EFT38647	17/10/2024	Village Solutions Australia		-\$	2,180.00
INV-3475	07/10/2024	Consultants - Term Sheet for new Amherst Lease	\$	2,180.00	
EFT38648	17/10/2024	MCB Construction		-\$	29,801.64
INV-0100	07/10/2024	Bushfire Brigade Shed Upgrade	\$	29,801.64	
EFT38649	17/10/2024	Michael Chesson		-\$	52,673.84
20240930	30/09/2024	Unit 3 Amherst Village - Refundable Capital Deposit 60%	\$	52,673.84	
EFT38650	17/10/2024	David Blurton		-\$	183.88
20241015	15/10/2024	Reimbursement - Expenses whilst attending WALGA Convention	\$	183.88	
EFT38651	17/10/2024	AFGRI Equipment		-\$	619.36
2881957	06/09/2024	John Deere Grader - Parts	\$	292.60	
2889630	30/09/2024	John Deere Mower - Parts	\$	326.76	
EFT38652	17/10/2024	Coca-Cola Amatil		-\$	391.83
0235045219	03/10/2024	Kiosk Stock Order	\$	391.83	
EFT38653	17/10/2024	Data#3		-\$	947.22
SIN000240975	04/10/2024	Computer Software Subscriptions - AutoCAD LT 2025 Annual Subscription	\$	947.22	
EFT38654	17/10/2024	Emu Lane		-\$	92.00
1-925	31/07/2024	Kiosk Stock - Coffee Beans	\$	92.00	
EFT38655	17/10/2024	LE Garstone Plumbing		-\$	2,178.00
001113	02/10/2024	Saleyards Maintenance - New Water Fountain	\$	2,178.00	
EFT38656	17/10/2024	Graham's Small Motor Centre		-\$	160.00
S13	10/09/2024	Yamaha Grizzly 300 - Battery	\$	160.00	
EFT38657	17/10/2024	Katanning Historical Society		-\$	10,000.00
0425	16/08/2024	Community Financial Assistance Program - Annual Support	\$	10,000.00	
EFT38658	17/10/2024	Katanning Furnishings		-\$	109.00
21394	09/10/2024	8 Austral Terrace Maintenance - Roller Blind	\$	109.00	
EFT38659	17/10/2024	Katanning Plant Hire		-\$	550.00
INV-1495	16/10/2024	Katnning Ag Show - Concrete	\$	550.00	
EFT38660	17/10/2024	Kowalds News & Glasshouse		-\$	141.20
SN00 0039 0110 2024	01/10/2024	Admin Daily Newspapers - September 2024	\$	141.20	

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EFT38661	17/10/2024	Katanning Stock & Trading		-\$	441.35
7/26	04/09/2024	Quartermaine Oval Maintenance - Retic Parts	\$	5.60	
7/30	27/09/2024	Hockey Oval Maintenance - Retic Parts	\$	96.25	
7/33	16/10/2024	Airport Maintenance - New Cistern	\$	339.50	
EFT38662	17/10/2024	LGISWA		-\$	319,010.45
100-157326-02	01/10/2024	Shire Plant & Property Insurance Membership 2024/25	\$	319,010.45	
EFT38663	17/10/2024	QFH Multiparts		-\$	193.35
911542599	30/09/2024	Uniforms & PPE - Safety Boots	\$	193.35	
EFT38664	17/10/2024	Nilfisk Australia Pty Ltd		-\$	1,145.11
PSV1035056	15/08/2024	KLC Floor Scrubber Service	\$	1,145.11	
EFT38665	17/10/2024	Shenton Pumps		-\$	1,980.00
205278	30/09/2024	Katanning Aquatic Centre - Maintenance	\$	1,980.00	
EFT38666	17/10/2024	Scavenger Supplies		-\$	2,648.25
INV-20958	03/10/2024	BFB Uniforms & PPE - Smoke Masks	\$	2,066.35	
INV-20949	08/10/2024	BFB Supplies - Hose & First Aid Kit	\$	581.90	
EFT38667	17/10/2024	Albany V-Belt & Rubber		-\$	1,520.98
IN401454	05/09/2024	Depot Materials - Dayco Power Wedge	\$	270.25	
IN401457	05/09/2024	Depot Materials - Mud Guards	\$	474.65	
IN402003	16/09/2024	Plant Sundries - Freight	\$	21.41	
IN402724	30/09/2024	Plant Stores - Depot Supplies	\$	754.67	
EFT38668	17/10/2024	WALGA		-\$	660.00
SI-011860	18/09/2024	Great Southern Country Zone - Annual Subscription 2024/25	\$	660.00	
EFT38669	17/10/2024	Winc Australia		-\$	63.33
9046291481	27/09/2024	Library Stationery Order	\$	63.33	
EFT38670	17/10/2024	Wy Wurry Electrical		-\$	222.75
INV-06755	30/09/2024	KLC Shed - Electrical Maintenance	\$	222.75	
EFT38671	29/10/2024	Gypsy Kitchen Co		-\$	400.00
INV-0139	21/10/2024	Catering - Council Forum	\$	400.00	

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EFT38672	29/10/2024	BGL Solutions		-\$	8,968.93
INV-0006718	04/10/2024	Hockey Oval - New Sprinklers	\$	2,543.00	
INV-0006739	21/10/2024	KAARL Yarning Place - Landscaping	\$	6,425.93	
EFT38673	29/10/2024	WA Contract Ranger Services		-\$	5,381.75
00005867	21/10/2024	Ranger Services: 07/10/2024 - 20/10/2024	\$	5,381.75	
EFT38674	29/10/2024	Michelle Salter		-\$	177.27
20241028	28/10/2024	Reimbursment - Parking whilst attending WALGA Convention 2024	\$	177.27	
EFT38675	29/10/2024	Easifleet		-\$	1,121.87
209897	23/10/2024	Vehicle Lease - 1HZF416	\$	1,121.87	
EFT38676	29/10/2024	Diamond Locksmiths Pty Ltd		-\$	890.00
277220	03/10/2024	New Lock Mechanism - Refuse Site	\$	310.00	
277306	11/10/2024	New Lock Mechanism - Refuse Site	\$	580.00	
EFT38677	29/10/2024	Team Global Express Pty Ltd		-\$	166.01
0655-S408620	06/10/2024	Team Global Express Freight Charges	\$	166.01	
EFT38678	29/10/2024	Premier Smash Repairs		-\$	1,000.00
19800	23/10/2024	KA472 Toyota RAV4 - Windscreen Replacement	\$	1,000.00	
EFT38679	29/10/2024	Zenith Laundry		-\$	172.00
00288084	23/07/2024	Admin Laundry Order	\$	172.00	
EFT38680	29/10/2024	CGS Tyres		-\$	161.50
1014082	18/10/2024	KA25381 CASE Wheel Loader - Tyre Maintenance	\$	161.50	
EFT38681	29/10/2024	Warren Blackwood Waste		-\$	5,601.45
19441	17/10/2024	Waste Collection Service - Recycling Service	\$	5,601.45	
EFT38682	29/10/2024	Australian Taxation Office		-\$	35,725.00
20241024	24/10/2024	PAYG - Week Ending: 23/10/2024	\$	35,725.00	
EFT38683	29/10/2024	Katanning H Hardware		-\$	500.00
20241024	24/10/2024	Reimbursement - Refund of Bond	\$	500.00	
EFT38684	29/10/2024	Connect CCS		-\$	139.43
00117812	15/10/2024	After Hours Call Centre - September 2024	\$	139.43	

Schedule of Accounts Paid - October 2024

EFT38685	29/10/2024	Water Corporation		-\$	2,105.63
90 07810 13 8	17/10/2024	Water Usage - Trimmer Road Standpipe	\$	1,406.32	
90 07810 67 2	18/10/2024	Water Usage - Great Southern Highway Standpipe	\$	699.31	
EFT38686	29/10/2024	Blights Auto Electric		-\$	805.00
22412	10/10/2024	KA533 Mazda BT50 - New Battery & Alternator	\$	805.00	
EFT38687	29/10/2024	BOC Limited		-\$	315.52
4037402505	29/08/2024	Container Service: 29/07/2024 - 28/08/2024	\$	128.52	
4037438323	01/09/2024	Container Service: Gas Plan Renewal	\$	108.00	
4037438336	01/09/2024	Container Service: Gas Plan Renewal	\$	79.00	
EFT38688	29/10/2024	Department of Energy, Mines, Industry Regulation & Safety		-\$	376.85
108025	30/01/2024	Building Services Levy - January 2024	\$	376.85	
EFT38689	29/10/2024	Bunnings Albany		-\$	277.57
2181/00132741	13/09/2024	Cleaning Supplies - Cleaning Equipment	\$	277.57	
EFT38690	29/10/2024	Department of Local Government, Sport & Cultural Industries		-\$	83.00
0000255532	10/09/2024	Gaming Approval - Permit for Hosting Seniors Pingo	\$	83.00	
EFT38691	29/10/2024	Ray Ford Signs		-\$	50.88
INV-0524	21/10/2024	RV Dump Point - Signage	\$	50.88	
EFT38692	29/10/2024	Fleet Network Pty Ltd		-\$	854.29
138278	23/10/2024	Vehicle Lease - CEO's Vehicle	\$	854.29	
EFT38693	29/10/2024	Remote Site Mechanical		-\$	4,353.25
INV-0322	17/10/2024	Contract Mechanic Service: 08/10/2024 - 16/10/2024	\$	4,353.25	
EFT38694	29/10/2024	Banno Lighting LLC		-\$	18,731.90
INV-0233	30/09/2024	Art Gallery Lighting Upgrade	\$	18,731.90	
EFT38695	29/10/2024	Selection 7 Pty Ltd		-\$	2,079.00
1578	19/07/2024	Workshops - Governance for Community Groups	\$	2,079.00	
EFT38696	29/10/2024	Best Office Systems		-\$	4,070.00
637610	11/10/2024	ICT Hardware - New Depot Photocopier	\$	4,070.00	
EFT38697	29/10/2024	Department of Fire & Emergency Services		-\$	10,317.87
158199	11/10/2024	Emergency Services Levy 2024/25	\$	10,317.87	

Schedule of Accounts Paid - October 2024

EFT38698	29/10/2024	Grande Food Service		-\$	254.91
4238696	16/10/2024	Kiosk Stock Order	\$	254.91	
EFT38699	29/10/2024	Katanning Agricultural Society		-\$	16,700.00
24-1A	10/04/2024	CEO Donation - Ag Show Trophy	\$	200.00	
2405	18/10/2024	Sponsorship - Katanning Agricultural Show 2024	\$	16,500.00	
EFT38700	29/10/2024	Katanning Stock & Trading		-\$	460.95
7/32	10/10/2024	Building Maintenance	\$	235.95	
7/34	18/10/2024	Admin Building Maintenance - Kitchen Tap Replacement	\$	225.00	
EFT38701	29/10/2024	Alan McFarland		-\$	170.31
20241021	21/10/2024	Reimbursement - Expenses whilst Attending Bushfire Brigade Training	\$	170.31	
EFT38702	29/10/2024	McIntosh & Sons		-\$	952.59
1959843	08/10/2024	CASE 2020 Wheel Loader - Parts & Freight	\$	952.59	
EFT38703	29/10/2024	Modern Teaching Aids		-\$	32.78
46121034	08/10/2024	Library Supplies - Craft Materials	\$	32.78	
EFT38704	29/10/2024	MoHana Catering		-\$	750.00
00000257	21/10/2024	Catering - Great Southern Climate Alliance Meeting	\$	600.00	
00000258	21/10/2024	Catering - Council OCM	\$	150.00	
EFT38705	29/10/2024	QFH Multiparts		-\$	341.09
911583775	08/10/2024	Airport Reserve - Fencing Maintenance	\$	138.16	
911597444	10/10/2024	Tennant S30 Sweeper - Hydraulic Hose	\$	202.93	
EFT38706	29/10/2024	Public Libraries WA		-\$	300.00
ED3E17EAAC	17/10/2024	PLWA Membership - Tier 2 2024/25	\$	300.00	
EFT38707	29/10/2024	WALGA		-\$	1,464.00
LGC24-498	07/10/2024	Walga Local Government Week 2024	\$	1,464.00	
EFT38708	29/10/2024	Watkins Plumbing		-\$	400.00
2764	23/10/2024	AAPG Maintenance - Repair Water Fountains	\$	400.00	
EFT38709	29/10/2024	WesTrac		-\$	273.11
PI 0181744	09/10/2024	2020 Caterpillar Grader - Parts	\$	52.25	
PI 0181743	09/10/2024	2020 Caterpillar Skid Steer - Parts	\$	220.86	

Schedule of Accounts Paid - October 2024

EFT38710	31/10/2024	Rural & Regional Economic Solutions Pty Ltd		-\$	610.50
24251001	25/10/2024	Consultants - Great Southern Climate Alliance	\$	610.50	
EFT38711	31/10/2024	Edwards Motors		-\$	763.86
R 57693	11/09/2024	KA357 Isuzu D-Max - 15,000Km Service	\$	763.86	
EFT38712	31/10/2024	Team Global Express Pty Ltd		-\$	139.40
0656-S408620	13/10/2024	Team Global Express Freight Charges	\$	139.40	
EFT38713	31/10/2024	Nordic Fitness Equipment		-\$	99.00
NFE-0012123SF	16/10/2024	KLC Gym Materials - Anti-Bacterial Gym Wipes	\$	99.00	
EFT38714	31/10/2024	Association of Caravan Clubs Western Australia Inc		-\$	650.00
00887	08/10/2024	Advertisement - WA Caravan & Camping Magazine	\$	650.00	
EFT38715	31/10/2024	St Lukes Family Practice		-\$	264.00
62283	29/10/2024	Fit for Work - Pre-Employment Medical	\$	132.00	
62492	30/10/2024	Fit for Work - Pre-Employment Medical	\$	132.00	
EFT38716	31/10/2024	Synergy		-\$	161.19
435 244 660	25/10/2024	Electricity - Unit 7 Amherst Village	\$	80.75	
435 244 710	25/10/2024	Electricity - Unit 1 Amherst Village	\$	80.44	
EFT38717	31/10/2024	Blights Auto Electric		-\$	42.50
22476	16/10/2024	Kioti Tractor - 4 Pin Adaptor Kit	\$	42.50	
EFT38718	31/10/2024	PFD Food Services		-\$	699.05
LN433399	16/10/2024	Kiosk Stock Order	\$	699.05	
EFT38719	31/10/2024	Office Works Business Direct		-\$	83.49
617061479	16/10/2024	Craft Resources - Women in Conversation	\$	83.49	
EFT38720	31/10/2024	Ray Ford Signs		-\$	275.00
INV-0533	28/10/2024	Stationery - Town Map	\$	214.50	
INV-0535	28/10/2024	Street Signs - Rural Side Number Sign	\$	60.50	
EFT38721	31/10/2024	Medelect Biomedical Services		-\$	1,039.50
9290	14/10/2024	Katanning Aquatic Centre - Medical & Gas Equipment Maintenance	\$	1,039.50	

Schedule of Accounts Paid - October 2024

EFT38722	31/10/2024	Coca-Cola Amatil		-\$	1,224.08
0235146254	17/10/2024	Kiosk Stock Order	\$	428.00	
0235202327	24/10/2024	Kiosk Stock Order	\$	796.08	
EFT38723	31/10/2024	Grande Food Service		-\$	758.91
4239054	23/10/2024	Kiosk Stock Order	\$	648.08	
4239055	23/10/2024	Kiosk Stock Order	\$	110.83	
EFT38724	31/10/2024	RAECO		-\$	135.36
136216	16/10/2024	Library Stationery - Book Materials	\$	135.36	
EFT38725	31/10/2024	WesTrac		-\$	1,881.59
PI 0192680	12/10/2024	2020 Caterpillar Skid Steer Loader - Parts	\$	851.09	
PI 0192679	12/10/2024	Caterpillar 816K Landfill Compactor - Parts	\$	1,030.50	
EFT38726	31/10/2024	Wy Wurry Electrical		-\$	396.00
INV-06793	28/10/2024	Aquatic Centre Maintenance - Install Pool Pump	\$	396.00	
			TOTAL \$	1,061,303.44	-\$ 1,061,303.44

Cheque Payments	Date	Name	Description	Amount	Total
42487	03/10/2024	Shire of Katanning		-\$	108.00
DEDUCTION	25/09/2024		Payroll deductions - Social Club 25/09/2024	\$ 48.00	
DEDUCTION	25/09/2024		Payroll deductions - Lottery 25/09/2024	\$ 60.00	
42488	17/10/2024	Shire of Katanning		-\$	108.00
DEDUCTION	09/10/2024		Payroll deductions - Social Club 09/10/2024	\$ 48.00	
DEDUCTION	09/10/2024		Payroll deductions - Lottery 09/10/2024	\$ 60.00	
42489	29/10/2024	Shire of Katanning		-\$	649.95
SEP-OCT2024	23/10/2024		Petty Cash Purchases: September - October 2024	\$ 543.95	
DEDUCTION	23/10/2024		Payroll deductions - Social Club 23/10/2024	\$ 54.00	
DEDUCTION	23/10/2024		Payroll deductions - Lottery 23/10/2024	\$ 52.00	
			TOTAL \$	865.95	-\$ 865.95

Schedule of Accounts Paid - October 2024

Payroll Payments	Date	Name	Description	Amount	Total
Pay	10/10/2024	Payroll		-\$	122,460.35
	10/10/2024		Payroll PAY 8	\$ 122,460.35	
Pay	24/10/2024	Payroll		-\$	129,718.44
	24/10/2024		Payroll PAY 9	\$ 129,718.44	
				TOTAL \$	252,178.79 -\$ 252,178.79

Direct Debit Payments	Date	Name	Description	Amount	Total
DD33337.1	04/10/2024	Synergy		-\$	27,065.02
977 854 430	13/09/2024		Grouped Electricity Account - September 2024	\$ 27,065.02	
DD33350.1	08/10/2024	Synergy		-\$	1,156.18
154 025 290	17/09/2024		Electricity - Saleyards	\$ 1,156.18	
DD33359.1	07/10/2024	Telstra Corporation		-\$	2,066.83
K 354 608 051-7	21/09/2024		Phone & Internet Charges - September 2024	\$ 2,066.83	
DD33380.1	21/10/2024	Water Corporation		-\$	670.40
90 07672 87 1	30/09/2024		Water Usage - 19 Charles Street	\$ 69.51	
90 15188 85 2	30/09/2024		Water Usage - 89 Clive Street	\$ 47.02	
90 15649 39 9	30/09/2024		Water Usage - 61B Conroy Street	\$ 271.93	
90 15649 40 1	30/09/2024		Water Usage - 61A Conroy Street	\$ 281.94	
DD33380.2	18/10/2024	Water Corporation		-\$	1,874.79
90 07692 09 8	27/09/2024		Water Usage - Conroy Street Daycare	\$ 115.15	
90 07674 66 6	27/09/2024		Water Usage - KAC	\$ 1,616.46	
90 07679 42 4	27/09/2024		Water Usage - Old Saleyards	\$ 143.18	
DD33382.1	14/10/2024	SG Fleet Australia		-\$	1,054.37
AUSG00778402	30/09/2024		Vehicle lease - CESM	\$ 1,054.37	
DD33382.2	14/10/2024	Synergy		-\$	384.40
638 847 540	30/09/2024		Unmetered Electricity - Street Lighting	\$ 384.40	

Schedule of Accounts Paid - October 2024

DD33383.1	17/10/2024	Water Corporation		-\$	823.81
90 18411 08 7	01/10/2024	Water Usage - 2/6 Hill Way	\$	271.93	
90 17943 10 2	01/10/2024	Water Usage - 25 Marmion Street	\$	277.94	
90 18411 07 9	01/10/2024	Water Usage - 1/6 Hill Way	\$	273.94	
DD33389.1	24/10/2024	Water Corporation		-\$	2,375.63
90 07680 99 4	03/10/2024	Water Usage - 8 Austral Terrace	\$	118.79	
90 07681 02 2	03/10/2024	Water Usage - Library & Art Gallery	\$	175.51	
90 07681 04 9	03/10/2024	Water Usage - 18 Austral Terrace	\$	200.59	
90 07681 05 7	03/10/2024	Water Usage - Town Hall	\$	75.39	
90 07681 14 5	03/10/2024	Water Usage - 42 Austral Terrace	\$	74.70	
90 07683 71 4	03/10/2024	Water Usage - Amherst Village	\$	676.11	
90 07684 86 4	03/10/2024	Water Usage - AAPG	\$	296.88	
90 07684 98 7	03/10/2024	Water Usage - Albion Street Park	\$	260.05	
90 10435 29 5	03/10/2024	Water Usage - Admin Building 52 Austral Terrace	\$	435.89	
90 10523 50 0	03/10/2024	Water Usage - 76 Aberdeen Street	\$	61.72	
DD33389.2	22/10/2024	Synergy		-\$	2,314.51
312 951 080	02/10/2024	Electricity - 52 Austral Terrace	\$	2,314.51	
DD33389.3	18/10/2024	Water Corporation		-\$	82.44
90 07680 70 8	02/10/2024	Water Usage - Crosby Street	\$	82.44	
DD33389.4	23/10/2024	Water Corporation		-\$	2,728.59
90 07680 71 6	02/10/2024	Water Usage - Quartermaine Oval	\$	1,200.96	
90 07680 72 4	02/10/2024	Water Usage - KLC	\$	1,487.59	
90 22529 70 7	02/10/2024	Water Usage - Crosby Street Paddock	\$	40.04	
DD33406.1	09/10/2024	Aware Super		-\$	11,965.05
SUPER	09/10/2024	Superannuation contributions	\$	10,901.87	
DEDUCTION	09/10/2024	Payroll deductions	\$	1,063.18	
DD33406.2	09/10/2024	The Trustee For PEK Super		-\$	975.34
SUPER	09/10/2024	Superannuation contributions	\$	837.34	
DEDUCTION	09/10/2024	Payroll deductions	\$	138.00	

Schedule of Accounts Paid - October 2024

DD33406.3	09/10/2024	The Trustee for AMP Super Fund		-\$	1,106.22
SUPER	09/10/2024		Superannuation contributions	\$	1,049.97
DEDUCTION	09/10/2024		Payroll deductions	\$	56.25
DD33406.4	09/10/2024	Land & Shed Superannuation Fund		-\$	328.69
SUPER	09/10/2024		Superannuation contributions	\$	328.69
DD33406.5	09/10/2024	Australian Retirement Trust		-\$	3,854.48
SUPER	09/10/2024		Superannuation contributions	\$	1,671.61
DEDUCTION	09/10/2024		Payroll deductions	\$	2,182.87
DD33406.6	09/10/2024	Prime Super		-\$	232.36
SUPER	09/10/2024		Superannuation contributions	\$	232.36
DD33406.7	09/10/2024	MLC Masterkey Personal		-\$	82.50
SUPER	09/10/2024		Superannuation contributions	\$	82.50
DD33406.8	09/10/2024	Hostplus Superannuation Fund		-\$	649.69
SUPER	09/10/2024		Superannuation contributions	\$	649.69
DD33406.9	09/10/2024	Australian Super		-\$	1,042.00
SUPER	09/10/2024		Superannuation contributions	\$	1,042.00
DD33410.1	23/10/2024	Synergy		-\$	12,017.24
338 348 270	02/10/2024		Electricity - Street Lighting	\$	12,017.24
DD33452.1	23/10/2024	Aware Super		-\$	11,690.45
SUPER	23/10/2024		Superannuation contributions	\$	10,644.01
DEDUCTION	23/10/2024		Payroll deductions	\$	1,046.44
DD33452.2	23/10/2024	The Trustee For PEK Super		-\$	990.88
SUPER	23/10/2024		Superannuation contributions	\$	852.88
DEDUCTION	23/10/2024		Payroll deductions	\$	138.00
DD33452.3	23/10/2024	The Trustee for AMP Super Fund		-\$	1,106.22
SUPER	23/10/2024		Superannuation contributions	\$	1,049.97
DEDUCTION	23/10/2024		Payroll deductions	\$	56.25

Schedule of Accounts Paid - October 2024

DD33452.4	23/10/2024	Land & Shed Superannuation Fund		-\$	332.19
SUPER	23/10/2024	Superannuation contributions	\$	332.19	
DD33452.5	23/10/2024	Australian Retirement Trust		-\$	3,237.93
SUPER	23/10/2024	Superannuation contributions	\$	1,055.06	
DEDUCTION	23/10/2024	Payroll deductions	\$	2,182.87	
DD33452.6	23/10/2024	Prime Super		-\$	241.66
SUPER	23/10/2024	Superannuation contributions	\$	241.66	
DD33452.7	23/10/2024	MLC Masterkey Personal		-\$	246.04
SUPER	23/10/2024	Superannuation contributions	\$	246.04	
DD33452.8	23/10/2024	Hostplus Superannuation Fund		-\$	652.15
SUPER	23/10/2024	Superannuation contributions	\$	652.15	
DD33452.9	23/10/2024	Australian Super		-\$	1,072.97
SUPER	23/10/2024	Superannuation contributions	\$	1,072.97	
DD33406.10	09/10/2024	Zurich Australian Insurance Limited		-\$	277.75
SUPER	09/10/2024	Superannuation contributions	\$	277.75	
DD33406.11	09/10/2024	Rest Superannuation		-\$	566.12
SUPER	09/10/2024	Superannuation contributions	\$	566.12	
DD33406.12	09/10/2024	Retail Employees Superannuation Trust		-\$	317.00
SUPER	09/10/2024	Superannuation contributions	\$	317.00	
DD33406.13	09/10/2024	Australian Prime Superannuation Fund		-\$	809.83
SUPER	09/10/2024	Superannuation contributions	\$	809.83	
DD33406.14	09/10/2024	MobiSuper		-\$	245.89
SUPER	09/10/2024	Superannuation contributions	\$	245.89	
DD33452.10	23/10/2024	Zurich Australian Insurance Limited		-\$	276.03
SUPER	23/10/2024	Superannuation contributions	\$	276.03	
DD33452.11	23/10/2024	Rest Superannuation		-\$	716.23
SUPER	23/10/2024	Superannuation contributions	\$	716.23	
DD33452.12	23/10/2024	Retail Employees Superannuation Trust		-\$	305.28
SUPER	23/10/2024	Superannuation contributions	\$	305.28	

Schedule of Accounts Paid - October 2024

DD33452.13	23/10/2024	Australian Prime Superannuation Fund		-\$	807.82
SUPER	23/10/2024		Superannuation contributions	\$	807.82
DD33452.14	23/10/2024	MobiSuper		-\$	245.34
SUPER	23/10/2024		Superannuation contributions	\$	245.34
				TOTAL \$	98,988.32 -\$
					98,988.32

Credit Card Payments	Date	Name	Description	Amount	Total
DD33438.1	25/09/2024	Commonwealth Bank of Australia		-\$	6,238.29
SEP2024	25/09/2024	Human Resources Coordinator	Credit Card Purchases - September 2024	-\$	3,890.25
			Agoda - Accommodation for Rates Training	\$	404.25
			Agoda - Accommodation for Records Training	\$	717.00
			IRIS Consulting Group - Records Training	\$	1,177.00
			Mannys - New PA System & Accessories	\$	1,438.00
			Woodchester BnB - Accommodation for EHO Contractor	\$	154.00
SEP2024	25/09/2024	Chief Executive Officer	Credit Card Purchases - September 2024	-\$	49.02
			Dome Katanning - Coffee with President	\$	11.80
			Uber - Personal Expense (has been deducted from fuel refund)	\$	15.02
			Cafe Cafe - Coffee with ECH Project Manager	\$	10.40
			Dome Katanning - Coffee with EMCS	\$	11.80
SEP2024	25/09/2024	Community Emergency Services Manager	Credit Card Purchases - September 2024	-\$	87.70
			Cafe on Cornwall - Bushfire Brigade Breakfast	\$	55.25
			Katanning H Hardware - Jerry Can and Syphon Pump	\$	32.45
SEP2024	25/09/2024	Manager Recreation Services	Credit Card Purchases - September 2024	-\$	557.32
			Woolworths - Kiosk Stock inc GST	\$	31.30
			Woolworths - Kiosk Stock GST free	\$	93.19
			JB's Quality Meats - Seniors Meat Packs	\$	32.00
			Woolworths - Biscuits for Seniors	\$	6.50

Schedule of Accounts Paid - October 2024

		Woolworths - Kiosk Stock inc GST	\$	12.00	
		Woolworths - Kiosk Stock GST free	\$	47.21	
		Woolworths - Stationery	\$	5.60	
		JB's Quality Meats - Senior Meat Packs	\$	32.00	
		Woolworths - Kiosk Stock inc GST	\$	12.00	
		Woolworths - Kiosk Stock GST free	\$	42.17	
		Woolworths - Stationery	\$	4.45	
		Zanyacs - Badminton Shuttlecocks	\$	4.50	
		Hart Sports - Sporting Equipment	\$	173.60	
		Woolworths - Supplies for School Holiday Program	\$	33.60	
		Woolworths - Supplies for Youth Holiday Program	\$	27.20	
SEP2024	25/09/2024 Executive Assistant to CEO	Credit Card Purchases - September 2024		-\$	1,654.00
		Placemaking Education - Local Government Course	\$	375.00	
		Placemaking Education - Local Government Course	-\$	375.00	
		Shire of Katanning - Licence New Isuzu D-Max	\$	144.65	
		Breathalyser Sales & Service - Breathalyser Calibration	\$	381.71	
		Woolworths - Refreshments for Morning Tea inc GST	\$	69.60	
		Woolworths - Refreshments for Morning Tea GST free	\$	31.21	
		Kowalds News & Glasshouse - Farewell Card	\$	6.02	
		Dome Katanning - Councillors Breakfast Meeting	\$	216.65	
		Regional Retailers - Dress Pants for Welcome to Country	\$	49.95	
		Regional Retailers - Return of Dress Pants for Welcome to Country	-\$	49.95	
		Woolworths - Milk & Refreshments	\$	37.35	
		Woolworths - Dishwashing Tablets	\$	11.00	
		Emu Lane - Catering for Ministers for ECH Funding Announcement	\$	308.00	
		Emu Lane - Surcharge	\$	3.71	
		Woolworths - Biscuits and Lollies	\$	29.50	

Schedule of Accounts Paid - October 2024

BWS - Drink for Council Meeting	\$	108.00
Woolworths - Lollies for Council Meeting	\$	44.00
Gough Plastics - Rubbish Blocker for RV Dump	\$	209.00
Landgate - Certificate of Title 2140/733	\$	31.60
Woolworths - Refreshments	\$	22.00
TOTAL \$		6,238.29 -\$ 6,238.29

Notes	EFT Total	\$	1,061,303.44	74.76%
EFT38630 - Cancelled - Invoice paid twice	Cheque Total	\$	865.95	0.06%
	Payroll Total	\$	252,178.79	17.76%
	Direct Debit Total	\$	98,988.32	6.97%
	Credit Card Total	\$	6,238.29	0.44%
		\$	1,419,574.79	100%



Shire of
Katanning
Heart of the Great Southern

Financial Schedules
October 2024



Heart of the Great Southern

		2024-2025 ORIGINAL BUDGET				2024-2025 YTD ACTUAL		
		ALL BUDGET	SYNERGY	VARIANCE		ALL ACTUAL	SYNERGY	VARIANCE
General Purpose Funding	03	- 8,371,021.00	- 8,371,021.00	-	-	5,515,159.66	5,515,159.66	-
Governance	04	- 7,470,083.24	- 7,470,083.24	-	-	485,018.51	434,336.69	- 50,681.82
Law, Order, Public Safety	05	- 209,174.77	- 209,174.77	-	-	82,992.43	82,992.43	-
Health	07	- 175,236.38	- 175,236.38	-	-	60,670.24	60,670.24	-
Education and welfare	08	- 309,967.57	- 309,967.57	-	-	31,420.83	31,420.83	-
Housing	09	- 298,900.35	- 298,900.35	-	-	32,824.39	92,563.50	- 59,739.11
Community amenities	10	- 717,452.86	- 717,452.86	-	-	526,971.16	526,971.16	-
Recreation and culture	11	- 4,316,284.42	- 4,316,284.42	-	-	759,163.09	759,163.09	-
Transport	12	- 4,666,941.21	- 4,666,941.21	-	-	356,964.52	329,839.07	- 27,125.45
Economic services	13	- 1,126,713.91	- 1,126,713.91	-	-	128,081.02	128,081.02	-
Other property and services	14	- 19,197.59	- 19,197.59	0.00	-	92,578.76	92,578.76	0.00
TOTAL		- 4,039,630.36	- 4,039,630.36	0.00	-	4,078,065.81	- 4,215,612.19	- 137,546.38
		OPERATING EXPENDITURE	SYNERGY	VARIANCE		OPERATING EXPENDITURE	SYNERGY	VARIANCE
General Purpose Funding	03	381,565.00	381,565.00	-		70,380.85	70,380.85	-
Governance	04	1,249,289.76	1,249,289.76	-		491,100.99	491,100.99	-
Law, Order, Public Safety	05	775,887.77	775,887.77	-		185,605.65	185,605.65	-
Health	07	261,984.78	261,984.78	-		79,596.91	79,596.91	-
Education and welfare	08	980,517.57	980,517.57	-		177,720.81	177,720.81	-
Housing	09	512,026.35	512,026.35	-		26,673.75	26,673.75	-
Community amenities	10	1,805,777.89	1,805,777.89	-		431,894.41	431,894.41	-
Recreation and culture	11	4,789,895.97	4,789,895.97	-		869,012.76	886,041.76	- 17,029.00
Transport	12	5,730,625.55	5,730,625.55	-		673,646.00	673,646.00	-
Economic services	13	1,780,563.91	1,780,563.91	-		327,330.33	327,330.33	-
Other property and services	14	119,688.41	119,688.41	0.00		163,451.25	185,087.62	- 21,636.37
TOTAL		18,387,822.96	18,387,822.96	0.00		3,496,413.71	3,535,079.08	- 38,665.37
		OPERATING REVENUE	SYNERGY	VARIANCE		OPERATING REVENUE	SYNERGY	VARIANCE
General Purpose Funding	03	8,752,586.00	8,752,586.00	-		5,585,540.51	5,585,540.51	-
Governance	04	8,719,373.00	8,719,373.00	-		6,082.48	56,764.30	- 50,681.82
Law, Order, Public Safety	05	566,713.00	566,713.00	-		102,613.22	102,613.22	-
Health	07	86,748.40	86,748.40	-		18,926.67	18,926.67	-
Education and welfare	08	670,550.00	670,550.00	-		146,299.98	146,299.98	-
Housing	09	213,126.00	213,126.00	-		59,498.14	119,237.25	- 59,739.11
Community amenities	10	1,088,325.03	1,088,325.03	-		958,865.57	958,865.57	-
Recreation and culture	11	473,611.55	473,611.55	-		109,849.67	126,878.67	- 17,029.00
Transport	12	1,063,684.34	1,063,684.34	-		316,681.48	343,806.93	- 27,125.45
Economic services	13	653,850.00	653,850.00	-		199,249.31	199,249.31	-
Other property and services	14	138,886.00	138,886.00	-		70,872.49	92,508.86	- 21,636.37
TOTAL		22,427,453.32	22,427,453.32	-		7,574,479.52	7,750,691.27	- 176,211.75

		CAPITAL EXPENDITURE	SYNERGY	VARIANCE		CAPITAL EXPENDITURE	SYNERGY	VARIANCE
General Purpose Funding	03	21,045.00	21,045.00	-		281.08	281.08	-
Governance	04	10,876,364.00	10,876,364.00	-		138,366.30	138,366.30	-
Law, Order, Public Safety	05	280,000.00	280,000.00	-		37,887.27	37,887.27	-
Health	07	-	-	-		-	-	-
Education and welfare	08	-	-	-		-	-	-
Housing	09	280,545.00	280,545.00	-		135,228.18	135,228.18	-
Community amenities	10	192,969.00	192,969.00	-		4,923.30	4,923.30	-
Recreation and culture	11	2,115,440.00	2,115,440.00	-		14,609.46	14,904.46	295.00
Transport	12	1,613,792.53	1,613,792.53	-		479,629.46	479,629.46	-
Economic services	13	1,030,842.00	1,030,842.00	-		22,661.20	22,661.20	-
Other property and services	14	-	-	-		-	-	-
TOTAL		16,410,997.53	16,410,997.53	-		833,586.25	833,881.25	295.00
		CAPITAL REVENUE	SYNERGY	VARIANCE		CAPITAL REVENUE	SYNERGY	VARIANCE
General Purpose Funding	03	-	-	-		-	-	-
Governance	04	2,487,110.00	2,487,110.00	-		50,681.82	-	50,681.82
Law, Order, Public Safety	05	250,000.00	250,000.00	-		-	-	-
Health	07	-	-	-		-	-	-
Education and welfare	08	-	-	-		-	-	-
Housing	09	165,000.00	165,000.00	-		-	-	-
Community amenities	10	-	-	-		-	-	-
Recreation and culture	11	1,216,329.00	1,216,329.00	-		5,389.97	5,389.97	-
Transport	12	- 68,500.00	- 68,500.00	-		233,311.25	206,185.80	27,125.45
Economic services	13	1,048,199.00	1,048,199.00	-		-	-	-
Other property and services	14	-	-	-		-	-	-
TOTAL		5,098,138.00	5,098,138.00	-		289,383.04	211,575.77	77,807.27

SHIRE OF KATANNING
03 - GENERAL PURPOSE FUNDING
General Purpose Grants
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance		
<div>Operating Revenue</div> <div>0181 General Purpose Grant (GPF)</div> <div>0201 Untied Road Grant (GPF)</div> <div>0251 ESL Administration Fee (GPF)</div> <div>TOTAL</div>		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%	
		2,247,747		561,937		105,672		(456,265)	(81%)	
		678,014		169,504		15,153		(154,352)	(91%)	
		4,000		1,000		-		(1,000)	(100%)	
		2,929,761	-	732,441	-	120,824	-	(611,617)		

SHIRE OF KATANNING

03 - GENERAL PURPOSE FUNDING

Rates

*Financial Statement for the period ended
31 October 2024*

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Revenue									
0021	Back Rates Levied (RAT)	1,000		1,000		8,562		7,562	756%
0031	Interim Rates (RAT)	2,500		2,500		64,190		61,690	2,468%
0041	Instalment Interest (RAT)	13,000		13,000		15,281		2,281	18%
0051	Instalment Charge (RAT)	10,000		10,000		9,660		(340)	(3%)
0061	Direct Debit Returns (RAT)	100		32		-		(32)	(100%)
0101	Rates Discount (RAT)	(2,185)	-	(728)		(5,492)		-	
0111	Rates Adjustments (RAT)	(500)		(164)		-		-	
0121	Rates Levied (RAT)	5,241,710		5,241,710		5,247,746		6,036	0%
0161	Ex Gratia Rates (RAT)	5,150		5,150		-		(5,150)	(100%)
0171	Rates Late Payment Penalty (RAT)	75,000		25,000		24,618		(382)	(2%)
1101	Write Off Rates (RAT)	(100,000)		(33,336)		(29,192)		-	
TOTAL		5,245,775	-	5,264,164	-	5,335,372	-	71,664	

SHIRE OF KATANNING
03 - GENERAL PURPOSE FUNDING
Other General Purpose Funding
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0162	Rates Incentive Prize (GPI)		5,243		5,243		5,000	(243)	(5%)
0182	Photocopying & Stationery (GPI)		2,000		664		510	(154)	(23%)
0402	Administration Allocated (GPI)		239,422		79,808		52,495	(27,313)	(34%)
0752	Bank Fees (GPI)		2,900		964		815	(149)	(15%)
1012	Valuation Expenses (GPI)		5,000		1,664		1,154	(510)	(31%)
1022	Debt Collection Legal Expenses (GPI)		120,000		40,000		6,651	(33,349)	(83%)
1032	Search Fees (GPI)		1,000		332		29	(303)	(91%)
5842	Postage & Freight (GPI)		4,000		1,332		3,727	2,395	180%
5862	Training & Development (GPI)		2,000		664		-	(664)	(100%)
Operating Revenue									
0131	Special Arrangement Administration Fee (GPI)	1,000		332		528		196	59%
0191	Pension Deferred Interest (GPI)	3,000		1,000		-		(1,000)	(100%)
1163	Debt Collection Legal Expenses Reimbursement (GPI)	120,000		40,000		4,763		(35,237)	(88%)
1183	Rates Enquiry Commissions (GPI)	13,000		4,332		8,034		3,702	85%
1184	Rates Enquiries / Notice Reprints (GST exempt) (GPI)	50		16		-		(16)	(100%)
1253	Interest - Reserves (GPI)	308,000		102,664		72,315		(30,349)	(30%)
9113	Interest - Municipal (GPI)	132,000		44,000		43,704		(296)	(1%)
Capital Expenditure									
2493	Transfer to Reserve - GRV Revaluation - Interest		1,045		-		281	281	100%
6373	Transfer to Reserve - GRV Revaluation		20,000		-		-	-	
Capital Revenue									
TOTAL		577,050	402,610	192,344	130,671	129,344	70,662	(123,009)	

SHIRE OF KATANNING

04 - GOVERNANCE

Elected Members

Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0202	Councillor Travel Expenses (GEM)		2,000		664		6,343	5,679	855%
0212	Training & Development (GEM)		20,000		6,664		18,725	12,061	181%
0214	Advertising & Promotion (GEM)		5,000		1,664		1,314	(350)	(21%)
0232	Deputy Allowance (GEM)		9,500		2,375		2,375	-	
0242	Refreshments & Receptions (GEM)		20,500		6,828		6,359	(470)	(7%)
0262	Subscriptions & Memberships (GEM)		19,100		6,364		38,732	32,368	509%
0281	Councillors Donations (GEM)		32,100		10,700		15,000	4,300	40%
0282	Community Financial Assistance Programme (GEM)		43,000		14,332		10,000	(4,332)	(30%)
0285	Consultants (GEM)		29,000		9,664		720	(8,944)	(93%)
0422	Works Program - Governance (GEM)		17,893		5,956		4,184	(1,772)	(30%)
0472	Administration Allocated (GEM)		329,426		109,808		72,710	(37,098)	(34%)
0632	President's Allowance (GEM)		38,000		9,500		9,500	-	
1842	Expensed Minor Asset Purchases (GEM)		500		164		36	(128)	(78%)
7612	Presentations & Gifts (GEM)		9,000		3,000		1,466	(1,534)	(51%)
7902	Councillor Attendance Fee (GEM)		119,000		29,750		29,750	-	
7952	Councillor Communication Allowance (GEM)		7,700		2,564		1,925	(639)	(25%)
Operating Revenue									
0293	Other Reimbursements (GEM)	500		164		-		(164)	(100%)
Capital Expenditure									
0304	Equipment - At Cost - Members		25,000		-		-	-	
6284	Transfer to Reserve - Christmas Decoration - Interest		2,573		856		705	(151)	(18%)
6348	Transfer to Reserve - Election - Interest		1,403		464		384	(80)	(17%)
6379	Transfer to Reserve - Election		5,000		1,664		-	(1,664)	(100%)
Capital Revenue									
TOTAL		500	735,695	164	222,981	-	220,227	(2,918)	

SHIRE OF KATANNING

04 - GOVERNANCE

Administration General

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0007	Security Expenses (ADM)		4,500		1,500		230	(1,270)	(85%)
0317	Employee Superannuation (ADM)		119,674		41,408		40,575	(833)	(2%)
0340	Administration Allocated (ADM)		(2,223,574)		(741,196)		(486,067)	255,129	(34%)
0342	Salary Costs (ADM)		960,094		332,192		304,446	(27,746)	(8%)
0370	Staff Housing Allocation (ADM)		53,213		17,736		-	(17,736)	(100%)
0372	Insurance (ADM)		54,650		27,325		38,701	11,376	42%
0382	Training & Development (ADM)		34,500		11,500		12,113	613	5%
0385	Fit for Work Program (ADM)		13,550		4,516		8,573	4,057	90%
0507	Workers Compensation Insurance Premium (ADM)		22,956		11,478		25,935	14,457	126%
0512	Computer Software Subscriptions (ADM)		110,000		110,000		81,748	(28,252)	(26%)
0513	ICT Hardware (ADM)		30,000		10,000		11,620	1,620	16%
0515	IT Support (ADM)		30,000		10,000		4,337	(5,663)	(57%)
0592	Building Program - Admin		77,071		25,680		41,610	15,930	62%
0622	Expensed Minor Asset Purchases (ADM)		2,500		832		-	(832)	(100%)
0712	Photocopying & Stationery (ADM)		20,000		6,664		4,850	(1,814)	(27%)
0732	Utilities (ADM)		33,320		11,100		12,217	1,117	10%
0742	Advertising & Promotion (ADM)		17,500		5,832		6,167	335	6%
0762	Postage & Freight (ADM)		6,000		2,000		799	(1,201)	(60%)
0772	Subscriptions & Memberships (ADM)		31,500		10,500		4,052	(6,448)	(61%)
0773	Records Management Expenses (ADM)		1,600		532		-	(532)	(100%)
0792	REFUNDS (E)		100		32		-	(32)	(100%)
0872	Motor Vehicle Expenses (ADM)		15,000		5,000		4,758	(242)	(5%)
0892	Uniforms (ADM)		7,200		2,400		3,112	712	30%
0893	Medical Checks (ADM)		1,250		416		625	209	50%
1062	Depreciation - Furniture & Fittings (ADM)		18,612		6,204		-	(6,204)	(100%)
			244,092		81,364		-	(81,364)	(100%)
1082	Depreciation - Building (ADM)								
1123	Suspense Account		-		-		(61,853)	(61,853)	100%
1132	ADM - LSL Previous Employees		-		-		3,780	3,780	100%
1223	Rounding Adjustments (ADM)		-		-		1	1	100%
1342	Audit Fees (ADM)		100,000		33,332		3,000	(30,332)	(91%)
1352	Consultants (ADM)		120,000		40,000		80,798	40,798	102%
1360	Professional Advice & Services (ADM)		40,000		13,332		-	(13,332)	(100%)
1362	Bank Fees (ADM)		27,600		9,200		10,580	1,380	15%
1363	Bank Fees - No GST (ADM)		1,400		464		487	23	5%
3072	Depreciation - Equipment (ADM)		7,740		2,580		-	(2,580)	(100%)
3312	Depreciation - Motor Vehicle (ADM)		34,416		11,472		-	(11,472)	(100%)
3862	Refreshment Expenses (ADM)		3,500		1,164		1,140	(24)	(2%)
5932	Communication Expenses (ADM)		25,920		8,640		6,775	(1,865)	(22%)
5952	Fringe Benefits Tax (ADM)		33,000		8,250		-	(8,250)	(100%)
7692	Other Expenses inc OH&S (ADM)		2,000		664		200	(464)	(70%)
Operating Revenue									
1113	Miscellaneous Income (ADM)	500		164		-		(164)	(100%)
1153	Administration Fee Income (ADM)	400		132		175		43	32%
1154	Freedom of Information Income (ADM)	200		64		-		(64)	(100%)
1156	Meeting Charges / Equipment Hire (ADM)	500		164		583		419	255%
1193	ADM - LSL Reimbursement	-		-		4,213		-	
2063	Insurance Claims (ADM)	2,000		664		-		(664)	(100%)
2513	Employee Contributions to Fuel (ADM)	2,200		732		839		107	15%
Capital Expenditure									
2494	Transfer to Reserve - Employee Leave Entitlement - Interest		30,479		10,156		8,351	(1,805)	(18%)
Capital Revenue									
TOTAL		5,800	111,363	1,920	134,269	5,810	173,660	39,068	

SHIRE OF KATANNING

04 - GOVERNANCE

Supertowns Projects

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
Operating Revenue									
2646	Early Childhood Hub Grant Funds	8,711,073		-		-		-	
Capital Expenditure									
2659	Buildings - Specialised - At Cost - Early Childhood Hub		10,112,628		-		17,923	17,923	100%
2676	Paintings & Sculptures - At Cost - Noongar Story Public Artwork Project		160,642		107,094		-	(107,094)	(100%)
2677	Infrastructure Parks & Ovals - At Cost - Meeting Place		241,655		60,414		94,672	34,258	57%
Capital Revenue									
6334	Transfer from Reserve - Land & Building	1,243,555		414,520		-		(414,520)	(100%)
TOTAL		9,954,628	10,514,925	414,520	167,508	-	112,594	(469,434)	

SHIRE OF KATANNING

04 - GOVERNANCE

Other Governance

Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0152	Interest on Loan 158 - New Admin Building (OTG)		72,558		24,184		(5,214)	(29,398)	(122%)
0482	Administration Allocated (OTG)		38,572		12,856		8,458	(4,398)	(34%)
0802	Salary Costs (OTG)		208,000		71,968		79,088	7,120	10%
0803	Employee Superannuation (OTG)		29,120		10,075		10,055	(20)	(0%)
0804	Workers Compensation Insurance Premium (OTG)		6,312		3,156		7,131	3,975	126%
0842	Training & Development (OTG)		3,200		1,064		356	(708)	(66%)
0863	Expensed Minor Asset Purchases (OTG)		3,000		1,000		-	(1,000)	(100%)
0912	Photocopying & Stationery (OTG)		2,000		664		360	(304)	(46%)
0953	Motor Vehicle Expenses CEO (OTG)		11,000		3,664		1,626	(2,038)	(56%)
0963	Communication Expenses CEO (OTG)		1,380		460		314	(146)	(32%)
0982	Depreciation - Motor Vehicles (OTG)		6,045		2,012		-	(2,012)	(100%)
0992	Integrated Planning & Reporting (OTG)		45,000		15,000		-	(15,000)	(100%)
1011	CEO Donations (OTG)		10,000		3,332		2,032	(1,300)	(39%)
1042	Consultants (OTG)		30,000		10,000		2,300	(7,700)	(77%)
1312	Uniforms (OTG)		500		164		148	(16)	(10%)
Operating Revenue									
0263	Reimbursements (OTG)	2,000		664		273		(391)	(59%)
Capital Expenditure									
5007	Loan Liability - Current - Loan 158		107,030		35,676		-	(35,676)	(100%)
6377	Transfer to Reserve - Land & Building .		87,092		-		-	-	
6378	Transfer to Reserve - Land & Building - Interest .		102,862		34,288		16,332	(17,956)	(52%)
Capital Revenue									
6334	Transfer from Reserve - Land & Building	1,243,555		414,520		-		(414,520)	(100%)
TOTAL		1,245,555	763,671	415,184	229,563	50,955	122,985	(521,489)	

SHIRE OF KATANNING

05 - LAW, ORDER, PUBLIC SAFETY

Fire Prevention

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
1522	Works Program - Fire Prevention		37,044		12,328		17,485	5,157	42%
1612	Depreciation - Buildings (FPV)		3,399		1,132		-	(1,132)	(100%)
1682	Administration Allocated (FPV)		27,268		9,088		5,979	(3,109)	(34%)
1702	Building Program - Fire Prevention		277		84		-	(84)	(100%)
1727	Emergency Incident Expenses (FPV)		3,000		1,000		-	(1,000)	(100%)
4662	Depreciation - Plant (FPV)		31,584		10,528		-	(10,528)	(100%)
4832	Utilities (FPV)		27,975		9,324		9,315	(9)	(0%)
6082	Fire Mitigation Expenses (FPV)		80,000		26,664		-	(26,664)	(100%)
6083	Bush Fire Risk Mitigation Officer Contribution		27,000		9,180		-	(9,180)	(100%)
9776	Fire Prevention - Other Unclaimable Expenditure (FPV)		22,000		7,332		3,853	(3,479)	(47%)
9777	Fire Prevention - Communications Expenditure (FPV)		5,000		1,664		483	(1,181)	(71%)
Bushfire Brigade									
1372	BFB Other Minor Purchases (1. Purchase of Plant & Equipment)		4,000		1,332		3,540	2,208	166%
1562	BFB Telecommunications Equipment (1. Purchase of Plant & Equipment)		100		32		-	(32)	(100%)
1642	BFB Equipment Maintenance (2. Maint Plant & Equip)		2,200		732		3,387	2,655	363%
1652	BFB Health & Safety Costs (2. Maint Plant & Equip)		1,000		332		170	(162)	(49%)
2692	BFB Vehicle Expenses (3. Maint Vehicle)		9,000		3,000		3,116	116	4%
2142	BFB Building Maintenance (4. Maint Land & Build)		100		32		-	(32)	(100%)
6112	BFB Uniforms & Protective Clothing (5. Clothing & Accessories)		9,000		3,000		1,941	(1,059)	(35%)
6032	BFB Advertising, Printing & Stationery (7. Other Goods & Services)		500		164		525	361	220%
9082	BFB Postage & Freight (7. Other Goods & Services)		200		64		-	(64)	(100%)
9092	BFB Refreshments (7. Other Goods & Services)		2,000		664		553	(111)	(17%)
9252	BFB Reference Materials (7. Other Goods & Services)		500		164		-	(164)	(100%)
6022	BFB Insurance (8. Insurances)		23,595		7,864		23,402	15,538	198%
Community Emergency Services Manager									
1632	CESM Salary Costs		115,871		40,091		35,184	(4,907)	(12%)
0567	CESM Employee Superannuation		12,745		4,248		4,348	100	2%
0727	CESM Workers Compensation Insurance Premium		3,365		841		3,842	3,001	357%
0737	CESM Admin Expenses		5,450		1,808		55	(1,753)	(97%)
0747	CESM Motor Vehicle Expenses		19,000		6,332		4,314	(2,018)	(32%)
Operating Revenue									
1613	Infringements (FPV)	6,000		2,000		5,410		3,410	170%
1623	Fire Map Income (FPV)	100		32		-		(32)	(100%)
1633	Grant Income (FPV)	77,000		-		-		-	
1653	Fire Mitigation Income (FPV)	2,000		664		-		(664)	(100%)
1673	Other Reimbursements (Fire)	500		164		-		(164)	(100%)
1724	Broadcasting Site Reimbursements (FPV)	28,000		9,332		9,315		(17)	(0%)
1725	BFB LGGS Income	52,195		13,049		24,387		11,338	87%
1726	CESM Contributions & Reimbursements	128,718		42,904		58,378		15,474	36%
1730	Broadcasting Site Lease (FPV)	4,000		1,332		-		(1,332)	(100%)
Capital Expenditure									
1996	Buildings - Specialised - Katanning CBFB Shed Upgrade		255,000		51,000		27,092	(23,908)	(47%)
Capital Revenue									
1997	DFES Grant for BFB Shed upgrade	250,000		-		-		-	
TOTAL		548,513	728,172	69,477	210,024	97,490	148,585	(33,426)	

SHIRE OF KATANNING
05 - LAW, ORDER, PUBLIC SAFETY
Animal Control
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
1382	Licences & Permits (ANI)		150		48		-	(48)	(100%)
1383	Stationery & Tags (ANI)		1,200		400		244	(156)	(39%)
1722	Administration Allocated (ANI)		42,785		14,260		9,381	(4,879)	(34%)
1762	Building Program - Animal Control		1,081		352		744	392	111%
1772	Works Program - Animal Control		5,755		1,908		2,421	513	27%
1822	Depreciation - Building (ANI)		2,820		940		-	(940)	(100%)
1873	Expensed Minor Asset Purchases (ANI)		3,000		1,000		-	(1,000)	(100%)
4702	Animal Control Expenditure (ANI)		3,500		1,164		-	(1,164)	(100%)
4703	Contract Ranger Services (ANI)		110,000		36,664		43,985	7,321	20%
6162	Insurance (ANI)		350		116		205	89	77%
Operating Revenue									
1843	Infringements (ANI)	4,000		1,332		1,078		(254)	(19%)
1853	Dog Registration Fees (ANI)	8,500		2,832		2,645		(187)	(7%)
1854	Cat Registration Fees (ANI)	750		248		263		15	6%
1893	Replacement Tags (ANI)	100		32		19		(13)	(40%)
1983	Poundage Charges (ANI)	2,000		664		892		228	34%
TOTAL		15,350	172,621	5,108	57,512	4,897	57,236	(487)	

SHIRE OF KATANNING
05 - LAW, ORDER, PUBLIC SAFETY
Other Law, Order, Public Safety
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0413	Expensed Minor Asset Purchases (OLO)		3,000		1,000		-	(1,000)	(100%)
1102	Photocopying & Stationery (OLO)		200		64		-	(64)	(100%)
1802	Utilities (OLO)		605		196		9	(187)	(96%)
1852	Fines Enforcement Expenses (OLO)		500		164		-	(164)	(100%)
1913	CCTV Maintenance Costs (OLO)		28,000		9,328		340	(8,988)	(96%)
1932	Building Program - Other Law		1,740		568		-	(568)	(100%)
1942	Works Program - Other Law		2,981		984		-	(984)	(100%)
1982	Depreciation - Buildings (OLO)		10,248		3,416		-	(3,416)	(100%)
1984	Depreciation - Equipment (OLO)		63,228		21,076		-	(21,076)	(100%)
6222	Insurance (OLO)		970		320		2,445	2,125	664%
9062	Administration Allocated (OLO)		18,622		6,208		4,083	(2,125)	(34%)
Operating Revenue									
2023	Lease Income (OLO)	1,000		332		-		(332)	(100%)
2033	Abandoned Vehicles Income (OLO)	250		80		-		(80)	(100%)
2035	Infringements (OLO)	1,500		500		131		(370)	(74%)
2036	Rural Road Numbers Income (OLO)	100		32		96		64	201%
Capital Expenditure									
1994	Equipment - At Cost - Other Law Order		25,000		8,332		10,795	2,463	30%
TOTAL		2,850	155,095	944	51,656	227	17,672	(34,702)	

SHIRE OF KATANNING

07 - HEALTH

Health Insp And Administration

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0357	Employee Superannuation (HAI)		9,851		3,284		1,662	(1,622)	(49%)
0391	Housing Allocatoin (HIA)		26,607		8,868		-	(8,868)	(100%)
0557	Workers Compensation Insurance Premium (HAI)		1,500		500		-	(500)	(100%)
1392	Fringe Benefit Tax (HAI)		2,000		664		-	(664)	(100%)
1402	Postage & Freight (HAI)		400		132		363	231	175%
2082	Salary Costs (HAI)		89,556		30,987		11,738	(19,249)	(62%)
2084	Consultants (HAI)		30,000		30,000		34,265	4,265	14%
2272	Administration Allocated (HAI)		26,824		8,940		5,919	(3,021)	(34%)
2352	Mosquito Control (HAI)		7,000		2,332		-	(2,332)	(100%)
2422	Analytical Expenditure (HAI)		1,500		500		917	417	83%
6043	Communication Expenses (HAI)		400		132		55	(77)	(59%)
6402	Field Expenses (HAI)		500		164		-	(164)	(100%)
6442	Uniforms (HAI)		360		120		-	(120)	(100%)
Operating Revenue									
2133	Other Health Fees (HAI)	500		164		1,187		1,023	624%
2143	Septic Tank Application Fees (HAI)	500		164		118		(46)	(28%)
2224	Reimbursements - Shared EHO (HAI)	46,398		11,599		-		(11,599)	(100%)
2233	Food Vendor Fees - inc. GST (HAI)	50		16		-		(16)	(100%)
2234	Food Vendor Fees - exempt from GST (HAI)	1,000		332		356		24	7%
2803	Septic Tank Inspection Fees (HAI)	800		264		-		(264)	(100%)
TOTAL		49,248	66,984	12,539	86,623	1,969	54,919	(42,582)	

SHIRE OF KATANNING

07 - HEALTH

Other Health

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
2184	Works Program - Medical Centre (OHE)		5,428		1,800		499	(1,301)	(72%)
2185	Building Program - Other Health		16,231		5,400		2,138	(3,262)	(60%)
2189	Insurance (OHE)		14,249		14,248		13,378	(870)	(6%)
2190	Administration Allocated (OHE)		22,168		7,388		4,861	(2,527)	(34%)
2191	Utilities (OHE)		7,411		2,464		3,802	1,338	54%
Operating Revenue									
2178	Medical Centre Reimbursements (OHE)	5,000		1,250		-		(1,250)	(100%)
2179	Community & Medical Centre Fees (OHE)	2,500		832		1,958		1,126	135%
2177	Medical Centre Rent (OHE)	30,000		7,500		15,000		7,500	100%
Capital Expenditure									
TOTAL		37,500	65,487	9,582	31,300	16,958	24,678	753	

SHIRE OF KATANNING
08 - EDUCATION AND WELFARE
Education General
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
2022	Depreciation - Buildings (EDU)		50,328		16,776		-	(16,776)	(100%)
2042	Works Program - Childcare Centres (EDU)		3,602		1,192		1,469	277	23%
2222	Building Program - Childcare Centres		4,742		1,580		2,360	780	49%
3562	Administration Allocated (EDU)		15,739		5,248		3,451	(1,797)	(34%)
5982	Program Expenses (EDU)		3,660		1,220		-	(1,220)	(100%)
6462	Insurance (EDU)		2,982		2,982		2,800	(182)	(6%)
6472	Utilities (EDU)		673		346		226	(120)	(35%)
Operating Revenue									
2680	Grants - University Hub Construction	325,000		-		-		-	
2053	Property Lease Fees (EDU)	1,500		375		2,068		1,693	451%
2093	Reimbursements (EDU)	50		16		29		13	82%
TOTAL		326,550	81,726	391	29,344	2,097	10,306	(17,332)	

SHIRE OF KATANNING

08 - EDUCATION AND WELFARE

Community Development and Other Welfare

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0284	Staff Housing Subsidy (CDOW)		3,400		1,132		2,880	1,748	154%
0497	Employee Superannuation (CDOW)		37,855		13,098		8,159	(4,939)	(38%)
0697	Workers Compensation Insurance Premium (CDOW)		6,786		6,784		7,743	959	14%
3148	Communication Expenses (CDOW)		1,000		520		55	(465)	(90%)
3153	Salaries (CDOW)		310,716		107,507		66,270	(41,237)	(38%)
3156	Building Program - Community Events (CDOW)		7,068		2,188		-	(2,188)	(100%)
3158	Seniors Program Expenses (CDOW)		1,000		332		-	(332)	(100%)
3175	National Youth Week Grant Expenditure (CDOW)		4,000		1,332		-	(1,332)	(100%)
3176	Meeting Expenses (CDOW)		1,000		332		27	(305)	(92%)
3183	Grant Expenditure (CDOW)		96,295		89,627		33,640	(55,987)	(62%)
3554	Works Program - Events (OCU)		139,721		36,119		20,955	(15,164)	(42%)
4130	Expensed Minor Asset Purchases (CDOW)		4,000		1,332		-	(1,332)	(100%)
4222	Administration Allocated (CDOW)		101,090		33,696		22,165	(11,531)	(34%)
4282	Special Projects (CDOW)		53,000		13,500		186	(13,314)	(99%)
4293	NAIDOC Week Grant Expenditure (CDOW)		1,000		332		1,192	860	259%
4296	Harmony Festival Grant Expenditure (CDOW)		87,000		-		399	399	100%
4339	Youth Activities Expenses (CDOW)		34,356		12,106		2,307	(9,799)	(81%)
4349	Disability Access & Inclusion Expenditure (CDOW)		1,000		332		-	(332)	(100%)
7572	Training & Development (CDOW)		4,256		1,416		1,153	(263)	(19%)
7573	Uniforms (CDOW)		760		252		-	(252)	(100%)
7882	Insurance (CDOW)		2,989		2,988		-	(2,988)	(100%)
9692	Subscriptions & Memberships (CDOW)		500		164		285	121	74%
Operating Revenue									
3167	Youth Activities Grant Income (CDOW)	36,000		12,000		18,203		6,203	52%
3168	Youth Activities Other Income (CDOW)	500		164		-		(164)	(100%)
3173	Seniors Week Grant Income (CDOW)	1,000		332		-		(332)	(100%)
3174	National Youth Week Grant Income (CDOW)	3,000		1,000		-		(1,000)	(100%)
4333	Grant Income (CDOW)	226,000		75,333		126,000		50,667	67%
4337	Harmony Festival Grant Income (CDOW)	70,000		17,500		-		(17,500)	(100%)
4338	Harmony Festival Other Income (CDOW)	7,000		1,750		-		(1,750)	(100%)
5333	Other Income (CDOW)	500		164		-		(164)	(100%)
TOTAL		344,000	898,792	108,243	325,089	144,203	167,415	(121,714)	

SHIRE OF KATANNING

09 - HOUSING

Amherst Village

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
2312	Administration Allocated (AMH)		19,952		6,652		4,375	(2,277)	(34%)
2412	Depreciation - Buildings (AMH)		132,312		44,104		-	(44,104)	(100%)
2492	Works Program - Amherst Village (AMH)		48,530		16,172		5,894	(10,278)	(64%)
6592	Utilities (AMH)		15,120		7,862		(17,100)	(24,962)	(318%)
6602	Insurance (AMH)		12,194		12,194		5,783	(6,411)	(53%)
7242	Building Program - Amherst Village		42,051		14,012		1,235	(12,777)	(91%)
7262	Feasability Study (AMH)		20,000		5,000		-	(5,000)	(100%)
Operating Revenue									
2423	Tenants Reducing Equity (AMV)	39,060		13,020		11,507		(1,513)	(12%)
2503	Tenants Fee (AMV)	56,026		18,676		16,173		(2,503)	(13%)
Capital Expenditure									
2154	Buildings - Specialised - At Cost - Amherst		40,000		10,000		-	(10,000)	(100%)
2424	Amherst Village Refundable Capital Deposits - Refunds		85,000		21,250		128,262	107,012	504%
6980	Transfer to Reserve - Amherst Village Building Maintenance - Interest		7,833		2,608		2,148	(460)	(18%)
6981	Transfer to Reserve - Amherst Village Refundable Deposit		85,000		-		-	-	
9922	Transfer to Reserve - Land & Buildings Facilities for Seniors - Interest		14,371		4,788		3,937	(851)	(18%)
Capital Revenue									
2563	Amherst Village Refundable Capital Deposits - Income	(85,000)		(21,250)		-		-	
2571	Transfer from Reserve - Amherst Village Refundable Deposit	85,000		28,332		-		(28,332)	(100%)
2573	Transfer from Reserve - Amherst Village Building Maintenance	40,000		13,332		-		(13,332)	(100%)
TOTAL		135,086	522,363	52,110	144,642	27,680	134,533	(55,788)	

SHIRE OF KATANNING
09 - HOUSING
Staff Housing
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0238	Loss on Disposal of Asset (Staff Housing)		40,000		10,000		-	(10,000)	(100%)
0350	Staff Housing Re-allocated (STH)		(186,247)		(62,088)		(13,272)	48,816	(79%)
5122	Utilities (STH)		22,100		11,492		7,048	(4,444)	(39%)
5972	Insurance (STH)		9,304		9,304		7,865	(1,439)	(15%)
6012	Depreciation - Buildings (STH)		108,780		36,260		-	(36,260)	(100%)
6622	Administration Allocated (STH)		29,484		9,828		6,465	(3,363)	(34%)
7802	Building Program - Staff Housing		20,459		6,760		3,558	(3,202)	(47%)
7892	Works Program - Staff Housing (STH)		14,149		4,660		1,999	(2,661)	(57%)
								-	
Operating Revenue									
3523	Reimbursements (STH)	2,400		800		758		(42)	(5%)
5004	Staff Housing Income - U2/6 Hill Way (STH)	2,600		864		-		(864)	(100%)
5005	Staff Housing Income - U1/6 Hill Way (STH)	2,600		864		-		(864)	(100%)
5023	Staff Housing Income - 42 Crosby Street (STH)	6,240		2,080		2,160		80	4%
5033	Staff Housing Income - 61A Conroy Street (STH)	2,600		864		900		36	4%
Capital Revenue									
0235	Proceeds on Sale of Land & Building Assets (STH)	125,000		31,250		59,739		28,489	91%
TOTAL		141,440	58,029	36,722	26,216	63,657	13,663	14,282	

SHIRE OF KATANNING
09 - HOUSING
Other Housing
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0240	Interest on Loan 159 - Aged & Key Worker Accommodation (OTH)		7,147		-		878	878	100%
0612	Administration Allocation (OTH)		27,711		9,236		6,076	(3,160)	(34%)
3742	Building Program (OTH)		15,573		5,164		2,083	(3,081)	(60%)
3744	Utilities (OTH)		12,000		6,240		3,787	(2,453)	(39%)
4122	Insurance (OTH)		6,775		3,521		-	(3,521)	(100%)
4500	Depreciation - Buildings (OTH)		94,632		31,544		-	(31,544)	(100%)
Operating Revenue									
4800	Rental Income - Independent Living Units (OTH)	41,600		13,864		12,800		(1,064)	(8%)
4801	Rental Income - Key Worker Housing (OTH)	59,800		19,932		15,100		(4,832)	(24%)
4810	Reimbursements (OTH)	200		64		-		(64)	(100%)
Capital Expenditure									
2671	Transfer to Reserve - Housing - Interest		3,196		1,064		882	(183)	(17%)
5009	Loan Liability - Current - Loan 159		45,145		-		-	-	
TOTAL		101,600	212,179	33,860	56,769	27,900	13,705	(49,024)	

SHIRE OF KATANNING

10 - COMMUNITY AMENITIES

Sanitation - Household Refuse

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
2342	Depreciation - Equipment (SAN)		6,200		2,064		-	(2,064)	(100%)
2512	Photocopying & Stationery (SAN)		5,000		1,664		2,540	876	53%
2542	Insurance (SAN)		1,864		1,864		7,070	5,206	279%
2582	Domestic Refuse Collection (SAN)		83,276		27,756		29,762	2,006	7%
2591	Works Program - Refuse Site		411,240		140,556		134,983	(5,573)	(4%)
2592	Works Program - Green Waste		26,619		-		-	-	
2622	Utilities (SAN)		2,300		1,196		1,205	9	1%
2652	Bin Purchases (SAN)		8,500		2,832		5,220	2,388	84%
2732	Commercial Refuse Collection (SAN)		32,313		10,768		12,403	1,635	15%
2742	Refuse Site Minor Expenses (SAN)		2,500		832		-	(832)	(100%)
2746	Refuse Site Bank fees (SAN)		600		200		183	(17)	(8%)
2842	Street Bin Collection Costs (SAN)		2,400		800		783	(17)	(2%)
5042	Ground Water Monitoring (SAN)		3,500		1,164		-	(1,164)	(100%)
6612	Household Recycling Service (SAN)		131,677		43,892		50,748	6,856	16%
6632	Communication Expenses (SAN)		660		220		156	(64)	(29%)
7112	Depreciation - Buildings (SAN)		21,432		7,144		-	(7,144)	(100%)
7122	Depreciation - Plant (SAN)		114,840		38,280		-	(38,280)	(100%)
7132	Administration Allocated (SAN)		70,053		23,352		15,360	(7,992)	(34%)
7142	Depreciation - Infrastructure Other (SAN)		134,124		44,708		-	(44,708)	(100%)
7272	Refuse Site Licence (SAN)		2,000		664		-	(664)	(100%)
7282	Building Program - Sanitation		8,585		2,848		4,874	2,026	71%
7482	Waste Oil Facility (SAN)		500		164		260	96	59%
Operating Revenue									
2603	Domestic Refuse Collection Charges (SAN)	653,324		653,324		656,221		2,897	0%
2613	Refuse Site Disposal Charges (SAN)	182,544		60,848		88,730		27,882	46%
2617	Refuse Site - Sale of Recyclables (SAN)	3,500		1,164		-		(1,164)	(100%)
2633	Sale of Domestic Bins (SAN)	1,500		500		551		51	10%
2683	Domestic Refuse Collection Charges - Additional Service (SAN)	2,500		832		2,523		1,691	203%
2753	Commercial Refuse Collection Charges (SAN)	50,624		50,624		51,149		525	1%
2763	Commercial Refuse Collection Charges - Additional Service (SAN)	49,485		49,485		44,402		(5,083)	(10%)
2783	Commercial Recycling Bin Collection Charges (SAN)	5,022		5,022		4,320		(702)	(14%)
2883	Levied Waste Rate (SAN)	80,340		80,340		80,171		(170)	(0%)
Capital Expenditure									
9661	Transfer to Reserve - Waste Management		75,000		-		-	-	
9662	Transfer to Reserve - Waste Management - Interest		17,969		5,988		4,923	(1,065)	(18%)
Capital Revenue									
TOTAL		1,028,839	1,163,152	902,139	358,956	928,067	270,470	(62,558)	

SHIRE OF KATANNING
10 - COMMUNITY AMENITIES
Protection of the Environment
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
2612	Insurance (POE)		87		86		-	(86)	(100%)
2695	Drummaster Expenditure (POE)		1,500		500		-	(500)	(100%)
4932	Utilities (POE)		2,840		1,474		352	(1,122)	(76%)
4962	Building Program - Protection of Environment (POE)		1,978		652		104	(548)	(84%)
7862	Administration Allocated (POE)		23,942		7,980		5,250	(2,730)	(34%)
Operating Revenue									
2693	Drummaster Reimbursement (POE)	1,000		332		-		(332)	(100%)
7795	Soil Conservation Levy Commission (POE)	5,686		1,892		-		(1,892)	(100%)
TOTAL		6,686	30,347	2,224	10,692	-	5,706	(7,210)	

SHIRE OF KATANNING

10 - COMMUNITY AMENITIES

Other Community Amenities

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
3066	Subscriptions & Memberships (OCA)		150		48		130	82	171%
4252	Postage & Freight (OCA)		300		100		-	(100)	(100%)
6672	Insurance (OCA)		2,047		680		9,455	8,775	1,290%
7302	Building Program - Other Community Amenities		213,105		70,964		78,253	7,289	10%
7313	Communication Expenses (OCA)		1,380		460		418	(42)	(9%)
Cemetery									
2322	Works Program - Cemetery		106,328		36,498		26,355	(10,143)	(28%)
2672	Utilities (OCA)		50		25		44	19	75%
3012	Depreciation - Buildings (OCA)		3,756		1,252		-	(1,252)	(100%)
3062	Niche Wall Plaques (OCA)		3,500		1,164		1,014	(150)	(13%)
3063	Cemetery Master Plans (OCA)		15,000		5,000		-	(5,000)	(100%)
6842	Administration Allocated (OCA)		23,720		7,908		5,201	(2,707)	(34%)
7312	Building Program - Cemetery		4,488		1,480		2,126	646	44%
8843	Depreciation - Infrastructure Other (OCA)		166,098		55,364		-	(55,364)	(100%)
Operating Revenue									
3083	Cemetery Charges (OCA)	33,000		11,000		12,464		1,464	13%
3093	Funeral Director's Licence (OCA)	1,300		432		386		(46)	(11%)
3123	Reserve - Cemetery	2,000		664		691		27	4%
3064	Buildings - Specialised - At Cost - Cemetery		100,000		-		-	-	
TOTAL		36,300	639,921	12,096	180,943	13,541	122,996	(56,502)	

SHIRE OF KATANNING
10 - COMMUNITY AMENITIES
Town Planning
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0662	Advertising & Promotion (TOW)		500		164		-	(164)	(100%)
2872	Administration Allocated (TOW)		24,827		8,276		5,444	(2,832)	(34%)
3081	Local Planning Scheme Review		60,000		-		-	-	
3082	Consultants (TOW)		80,000		26,664		32,202	5,538	21%
Operating Revenue									
2893	Planning Assessment Fees (TOW)	16,000		5,332		17,258		11,926	224%
2895	Planning Advertising Income (TOW)	500		164		-		(164)	(100%)
TOTAL		16,500	165,327	5,496	35,104	17,258	37,646	14,304	

SHIRE OF KATANNING

11 - RECREATION AND CULTURE

Public Halls, Civic Centres

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
1422	Piano Maintenance (PUB)		250		80		-	(80)	(100%)
2702	Utilities (PUB)		3,900		1,300		2,040	740	57%
2962	Licences & Permits (PUB)		800		264		583	319	121%
3192	Insurance (PUB)		7,979		7,978		-	(7,978)	(100%)
3232	Depreciation - Buildings (PUB)		110,712		36,904		-	(36,904)	(100%)
3242	Depreciation - Furniture & Fittings (PUB)		610		200		-	(200)	(100%)
3252	Building Program - Town Hall (PUB)		21,885		7,284		4,974	(2,310)	(32%)
3264	Town Hall Events Expenditure (PUB)		10,000		3,332		4,045	713	21%
3282	Administration Allocated (PUB)		46,775		15,592		10,256	(5,336)	(34%)
6712	Expensed Minor Asset Purchases (PUB)		4,500		1,500		1,307	(193)	(13%)
7322	Building Program - Other Halls		2,335		764		719	(45)	(6%)
Operating Revenue									
3243	Town Hall Hire Income (PUB)	2,000		664		373		(291)	(44%)
3244	Town Hall Shows & Entertainment Income (PUB)	5,000		1,664		1,682		18	1%
3273	Public Halls Lease Fees (PUB)	1,000		332		-		(332)	(100%)
TOTAL		8,000	209,746	2,660	75,198	2,055	23,925	(51,879)	

SHIRE OF KATANNING
11 - RECREATION AND CULTURE
Katanning Aquatic Centre
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
3162	Advertising & Promotion (KAC)		500		164		591	427	260%
3272	Administration Allocated (KAC)		39,903		13,300		8,749	(4,551)	(34%)
3342	Building Program - Katanning Aquatic Centre		19,611		6,528		8,007	1,479	23%
3402	Insurance (KAC)		7,009		7,008		6,581	(427)	(6%)
3412	Works Program (KAC)		22,454		7,468		2,955	(4,513)	(60%)
3422	Postage & Freight (KAC)		200		64		-	(64)	(100%)
3462	Depreciation - Equipment (KAC)		22,332		7,444		-	(7,444)	(100%)
3472	Depreciation - Building (KAC)		69,612		23,204		-	(23,204)	(100%)
6722	Utilities (KAC)		85,684		28,556		25,892	(2,664)	(9%)
6752	Cleaning Costs (KAC)		500		164		117	(47)	(29%)
6814	KAC Contract Management (KAC)		130,000		44,200		47,000	2,800	6%
6817	Marketing Expense (KAC)		500		-		-	-	
6824	Contract - Licenses & Subscriptions (KAC)		200		64		-	(64)	(100%)
6830	Maintenance Expense (KAC)		85,000		85,000		13,849	(71,151)	(84%)
6831	Pool Chemicals Expense (KAC)		23,000		-		-	-	
6834	Equipment Replacement (KAC)		3,000		1,000		-	(1,000)	(100%)
6835	First Aid & Safety (KAC)		1,700		564		-	(564)	(100%)
6838	Consultants (KAC)		25,000		25,000		-	(25,000)	(100%)
Operating Revenue									
Capital Expenditure									
3314	Transfer to Reserve - KAC - Interest		867		288		239	(49)	(17%)
Capital Revenue									
TOTAL		-	537,072	-	250,016	-	113,980	(136,036)	

SHIRE OF KATANNING

11 - RECREATION AND CULTURE

Other Recreation and Sport

Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0032	Utilities (ORS)		27,769		9,252		7,898	(1,354)	(15%)
0054	Interest on Loan 162 - SSL (ORS)		8,472		2,118		1,914	(204)	(10%)
3452	Insurance (ORS)		17,565		17,564		2,946	(14,618)	(83%)
3624	Tennis Club Court Resurfacing contribution		25,000		25,000		-	(25,000)	(100%)
3622	Works Program - Other Reserves (ORS)		757,259		252,028		163,435	(88,593)	(35%)
3762	Depreciation - Equipment (ORS)		1,100		364		-	(364)	(100%)
3792	Depreciation - Buildings (ORS)		166,872		55,624		-	(55,624)	(100%)
3822	Administration Allocated (ORS)		77,589		25,864		17,012	(8,852)	(34%)
3912	Depreciation - Infrastructure Other (ORS)		44,202		14,732		-	(14,732)	(100%)
3962	Depreciation - Parks & Ovals (ORS)		682,266		227,420		-	(227,420)	(100%)
6832	Effluent Charges (ORS)		3,000		1,000		329	(671)	(67%)
7342	Building Program - Other Recreation		43,716		14,484		9,610	(4,874)	(34%)
Operating Revenue									
0034	Interest Rec'd Self Supporting Loan 162 (ORS)	8,472		2,824		2,198		(626)	(22%)
3923	Grant Income - Kidsport (ORS)	455		148		909		761	514%
3943	Property Lease Fees (ORS)	1,185		392		-		(392)	(100%)
Capital Expenditure									
2685	Loan Liability - Current - Loan 162		21,880		7,292		5,390	(1,902)	(26%)
4482	Quartermaine Oval upgrade		2,000,000		-		295	295	100%
3317	Transfer to Reserve - Parks & Playgrounds - Interest		3,135		1,044		861	(183)	(18%)
6700	Transfer to Reserve - Lake Ewlyamartup Facilities - Interest		1,037		344		285	(59)	(17%)
3556	Quartermaine Oval grants and contributions	806,667		-		-		-	
2814	Loans Clubs/Institutions - Loan 162	21,880		7,292		5,390		(1,902)	(26%)
TOTAL		838,659	3,880,861	10,656	654,130	8,497	209,974	(446,315)	

SHIRE OF KATANNING

11 - RECREATION AND CULTURE

Library

Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0192	Security Expenses (LIB)		3,500		1,164		480	(684)	(59%)
0437	Employee Superannuation (LIB)		18,928		6,548		9,615	3,067	47%
0637	Workers Compensation Insurance Premium (LIB)		4,380		2,190		4,992	2,802	128%
1282	Depreciation - Equipment (LIB)		23,485		7,828		-	(7,828)	(100%)
1502	Program Expenses (LIB)		2,350		780		617	(163)	(21%)
1503	Regional Library Subsidy (LIB)		2,500		832		2,445	1,613	194%
1692	Expensed Minor Asset Purchases (LIB)		3,000		1,000		-	(1,000)	(100%)
1992	Works Program - Library (LIB)		16,360		5,444		2,876	(2,568)	(47%)
4032	Administration Allocated (LIB)		51,208		17,068		11,228	(5,840)	(34%)
4042	Training & Development (LIB)		3,750		1,248		182	(1,066)	(85%)
4052	Salary Costs (LIB)		152,787		52,866		48,236	(4,630)	(9%)
4082	Local History Expenditure (LIB)		250		80		-	(80)	(100%)
4092	Insurance (LIB)		6,573		6,572		14,164	7,592	116%
4132	Building Program - Library		33,417		11,124		9,166	(1,958)	(18%)
4142	Book Purchases & Replacements (LIB)		3,000		1,000		507	(493)	(49%)
4144	Inter-Library Loans (LIB)		1,500		500		1,500	1,000	200%
4145	Equipment Repairs & Maintenance (LIB)		500		164		-	(164)	(100%)
4162	Children's Book Week (LIB)		2,500		832		989	157	19%
4182	Depreciation - Building (LIB)		69,300		23,100		-	(23,100)	(100%)
4184	Computer Software Subscriptions (LIB)		6,500		2,164		5,094	2,930	135%
4812	Postage & Freight (LIB)		1,500		500		12	(488)	(98%)
5002	Read Write Now - Resource Support (LIB)		300		100		-	(100)	(100%)
5382	Utilities (LIB)		6,741		2,244		2,390	146	6%
5392	Communication Expenses (LIB)		500		164		109	(55)	(33%)
5412	Refreshment Expenses (LIB)		300		100		119	19	19%
5462	Subscriptions & Memberships (LIB)		1,200		400		300	(100)	(25%)
5712	Photocopying & Stationery (LIB)		5,300		1,764		1,627	(137)	(8%)
5792	Uniforms (LIB)		1,440		480		718	238	50%
Operating Revenue									
2113	Community Room Hire (LIB)	700		232		382		150	65%
4143	Fines, Penalties & Administration Fees (LIB)	300		100		61		(39)	(39%)
4173	Internet & Scanning Income (LIB)	200		64		62		(2)	(3%)
4313	Sale of History Books (OCU)	100		32		36		4	14%
4263	Printing & Photocopying Income (LIB)	1,700		564		1,210		646	114%
Capital Expenditure									
5254	Buildings - Specialised - At Cost - Library .		30,000		9,999		-	(9,999)	(100%)
6688	Transfer to Reserve - Library Building - Interest		830		276		228	(48)	(18%)
TOTAL		3,000	453,899	992	158,531	1,750	117,593	(40,180)	

SHIRE OF KATANNING

11 - RECREATION AND CULTURE

Other Culture

Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
4551	Equipment (OCU)		30,000		-		-	-	
4402	Depreciation - Buildings (OCU)		8,256		2,752		-	(2,752)	(100%)
4652	Depreciation - Equipment (OCU)		800		264		-	(264)	(100%)
7432	Building Program - Other Culture		5,973		1,984		-	(1,984)	(100%)
9742	Insurance (OCU)		2,447		2,446		639	(1,807)	(74%)
Art Gallery									
0447	Employee Superannuation (OCU)		3,013		1,042		1,062	20	2%
0647	Workers Compensation Insurance Premium (OCU)		835		418		946	528	126%
4192	Art Gallery Exhibitions (OCU)		10,000		2,500		-	(2,500)	(100%)
4193	Community Outreach Programs (OCU)		5,000		1,664		-	(1,664)	(100%)
4232	Art Collection Maintenance (OCU)		7,000		2,332		-	(2,332)	(100%)
4262	Gallery Promotions (OCU)		500		164		-	(164)	(100%)
4332	Training & Development (OCU)		1,500		500		-	(500)	(100%)
4472	Subscriptions & Memberships (OCU)		500		164		-	(164)	(100%)
7372	Building Program - Gallery		10,435		3,472		-	(3,472)	(100%)
7722	Salary Costs (OCU)		27,391		9,477		8,747	(730)	(8%)
8132	Insurance - Art Gallery (OCU)		798		796		-	(796)	(100%)
8722	Postage & Freight (OCU)		250		80		98	18	23%
9002	Utilities (OCU)		6,785		2,260		2,283	23	1%
9022	Meeting Expenses (OCU)		1,000		332		163	(169)	(51%)
9072	Administration Allocated (OCU)		31,480		10,492		6,902	(3,590)	(34%)
9302	Communication Expenses (OCU)		400		132		109	(23)	(17%)
9312	Expensed Minor Asset Purchases (OCU)		1,000		332		-	(332)	(100%)
9482	Photocopying & Stationery (OCU)		300		100		-	(100)	(100%)
9483	Regional Arts, Culture & Heritage Strategy (OCU)		5,000		1,664		-	(1,664)	(100%)
Operating Revenue									
5373	Grant Income (OCU) - non operating	172,000		35,500		(3,319)		(38,819)	(109%)
5376	Reimbursements (OCU)	100		32		-		(32)	(100%)
5983	Exhibition Commission (OCU)	500		164		-		(164)	(100%)
Capital Expenditure									
4551	Equipment (OCU)		30,000		-		-	-	
TOTAL		172,600	190,663	35,696	45,367	(3,319)	20,950	(63,432)	

SHIRE OF KATANNING

11 - RECREATION AND CULTURE

Katanning Leisure Centre

Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0012	Depreciation - Building (KLC)		528,241		176,080		-	(176,080)	(100%)
0062	Postage & Freight (KLC)		1,000		332		45	(287)	(86%)
0417	Employee Superannuation (KLC)		37,072		12,828		14,711	1,883	15%
0562	Promotion of Seniors (KLC)		800		264		542	278	105%
0617	Workers Compensation Insurance Premium (KLC)		10,023		5,011		11,439	6,428	128%
0852	Depreciation - Motor Vehicles (KLC)		6,700		2,232		-	(2,232)	(100%)
1472	Equipment Repairs & Maintenance (KLC)		5,000		1,664		1,646	(18)	(1%)
3033	Unexpended Grant Refunds - KLC		-		-		-	-	
3111	Salary Costs (KLC)		333,489		115,388		121,257	5,869	5%
3332	Function Expenses (KLC)		2,500		832		811	(21)	(3%)
3502	Depreciation - Furniture & Fittings (KLC)		530		176		-	(176)	(100%)
3512	Grant Expenditure (KLC)		27,750		9,252		7,493	(1,759)	(19%)
3752	Works Program - (KLC) grounds and ovals		233,536		77,804		84,559	6,755	9%
3782	Depreciation - Equipment (KLC)		8,015		2,668		-	(2,668)	(100%)
3842	Subscriptions & Memberships (KLC)		1,500		500		595	95	19%
3844	Computer Software Subscriptions (KLC)		5,200		1,732		-	(1,732)	(100%)
3852	Contract Cleaners (KLC)		5,000		1,664		1,027	(637)	(38%)
3932	Motor Vehicle Expenses (KLC)		6,500		2,164		1,056	(1,108)	(51%)
4752	Minor Sundry Expenses (KLC)		800		264		442	178	67%
6382	Uniforms & Protective Clothing (KLC)		2,480		824		1,136	312	38%
6392	Training, Development & Recruitment (KLC)		10,231		3,408		145	(3,263)	(96%)
7332	Building Program - Katanning Leisure Centre		75,600		25,192		17,545	(7,647)	(30%)
8862	Program Expenses (KLC)		11,500		3,832		1,253	(2,579)	(67%)
8872	Kiosk Expenses (KLC)		50,000		16,664		22,345	5,681	34%
8874	Consultants (KLC)		8,500		8,500		10,000	1,500	18%
8882	Security Expenses (KLC)		4,000		1,332		1,816	484	36%
8892	Expensed Minor Asset Purchases (KLC)		12,000		4,000		85	(3,915)	(98%)
8912	Photocopying & Stationery (KLC)		3,500		1,164		465	(699)	(60%)
8922	Communication Expenses (KLC)		780		260		164	(96)	(37%)
8932	Utilities (KLC)		72,600		24,192		24,858	666	3%
8952	Advertising & Promotion (KLC)		1,000		332		1,182	850	256%
8972	Insurance (KLC)		45,707		45,706		42,915	(2,791)	(6%)
8982	Cleaning Materials (KLC)		8,500		2,832		1,642	(1,190)	(42%)
9052	Administration Allocated (KLC)		85,349		28,448		18,714	(9,734)	(34%)
Operating Revenue									
0023	Entry Fees (KLC)	50,000		16,664		19,748		3,084	19%
0043	Kiosk Income - GST Inc (KLC)	55,000		18,332		26,450		8,118	44%
0053	Stadium/Court Hire (KLC)	5,000		1,664		1,420		(244)	(15%)
0063	Functions Hire (KLC)	13,000		4,332		6,141		1,809	42%
0083	Program Fees (KLC)	9,000		3,000		2,637		(363)	(12%)
0093	Gym & Fitness Fees (KLC)	19,000		6,332		11,976		5,644	89%
0103	Creche Fees (KLC)	1,500		500		422		(78)	(16%)
0113	Signage Fees (KLC)	3,000		1,000		2,448		1,448	145%
0123	Office Rental (KLC)	300		100		-		(100)	(100%)
0133	Program Fees and Charges (KLC)	-		-		228		-	
0143	Membership Fees (KLC)	65,000		21,664		25,902		4,238	20%
1063	Utility Reimbursements (KLC)	15,000		5,000		3,001		(1,999)	(40%)
1083	Kiosk Income - GST Free (KLC)	6,000		2,000		2,393		393	20%
2703	Grant Income (KLC)	20,000		6,664		-		(6,664)	(100%)
2707	Seniors Income (KLC)	2,500		832		1,100		268	32%
3543	Equipment Hire (KLC)	4,500		1,500		537		(963)	(64%)
3763	Sprig Bar Hire (KLC)	600		200		-		(200)	(100%)
3793	Lease Income (KLC)	8,000		2,664		455		(2,209)	(83%)
6793	Ground Fees (KLC)	2,500		832		1,395		563	68%

SHIRE OF KATANNING

11 - RECREATION AND CULTURE

Katanning Leisure Centre

*Financial Statement for the period ended
31 October 2024*

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Capital Expenditure									
6244	Transfer to Reserve - KLC - Interest		13,216		4,404		3,634	(770)	(17%)
6254	Transfer to Reserve - Quartermaine Oval - Interest		14,475		4,824		3,972	(852)	(18%)
6693	Transfer from Reserve - Quartermaine Oval	387,782		-		-		-	
TOTAL		667,682	1,633,094	93,280	586,769	106,257	397,495	(176,529)	

SHIRE OF KATANNING

12 - TRANSPORT

Const. Sts,Rds,Bridges,Depots

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
4550	Depreciation - Footpaths (CRBD)		164,586		54,860		-	(54,860)	(100%)
4560	Depreciation - Drainage (CRBD)		243,444		81,148		-	(81,148)	(100%)
4561	Depreciation - Equipment (CRBD)		4,450		1,480		-	(1,480)	(100%)
5062	Depreciation - Bridges (CRBD)		16,938		5,644		-	(5,644)	(100%)
8472	Depreciation - Roads (CRBD)		2,396,418		798,804		-	(798,804)	(100%)
8473	Depreciation - Buildings (CRBD)		41,916		13,972		-	(13,972)	(100%)
8474	Depreciation - Infrastructure Other (CRBD)		36,108		12,036		-	(12,036)	(100%)
Operating Revenue									
4631	Regional Road Group Funding (CRBD)	206,000		-		82,400		-	
5051	Roads to Recovery Funding (CRBD)	346,494		173,247		-		(173,247)	(100%)
5056	Grants (Const.)	202,933		-		-		-	
Capital Expenditure									
4460	Infrastructure Roads - At Cost - Roads		854,726		417,691		267,900	(149,791)	(36%)
TOTAL		755,427	3,758,586	173,247	1,385,635	82,400	267,900	(1,290,982)	

SHIRE OF KATANNING

12 - TRANSPORT

Mtce Sts,Rds,Bridges,Depots

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0132	Insurance (MRBD)		4,786		4,786		3,884	(902)	(19%)
4750	Works Program - Bridge Maintenance		11,285		3,752		-	(3,752)	(100%)
4778	Drainage Maintenance - Sealed Rural Roads		13,981		4,652		617	(4,035)	(87%)
4779	Drainage Maintenance - Unsealed Town Roads		5,497		1,828		241	(1,587)	(87%)
4780	Works Program - Road Maintenance (MRBD)		984,609		337,425		394,070	56,645	17%
4783	Road Maintenance - Town Streets Sealed		117,448		39,148		33,490	(5,658)	(14%)
4784	Road Maintenance - Town Streets Unsealed		8,417		2,796		-	(2,796)	(100%)
4785	Road Maintenance - Rural Roads Sealed		51,454		17,148		2,217	(14,931)	(87%)
4786	Road Maintenance - Rural Roads Unsealed (MRBD)		326,453		-		-	-	
4787	Drainage Maintenance - Sealed Town Roads		18,794		6,260		-	(6,260)	(100%)
4788	Drainage Maintenance - Unsealed Rural Roads		34,520		11,496		786	(10,710)	(93%)
4840	Street Lighting (MRBD)		139,500		46,500		44,637	(1,863)	(4%)
4850	Works Program - Footpath Maintenance (MRBD)		106,999		35,640		25,112	(10,528)	(30%)
4880	Works Program - Drainage Maintenance		34,165		11,372		5,884	(5,488)	(48%)
7382	Building Program - Depot		40,454		13,468		25,005	11,537	86%
8774	Consultants (MRBD)		30,000		10,000		-	(10,000)	(100%)
9672	Administration Allocated (MRBD)		111,065		37,020		24,352	(12,668)	(34%)
Operating Revenue									
4911	Direct Road Grant (MRBD)	157,979		157,979		190,438		32,459	21%
5091	Signage Income (MRBD)	8,000		8,000		7,593		(407)	(5%)
TOTAL		165,979	2,039,428	165,979	583,291	198,031	560,295	9,056	

SHIRE OF KATANNING

12 - TRANSPORT

Plant Purchases

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
4903	Selling Fees & Commissions		3,000		1,000		2,910	1,910	191%
4944	Expensed Minor Asset Purchases (PLP)		50,000		16,664		-	(16,664)	(100%)
4950	Depreciation - Plant (PLP)		35,000		11,664		-	(11,664)	(100%)
4960	Depreciation - Motor Vehicles (PLP)		65,000		21,664		-	(21,664)	(100%)
Operating Revenue									
1404	Profit on Disposal of Assets (PLP)	46,178		11,545		-		(11,545)	(100%)
Capital Expenditure									
4214	Transfer to Reserve - Plant Replacement - Interest		10,066		3,356		2,492	(864)	(26%)
4215	Transfer to Reserve - Plant Replacement		362,922		-		-	-	
4954	Plant - At Cost - Plant Purchases		211,690		211,690		145,035	(66,655)	(31%)
4964	Motor Vehicles - At Cost - Plant Purchases		55,000		55,000		45,023	(9,977)	(18%)
5012	Loan Liability - Current - Loan 160		16,847		-		-	-	
5014	Loan Liability - Current - Loan 161		24,776		12,388		-	(12,388)	(100%)
5016	Loan Liability - Current - Loan 163		40,827		20,414		10,070	(10,344)	(51%)
5017	Loan Liability - Current - Loan 164		36,939		18,470		9,111	(9,359)	(51%)
Capital Revenue									
4103	Proceeds on Sale of Assets (PLP)	(68,500)		(17,125)		35,280		-	
TOTAL		(22,322)	912,067	(5,580)	372,310	35,280	214,639	(169,216)	

SHIRE OF KATANNING
12 - TRANSPORT
Transport Licensing
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0832	Training & Development (TPL)		3,200		1,064		2,581	1,517	143%
5172	Administration Allocated (TPL)		368,066		122,688		79,229	(43,459)	(35%)
Operating Revenue									
1103	Commissions & Contributions (TPL)	92,000		30,664		36,251		5,587	18%
1133	Training Reimbursement (TPL)	3,500		1,164		-		(1,164)	(100%)
TOTAL		95,500	371,266	31,828	123,752	36,251	81,810	(37,519)	

SHIRE OF KATANNING

12 - TRANSPORT

Aerodromes

*Financial Statement for the period ended
31 October 2024*

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
1553	Consultants (AERO)		6,000		2,000		-	(2,000)	(100%)
5242	Depreciation - Buildings (AERO)		12,500		4,164		-	(4,164)	(100%)
5252	Works Program - Airport Maintenance (AERO)		67,514		22,484		17,752	(4,732)	(21%)
5282	Insurance (AERO)		1,102		1,102		1,034	(68)	(6%)
6052	Depreciation - Infrastructure Other (AERO)		136,698		45,564		-	(45,564)	(100%)
7392	Building Program - Airport Maintenance		8,423		2,800		2,963	163	6%
9842	Utilities (AERO)		1,350		448		418	(30)	(7%)
9892	Administration Allocated (AERO)		29,484		9,828		6,465	(3,363)	(34%)
Operating Revenue									
5285	Lease Income (AERO)	500		164		-		(164)	(100%)
5286	Other Income & Reimbursements (AERO)	100		32		-		(32)	(100%)
TOTAL		600	263,071	196	88,390	-	28,631	(59,955)	

SHIRE OF KATANNING

13 - ECONOMIC SERVICES

Economic Development

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
5812	Building Program - Katanning Hotel		52,707		17,564		1,789	(15,775)	(90%)
5814	Insurance (EDV)		6,725		6,724		-	(6,724)	(100%)
5816	Administration Allocated (EDV)		41,899		13,968		9,187	(4,781)	(34%)
5881	Economic Development Services (EDV)		30,000		10,000		2,750	(7,250)	(73%)
5882	Utilities (EDV)		5,486		1,824		919	(905)	(50%)
5888	Depreciation - Buildings (EDV)		56,592		18,864		-	(18,864)	(100%)
5850	Shop Front Enhancement Subsidy (EDV)		15,000		-		-	-	
Operating Revenue									
5875	Licence Fee (EDV)	7,500		2,500		-		(2,500)	(100%)
5876	Outgoings & Charges Reimbursement (EDV)	2,000		664		-		(664)	(100%)
5877	Grant Income (EDV)	250,000		-		-		-	
5878	Hire Income (EDV)	1,000		332		200		(132)	(40%)
Capital Expenditure									
6698	Transfer to Reserve - Community & Economic Development - Interest		11,092		3,696		3,039	(657)	(18%)
5893	Transfer from Reserve - Community & Economic Develop	100,000		-		-		-	
TOTAL		360,500	219,501	3,496	72,640	200	17,684	(58,252)	

SHIRE OF KATANNING

13 - ECONOMIC SERVICES

Rural Services

*Financial Statement for the period ended
31 October 2024*

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
5312	Administration Allocated (RUR)		40,347		13,448		8,846	(4,602)	(34%)
5322	Works Program - Rural Services (RUR)		25,835		8,600		9,869	1,269	15%
5364	Cost of Standpipe Cards Issued (RUR)		922		304		-	(304)	(100%)
9612	Depreciation -Infrastructure Other (RUR)		47,124		15,708		-	(15,708)	(100%)
9902	Utilities (RUR)		34,500		11,500		8,893	(2,607)	(23%)
9903	Communication Expenses (RUR)		1,755		584		542	(42)	(7%)
9962	Insurance (RUR)		467		466		16,772	16,306	3,499%
Operating Revenue									
5363	Standpipe Income (RUR)	38,000		12,664		1,172		(11,492)	(91%)
5365	Standpipe Access Card Income (RUR)	400		132		117		(15)	(11%)
8863	Reimbursements (RUR)	400		132		86		(46)	(35%)
8873	Property Lease Fees (RUR)	1,000		1,000		16,562		15,562	1,556%
Capital Expenditure									
TOTAL		39,800	150,950	13,928	50,610	17,937	45,945	(656)	

SHIRE OF KATANNING

13 - ECONOMIC SERVICES

Tourism And Area Promotion

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
1746	Expensed Minor Asset Purchases (TOU)		500		164		-	(164)	(100%)
5402	Administration Allocated (TOU)		81,802		27,268		17,936	(9,332)	(34%)
5442	Advertising & Promotion (TOU)		10,000		3,332		9,590	6,258	188%
5443	Contribution to Great Southern Treasures (TOU)		20,000		6,664		20,000	13,336	200%
5444	Contributions (TOU)		10,000		3,332		-	(3,332)	(100%)
5452	Special Events Expenditure (TOU)		500		164		-	(164)	(100%)
8752	Visitor Servicing (TOU)		20,000		6,664		8,000	1,336	20%
8762	Building Program - Shire Properties		6,285		2,084		9,199	7,115	341%
8853	Depreciation - Equipment (TOU)		16,680		5,560		-	(5,560)	(100%)
9362	Insurance (TOU)		2,377		2,376		18,151	15,775	664%
9382	Utilities (TOU)		15,505		8,061		5,064	(2,997)	(37%)
Operating Revenue									
8913	Reimbursements (TOU)	100		32		-		(32)	(100%)
Capital Expenditure									
TOTAL		100	183,650	32	65,669	-	87,939	22,238	

SHIRE OF KATANNING

13 - ECONOMIC SERVICES

Building Control

Financial Statement for the period ended

31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
2435	Consultants (BUC)		76,000		25,332		18,662	(6,670)	(26%)
5512	Administration Allocated (BUC)		37,687		12,564		8,263	(4,301)	(34%)
5562	Photocopying & Stationery (BUC)		500		164		-	(164)	(100%)
Operating Revenue									
5613	Building Fees & Licences - GST exempt (BUC)	25,000		8,332		(5,423)		(13,755)	(165%)
5614	Building Fees & Licences - including GST (BUC)	500		164		9		(155)	(94%)
5615	Swimming Pool Inspection Fee (BUC)	1,300		432		1,271		839	194%
TOTAL		26,800	114,187	8,928	38,060	(4,143)	26,925	(24,206)	

SHIRE OF KATANNING

13 - ECONOMIC SERVICES

Saleyards

Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
1232	Advertising & Promotion (SAL)		1,000		332		-	(332)	(100%)
1272	Truckwash Service Fees & Keys (SAL)		5,000		1,664		1,807	143	9%
3902	Utilities (SAL)		16,563		8,603		5,394	(3,209)	(37%)
3904	Communication Expenses (SAL)		1,200		400		429	29	7%
4502	Subscriptions & Memberships (SAL)		3,000		1,000		-	(1,000)	(100%)
4563	Ground Water Monitoring (SAL)		3,000		1,000		-	(1,000)	(100%)
5682	Works Program - Saleyards (SAL)		9,336		3,100		877	(2,223)	(72%)
5722	Administration Allocated (SAL)		55,865		18,620		12,249	(6,371)	(34%)
5742	Livestock Market Reports (SAL)		13,000		4,332		4,050	(282)	(7%)
5782	Depreciation - Building (SAL)		462,924		154,308		-	(154,308)	(100%)
5802	Building Program - Saleyards		2,578		852		-	(852)	(100%)
5804	Animal Welfare Expenses (SAL)		1,500		500		1,663	1,163	233%
9213	Depreciation - Plant (SAL)		16,572		5,524		-	(5,524)	(100%)
9292	Insurance (SAL)		54,042		54,042		50,740	(3,302)	(6%)
9322	Licences (SAL)		2,400		800		-	(800)	(100%)
9331	Expensed Minor Asset Purchases (SAL)		10,000		3,332		2,283	(1,049)	(31%)
9332	Cleaning Expenses (SAL)		2,500		832		88	(744)	(89%)
9334	Pest Control & Fire Protection (SAL)		3,500		1,164		-	(1,164)	(100%)
9335	Parks & Landscape Maintenance (SAL)		1,000		332		-	(332)	(100%)
9336	Saleyards General Maintenance (SAL)		27,744		9,248		6,668	(2,580)	(28%)
9337	Saleyards CCTV Maintenance Costs (SAL)		5,000		1,664		-	(1,664)	(100%)
9342	Photocopying & Stationery (SAL)		200		64		-	(64)	(100%)
9344	Salary (SAL)		128,244		44,373		46,567	2,194	5%
9345	Employee Superannuation (SAL)		14,106		4,880		5,420	540	11%
9346	Training & Development (SAL)		1,000		332		1,526	1,194	360%
9347	Uniforms & Protective Clothing (SAL)		1,500		500		579	79	16%
9348	Workers Compensation Insurance Premium (SAL)		3,695		3,694		4,221	527	14%
9613	Depreciation - Furniture & Fittings (SAL)		700		232		-	(232)	(100%)
9622	Depreciation - Equipment (SAL)		53,658		17,884		-	(17,884)	(100%)
9623	Stock Purchases (SAL)		10,000		-		-	-	
9652	Depreciation - Infrastructure Other (SAL)		142,542		47,512		-	(47,512)	(100%)
9997	Saleyard Plant Expenses (SAL)		25,000		8,332		7,315	(1,017)	(12%)
9998	Consultants (SAL)		45,000		-		-	-	
Operating Revenue									
5463	Animal Welfare Income (SAL)	2,000		664		-		(664)	(100%)
5483	Grant Income (SAL)	7,500		2,500		-		(2,500)	(100%)
5773	Yarding Fees (SAL)	245,000		81,664		159,743		78,079	96%
5774	Agistment Fees (SAL)	500		164		-		(164)	(100%)
5783	Office Rentals (SAL)	14,500		4,832		53		(4,779)	(99%)
5793	Canteen Rental (SAL)	500		164		-		(164)	(100%)
5794	Training Room Rental (SAL)	1,000		332		447		115	35%
5803	Reimbursements (SAL)	1,000		332		-		(332)	(100%)
5813	Truck Wash Income (SAL)	47,000		15,664		22,293		6,629	42%
5843	Advertising Signage Income (SAL)	2,500		2,500		2,025		(475)	(19%)
5883	Truck Wash Key Income (SAL)	150		48		76		28	59%
9624	Stock Sales (SAL)	5,000		-		618		-	

SHIRE OF KATANNING

13 - ECONOMIC SERVICES

Saleyards

*Financial Statement for the period ended
31 October 2024*

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Capital Expenditure									
5824	Transfer to Reserve - Old Saleyards - Interest		37,519		12,504		10,280	(2,224)	(18%)
5829	Transfer to Reserve - Regional Sheep Saleyards - Interest		34,032		11,344		9,342	(2,002)	(18%)
5844	Equipment - At Cost - Saleyards		948,199		-		-	-	
Capital Revenue									
SY01	Saleyard Capital Grant - Ear Tagging equipment	878,199		-		-		-	
5836	Transfer from Reserve - Regional Sheep Saleyards	70,000		-		-		-	
TOTAL		1,274,849	2,143,118	108,864	423,300	185,255	171,498	(176,028)	

SHIRE OF KATANNING
14 - OTHER PROPERTY AND SERVICES
Private Works
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
5910	Administration Allocated (PW)		11,084		3,696		2,430	(1,266)	(34%)
5912	Works Program - Private Works		5,990		1,992		215	(1,777)	(89%)
Operating Revenue									
5953	Private Works Revenue (PRW)	8,386		2,796		436		(2,360)	(84%)
TOTAL		8,386	17,074	2,796	5,688	436	2,645	(5,403)	

SHIRE OF KATANNING

14 - OTHER PROPERTY AND SERVICES

Public Works Overheads

Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0380	Staff Housing Allocation (PWO)		106,427		35,476		13,272	(22,204)	(63%)
0457	Employee (Salaried) Superannuation (PWO)		93,174		32,237		23,213	(9,024)	(28%)
0467	Employee (Wage) Superannuation (PWO)		157,051		54,340		41,023	(13,317)	(25%)
0657	Workers Compensation Insurance Premium - Salaried (PWO)		23,463		23,462		26,779	3,317	14%
0667	Workers Compensation Insurance Premium - Wages (PWO)		44,088		44,088		50,313	6,225	14%
0722	Expendable Stores (PWO)		2,000		664		1,115	451	68%
2332	Utilities (PWO)		11,500		5,980		1,974	(4,006)	(67%)
5922	Refreshment Expenses (PWO)		1,500		500		1,569	1,069	214%
6042	Communication Expenses (PWO)		4,400		1,464		782	(682)	(47%)
6362	Advertising & Promotion (PWO)		1,500		500		284	(216)	(43%)
8002	Salary Costs (PWO)		752,743		260,448		168,995	(91,453)	(35%)
8032	Motor Vehicle Expenses (PWO)		22,000		7,332		3,898	(3,434)	(47%)
8042	Annual Leave - Works Crew, P&G, Refuse (PWO)		122,819		40,940		18,298	(22,642)	(55%)
8052	Sick Leave - Works Crew, P&G, Refuse (PWO)		48,161		16,052		12,566	(3,486)	(22%)
8062	Public Holidays - Works Crew, P&G, Refuse (PWO)		55,766		18,588		5,462	(13,126)	(71%)
8092	Insurance (PWO)		115,552		115,550		87,146	(28,404)	(25%)
8153	Works Program - Training & Staff Meetings (PWO)		24,401		8,132		8,266	134	2%
8162	Uniforms & Protective Equipment (PWO)		12,000		4,000		5,665	1,665	42%
8222	Works Overheads Allocations		(1,684,806)		(561,608)		(414,320)	147,288	(26%)
8272	Consultants (PWO)		30,000		10,000		-	(10,000)	(100%)
8462	Expensed Minor Asset Purchases (PWO)		8,000		2,664		81	(2,583)	(97%)
8502	Training & Development (PWO)		30,525		10,160		5,205	(4,955)	(49%)
8531	Communication Expenses - Building Maintenance (PWO)		400		132		55	(77)	(59%)
8533	Tools - Building Maintenance (PWO)		3,200		1,064		16	(1,048)	(98%)
8535	Motor Vehicle Expenses - Building Maintenance (PWO)		6,000		2,000		1,496	(504)	(25%)
8540	Training & Development - Building Maintenance (PWO)		1,200		400		-	(400)	(100%)
9462	Photocopying & Stationery (PWO)		550		180		273	93	52%
9466	Computer Software Subscriptions (PWO)		15,000		14,807		11,816	(2,991)	(20%)
Operating Revenue									
5681	Miscellaneous Income (PWO)	1,000		332		-		(332)	(100%)
TOTAL		1,000	8,614	332	149,552	-	93,118	(56,766)	

SHIRE OF KATANNING
14 - OTHER PROPERTY AND SERVICES
Plant Operation Costs
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
0154	Interest on Loan 160 - Watercart (POC)		939		312		262	(50)	(16%)
0155	Interest on Loan 161 - CAT Grader (POC)		1,381		460		385	(75)	(16%)
0156	Interest on Loan 163 - Road Sweeper (POC)		5,274		1,756		1,335	(421)	(24%)
0157	Interest on Loan 164 - Truck KA24635		4,772		1,588		1,208	(380)	(24%)
5010	Tool Replacement & Repairs (POC)		4,500		1,500		-	(1,500)	(100%)
6862	Leasing Charges (POC)		11,503		3,832		3,834	2	0%
7032	Licences (POC)		17,000		17,000		15,687	(1,313)	(8%)
8322	Fuel & Oil (POC)		250,000		83,332		58,135	(25,197)	(30%)
8332	Plant Repairs & Maintenance (POC)		254,147		84,712		74,852	(9,860)	(12%)
8333	Contract Mechanic		-		-		31,117	31,117	100%
8342	Insurance (POC)		84,543		84,543		79,201	(5,342)	(6%)
8372	Plant Operation Allocated		(713,425)		(237,812)		(178,336)	59,476	(25%)
8382	Plant Depreciation Allocated		(343,000)		(114,336)		(77,750)	36,586	(32%)
8392	Plant Expendable Stores (POC)		10,000		3,332		3,707	375	11%
8402	Expensed Minor Asset Purchases (POC)		10,000		3,332		132	(3,200)	(96%)
8422	Depreciation - Plant (POC)		370,000		123,332		-	(123,332)	(100%)
8452	Administration Allocated (POC)		32,366		10,788		7,096	(3,692)	(34%)
Operating Revenue									
8373	Other Income (POC)	500		168		-		(168)	(100%)
8383	Fuel/Energy Grants/Rebates (POC)	35,000		11,668		7,086		(4,582)	(39%)
TOTAL		35,500	-	11,836	67,671	7,086	20,866	(51,555)	

SHIRE OF KATANNING
14 - OTHER PROPERTY AND SERVICES
Salaries and Wages
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
8410	Gross Salaries (S&W)		3,132,113		1,044,036		991,748	(52,288)	(5%)
8500	Gross Salaries Allocated (S&W)		(3,132,113)		(1,044,040)		(990,880)	53,160	(5%)
8520	Gross Wages (S&W)		1,422,260		474,088		412,005	(62,083)	(13%)
8530	Gross Wages Allocated (S&W)		(1,422,260)		(474,092)		(412,005)	62,087	(13%)
8542	Workers Compensation Allocated (S&W)		25,000		8,332		27,030	18,698	224%
Operating Revenue									
8553	Workers Compensation Reimbursed (S&W)	25,000		8,332		47,306		38,974	468%
TOTAL		25,000	25,000	8,332	8,324	47,306	27,897	58,547	

SHIRE OF KATANNING
14 - OTHER PROPERTY AND SERVICES
Unclassified
Financial Statement for the period ended
31 October 2024

Account	Description	Original Budget		YTD Budget		YTD Actual		YTD Variance	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	\$	%
Operating Expenditure									
8601	Salary Package - Vehicle (Expenditure)		69,000		23,000		18,925	(4,075)	(18%)
Operating Revenue									
8701	Salary Package - Vehicles (No GST)	42,000		14,000		12,569		(1,431)	(10%)
8702	Salary Package - Vehicles (GST)	27,000		9,000		3,475		(5,525)	(61%)
TOTAL		69,000	69,000	23,000	23,000	16,044	18,925	(11,031)	



Shire of
Katanning
Heart of the Great Southern

Monthly Financial Reports
October 2024



Heart of the Great Southern



SHIRE OF KATANNING

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 October 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF KATANNING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	8	5,147,675	5,147,675	5,285,814	138,139	2.68%	▲
Grants, subsidies and contributions	12	3,917,608	1,131,514	594,171	(537,343)	(47.49%)	▼
Fees and charges		2,008,326	1,239,300	1,368,125	128,825	10.39%	▲
Interest revenue		528,000	184,664	155,918	(28,746)	(15.57%)	▼
Other revenue		316,166	99,393	104,356	4,963	4.99%	
Profit on asset disposals	4	46,178	11,545	0	(11,545)	(100.00%)	▼
		11,963,953	7,814,091	7,508,384	(305,707)	(3.91%)	
Expenditure from operating activities							
Employee costs		(5,380,736)	(1,867,050)	(1,653,228)	213,822	11.45%	▲
Materials and contracts		(4,058,989)	(1,443,272)	(1,207,932)	235,340	16.31%	▲
Utility charges		(555,276)	(203,439)	(153,892)	49,547	24.35%	▲
Depreciation		(7,317,569)	(1,829,352)	0	1,829,352	100.00%	▲
Finance costs		(100,543)	(30,418)	(769)	29,649	97.47%	▲
Insurance		(489,729)	(441,151)	(437,476)	3,675	0.83%	
Other expenditure		(456,301)	(132,633)	(81,059)	51,574	38.88%	▲
Loss on asset disposals	4	(40,000)	(10,000)	0	10,000	100.00%	▲
		(18,399,143)	(5,957,315)	(3,534,356)	2,422,959	40.67%	
Non-cash amounts excluded from operating activities	Note 2(b)	7,311,391	1,827,807	72,331	(1,755,476)	(96.04%)	▼
Amount attributable to operating activities		876,201	3,684,583	4,046,359	361,776	9.82%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	12,148,366	208,747	82,400	(126,347)	(60.53%)	▼
Proceeds from disposal of assets	4	193,500	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		21,880	5,390	5,390	0	0.00%	
		12,363,746	214,137	87,790	(126,347)	(59.00%)	
Outflows from investing activities							
Payments for financial assets at amortised cost - self supporting loans		(21,880)	0	0	0	0.00%	
Payments for property, plant and equipment	3	(12,346,483)	(494,773)	(264,538)	230,235	46.53%	▲
Payments for construction of infrastructure	3	(3,096,380)	(478,105)	(362,867)	115,238	24.10%	▲
Amount attributable to investing activities		(3,100,997)	(758,741)	(539,614)	219,127	28.88%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	2	1,926,337	0	0	0	0.00%	
		1,926,337	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	9	(293,444)	(24,570)	(24,570)	0	0.00%	
Payments for principal portion of lease liabilities	10	(955)	0	0	0	0.00%	
Transfer to reserves	2	(943,014)	0	(72,315)	(72,315)	0.00%	▼
		(1,237,413)	(24,570)	(96,885)	(72,315)	(294.32%)	
Amount attributable to financing activities		688,924	(24,570)	(96,885)	(72,315)	(294.32%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		1,535,873	1,535,873	4,323,804	2,787,931	181.52%	▲
Amount attributable to operating activities		876,201	3,684,583	4,046,359	361,776	9.82%	▲
Amount attributable to investing activities		(3,100,997)	(758,741)	(539,614)	219,127	28.88%	▲
Amount attributable to financing activities		688,924	(24,570)	(96,885)	(72,315)	(294.32%)	▼
Surplus or deficit after imposition of general rates		0	4,437,145	7,733,663	3,296,518	74.29%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF KATANNING
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 OCTOBER 2024

	Supplementary Information	30/06/2024	31 Oct 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	1	11,109,901	13,509,682
Trade and other receivables		1,403,638	2,694,617
Other financial assets		4,529,407	4,589,152
Inventories	6	14,684	5,350
TOTAL CURRENT ASSETS		17,057,630	20,798,801
NON-CURRENT ASSETS			
Trade and other receivables		268,322	268,322
Other financial assets		344,554	368,239
Property, plant and equipment		58,275,262	58,539,800
Infrastructure		216,503,243	216,866,110
Right-of-use assets		2,120	2,120
Intangible assets		52,077	52,077
TOTAL NON-CURRENT ASSETS		275,445,578	276,096,668
TOTAL ASSETS		292,503,208	296,895,469
CURRENT LIABILITIES			
Trade and other payables	7	332,827	558,652
Other liabilities	11	4,855,782	4,920,917
Lease liabilities	10	878	878
Borrowings	9	293,447	268,877
Employee related provisions	11	601,566	601,566
Other provisions	11	929,590	789,821
TOTAL CURRENT LIABILITIES		7,014,090	7,140,711
NON-CURRENT LIABILITIES			
Borrowings	9	3,006,634	3,006,633
Employee related provisions		117,669	117,669
Other provisions		608,232	608,233
TOTAL NON-CURRENT LIABILITIES		3,732,535	3,732,535
TOTAL LIABILITIES		10,746,625	10,873,246
NET ASSETS		281,756,583	286,022,223
EQUITY			
Retained surplus		89,879,724	94,073,049
Reserve accounts	2	7,794,695	7,867,010
Revaluation surplus		184,082,164	184,082,164
TOTAL EQUITY		281,756,583	286,022,223

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 13 November 2024

SHIRE OF KATANNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Supplementary Information	Adopted Budget Opening 30 June 2024 \$	Last Year Closing 30 June 2024 \$	Year to Date 31 Oct 2024 \$
Current assets				
Cash and cash equivalents	1	5,896,054	11,109,901	13,509,682
Trade and other receivables		1,320,712	1,403,638	2,694,617
Other financial assets		4,343,573	4,529,407	4,589,152
Inventories	6	20,508	14,684	5,350
		11,580,847	17,057,630	20,798,801
Less: current liabilities				
Trade and other payables	7	(859,231)	(332,827)	(558,652)
Other liabilities	11	(4,422,028)	(4,855,782)	(4,920,917)
Lease liabilities	10	0	(878)	(878)
Borrowings	9	0	(293,447)	(268,877)
Employee related provisions	11	(630,441)	(601,566)	(601,566)
Other provisions	11	(1,112,890)	(929,590)	(789,821)
		(7,024,590)	(7,014,090)	(7,140,711)
Net current assets		4,556,257	10,043,540	13,658,090
Less: Total adjustments to net current assets	Note 2(c)	(5,082,336)	(5,719,736)	(5,924,426)
Closing funding surplus / (deficit)		(526,079)	4,323,804	7,733,664

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

		Adopted Budget \$	YTD Budget (a) \$	YTD Actual (b) \$
Non-cash amounts excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals	4	(46,178)	(11,545)	0
Less: Movement in liabilities associated with restricted cash				48,646
Add: Loss on asset disposals	4	40,000	10,000	0
Add: Depreciation		7,317,569	1,829,352	0
- Financial assets at amortised cost - term deposits				23,685
Total non-cash amounts excluded from operating activities		7,311,391	1,827,807	72,331

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2024 \$	Last Year Closing 30 June 2024 \$	Year to Date 31 Oct 2024 \$
Adjustments to net current assets				
Less: Reserve accounts	2	(6,829,015)	(7,794,695)	(7,867,010)
Less: Financial assets at amortised cost - self supporting loans	6		0	(16,490)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	9	0	293,447	268,877
- Current portion of lease liabilities	10	0	878	878
- Current portion of other provisions held in reserve		1,116,238	1,179,068	1,087,753
- Current portion of employee benefit provisions held in reserve	2	630,441	601,566	601,566
Total adjustments to net current assets	Note 2(a)	(5,082,336)	(5,719,736)	(5,924,426)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF KATANNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2024

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2024-25 year is \$10,000 or 5.00% whichever is the greater.

See Agenda Item for detailed explanations

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
General rates	138,139	2.68%	▲
Grants, subsidies and contributions	(537,343)	(47.49%)	▼
Fees and charges	128,825	10.39%	▲
Interest revenue	(28,746)	(15.57%)	▼
Profit on asset disposals	(11,545)	(100.00%)	▼
Expenditure from operating activities			
Employee costs	213,822	11.45%	▲
Materials and contracts	235,340	16.31%	▲
Utility charges	49,547	24.35%	▲
Depreciation	1,829,352	100.00%	▲
Finance costs	29,649	97.47%	▲
Other expenditure	51,574	38.88%	▲
Loss on asset disposals	10,000	100.00%	▲
Non-cash amounts excluded from operating activities	(1,755,476)	(96.04%)	▼
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(126,347)	(60.53%)	▼
Outflows from investing activities			
Payments for property, plant and equipment <i>Refer to Note 3 for details on Capital Program</i>	230,235	46.53%	▲
Payments for construction of infrastructure <i>Refer to Note 3 for details on Capital Program</i>	115,238	24.10%	▲
Outflows from financing activities			
Transfer to reserves <i>See Note 2 for details of variances</i>	(72,315)	0.00%	▼
Surplus or deficit at the start of the financial year <i>Final surplus will be confirmed following end-of-year processing</i>	2,787,931	181.52%	▲
Surplus or deficit after imposition of general rates <i>Final surplus will be confirmed following end-of-year processing</i>	3,296,518	74.29%	▲

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION

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SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2024

1 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash at Bank	Cash and cash equivalents	1,624,481		1,624,481		CBA	0.20%	
Term Deposit	Financial assets at amortised cost	0	4,572,662	4,572,662		WATC	4.30%	
Reserve Funds	Cash and cash equivalents	0	7,885,201	7,885,201		CBA	4.82%	
Municipal Funds	Cash and cash equivalents	4,000,000		4,000,000		CBA	4.82%	
Trust Funds	Cash and cash equivalents	0	0		17,830	CBA	0.20%	
Total		5,624,481	12,457,863	18,082,344	17,830			
Comprising								
Cash and cash equivalents		5,624,481	7,885,201	13,509,682	17,830			
Financial assets at amortised cost		0	4,572,662	4,572,662	0			
		5,624,481	12,457,863	18,082,344	17,830			

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2024

2 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave reserve	776,531	30,479	0	0	807,010	776,586	8,351	0	0	784,937
Plant Replacement Reserve	231,719	10,066	362,922	0	604,707	213,543	2,492	0	0	216,035
Amherst Village Building Maintenance Reserve	199,698	7,833	0	(40,000)	167,531	199,712	2,148	0	0	201,860
Amherst Village Refundable Deposit Reserve	1,087,753	0	85,000	(85,000)	1,087,753	1,087,829	0	0	0	1,087,829
Old Saleyards Reserve	955,905	37,519	0	0	993,424	955,972	10,280	0	0	966,252
Waste Management Reserve	457,816	17,969	75,000	0	550,785	457,849	4,923	0	0	462,772
Land & Building Reserve	1,518,706	102,862	87,092	(1,243,555)	465,105	1,518,813	16,332	0	0	1,535,145
Land & Building Facilities for Seniors Reserve	366,147	14,371	0	0	380,518	366,173	3,937	0	0	370,110
Regional Sheep Saleyards Reserve	868,746	34,032	0	(70,000)	832,778	868,807	9,342	0	0	878,149
Christmas Decoration Reserve	65,555	2,573	0	0	68,128	65,559	705	0	0	66,264
GRV Revaluation Reserve	26,138	1,045	20,000	0	47,183	26,140	281	0	0	26,421
Quartermaine Oval Reserve	369,401	14,475	0	(387,782)	(3,906)	369,427	3,972	0	0	373,399
KLC Facilities Reserve	337,963	13,216	0	0	351,179	337,987	3,634	0	0	341,621
Election Reserve	35,733	1,403	5,000	0	42,136	35,736	384	0	0	36,120
Library Building Reserve	21,168	830	0	0	21,998	21,169	228	0	0	21,397
Community & Economic Development Reserve	282,600	11,092	0	(100,000)	193,692	282,620	3,039	0	0	285,659
Lake Ewlyamartup Facilities Reserve	26,473	1,037	0	0	27,510	26,475	285	0	0	26,760
Parks & Playgrounds Reserve	80,052	3,135	0	0	83,187	80,057	861	0	0	80,918
Katanning Aquatic Centre Reserve	22,264	867	0	0	23,131	22,265	239	0	0	22,504
Housing Reserve	81,970	3,196	0	0	85,166	81,976	882	0	0	82,858
	7,812,338	308,000	635,014	(1,926,337)	6,829,015	7,794,695	72,315	0	0	7,867,010

3 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	10,912,628	104,333	63,685	(40,648)
Furniture and equipment	8,324	8,324	0	(8,324)
Plant and equipment	211,690	211,690	145,035	(66,655)
Motor Vehicles	55,000	55,000	45,023	(9,977)
Equipment	998,199	8,332	10,795	2,463
Paintings & Sculptures	160,642	107,094	0	(107,094)
Acquisition of property, plant and equipment	12,346,483	494,773	264,538	(230,235)
Infrastructure - roads	854,725	417,691	267,900	(149,791)
Parks & Ovals	2,241,655	60,414	94,967	34,553
Acquisition of infrastructure	3,096,380	478,105	362,867	(115,238)
Total capital acquisitions	15,442,863	972,878	627,404	(345,474)
Capital Acquisitions Funded By:				
Capital grants and contributions	12,148,366	208,747	82,400	(126,347)
Other (disposals & C/Fwd)	193,500	0	0	0
Reserve accounts				
Amherst Village Building Maintenance Reserve	40,000		0	0
Amherst Village Refundable Deposit Reserve	85,000		0	0
Land & Building Reserve	1,243,555		0	0
Regional Sheep Saleyards Reserve	70,000		0	0
Quartermaine Oval Reserve	387,782		0	0
Community & Economic Development Reserve	100,000		0	0
Contribution - operations	1,174,660	764,131	545,005	(219,126)
Capital funding total	15,442,863	972,878	627,404	(345,474)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expenses immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

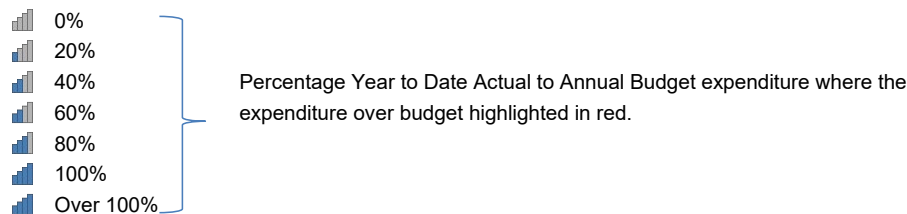
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction and fixed overheads.

**SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2024**

3 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



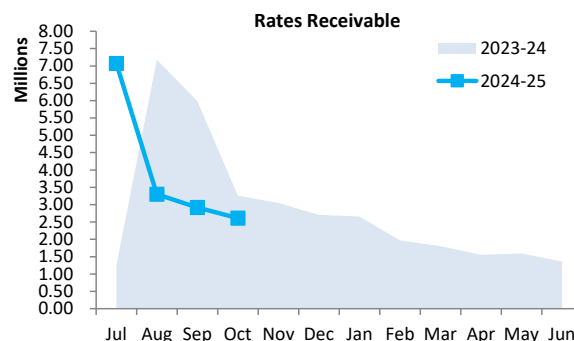
Level of completion indicator, please see table at the end of this note for further detail.

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
0310	Upstairs Copier Replacement	8,324	8,324	0	(8,324)
2676	Paintings & Sculptures - At Cost - Noongar Story Public Artwork Project	160,642	107,094	0	(107,094)
1996	Buildings - Specialised - Katanning CBF B Shed Upgrade	255,000	51,000	27,092	(23,908)
2154	Buildings - Specialised - At Cost - Amherst	40,000	10,000	0	(10,000)
2659	Buildings - Specialised - At Cost - Early Childhood Hub	10,112,628	0	17,923	17,923
2679	Buildings - Specialised - At Cost - University Hub Construction	325,000	0	18,670	18,670
3064	Buildings - Specialised - At Cost - Cemetery	100,000	0	0	0
5254	Buildings - Specialised - At Cost - Library	30,000	9,999	0	(9,999)
8875	Buildings - Specialised - At Cost - KLC 24 hour gym upgrade	50,000	33,334	0	(33,334)
0304	Equipment - At Cost - Members	25,000	0	0	0
1994	Equipment - At Cost - Other Law Order	25,000	8,332	10,795	2,463
5844	Equipment - At Cost - Saleyards	948,199	0	0	0
4954	Plant - At Cost - Plant Purchases	211,690	211,690	145,035	(66,655)
4964	Motor Vehicles - At Cost - Plant Purchases	55,000	55,000	45,023	(9,977)
4460	Infrastructure Roads - At Cost - Roads	854,725	417,691	267,900	(149,791)
2677	Infrastructure Parks & Ovals - At Cost - Meeting Place	241,655	60,414	94,672	34,258
4482	Quartermaine Oval upgrade	2,000,000	0	295	295
		15,442,863	972,878	627,404	(345,474)

[illegible]

5 RECEIVABLES

Rates receivable	30 Jun 2024	31 Oct 2024
	\$	\$
Opening arrears previous years	1,362,965	1,615,612
Levied this year	5,016,765	5,285,814
Less - collections to date	(4,401,856)	(4,443,948)
Gross rates collectable	1,977,874	2,457,478
Allowance for impairment of rates receivable	(362,262)	(362,262)
Net rates collectable	1,615,612	2,095,216
% Collected	69.0%	64.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(3,568)	174,901	85,052	2,436	265,161	523,982
Percentage	(0.7%)	33.4%	16.2%	0.5%	50.6%	
Balance per trial balance						
Trade receivables	(3,568)	174,901	85,052	2,436	265,161	523,982
GST receivable		75,419				75,419
Allowance for credit losses of other receivables					(362,262)	(362,262)
Total receivables general outstanding						237,139

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

6 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 Oct 2024
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	21,880	(5,390)		16,490
Inventory				
Fuel	14,684	(9,334)		5,350
Total other current assets	36,564	(14,724)	0	21,840
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

7 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	200,252	1,333	3,442	6,750	211,777
Percentage	0.0%	94.6%	0.6%	1.6%	3.2%	
Balance per trial balance						
Sundry creditors	0	200,252	1,333	3,442	6,750	211,777
ATO liabilities		33,548				33,548
Other payables		218,634				218,634
Rates paid in Advance					43,004	43,004
Bonds & Deposits					51,689	51,689
Total payables general outstanding						558,652
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

8 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Reassessed	Revenue	Revenue	Reassessed	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value	0.100200	1,425	27,935,122	2,799,215	(100,000)	2,699,215	2,799,215	44,107	2,843,322
Unimproved value									
Unimproved Value	0.006120	198	292,826,000	1,792,095	3,500	1,795,595	1,795,595	(3,503)	1,792,092
Sub-Total		1,623	320,761,122	4,591,310	(96,500)	4,494,810	4,594,810	40,604	4,635,414
Minimum payment									
Gross rental value									
Gross Rental Value	1,200	389	2,678,971	466,800		466,800	466,800		466,800
Unimproved value									
Unimproved Value	1,200	153	13,267,013	183,600		183,600	183,600		183,600
Sub-total		542	15,945,984	650,400	0	650,400	650,400	0	650,400
Concession						(2,685)			
Amount from general rates						5,142,525			5,285,814
Ex-gratia rates						5,150			
Total general rates						5,147,675			5,285,814

9 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
New Administration Building	158	1,935,924				(107,030)	1,935,924	1,828,894		(72,558)
<i>Repayments due November & May</i>										
Aged & Key Worker Housing	159	556,553				(45,145)	556,553	511,408		(7,149)
<i>Repayments Due November & May</i>										
Plant - Watercart	160	112,171				(16,847)	112,171	95,324		(939)
<i>Repayments due November & May</i>										
Plant - Grader	161	164,957				(24,776)	164,957	140,181		(1,381)
<i>Repayments Due November & May</i>										
Plant - Road Sweeper	163	160,990			(10,070)	(40,827)	150,920	120,163	(1,456)	(5,274)
<i>Repayments Due November, May, February & August</i>										
Plant - Truck	164	145,657			(9,110)	(36,939)	136,547	108,718	(1,317)	(4,772)
<i>Repayments Due November, May, February & August</i>										
		3,076,252	0	0	(19,180)	(271,564)	3,057,072	2,804,688	(2,773)	(92,073)
Self supporting loans										
Katanning Country Club		223,826	0	0	(5,390)	(21,880)	218,436	201,946	(2,198)	(8,472)
<i>Repayments Due November & May</i>										
		223,826	0	0	(5,390)	(21,880)	218,436	201,946	(2,198)	(8,472)
Total		3,300,078	0	0	(24,570)	(293,444)	3,275,508	3,006,634	(4,971)	(100,545)
Current borrowings		293,444					268,877			
Non-current borrowings		3,006,634					3,006,631			
		3,300,078					3,275,508			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

10 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2024	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
SG Fleet	22401/00	955				(955)	955	0		0
Total		955	0	0	0	(955)	955	0	0	0
Current lease liabilities		878					878			
		878					878			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		348,255	0	0	0	348,255
Capital grant/contributions liabilities		4,507,527	0	65,135	0	4,572,662
Total other liabilities		4,855,782	0	65,135	0	4,920,917
Employee Related Provisions						
Provision for annual leave		247,524	0	0	0	247,524
Provision for long service leave		354,042	0	0	0	354,042
Total Provisions		601,566	0	0	0	601,566
Other Provisions						
Amherst Refundable Deposits		929,590	0	0	(139,769)	789,821
Total Other Provisions		929,590	0	0	(139,769)	789,821
Total other current liabilities		6,386,938	0	65,135	(139,769)	6,312,304

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2024	Liability	Liability	31 Oct 2024	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Grants and subsidies								
General purpose funding	0			0		3,045,761	771,441	125,587
Law, order, public safety	0			0		257,913	55,953	82,765
Health	0			0		0	0	309
Education and welfare	5,000			5,000		336,000	106,165	144,203
Recreation and culture	0			0		20,455	6,812	14,619
Transport	0			0		249,979	188,643	226,689
Economic services	0			0		7,500	2,500	0
	5,000	0	0	5,000	0	3,917,608	1,131,514	594,171
Grant Detail								
Financial Assistance Grants	0			0		2,925,761	731,441	120,824
Commissions & Contributions (TPL)				0		92,000	30,664	36,251
Debt Collection Legal Expenses Reimbursement (GPI)				0		120,000	40,000	4,763
Grant Income - Fire Prevention				0		77,000	0	0
BFB LGGS Income	0			0		52,195	13,049	24,387
CESM Contributions & Reimbursements				0		128,718	42,904	58,378
Every Club Grant Scheme 2022-2025	0			0		20,000	6,664	0
Youth Activities Grant Income (CDOW)				0		36,000	12,000	18,203
Seniors Week Grant Income (CDOW)				0		1,000	332	0
National Youth Week Grant Income (CDOW)				0		3,000	1,000	0
Thank-A-Volunteer Day Grant Income				0		3,000	1,000	1,000
Cultural Awareness	5,000			5,000		30,000	10,000	0
Lotterywest - Community Capacity Building				0		183,000	61,004	120,000
Harmony Festival Grant Income (CDOW)				0		70,000	17,500	0
Direct Road Grant (MRBD)				0		157,979	157,979	190,438
Grant Income - Saleyards	0			0		7,500	2,500	0
Science Week Income						10,000	3,329	0
Grant Revenue (HAI)				0		0	0	309
Kidsport				0		455	148	909
Art Gallery				0		0	0	13,710
National Shears Katanning				0		0	0	5,000
	5,000	0	0	5,000	0	3,917,608	1,131,514	594,171

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2024	Current Liability 31 Oct 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Governance	0			0		8,711,073	0	0
Law, order, public safety	0			0		250,000	0	0
Education and welfare	0			0		325,000	0	0
Recreation and culture	0			0		978,667	35,500	0
Transport	0			0		755,427	173,247	82,400
Economic services	0			0		1,128,199	0	0
	0	0	0	0	0	12,148,366	208,747	82,400
Capital Grant Detail								
Regional Road Group Grant				0		206,000	0	82,400
Roads to Recovery Funding				0		346,494	173,247	0
KAARL Yarning Place	92,699			92,699		142,000	35,500	0
Art Gallery				0		30,000	0	0
LRCI Phase 4A Grant	113,287			113,287		250,000	0	0
DFES Grant for BFB Shed upgrade				0		250,000	0	0
Early Childhood Hub Grant Funds				0		8,711,073	0	0
Grants - University Hub Construction				0		325,000	0	0
Quartermaine Oval grants and contributions				0		806,667	0	0
Saleyad Capital Grant - Ear Tagging equipment				0		878,199	0	(0)
LRCI Phase 4B Grant	121,760			121,760		202,933	0	0
	327,746	0	0	327,746	0	12,148,366	208,747	82,400

SHIRE OF KATANNING

SUPPLEMENTARY INFORMATION

FOR THE PERIOD ENDED 31 OCTOBER 2024

14 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 31 Oct 2024
	\$	\$	\$	\$
CLAG Funding	0	17,830		17,830
	0	17,830	0	17,830

COUNCIL POLICY

Community Grants Program

Policy No:	2.9
Policy Subject:	Community Grants Program
Objective:	To enable Council to plan its support of community projects.
Policy Statement:	The Community Grants Program (CGP) provides funding support in two categories of up to, and over \$5000 each, to enable Katanning community-based organisations to develop projects that increase participation and benefit the community.
Guidelines:	<p>Selection Criteria</p> <p>Each application will be assessed against the following criteria:</p> <ul style="list-style-type: none">• Does the project meet a community need?• Does the project benefit a sufficiently broad, or diverse, target group?• Does the organisation have the capacity to undertake and manage the project?• Does the application represent value for money?• Does the project involve Collaborative <u>collaboration of</u> community <u>organisations or</u> <u>deliver broad community benefit.</u> wide projects are encouraged <p>Funding Rounds</p> <p>The Community Grants Program is allocated from within Council's general revenue budget each year. There will be two funding rounds each year <u>(subject to availability of funds) with applications considered by Council during its September and March meetings.</u></p> <p><u>Grants of up to \$10,000 will be considered.</u></p> <p>with applications being called at the beginning of July and closing at the end of August for funding announced following approval by Council in September.</p> <p>A second round of funding to be held in January and February and March, if further budgeted funds remain available.</p> <p>Eligible Projects can include:</p>

- Printing of posters/flyers;
- Advertising & promotion;
- Costs associated for public events or functions in Katanning;
- Purchase of equipment required for the ongoing operations of the club, e.g. shade tent, tables, chairs etc.; and [IT equipment](#).
- [Hire of equipment required for a specific event, e.g. shade tent, tables, chairs etc.; and IT equipment](#).
- ~~A discount will be considered in fees for Council venues including tip fees and the supply of sand, gravel etc. This excludes the bar/kitchen, where full hiring costs apply.~~

What items will not be funded

- ~~Assistance towards subsidised~~ Council's rates or standard user agreements;
- ~~Assistance towards financial~~ [Subsidising the applicant's](#) operating costs ~~of the applicant~~ e.g. rent, staff wages, utility costs, insurance, stationery, etc;
- Food, drinks and alcohol;
- Interstate and overseas travel;
- Conference attendance;
- Projects that have already commenced;
- Projects not based in Katanning;
- [Political activities](#);
- [Any item or activity that may cause offence to others or brings the Katanning Shires name into disrepute](#).
- Projects that duplicate an existing or similar project/service within the community; or
- An item benefiting an individual.

Who can apply?

Eligible groups and organisations must be:

- An incorporated not-for-profit organisation; or
- An unincorporated not-for-profit organisation, applying through the auspice of a not-for-profit incorporated body ~~or a local government authority~~.

Who can not apply?

- An unincorporated organisation without an auspice arrangement;
- An individual;
- A commercial for profit organisation;
- ~~Organisations that have not provided with an outstanding acquittal in respect to funds received from an earlier CGP funding round. previous CGP applications are ineligible to apply until the required documentation has been submitted.~~
- [Organisations that have a current application open with the Quick Response Grants Program](#)
- [Government agencies \(including education, health, and transport\)](#)

Advertising

~~Each financial year, at the beginning of January and July, Council shall advertise its intention to consider applications for financial assistance under the Community Grants Program.~~

~~The advertising to announce each opening of a CGP funding round~~ **ements** will be issued in January & July and placed in:

- ~~At least 2 editions of the local newspaper 'The Great Southern Herald';~~
- The ~~monthly~~ **quarterly** Shire newsletter, 'Katanning Shire Matters';
- The Shire of Katanning's website;
- The Shire of Katanning's Facebook page; ~~and~~
- Shire ~~foyer information~~ **notice** boards ~~and~~
- Other local forums.

Minor Community Grants (Under \$5,000 GST exclusive)

~~Minor Community Grants may be used for any purpose, including minor building construction, repair, equipment purchase or hire, events or functions.~~

Major Community Grants (\$5,000 GST exclusive or more)

~~Major Community Grants are generally provided for purposes such as building purchase or construction, purchase of equipment, ground works etc.~~

CEO Donations and Quick Response Grants Program

~~This program is in addition to the approval of CEO Donations and the Quick Response Grants Program. Applications for CEO Donations, to a maximum of \$500 GST exclusive, may be submitted at any time throughout the year for any purpose. Applications for Quick Response Grants, to a maximum of \$1,000 GST exclusive, may be submitted at any time throughout the year for any purpose. Applications for both will be received from community based organisations.~~

~~CEO Donations and Quick Response Grants shall be referred to the Chief Executive Officer for consideration under delegated authority of Council.~~

Administration of Financial Assistance

~~Financial assistance approvals shall be administered in accordance with the following:~~

- ~~1) Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, eg: Department of Sport & Recreation; Lotterywest etc, and that funding application is unsuccessful, then subject to section 4 below, the Council funds may be held until the following financial year, such funds again being made available to the organisation involved, on condition that their application for funding from the outside source is approved in that financial year.~~
- ~~2) Where an application for outstanding funding is again unsuccessful, the approved Council financial assistance shall be withdrawn and may be made available to other community organisations.~~

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- ~~3) Where funding from an outside source is approved, Council financial assistance (as approved) shall be paid to the applicant, on receipt of and up to the value of paid invoices, statements or receipts.~~
- ~~4) Where approved financial assistance is not claimed by 31 May of the following financial year in which the grant was approved and the organisation involved has failed to provide an explanation and request for those funds to be carried forward, the Chief Executive Officer shall advise the organisation that the approval is revoked and that they should then re-apply.~~
- ~~5) Where the level of financial assistance from an outside source has been reduced below that requested by an organisation, the organisation shall be required to demonstrate its ability to meet the funding shortfall. In such circumstances the Community Financial Assistance Committee will reassess the viability of the project and may, if project viability is not substantiated, revoke the grant approval. Those funds may then be made available to other applicant organisations.~~
- ~~6) Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted and the applicants will be advised accordingly.~~
- ~~7) Projects that are able to demonstrate benefits to the wider community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.~~
- ~~8) Approved applications must acknowledge that the Shire of Katanning has provided funding towards their project and to include the Shire of Katanning logo on all promotional and marketing material.~~
- ~~9) Applications for Major and Minor grants received from individuals will not be accepted~~
- ~~10) Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support.~~
- ~~11) Council's decision is FINAL and applicants may not request an appeal~~
- ~~12) Applicants are permitted to only apply successfully for one round in each financial year.~~

Acquittal process and outcomes

As part of the acquittal process grant recipients will be required to provide supporting documentation in the form of receipts and a brief evaluation report to the Shire of Katanning, within 30 days of project completion.

This information is to be disseminated to the ~~Community Financial Assistance Committee~~ Community Grants Committee.

Failure to complete the acquittal will disqualify the applicant for future CGP funding.

CGP program is to be reported via the Shire's Annual Report.

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Resolution No: Ordinary Council OC08/09

Resolution Date: 23 July 2008

Amended:	22 October 2008	OC49/09
	23 September 2009	OC43/10
	28 November 2012	OC274/12
	22 October 2014	OC/106/14
	22 July 2015	OC/73/15
	18 December 2018	OC168/18
	26 November 2019	OC311/19
	22 September 2020	OC98/20
	22 December 2022	OC158/22

Source: Finance

Date of Review: October annually

Review

Responsibility: Chief Executive Officer

COUNCIL POLICY

Lease ~~of~~/ License ~~to Occupy~~of Community Assets

Policy Number: 2.10

Policy Subject: Lease ~~of~~/ License ~~to Occupy~~of Community Assets

Policy Statement: To provide a format whereby applications for the lease~~of~~, or license to occupy, a ~~C~~council asset can be systematically assessed and performance managed in conjunction with the requirements of the *Local Government Act 1995 sec 3.58*.

Objective:

- 1) Create a framework to assess lease proposals.
- 2) Provide consistency and equity in the leasing of community assets.
- 3) Create a reasonable financial recovery from Council's assets with the use of rational and consistent fee calculations
- 4) ~~Provide a rationale for fee calculations.~~
- 5) ~~Enable minimum lease fees to be known by all groups seeking to enter in to an agreement with Council. Provide clarity and direction on Council's positions to organisations seeking lease ~~of~~/or licence agreements with Council.~~
- 6) Improve Council's asset management practices.

Guidelines:

- 1) All lease proposals and renewals will be forwarded to Council for consideration and endorsement.
- 2) Fee calculations will commence at the Shire's minimum rate value and for not-for-profit community organisations, at 75% of the Shire's minimum rates.
- 3) The lease will take in-to account an organisation's historical use of land and buildings recognising capital contributions and community service provided.
- 4) Tenure periods will be recommended to a maximum of 10 years (including options)~~and be reflective of capital contributions made.~~
- 5) ~~Asset performance management will be introduced to protect and promote Council's assets.~~

Nature and Types of Leases

1. Community

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This classification will be ~~utilised~~ used for incorporated, not for profit associations providing a community service.

The lease or licence fee payable by these associations will be 75% of the Shire's minimum rates, or as negotiated by management and approved by Council, where groups and organisations have achieved incorporated status via the Ministry of Fair Trading Commissioner of Consumer Protection and are wishing to negotiate a lease on or license to occupy, Council owned or controlled land and/or buildings.

Council recognise that not for profit incorporated groups are generally;

- Providing a benefit to the community; and
- Not in a position to pay commercial lease rates.

Council when determining an appropriate application lease for lease agreement or license of to occupy by a Not for profit organisation, will take the following considerations into account:

- The organisational structure of the group including incorporated status
- Compliance with all relevant legislation and if appropriate licences and approvals to operate (if required) are in place.

Lease or licence terms are to be based on contemporary legal advice.

- The original intended purpose and proposed main activities of the organisation at the premises of the lease/ license to occupy.

- Previous audited financial statements of the organisation.
- Ability to generate income to meet the minimum lease/license fee benchmark.
- Previous capital contribution including any improvements made (if premises previously occupied by the organisation).
- Community service benefit (i.e. emergency, charitable institutions or other government agencies, promotion of health and wellbeing).

2. Commercial

~~Groups~~ All other organisations that cannot achieve incorporated status via the Ministry of Fair Trading will be regarded as commercial entities. As such a

Council may nominate a lease or license fee but if agreement to a fee cannot be negotiated, at its discretion, Council may appoint an approved valuer to will determine the rental rate annual lease or license fee for usage of either land and/or buildings.

Properties included within the commercial category will to be leased or licensed only by calling of public tender in accordance with the provisions of section 3.58 of the Local Government Act 1995.

~~Council w~~ When determining an application for a lease agreement or license to occupy by a Commercial entity, Council will take consider the following; considerations into account:

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- The organisational structure of the ~~entity~~ applicant.
- Compliance with all relevant legislation and ~~if appropriate~~ that required licences and approvals to operate ~~(if required)~~ are in place.
- The intended purpose and ~~proposed main~~ activities of the organisation at the premises.

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Other requirements

- any party offered a lease or licence must obtain public liability insurance for a minimum cover of \$20,000,000.
- Depending on land tenure, the lease or license may require the approval of the Minister for Lands.
- Any cost associated with registration of the lease or license, advertising or valuation will be borne by the lessee or licensee.

3. Unimproved Land Lease

~~Should an exclusive land lease be forwarded to Council for consideration, the recommended annual fee will be based on the minimum land rates as determined by Council.~~

Fee Calculations and Charges

- ~~• The determination of the annual lease fee/ license fee will be dependent on the nature of the organisation applying and the proposed use of the land or building.~~
- ~~• The lease fee for Community and Land Leases is calculated as the Shires minimum rate value as determined by Council, plus the Gross Rental Value of the building reduced proportionately by the applicants capital contribution as represented by the following formula~~

~~— Lease Fee = Shire Minimum Rate + (Gross Rental Value — % of capital contribution, including grants)~~

- ~~• Lessees will be responsible for all operational costs of the facility.~~
- ~~• Maintenance standards and responsibilities will be attached as a schedule to the lease documentation.~~
- ~~• Maintenance costs will be the responsibility of the Lessee with the exception of liability for structural defects or agreed repairs to be performed by Council.~~

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Tenure Periods

The maximum lease ~~or license~~ obtainable from the Shire of Katanning is 10 years ~~(inclusive of any option periods). Options of extensions will not be reciprocal, the Shire will consider offering the option at re negotiation time, taking into account asset management performance and other relevant issues.~~

~~The tenure period of a Community lease will be recommended proportional to the capital contribution made by the lease applicant as follows:~~

~~Up to 3 years ————— = 0-10% of capital contribution~~
~~Up to 5 years ————— = 11-50% of capital contribution~~

~~Up to 10 years~~ = 51% and above capital contribution

~~Commercial and land leases are subject to negotiation.~~

~~Asset/ Licenses Performance Management~~ Lease Inspection

Lease ~~ds~~ & ~~licensed premises~~ will be ~~performance subject to managed by~~ regular site inspections ~~to the facility~~ to ascertain that the maintenance program is being upheld in accordance with the lease ~~agreement/or~~ license ~~agreement to occupy with between the~~ ~~lessor and lessee.~~

Exclusions

This policy is not applicable to ~~Shire facilities including~~ staff housing.

Resolution No:	Ordinary Council	OC294/03
Resolution Date:	25 June 2003	
Amended:	23 September 2009	OC43/10
	22 October 2014	OC/106/14
	27 March 2018	OC29/18
	22 December 2022	OC159/22
Source:	Manager of Finance	
Date of Review:	October annually	
Review		
Responsibility:	Executive Manager Corporate & Community	

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COUNCIL POLICY

Self Supporting Loans

Policy No: 2.12

Policy Subject: Self Supporting Loans

Policy Statement: Council ~~in general,~~ will only consider approving a self-supporting loan ~~to a maximum of up to~~ \$150,000 for any one applicant and where the Council has sufficient borrowing capacity to deliver its own capital projects.-

Background: A self-supporting loan is where Council borrows funds on behalf of a community based organisation (the beneficiary) for capital improvements subject to repayments being met in full by the community based organisation. Council may consider requests to provide self-supporting loans for community-based organisations such as sporting clubs and not for profit community groups. Such loans would be for capital improvement works to upgrade facilities. The facilities may or may not be on Council property.

Payment default by the beneficiary is a significant risk to Council is the potential to default on loan repayments by the recipient of the self-supporting loan.

Objectives: The objective of this policy is to ensure that the ~~recipient of a Council provided self-supporting loan~~ beneficiary has the capacity and capability to repay the loan and associated costs.

Guidelines: When considering an application for a self-supporting loan, Council will:

1. Ensure compliance with Sections 6.20 and 6.21 of the *Local Government Act 1995* and relevant Regulations to those sections;
2. Require that ~~all applications for self-supporting loans~~ the beneficiary provide the following details:
 - a. The works, undertakings and purpose of the loan – effectively a Business Plan that sets out the objectives and benefits to the Katanning community of the proposed use of funds;
 - b. Plans, specifications and statutory approvals together with detailed costings;
 - ~~e.~~ Professionally reviewed financial statements for 3 years ~~to demonstrate the ability to obtain alternative funds;~~
 - ~~d.c.~~ Statements demonstrating the need for the loan together with reason of inability to obtain alternative funds;
 - ~~e.d.~~ Certification of incorporation;
 - ~~f.e.~~ Name(s) of private guarantor(s) and/or details on security property;

Commented [LM1]: These two statements seem to me to be at odds with each other? If the proponent has the ability to obtain alternative funds then why would the shire be loaning money?

~~g.f.~~ Provide any other information requested by Council to assist with consideration of the application; and

~~h.g.~~ "Acknowledgement of Debt" to be signed and sealed between the ~~applicant/s~~beneficiary and the Shire of Katanning.

Normally, the term of any self-supporting loan will be capped at 10 years and require semi-annual repayments.

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Roles and responsibilities:

Council:

Self-funding loan requests not previously approved and included in Council's annual budget will need to be advertised in accordance with the requirements of the *Local Government Act 1995*, to allow for written submissions to be made. These submissions will be presented to Council, so that a decision to approval or disapprove a self-supporting loan request can be made.

Advice for the Organisation applying for the self-supporting loan:

- Provide all documentation as listed in this Policy to support the application.
- ~~The loan borrower will supply~~Provide to Council, on an annual basis, annually a set of ~~properly reviewed audited~~ financial statements within 4 months of the close of ~~the each~~ financial year, as well as a copy of their budget for the current year. Council may at any time during the period of the loan request that the ~~loan borrower~~beneficiary provide current financial statements and budgets.

Resolution No: Ordinary Council OC110/18
Ordinary Council OC49/24

Resolution Date: 26 August 2018
22 May 2024

Amended: 22 December 2022 OC159/22

Source: Finance & Administration

Date of review: September 2020
May 2024

Review Responsibility: Executive Manager Corporate & Community



COUNCIL POLICY

Staff Discount on Leisure Centre & Aquatic Centre Memberships

Policy No:	2.1	
Policy Subject:	Staff discount on Leisure Centre & Aquatic Centre memberships	
Objective:	To promote improved health, fitness and wellbeing amongst Councillors and Council staff.	
Policy Statement:	All Councillors, full time staff and permanent part-time staff (and their immediate family members) are eligible for membership of the Leisure Centre and/or Aquatic Centre subject to paying 50% of the cost of a Gold-Single membership <u>for the Leisure Centre and 50% of the cost of a full adult season’s pass for the Aquatic Centre,</u> as prescribed in the Council’s Fees & Charges.	
Guidelines:	Family members include the qualifying staff member’s spouse/partner and children under the age of 18.	
Resolution No:	Ordinary Council	OC16/01
Resolution Date:	27 July 2000	
Amended:	27 March 2002	OC217/02
	26 March 2003	OC165/03
	23 August 2006	OC21/07
	22 October 2008	OC49/09
	26 October 2011	OC29/12
	22 October 2014	OC/106/14
	23 October 2018	OC134/18
	22 December 2022	OC159/22
	23 October 2024	OC127/24
Source:	Manager of Community and Recreation Services	
Review Date:	October annually	
Responsibility:	Executive Manager Community Development	

Local Government Act 1995

Dog Act 1976

**SHIRE OF KATANNING
DOGS LOCAL LAW 2024**

**Local Government Act 1995
Dog Act 1976**

**SHIRE OF KATANNING
DOGS LOCAL LAW 2024**

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DRAFT

**Local Government Act 1995
Dog Act 1976**

SHIRE OF KATANNING

DOGS LOCAL LAW 2023

Under the powers conferred by the *Local Government Act 1995*, the *Dog Act 1976* and under all other powers enabling it, the Council of the Shire of Katanning resolved on **dd mm 2024** to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Katanning Dogs Local Law 2024*.

1.2 Repeal

The *Shire of Katanning Dogs Local Law 1986* published in the *Government Gazette* on 18 July 1986 and amended in the *Government Gazette* on 26 January 1990, 15 September 1995 and 12 December 1997 is repealed.

1.3 Definitions

In this local law unless the context otherwise requires -

Act means the *Dog Act 1976*;

authorised person means a person authorised by the local government to perform all or any of the functions conferred on an authorised person under this local law;

CEO means the Chief Executive Officer of the local government;

district means the district of the local government;

local government means the Shire of Katanning;

local planning scheme means a local planning scheme made by the local government under the *Planning and Development Act 2005*;

Regulations means the *Dog Regulations 2013*;

Schedule means a schedule in this local law; and

thoroughfare has the meaning given to it in section 1.4 of the *Local Government Act 1995*.

1.4 Application

This local law applies throughout the district.

PART 2 - REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

2.1 Dogs to be confined

- (1) An occupier of premises on which a dog is kept must -
 - (a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;
 - (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
 - (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises (unless the gate is temporarily opened in a manner that ensures that the dog remains confined) and is fitted with a proper latch or other means of fastening it;
 - (d) maintain the fence and all gates and doors in the fence in good order and condition; and
 - (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.
- (2) Where an occupier fails to comply with subclause (1), he or she commits an offence.
- (3) Notwithstanding subclauses (1) and (2), the confinement of dangerous dogs is dealt with in the Act and Regulations.

2.2 Limitation on the number of dogs

- (1) This clause does not apply to premises which have been -
 - (a) licensed under Part 3 as an approved kennel establishment;
 - (b) granted an exemption under section 26(3) of the Act; or
 - (c) established as a veterinary hospital or a veterinary clinic.
- (2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act is two (2) dogs over the age of 3 months and the young of those dogs under that age unless—
 - (a) the premises are on land situated within a part of the district where kennels are permissible under a Local Planning Scheme of the local government; and
 - (b) the premises are licensed as an approved kennel establishment.

PART 3 - APPROVED KENNEL ESTABLISHMENTS

3.1 Interpretation

In this Part and in Schedule 2 -

licence means a licence to keep an approved kennel establishment on premises;

licensee means the holder of a licence;

premises, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence; and

transferee means a person who applies for the transfer of a licence to her or him under clause 3.14.

3.2 Application for licence for approved kennel establishment

An application for a licence must be made in the form of that in Schedule 1, and must be lodged with the local government together with –

- (a) evidence of planning approval obtained from the local government;
- (b) plans and specifications of the kennel establishment, including a site plan;
- (c) copies of the notices to be given under clause 3.3;
- (d) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;
- (e) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government; and
- (f) the fee for the application for a licence referred to in clause 3.10.

3.3 Notice of proposed use

(1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged –

- (a) once in a newspaper circulating in the district; and
- (b) to the owners and occupiers of any premises adjoining the premises.

(2) The notices in subclause (1) must specify that -

- (a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
- (b) the application and plans and specifications may be inspected at the offices of the local government.

(3) Where –

- (a) the notices given under subclause (1) do not clearly identify the premises; or
- (b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises,

then the local government may refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions.

3.4 Exemption from notice requirements

(1) Where an application for a licence is made in respect of premises on which an approved kennel establishment is either a -

- (a) permitted use; or
- (b) use which the local government may approve subject to compliance with specified notice requirements,

under a local planning scheme, then the requirements of clauses 3.2(c), 3.3 and 3.5(c) do not apply in respect of the application for a licence.

(2) The local government may require advertising of an application as part of the planning process.

3.5 When application can be determined

An application for a licence is not to be determined by the local government until –

- (a) planning approval has been given by the local government;
- (b) the applicant has complied with clause 3.2;
- (c) the applicant submits proof that the notices referred to in clause 3.3(1) have been given in accordance with that clause; and
- (d) the local government has considered any written submissions received within the time specified in clause 3.3(2)(a) on the proposed use of the premises.

3.6 Determination of application

In determining an application for a licence, the local government is to have regard to –

- (a) the matters referred to in clause 3.7;
- (b) any written submissions received within the time specified in clause 3.3(2)(a) on the proposed use of the premises;
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
- (d) the effect which the approved kennel establishment may have on the environment or amenity of the neighbourhood;
- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

3.7 Where application cannot be approved

The local government cannot approve an application for a licence where -

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a local planning scheme unless prior valid planning approval has been issued by the local government and the application for a licence is consistent with that approval; or
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

3.8 Conditions of approval

- (1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.

-
- (2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.

3.9 Compliance with conditions of approval

Penalties applicable where a licensee does not comply with the conditions of a licence are contained in the Act and Regulations.

3.10 Fees

- (1) On lodging an application for a licence, the applicant is to pay a fee to the local government.
- (2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.
- (3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.
- (4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.15 to 6.19 of the *Local Government Act 1995*.

3.11 Form of licence

The licence is to be in the form determined by the local government and is to be issued to the licensee.

3.12 Period of licence

- (1) The period of effect of a licence is set out in section 27(5) of the Act.
- (2) A licence is to be renewed if the fee referred to in clause 3.10(2) is paid to the local government prior to the expiry of the licence.
- (3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

3.13 Variation or cancellation of licence

- (1) The local government may vary the conditions of a licence.
- (2) The local government may cancel a licence –
 - (a) on the request of the licensee;
 - (b) following a breach of the Act, the Regulations or this local law; or
 - (c) if the licensee is not a fit and proper person.
- (3) The date a licence is cancelled is to be, in the case of –
 - (a) paragraph (a) of subclause (2), the date requested by the licensee; or
 - (b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.

3.14 Transfer

- (1) An application for the transfer of a valid licence from the licensee to another person must be –
 - (a) made in the form determined by the local government;
 - (b) made by the transferee;
 - (c) made with the written consent of the licensee; and
 - (d) lodged with the local government together with –

-
- (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and
 - (ii) the fee for the application for the transfer of a licence referred to in clause 4.10(3).
 - (2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).
 - (3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.
 - (4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 3.15(b), the transferee becomes the licensee of the licence for the purposes of this local law.

3.15 Notification

The local government is to give written notice to -

- (a) an applicant for a licence of the local government's decision on her or his application;
- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 3.13(1);
- (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 3.13(2)(a); and
- (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 3.13(2), which notice is to be given in accordance with section 27(6) of the Act.

3.16 Inspection of kennel

With the consent of the occupier, an authorised person may inspect an approved kennel establishment at any time.

PART 4 - MISCELLANEOUS

4.1 Offence to excrete

- (1) A dog must not excrete on –
 - (a) any thoroughfare, any dog exercise area or other public place; or
 - (b) any land which is not a public place without the consent of the occupier.
- (2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.
- (3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

PART 5 - ENFORCEMENT

5.1 Interpretation

In this Part -

infringement notice means the notice referred to in clause 5.3; and

notice of withdrawal means the notice referred to in clause 5.7(1).

5.2 Offences and general penalty

- (1) A 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) A person who commits an offence under this local law is liable, on conviction, to a penalty not less than \$500 and 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 a day during which the offence has continued.

5.3 Modified penalties

The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.

5.4 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 in the form of Form 8 of the First Schedule of the Regulations.

5.5 Failure to pay modified penalty

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

5.6 Payment of modified penalty

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

5.7 Withdrawal of infringement notice

- (1) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice in the form of Form 9 of the First Schedule of the Regulations.
- (2) A person authorised to issue an infringement notice under clause 5.4 cannot sign or send a notice of withdrawal.

SCHEDULE 1 - APPLICATION FOR A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

(clause 3.2)

DOGS LOCAL LAW 2022

I/we (full name)

of (postal address)

(telephone number)

(facsimile number)

(E-mail address)

Apply for a licence for an approved kennel establishment at (address of premises)

For (number and breed of dogs)

* (insert name of person) will be residing at the premises on and from (insert date)

* (insert name of person) will be residing (sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare) at (insert address of residence) on and from (insert date).

Attached are -

- (a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
- (b) plans and specifications of the kennel establishment;
- (c) copy of notice of proposed use to appear in newspaper;
- (d) copy of notice of proposed use to be given to adjoining premises;
- (e) written evidence that a person will reside -
 - (i) at the premises; or
 - (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
- (f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

I confirm that I have read and agree to comply with the Code of Practice known as, in the keeping of dogs at the proposed kennel establishment.

Signature of applicant

Date

* delete where inapplicable.

Note: a licence if issued will have effect for a period of 12 months – section 27.5 of the Dog Act.

OFFICE USE ONLY

Application fee paid on [insert date].

SCHEDULE 2 - CONDITIONS OF A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT
(clause 3.8(1))

An application for a licence for an approved kennel establishment may be approved subject to the following conditions -

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than -
 - (i) 25m from any boundary of the premises;
 - (ii) 100m from any neighbouring dwelling, church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be –
 - (i) at least 100mm above the surface of the surrounding ground;
 - (ii) smooth so as to facilitate cleaning;
 - (iii) rigid;
 - (iv) durable;
 - (v) slip resistant;
 - (vi) resistant to corrosion;
 - (vii) non-toxic;
 - (viii) impervious;
 - (ix) free from cracks, crevices and other defects; and
 - (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
- (h) the kennel floor must have a durable upstand rising 75mm above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50mm from the underside of the bottom plate to the floor;
- (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
- (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of -

-
- (i) 2m; or
 - (ii) 4 times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;
 - (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheeted internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
 - (l) all external surfaces of each kennel must be kept in good condition;
 - (m) the roof of each kennel must be constructed of impervious material;
 - (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorised person;
 - (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
 - (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
 - (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and
 - (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside -
 - (i) at the premises; or
 - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.
- DRAFT

**SCHEDULE 3 - OFFENCES IN RESPECT OF WHICH MODIFIED PENALTY
APPLIES
(clause 5.3)**

Offence	Nature of offence	Modified penalty \$
2.1	Failing to provide means for effectively confining a dog	200
4.1(2)	Dog excreting in prohibited place	200

DRAFT



Shire of
Katanning

Heart of the Great Southern

Volunteer Bushfire Brigade
Guidelines and Procedures

DECEMBER 2024



Heart of the Great Southern

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- (1) Subject to subsection (2), a person does not incur civil liability for anything that the person has done, in good faith, in the performance or purported performance of a function under the emergency services Acts.

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The following Plans and Policies are to be read in conjunction with these guidelines.

Bushfire Act 1954

Aboriginal Cultural Heritage Act 1974

Work Health and Safety Act 2020

Shire of Katanning Code of Conduct

Shire of Katanning Bushfire Local Law March 1987

Equal Opportunity Act 1984

State Hazard Plan – Fire

State EM Policy - Emergency Public Information.

State EM Policy - Community Evacuations.

State EM Policy - Traffic Management During Emergencies.

There may be other Plans and Policies that are relevant to this document, please refer to those if required.

Guidelines Review

Date	Details of amendment	Amended by	Approved By
21 October 2014	Guidelines initiated and endorsed by BFAC	Produced by CESM in consultation Bushfire Advisory Committee	BFAC
17 December 2014			Endorsed by Council
24 April 2018	Update on information in BOP'S	CESM in consultation with the Bushfire Advisory Committee	Endorsed by Council
30 October 2020	Update information	CESM in consultation with the Bushfire Advisory Committee	Endorsed by Council December 2020
November 2022	Update Training, WHS and Covid Procedures	CESM in consultation with CEO, CBFCO, DCBFCO	Endorsed by Council December 2022
October 2023	Update Aboriginal Cultural Heritage Act 1974. Update to reflect DRAFT Bushfire Local Law	CESM in consultation with CBFCO, DCBFCO	Endorsed by Council December 2023
September 2024	Update Information	CESM in consultation with CBFCO, DCBCO, BFAC	

Distribution of the Katanning Bushfire Guidelines will be to all Fire Control Officers, Shire CEO, Shire CESM New members, Shire Website.

GENERAL NOTES / RECOMMENDED FUTURE CHANGES

Acronyms

AIIMS – Australasian Inter – Services Incident Management System.
ACH Act 1974 – Aboriginal Cultural Heritage Act 1974
BFB – Bushfire Brigades.
BFAC – Bushfire Advisory Committee.
BOPS – Brigade Operational Procedures.
CBFCO – Chief Bushfire Control Officer.
CESM – Community Emergency Services Manager.
CEO – Chief Executive Officer.
DBFCO – Deputy Bushfire Control Officer.
DBCA – Department for Biodiversity, Conservation and Attractions.
DFES – Department for Fire and Emergency Services.
DO – District Officer.
FCP – Forward Control Point.
FCO – Fire Control Officer.
FRS – Fire and Rescue Service.
HVMB - Harvest and Vehicle Movement Ban
ISG – Incident Support Group
LGGS – Local Government Grant Scheme.
OMS – Operational Management System.
SMS – Short Message Service.
SEMP – State Emergency Management Policy.
TRK – Training Resource Kit.
UHF – Ultra High Frequency.
VHF – Very High Frequency.
DER - Department of Environment and Regulation

FIRE AND EMERGENCY SERVICES AUTHORITY OF WESTERN AUSTRALIA ACT 1998

SECTION 37 - PROTECTION FROM LIABILITY

(1) Subject to section (2), a person does not incur civil liability for anything that the person has done, in good faith, in the performance or purported performance of a function under the emergency services acts.

(1a) without limiting subsection (1) a person is taken to be performing a function under an emergency services act if the person is -

- (a) A member or officer of a private fire brigade or a volunteer fire brigade who take part in an activity carried out by the brigade for the purpose for which it was formed.
- (b) A volunteer firefighter who is carrying out normal brigade activities (within the meaning of the Bushfire Act 1954).

IT IS THE RESPONSIBILITY OF EVERYONE ON THE FIRE GROUND TO MAKE THE ENVIRONMENT AS SAFE AS POSSIBLE FOR ALL.

1. VOLUNTEER BUSHFIRE BRIGADES

1.1 ESTABLISHMENT OF A BUSHFIRE BRIGADE

The Council will establish and maintain sufficient Bushfire Brigades to provide proper and adequate fire protection for the municipality.

1.2 NAME AND OFFICERS OF A BUSHFIRE BRIGADE

On establishing a Bushfire Brigade the Local Government is to

- a) Give a name to the Bushfire Brigade and or associated sub-areas.
- b) Specify the area in which the Bushfire Brigade is primarily responsible for carrying out the normal Brigade activities.
- c) Appoint Fire Control Officers.

When considering the appointment of Fire Control Officers, the Local Government is to have regard to the qualifications and experience that may be required to fill each position.

If a position becomes vacant then the Local Government is to appoint a person nominated by the Brigade to fill the vacancy within a specific time frame agreeable to the Local Government and the brigade.

The current Brigade names and profiles are as follows:

Brigade	Profile
Badgebup	Farmer Response
Carrolup	Farmer Response
Central	Rural Brigade
Merrebin	Farmer Response

1.3 COMPOSITION OF BUSHFIRE BRIGADE

Membership of a Brigade may consist of the following categories:

- a) Fire Control Officer (s)
- b) Captain
- c) Fire Control Officer /Captain
- d) Lieutenants
- e) Secretary/Treasurer
- f) Maintenance person
- g) Active Fire Fighting Members
- h) Auxiliary Members
- i) Cadet

Chairperson

A person elected by the Brigade at its Annual General Meeting to chair the Brigade meetings.

Captain

A person elected by the Brigade at its Annual General Meeting to carry out the statutory duties associated with that post.

Lieutenants

Persons elected by the Brigade at its Annual General Meeting to carry out the statutory duties associated with that post.

Secretary/Treasurer (if required)

A person elected by the Brigade at its Annual General Meeting to look after the clerical and bookkeeping functions of the brigade.

Maintenance Officer (or if not appointed the brigade Captain)

A person/s elected by the Brigade at its Annual General Meeting to look after the Brigade appliance /s and equipment.

1.4 ANNUAL GENERAL MEETING

Each Brigade when required to deal with brigade matters should hold its Annual General Meeting during the period March / April at which elections of Brigade Offices shall take place. Brigades shall advise Council of the incoming officers as soon as practical after an AGM so updates can be carried out, and the officers can be ratified by council.

1.5 DISSOLUTION OF A BUSHFIRE BRIGADE

In accordance with Section 41(3) of the Bushfires Act, the Local Government may cancel the registration of a Bushfire Brigade if it is of the opinion that the Bushfire Brigade is or has not complied with:

- a) The Act;
- b) The Local Law
- c) This Bushfire Brigade Procedures or the Rules;
- d) Is not achieving the objective for which it was established.

If the Local Government cancels the registration of a Bushfire Brigade, alternative fire control arrangements are to be made in respect of the Brigade area.

2. RULES GOVERNING THE OPERATION OF BUSHFIRE BRIGADES

2.1 OBJECTS OF BUSHFIRE BRIGADES

The objects of the Bushfire Brigade are to carry out:

- a) The normal Brigade activities.
- b) The functions of the Bushfire Brigade which are specified in the Bushfire Act 1954 and the Shire of Katanning's Bushfire Brigades Guidelines and Procedures.

2.2 MANAGEMENT OF BUSHFIRE BRIGADE

The committee of the Bushfire Brigade is to have the following functions to:

- a) Recommend to the Local Government amendments to this Bushfire Guideline and Procedures.
- b) Propose a motion for consideration at any meeting of the Bushfire Brigade.
- c) Recommend to the Local Government equipment needs to be supplied by the Local Government to the Bushfire Brigades.

2.3 MEETINGS OF BUSHFIRE BRIGADE

Committee Meetings

- a) May be called at any time by the FCO/Capt through the Secretary (if appointed) by giving at least 7 days' notice to all Brigade members and if deemed necessary the Chief Bushfire Control Officer and Community Emergency Services Manager.

Special Meetings

- b) The brigade FCO/Capt through the Secretary (if appointed) is to call a special meeting when 5 or more Brigade members request one in writing.
- c) At least 2 days' notice of a special meeting is to be given by the FCO/Capt through the Secretary (if appointed) to all Brigade members, Chief Bushfire Control Officer and the Community Emergency Services Manager.
- d) In the notice given the FCO/Capt through the Secretary (if appointed) is to specify the business that is to be conducted at the meeting.
- e) No business is to be conducted at a special meeting beyond that specified in the notice given in relation to the meeting.

Annual General Meeting

- a) At least 7 days' notice of the Annual General Meeting is to be given by the FCO/Capt through the Secretary (if appointed) to all Brigade members the Chief Bushfire Control Officer and the Community Emergency Services Manager
- b) At the Annual General Meeting the Bushfire Brigade is to:
 - i. Elect the Brigade officers from among the Brigade members;
 - ii. Consider the Captain's report on the years activities;
 - iii. Adopt the annual financial statements; (if maintained)
 - iv. Appoint an auditor for the ensuing financial year; (if financial are maintained)
 - v. Deal with any general business.

Quorum

The quorum of a meeting of the Bushfire Brigade is at least 50% of the number of officers of the Bushfire Brigade.

Voting

Each brigade member is to have one vote; however, in the event of an equality of votes, the FCO/Capt (or person presiding) may exercise a casting vote.

2.4 DISAGREEMENTS

Any disagreement between Brigade members may be referred to either the captain or to the Committee. Where a disagreement is considered by the FCO/Capt or the Committee to be of importance to the interest of the Bushfire Brigade. Then the FCO/Capt or Committee as the case may be, is to refer the disagreement to an Annual General Meeting, ordinary meeting or a special meeting of the Bushfire Brigade.

The Local Government by recommendation of the Chief Bushfire Control Officer or CEO is the final authority on matters affecting the Bushfire Brigades and may resolve any disagreement that is not resolved.

2.5 NOTICES

- a) Notices of meetings of the Bushfire Brigade are to be circulated through an agreed format to each Brigade member.
- b) Notice of meetings of the Committee may be given in writing in accordance with subclause (1) or by such means as the Committee may decide by an absolute majority at the meeting of the Committee.

- c) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- d) Where any notice other than a notice of meeting is to be given under the Rules, the notice is to be:
 - i. In writing
 - ii. Unless otherwise specified, given to or by the Captain /Fire Control Officer or Secretary if appointed.
 - iii. Given by –
 - a. Personal delivery;
 - b. Post;
 - c. Email.
 - d. SMS
 - e. Bushfire radio network.
 - f. WhatsApp

Taken as the case may be:

- a. at the time of personal delivery
- b. 2 business days after posting; or
- c. on printing of the sender's transmission report.

3. APPOINTMENT, DISMISSAL AND MANAGEMENT OF MEMBERS

3.1 RULES TO GOVERN

The appointment, dismissal and management of Brigade members by the Bushfire Brigade are governed by the Rules.

3.2 EQUAL OPPORTUNITY

The Brigade and the Local Government recognise its legal obligations under the Equal Opportunity Act, 1984 and will actively promote equal employment based on merit to ensure that discrimination does not occur on the grounds of:-

- Gender
- Marital status
- Pregnancy
- Race
- Religious convictions
- Political convictions
- Physical impairment
- Age
- Family status and
- Racial vilification.

In accordance with the Equal Opportunity Act, 1984, both direct and indirect discrimination in the areas of recruitment and selection, training, health and safety and medical issues, conditions of employment and promotions, will not be tolerated. All policies and procedures in these areas will be directed towards providing equal employment to all volunteers provided that their relevant experience skills and ability to meet the minimum standards.

Furthermore, the Shire of Katanning and the Katanning Bushfire Brigade considers direct and indirect sexual harassment an unacceptable form of behaviour, which will not be tolerated under any circumstances, and all volunteers should be able to work in an environment free of intimidation and sexual harassment.

Sexual harassment is a general term covering unwelcome sexual behaviour. This includes, but is not limited to:-

- a) Unwanted physical contact such as touching and pinching;
- b) Lewd comments or joked about a person's physical appearance or private life;
- c) Request for sexual favours; and
- d) The display of pornography

Both the Equal Opportunity Act 1984 and the Criminal Code make it unlawful for a person to incite racial hatred, racial violence, serious contempt or severe ridicule of a person or group of persons on the grounds of their race. Accordingly, the Shire of Katanning and the Shire of Katanning Bushfire Brigades will not tolerate and form of racial hatred or racial harassment under any circumstances. This includes, but not limited to:

- 1) Publication of material, or possession of material for publication, to incite racial hatred. Display of material, or possession of material for display, to harass a racial group or individual.

Managers and supervisors must ensure that all employees are treated equitably in accordance with the grounds listed. They must also ensure people who make complaints or are witnesses are not victimised in any way.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. People will not be disadvantaged in their volunteer work as a result of lodging a complaint.

Appropriate action will be taken against anyone who discriminates or victimises a co-worker, client, or member of the Local Government.

The Shire of Katanning and the Shire of Katanning Bushfire Brigades is committed to providing an environment that is free of all forms of discrimination or harassment. In addition, the equal employment opportunity goal of the Shire of Katanning is designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees and volunteers where each has the opportunity to progress to the extent of their ability.

If any member of the brigade feels that they are being treated unfairly under the Equal Opportunity Policy, they are to contact the Shire of Katanning CEO.

3.3 WORK HEALTH AND SAFETY

The Shire of Katanning and the Shire of Katanning's Bushfire Brigades are totally committed to establishing and maintaining, so far as reasonable, the highest standards of work safety and health for all employees and volunteers.

This will be achieved by ensuring that the appropriate resources and effort are effectively utilized in the areas of accident and injury prevention.

The Chief Executive Officer is the responsible officer.

Managers and supervisors at all levels regard safety and health at the workplace as one of their highest priorities and are responsible for ensuring that volunteers are given instruction on correct techniques for

performing the job. This incorporates instruction in safe working practises and procedures, and an awareness of all hazards associated with their work.

Volunteers have responsibility in accident and injury protection; and will be encouraged to participate in improving standards of workplace safety and health.

Members are responsible for:

- a) Maintaining work practises that are safe and minimise risk to health and safety.
- b) Encourage others to work in a safe and healthy manner.
- c) Brigade Members must follow State Government Health Directives for Emergency Services Volunteers Eg Covid.
- d) Supporting and promoting WHS in the workplace.
- e) Reporting and rectifying unsafe conditions that comes to their notice.
- f) Their own health and safety, and the health and safety of others affected by their actions within the brigade and the community.

3.4 CODE OF CONDUCT

General

Brigade members are to act in a professional manner at all times, whether they are on a fire ground or representing the brigade at any time e.g., school fete, or static display.

Brigade members are at all times to show courtesy to members of the public and staff and members of the Local Government.

Any members of the brigade found to cause disharmony, or by actions or speech to bring the brigade, or the Shire of Katanning into disrepute, or to act in other than a professional manner shall be disciplined.

Refer to the Shire of Katanning Code of Conduct page 47-63

Alcohol and Drugs

Alcohol and drugs are not to be consumed at all whilst on duty.

Members must not operate DFES BFB vehicles or private Units whilst under the influence of alcohol, non-prescription drugs or prescription drugs that could change your ability to act in a safe manner.

Members of Other Emergency Services.

Members are to respect personnel from other Emergency Service Organisations and their knowledge, experience and skills when working with them. If any member has a matter of concern or conflict with a member from another Emergency Service, they are to submit it in writing to the Shire of Katanning CEO who will deal with the matter as in accordance with procedures.

4. COMMITTEE

4.1 BUSHFIRE ADVISORY MEETING

Council shall form and maintain a Bushfire Advisory Committee to formulate for Councils consideration, recommendations and policy on matters relating to bushfire prevention, control and extinguishment, as provided for by Section 67 of the Bushfires Act 1954.

Composition of Voting Delegates

- a) The Shire of Katanning will nominate one council representative to attend meetings.
- b) The Chief Bushfire Control Officer;
- c) The Deputy Chief Bushfire Control Officer;
- d) One Bushfire Control Officer (appointed by the Shire in accordance with the Act) nominated by each Brigade;
- e) Each Brigade shall nominate a proxy to attend at committee meetings where a delegate is unable to attend. It shall be the responsibility of a delegate to notify his/her proxy should he/her for any reason is unable to attend particular meeting.
- f) The Community Emergency Services Manager
- g) Council shall appoint a minute taker.

Observers and Advisors

Observers may attend with no voting rights.

Function

- a) To advise Council on all matters relating to the operation of the Bushfires Act 1954.

To advise Council on the best and most efficient means of maximising fire control resources in the district.

4.2 QUORUM

A quorum shall consist of more than one half of the voting Committee.

4.3 VOTING

At meetings of the Committee each member shall have one vote and in the case of equal votes. The Chairperson shall exercise a casting vote. Observers, advisers and ex – officers, members may not vote on any matter.

Observers attending meetings of the Committee will not be permitted to speak on any matter unless invited to do so by the Chairperson, or in conformity with Council Standing Orders.

4.4 BUSHFIRE ADVISORY COMMITTEE RECOMMENDATIONS

Recommendations of the Bushfire Advisory Committee will be referred to the earliest possible meeting of Council.

4.5 MEETINGS

1 Ordinary and Special

Ordinary meetings of the committee shall be held as required.

Written notice shall be given to all Committee members, at least fourteen (14) days prior to the meeting.

Other meetings of the Committee may be convened:

- a) By the Chairperson.
- b) By written notice to all committee members, such notice being signed by at least four members of the Committee, giving not less than two (2) days' notice and stating purpose of the meeting.
- c) By the Council or its nominated members.

The time and venue of meetings shall be determined by the Chairperson, or Council nominated member, having due regard to the general convenience of the Committee members.

4.6 ELECTION OF COMMITTEE MEMBERS

At the preseason BFAC meeting the Committee if required is to recommend the Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer, Fire Control Officers as appointed to Council. And the Fire Weather Officers as gazetted by DFES.

In the event that the Meeting is unable or unwilling to make such nominations, Council will appoint the above Executive positions.

4.7 USE OF COUNCIL MEETING FACILITIES

Council shall provide use of a Council facility for the ordinary meetings of the Bushfire Brigade Association Meeting and BFAC.

4.8 MINUTES

A copy of the minutes of the Committee meeting shall be circulated to Council and Committee members.

4.9 REPORTS TO THE BUSHFIRE ADVISORY COMMITTEE

- a) The CBFCO shall report on matters relevant to the Committee
- b) The Delegates from each Brigade shall report on matters relevant to the Committee
- c) Council delegates shall report on matters relevant to the Committee.
- d) Other agencies that may be in attendance shall report on matters relevant to the Committee.

4.10 APPOINTMENT OF FIRE CONTROL OFFICERS

The Committee shall recommend Fire Control Officers appointments to Council.

5. TRAINING OF MEMBERS

5.1 TRAINING OFFICER

Councils CESM is the Shires Training Coordinator.

5.2 BASIC TRAINING

Council will be responsible for basic training of its bushfire personnel through its Training Coordinator utilising program content and training resources developed by the Department of Fire and Emergency Service and other training agencies if required.

5.3 COMPLETION OF THE FIREFIGHTERS COURSE

Council requires all registered firefighting brigade members to have completed the following Training. Recognition of prior learning can be taken into consideration.

- a) Local Government Induction Package
- b) Farmer Response Brigades – Rural Fire Awareness. **Within 4 months of becoming a member.**
- c) DFES Appliance Brigade – Induction Package, Bushfire Safety Awareness, Fire Fighting Skills

Council Fire Control Officers are required to complete the following training

- A Fire Control Officer Course and AIIMS Awareness. (AIIMS Awareness training is available online.)
- b) Fire Weather Officers are required to complete the Fire Control Officer Course.

A range of additional training courses are available on request to the CESM. Upon completion Council will arrange for a 'Record of Completion' and personnel protective equipment (PPE) to be presented.

5.4 TRAINING EXPENSES

All training expenses are covered by the Local Government Grant Scheme (LGGs) this includes fuel and accommodation for attending training courses outside of the local area. Application for reimbursement of costs must be presented to the CESM prior to course date. Receipts are to be presented to the CESM within 5 working days of course completion.

6. BUSHFIRE BRIGADE MEMBERSHIPS

6.1 TYPES

The membership of a Bushfire Brigade consists of the following:

- a) Fire Fighting members
- b) Associate members
- c) Honorary life members
- d) Cadet members.

Fire Fighting Members - Are those persons being at least 16 years of age who are trained or competent to undertake normal Bushfire Brigade activities.

Associated Members - Are those persons who are not 'firefighters' members of the brigade but are willing to render other assistance such as transportation requirements, catering, communications etc. as required by the Bushfire Brigade. This is a non-combat role.

Honorary Life Member – The Bushfire Brigade may by simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the Bushfire Brigade.

Cadet Members –

- a) To be aged 11 to 15 years;
- b) To be admitted to membership only with consent of their parent or guardian;
- c) Admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- d) To be supervised by a fire fighting member when undertaking normal brigade activities as defined Section 35A of the Act;
- e) Not to be assigned ranks under the Department's rank structure.

6.2 APPLICATION FOR MEMBERSHIP

An application for membership is to be on the DFES Membership Application form for Bushfire Brigades.

6.3 PROCESS FOR APPLICATION FOR MEMBERSHIP

Applications for membership are to be forwarded to the CESM for processing.

6.4 DECISION ON APPLICATION FOR MEMBERSHIP

The Brigades Executive may approve an application for membership unconditionally or subject to any conditions or refuse to approve an application for membership. If a brigade refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practical, but not more than ten days after the decision is made, to the applicant and the advice that the applicant has the right to object to the Local Government.

6.5 TERMINATION TO MEMBERSHIP

Membership of the bushfire brigade terminates if the member:

- a) Dies;
- b) Gives written notice of resignation to the Local Government;
- c) Is, in the opinion of the Brigade Committee, permanently incapacitated by mental or physical ill - health;
- d) Is dismissed by the Committee;
- e) Is dismissed by the Council;
- f) Does not follow the State Health Direction for Emergency Services volunteers eg Covid
- g) Leaves the district permanently without terminating their Brigade membership, or
- h) Fails to meet the membership criteria. Eg **having not completed basic training within nominated time frame.**

The brigade secretary is to supply details of terminations to the Local Government CESM. The CESM will then inform DFES of the updates.

7. ADMINISTRATION

7.1 FIRE OCCURRENCE REPORTS.

All fires shall be reported to the CBFCO and the CESM, so Fire Reports can be completed. Who will ensure the incident is entered onto the DFES OMS data base. Reports may also be submitted progressively to the Bushfire Advisory Committee for necessary action.

7.2 CENTRALISING ORDERING

All procurements made for or on behalf of brigades will be through Councils CESM or nominated person who will have due regard to Council existing policies and budgets. No purchases can otherwise be made to suppliers by brigades unless brigades own funds are used.

8. CLOTHING AND FOOTWEAR

Protective garments shall be worn at all times whilst actively engaging in fire protection activities such as training, burning off, fire suppression. These garments may include coveralls, bushfire jacket and pants, safety helmet, gloves, goggles (or full-face respirator) and boots. Minimum standard is long pants, long sleeve shirt from natural fibre, boots, goggles, smoke mask and gloves or (full face respirator). Council through the LGGS will fund the annual purchase of this equipment.

9. COMMUNICATIONS

9.1 RADIO NETWORK FOR FIRE FIGHTING COMMUNICATIONS

DFES shall be responsible for the provision of any necessary Bushfire radios for brigades (WAERN). FCO and brigade vehicles are to establish an efficient radio network for firefighting communications. Records shall be maintained by Local Government of DFES supplied radios and their location. The Black Bushfire Radios are the property of the Shire of Katanning and will be maintained by the Shire of Katanning.

The first WAERN radio allocation for a Fire Control Officer must be installed in their fire unit. Other radio instillation locations can be determined by the Fire Control Officer.

No brigade member may use bushfire frequencies for any other purpose than firefighting or normal maintenance checks unless otherwise authorised.

9.2 MAINTENANCE OF RADIOS.

Radio checks including handheld radios are to be conducted on a weekly basis during the fire season.

DFES are responsible for the ongoing serviceability for the WAERN radio network. Radios that require maintenance are to be reported to the CESM or nominated person. The CESM will then make sure maintenance work is completed.

10. PURCHASING OF FIRE FIGHTING EQUIPMENT

10.1 PURCHASES

Council may allocate funds from its annual LGGS for purchasing and maintenance of firefighting equipment. The aim when purchasing shall be to DFES standardised firefighting equipment where possible.

All requests from Brigades are to be through the CESM or nominated person. Purchases made by a brigade member/s are the brigade's responsibility if purchases have not followed correct channel.

10.2 FOAM

An annual quantity of foam, if needed, will be purchased, and stored. Requests can be made through the CESM, CBFCO or nominated person to access the foam.

10.3 FAST FILL TRAILERS

Fast Fill Trailers are strategically located across the Shire and are to be maintained to a level determined by the BFAC or CBFCO. The Shire of Katanning will maintain and carry out pre-season maintenance.

11. APPLIANCE SHIRE/ DFES

11.1 TASKING OF EQUIPMENT

It is the fire unit owner's responsibility to have the vehicle in a reasonable condition. If Local Government or DFES Officers observe equipment, which it considers as inappropriate for a task or is unsafe, it may be required to be withdrawn from the fire ground.

11.2 MECHANICAL REPAIRS / DAMAGE

Any mechanical repairs of a routine nature required for recognised Bushfire vehicles e.g. DFES Fire Appliance, Fast Fill Trailer shall be directed to Council Workshop Supervisor by the CESM, CBFCO or nominated person.

Accidental damage at an incident caused to fire units, including privately owned equipment will be reported to the CBFCO and Councils CESM immediately so the problem can be addressed.

All mechanical faults /repairs are to be reported to Council CESM or CBFCO immediately so the problem can be addressed.

11.3 SERVICING

The CESM or nominated person in consultation with Council's workshop manager will organise for an annual service of all brigade vehicles.

The brigade shall be required to adopt the following guidelines for care of all fire units and equipment: -

- a. All fire units shall be kept clean and free of rubbish when not in use.
- b. Units are not to be used for any private or contact work outside the normal brigade operation.
- c. The use of any poisons or chemicals (other than fire retardants) in the units is prohibited.

- d. Fortnightly vehicle and firefighting equipment checks, including hazard warning equipment and radios are to be conducted. Faults shall be immediately reported to the CESM or nominated person.

11.4 LICENSING AND INSURANCE

Council shall, through the LGGs Operating budget be responsible for licensing and insurance of Bushfire fighting vehicles, buildings and equipment.

11.5 HOUSING

All DFES fire fighting vehicles and Fast Fill Trainers are to be housed in a garage, shed or other suitable building.

11.6 PRIVATE USE

Under no circumstances is a Brigade firefighting unit to be used for private purposes.

11.7 FUEL

Council will, through the LGGs operating budget, pay for the fuel costs associated with the use of mobile firefighting equipment, subject to the following guidelines: Fuel for the Central Brigade appliance can be obtained through swipe card from the shire depot.

11.8 VEHICLE LOGBOOKS

Vehicle logbooks must be completed each time the vehicle is driven showing the date, purpose of use, kilometres travelled, name of driver and the driver's signature.

11.9 LOCATION AND OPERATIONAL STATUS OF THE BRIGADE'S APPLIANCES

The brigade FCO/ Capt will at all times keep the CBFCO/ Shire CESM of any change in the day-to-day location and operational status of appliance under the control of a brigade.

11.10 MANNING OF THE FIRE FIGHTING APPLIANCES

A firefighting appliance should be manned by no less than two trained persons while actively engaged in firefighting or fire control activities.

Members may drive the appliances to an incident on their own but MUST NOT become involved in firefighting activities until crew levels as above are achieved.

11.11 DRIVERS LICENCE

The driver of any firefighting appliance or fire control vehicle will hold a current driver's licence of the class appropriate for the appliance or vehicle being driven and be either:

- a. A Council employee
- b. Any person authorised by the Chief Bushfire Control Officer, his/her Deputy, or a Brigade FCO/Captain.

11.12 DFES DRIVING GUIDELINES

The following are the priority driving codes under which DFES appliances are permitted to travel:

- 1) CODE 1 – Unit to respond with due haste life/property in immediate danger. Must not exceed the speed limit by more 20km/hr.
 - a) Emergency warning lights used at all times during travel and operation at incident.
 - b) Siren must be used during travel to incident.
 - c) All speed signs of the road traffic act to be obeyed
 - d) All traffic lights and road traffic signals/signs to be obeyed unless the driver of the fire appliance is confident that it is safe and expedient to contravene and that other traffic will give way to the fire appliance.
 - e) Rail crossing signals and boom gates to be obeyed at all times.

Normal road conditions are to be used when returning to station, attending training or exercises and general operations.

Note: - A probationary driver is not to drive a vehicle under emergency conditions.

11.13 INCIDENT CONTROLLER EQUIPMENT REQUESTS

Incident Controller may request through either the Shires CESM or DFES Regional Duty Officer the hiring of privately owned equipment for fire suppression once Local Government has exhausted its capability. Permission must be sought prior to any machinery or other equipment being utilized.

12. ELECTRICAL EXPENSES

The Council through the LGGS will meet all electrical costs associated with Brigade Fire Stations.

13. INSURANCE COVER

Council will maintain a continuous policy for firefighters and firefighting equipment in accordance with the provision of Section 37 of the **FES Act 1998**.

Interest Insured – Injury / Disability /Death to firefighters and assistance whilst in or travelling to or from any place of a bush fire. This includes non-firefighter personnel working under the direction of the Incident Controller.

Damaged to any appliance, equipment or apparatus of a bushfire brigade or any private owned appliance, equipment or apparatus that is being used under the direction or control of a Bushfire Control Officer or member in accordance with the provisions of the Bushfires Act.

Location – Anywhere within the district of the local authority and adjoining Shires or otherwise provided under the Bushfires Act 1954.

Sum Insured – Disability or Injury in accordance with the benefits of the Workers Compensation and Rehabilitation Act and the **FES Act 1998**.

Damage – Injury or damage limitations shall be in accordance with the shires Bushfire Brigades Insurance Policy.

Extensions - Travelling to or from normal brigade's activities. Disability or Injury the benefits of that portion of the State Government Insurance Officers Policy dealing with Disability or Injury Benefits will operate in respect to Volunteers Firefighters whilst such persons are proceeding to or returning from normal brigade activities under the Bushfire Act 1954 without any deviation or interruption unconnected therewith.

14. COUNCIL WORK FORCE – FIRE FIGHTING

Council acknowledges that it will provide, where authorised by the Chief Executive Officer or his/her delegated officer, available personnel and equipment from its work force as required for emergency situations. The CESM or nominated person is to direct Council's involvement on these occasions taking into consideration the nature of the work required, suitable PPE, communications and training.

15. PROTECTIVE BURNING BY BRIGADES ON ANY LAND

Brigades are NOT to carry out protective burning on lands unless the RELEVANT FORMS have been completed giving authorisation. These forms are available through the Shire CESM or nominated person.

16. ROADSIDE BURNING

Brigades must seek authorisation through the CEO to conduct any burning of roadside verges outside of a wildfire incident. Please view Burning Roadside Verge Procedure in the BOP.

17. FIRES OUTSIDE SHIRE BOUNDARIES

A Bush Fire brigade member shall notify at the first opportunity to the CESM who in turn will record there attendance outside of the local shire boundaries.

18. WELFARE

18.1 MEALS

In the event that meals are required for volunteers on duty at the scene of a fire the CESM or nominated person must be contacted for authorisation before the meals are sourced.

18.2 PEER SUPPORT

Brigade members are advised that DFES Peer Support personnel are available if required – contact the CESM or People Sense Direct on 1300 307 912. All contacts remain strictly confidential.

18.3 DEBRIEF

A HOT DEBRIEF will be conducted on site at the conclusion of a bushfire with any issues being presented to the next BFAC Meeting. For multi-agency fires a date is to be set within 2 weeks of the incident occurring with the debriefing notes being presented to at the next LEMC.

19. EVACUATIONS, TRAFFIC MANAGEMENT, COMMUNITY WARNINGS.

Any Incident Controller considering evacuation must comply with the State EM Policy.

20. ROLES AND RESPONSIBILITIES

Chief Bushfire Control Officer

The principle responsibilities of the CBFCO include:

- a) During fire incidents manage the fire incident resources of the local and brigades and support the command functions undertaken by Brigade FCO's. Request activation of the ISG to support the incident if required.
- b) Establish and maintain effective communication and liaison with group personnel and Brigade Officers to facilitate prompt response and recovery to all incidents.
- c) At Local Government level, establish and maintain effective communication and liaison with emergency services, statutory authorities and facilitate prompt response and recovery to all incidents.

- d) Ensure that Brigade Officers have taken command and correct organisational structure; assigning resources to combat the incidents and undertaking tasks in accordance with established procedures.
- e) Represent the interest of Local Government and its bushfire personnel at a regional level.
- f) Attend any meetings as required or appoint his/her nominee (LEMC and ROAC).

Deputy Chief Bushfire Control Officer

- a) The principle responsibilities of the DCBFCO include:

As per CBFCO above a, b, c

- d) Act in the position of CBFCO in his/her absence.

Fire Control Officers / Captain

The role and responsibilities of a Fire Control Officer / Captain will be as depicted in Clause 39 (1) of the Bushfires Act 1954(as amended). These include:

- a. Assume the role of Incident Controller during incidents.
- b. To issue Permits to Burn if authorised by Council.
- c. Request the use of or to hire privately owned equipment to fight fires through the CBFCO / CESM or nominated person.

Brigade Secretary If Appointed

The brigade secretary is to:

- a) Be in attendance at all meetings and keep a correct minute and account of the proceedings of the Bushfire Brigade in a book which shall be open for inspection by Brigade members at any reasonable time. Forward copies of minutes to the Local Government for recording.
- b) Prepare and send out all necessary notices of meetings.
- c) Maintain a register of all current Brigade members, which includes each brigade members contact details and type of membership.

Fire Weather Officer

A Council / DFES appointed officer that follows the procedures set out under the Bushfires Act 1954 Section 38 and as recommended by BFAC.

21. COMPLIANCE OF FIRE MANAGEMENT REQUIREMENTS

Fire Breaks Inspections.

All fire break inspections will be conducted as near as practical to the compliance date by the Shires duly appointed Officers.

FCO are to notify Shire Officers of non-compliance issues within the rural location. All reported non-compliance issues are addressed internally with strict confidence.

22. BUSHFIRE ACT INFRINGEMENTS

Breaches of the Bushfires Act

Brigade Officers shall report breaches of the Bushfires Act, including details taken of Officers action to the CESM or nominated person. Breaches could include operation of machinery during a HVMB or burning within the Restricted Burn Period without a Permit.

Breaches are to be reported as soon as practicable to the Shire Officer so action can be taken.

23. HARVEST AND VEHICLE MOVEMENT BANS / VEHICLE MOVEMENT BANS

Harvest and vehicle movement bans are implemented by Council Appointed Officers when the Fire Danger Index reaches a nominated figure or the weather /resources on the day require a ban.

Once the nominated figure has been reached and consultation with brigade officers has been completed the appointed Officer will notify all those parties on the HVMB SMS list of the ban and of the time the ban will be implemented from. Information on implementing the process can be located in the FCO Operations Handbook which includes notification to all on the Shires HVMB SMS system, WhatsApp Groups, ABC / local radio and email to neighbouring shires.

Removal of the Harvest and Vehicle Movement Ban is retracted by following the procedure on the FCO Operations Handbook.

Any breaches to the Harvest and Vehicle Movement Ban must be immediately reported to the Councils appointed Officer, CBFCO, DCBFCO, FCO and or CESM so the situation can be addressed.

24. TOTAL FIRE BAN

Total Fire Bans are implemented by DFES. Procedure for Total Fire Bans can be located in the Bushfire Act Section 22 or on the DFES website. Total Fire Bans do not impact normal farming activities apart from "hot works".

25. PERMITS TO BURN PROCEDURE

Permits to Burn are issued by Council appointed Officers 'Fire Control Officers' to property owners to carry out burning during the Restricted Burning Time set out in the Councils "Fire Management Requirement Notice".

Permit holders that do not follow procedures required under a Permit to Burn are to be reported by the FCO to the CBFCO, DCBFCO and or CESM immediately so the situation can be addressed.

FCO's are NOT to issue Permit to Burn to themselves. The FCO must obtain a permit from another authorised Officer.

On issuing a Permit the Fire Control Officer is to forward a copy to the Shire of Katanning's CESM so the Permit to Burn can be recorded at the Shire.

Permit To Burn books once completed are to be returned to the Shire as they are a legal document and are required to be stored as such.

26. MORNING RADIO SCHEDS

Radio scheds will take place at an appointed time determined by the CBFCO or nominated Council Appointed Officer. All FCO's are to be available for scheds and if not available are required to contact the CBFCO/ DCBFCO for that day to discuss items that have been raised on the morning scheds call up.

Morning radio scheds will incorporate the daily weather forecast, and if required information on permits to burn that have been issued within the rural areas.

Brigade
OPERATION
PROCEDURES
BOP's

BUSHFIRE BRIGADE OPERATING PROCEDURES (BOP's)

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Bushfire Operational Procedure

1

INCIDENT NOTIFICATION PROCEDURES

1. **BRIGADES**

- 1.1 The Brigade member assuming the FCO or Incident Controller role at a fire incident shall notify the CBFCO or DCBFCO and the CESM.
 - i. when mobile to a fire incident and or
 - ii. upon arrival at a fire incident.
- 1.2 ASAP on arrival, provide a Situation Report (see Incident Controller Checklist in Handbook) to the CBFCO or DCBFCO and the CESM so situational awareness can be gained and an incident can be created if this has not already be done.
- 1.3 ASAP after arrival complete the “Operations Pre- Starts” and set up a Forward Control Point.
- 1.4 The IC will need to determine if a Bushfire Advice, Watch and Act or an EMERGENCY WARNING will be required. If the CESM is not available, contact the Regional Duty Coordinator (contact number can be located in the FCO Handbook)
- 1.5 As soon as practicable the Incident Controller is to request that all non-trained (spontaneous volunteers) leave the fire ground.

Bushfire Operational Procedure

2

DRIVING GUIDELINES

A. **DRIVING CONDITIONS FOR BUSH FIRE BRIGADE PERSONNEL IN A DFES APPLIANCE**

1. All drivers must hold a current and appropriate class of driving licence necessary for the appliance being driven and not exceed the speed limit by more than 20km /hr.
2. Drivers holding “P” Plates may drive appliances as part of Driver Training, however, they are **not** to drive to or at emergency/incidents.
3. Driver is **not** to operate fire appliance for longer than a 12hour shift.

B. **CODE 1**

Unit to respond with due haste Life/Property in immediate danger.

1. Emergency Warning Lights at all times during travel and operation at incident.
2. Siren must be used during travel to incident.
3. ALL speed signs of the Road Traffic Act to be obeyed.
4. All Traffic Lights and Road Traffic Signals/Signs to be obeyed “Unless the driver of the Fire Appliance is confident that it is safe and expedient to “contravene” and that all other traffic will give way to the fire appliance.
5. Rail crossing signals and boom gates to be obeyed at **ALL** times as well as Roadworks signage and lollipop /Stop signs .

C. **CODE 2**

When returning to fire station, attending training or exercises and general operations:-

1. **No** emergency warning lights and sirens are to be used.
2. **All** Road Traffic Codes to be complied with.

D. DRIVING REQUIREMENTS FOR OFFROAD USE

1. Four-wheel drive vehicles may operate in 4x4 Low Range when driving off road.
2. Minimum speed to be used to ensure safety of occupants.

BOP B2 cont.

3. Exhaust brake were fitted to be engaged as required.

E. GENERAL

1. Bush Firefighters must at all times, drive with due care and attention and continue to show consideration to other road users.
2. It is essential that the privileges granted by law are not abused.
3. Crew Care and Safety must be of paramount importance at all times when driving fire appliances.
4. Driver must not use 2-way radios whilst driving.
5. Warning Lights to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
6. Smoke hazard signs to be installed on roads where Bush Fire Brigades operating.
7. In order to improve visibility of fire appliances to each other during fires it is recommended that emergency lights & headlights be used.

Bushfire Operational Procedure

3

PERSONNEL PROTECTIVE EQUIPMENT FOR BUSHFIRE BRIGADES ON THE FIRE GROUND

STANDARD OF DRESS FOR ALL FIRE FIGHTING PERSONNEL WILL BE:-

Personnel on the fire ground will be dressed in accordance with the minimum dress standard as specified below or equivalent. Personnel turning up to fires without the minimum requirement must be advised to dress properly or asked to leave the fire ground, or alternatively assigned a non-firefighting task.

All PPE remains under the property of the Local Government and must be returned once a brigade member ceases with the Brigade.

MINIMUM STANDARD FOR BUSH FIRE FIGHTING

Approved Proban Coveralls/ Jacket Pants (one or two piece)

Bush Fire Service Approved Helmet as appropriate.

Fire Gloves, Goggles and Smoke Mask or Full-Face Respirator. Fire Boots are available.

EQUIVALENT STANDARD FOR FIREFIGHTERS is cotton/woollen long trousers, long sleeve shirt, safety boots, Fire Gloves, Goggles and Smoke Mask or Fill Face Respirator. Helmet as appropriate.

- Depending on individual Brigade requirements, protective clothing may be kept in the Brigade's fire station, with appliances or held by members as part of their individual firefighting kit. Protective clothing must be worn on any operational duty.
- All Brigade personnel are responsible for the availability, condition, care and cleanliness of their own kit.
- Only correctly attired personnel will be allowed to crew Brigade appliances and be allowed on the fire ground.
- The appearance and conduct of the Shires Bush Fire Brigade members whilst wearing either operational dress or uniform is to be such that will not cause any criticism upon the Shires Bushfire organisation.

Bushfire Operational Procedure

4

USE OF THE AUSTRALASIAN INTER SERVICES INCIDENT MANAGEMENT SYSTEM AIIMS

Introduction

All fire incidents no matter how large or small are more efficiently and effectively handled when they are well managed. In reality this means that during all fire incidents which occur someone must assume control and devote their time and energy to managing the situation. The Shire has adopted the AIIMS Structure to manage all fire incidents. Volunteer Bushfire Brigades are encouraged to obtain training in AIIMS for effective management of emergency situations. (AIIMS Training is available online through the DFES Volunteer Hub)

Initial AIIMS & Forward Control Point

Upon arrival at a fire incident, the Officer In Charge of the first arriving crew will assume responsibility as Incident Controller until relieved by an officer from the responsible agency for the fire. The relieving officer may be another Bushfire Brigade Officer a **DBCA**, VFRS or DFES Officer.

Amongst the initial tasks arranged by the Incident Controller will be:

- The establishment of a Forward Control Point (FCP).
- Report incident to DFES Comms (The contact number is in the FCO Operational Handbook)
- The gathering of fire ground information, location of infrastructure, fire behaviour, rate of spread, fuel types, prevailing weather conditions, weather forecasts, topography and local knowledge.
- **Initiate community warning level if appropriate through the CESM or the Regional Duty Officer.**
- The establishment of what resource are already on the fire ground and if additional resources are required at the particular fire incident.
- **Request spontaneous volunteers to leave as soon as practicable.**

Understandably, the size of the fire and amount of resources involved will dictate the size of the AIIMS function, which is entirely flexible. AIIMS may be no more than a FCO with a map and Fire Diary on the bonnet of his vehicle. For large scale fires involving several agencies the AIIMS structure may involve a multi-agency team operating from a sophisticated, complex FCP.

Where the size of the fire incident so dictates, Brigades will request assistance from the Shire to establish and maintain an AIIMS structure for a fire incident.

Covid

Brigade Members must adhere to the directions by the State Chief Health Officer given to
Emergency Service Volunteers eg Covid

Bushfire Operational Procedure

5

DRUG AND ALCOHOL CONSUMPTION

1. The Shires Bush Fires Brigade personnel must **NOT** respond to an incident or participate in any Bush Fires operation if alcohol has been consumed in quantities that may reduce the judgement and capacity of the individual to act and undertake responsible action.
2. Alcohol must **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.
3. Alcohol must **NOT** be consumed by personnel whilst engaged in training activities associated with operational tasks.
4. When driving, personnel must comply with Road Traffic Regulations.
5. The Shires Bushfire Brigade personnel must **NOT** respond to an incident or participate in any Bushfire operations if non-prescription illegal drugs have been taken or prescription drugs are affecting your ability to work in a safe manner.

Bushfire Operational Procedure

6

INCIDENT REPORTS

FIRE/INCIDENT REPORTS

All Shire Bushfire Brigades are to complete a Fire/Incident Report Form **every time** they are mobilised in response to **any fire or incident or false alarm. This can be done over the phone by contacting the CESM who will in turn complete the form and submit to records and finalize in DFES's OMS.**

The report should be completed as soon as possible after a fire (preferably within 24hrs) however; the paper report should be submitted **within seven days** of the fire/incident.

SUSPICIOUS FIRES

Where Bushfire Brigades attend fires where there are suspicions that the fire may have been deliberately lit, in addition to the Fire/Incident Report, the FCO or CESM is to complete a Wildfire Attendance & Information Report. (Located on the DFES Volunteer Hub) The report should be forwarded to the Shire **within 24 hours of the fire.**

All care should be taken to preserve the fire area near to the ignition point and police will be notified.

The purpose of this latter report is to assist the Arson Squad with its investigations.

Bushfire Operational Procedure

7

ROAD CLOSURES

Fire burning on or near road verges, or fire that may impact a road within a time frame with smoke obscuring vision, is potentially the most dangerous situation in which volunteers and the general public can find themselves. More firefighters have been killed or injured in this situation than any other firefighting activity.

Where a road closure would directly or indirectly assist the Shire Bushfire Brigades in its efforts to extinguish or control a bush fire, then the road MUST be closed by a Bush Fire Control Officer pursuant to Section 39(1) of the Bush Fires Act. The same road closure action may also be taken by a Brigade Captain or the most Senior Member of the Bush Fire Brigade under Section 44 of the Act.

IT MUST BE EMPHASISED THAT ANY ROAD CLOSURE MUST ONLY BE FOR THE PURPOSE OF CREW SAFETY, FIRE FIGHTING OR THE EFFECTIVE MOVEMENT OF FIRE FIGHTING APPLIANCES / MACHINERY.

Extreme caution must be taken and the following procedures must be followed at all times:-

- The Incident Controller will request immediately support from Shire Officers to provide traffic control through the CESM / Works Manager, Police or Main Roads.

Volunteers Controlling Traffic

- Until traffic assistance is in place, traffic control of the immediate fire area may be conducted by properly dressed Firefighters, as issued by the Shire. **Firefighters are NOT to give alternate directions / detours to motorists when roads are closed as this is done by Main Roads or the local Shire. Road closures should be at an intersection to assist traffic in exiting the area.**

BRIGADE PERSONNEL HAVE A DUTY TO THEMSELVES AND THE TRAVELLING PUBLIC TO ENSURE THAT ALL OPERATIONS ARE PERFORMED WITH MAXIMUM SAFETY.

NO ROAD IS TO BE RE OPEN UNTIL AN INSPECTION OF THE ROADVERGE HAS BEEN COMPLETE BY A SHIRE OR MAIN ROADS OFFICER AND GIVEN THE ALL CLEAR.

Bushfire Operational Procedure

8

REFUSE SITE FIRES

NOTIFICATION

All fires occurring within the Refuse site including garden refuse areas or bush areas, are to be reported to the CESM, Environmental Health Officer or another authorised Shire Officers. The Shire will then notify the necessary agency - Department of Environment and Regulation.

RESPONSE

Brigade Response will be as for a Rural Type Fire or as indicated in their Brigade Response Plan.

- a) The Volunteer Fire & Rescue Service are to be requested to attend the incident if a Hazmat fire or there is potential to become a Hazmat Incident.
- b) Brigade members to remain clear of danger zone, remain up-wind of incident. Attend to adjacent vegetation fires **if it is safe to do so**.

NOTE

If tip site involved includes a pit/trench area, Brigade members are to remain above ground level at all times.

- c) If incident is confirmed to be hazardous, Brigade members will assist Fire & Rescue Service who will assume the Lead Combat Authority Role.
- d) Consideration will be given to evacuation of persons likely to be affected by fire products.
- e) If incident is confirmed to be nonhazardous by Fire & Rescue Service or Shire Officer, Councils Waste Coordinator or the Fire Control Officer present, Brigade members can become involved in Fire Suppression as directed by the Incident Controller.

It cannot be stressed too strongly that to act without specialist advice is dangerous and that it is essential that safe Operating Procedures are adhered to in responding to all refuse site fire situations.

Bushfire Operational Procedure

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INCIDENT NOTIFICATION

Initial Notification

Notification of fires can take place at any time during the day or night. In some instances, fires are reported through the Emergency Triple '000' system which in turn results in VFRS being notified for fires within the Gazetted town site. Bushfire Brigades will be notified for all fire reported outside the gazetted area. DFES Comms notifies one of the following in order of precedence as per Local Government 000 Agreement:

- Shire of Katanning Chief Bushfire Fire Control Officer
- Shire of Katanning Deputy Chief Bushfire Control Officer
- Shire of Katanning CESM
- DFES Regional Office – DO.

Alternatively, notification of fires by members of the public (not through the '000' system) may be directed to:

- The Shire of Katanning on – 98 219999
- The Fire Control Officer (FCO) for the Brigade area where the fire has been reported,
- Brigade Areas WhatsApp group

Once the Shire of Katanning, CBFCO, DCBFCO or CESM are notified of a fire within the area of responsibility they will in turn:

- Alert the applicable FCO or Brigade members that a fire has been reported in their Brigade area and register the incident with DFES Comms.
- Provide assistance were requested to the Brigade in terms of Incident Management, backup resources logistics, & weather forecasts.
- Where the reported fire has potential implications for either DBCA or VFRS, notify those agencies.

Brigade Internal Call Out Procedures

The Shire of Katanning's Volunteer Bushfire Brigades are encouraged to devise and arrange their own internal call out procedures in order to mobilise Brigade resources. These internal procedures may utilise:

- SMS through DFES.
- SMS through the Shire SMS system
- VHF or UHF radio facilities.
- The local telephone system.
- WhatsApp

BOP B9 cont.

Brigades should compile, continually revise and update call out lists for all their members. These call out lists should include details of members names, their addresses and contact details (both working and after-hours contacts are preferable).

Bushfire Operational Procedure

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FIRE LIGHTER FUEL / DRIP TORCH

All Shire of Katanning Volunteer Bushfire Brigades are to use the 75% diesel to 25% unleaded in Firelighters.

Refer to manufacturer's instructions for further details on safety and maintenance.

Bushfire Operational Procedure

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ACCIDENT / PROPERTY LOSSES REPORTING

Any loss or damage of appliance, equipment and apparatus either of the bushfire brigade or private property owned that is used under the direction of the Incident Controller or another officer of the bushfire brigade is covered by insurance.

All injuries and near misses are to be reported to the Incident Controller who will organise the appropriate response to the circumstances.

Injury, near misses and damage to a vehicle/s will be reported to the CESM who will complete the shires Incident Report Form and submitted to **the OSH Committee** by the CESM for review.

Bushfire Operation Procedure

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ELECTRICAL HAZARDS

Once an electrical hazard has been identified the following procedure must be followed:

Pole Top Fires

- On arrival at the incident treat all wires as live.
- Secure the area from personnel and members of the public.
- Determine a safe distance from the hazard. **Minimum safe distance for low voltage wires is 10 metres.**
- Tape area off; if this is not possible appoint an officer to stay at location.
- Notify Western Power through DFES COMMS or on the Western Power 13 13 51. The following information will be required: Pole number from the nearest safest pole, Address / nearest intersection, are there lines down, how many poles have been affected.

Structural Fires

If the electricity is to be disconnected, it is the responsibility of the officer to check that power is switched off at the main board and that the fuses have been removed.

When disconnecting the power supply

- The switch is to be operated with the back of the hand at arm's length.
- The officer's head is to be turned away to avoid possible flash injuries.

240 Volt Power Generated By Solar Panels

All Emergency Services responders should be aware that if attending an incident at a property that has Solar Panels installed, there is the potential for live 240v power to be circulating through the property even though the mains switchboard has been isolated and fuses removed.

Only engage in firefighting activity if you have direct knowledge and/ or are training in Solar Panel firefighting.

Bushfire Operational Procedure

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ENTRAPMENT AT A BUSHFIRE

Maintain Situational Awareness:

- Ensure crews are initially briefed on the task and risks
- Ensure crews remain aware of the current and forecast situation

Maintain Sound Work Practices:

- Maintain the minimum 25% water reserves on appliances for personal protection.
- Undertake suppression tasks with due reference to **LACES**.
 - L – LOOKOUT. Seek positions of observation and regularly patrol.
 - A – AWARENESS. Maintain situational awareness and act decisively.
 - C – COMMUNICATION. Be in communication.
 - E- ESCAPE ROUTE. Consistently re-assess potential escape routes.
 - S - SAFETY ZONE. Work from a known anchor point.

Ensure all crews understand the DEAD MAN ZONE

BURNOVER PROCEDURE FOR DFES APPLIANCE

Note - Do not hose down crew members' with water prior to the fire front passing as the conduction of heat through the clothing may induce steam burns.

- Activate the EMERGENCY AVL BUTTON as per training / guidelines.
- Transmit EMERGENCY message. EMERGENCY EMERGENCY EMERGENCY
- Activate beacons / emergency warning devices and siren.
- Request aerial assistance if available.
- Close hose lines and all crews return to vehicle.
- Park appliance on a burnt/ clear area in a position that affords as much protection as possible for the crew. With the rear of the appliance facing the fire front.
- Conduct a head count to ensure all the crew are present
- Take cover in the cabin. Activate the WATER DELUGE SYSTEM from the appliance.
- Dress in full PPE if not already and activate the IN-CAB AIR as per training / guidelines.
- Crew to cover with blanket/ protection.
- STAY INSIDE THE VEHICLE
- Stay in the vehicle until the fire front has passed and the temperature has dropped outside.
- Immediately after the fire front has passed, account for all crews and check the vehicle for damage. STAY TOGETHER
- Wait for assistance.

BOP B13 cont.

After the fire front has passed:

- Exit the vehicle once the fire front has passed. (be careful as internal / external parts will be extremely hot)
- Take portable radios and First Aid Kit to a safe area.
- If able to radio the control point and give a SITREP.
- Stay covered in PPE and blankets and continue to drink water and wait for assistance.

BURNOVER PROCEDURE FOR FARMER FIRE FIGHTING UNITS

- Transmit EMERGENCY message.
- Close hose lines and return to vehicle.
- Park vehicle on a burnt / clear area in a position that affords as much protection as possible for the crew. With the rear of the vehicle facing the fire front.
- Set up deluge system if there is one on the unit.
- Take cover in the vehicle.
- Dress in full PPE if not already.
- Get below the glass windows to shield from radiant heat.
- Leave the engine running and have the air conditioning on recycle.
- Crews to cover with a blanket if one is available. Stay in the vehicle until the fire front has passed and the temperature has dropped outside.
- Immediately after the fire front has passed, account for all crews and check the vehicle for damage. STAY TOGETHER.
- Wait for assistance.

After the fire front has passed:

- Exit the vehicle once the fire front has passed. (be careful as internal / external parts will be extremely hot)
- Take portable radios and First Aid Kit to a safe area.
- If possible radio the control point and give a SITREP.
- Stay covered in PPE and blankets and continue to drink water and wait for assistance.

Bushfire Operational Procedure

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BURNOVER BLANKET DFES APPLIANCE

Burnover blankets are a piece of equipment for protecting firefighter out on the fire line. The blankets are made from light weight, patented material (not wool). The blanket is located in the red protective sleeve or bag, mounted in the DFES / Shire appliance.

The blanket is 2m x 2m in size and each blanket can only be used once. There is one blanket per seat in appliance.

Using the Blanket

- First locate the blanket in the appliance. The blankets are fixed in positions appropriate to the appliance and must not be relocated.
- Make sure you are aware of the location of the blanket in the vehicle that you use.
- Obtain the blanket from its storage bag by lifting the flap and remove the vacuum-packed blanket.
- Open the plastic wrapping by tearing from the top then expanding the tear so the blanket can be removed easily.
- Straight pull towards you to start with, and then rip sideways. Removing the blanket from the cover and disregard the cover out of the appliance.
- Unfold the burn over blanket fully and cover yourself completely.
- Remain covered and get below the window level of the appliance until the fire has passed.
- The whole process including locating and deployment should take 20 seconds or less.

Bushfire Operational Procedure

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RED FLAG WARNING

Red Flag Warnings are a message system that provides a process to ensure critical information (such as weather changes) is confirmed as received by all at a incident.

- Red Flag Warnings are to be precise messages which convey present or impending hazards to responders. E.g. weather changes, fire behaviour, equipment failure etc.
- Red Flag Warning are to be initiated within the command hierarchy – IC.
- Red Flag Warnings are to be passed onto all personnel at the incident, including those from other agencies and private contractors.
- At all levels, red flag warning are to be acknowledged on receipt through confirmation of the message back to the sender.
- The transmission, receipt and acknowledgement of Red Flag Warnings are to be logged.

Standard message

RED FLAG WARNING. Personnel are advised of <actual forecast where appropriate> conditions that may present a hazard to personnel as follows< actual / forecast conditions>. Personnel are to < describe specific actions required to be taken > This message is to be passed on to all personnel on the fire ground. This information must be written in your fire diary.

Acknowledge

Bushfire Operational Procedure

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AUTOMATIC VEHICLE LOCATOR – AVL

The AVL system provides real-time visibility of appliances especially during large scale bushfires and provides automatic features to support crew safety. The AVL system also includes an emergency distress button to be used in emergency situations. When activated it sends an alarm to the DFES Communications Centre. The system records the vehicle location, speed, and if lights and siren have or are being activated. DFES Officers, CESM and authorised Brigade Officers have access to the link to track appliance locations across the state.

Procedure

- **Testing of the AVL system is to be carried out on a monthly basis** to keep the system updated with new software. This should be done as close to the first of each month as possible. Testing diagram located in the appliance.
- The system is connected to the 3G network and if this is not available the system will link to a satellite.
- Under normal conditions the light will be showing GREEN.
- To activate the emergency button HOLD IT DOWN FOR 4 SECONDS the green light will turn RED until DFES Comms acknowledges, then the light will show GREEN again. Once activated DFES Comms will contact the Incident Controller for the fire, the Duty Officer for the region or the CESM to follow up.
- If for any reason the button is accidentally activated and the light stays solid red (not flashing) ring DFES Comms to notify them of the mistake.
- Refer to Operational brochure and general information sheet that is located in the appliance for further information.
- Any issues with the system please contact the CESM to follow up.

Bushfire Operational Procedure

17

ROAD VERGE BURNING PROCEDURE

The Road Verge Burning Procedure is to provide clear guidelines for the burning of road verges throughout the Shire of Katanning.

Procedure

- Must be obtained for all roadside burning. (12 months of the year.)
- A Permit is to be issued prior to any road verge burn in accordance with this procedure.
- The Shire Chief Executive Officer or nominated representative are the only officers authorised to issue burning permits for hazard reduction burns along road verges and only after a site inspection has been carried out by authorised persons.
- Burns are to be conducted by the relevant Bush Fire Brigade member or authorized Shire Staff. No road verge burning may be carried out by individuals unless authorised.
- No authority can be given by an officer of Council or Fire Control Officer to burn roadside verges that are not under the control of Council, unless written approval has been received from the controlling body.
- Site inspections will take into consideration the environment impact on the road verge, the potential hazard the verge would pose in the event of bushfire and the weather patterns and forecast for that time of year.
- Permits to burn road verges will only be issued to Brigade Fire Control Officer or member of the public and authorised Shire staff and are to state the measures that must be taken using the following broad guidelines.
 - Prevent damage to infrastructure (i.e. Telstra infrastructure, culverts and fencing);
 - Where native vegetation is present (depending on species) minimise damage and where possible, carry out burns in autumn or spring;
 - Ensure acceptable weather conditions have been considered;
 - Comply with normal permit requirements;
 - Only one side of a road to be burnt in any one year;
 - No single hazard reduction burns to exceed 500 meters along a single road verge;
 - Adjoining strips may not be burnt within three years;
 - Adjacent verges are not to be burnt within three years.
- If a larger burn area is required a risk-based assessment of the surrounding area will need to be completed including:

- Fuel tons per hectare.
 - Assets and locations.
 - Vegetation type.
 - Fire History.
 - Weather patterns.
-
- The use of fire to abate fire hazards and to clear roadside drains should be confined to area where distinct hazards, high ignition risks and high values can be identified. In general, these related to road verges where native plant species have been replaced by annual weeds and grasses. Where possible mowing and approved herbicide treatment is to be used as opposed to road verge burns.
 - On approval of a road verge burn, a Traffic Control Plan will be prepared and implemented when necessary, by Shire staff or its appointed contractors.

Bushfire Operational Procedure

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Aboriginal Cultural Heritage Act 1974

Bushfire Incident

To provide a standard process for brigade members to follow in support of the Aboriginal Cultural Heritage Act 1972.

The Aboriginal Cultural Heritage Act 1972 recognises, protects, conserves, and preserves Aboriginal cultural heritage (ACH) and recognises the fundamental importance of ACH to Aboriginal people and its role in Aboriginal communities past, present, and future. The ACH recognises the value of ACH to Aboriginal people as well as to the wider Western Australian community.

There is a legal requirement to avoid impacts to ACH, until the amendments of the ACH Act 1972 are decided, due diligence must be exercised. This includes objects and places of importance or significance to Aboriginal people or connected with traditional cultural practises.

Mechanical works in areas that have not had ground disturbance in the past eg Bush blocks / corridors must be checked to determine if ACH is in or around that location. The Incident Controller or nominated person must check the online “Directory for Aboriginal Heritage” to assess if Aboriginal Cultural Heritage is located in or near the activity area.

The steps you have undertaken in the due diligence process need to be recorded in your fire diary, including the basis for any decision that there isn’t a risk to harm.

If Aboriginal Cultural Heritage is located in the area do not proceed with the activity of clearing breaks / felling trees and other activities that could disturb the area.

To access the maps - [Aboriginal Heritage Inquiry System](#)

The local contact is Julie Hayden from the Badgebup Aboriginal Rangers and she can be contacted on 0427992 910.

Bushfire Operational Procedure

19

Lithium – Ion Battery Response

Call 000 explaining the situation and requesting support.

Background

Devices such as phones, tablets, power banks, computers, toys, appliances, tools, electric bikes, scooters, and cars can contain lithium-ion (Li-ion) batteries and are prolific in society.

On a larger scale, community battery hubs, off grid properties, industrial battery banks and other battery energy storage systems (BESS) are becoming more common. DFES has seen a significant rise in the number of fires involving Li-ion batteries.

Defensive Tactics:

Allowing the battery to burn itself out is the preferred option if there are no other exposures at risk.

- Keep clear of the fog/vapour cloud if it is omitted, as this is not steam.

If not sufficiently cooled, thermal runaway may continue, and the battery can have secondary ignitions. In addition, adjacent cells may also undergo thermal runaway if heat propagation from the initial cell is not controlled. Therefore, cooling the cells in a battery pack is essential to prevent heat propagation and extinguish fires from a single cell. Large quantities of water may be required (at least 4000 litres) to cool large batteries for up to 15 minutes (250L @ 7 bar x 15 mins = 3750 litres). If available, check temperatures with a Thermal Imaging Camera (TIC) after a further 15 minutes.

Under no circumstances should salt water or any other additive (foam) be introduced into the battery or container.

Note – Carbon dioxide and Dry chemical powder extinguishers may extinguish the flames, but have no cooling effect, therefore creating a flammable vapour cloud risk.

This may require extended periods of monitoring. Visible flame may continue for over 90 minutes. Once self-extinguished and all cells have completely burnt out, the battery will not reignite but will continue to off-gas and have elevated temperatures for some time afterwards.

When ambient temperature is reached, the battery should be monitored for another 60 minutes to confirm no further rises in temperature.



Shire of
Katanning

Code of Conduct

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Introduction

The Shire of Katanning (Shire) Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Katanning's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- (a) *better decision-making by local governments;*
- (b) *greater community participation in the decisions and affairs of local governments;*
- (c) *greater accountability of local governments to their communities; and*
- (d) *more efficient and effective local government.*

Statutory environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

Application

For the purposes of the Code, the term employees includes persons employed by the Shire of Katanning or engaged by the Shire of Katanning under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

Values/vision/mission



Code of Conduct

3.1 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*

- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government Act 1995

3.2 Principles affecting employment by the Shire of Katanning

The principles set out in section 5.40 of the Act apply to the employment of the Shire of Katanning's employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) *no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) *employees are to be treated fairly and consistently; and*
- (d) *there is to be no unlawful discrimination against employees or persons seeking employment by the City on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) *employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) *such other principles, not inconsistent with this Division, as may be prescribed.*

Local Government Act 1995

Personal Behaviour

Employees will:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire of Katanning;
- (b) perform their duties impartially and in the best interests of the Shire of Katanning, uninfluenced by fear or favour;

- (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Katanning and the community;
- (d) make no allegations which are improper or derogatory (unless true and in the public interest);
- (e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act in accordance with their obligation of fidelity to the Shire of Katanning.

Honesty and Integrity

Employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) be frank and honest in their official dealing with each other; and
- (c) report any dishonesty or possible dishonesty on the part of any other employee to their Line Manager or the CEO in accordance with this Code and the Shire of Katanning's policies.

Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Katanning's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Katanning.

Compliance with Lawful and Reasonable Directions, Decisions and Policies

- (a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Line Manager, Executive Manager or the CEO.
- (b) Employees will give effect to the lawful decisions and policies of the Shire of Katanning, whether or not they agree with or approve of them.

Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Katanning upon its creation unless otherwise agreed by separate contract.

Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire of Katanning's Recordkeeping Plan.

Dealing with Other Employees

- (a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- (b) Employees must be aware of, and comply with their obligations under relevant law and the Shire of Katanning's policies and management directives regarding workplace behaviour and occupational safety and health.
- (c) Employee behaviour should reflect the Shire of Katanning's values and contribute towards creating and maintaining a safe and supportive workplace.

Dealing with community

- (a) Employees will treat all members of the community with respect, courtesy and professionalism.
- (b) All Shire of Katanning services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably in accordance with the Shire of Katanning's Customer Service Charter.

Professional Communications

- (a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire of Katanning's activities should reflect the status, values and objectives of the Shire of Katanning.
- (b) Communications should be accurate, polite and professional.

Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on

behalf of the Shire of Katanning, its Council Members, employees or contractors, which breach this Code.

- (c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire of Katanning's relevant policies, management directives and procedures.

Gifts

- (a) Application

This clause does not apply to the CEO.

- (b) Definitions

In this clause –

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

gift —

- (a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- (b) does not include —
 - (i) a gift from a relative as defined in section 5.74(1); or
 - (ii) a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means —

- (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- (b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the *Local Government Act 1995*]

relative, in relation to a relevant person, means any of the following —

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the *Local Government Act 1995*]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

reportable gift means:

- (i) a gift worth more than \$50 but less than \$300; or
- (ii) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$50 but less than \$300.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means \$300 or a lesser amount determined under regulation 19AF.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (c) Determination

In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996*, the CEO has chosen not to determine a lesser amount.

- (d) Employees must not accept a prohibited gift from an associated person.
- (e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
- (f) The notification of the acceptance of a reportable gift must be in writing and include:
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is one of two or more accepted from the same person within a period of one year:
 - (1) a description;
 - (2) the estimated value; and
 - (3) the date of acceptance,

of each other gift accepted within the one year period.

- (g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- (h) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire of Katanning's official website.
- (i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

Conflict of Interest

- (a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Katanning, without first disclosing the interest to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire of Katanning, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- (e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

Disclosure of Financial Interests

- (a) All employees will apply the principles of disclosure of financial interest as contained within the Act.
- (b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

Disclosure of Interests Relating to Impartiality

- (a) In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

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.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
- (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
- (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- (e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not now and could not reasonably be expected to know:
- (i) that they had an interest in the matter; or
 - (ii) that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- (f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- (g) If:
- (i) to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or

- (ii) a disclosure is made as described in item (e)(ii) at a meeting; or
- (iii) to comply with a requirement made under item (f)(ii), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

Use and Disclosure of Information

- (a) Employees must not access, use or disclose information held by the Shire of Katanning except as directly required for, and in the course of, the performance of their duties.
- (b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire of Katanning's policies and procedures.
- (c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire of Katanning.
- (d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- (e) Nothing in this section prevents an employee from disclosing information if the disclosure:
 - (i) is authorised by the CEO or the CEO's delegate; or
 - (ii) is permitted or required by law.

Improper or Undue Influence

- (a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- (c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

Use of Shire of Katanning Resources

(a) In this clause –

Shire of Katanning resources includes local government property and services provided or paid for by the Shire of Katanning;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

(b) Employees will:

- (i) be honest in their use of the Shire of Katanning resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (ii) use the Shire of Katanning's resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
- (iii) not use the Shire of Katanning's resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

Use of Shire of Katanning Finances

- (a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire of Katanning's finances.
- (b) Employees will use Shire of Katanning finances only within the scope of their authority.
- (c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- (d) Employees exercising purchasing authority will comply with the Shire of Katanning's Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- (e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.

- (f) Employees will ensure that any use of Shire of Katanning finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire of Katanning's Recordkeeping Plan.

Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to their Line Manager, any Executive Manager or the CEO, in accordance with the Shire of Katanning's Grievances, Investigations and Resolution Management Directive.

Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire of Katanning policies and procedures, depending on the nature of the suspected breach.

Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

- (a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor, Manager, or the CEO in accordance with Shire of Katanning's Grievances, Investigations and Resolution Management Directive
- (b) In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - (i) the Corruption and Crime Commission, in the case of serious misconduct; or
 - (ii) the Public Sector Commissioner, in the case of minor misconduct.
- (a) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- (d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire of Katanning's Public Interest Disclosure Procedures, published on the Shire of Katanning's website.

Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Katanning policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

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☐ I have read and understood the Shire of Katanning's Code of Conduct

Staff Name

Staff Signature

Date

Council Meetings 2025

	Council Forum / Finance Forum
	Ordinary Council
	Public Holidays

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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26	27	28	29	30	31	32

April

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August

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November

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March

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September

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December

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