

# Notice of Meeting

Councillors: Please be advised that the next meeting of the

## Kulin Shire Council

will be held on **Wednesday 16 August 2023**

Concept Forum	1:00pm
Afternoon Tea	3:00pm
Council Meeting	4:00pm
Dinner	6:30pm



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Alan Leeson  
Chief Executive Officer  
11 August 2023



**DISCLAIMER:** The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used. Please note this agenda contains recommendations, which have not yet been adopted by Council.

## ORDER OF BUSINESS

- 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS - COUNCIL CHAMBERS**
- 2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
- 3 PUBLIC QUESTION TIME**
- 4. DECLARATIONS OF INTEREST BY MEMBERS**
  - 4.1 Declarations of Financial Interest
  - 4.2 Declarations of Proximity Interest
  - 4.3 Declarations of Impartiality Interest
- 5. APPLICATIONS FOR APPROVED LEAVE OF ABSENCE**
- 6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
  - 6.1 Shire of Kulin Ordinary Meeting 26 July 2023
- 7 MATTERS REQUIRING DECISION**
  - 7.1 List of Accounts July 2023 Attachment 1
  - 7.2 Financial Reports & Operating Income and Expenditure Details – July 2023 Attachment 2
  - 7.3 Transfer of Reserves – 13836 (whole), 18923 (whole), 22267 (whole), 27574 (southern portion) & 18926 (whole) from Water Corporation to Shire of Kulin Attachment 3
  - 7.4 Objection to 2023 WA Electoral Distribution Commission Proposed Boundaries Attachment 4
  - 7.5 Kulin Motor Museum Inc. – Lease Agreement Addendum Attachment 5
- 8 COMPLIANCE**
  - 8.1 Compliance Reporting – General Compliance July 2023 Attachment 6
  - 8.2 Compliance Reporting – Delegations Exercised July 2023
  - 8.3 New Policy Adoption – A31 Disposal of ICT Assets Attachment 7
  - 8.4 New Policy Adoption – HR8 and G9 Gratuity Payments Attachment 8
  - 8.5 Policy Amendment – HR21 Salary Packaging Attachment 9
  - 8.6 Revised Policy – A19 Motor Vehicles Attachment 10
  - 8.7 Policy Amendment – A14 Housing Attachment 11
- 9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
- 11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**
- 13 DATE AND TIME OF NEXT MEETING**
- 14 CLOSURE OF MEETING**

## 1 DECLARATION OF OPENING

The President declares the meeting open

## 2 RECORD OF ATTENDANCE

### ATTENDANCE

G Robins	President	Central Ward
B Smoker	Deputy President	West Ward
R Bowey	Councillor	Town Ward
L Varone	Councillor	East Ward
B West	Councillor	West Ward
M Lucchesi	Councillor	Central Ward
J Noble	Councillor	Town Ward
C Mullan	Councillor	West Ward
T Gangell	Councillor	Town Ward
A Leeson	Chief Executive Officer	
F Murphy	Executive Manager Financial Services	
C Lewis	Executive Manager Corporate Governance & Risk	
J Hobson	Executive Manager of Works	
N Thompson	Manager of Executive Support Services	

### APOLOGIES

T Scadding	Executive Manager Community Services
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### LEAVE OF ABSENCE

Nil

## 3 PUBLIC QUESTION TIME

Nil

## 4 DECLARATION OF INTEREST BY MEMBERS

Nil

## 5 APPLICATIONS FOR APPROVED LEAVE OF ABSENCE

Nil

## 6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Shire of Kulin Ordinary Meeting 26 July 2023

## **7 MATTERS REQUIRING COUNCIL DECISION**

### **7.1 List of Accounts – July 2023**

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**RESPONSIBLE OFFICER:** EMFS  
**FILE REFERENCE:** 12.06  
**AUTHOR:** EMFS  
**STRATEGIC REFERENCE/S:** 12.01  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Attached is the list of accounts paid during the month of July 2023, for Council's consideration.

**BACKGROUND & COMMENT:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare each month a statement of financial activity reporting on the revenue and expenditure of funds for the month in question.

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That July payments being cheque no.'s 0001 & 0004; EFT No's 20846 – 20946, direct deposits DD8621.1 - DD8659.16 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$1,137,053.19 be received.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 1

## **7.2 Financial Reports & Operating Income and Expenditure Details – July 2023**

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**RESPONSIBLE OFFICER:** EMFS  
**FILE REFERENCE:** 12.01  
**AUTHOR:** EMFS  
**STRATEGIC REFERENCE/S:** 12.01  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Attached are the financial reports for the period ending 31 July 2023. In addition to the financial reports the Operating Income and Expenditure details are provided for information is the Shire's detailed accounts.

**BACKGROUND & COMMENT:**

Detailed operating income and expenditure accounts were provided with an historical version of the Shire's monthly financial reports. These are no longer provided under the cover of the financial statements but as a separate attachment, provided for information.

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare each month a statement of financial activity reporting on the revenue and expenditure of funds for the month in question.

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council in accordance with Regulations 34 and 35 of the Local Government (Financial Management) regulations 1996, receive the Statement of Financial Activity and Statement of Financial Position and supporting documentation for the period ending 31 July 2023, as presented.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 2

## 7.3 Transfer of Reserves – 13836 (whole),18923 (whole), 22267 (whole), 27574 (southern portion) & 18926 (whole) from Water Corporation to Shire of Kulin

**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 32.01  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:** CBP 3.2.1a  
**DISCLOSURE OF INTEREST:** Nil

### SUMMARY:

The Department of Planning, Lands and Heritage (DPLH) have requested Council to pass a procedural resolution as the final step in facilitating the transfer of the following Reserves into the Shire of Kulin's name. All the named reserves are currently vested to and managed by the Water Corporation. The transfer of these reserves was initiated on the 5 November 2020, whereby Water Corporation requested Council to consider taking over Water Reserves. **Original email is detailed hereunder.**

### BACKGROUND & COMMENT:

**From:** David Morgan <[David.Morgan@watercorporation.com.au](mailto:David.Morgan@watercorporation.com.au)>  
**Sent:** Thursday, 5 November 2020 12:31 PM  
**To:** Garrick Yandle <[ceo@kulin.wa.gov.au](mailto:ceo@kulin.wa.gov.au)>  
**Cc:** Judd Hobson <[Judd.Hobson@kulin.wa.gov.au](mailto:Judd.Hobson@kulin.wa.gov.au)>; Mick Irving <[Mick.Irving@watercorporation.com.au](mailto:Mick.Irving@watercorporation.com.au)>; Ken Pearce <[Ken.Pearce@watercorporation.com.au](mailto:Ken.Pearce@watercorporation.com.au)>  
**Subject:** AA Dams Available for Transfer - Shire of Kulin

Hi Garrick,

I spoke to Judd yesterday who suggested I write to you to outline the issue at hand.

The Water Corporation has a number of surplus small dams (often referred to as AA Dams) located within the Shire of Kulin that are available for transfer to the Shire. Whilst we have shared previous correspondence regarding Pingaring Tank (attached), to avoid multiple applications to DPLH the Water Corporation is keen for the Shire to consider the list of available dams as a whole.

On this basis, I can advise that the following surplus dams are located within your district:

AA Dam Name	CT	Address	Comment
AA Dam No 181 Walyyurin	LR3019/733	Res 13836 (Lot 10261) Muller Rd, Dudinin	
AA Dam No 400 Gnarming	LR3160/42 LR3160/43	Res 18293 (Lot 500) Corrigin-Kulin Rd, Kulin West Res 18293 (Lot 501) Corrigin-Kulin Rd, Kulin West	No Management Order. Final transfer may have to wait for SWNTS to be completed.
AA Dam No 553 East Pingaring	LR3114/603	Res 22267 (Lot 3150) Pingaring-Varley Rd, Pingaring	
AA Dam No 5002 Pingaring Railway (aka Pingaring Tank)	LR3065/854 LR3066/74	Res 18926 (Lot 1300) Pingaring-Varley Rd, Pingaring Res 27574 (Lot 2681) Pingaring-Varley Rd, Pingaring	Transaction to be as per letter to Shire dated 12 Dec 2019 (attached). Shires response dated 21 April 2020 noted (attached). Estimated \$10K surveying required.

In order to move forward, Water Corporation is seeking a resolution of Council indicating the Shires support for accepting these Crown Reserves in their entirety and on an as-is basis. Once the Corporation has received a letter from the Shire indicating which dams are of interest, we can then seek the necessary Executive approvals and write to the Department of Planning, Lands and Heritage (DPLH) requesting the transfers.

As the dams are all located on Crown Reserves, any transfers would be free of cost. The Water Corporation will complete all the necessary paperwork, although it should be known that only DPLH can finalise the transfers and this process can take several months. However, the Water Corporation will assist wherever possible to make the transaction happen smoothly and in a timely fashion.

I look forward to your response.

Kind Regards

**David Morgan**

Senior Planner - Property Portfolio  
 Procurement & Property

In consideration of the email from Water Corporation on the 5 November 2020 the following resolution was passed by Council on the 20 November 2020:-

<b>09/1120</b>		
<b>Moved Cr Duckworth Seconded Cr Smoker that Council authorise the transfer of the following Water Corporation assets from Water Corporation to Shire of Kulin free of cost:</b>		
<b>AA Dam Name</b>	<b>CT</b>	<b>Address</b>
AA Dam No 181 Walyyurin	LR3019/733	Res 13836 (Lot 10261) Muller Rd, Dudinin
AA Dam No 400 Gnarming	LR3160/42	Res 18293 (Lot 500) Corrigin-Kulin Rd, Kulin West
	LR3160/43	Res 18293 (Lot 501) Corrigin-Kulin Rd, Kulin West
AA Dam No 553 East Pingaring	LR3114/603	Res 22267 (Lot 3150) Pingaring-Varley Rd, Pingaring
<b>Carried 8/0</b>		

Since that time an additional reserve in Pingaring has been included, which is Reserve 27574 (southern portion), as well as Pingaring Water Tank and Rock Catchment Reserve 18926.

Please refer to separate attachment which in summary clearly depicts the Reserves under consideration. The subject water reserves are surplus to Water Corporations requirements as these water resources are non-potable (not fit human consumption).

AA Dam Name	CT	Address
AA Dam No 181 Walyyurin	LR3019/733	Res 13836 (Lot 10261) Muller Rd, Dudinin
AA Dam No 400 Gnarming	LR3160/42	Res 18293 (Lot 500) Corrigin-Kulin Rd, Kulin West
	LR3160/43	Res 18293 (Lot 501) Corrigin-Kulin Rd, Kulin West
AA Dam No 553 East Pingaring	LR3114/603	Res 22267 (Lot 3150) Pingaring-Varley Rd, Pingaring
Railway (aka Pingaring Tank)	LR3066/74	Res 27574 (Lot 2681) Pingaring-Varley Rd, Pingaring (Southern Portion)
Railway Tank and Rock Catchment Reserve	LR3065/854	Res 18926 (Lot 1300) Pingaring – Varley Rd, Pingaring

With respect to Reserve 18926, the Department of Biodiversity, Conservation and Attractions (DBCA) have made formal comment back to Water Corporation as part of the re-vesting of this reserve to the Shire with respect to the Pingaring Spider Orchid which exists around the subject rock catchment. In summary, DBCA are seeking assurances that as a result of the re-vesting of Reserve 18926 to the Shire of Kulin that the Pingaring Spider Orchid will not be adversely impacted. In fact, it appears the DBCA may be seeking some sort of mechanical intervention to the rock wall which will increase natural water flow off the rock onto the ground on which the orchids exists. Discussions are continuing between Water Corporation, DBCA and the Shire.

<http://inherit.stateheritage.wa.gov.au/Public/Inventory/Details/26948d83-1a32-44c8-8186-e7afe4d72385>

From the authors point of view, it would seem impractical and simply somewhat non-sensical to make alterations to a 90-year-old wall on the basis of DBCA forming the views that prevention of rainfall runoff is adversely impacting the existence of the Pingaring Spider Orchid.

#### **FINANCIAL IMPLICATIONS:**

As the dams are all located on Crown Reserves, any transfers cost will be minimal in the context of overall long term benefit to the community. The Water Corporation will complete and lodge all the necessary paperwork with the Department of Planning, Lands and Heritage.

Reserves – 13836, 18293, 22267 – Nil fees

Reserve 27574 – Lodgement costs and fees – Approximately \$1,800– Shire of Kulin.

The CEO in discussion with Water Corporation on the 10 August 2023, confirmed Water Corporation will meet surveying costs associated with splitting of Reserve 27574 into two portions (north (DBCA) and south (Shire of Kulin) – Estimate \$10,000





**STATUTORY AND PLANNING IMPLICATIONS:**

Nonapplicable to the Shire of Kulin in consideration of this item.

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

The CEO has been in contact with some residents with respect to the Pingaring Tank and Rock Catchment Reserve 18926. This is in respect to the existence of rare flora on the south eastern side of Reserve 18926, namely the Pingaring Spider Orchid. The CEO has made the relevant agencies aware of the significance of the Pingaring tank and rock catchment.

**WORKFORCE IMPLICATIONS:**

There are no workforce implications for Council in consideration of this item.

**OFFICER'S RECOMMENDATION:**

That the Shire of Kulin;

1. Agree to accept the Vesting and Management of Reserves (18293, 13836, 22267 and the southern portion of Reserve 27574) on an "as is" basis, noting that associated costs with documentation preparation, documentation lodgement and surveying will be by way of agreement between the Shire of Kulin and Water Corporation consistent with the Financial Implications of the Chief Executives Officers Report to Council;
2. Agree to accept the Vesting and Management of Reserve 18926 subject to the structural integrity and performance of the rock catchment wall not being materially adversely affected as a result of any mechanical intervention works that the Department of Biodiversity, Conservation and Attractions maybe seeking in relation to the existence of the Pingaring Spider Orchid's prevalence on and adjacent to Reserve 18926.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 3



## **7.4 Objection to 2023 WA Electoral Distribution Commission Proposed Boundaries**

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**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 32.01  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:** Nil

### **SUMMARY:**

Western Australian Local Government Association (WALGA) have distributed a Flying Agenda Item in relation to proposed electoral boundary changes / distribution. A key part of the proposed reforms is to amalgamate to non-metropolitan districts, namely,

- *Electorate of Moore – Current MLA – Shane Love – Wheatbelt Region*
- *Electorate of North West Central – Current MLA Merome Beard – Mining and Pastoral Region*

### **BACKGROUND & COMMENT:**

Submissions / objections in relation to the proposal need to be lodged by the 21 August 2023. The objection paper of WALGA focusses on further marginalization of rural / regional communities and continued diminishment of political representation primarily on population to elected member ratios.

### **FINANCIAL IMPLICATIONS:**

There are no direct financial implications for Council in consideration of this item.

### **STATUTORY AND PLANNING IMPLICATIONS:**

There are no direct statutory of planning implications for Council in consideration of this item.

### **POLICY IMPLICATIONS:**

There are no policy implications for Council in consideration of this item

### **COMMUNITY CONSULTATION:**

There are no direct community consultation implications for Council in consideration of this item.

### **WORKFORCE IMPLICATIONS:**

There are no workforce implications for Council in consideration of this item.

### **OFFICER'S RECOMMENDATION:**

That Shire of Kulin formally endorse and support the WALGA Objection to Proposed Electoral Boundaries on the basis that the reduction of non-metropolitan districts will:

1. Further diminish political representation for regional communities;
2. Increase pressure on regional Local Governments; and
3. Fail to recognise the contributions of non-metropolitan districts to the WA economy.

Noting WALGA and its Member Local Governments support increased resourcing for electorate offices in non – metropolitan districts, particularly those that cover a large geographical area, to ensure effective political representation at the State level

Further that the Shire of Kulin make a direct objection to the Proposed Electoral Boundaries consistent with the WALGA Objection Proposal.

### **VOTING REQUIREMENTS:**

Simple majority required.

Attachment 4

## **7.5 Kulin Motor Museum Inc. – Lease Agreement Addendum**

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**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 09.09  
**AUTHOR:** EMCS  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:** Nil

### **SUMMARY:**

In July 2016 Council approved a lease agreement with Kulin Motor Museum Inc. for the purpose of a motor museum, store and exhibit at 72 and 74 Day Street Kulin.  
An addendum to the current lease is required stipulating usage of 72 and 74 Day Street.

### **BACKGROUND & COMMENT:**

In May 2016 the Kulin Museum Society Inc. wrote to Council seek some land from Council to enable them to store/display their exhibits. Council agreed (Resolution 16/0516) that 72 and 74 Day Street be made available to the Kulin Museum Society Inc. pending both parties satisfaction with the conditions of the lease (to be prepared by Council).

In July 2016 Council approved the lease agreement (Resolution 07/0716).

The lease (as attached) is a five-year agreement with a plus five, plus five years extension.

As the lease is still current, an extension of the lease with an addendum, which will allow Council to restrict the land use, needs to be approved by Council and signed by both parties. A copy of the addendum is attached.

### **FINANCIAL IMPLICATIONS:**

Peppercorn rental will apply.

### **STATUTORY AND PLANNING IMPLICATIONS:**

Nil

### **POLICY IMPLICATIONS:**

Nil

### **COMMUNITY CONSULTATION:**

Kulin Motor Museum Inc. and Kulin Men's Shed

### **WORKFORCE IMPLICATIONS:**

Nil

### **OFFICER'S RECOMMENDATION:**

That Council approve the Lease Addendum as part of the agreement with the Kulin Motor Museum Inc to restrict the land use at 72 and 74 Day Street Kulin, as presented and that the document be signed and the common seal applied.

### **VOTING REQUIREMENTS:**

Simple majority required.

Attachment 5

## 8 COMPLIANCE

### 8.1 Compliance Reporting – General Compliance July 2023

**NAME OF APPLICANT:** CEO  
**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 12.05 Compliance 12.06 – Accounting Compliance  
**STRATEGIC REFERENCE/S:** CBP 4.1 Civic Leadership, 4.1.8 Compliance methods  
**AUTHOR:** CEO  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

This report addresses General and Financial Compliance matters for July 2023. This process is not definitive, each month additional items and/or actions may be identified that are then added to the monthly checklist. Items not completed each month e.g. quarterly action - will be notations.

The report provides a guide to the compliance requirements being addressed as part of staff workloads and demonstrates the degree of internal audit being completed.

**BACKGROUND & COMMENT:**

The Compliance Checklist is a working document, the Manager of Executive Support Services emails the assigned staff member their compliance requirements for the coming month. This document is tabled at the monthly Management Team meetings where the list is reviewed and updated.

Prior month items not completed previously will be reported in the following month so Council remains aware.

**Outstanding – March**

Roads Inspections – postponed until September

**Outstanding – April**

Staff Performance Reviews

Adjust KRA's for Senior Staff & Managers

Child Care Staff Performance Reviews

**Outstanding June**

Risk Management Report to Council – due 31 August

Annual Report CCC – online return

Delegation Review – CEO to confirm in writing to employees

**FINANCIAL IMPLICATIONS:**

In terms of meeting compliance - normal administration expense.

**STATUTORY AND PLANNING IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Identified as necessary – this report Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council receive the General & Financial Compliance Report for July 2023 and note the matters of non-compliance.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 6

## 8.2 Compliance Reporting – Delegations Exercised – July 2023

**NAME OF APPLICANT:** CEO  
**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 12.05 - Compliance  
**STRATEGIC REFERENCE/S:** CBP 4.1 Civic Leadership, 4.1.8 Compliance methods  
**AUTHOR:** CEO  
**DISCLOSURE OF INTEREST:** Nil

### SUMMARY:

To report back to Council actions performed under delegated authority for the period ending June 2023. To provide a comprehensive report listing of the delegations able to be exercised as per Council's Delegation Register.

### BACKGROUND & COMMENT:

This report is prepared for Council detailing actions performed under delegated authority by the respective officers under each of the delegation headings:

### ADMINISTRATION

<b>Policy</b>	<b>Delegation</b>	<b>Officers</b>
A1	Acting Chief Executive Officer	(CEO)
A2	Agreements for Payments of Debts to Council	(CEO/DCEO)
A3	Casual Hirer's Liability	(CEO)
A4	Complaint Handling	(CEO)
A5	Fees & Charges – Discounts	(CEO/DCEO/MW/MLS/CRC)
A6	Investment of Surplus Funds	(CEO/DCEO)
A7	IT & Social Media – Use of	(CEO)
A8	Legal Advice, Representation & Cost Reimbursement	(CEO)
A9	Payments from Municipal and Trust Funds	(CEO-to numerous staff – purchase orders)
A10	Use of Common Seal	(CEO)
A11	Writing Off Debts	(CEO)
A12	Housing	(CEO)
A13	Procedure for Unpaid Rates Finance	(CEO)

### GOVERNANCE

G1	Applications for Planning Consent	(CEO)
G2	Building Licences and Swimming Pools	(EHO/Building Surveyor)
G3	Cemeteries Act 1986	(CEO)
G4	Health Act 1911 Provisions	(EHO)

### HUMAN RESOURCES

H1	Grievance Procedures	(CEO)
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### COMMUNITY SERVICES

CS1	Bushfire Control – Shire Plant for Use of	(CEO)
CS2	Bushfire Control – Plant Use for Adjoining Shires	(CEO)
CS3	Bushfire Prohibited / Restricted Burning Periods – Changes	(Shire President/CEO)
CS4	Bushfire Training Administration	(CEO)
CS5	Cat Ownership Limit – Cat Control	(CEO)
CS6	Dog Control – Attacks	(CEO)
CS7	Dog Ownership Limit – Dog Control	(CEO)
CS8	Sea Containers Use of – Town Planning	(CEO)
CS9	Second Hand Dwellings	(CEO)
CS10	Temporary Accommodation	(CEO)
CS11	Unauthorised Structures – Building Control	(CEO)
CS13	Freebairn Recreation Club Committee	(FRC Club Committee)
CS14	Kulin Child Care Centre Management Committee	(KCCC Mgmt. Committee)
CS15	General – Community Services Practices	(CEO)
CS16	Bushfire Control – Appointment of Dual Fire Control Officers	(CEO)
CS17	Seed Collection	(CEO)

### WORKS

W1	Gravel Supplies	(MW)
W2	Roads – Clearing	(CEO)
W3	Roads – Damage to	(MW)

W4	Roads – Roadside Markers – Management of	(MW)
W5	Stormwater Drainage	(MW)
W6	Street Trees	(CEO)
W7	Streetscape – Improvements	(CEO)
W8	Roadside Burning	(MW)
W9	Temporary Road Closures	(MW)
W10	General – Works Practices Approvals	

**COMMENT:**

The following details the delegations exercised within the Shire relative to the delegated authority for the month of June 2023 and are submitted to Council for information (excluding delegations under A9, Payments – refer to individual order and payment listed in Accounts paid).

**A7 IT & Social Media – Use of**

Various social media posts regarding Shire Projects, events, recruitment as required.

**G1 Applications for Planning Consent – Development Applications/Approvals**

Katch Farms P/L (Bennier), Loc 9279 Pyne Road Kulin – Farm Storage Shed \$62,000

**G2 Building Permits**

G & L Atkins, Lot 31 Wincombe Road Holt Rock – Communications Tower (CRISP Wireless) \$19,750

**STATUTORY ENVIRONMENT:**

*Building Act 2011*

*Bushfires Act 1954*

*Cemeteries Act 1986*

*Health (Asbestos) Regulations 1992;*

*Health (Miscellaneous Provisions) Act 1911;*

*Local Government Act 1995*

*Public Health Act 2016*

*Shire of Kulin TPS2*

*Town Planning Development Act*

*Town Planning Scheme*

*Trustees Act, Part III,*

*Criminal Procedure Act 2004;*

**FINANCIAL IMPLICATIONS:**

Nil in terms of exercising delegation and reporting to Council though there may be financial implications in the case of each delegation exercised.

**STATUTORY AND PLANNING IMPLICATIONS:**

Sections 5.18 and 5.46 of the Local Government Act 1995

**POLICY IMPLICATIONS:**

There are no known policy implications relating to this report.

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council receive the Delegation Exercised Report for July 2023.

**VOTING REQUIREMENTS:**

Simple majority required.

### 8.3 New Policy Adoption – A31 – Disposal of Information & Communication Technology Assets

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**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 04.04  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:** For Council to consider adopting policy A31 – Disposal of Information & Communication Technology Assets which outlines the approved process for disposing of this particular class of assets.

**BACKGROUND & COMMENT:**

Following the Shire's interim audit for the 2021/2022 financial year the Office of the Auditor General prepared a management letter which outlined findings of various significance which should be addressed by management. It was noted in this letter that the Shire does not have a formal policy or procedure which outlines the process for the disposal of information and communication technology (ICT) assets.

The OAG provided the following commentary:

*The absence of a formal policy increases the risk IT assets are disposed of inappropriately, additionally without defining data destruction requirements of IT assets being disposed, there is risk of inadvertent public disclosure of the Shire's information.*

*We recommend a policy be developed and endorsed by Council outlining the appropriate steps required when disposing of Shire's IT equipment, including the disposal of portable devices.*

Presented for Council's consideration is a policy which formalises the Shire of Kulin's process when disposing of ICT Assets. The policy aims to outline:

- Types of assets included in the policy framework,
- Approved individuals and groups who the assets can be disposed to,
- Steps required to protect shire data prior to the disposal of the assets,
- Documentation requirements when a disposal takes place.

A31 – Disposal of Information & Communication Technology Assets has been provided as an attachment (Attachment 7)

**STATUTORY AND PLANNING IMPLICATIONS:**

**FINANCIAL IMPLICATIONS:**

**POLICY IMPLICATIONS:**

**COMMUNITY CONSULTATION:**

**WORKFORCE IMPLICATIONS:**

**OFFICER'S RECOMMENDATION:**

That Council adopt the Policy A31 – Disposal of Information & Communication Technology Assets as per the attachment.

**VOTING REQUIREMENTS:**

Simple Majority.

Attachment 7

## 8.4 New Policy Adoption – HR8 and G9 Gratuity Payments

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**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 04.04  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:**

**SUMMARY:** For Council to consider amending Policy HR8 – attached, and adopting an additional Policy which outlines the process of acknowledging the service of retiring staff and elected members.

### **BACKGROUND & COMMENT:**

Council have an existing policy for the payment of gifts on retirement for employees. The policy has recently been used following the retirement and resignation of two long term staff members and some adjustments were required to make the policy easier to administer. In addition to this, there is no current policy which outlines the process for the recognition of service of elected members on retirement or resignation.

The policies seek to:

- Define eligibility
- Define value of gratuity
- Define continuous service (Employees)

These policies will provide staff with clear guidelines when it comes to the recognising the service of retiring and resigning staff and elected members. Each of these policies are presented as attachment 8 (HR8 Gratuity Payments (Employees) and G9 Gratuity Payments (Elected Members)) to Council for consideration.

### **STATUTORY AND PLANNING IMPLICATIONS:**

#### **Local Government Act 1995**

#### **Section 5.50**

#### **Payments to employees in addition to contract or award**

- (1) A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out —
  - (a) the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
  - (b) the manner of assessment of the additional amount, and cause local public notice to be given in relation to the policy.
  - (c) (1a) A local government must not make any payment of the kind described in subsection (1)(a) unless the local government has adopted a policy prepared under subsection (1).
- (2) A local government may make a payment —
  - (a) to an employee whose employment with the local government is finishing; and
  - (b) that is more than the additional amount set out in the policy prepared under subsection (1) and adopted by the local government, but local public notice is to be given in relation to the payment made.
- (3) The value of a payment or payments made to a person under this section is not to exceed such amount as is prescribed or provided for by regulations.
- (4) In this section a reference to a payment to a person includes a reference to the disposition of property in favour of, or the conferral of any other financial benefit on, the person.

#### **Section 5.100A.**

#### **Gifts to council members**

A local government cannot give a gift to a council member unless —

- (a) the gift is given in prescribed circumstances; and
- (b) the value of the gift is less than a prescribed amount.

#### **Local Government (Administration) Regulations 1996**

#### **Regulation 19A.**

#### **Payments in addition to contract or award, limits of (Act s. 5.50(3))**

- (1) The value of a payment or payments made under section 5.50(1) and (2) to an employee whose employment with a local government finishes after 1 January 2010 is not to exceed in total —
  - (a) the value of the person's final annual remuneration, if the person —
    - i. accepts voluntary severance by resigning as an employee; and
    - ii. is not a CEO or a senior employee whose employment is governed by a written contract in accordance with section 5.39; or
  - (b) in all other cases, \$5 000.



**Regulation 34AC.**

**Gifts to council members, when permitted etc. (Act s. 5.100A)**

- (1) The retirement of a council member who has served at least one full 4 year term of office is prescribed under section 5.100A(a) as circumstances in which a gift can be given to the council member.
- (2) The amount of \$100 for each year served as a council member to a maximum of \$1,000 is prescribed under section 5.100A(b) in respect of a gift given to a council member in the circumstances set out in subregulation (1).

**FINANCIAL IMPLICATIONS:**

**POLICY IMPLICATIONS:**

**COMMUNITY CONSULTATION:**

**WORKFORCE IMPLICATIONS:**

**OFFICER'S RECOMMENDATION:**

That Council:

1. Adopt the Policy HR8 and G9 as per the attachment, and
2. Advertise the amended Policy HR8 – Gratuity Payments (Employees) via local public notice and on the Shire's website for information, pursuant to Section 5.50 of the Local Government Act 1995.

**VOTING REQUIREMENTS:**

Simple Majority.

Attachment 8

## 8.5 Policy Amendment – HR21 Salary Packaging

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**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 04.04  
**AUTHOR:** EMGR  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:**

**SUMMARY:** This report presents a revised Salary Packaging Policy (Attachment 9) for Council approval, with the policy having been amended to include novated leases, following removal of this option in November 2022.

### **BACKGROUND & COMMENT:**

Council initially approved the inclusion of a salary packaging policy in the Administrative Procedures and Operational Guidelines in May 2020. This policy included items which could be salary sacrificed, including novated leases, however provided no detail regarding liability of repayments or terminating arrangements when an employee is on unpaid or unapproved leave.

Council resolved to remove novated leases from the policy in November 2022 following a dispute with an employee regarding liability of lease payments when on unpaid or unapproved leave. The policy has since been rewritten to include conditions for employees entering in to a novated lease arrangement to protect the Shire should a similar situation arise in the future. These conditions are:

#### *General Conditions of a Novated Lease*

- 1.) *Employees must seek independent financial advice prior to entering in to a Novated Lease arrangement. The information regarding Novated Leases is provided as a summary and may not relate to an individual's personal circumstances.*
- 2.) *Employees must undertake all administrative work related to entering in to the Novated Lease arrangement.*
- 3.) *During periods of approved unpaid leave, unpaid sick leave or unapproved leave an employee will be responsible for paying the lease payment, or, if unable to make the repayments, must terminate the Novated Lease Arrangement.*
- 4.) *Any Fringe Benefits Tax (FBT) or other tax liability is to be met by the participating employee and the employee must agree to this by signing a salary packaging agreement prior to entering into a salary packaging arrangement with the Shire.*
- 5.) *An employee may only package a total maximum of 50% of an employee's substantive, annual, base salary unless the employee can demonstrate that he/she can afford to sacrifice more of their income.*
- 6.) *The Shire of Kulin reserves the right to refuse to process an employee's application for salary packaging if this could increase the Shire's administration or other costs and liabilities in any way*

Council are presented with HR21 – Salary Packaging at Attachment 9, amended to include the above conditions, for consideration.

### **STATUTORY AND PLANNING IMPLICATIONS:**

### **FINANCIAL IMPLICATIONS:**

### **POLICY IMPLICATIONS:**

### **COMMUNITY CONSULTATION:**

### **WORKFORCE IMPLICATIONS:**

### **OFFICER'S RECOMMENDATION:**

**That Council adopt the policy HR21 Salary Packaging as per the attachment.**

### **VOTING REQUIREMENTS:**

Simple Majority.

Attachment 9

## 8.6 Policy Amendment – A19 Motor Vehicles

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**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 04.04  
**AUTHOR:** EMGR  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:**

**SUMMARY:** This report presents a revised Motor Vehicle Policy (Attachment 10) for Council approval, with the policy having been amended to include employer and employee responsibilities, categories of staff and related vehicle provision and clearly defined parameters for vehicle use.

**BACKGROUND & COMMENT:** The Shire currently has a motor vehicle policy (A19) as part of its Administrative Procedures and Operational Guidelines Manual (APOG) which was first adopted in June 2017. The only changes made to this policy since creation have been to include employee positions for which an individual's remuneration package incorporated a vehicle component.

The existing policy has been amended to remove some ambiguities specifically around private use of vehicles for each of the different categories of employees. The policy also includes the option for Category 1 & 2 employees to convert the value of the vehicle component of their remuneration package to a vehicle allowance (on approval). Other features of the amended policy include clearer definitions for:

- Employer responsibilities
- Employee responsibilities
- Vehicle allocations and restrictions
- Categories of vehicle use
- Vehicle authorisation and declaration form

The proposed and existing Motor Vehicle Policies have been provided to Council at Attachment XX for comparison and consideration.

### **STATUTORY AND PLANNING IMPLICATIONS:**

#### **2.7. Role of council**

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

### **FINANCIAL IMPLICATIONS:**

The policy includes the provision of a motor vehicle for two positions of the Executive Management team which previously have not been considered. The provision of a motor vehicle allowance has been included in the 2023/2024 budget. The cost will vary (initially) if Council decided to provide a motor vehicle in lieu of the motor vehicle allowance included in the budget.

### **POLICY IMPLICATIONS:**

To Amend A19 – Motor Vehicles

### **COMMUNITY CONSULTATION:**

### **WORKFORCE IMPLICATIONS:**

### **OFFICER'S RECOMMENDATION:**

That Council adopt the amended Administrative Procedures and Operational Guidelines policy A19 as per the attachment.

### **VOTING REQUIREMENTS:**

Simple Majority.

Attachment 10

## 8.7 Policy Amendment – A14 Housing

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**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 04.04  
**AUTHOR:** EMGR  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:**

**SUMMARY:** This report presents a revised Housing Policy (Attachment 11) for Council approval, with the policy having been amended to include additional levels of Housing Allowance.

**BACKGROUND & COMMENT:** The Chief Executive Officer conducted a review of the Shire's management team in March 2023. Part of this work included a review of individual employee's remuneration benefits. As some parts of the individual's remuneration package are governed by detail provided in the Shire's Administrative Procedures and Operational Guidelines (APOG), amendments of the affected policies are required.

Council most recently amended A14 – Housing as part of its annual review of the Shire's APOG in May 2020. A further amendment is proposed to include varying levels of housing allowance differing between Chief Executive Officer, Executive Manager and Officer level staff.

The proposed change is included to ensure that those employees who would typically be provided a higher level of Council housing are reasonably remunerated when they provide their own housing.

Council are presented with A14 - Housing at Attachment 11, amended to include the above allowances, for consideration.

### **STATUTORY AND PLANNING IMPLICATIONS:**

#### **FINANCIAL IMPLICATIONS:**

Financial implications will be dependent on the application of each of the policies but for each instance the impact will be:

Housing Allowance (CEO) – an increase in existing allowance from \$6,209 to \$15,038

Housing Allowance (Executive Managers) – an increase in existing allowance from \$6,209 to \$12,834

The increased amounts of housing allowance have been provided for in the 2023/2024 Annual Budget and are consistent with employment conditions/ and employment contracts as relevant.

#### **POLICY IMPLICATIONS:**

Amendment of A19 – Housing

#### **COMMUNITY CONSULTATION:**

#### **WORKFORCE IMPLICATIONS:**

#### **OFFICER'S RECOMMENDATION:**

That Council adopt the policy A19 Housing as per the attachment.

#### **VOTING REQUIREMENTS:**

Simple Majority.

Attachment 11

**9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**

**13 DATE AND TIME OF NEXT MEETING**

Ordinary Meeting Wednesday 20 September 2023 at 4:00pm

**14 CLOSURE OF MEETING**

There being no further business the President declared the meeting closed.

# Shire of Kulin

EFT & Chq Listing for period ended 31 July 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
<b>TRUST</b>			
<b>MUNICIPAL</b>			
EFT20846	10/07/2023	<b>AIR LIQUIDE WA</b> Oxygen Cylinder Rent	\$21.00
EFT20847	10/07/2023	<b>BELVEDERE NURSERY</b> Mophead Tall, 12 Bowey Way	\$150.00
EFT20848	10/07/2023	<b>BOC LIMITED - A MEMBER OF THE LINDE GROUP</b> Various Cylinder Rent & Nitrogen Cylinder	\$88.46
EFT20849	10/07/2023	<b>BLACKWOODS ATKINS</b> Depot Supplies	\$88.00
EFT20850	10/07/2023	<b>BCE SURVEYING PTY LTD</b> Feature Survey Clayton Road Intersection	\$8,211.50
EFT20851	10/07/2023	<b>BARTCO TRAFFIC EQUIPMENT PTY LTD</b> Traffic Signals	\$31,097.00
EFT20852	10/07/2023	<b>TEAM GLOBAL EXPRESS</b> Freight	\$528.59
EFT20853	10/07/2023	<b>CAFE CORPORATE</b> Claris Smart Water Filter	\$96.90
EFT20854	10/07/2023	<b>GANGELLS AGSOLUTIONS</b> Various Buildings, Depot & Road Maintenance Supplies	\$18,962.67
EFT20855	10/07/2023	<b>G &amp; M DETERGENTS</b> Annual Hygiene Bin Service 2023/2024	\$4,337.40
EFT20856	10/07/2023	<b>GRANT JENKS</b> Reimbursement for Glasses - Freebairn Centre	\$64.95
EFT20857	10/07/2023	<b>SOUTH WEST ISUZU</b> Motor Power LH	\$446.84
EFT20858	10/07/2023	<b>KULIN IGA</b> Office Statement June 2023	\$1,282.00
EFT20859	10/07/2023	<b>KULIN MUSEUM SOCIETY INC</b> Refuse Site Maintenance	\$125.00
EFT20860	10/07/2023	<b>LAKE GRACE TRANSPORT</b> Freight, Turf from West Coast Turf	\$365.52
EFT20861	10/07/2023	<b>LINKWEST</b> CRC Membership 2023/2024	\$389.00
EFT20862	10/07/2023	<b>MJB INDUSTRIES</b> 375mm Single Pipe Headwalls	\$5,269.44
EFT20863	10/07/2023	<b>MULLAN INDUSTRIES</b> Electrical Repairs	\$5,522.94
EFT20864	10/07/2023	<b>MONSTERBALL AMUSEMENTS &amp; HIRE</b> Inflatable Equipment, 50% Deposit	\$2,095.00
EFT20865	10/07/2023	<b>NARROGIN CARPETS &amp; CURTAINS</b> Supply & Install Carpet & Vinyl Planks, 12 Bowey Way	\$13,695.00
EFT20866	10/07/2023	<b>NARROGIN TOYOTA</b> Oil Filters	\$145.27
EFT20867	10/07/2023	<b>EXURBAN RURAL &amp; REGIONAL PLANNING</b> Town Planning Consulting Services June 2023	\$1,864.85
EFT20868	10/07/2023	<b>GRANT ROBINS</b> Adjustment to Presidents Sitting Fee Jan/June 2023	\$1,260.00
EFT20869	10/07/2023	<b>SEEK LIMITED</b> Advertising for Plant Mechanic	\$357.50
EFT20870	10/07/2023	<b>SYRED MECHANICAL SERVICES</b> Oils & Grease	\$9,702.94
EFT20871	10/07/2023	<b>TRUCKLINE</b> Equalizer Bushing	\$355.08
EFT20872	10/07/2023	<b>TRUCK CENTRE (WA) PTY LTD</b>	\$1,157.01

# Shire of Kulin

EFT & Chq Listing for period ended 31 July 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
		Various Filters	
EFT20873	10/07/2023	OFFICEWORKS BUSINESS DIRECT	\$378.84
		Stationery & Office Equipment	
EFT20874	10/07/2023	VOCATIONAL TRAINING SERVICES	\$58.20
		CRC Trainee Course Enrolment, Stella Wade	
EFT20875	10/07/2023	WESTRAC PTY LTD	\$1,105.82
		Remove & Replace Injector on Grader	
EFT20876	10/07/2023	WA CONTRACT RANGER SERVICES	\$836.00
		Ranger Service Fee June 2023	
EFT20877	10/07/2023	WA DISTRIBUTORS PTY LTD	\$504.15
		Bar & Cleaning Supplies	
EFT20878	12/07/2023	CREDIT CARD - MASTER CARD	\$5,161.58
		Statement June 2023	
EFT20879	13/07/2023	AUSTRALIA POST	\$525.30
		Postage June 2023	
EFT20880	13/07/2023	BEST OFFICE SYSTEMS	\$88.00
		CRC Photocopier Maintenance	
EFT20881	13/07/2023	BLACKWOODS ATKINS	\$207.90
		Depot Supplies	
EFT20882	13/07/2023	COUNTRY WIDE FRIDGE LINES PTY LTD	\$73.95
		Freight on Bar Purchase	
EFT20883	13/07/2023	TEAM GLOBAL EXPRESS	\$47.12
		Freight	
EFT20884	13/07/2023	CLUBS WA	\$690.80
		Club Liquor Licence 2023/2024	
EFT20885	13/07/2023	CHEMCENTRE	\$311.30
		Soil Samples at 74 Day Street	
EFT20886	13/07/2023	LANDGATE	\$113.95
		Rural UV'S Chargeable	
EFT20887	13/07/2023	DUN DIRECT NORTHAM	\$53,667.89
		Bulk Fuel Purchase	
EFT20888	13/07/2023	FEGAN BUILDING SURVEYING	\$706.75
		Contract Building Surveying	
EFT20889	13/07/2023	KULIN HARDWARE & RURAL	\$6,954.56
		Various Buildings, Depot & Road Maintenance Supplies	
EFT20890	13/07/2023	KULIN SOCIAL CLUB	\$160.00
		Payroll Deductions	
EFT20891	13/07/2023	KULIN SHIRE TRUST FUND	\$100.00
		Payroll Deductions	
EFT20892	13/07/2023	KULIN IGA	\$262.85
		Freebairn Statement June 2023	
EFT20893	13/07/2023	KULIN LIBRARY, POST OFFICE AND MAIL	\$1,323.30
		Library Service Fee June 2023	
EFT20894	13/07/2023	KEY CIVIL PTY LTD	\$85,856.76
		Culvert Works at Holt Rock Rd	
EFT20895	13/07/2023	KULIN CAR CARE	\$250.00
		Car Detail	
EFT20896	13/07/2023	NUTRIEN AG SOLUTIONS LIMITED	\$9,009.00
		Roundup Ultra Max	
EFT20897	13/07/2023	SEEK LIMITED	\$390.50
		Advertising for Truck Driver	
EFT20898	13/07/2023	SWAN BREWERY COMPANY PTY LTD	\$1,984.72
		Bar Purchase	
EFT20899	13/07/2023	ST JOHN AMBULANCE AUSTRALIA	\$2,388.00
		First Aid Course for Staff	
EFT20900	13/07/2023	STIRLING ASPHALT	\$152,955.44
		Asphalt, McInnes Street Footpath & Intersection Fence Rd	
EFT20901	13/07/2023	SAPIO	\$4,834.19
		IT Monthly Support for May 2023	



# Shire of Kulin

EFT & Chq Listing for period ended 31 July 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT20902	13/07/2023	TRUCKLINE	\$846.56
		Brake Shoe Kits	
EFT20903	13/07/2023	TIN HORSE AUTOMOTIVE	\$132.00
		Wheel Alignment	
EFT20904	13/07/2023	THINKPROJECT AUSTRALIA PTY LTD	\$10,420.14
		Rental of Pocket Ramm Software & IT Support July/June 2024	
EFT20905	13/07/2023	TELAIR PTY LTD	\$614.90
		Monthly Access Fee	
EFT20906	13/07/2023	OFFICEWORKS BUSINESS DIRECT	\$242.57
		Stationery	
EFT20907	13/07/2023	W.A. TREASURY CORPORATION	\$3,220.87
		GFEE June 2023	
EFT20908	13/07/2023	SYNERGY	\$540.29
		Electricity	
EFT20909	13/07/2023	WESTRAC PTY LTD	\$362.89
		Hose	
EFT20910	13/07/2023	INDUSTRIAL AUTOMATION GROUP	\$5,642.45
		Standpipe Remote Access for July/December 2023	
EFT20911	13/07/2023	WA DISTRIBUTORS PTY LTD	\$1,178.55
		Bar Purchase	
EFT20912	07/07/2023	AVON WASTE	\$13,805.76
		Refuse Service June 2023	
EFT20913	26/07/2023	GRANT JENKS	\$541.00
		Reimbursement for Purchase of Cement Grinder	
EFT20914	27/07/2023	AUSTRALIAN TAXATION OFFICE	\$100,646.00
		Business Activity Statement June 2023	
EFT20915	27/07/2023	ABSOLUTE PROMOTIONS PTY LTD	\$715.00
		Navy Acrylic Beanies with Logo	
EFT20916	27/07/2023	ARC INFRASTRUCTURE	\$1,474.94
		Rail Reserve Annual Licence 2023/2024	
EFT20917	27/07/2023	BOC LIMITED - A MEMBER OF THE LINDE GROUP	\$49.60
		Nitrogen Cylinder	
EFT20918	27/07/2023	BUNNINGS LIMITED	\$137.92
		Floor Leveller for Depot	
EFT20919	27/07/2023	COUNTRY WIDE FRIDGE LINES PTY LTD	\$121.95
		Freight on Bar Purchase	
EFT20920	27/07/2023	TEAM GLOBAL EXPRESS	\$111.80
		Freight	
EFT20921	27/07/2023	CORSIGN WA PTY LTD	\$541.20
		Signs	
EFT20922	27/07/2023	COUPLERS PTY LTD	\$343.82
		Hose & Clips	
EFT20923	27/07/2023	DARREN THOMAS	\$500.00
		Satking Settop Box TB Bracket, HDMI Cable & Fittings	
EFT20924	27/07/2023	DENARO NOMINEES	\$17,242.50
		Push 9,500 M3 Gravel	
EFT20925	27/07/2023	DUN DIRECT NORTHAM	\$60,102.05
		Bulk Fuel Purchase	
EFT20926	27/07/2023	ENGINE PROTECTION EQUIPMENT PTY LTD	\$560.04
		Fuel & Lube Filters	
EFT20927	27/07/2023	FEGAN BUILDING SURVEYING	\$247.50
		Contract Building Surveying	
EFT20928	27/07/2023	IT VISION	\$33,117.86
		Synergy Soft Annual License Fee July/June 2024	
EFT20929	27/07/2023	ITR WESTERN AUSTRALIA	\$17.05
		Plough Bolts & Nuts	
EFT20930	27/07/2023	KLEENHEAT GAS	\$230.94
		Yearly Facility Fees	

# Shire of Kulin

EFT & Chq Listing for period ended 31 July 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT20931	27/07/2023	<b>KULIN SOCIAL CLUB</b> Payroll Deductions	\$130.00
EFT20932	27/07/2023	<b>KULIN SHIRE TRUST FUND</b> Payroll Deductions	\$400.00
EFT20933	27/07/2023	<b>KULIN TYRE SERVICE</b> Tyres, Tube, Batteries & Repairs	\$7,122.80
EFT20934	27/07/2023	<b>KEY CIVIL PTY LTD</b> Truck Hire, Clean up Spoil at Pipes on Holt Rock Road	\$6,435.00
EFT20935	27/07/2023	<b>LOCAL HEALTH AUTH. ANALYT. COMM.</b> Analytical Services 2023/2024	\$396.00
EFT20936	27/07/2023	<b>QUEST PAYMENT SYSTEMS</b> OPT Monthly Maintenance Fee	\$418.00
EFT20937	27/07/2023	<b>SULLIVAN LOGISTICS PTY LTD</b> Freight	\$63.46
EFT20938	27/07/2023	<b>SAPIO</b> Acer Travelmate Laptop & Briefcase	\$2,422.42
EFT20939	27/07/2023	<b>SHERIDAN'S BADGES AND ENGRAVING</b> Engraving	\$50.60
EFT20940	27/07/2023	<b>TRUCK CENTRE (WA) PTY LTD</b> Filters & Filter Kits	\$1,001.54
EFT20941	27/07/2023	<b>TAMORA PLUMBING AND GAS</b> Repair Drain at Golf Tennis Pavilion	\$1,190.20
EFT20942	27/07/2023	<b>SW TAYLOR</b> Traffic Management Plan & TGS'S Fence Road North	\$1,100.00
EFT20943	27/07/2023	<b>TRUCK WHISPERER WA</b> Steering Alignment on Prime Mover	\$2,500.00
EFT20944	27/07/2023	<b>WA DISTRIBUTORS PTY LTD</b> Cleaning Supplies	\$163.70
EFT20945	28/07/2023	<b>JLT RISK SOLUTIONS PTY LTD</b> Marine Cargo Insurance 2023/20224	\$498.09
EFT20946	28/07/2023	<b>LGISWA</b> Liability, Travel, Property, Workcare, Motor Vehicle & Plant Insurance 2023/2024	\$160,486.15
0001	27/07/2023	<b>DEPARTMENT OF TRANSPORT</b> Vehicle, Plant Renewals 2023/2024	\$13,512.25
0004	10/07/2023	<b>WATER CORPORATION</b> Water Usage & Rates	\$1,549.57
DD8621.1	02/07/2023	<b>BENDIGO BANK</b> Bank Fees	\$131.26
DD8626.1	01/07/2023	<b>BENDIGO BANK</b> Bank Transfer Fee	\$2.10
DD8626.2	02/07/2023	<b>BENDIGO BANK</b> Bank Merchant Fee	\$107.51
DD8626.3	03/07/2023	<b>BENDIGO BANK</b> FTS DE Process GST	\$3.96
DD8626.4	03/07/2023	<b>ST.GEORGE BANK</b> Merchant Fee	\$482.83
DD8626.5	03/07/2023	<b>WESTNET INTERNET SERVICES</b> Westnet Service	\$25.31
DD8626.6	04/07/2023	<b>SYNERGY</b> Electricity	\$4,228.70
DD8626.7	06/07/2023	<b>BENDIGO BANK</b> Bank De Fees	\$4.95
DD8637.1	09/07/2023	<b>AWARE SUPER</b> Superannuation Contributions	\$13,319.88
DD8637.2	09/07/2023	<b>CBUS SUPER</b> Superannuation Contributions	\$78.30
DD8637.3	09/07/2023	<b>AUSTRALIAN RETIREMENT TRUST</b> Superannuation Contributions	\$132.78

# Shire of Kulin

EFT & Chq Listing for period ended 31 July 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD8637.4	09/07/2023	<b>AMP SUPERLEADER</b> Superannuation Contributions	\$224.55
DD8637.5	09/07/2023	<b>AUSTRALIAN SUPERANNUATION</b> Superannuation Contributions	\$928.21
DD8637.6	09/07/2023	<b>BENDIGO SMART START SUPERANNUATION FUND</b> Superannuation Contributions	\$102.73
DD8637.7	09/07/2023	<b>HOSTPLUS SUPERANNUATION FUND</b> Superannuation Contributions	\$781.94
DD8637.8	09/07/2023	<b>BENDIGO SUPERANNUATION PLAN</b> Superannuation Contributions	\$309.92
DD8637.9	09/07/2023	<b>MLC MASTERKEY SUPERANNUATION</b> Superannuation Contributions	\$295.60
DD8647.1	23/07/2023	<b>AWARE SUPER</b> Superannuation Contributions	\$12,122.75
DD8647.2	23/07/2023	<b>CBUS SUPER</b> Superannuation Contributions	\$90.61
DD8647.3	23/07/2023	<b>AMP SUPERLEADER</b> Superannuation Contributions	\$249.21
DD8647.4	23/07/2023	<b>AUSTRALIAN SUPERANNUATION</b> Superannuation Contributions	\$1,250.54
DD8647.5	23/07/2023	<b>BENDIGO SMART START SUPERANNUATION FUND</b> Superannuation Contributions	\$60.45
DD8647.6	23/07/2023	<b>HOSTPLUS SUPERANNUATION FUND</b> Superannuation Contributions	\$579.62
DD8647.7	23/07/2023	<b>BENDIGO SUPERANNUATION PLAN</b> Superannuation Contributions	\$309.70
DD8647.8	23/07/2023	<b>MLC MASTERKEY SUPERANNUATION</b> Superannuation Contributions	\$414.41
DD8647.9	23/07/2023	<b>PRIME SUPERANNUATION</b> Superannuation Contributions	\$262.25
DD8656.1	23/07/2023	<b>AUSTRALIAN SUPERANNUATION</b> Superannuation Contributions	\$86.19
DD8659.2	21/07/2023	<b>SYNERGY</b> Electricity	\$3,896.12
DD8659.3	24/07/2023	<b>SYNERGY</b> Electricity	\$1,759.49
DD8659.4	25/07/2023	<b>SYNERGY</b> Electricity	\$3,212.10
DD8659.5	12/07/2023	<b>SYNERGY</b> Electricity	\$117.66
DD8659.6	26/07/2023	<b>BENDIGO BANK</b> Bank De Fees	\$8.55
DD8659.7	27/07/2023	<b>BENDIGO BANK</b> Bank De Fees	\$4.65
DD8659.8	12/07/2023	<b>BENDIGO BANK</b> Bank Charges	\$9.00
DD8659.9	28/07/2023	<b>BENDIGO BANK</b> Bank De Fees	\$0.45
DD8662.1	31/07/2023	<b>TELSTRA</b> Mobile Phone Usage	\$327.23
DD8637.10	09/07/2023	<b>PRIME SUPERANNUATION</b> Superannuation Contributions	\$247.03
DD8637.11	09/07/2023	<b>ASB MARKETING</b> Superannuation Contributions	\$282.78
DD8637.12	09/07/2023	<b>REST SUPERANNUATION</b> Superannuation Contributions	\$724.61
DD8647.10	23/07/2023	<b>ASB MARKETING</b> Superannuation Contributions	\$299.89
DD8647.11	23/07/2023	<b>REST SUPERANNUATION</b>	\$752.95

# Shire of Kulin

EFT & Chq Listing for period ended 31 July 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
		Superannuation Contributions	
DD8659.10	17/07/2023	TELSTRA	\$1,250.93
		Phone Usage & Equipment Rent	
DD8659.11	12/07/2023	CRISP WIRELESS PTY LTD	\$67.06
		Internet 12 Bowey Way	
DD8659.12	13/07/2023	BENDIGO BANK	\$4.95
		Bank De Fees	
DD8659.13	17/07/2023	TELAIR PTY LTD	\$614.90
		Monthly Access Fee	
DD8659.14	17/07/2023	AUSTRALIAN LIQUOR MARKETERS PTY. LIMITED	\$2,139.52
		Bar Purchase	
DD8659.15	18/07/2023	SYNERGY	\$292.85
		Electricity	
DD8659.16	18/07/2023	TELSTRA	\$66.16
		ADSL Service	
8046333	11/07/2023	BULK PAYMENT	\$106,449.89
		Payroll	
8075570	26/07/2023	BULK PAYMENT	\$86,163.50
		Payroll	
<b>Sub-total: EFT &amp; Chq Payments</b>			<b>\$1,137,053.19</b>
<b>TOTAL PAYMENTS FOR MONTH ENDING 31 July 2023</b>			<b>\$1,137,053.19</b>

**CREDIT & BP CARDS SUMMARY**  
**Monday, 31 July 2023**

Transaction Date	Officer	Creditor	Amount
30/06/2023	TARYN SCADDING	CANCER COUNCIL WA Biggest Morning Tea Donation	\$659.90
30/06/2023	TARYN SCADDING	CHILD AUSTRALIA KCCC Staff Training	\$323.00
30/06/2023	TARYN SCADDING	CHILD AUSTRALIA KCCC Staff Training	\$154.00
3/07/2023	ALAN LEESON	CPP HIS MAJESTYS PERTH Parking - Perth CBD	\$5.05
4/07/2023	JUDD HOBSON	DEPARTMENT OF TRANSPORT Expense Under Investigation - Dispute Requested via Bank	\$25.00
5/07/2023	ALAN LEESON	GOPRO.COM Suction Cup, Protective Housing (Hero9 Black)	\$252.20
6/07/2023	TARYN SCADDING	ST JOHN AMBULANCE First Aid Course for Natalie Buckley	\$199.00
7/07/2023	JUDD HOBSON	KULIN COMMUNITY FINANCIAL SERVICE Licence Kubota Tractor - 14 July 2023	\$48.15
8/07/2023	ALAN LEESON	EZI STORAGE KING BELMONT Removalist Boxes	\$92.00
11/07/2023	TARYN SCADDING	DEPARTMENT OF RACING & GAMING ETP Liquor Licence for Clayton Cup	\$119.50
14/07/2023	JUDD HOBSON	WATER CORPORATION Sewer connect at Depot	\$290.56
15/07/2023	FIONA MURPHY	SIMPLEINOUT Monthly Subscription	\$30.11
17/07/2023	CASSI LEWIS	TELSTRA Aquatic Centre Internet	\$49.95
18/07/2023	TARYN SCADDING	BUNNINGS Floor Rugs, Mop & Bucket, Outdoor Mats for KCCC	\$653.00
22/07/2023	ALAN LEESON	ATLAS FUEL ASCOT 96.94 L Diesel Fuel - CEO - OKU	\$165.28
22/07/2023	ALAN LEESON	SMP CBD MOVERS Removal Expense	\$1,753.46
24/07/2023	JUDD HOBSON	ABLE WESTCHEM AdBlue	\$2,750.00
24/07/2023	JUDD HOBSON	CENTRAL WHEATBELT IMPORTS 50,000kg by 9 Metre Snatch Strap	\$1,459.70
25/07/2023	TARYN SCADDING	BUNNINGS Vacuum Cleaner, Blower Vac, Floor Rugs, Mop, Outdoor Mats, Broom, Window Washer, Vacuum Dust Bags, Broom Grippers	\$849.55
27/07/2023	ALAN LEESON	ACRES OF TASTE Meals - ROEROC CEO'S Meeting	\$61.80
28/07/2023	ALAN LEESON	TVREMOTECONTROLS.COM Universal TV Remote Control for Unit 1 Johnston Street	\$30.95
		BENDIGO BANK Card Fees	\$24.00
			\$9,996.16
<b>BP CARD PURCHASE</b>			
4/07/2023	JUDD HOBSON	GREAT SOUTHERN FUELS 40.01 Litres Diesel	\$70.16

009650  
  
 SHIRE OF KULIN  
 PO BOX 125  
 KULIN WA 6365

**Your details at a glance**

**BSB number** 633-000  
**Account number** 691211254  
 Customer number 7421415/M201  
 Account title SHIRE OF KULIN SHIRE OF KULIN

**Account summary**

Statement period 1 Jul 2023 - 31 Jul 2023  
 Statement number 218  
 Opening balance on 1 Jul 2023 \$5,161.58  
 Payments & credits \$10,161.58  
 Withdrawals & debits \$9,963.93  
 Interest charges & fees \$32.23  
**Closing Balance on 31 Jul 2023 \$4,996.16**

**Account details**

Credit limit \$10,000.00  
 Available credit \$5,003.84  
 Annual purchase rate 13.990%  
 Annual cash advance rate 13.990%

**Payment details**

Minimum payment required \$149.88  
**Payment due 14 Aug 2023**

**Any questions?**

Contact Charmaine King at Shop 1, Lot 157 Bull St, Kulin 6365 on **08 9880 1422**, or call **1300 BENDIGO** (1300 236 344).

Home to  
 AUSTRALIA'S  
**MOST SATISFIED**  
 HOME LOAN  
 CUSTOMERS\*

\* Roy Morgan Single Source (Australia), March 2022

**Business Credit Card**

**Minimum Payment Warning.** If you make only the minimum payment each month, you will pay more interest and it will take you longer to pay off your balance.

If you make no additional charges using this card and each month you pay the minimum payment	You will pay off the Closing Balance shown on this statement in about <b>15 years and 9 months</b>	And you will pay an estimated total of interest charges of <b>\$3,055.41</b>
If you make no additional charges using this card and each month you pay <b>\$239.85</b>	You will pay off the Closing Balance shown on this statement in about <b>2 years</b>	And you will pay an estimated total of interest charges of <b>\$760.24, a saving of \$2,295.17</b>

**Having trouble making payments?**

If you are having trouble making credit card repayments, please contact our Mortgage Help Centre on 1800 652 146.

### Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
<b>Opening balance</b>				<b>\$5,161.58</b>
1 Jul 23	CANCER COUNCIL WA AB MT, SUBIACO AUS RETAIL PURCHASE 30/06 CARD NUMBER 552638XXXXXXXX021 1	659.90		5,821.48
1 Jul 23	CHILD AUSTRALIA, BEL MONT AUS RETAIL PURCHASE 30/06 CARD NUMBER 552638XXXXXXXX021 1	323.00		6,144.48
2 Jul 23	CHILD AUSTRALIA, BEL MONT AUS RETAIL PURCHASE 30/06 CARD NUMBER 552638XXXXXXXX021 1	154.00		6,298.48
5 Jul 23	CPP HIS MAJESTYS, PE RTH AUS RETAIL PURCHASE 03/07 CARD NUMBER 552638XXXXXXXX832 1	5.05		6,303.53
6 Jul 23	DEPARTMENT OF TRANSP OR, PERTH AUS RETAIL PURCHASE 04/07 CARD NUMBER 552638XXXXXXXX706 1	25.00		6,328.53
6 Jul 23	GoPro.com, 800272728 1 AUS RETAIL PURCHASE-INTERNATIONAL 05/07 CARD NUMBER 552638XXXXXXXX832 1	244.85		6,573.38
6 Jul 23	INTERNATIONAL TRANSACTION FEE	7.35		6,580.73
7 Jul 23	ST JOHN AMBULANCE AU ST,BELMONT AUS RETAIL PURCHASE 06/07 CARD NUMBER 552638XXXXXXXX021 1	199.00		6,779.73
8 Jul 23	Kulin Community Bank 1, KULIN AUS RETAIL PURCHASE 07/07 CARD NUMBER 552638XXXXXXXX706 1	48.15		6,827.88

835BH102 / E-0 / S-47 / I-47 / 0007421415000833

Date Paid \_\_\_ / \_\_\_ / \_\_\_ Amount \$ \_\_\_\_\_

### Business Credit Card - Payment options

**Pay in person:** Visit any **Bendigo Bank** branch to make your payment.

**Internet banking:** Pay your credit card using ebanking 24 hours a day, 7 days a week.  
[www.bendigobank.com.au](http://www.bendigobank.com.au)

Register for Internet or Phone Banking call **1300 BENDIGO** (1300 236 344). This service enables you to make payments conveniently between your Bendigo Bank accounts 24/7.

**Pay by post:** Mail this slip with your cheque to -  
**PO Box 480 Bendigo VIC 3552.**  
If paying by cheque please complete the details below.

**Bill code: 342949**  
**Ref: 691211254**

**Bank@Post™** Pay at any Post Office by Agency Banking **Bank@Post^** using your credit card.



Business Credit Card	
<b>BSB number</b>	633-000
<b>Account number</b>	691211254
<b>Customer name</b>	SHIRE OF KULIN
<b>Minimum payment required</b>	\$149.88
<b>Closing Balance on 31 Jul 2023</b>	\$4,996.16
<b>Payment due</b>	14 Aug 2023
<b>Date</b>	<b>Payment amount</b>
<input type="text"/>	<input type="text"/>

Drawer	Chq No	BSB	Account No	\$	¢
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



### Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
10 Jul 23	EZI*Storage King Bel m, Belmont AUS RETAIL PURCHASE 08/07 CARD NUMBER 552638XXXXXXXX832 1	92.00		6,919.88
13 Jul 23	DEPT OF RACING GAM1, EAST PERTH AUS RETAIL PURCHASE 11/07 CARD NUMBER 552638XXXXXXXX021 1	119.50		7,039.38
14 Jul 23	PERIODIC TFR 00074214151201 00000000000		5,161.58	1,877.80
16 Jul 23	WATER CORPORATION, B ALCATTA AUS RETAIL PURCHASE 14/07 CARD NUMBER 552638XXXXXXXX706 1	290.56		2,168.36
16 Jul 23	SIMPLEINOUT.COM, FAR GO US RETAIL PURCHASE-INTERNATIONAL 15/07 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXXX418 1	29.23		2,197.59
16 Jul 23	INTERNATIONAL TRANSACTION FEE	0.88		2,198.47
19 Jul 23	Telstra Direct Debit ,AUSTRALIA AUS RETAIL PURCHASE 17/07 CARD NUMBER 552638XXXXXXXX823 1	49.95		2,248.42
21 Jul 23	BUNNINGS 350000, CAN NINGTON AUS RETAIL PURCHASE 18/07 CARD NUMBER 552638XXXXXXXX021 1	653.00		2,901.42
24 Jul 23	ATLAS FUEL ASCOT PL, ASCOT AUS RETAIL PURCHASE 22/07 CARD NUMBER 552638XXXXXXXX832 1	165.28		3,066.70
24 Jul 23	SMP*CBD Movers, Sout h Morang AUS RETAIL PURCHASE 22/07 CARD NUMBER 552638XXXXXXXX832 1	1,753.46		4,820.16
25 Jul 23	ABLE WESTCHEM, BAYSW ATER AUS RETAIL PURCHASE 24/07 CARD NUMBER 552638XXXXXXXX706 1	2,750.00		7,570.16
25 Jul 23	E-BANKING TFR 00074214151201 0360867804 TRANSFER		5,000.00	2,570.16
26 Jul 23	CENTRALWHEA, 4029357 733 AUS RETAIL PURCHASE 24/07 CARD NUMBER 552638XXXXXXXX706 1	1,459.70		4,029.86
28 Jul 23	BUNNINGS 350000, CAN NINGTON AUS RETAIL PURCHASE 25/07 CARD NUMBER 552638XXXXXXXX021 1	849.55		4,879.41
28 Jul 23	SQ *ACRES OF TASTE, Kulin AUS RETAIL PURCHASE 27/07 CARD NUMBER 552638XXXXXXXX832 1	61.80		4,941.21
29 Jul 23	TVREMOTECONTROLS.COM ,BRISBANE AUS RETAIL PURCHASE 28/07 CARD NUMBER 552638XXXXXXXX832 1	30.95		4,972.16

835BH102 / E-0 / S-48 / I-48 / 0007421415000833

### Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
30 Jul 23	CARD FEE 6 @ \$4.00	24.00		4,996.16
<b>Transaction totals / Closing balance</b>		<b>\$9,996.16</b>	<b>\$10,161.58</b>	<b>\$4,996.16</b>

#### AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED FOR YOUR ACCOUNT.

We suggest you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions should be promptly reported to us.

The security of your Personal Identification Number (PIN) is very important. To avoid being liable for unauthorised transactions, you should follow the terms and conditions of your account. We also recommend some simple steps to protect your PIN:

- Memorise your PINs and passwords and destroy any communications advising you of new ones. Don't keep a record of your PINs or passwords, in written or electronic form.
- If you choose your own, ensure that it is not something easy to guess like your (or a family member's) birth date, name, phone number, postcode, driver's licence number or numbers that form a pattern.
- Don't tell anyone your PIN, not even friends, family or a bank representative.
- Ensure nobody watches you enter your PIN or password. A good practice is to cover the keypad when you put in your PIN or password.
- Watch out for email, SMS or call scams asking for details relating to your account. If you receive suspicious emails, please contact us immediately.

Please note: These are guidelines only. While following these steps will help you to protect your PIN, your liability for any losses arising from unauthorised transactions is determined in accordance with the ePayments Code. For further details, see <https://asic.gov.au/regulatory-resources/financial-services/epayments-code/> or visit [bendigobank.com.au/mycard](https://bendigobank.com.au/mycard) for all card related information. Business customers visit [mybusinesscard](https://bendigobank.com.au/mybusinesscard).

An International Transaction Fee of 3% of the transaction amount (in AUD) is payable for each transaction which is conducted in a currency other than Australian dollars (AUD), or conducted in Australian dollars (AUD) but with or using a merchant, payment processor, financial institution or other entity (including an online merchant) who is outside of Australia. (Fee does not apply to Bendigo Ready Credit Card). Note: It may not always be apparent to you that an online merchant is located outside of Australia. Additional charges may apply for cash transactions.

#### Card Security

For information on how to securely use your card and account please visit [bendigobank.com.au/mycard](https://bendigobank.com.au/mycard) for all card related information. Business customers visit [mybusinesscard](https://bendigobank.com.au/mybusinesscard).

#### Resolving Complaints

If you have a complaint, please contact us on 1300 361 911 to speak to a member of our staff. If the matter has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers. You can contact AFCA at:

Website: [www.afca.org.au](https://www.afca.org.au)

Telephone: 1800 931 678 (free call)

Email: [info@afca.org.au](mailto:info@afca.org.au)

In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

And Australia's most trusted bank\*. Try more Bendigo.

\* Roy Morgan Risk Monitor, May 2022



## **Shire of Kulin**

### **MONTHLY FINANCIAL REPORT**

**For the period ended 31 July 2023**

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

#### **TABLE OF CONTENTS**

Statement of Financial Activity	
Statement of Financial Position	
Note 1	Basis of Preparation
Note 2	Net Current Assets
Note 3	Explanation of Material Variances
Note 4	Cash & Financial Assets
Note 5	Reserve Accounts
Note 6	Asset Information
Note 7	Receivables
Note 8	Payables
Note 9	Borrowings
Note 10	Rate Revenue
Note 11	Grants

**Shire of Kulin**  
**STATEMENT OF FINANCIAL ACTIVITY**  
For the period ended 31 July 2023

	Ref Note	Adopted Budget (a) \$	YTD Budget (b) \$	YTD Actual (c) \$	Variance (c) - (b) \$	Variance ((c) - (b))/(b) %
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
General rates	10	2,283,149	0	0	0	
Ex gratia rates	10	27,235	0	0	0	
Grants, subsidies & contributions	11	3,212,742	3,065,306	3,100,286	34,980	1%
Fees and charges		1,878,241	157,000	95,242	(61,758)	(39%)
Interest revenue		162,863	13,563	(749)	(14,312)	(106%)
Other revenue		126,992	8,990	32,240	23,250	259%
Profit on asset disposals	7	34,212	2,850	0	(2,850)	(100%)
		<b>7,725,434</b>	<b>3,247,709</b>	<b>3,227,019</b>	<b>(20,690)</b>	
<b>Expenditure from operating activities</b>						
Employee costs		(2,708,536)	(225,659)	(198,374)	27,285	(12%)
Materials and contracts		(2,417,771)	(181,860)	(127,194)	54,666	(30%)
Utility charges		(373,660)	(51,738)	(45,574)	6,164	(12%)
Depreciation		(3,159,688)	(256,709)	0	256,709	(100%)
Interest expenses	9	(32,626)	(2,718)	1,552	4,270	(157%)
Insurance		(347,156)	(172,417)	(175,089)	(2,672)	2%
Loss on asset disposals	7	0	0	0	0	
		<b>(9,039,437)</b>	<b>(891,101)</b>	<b>(544,678)</b>	<b>346,423</b>	
Non-cash amounts excluded from operating activities	2	3,125,475	253,859	0	(253,859)	(100%)
<b>Amount attributable to operating activities</b>		<b>1,811,472</b>	<b>2,610,467</b>	<b>2,682,341</b>	<b>82,662</b>	
<b>INVESTING ACTIVITIES</b>						
Capital grants, subsidies and contributions	11	5,936,259	2,904	52,456	49,552	1706%
Proceeds from disposal of assets	7	188,000	15,667	0	(15,667)	(100%)
Payments for property, plant and equipment and infrastructure	7	(8,589,087)	(713,472)	(112,959)	600,513	(84%)
<b>Amount attributable to investing activities</b>		<b>(2,464,827)</b>	<b>(694,901)</b>	<b>(60,503)</b>	<b>634,399</b>	
<b>FINANCING ACTIVITIES</b>						
Transfers from reserves	5	270,000	0	0	0	
Repayment of borrowings	9	(99,144)	0	0	0	
Transfers to reserves	5	(601,362)	0	0	0	
<b>Amount attributable to financing activities</b>		<b>(430,506)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	2	1,112,090	1,112,090	1,122,878	10,788	1%
Amount attributable to operating activities		1,811,472	2,610,467	2,682,341	71,874	
Amount attributable to investing activities		(2,464,827)	(694,901)	(60,503)	634,399	
Amount attributable to financing activities		(430,506)	0	0	0	
<b>Surplus or deficit after imposition of general rates</b>	2	<b>28,229</b>	<b>3,027,656</b>	<b>3,744,716</b>	717,060	24%

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

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

**Shire of Kulin**  
**STATEMENT OF FINANCIAL POSITION**  
For the period ended 31 July 2023

	30-Jun-23 \$	31-Jul-23 \$
<b>CURRENT ASSETS</b>		
Cash at Bank	1,242,113	4,116,567
Cash at Bank (Reserves & Restricted Funds)	1,872,305	1,872,305
Trade and other receivables	689,753	21,884
Sundry Debtors - Rates	30,444	27,418
Inventories	64,574	71,999
Contract Assets	362,893	316,668
<b>TOTAL CURRENT ASSETS</b>	<b>4,262,082</b>	<b>6,426,842</b>
<b>CURRENT LIABILITIES</b>		
Sundry Creditors	(396,641)	(64,628)
Accruals	(150,944)	0
ATO Liabilities	(98,846)	(43,846)
Contract Liabilities	(190,478)	(271,356)
Borrowings	(99,144)	(99,144)
Employee Provisions	(429,989)	(429,989)
<b>TOTAL CURRENT LIABILITIES</b>	<b>(1,366,043)</b>	<b>(908,965)</b>
<b>TOTAL NET CURRENT ASSETS</b>	<b>2,896,039</b>	<b>5,517,877</b>
<b>NON-CURRENT ASSETS</b>		
Investment in Associate	48,097	48,097
Work in Progress	341,363	-
Land & Buildings	20,812,209	21,135,848
Plant & Equipment	3,528,514	3,528,514
Furniture & Equipment	231,864	231,864
Motor Vehicles	1,410,817	1,410,817
Infrastructure	115,016,126	115,146,808
Shares - Kulin Community Financial Services	5,000	5,000
Units Held - Local Government House Trust	77,804	77,804
<b>TOTAL NON-CURRENT ASSETS</b>	<b>141,471,793</b>	<b>141,584,751</b>
<b>NON CURRENT LIABILITIES</b>		
Borrowings	(784,558)	(784,558)
Employee Provisions	(44,928)	(44,928)
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>(829,486)</b>	<b>(829,486)</b>
<b>NET ASSETS</b>	<b>143,538,345</b>	<b>146,273,142</b>
Asset Revaluation - Infrastructure	80,027,800	80,027,800
Asset Revaluation - Property, Plant & Equipment	1,851,617	1,851,617
Asset Revaluation - Land & Buildings	11,639,170	11,639,170
Accumulated Reserves	1,872,305	1,872,305
Accumulated Surplus	48,147,454	50,882,251
<b>TOTAL EQUITY</b>	<b>143,538,345</b>	<b>146,273,142</b>

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

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 31 July 2023**

**Note 1 - Basis of Preparation & 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.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Notes 4-11 do 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 City 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.

**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.

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the period ended 31 July 2023

**Note 2 - Net Current Assets Composition**

	<b>Adopted Budget Opening 30-Jun-23</b>	<b>Last Year Closing 30-Jun-23</b>	<b>Year to Date 31-Jul-23</b>
<b>Current Assets</b>			
Cash and Cash Equivalents	3,114,418	3,114,418	5,988,872
Accounts Receivable - Rates	30,444	30,444	27,418
Accounts Receivable - Sundry	689,503	689,753	21,884
Accrued Income	16,232	16,232	0
Inventories	64,574	64,574	71,999
Contract Assets	346,661	346,661	316,668
Land held for resale	687,000	687,000	687,000
	<u>4,948,832</u>	<u>4,949,082</u>	<u>7,113,842</u>
<b>Less: Current Liabilities</b>			
Sundry Creditors	(397,023)	(396,641)	(64,628)
Payroll Accruals	(61,101)	(61,101)	0
Accrued expenses	(100,000)	(89,843)	0
Contract Liabilities	(190,478)	(190,478)	(271,356)
Provision for Annual Leave	(186,096)	(186,096)	(186,096)
Provision for Long Service Leave	(243,893)	(243,893)	(243,893)
ATO Liability	(98,846)	(98,846)	(43,846)
Borrowings	(99,144)	(99,144)	(99,144)
	<u>(1,376,581)</u>	<u>(1,366,043)</u>	<u>(908,965)</u>
<b>Net current assets</b>	<b>3,572,251</b>	<b>3,583,039</b>	<b>6,204,877</b>
<b>Adjustments to Current Assets</b>			
Less: Reserves	(1,872,305)	(1,872,305)	(1,872,305)
Less: Land Held for resale	(687,000)	(687,000)	(687,000)
Add: Borrowings	99,144	99,144	99,144
<b>Closing funding surplus/(deficit)</b>	<b><u>1,112,090</u></b>	<b><u>1,122,878</u></b>	<b><u>3,744,716</u></b>

**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 Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 31 July 2023**

**Note 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 2023-24 year is \$10,000 and 10.00%.

<b>Revenue from operating activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
General Rates	0	0%	
Ex gratia rates	0	0%	
Grants, subsidies and contributions	34,980	1%	First quarterly payment of CRC operational grant received earlier than budgeted.
Fees and charges	(61,758)	-39%	Childcare fees \$24k under budget - closed for school holidays and income from second half of July received in August. Fuel sales \$17k underbudget - budgeted for 40,000L at \$1.85/L. Actual sales 33,092L at \$1.72/L
Interest earnings	(14,312)	-106%	Interest on reserves spread evenly through whole year in budget. Actual income recognised on maturity of term deposits.
Other revenue	23,250	259%	\$27k carry forward 'member experience' insurance credit from LGIS has been applied to current year insurance invoice.
Profit on asset disposals	(2,850)	-100%	Under \$10,000 and 10% threshold.
<b>Expenditure from operating activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
Employee costs	27,285	-12%	Mainly related to pay rises not being implemented until the second pay in July (first full pay period of the financial year) including significant increases in housing allowances etc. Childcare closed for two weeks in July resulting in reduced casual wage cost. Budget for Employee costs is spread evenly through year.
Materials and contracts	54,666	-30%	Predominantly timing differences between budget and actual costs. There are no significant permanent differences to be reported.
Utility charges	6,164	-12%	Under \$10,000 and 10% threshold.
Depreciation	256,709	-100%	Depreciation won't be recorded until the asset register is rolled over (after adoption of the 2022/23 financial statements).
Interest expenses	4,270	-157%	Under \$10,000 and 10% threshold.
Insurance	(2,672)	2%	Under \$10,000 and 10% threshold.
Loss on asset disposals	0	0%	
<b>Investing activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
Proceeds from capital grants, subsidies and contributions	49,552	1706%	RRUPP funding recognised in line with expenditure. Capital grant funding budgeted to be received quarterly - timing difference. Refer to Note 11 Grants
Proceeds from disposal of assets	(15,667)	-100%	No assets have been disposed of yet. Budget spread over full year. Refer to Note 6 Assets
Payments for property, plant and equipment and infrastructure	600,513	-84%	Refer to Note 6 Assets - limited spending on capital projects to date.
<b>Financing activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
Transfer from reserves	0	0%	
Repayment of borrowings	0	0%	
Transfer to reserves	0	0%	

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 31 July 2023**

**Note 4 - Cash & Financial Assets**

	<b>General Ledger Balance 31-Jul-23</b>	<b>Bank Statement Balance 31-Jul-23</b>
<b>Cash at Bank - Unrestricted</b>		
Municipal Funds	644,368	693,393
Freebairn Recreation Centre	40,569	40,590
Investments	3,428,030	3,428,030
Till Float	3,100	-
Petty Cash	500	-
	<b>4,116,567</b>	<b>4,162,013</b>
<b>Cash at Bank - Restricted</b>		
Reserve Funds	1,872,305	1,872,305
	<b>1,872,305</b>	<b>1,872,305</b>

**Note 5 - Reserve Accounts**

Reserve	Full year Budget				Actual - YTD			
	Opening Balance	Transfer to	Transfer from	Closing Balance	Opening Balance	Transfer to	Transfer from	Closing Balance
Leave	364,335	86,185	(25,000)	425,520	364,335	-	-	364,335
Plant	45,171	329,435	0	374,606	45,171	-	-	45,171
Building	393,242	22,143	(25,000)	390,385	393,242	-	-	393,242
Admin Equipment	30,383	51,216	0	81,599	30,383	-	-	30,383
Natural Disaster	148,362	5,938	(90,000)	64,300	148,362	-	-	148,362
Joint Venture Housing	79,147	3,168	(30,000)	52,315	79,147	-	-	79,147
FRC Surface & Equipment	44,573	1,784	0	46,357	44,573	-	-	44,573
Medical Services	119,855	4,797	(25,000)	99,652	119,855	-	-	119,855
Fuel Facility	9,261	21,172	0	30,433	9,261	-	-	9,261
Sportsperson Scholarship	14,198	568	0	14,766	14,198	-	-	14,198
Freebairn Rec Centre	215,077	8,608	(50,000)	173,685	215,077	-	-	215,077
Bendering Tip Reserve	128,584	5,143	0	133,727	128,584	-	-	128,584
Short Stay Accommodation	280,117	11,205	(25,000)	266,322	280,117	-	-	280,117
Independent Water Reserve		50,000		50,000				
	<b>1,872,305</b>	<b>601,362</b>	<b>(270,000)</b>	<b>2,153,667</b>	<b>1,872,305</b>	<b>-</b>	<b>-</b>	<b>1,872,305</b>

Reserve Details	Reserve Details	Anticipated Use Date	Informal Min.	Informal Max.
Leave	To fund employee long service and annual leave entitlements	-	-	As req
Plant	To fund the purchase of major plant. On average plant replacement cost approx. \$450k annually, on years where we spend less than this the difference is banked in to reserve. In years where we spend more we draw from the reserve.	-	350,000	-
Building	To fund the construction of staff housing	-	-	-
Admin Equipment	To fund the replacement of administration equipment.	-	50,000	100,000
Natural Disaster	To fund the LG contribution as specified through the WANDRRA guidelines and other natural disaster recovery expenditure.	-	100,000	-
Joint Venture Housing	A maintenance reserve to fund the long term maintenance of each Joint Venture Housing arrangement.	-	-	-
FRC Surface & Equipment	To fund the replacement of equipment and sports surfaces at the Freebairn Recreation Facility as necessary	-	-	-
Medical Services	To fund the recruitment and provision of medical services in the future. Difference between the budgeted and actual expenditure is	-	100,000	150,000
Fuel Facility	To fund the replacement of the equipment at the fuel facility. Net profit from the sale of fuel is transferred to this reserve.	-	75,000	200,000
Sportsperson Scholarship	To fund the development of local sportspersons.	-	-	15,000
Freebairn Rec Centre	To fund maintenance and replacement of land and building assets at the FRC	-	100,000	-
Short Stay Accommodation	To fund the construction of short stay accommodation	30/06/2023		250,000

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the period ended 31 July 2023

**Note 6 - Asset information**

**Note 6 (a) - Asset Acquisitions**

Description	Original Budget	YTD Budget	YTD Actual	Category	Renewal/ Replace	New Asset
E041100 AV equipment for Chambers & meeting room	20,000	1,666	-	F&E		Y
E042400 Computers & Laptops	40,000	3,333	-	F&E	Y	
E053720 Emergency Services Building	5,000	416	-	P&E		Y
E077100 Flooring & security upgrades	25,000	2,083	-	L&B	Y	
E084105 KCCC Flooring, curtains & outdoor blinds	15,000		-	L&B	Y	
E084105 KCCC Equipment upgrades	14,583	2,465	-	P&E		Y
E091106 17 McInnes Street - fireplace, loungeroom doors	5,000	416	-	L&B	Y	
E091107 Units 4 & 5/25 Johnston Street renovation	67,000	5,583	-	L&B	Y	
E091112 5 Bowey Way	5,000	416	-	L&B	Y	
E091115 14 Stewart Street laundry	12,000	-	-	L&B	Y	
E091116 12 Bowey Way Renovation	58,350	4,862	2,806	L&B	Y	
E092116 Ellson Street units - blinds	10,000	833	-	L&B	Y	
E101520 Transfer Station	10,000	833	-	L&B	Y	
E112100 Aquatic Centre - Slide structure	150,000	15,416	-	Inf	Y	
E112100 Aquatic Centre - South side shade	35,000		-	Inf	Y	
E113900 FRC Gym & Function room CCTV	5,000	416	-	P&E	Y	
E113940 FRC Generator	40,000	3,333	-	P&E		Y
E113907 FRC Playground shade & Tennis club playground	65,000	5,416	4,364	P&E	Y	
E113905 FRC Changeroom upgrades	35,000		-	L&B	Y	
E113905 Tennis court resurfacing	200,000	19,583	-	Inf	Y	
E116400 Community Garden	10,000	833	-	Inf	Y	
E117100 AAP Footpaths & fence	12,000	1,000	-	Inf	Y	
E123100 Grader (PE25)	465,000		-	P&E	Y	
E123100 Posi Track & Mulcher	135,000		-	P&E		Y
E123100 Flail Verti Mower	24,000	52,833	-	P&E		Y
E123100 Sundry Plant	10,000		-	P&E		Y
E123105 Toyota Prado (CEO)	68,000		-	MV	Y	
E123105 4x2 Utility (MV121 -BMO)	50,000	15,250	-	MV	Y	
E123105 Ford Everest (Works Manager)	65,000		-	MV	Y	
E121500 RRG Road Construction	506,504	42,207	-	Inf	Y	
E121520 R2R Road Construction	534,902	44,571	-	Inf	Y	
E121551 WSN Road Construction	2,509,321	209,108	23,643	Inf	Y	
E121552 RRUPP Road Construction	1,983,100	165,256	65,571	Inf	Y	
E121750 BS Road Construction	495,095	41,256	5,913	Inf	Y	
E121550 Own Resource Road Construction	413,574	34,453	-	Inf	Y	
E121580 Footpath Construction	62,956	5,245	-	Inf	Y	
E121570 Depot Crib Room	231,701	19,307	10,662	L&B		Y
E132500 Hostel upgrades	25,000	2,083	-	L&B	Y	
E134505 CRC Photocopier	15,000	-	-	L&B	Y	
E121605 Tourism signage, interp panels & shelters	131,000	10,917	-	P&E		Y
E137600 Old Admin Building bathrooms & flooring	25,000	2,083	-	L&B	Y	
	<b>8,589,087</b>	<b>713,472</b>	<b>112,959</b>			
Add Work in Progress at 30 June 2023:						
KCCC Flooring, curtains & outdoor blinds			11,086			
12 Bowey Way Renovation			158,463			
Depot Crib Room			136,258			
Design costs for Yealering Clayton Road Intersection			35,556			
OA01195 Total Work in Progresss			<b>341,363</b>			
			<b>454,321</b>			

Note 6 (b) - Disposal of Assets	Budgeted			Actual		
	Budgeted WDV	Budgeted Proceeds	Profit/(loss) on sale	Actual WDV	Actual Proceeds	Profit/(loss) on Sale
PE124 CAT 12H Grader (PE25)	51,105	65,000	13,895			0
MV187 Toyota Prado CEO (MV27)	49,069	53,000	3,931			0
MV158 Holden Colorado Single Cab (MV121)	3,498	15,000	11,502			0
MV191 Toyota Hilux (MV120)	50,116	55,000	4,884			0
	<b>153,788</b>	<b>188,000</b>	<b>34,212</b>	-	-	<b>0</b>

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 31 July 2023**

**Note 7 - Receivables**

Rates receivable	30-Jun-23	31 Jul 2023
	\$	\$
Opening arrears previous years	88,600	45,423
Levied this year	2,255,588	0
Less - collections to date	(2,298,765)	(3,025)
Equals current outstanding	<b>45,423</b>	<b>42,398</b>
<b>Net rates collectable</b>	<b>45,423</b>	<b>42,398</b>
% Collected	98.1%	

Trade Receivables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(232)	17,913	3,664	92	448	21,884
Percentage	-1.1%	81.9%	16.7%	0.4%	2.0%	
Allowance for impairment of receivables						0
<b>Total receivables general outstanding</b>						<b>21,884</b>
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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.

**Note 8 - Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Sundry Creditors	(255)	63,041	0	0	0	62,787
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	
<b>Balance per trial balance</b>						
ATO liabilities		43,846				43,846
<b>Total payables general outstanding</b>						<b>0</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the period that are unpaid and arise when the City 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.

**Note 9 - Borrowings**

	Budget				Actual			
	Principal	Principal	Principal	Interest	Principal	Principal	Principal	Interest
	01/07/2023	Repayments	30/06/2024	Repayments	01/07/2023	Repayments	30/06/2024	Repayments
Loan 1 Administration Building	883,702	99,144	784,558	32,626	883,702	-	883,702	1,552
	<b>883,702</b>	<b>99,144</b>	<b>784,558</b>	<b>32,626</b>	<b>883,702</b>	<b>-</b>	<b>883,702</b>	<b>1,552</b>

**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.

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 31 July 2023**

**Note 10 - Rate Revenue**

<b>Rate Type</b>	<b>Rate in \$</b>	<b>Number of properties</b>	<b>Rateable Value</b>	<b>Budgeted Rate Revenue</b>	<b>Actual Rate Revenue</b>
<b>General Rate</b>					
Gross Rental Value					
Residential	0.1073	136	1,371,295	147,140	
Industrial	0.1073	12	115,443	12,387	
Commercial	0.1073	28	434,977	46,673	
Rural	0.1073	11	101,715	10,914	
Unimproved Value					
Rural	0.007212	342	296,773,295	2,140,329	
Mining	0.007212	0		-	
<b>Sub-total</b>		<b>529</b>	<b>298,796,724</b>	<b>2,357,443</b>	<b>-</b>
<b>Minimum Payment</b>					
Gross Rental Value					
Residential	519.97	9	11,174	4,680	
Industrial	519.97	6	11,905	3,120	
Commercial	519.97	4	8,280	2,080	
Rural	519.97	7	8,125	3,640	
Unimproved Value					
Rural	519.97	16	652,195	8,319	
Mining	519.97	34	373,318	17,679	
		<b>76</b>	<b>1,064,997</b>	<b>39,518</b>	<b>-</b>
		<b>605</b>	<b>299,861,721</b>	<b>2,396,961</b>	<b>-</b>
Discount				(101,858)	0
Concessions/Write-offs				(11,954)	0
<b>Total raised from general rates</b>				<b>2,283,149</b>	<b>0</b>
Ex-Gratia Rates				27,235	-
<b>Total Rates</b>				<b>2,310,384</b>	<b>0</b>

All land (other than exempt land) in the Shire of Kulin is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire of Kulin.

The general rates detailed for the 2022/23 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 31 July 2023**

**Note 11 - Grants**

**Operating Grants**

<b>Grant Source</b>	<b>Purpose</b>	<b>Original Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>
Grants Commission	Federal financial assistance grants	2,803,300	2,803,300	2,803,304
ROERoc	Animal Welfare Grant	-	-	-
Fire & Emergency Services	Emergency Services Levy Operating Grant	38,000	-	1,232
KCCC Sustainability Grant	Childcare Sustainability Grant	-	-	-
KCCC Traineeship Grant	Childcare Traineeship Grant	1,500	125	-
Main Roads	State Direct Grant (Untied Road Funding)	261,631	261,631	267,373
Department of Primary Industries & Regional Development	Community Resource Centre Funding	105,311	-	28,377
	Support Grant & Video Conferencing Grant	3,000	250	-
		<b>3,212,742</b>	<b>3,065,306</b>	<b>3,100,286</b>

**Capital Grants**

<b>Grant Source</b>	<b>Purpose</b>	<b>Original Budget</b>	<b>YTD Budget</b>	<b>YTD Actual (Income recognised)</b>	<b>Grant income received</b>
Local Roads & Community Infrastructure Program	Federal Government Stimulus to deliver priority local roads and community infrastructure projects	665,870	-	-	-
Kulin Bush Races	Shade for south side	34,850	2,904	-	-
CSRFF, Tennis Club & Kulin Bush Races	Tennis Court Resurfacing	153,000	-	-	-
Main Roads - Regional Road Group	Road Construction	333,334	-	-	133,334
Federal - Wheatbelt Secondary Freight Network	Road Construction	2,328,701	-	-	-
Federal - Remote Roads Upgrade Pilot Program	Road Construction	1,586,480	-	52,456	84,514
Federal - Roads to Recovery	Road Construction	503,796	-	-	-
Federal - Black Spot Program	Road Construction on Dangerous Roads	330,228	-	-	-
		<b>5,936,259</b>	<b>2,904</b>	<b>52,456</b>	<b>217,848</b>

**Shire of Kulin**  
**STATEMENT OF OPERATING**  
**(Nature & Type)**

**For the period ended 31 July 2023**

COA	Description		Original Budget	YTD Budget	YTD Actual	Var.
			\$	\$	\$	\$
E030100	Discount Allowed on Rates	01 Rates	\$101,858	\$0	\$0	\$0
E030110	RATES WRITTEN OFF	01 Rates	\$11,954	\$0	\$0	\$0
E030115	DOUBTFUL DEBTS EXPENSE RATES	01 Rates	\$0	\$0	\$0	\$0
I030001	General Rate - GRV	01 Rates	(\$217,113)	\$0	\$0	\$0
I030101	General Rate - UV	01 Rates	(\$2,140,331)	\$0	\$0	\$0
I030105	Interim Rates - GRV/UV	01 Rates	\$0	\$0	\$0	\$0
I030131	Minimum Rates- GRV	01 Rates	(\$13,519)	\$0	\$0	\$0
I030133	Minimum Rates - UV	01 Rates	(\$25,998)	\$0	\$0	\$0
I030150	EX GRATIA RATES	01 Rates	(\$27,235)	\$0	\$0	\$0
		<b>Rates Total</b>	<b>(\$2,310,384)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
I031100	Grants Commission	05 Operating Grants, Subsidies & Contributions	(\$2,803,300)	(\$2,803,300)	(\$2,803,304)	(\$4)
I053010	ESL Bush Fires Allocation	05 Operating Grants, Subsidies & Contributions	(\$38,000)	\$0	(\$1,232)	(\$1,232)
I084030	TRAINEESHIPS	05 Operating Grants, Subsidies & Contributions	(\$1,500)	(\$125)	\$0	\$125
I122360	Government Grants	05 Operating Grants, Subsidies & Contributions	(\$261,631)	(\$261,631)	(\$267,373)	(\$5,742)
I134500	GRANTS - CRC OPERATIONAL	05 Operating Grants, Subsidies & Contributions	(\$105,311)	\$0	(\$28,377)	(\$28,377)
I134510	OTHER GRANTS	05 Operating Grants, Subsidies & Contributions	(\$3,000)	(\$250)	\$0	\$250
		<b>Operating Grants, Subsidies &amp; Contributions Total</b>	<b>(\$3,212,742)</b>	<b>(\$3,065,306)</b>	<b>(\$3,100,286)</b>	<b>(\$34,980)</b>
I030142	Admin Charge for Instalments	02 User Charges	(\$500)	(\$41)	\$0	\$41
I030160	Information & Search Fees	02 User Charges	(\$4,000)	(\$333)	(\$1,190)	(\$857)
I030170	LEGAL FEES RECOVERED	02 User Charges	\$0	\$0	\$0	\$0
I030171	LEGAL FEES RECOVERED (NO GST)	02 User Charges	\$0	\$0	\$0	\$0
I052400	FINES AND PENALTIES	02 User Charges	(\$200)	(\$16)	\$0	\$16
I052420	DOG REGISTRATION FEES	02 User Charges	(\$2,200)	(\$183)	(\$150)	\$33
I052430	CAT REGISTRATION FEE INCOME	02 User Charges	(\$200)	(\$16)	\$0	\$16
I074410	OTHER LICENSES	02 User Charges	\$0	\$0	(\$660)	(\$660)
I084010	Fees & Charges	02 User Charges	(\$296,000)	(\$24,666)	\$108	\$24,774
I084040	FUNDRAISING - GST	02 User Charges	(\$5,000)	(\$416)	\$0	\$416
I101400	CHARGES - REFUSE REMOVAL	02 User Charges	(\$93,824)	(\$7,818)	\$0	\$7,818
I102410	CHARGES - REFUSE REMOVAL	02 User Charges	(\$18,176)	(\$1,514)	\$0	\$1,514
I106110	Planning Approvals	02 User Charges	(\$8,000)	(\$666)	(\$198)	\$468
I107400	CHARGES - CEMETERY FEES	02 User Charges	(\$2,000)	(\$166)	\$0	\$166
I112405	Pool Admission - Adults	02 User Charges	(\$8,100)	(\$675)	\$0	\$675
I112410	Pool Admission - Children	02 User Charges	(\$6,250)	(\$520)	\$0	\$520
I112450	Pool Slide Income	02 User Charges	(\$20,000)	(\$1,666)	\$0	\$1,666
I112480	SEASON PASS	02 User Charges	(\$10,000)	(\$833)	\$0	\$833
I112600	EVENTS	02 User Charges	(\$1,000)	(\$83)	\$0	\$83
I113050	MEMBERSHIPS - CORPORATE	02 User Charges	\$0	\$0	\$0	\$0
I113100	Memberships - Adult	02 User Charges	(\$11,900)	(\$991)	(\$1,652)	(\$661)
I113110	Memberships - Children	02 User Charges	(\$764)	(\$63)	(\$19)	\$44
I113120	Memberships - Social	02 User Charges	(\$1,164)	(\$96)	\$0	\$96
I113130	MEMBERSHIPS - SHORT TERM	02 User Charges	(\$84)	(\$7)	\$0	\$7
I113150	EVENTS AND CATERING	02 User Charges	(\$2,000)	(\$166)	\$0	\$166
I113300	Hire - Indoor Courts	02 User Charges	(\$500)	(\$41)	\$0	\$41
I113320	Hire - Kitchen	02 User Charges	(\$4,000)	(\$333)	(\$384)	(\$51)
I113380	Hire - Golf/Tennis Pavilion	02 User Charges	(\$800)	(\$66)	(\$58)	\$8
I113390	Hire - Function Rooms	02 User Charges	(\$1,500)	(\$125)	\$0	\$125
I113500	BAR SALES	02 User Charges	(\$130,000)	(\$10,833)	(\$9,624)	\$1,209
I113505	Canteen Sales	02 User Charges	(\$2,500)	(\$208)	(\$502)	(\$294)
I132409	HOSTEL CHARGES	02 User Charges	(\$10,000)	(\$833)	(\$123)	\$710
I132410	Caravan Park Charges	02 User Charges	(\$40,000)	(\$3,333)	(\$2,167)	\$1,166
I132430	MERCHANDISE SALES	02 User Charges	(\$2,500)	(\$208)	(\$23)	\$185
I132450	SALE OF THH SOUVENIRS (DO NOT USE)	02 User Charges	\$2,500	\$208	\$0	(\$208)
I133410	BUILDING PERMITS	02 User Charges	(\$4,000)	(\$333)	(\$110)	\$223
I133420	BCITF LEVY COLLECTION	02 User Charges	(\$500)	(\$41)	\$0	\$41
I133425	BUILDING SERVICES LEVY COLLECTION	02 User Charges	(\$1,000)	(\$83)	(\$62)	\$21
I134010	CRC MEMBERSHIPS	02 User Charges	(\$300)	(\$25)	\$0	\$25
I134070	PHOTOCOPYING/PRINTING	02 User Charges	(\$10,000)	(\$833)	(\$229)	\$604
I134100	INTERNET/COMPUTER USAGE	02 User Charges	(\$200)	(\$16)	\$0	\$16
I134120	STAFF ASSISTANCE/LABOUR	02 User Charges	(\$2,000)	(\$166)	(\$4)	\$162
I134130	KULIN UPDATE	02 User Charges	(\$6,000)	(\$500)	(\$241)	\$259
I134140	Laminating	02 User Charges	(\$750)	(\$62)	(\$4)	\$58
I134150	Equipment Hire	02 User Charges	(\$500)	(\$41)	\$0	\$41
I134160	KULIN PHONE DIRECTORY	02 User Charges	(\$1,000)	(\$83)	(\$23)	\$60
I134170	BUILDING/ROOM HIRE	02 User Charges	(\$2,000)	(\$166)	\$0	\$166
I134180	PUBLIC TRAINING/COURSES	02 User Charges	(\$10,000)	(\$833)	(\$199)	\$634
I134185	EVENT INCOME & SPONSORSHIP (GST)	02 User Charges	(\$5,000)	(\$416)	\$0	\$416
I134186	EVENT INCOME & SPONSORSHIP (GST F	02 User Charges	(\$1,000)	(\$83)	\$0	\$83
I134190	Commissions	02 User Charges	(\$8,640)	(\$720)	(\$742)	(\$22)
I134215	SUNDRY SERVICES	02 User Charges	(\$1,000)	(\$83)	\$0	\$83
I134220	BINDING	02 User Charges	(\$2,000)	(\$166)	\$0	\$166
I134225	TRAINEESHIP REIMBURSEMENTS	02 User Charges	(\$5,000)	(\$416)	\$0	\$416
I136010	SALE OF STANDPIPE WATER	02 User Charges	(\$35,000)	(\$2,916)	(\$2,493)	\$423
I136115	Community Cropping Program	02 User Charges	(\$1,217)	(\$608)	\$0	\$608
I139010	SALES - PUBLIC	02 User Charges	(\$888,000)	(\$74,000)	(\$56,990)	\$17,010
I141410	Private Works	02 User Charges	(\$45,000)	(\$3,750)	(\$712)	\$3,038
I142100	Hire of Bus & Trailer	02 User Charges	(\$12,000)	(\$1,000)	(\$3,101)	(\$2,101)
I143046	CONTRIBUTION FOR VEHICLE	02 User Charges	(\$2,756)	(\$229)	\$0	\$229
		<b>User Charges Total</b>	<b>(\$1,725,524)</b>	<b>(\$144,276)</b>	<b>(\$81,549)</b>	<b>\$62,727</b>
I042050	STAFF RENT ADMIN	10 Rental Income	\$0	\$0	(\$328)	(\$328)
I092100	RENTAL - OTHER HOUSING	10 Rental Income	(\$22,013)	(\$1,834)	(\$1,988)	(\$154)
I092110	Rental - GEHA Housing	10 Rental Income	(\$44,177)	(\$3,681)	(\$3,631)	\$50
I092150	RENTAL - JOINT VENTURE	10 Rental Income	(\$57,087)	(\$4,757)	(\$2,616)	\$2,141
I111022	RENTAL FROM MEMORIAL HALL	10 Rental Income	\$0	\$0	(\$835)	(\$835)
I112510	STAFF RENT	10 Rental Income	(\$5,850)	(\$487)	(\$450)	\$37
I134170	BUILDING/ROOM HIRE	10 Rental Income	\$0	\$0	(\$2,455)	(\$2,455)
I137010	RENTAL INCOME - OLD ADMIN BUILDING	10 Rental Income	(\$5,520)	(\$460)	\$0	\$460

**Shire of Kulin**  
**STATEMENT OF OPERATING**  
**(Nature & Type)**

For the period ended 31 July 2023

COA	Description		Original Budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	
1143100	STAFF HOUSING RENTAL	10	Rental Income	(\$18,070)	(\$1,505)	(\$1,390)	\$115
			<b>Rental Income Total</b>	<b>(\$152,717)</b>	<b>(\$12,724)</b>	<b>(\$13,693)</b>	<b>(\$969)</b>
			<b>Fees &amp; Charges Total</b>	<b>(\$1,878,241)</b>	<b>(\$157,000)</b>	<b>(\$95,242)</b>	<b>\$61,758</b>
1030140	Interest on Instalments	03	Interest	(\$1,500)	(\$125)	\$0	\$125
1030141	PENALTY INTEREST	03	Interest	(\$5,000)	(\$416)	(\$216)	\$200
1032100	INTEREST ON MUNICIPAL	03	Interest	(\$60,000)	(\$5,000)	\$0	\$5,000
1032110	INTEREST ON PLANT RESERVE	03	Interest	(\$14,435)	(\$1,202)	\$23	\$1,225
1032120	Interest on LSL & AL Reserve	03	Interest	(\$16,185)	(\$1,348)	\$188	\$1,536
1032130	INTEREST ON BUILDING RESERVE	03	Interest	(\$22,143)	(\$1,845)	\$203	\$2,048
1032140	Interest on Admin Equip Reserv	03	Interest	(\$1,216)	(\$101)	\$16	\$117
1032150	Interest on Freebairn Recreation Centre Rese	03	Interest	(\$8,608)	(\$717)	\$111	\$828
1032160	Interest on Joint Venture Reserve	03	Interest	(\$3,168)	(\$263)	\$41	\$304
1032170	INTEREST ON FRC SURFACE & EQUIP RE	03	Interest	(\$1,784)	(\$148)	\$23	\$171
1032180	INTEREST ON NATURAL DISASTER RESE	03	Interest	(\$5,938)	(\$494)	\$76	\$570
1032185	INTEREST ON FREEBAIRN SPORTSPERS	03	Interest	(\$568)	(\$47)	\$7	\$54
1032194	INTEREST ON BENDERING TIP RESERVE	03	Interest	(\$5,143)	(\$428)	\$66	\$494
1032197	INTEREST ON MEDICAL SERVICES RESE	03	Interest	(\$4,797)	(\$399)	\$62	\$461
1032198	INTEREST ON FUEL FACILITY RESERVE	03	Interest	(\$1,172)	(\$97)	\$5	\$102
1032199	INTEREST ON SHORT STAY ACCOMMOD	03	Interest	(\$11,205)	(\$933)	\$144	\$1,077
			<b>Interest Total</b>	<b>(\$162,863)</b>	<b>(\$13,563)</b>	<b>\$749</b>	<b>\$14,312</b>
1113335	Community Contributions	07	Non-Cash Contributions	(\$20,000)	(\$1,666)	(\$3,191)	(\$1,525)
			<b>Non-Cash Contributions Total</b>	<b>(\$20,000)</b>	<b>(\$1,666)</b>	<b>(\$3,191)</b>	<b>(\$1,525)</b>
1030170	LEGAL FEES RECOVERED	11	Reimbursements, Donations And Contributions	(\$4,000)	(\$333)	\$0	\$333
1030171	LEGAL FEES RECOVERED (NO GST)	11	Reimbursements, Donations And Contributions	(\$6,500)	(\$541)	\$0	\$541
1042040	SUNDRY INCOME	11	Reimbursements, Donations And Contributions	(\$1,200)	(\$100)	\$0	\$100
1042045	REIMBURSEMENTS	11	Reimbursements, Donations And Contributions	(\$1,000)	(\$83)	\$0	\$83
1042046	CONTRIBUTION TO VEHICLES	11	Reimbursements, Donations And Contributions	(\$2,756)	(\$229)	(\$385)	(\$156)
1042391	REIMBURSEMENTS - INSURANCE	11	Reimbursements, Donations And Contributions	\$0	\$0	(\$27,918)	(\$27,918)
1051100	FIRE CONTRIBUTIONS	11	Reimbursements, Donations And Contributions	(\$100)	(\$8)	\$0	\$8
1053030	ESL ADMINISTRATION	11	Reimbursements, Donations And Contributions	(\$4,000)	\$0	\$0	\$0
1053050	SALE OF PROTECTIVE CLOTHING	11	Reimbursements, Donations And Contributions	(\$500)	(\$41)	\$0	\$41
1080100	REIMBURSEMENT FROM SCHOOL	11	Reimbursements, Donations And Contributions	(\$10,000)	(\$833)	\$0	\$833
1082100	KULIN RETIREMENT HOMES ADMIN REIM	11	Reimbursements, Donations And Contributions	(\$2,000)	(\$166)	\$0	\$166
1084040	FUNDRAISING - GST	11	Reimbursements, Donations And Contributions	\$0	\$0	(\$14)	(\$14)
1092391	Reimbursements - General	11	Reimbursements, Donations And Contributions	(\$250)	(\$20)	\$0	\$20
1102030	Drum Muster Reimbursement	11	Reimbursements, Donations And Contributions	(\$1,000)	(\$83)	\$0	\$83
1102420	SALE OF BINS	11	Reimbursements, Donations And Contributions	(\$200)	(\$16)	\$0	\$16
1112491	REIMBURSEMENTS LSL POOL MANAGER	11	Reimbursements, Donations And Contributions	(\$14,486)	(\$1,207)	\$0	\$1,207
1122500	Miscellaneous Income	11	Reimbursements, Donations And Contributions	(\$2,000)	(\$166)	\$0	\$166
1132100	Grants	11	Reimbursements, Donations And Contributions	(\$1,000)	(\$83)	\$0	\$83
1136020	REIMBURSEMENTS	11	Reimbursements, Donations And Contributions	\$0	\$0	(\$1,500)	(\$1,500)
1138020	OTHER RACES INCOME	11	Reimbursements, Donations And Contributions	(\$15,000)	\$0	\$0	\$0
1143046	CONTRIBUTION FOR VEHICLE	11	Reimbursements, Donations And Contributions	\$0	\$0	(\$289)	(\$289)
1143390	REIMBURSEMENTS	11	Reimbursements, Donations And Contributions	(\$5,500)	(\$458)	(\$499)	(\$41)
1144100	DIESEL REBATE	11	Reimbursements, Donations And Contributions	(\$35,000)	(\$2,916)	\$0	\$2,916
1144300	WATER REIMBURSEMENT	11	Reimbursements, Donations And Contributions	\$0	\$0	\$0	\$0
1146390	Workers Compensation	11	Reimbursements, Donations And Contributions	\$0	\$0	\$1,557	\$1,557
1147360	SALE OF PARTS/SCRAP	11	Reimbursements, Donations And Contributions	(\$500)	(\$41)	\$0	\$41
			<b>Reimbursements, Donations And Contributions Total</b>	<b>(\$106,992)</b>	<b>(\$7,324)</b>	<b>(\$29,049)</b>	<b>(\$21,725)</b>
			<b>Total Other Revenue</b>	<b>(\$126,992)</b>	<b>(\$8,990)</b>	<b>(\$32,240)</b>	<b>(\$23,250)</b>
1042297	PROFIT ON SALE OF ASSET	08	Profit On Asset Disposal	(\$3,931)	(\$327)	\$0	\$327
1123297	Profit on Sale of Asset	08	Profit On Asset Disposal	(\$30,281)	(\$2,523)	\$0	\$2,523
			<b>Profit On Asset Disposal Total</b>	<b>(\$34,212)</b>	<b>(\$2,850)</b>	<b>\$0</b>	<b>\$2,850</b>
1031102	LRCIP GRANT	04	Asset Grants	(\$665,870)	\$0	\$0	\$0
1112100	GRANT FOR SWIMMING POOL	04	Asset Grants	(\$34,850)	(\$2,904)	\$0	\$2,904
1113334	GRANTS - SPORTING PROJECTS	04	Asset Grants	(\$153,000)	\$0	\$0	\$0
1121500	REGIONAL ROAD GROUP	04	Asset Grants	(\$333,334)	\$0	\$0	\$0
1121520	ROADS TO RECOVERY	04	Asset Grants	(\$503,796)	\$0	\$0	\$0
1121530	WSFN FUNDING	04	Asset Grants	(\$2,328,701)	\$0	\$0	\$0
1121540	RRUPP GRANT INCOME	04	Asset Grants	(\$1,586,480)	\$0	(\$52,456)	(\$52,456)
1121750	BLACK SPOT	04	Asset Grants	(\$330,228)	\$0	\$0	\$0
			<b>Asset Grants Total</b>	<b>(\$5,936,259)</b>	<b>(\$2,904)</b>	<b>(\$52,456)</b>	<b>(\$49,552)</b>
E042010	SALARIES	30	Employee Costs	\$765,235	\$63,769	\$41,948	(\$21,821)
E042020	SUPERANNUATION	30	Employee Costs	\$111,168	\$9,264	\$7,390	(\$1,874)
E042025	ADMINISTRATION HOUSING ALLOWANCE	30	Employee Costs	\$50,504	\$4,208	\$1,647	(\$2,561)
E042046	STAFF HOUSING	30	Employee Costs	\$10,087	\$840	\$1,672	\$832
E042050	OFFICE MAINTENANCE	30	Employee Costs	\$1,819	\$152	\$61	(\$91)
E042075	FBT EXPENSE	30	Employee Costs	\$0	\$0	\$0	\$0
E042120	Cleaning	30	Employee Costs	\$0	\$0	\$959	\$959
E042190	KEY TO KULIN	30	Employee Costs	\$2,350	\$195	\$0	(\$195)
E053051	EMERGENCY BUILDING MAINTENANCE	30	Employee Costs	\$2,459	\$204	\$26	(\$178)
E075020	Mosquito Control	30	Employee Costs	\$1,216	\$101	\$0	(\$101)
E077020	MEDICAL CENTRE	30	Employee Costs	\$6,306	\$525	\$343	(\$182)
E080100	Contribution to School	30	Employee Costs	\$5,760	\$480	\$98	(\$382)
E084010	Salaries	30	Employee Costs	\$260,970	\$21,747	\$11,732	(\$10,015)
E084012	SALARIES - GARDENING	30	Employee Costs	\$3,840	\$320	\$62	(\$258)
E084013	SUPERANNUATION	30	Employee Costs	\$27,937	\$2,328	\$841	(\$1,487)
E084014	CLEANING SALARIES	30	Employee Costs	\$13,213	\$1,101	\$394	(\$707)
E084061	STAFF HOUSING	30	Employee Costs	\$12,418	\$1,034	\$758	(\$276)
E084070	REPAIRS & MAINTENANCE	30	Employee Costs	\$0	\$0	\$329	\$329
E084075	STAFF EXPENSES	30	Employee Costs	\$750	\$62	\$0	(\$62)
E092050	OTHER HOUSING MAINTENANCE	30	Employee Costs	\$866	\$72	\$485	\$413
E092060	KULIN RETIREMENT HOMES	30	Employee Costs	\$7,158	\$596	\$213	(\$383)
E092148	GEHA HOUSING - COSTS	30	Employee Costs	\$5,799	\$483	\$0	(\$483)
E092150	JOINT VENTURE HOUSING - COSTS	30	Employee Costs	\$16,816	\$1,402	\$446	(\$956)
E101020	DOMESTIC REFUSE COLLECTION	30	Employee Costs	\$5,760	\$480	\$800	\$320



**Shire of Kulin  
STATEMENT OF OPERATING  
(Nature & Type)**

**For the period ended 31 July 2023**

COA	Description		Original Budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	
E101021	DUDININ REFUSE COLLECTION	30	Employee Costs	\$2,560	\$213	\$169	(\$44)
E101030	REFUSE SITE MAINTENANCE	30	Employee Costs	\$27,418	\$2,284	\$1,598	(\$686)
E102020	Commercial Refuse Collection	30	Employee Costs	\$13,441	\$1,120	\$58	(\$1,062)
E102030	Drum Muster	30	Employee Costs	\$640	\$53	\$0	(\$53)
E104010	Urban Stormwater Drainage	30	Employee Costs	\$1,216	\$101	\$0	(\$101)
E105051	Reinstatement of Gravel Pits	30	Employee Costs	\$5,114	\$426	\$0	(\$426)
E107031	KULIN CEMETERY	30	Employee Costs	\$4,626	\$385	\$0	(\$385)
E107050	PUBLIC CONVENIENCES	30	Employee Costs	\$18,373	\$1,531	\$891	(\$640)
E107052	PUBLIC CONVENIENCES DUDININ	30	Employee Costs	\$2,304	\$192	\$137	(\$55)
E107053	PUBLIC CONVENIENCES PINGARING	30	Employee Costs	\$1,105	\$92	\$373	\$281
E107060	WAR MEMORIAL	30	Employee Costs	\$608	\$50	\$0	(\$50)
E111021	MEMORIAL HALL	30	Employee Costs	\$866	\$72	\$82	\$10
E111031	PINGARING HALL	30	Employee Costs	\$0	\$0	\$20	\$20
E112021	Salaries	30	Employee Costs	\$118,734	\$9,894	\$4,527	(\$5,367)
E112022	Superannuation	30	Employee Costs	\$13,061	\$1,088	\$498	(\$590)
E112026	MAINTENANCE	30	Employee Costs	\$5,019	\$418	\$72	(\$346)
E112029	STAFF HOUSING	30	Employee Costs	\$866	\$72	\$0	(\$72)
E113270	REPAIRS AND MAINTENANCE	30	Employee Costs	\$11,858	\$988	\$248	(\$740)
E113280	Superannuation	30	Employee Costs	\$16,744	\$1,395	\$1,250	(\$145)
E113300	Wages - Centre Manager	30	Employee Costs	\$64,654	\$5,387	\$3,509	(\$1,878)
E113305	WAGES - BAR ADMIN (MANAGER)	30	Employee Costs	\$0	\$0	\$22	\$22
E113310	WAGES - BAR STAFF CASUALS	30	Employee Costs	\$96,770	\$8,064	\$4,662	(\$3,402)
E113320	WAGES - CLEANER	30	Employee Costs	\$1,577	\$131	\$136	\$5
E113330	OTHER ALLOWANCES	30	Employee Costs	\$1,216	\$101	\$379	\$278
E113331	BOWLING GREENS	30	Employee Costs	\$608	\$50	\$0	(\$50)
E113332	OVAL	30	Employee Costs	\$16,524	\$1,377	\$242	(\$1,135)
E113333	GOLF TENNIS PAVILION	30	Employee Costs	\$7,760	\$646	\$161	(\$485)
E113334	GOLF COURSE	30	Employee Costs	\$6,400	\$533	\$626	\$93
E117029	OFFICE GARDENS	30	Employee Costs	\$16,001	\$1,333	\$715	(\$618)
E117030	PUBLIC PARKS GDNS & RESERVES	30	Employee Costs	\$36,802	\$3,066	\$3,052	(\$14)
E117031	RESERVES - OTHER	30	Employee Costs	\$16,001	\$1,333	\$918	(\$415)
E117054	DUDININ TENNIS CLUB	30	Employee Costs	\$3,638	\$303	\$0	(\$303)
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGR	30	Employee Costs	\$866	\$72	\$0	(\$72)
E117520	PINGARING GOLF CLUB	30	Employee Costs	\$1,819	\$151	\$65	(\$86)
E122010	ROAD MAINTENANCE	30	Employee Costs	\$326,185	\$27,182	\$37,478	\$10,296
E122022	FLOOD DAMAGE - NORMAL	30	Employee Costs	\$8,524	\$710	\$0	(\$710)
E122121	KULIN DEPOT	30	Employee Costs	\$13,756	\$1,146	\$1,598	\$452
E122150	STREET LIGHTING	30	Employee Costs	\$1,600	\$133	\$0	(\$133)
E122160	Street Cleaning	30	Employee Costs	\$2,240	\$186	\$0	(\$186)
E122161	DUDININ CLEANING	30	Employee Costs	\$3,840	\$320	\$0	(\$320)
E122162	PINGARING STREETScape MAINTENANC	30	Employee Costs	\$0	\$0	\$445	\$445
E122180	Street Trees	30	Employee Costs	\$2,400	\$200	\$0	(\$200)
E122190	Streetscape Maintenance	30	Employee Costs	\$8,001	\$666	\$0	(\$666)
E126280	Airstrip Maintenance	30	Employee Costs	\$1,280	\$106	\$0	(\$106)
E132030	CARAVAN PARK	30	Employee Costs	\$26,876	\$2,239	\$1,495	(\$744)
E132040	KULIN HOSTEL	30	Employee Costs	\$6,930	\$577	\$133	(\$444)
E134010	Wages	30	Employee Costs	\$101,766	\$8,480	\$5,441	(\$3,039)
E134020	Superannuation	30	Employee Costs	\$10,264	\$855	\$331	(\$524)
E137120	CLEANING	30	Employee Costs	\$1,577	\$131	\$0	(\$131)
E138015	BLAZING SWAN EXPENDITURE	30	Employee Costs	\$6,610	\$550	\$0	(\$550)
E138040	BUSH RACES CONTRIBUTION	30	Employee Costs	\$10,872	\$905	\$0	(\$905)
E139050	MAINTENANCE & REPAIRS	30	Employee Costs	\$1,600	\$133	\$61	(\$72)
E141010	PRIVATE WORKS	30	Employee Costs	\$17,048	\$1,420	\$126	(\$1,294)
E143010	ENGINEERS SALARY	30	Employee Costs	\$183,881	\$15,323	\$6,668	(\$8,655)
E143025	WORKERS COMPENSATION INSURANCE	30	Employee Costs	\$0	\$0	\$3,101	\$3,101
E143040	Superannuation	30	Employee Costs	\$205,672	\$17,139	\$11,229	(\$5,910)
E143050	Sick & Holiday Pay	30	Employee Costs	\$129,753	\$10,812	\$10,742	(\$70)
E143070	Long Service leave	30	Employee Costs	\$58,127	\$4,843	\$28,188	\$23,345
E143075	FBT EXPENSE	30	Employee Costs	\$0	\$0	\$0	\$0
E143090	Award Allowances	30	Employee Costs	\$125,262	\$10,438	\$6,798	(\$3,640)
E143125	STAFF HOUSING	30	Employee Costs	\$12,901	\$1,075	\$61	(\$1,014)
E143140	Seminar Expenses	30	Employee Costs	\$5,114	\$426	\$0	(\$426)
E144000	Plant Repair Wages	30	Employee Costs	\$81,477	\$6,789	\$2,051	(\$4,738)
E144010	Parts & Repairs	30	Employee Costs	\$8,210	\$684	\$5,616	\$4,932
E146010	Gross Total For Year	30	Employee Costs	\$3,365,966	\$280,497	\$241,615	(\$38,882)
E146200	Salaries & Wages Allocated	30	Employee Costs	(\$3,365,966)	(\$280,497)	(\$241,615)	\$38,882
E146400	Unallocated Salaries & Wages	30	Employee Costs	\$0	\$0	\$0	\$0
			<b>Employee Costs Total</b>	<b>\$3,189,387.71</b>	<b>\$265,752.00</b>	<b>\$216,173.50</b>	<b>(\$49,578.50)</b>
E042046	STAFF HOUSING	41	Overheads	\$9,078	\$756	\$1,255	\$499
E042050	OFFICE MAINTENANCE	41	Overheads	\$1,637	\$136	\$51	(\$85)
E053051	EMERGENCY BUILDING MAINTENANCE	41	Overheads	\$2,213	\$184	\$0	(\$184)
E075020	Mosquito Control	41	Overheads	\$1,094	\$91	\$0	(\$91)
E080100	Contribution to School	41	Overheads	\$5,184	\$432	\$84	(\$348)
E084012	SALARIES - GARDENING	41	Overheads	\$3,456	\$288	\$53	(\$235)
E084070	REPAIRS & MAINTENANCE	41	Overheads	\$0	\$0	\$280	\$280
E092050	OTHER HOUSING MAINTENANCE	41	Overheads	\$780	\$64	\$412	\$348
E092060	KULIN RETIREMENT HOMES	41	Overheads	\$6,442	\$536	\$181	(\$355)
E092148	GEHA HOUSING - COSTS	41	Overheads	\$5,219	\$434	\$0	(\$434)
E092150	JOINT VENTURE HOUSING - COSTS	41	Overheads	\$15,132	\$1,261	\$307	(\$954)
E101020	DOMESTIC REFUSE COLLECTION	41	Overheads	\$5,184	\$432	\$680	\$248
E101021	DUDININ REFUSE COLLECTION	41	Overheads	\$2,304	\$192	\$143	(\$49)
E101030	REFUSE SITE MAINTENANCE	41	Overheads	\$24,676	\$2,056	\$1,545	(\$511)
E102020	Commercial Refuse Collection	41	Overheads	\$12,097	\$1,008	\$49	(\$959)
E102030	Drum Muster	41	Overheads	\$576	\$48	\$0	(\$48)
E104010	Urban Stormwater Drainage	41	Overheads	\$1,094	\$91	\$0	(\$91)
E105051	Reinstatement of Gravel Pits	41	Overheads	\$4,603	\$383	\$0	(\$383)

**Shire of Kulin**  
**STATEMENT OF OPERATING**  
**(Nature & Type)**

**For the period ended 31 July 2023**

COA	Description		Original Budget	YTD Budget	YTD Actual	Var.
			\$	\$	\$	\$
E107031	KULIN CEMETERY	41 Overheads	\$4,163	\$346	\$0	(\$346)
E107050	PUBLIC CONVENIENCES	41 Overheads	\$1,637	\$136	\$34	(\$102)
E107052	PUBLIC CONVENIENCES DUDININ	41 Overheads	\$2,074	\$172	\$116	(\$56)
E107053	PUBLIC CONVENIENCES PINGARING	41 Overheads	\$994	\$82	\$317	\$235
E107060	WAR MEMORIAL	41 Overheads	\$547	\$45	\$0	(\$45)
E111021	MEMORIAL HALL	41 Overheads	\$780	\$64	\$0	(\$64)
E111031	PINGARING HALL	41 Overheads	\$0	\$0	\$17	\$17
E112026	MAINTENANCE	41 Overheads	\$4,517	\$376	\$61	(\$315)
E112029	STAFF HOUSING	41 Overheads	\$780	\$64	\$0	(\$64)
E113270	REPAIRS AND MAINTENANCE	41 Overheads	\$10,672	\$889	\$211	(\$678)
E113330	OTHER ALLOWANCES	41 Overheads	\$1,094	\$91	\$0	(\$91)
E113331	BOWLING GREENS	41 Overheads	\$547	\$45	\$0	(\$45)
E113332	OVAL	41 Overheads	\$14,872	\$1,239	\$206	(\$1,033)
E113333	GOLF TENNIS PAVILION	41 Overheads	\$6,984	\$582	\$111	(\$471)
E113334	GOLF COURSE	41 Overheads	\$5,760	\$480	\$532	\$52
E117029	OFFICE GARDENS	41 Overheads	\$15,841	\$1,320	\$608	(\$712)
E117030	PUBLIC PARKS GDNS & RESERVES	41 Overheads	\$33,122	\$2,760	\$2,594	(\$166)
E117031	RESERVES - OTHER	41 Overheads	\$14,401	\$1,200	\$780	(\$420)
E117054	DUDININ TENNIS CLUB	41 Overheads	\$3,275	\$272	\$0	(\$272)
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGR	41 Overheads	\$780	\$64	\$0	(\$64)
E117520	PINGARING GOLF CLUB	41 Overheads	\$1,637	\$136	\$55	(\$81)
E122010	ROAD MAINTENANCE	41 Overheads	\$293,995	\$24,499	\$31,880	\$7,381
E122022	FLOOD DAMAGE - NORMAL	41 Overheads	\$7,671	\$639	\$0	(\$639)
E122121	KULIN DEPOT	41 Overheads	\$10,961	\$913	\$1,359	\$446
E122150	STREET LIGHTING	41 Overheads	\$1,440	\$120	\$0	(\$120)
E122160	Street Cleaning	41 Overheads	\$2,016	\$168	\$0	(\$168)
E122161	DUDININ CLEANING	41 Overheads	\$3,456	\$288	\$0	(\$288)
E122162	PINGARING STREETScape MAINTENANC	41 Overheads	\$0	\$0	\$378	\$378
E122180	Street Trees	41 Overheads	\$2,160	\$180	\$0	(\$180)
E122190	Streetscape Maintenance	41 Overheads	\$7,200	\$600	\$0	(\$600)
E126280	Airstrip Maintenance	41 Overheads	\$1,152	\$96	\$0	(\$96)
E132030	CARAVAN PARK	41 Overheads	\$11,718	\$976	\$145	(\$831)
E132040	KULIN HOSTEL	41 Overheads	\$4,517	\$376	\$113	(\$263)
E138015	BLAZING SWAN EXPENDITURE	41 Overheads	\$5,949	\$495	\$0	(\$495)
E138040	BUSH RACES CONTRIBUTION	41 Overheads	\$9,785	\$815	\$0	(\$815)
E139050	MAINTENANCE & REPAIRS	41 Overheads	\$1,440	\$120	\$51	(\$69)
E141010	PRIVATE WORKS	41 Overheads	\$15,343	\$1,278	\$107	(\$1,171)
E143090	Award Allowances	41 Overheads	\$0	\$0	\$282	\$282
E143125	STAFF HOUSING	41 Overheads	\$11,611	\$967	\$51	(\$916)
E143140	Seminar Expenses	41 Overheads	\$7,671	\$639	\$0	(\$639)
E143290	ALLOCATED TO WORKS & SERVICES	41 Overheads	(\$1,184,905)	(\$98,742)	(\$69,366)	\$29,376
E144000	Plant Repair Wages	41 Overheads	\$73,329	\$6,110	\$1,743	(\$4,367)
E144010	Parts & Repairs	41 Overheads	\$7,389	\$615	\$4,774	\$4,159
		<b>Overheads Total</b>	<b>(\$480,852)</b>	<b>(\$40,093)</b>	<b>(\$17,799)</b>	<b>\$22,294</b>
		<b>Total Employee Costs</b>	<b>\$2,708,536</b>	<b>\$225,659</b>	<b>\$198,374</b>	<b>(\$27,285)</b>
E030111	LEGAL FEES - RATES DEBT COLLECTION	31 Materials & Contracts	\$4,000	\$333	\$0	(\$333)
E030112	LEGAL FEES - RATES DEBT COLLECTION	31 Materials & Contracts	\$6,500	\$541	\$0	(\$541)
E030140	Valuation Expenses	31 Materials & Contracts	\$10,000	\$0	\$0	\$0
E030150	Printing & Stationery	31 Materials & Contracts	\$1,200	\$100	\$22	(\$78)
E032100	BANK CHARGES	31 Materials & Contracts	\$4,500	\$375	\$147	(\$228)
E041040	Election Expenses	31 Materials & Contracts	\$6,000	\$500	\$0	(\$500)
E041030	CONFERENCE EXPENSES	31 Materials & Contracts	\$11,949	\$995	\$0	(\$995)
E041050	SITTING FEES	31 Materials & Contracts	\$23,690	\$0	\$0	\$0
E041060	PRESIDENTIAL ALLOWANCE	31 Materials & Contracts	\$9,625	\$0	\$0	\$0
E041070	DRESS SHIRTS FOR COUNCILLORS	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E041110	REFRESHMENTS & GOODWILL	31 Materials & Contracts	\$27,760	\$0	\$885	\$885
E041111	MEAL ENTERTAINMENT	31 Materials & Contracts	\$2,000	\$0	\$0	\$0
E041160	Subscriptions & Donations	31 Materials & Contracts	\$30,230	\$2,519	\$28,545	\$26,026
E041161	Printing & Stationery	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E041165	Advertising	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E041180	Chamber Maintenance	31 Materials & Contracts	\$4,536	\$378	\$0	(\$378)
E042035	STAFF UNIFORMS	31 Materials & Contracts	\$3,500	\$291	\$0	(\$291)
E042040	STAFF TRAINING	31 Materials & Contracts	\$12,150	\$1,013	\$0	(\$1,013)
E042041	CONFERENCES	31 Materials & Contracts	\$11,200	\$933	\$0	(\$933)
E042045	RELOCATION COSTS	31 Materials & Contracts	\$5,000	\$416	\$0	(\$416)
E042046	STAFF HOUSING	31 Materials & Contracts	\$16,250	\$1,354	\$495	(\$859)
E042060	MEMBERSHIPS & SUBSCRIPTIONS	31 Materials & Contracts	\$1,800	\$150	\$354	\$204
E042070	Printing and Stationery	31 Materials & Contracts	\$17,000	\$1,416	\$1,961	\$545
E042075	FBT EXPENSE	31 Materials & Contracts	\$4,500	\$0	\$0	\$0
E042090	Postage and Freight	31 Materials & Contracts	\$2,600	\$216	\$0	(\$216)
E042100	ADVERTISING	31 Materials & Contracts	\$5,000	\$416	\$786	\$370
E042110	Office Equipment Maintenance	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E042115	BAD DEBTS EXPENSE	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E042120	Cleaning	31 Materials & Contracts	\$24,968	\$2,080	\$537	(\$1,543)
E042130	Computer Maintenance	31 Materials & Contracts	\$38,500	\$3,208	\$30,107	\$26,899
E042135	IT Support	31 Materials & Contracts	\$70,000	\$5,833	\$4,556	(\$1,277)
E042140	Staff Amenities	31 Materials & Contracts	\$2,000	\$166	\$82	(\$84)
E042170	CONTRACT EMPLOYMENT	31 Materials & Contracts	\$179,500	\$14,958	(\$32,778)	(\$47,736)
E042200	Audit Fees	31 Materials & Contracts	\$46,000	\$0	(\$34,000)	(\$34,000)
E051040	OFFICE EXPENSES	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E051055	Protective Clothing	31 Materials & Contracts	\$5,000	\$416	\$0	(\$416)
E051060	Communication Maintenance	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E051070	SUNDRY FIRE PREVENTION COSTS	31 Materials & Contracts	\$2,000	\$0	\$355	\$355
E052010	Dog Control Costs	31 Materials & Contracts	\$3,150	\$262	\$206	(\$56)
E052020	CAT CONTROL COSTS	31 Materials & Contracts	\$5,000	\$416	\$412	(\$4)
E052040	Pest Control	31 Materials & Contracts	\$500	\$41	\$0	(\$41)

**Shire of Kulin**  
**STATEMENT OF OPERATING**  
**(Nature & Type)**

**For the period ended 31 July 2023**

COA	Description		Original Budget	YTD Budget	YTD Actual	Var.
			\$	\$	\$	\$
E053010	ESL BUSH FIRE BRIGADES	31 Materials & Contracts	\$1,000	\$500	\$0	(\$500)
E053051	EMERGENCY BUILDING MAINTENANCE	31 Materials & Contracts	\$1,500	\$125	\$0	(\$125)
E053400	CCTV MAINTENANCE	31 Materials & Contracts	\$6,520	\$543	\$0	(\$543)
E074040	GROUP/REGIONAL SCHEME	31 Materials & Contracts	\$39,000	\$0	\$0	\$0
E074100	OTHER EXPENDITURE	31 Materials & Contracts	\$2,500	\$208	\$0	(\$208)
E075020	Mosquito Control	31 Materials & Contracts	\$2,500	\$208	\$0	(\$208)
E076020	ANALYTICAL EXPENSES	31 Materials & Contracts	\$1,000	\$83	\$360	\$277
E077010	COMMUNITY NURSES	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E077020	MEDICAL CENTRE	31 Materials & Contracts	\$104,500	\$8,708	\$510	(\$8,198)
E077030	AMBULANCE SERVICES	31 Materials & Contracts	\$100	\$8	\$0	(\$8)
E080100	Contribution to School	31 Materials & Contracts	\$600	\$50	\$0	(\$50)
E080110	DONATIONS	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E083100	CARE GROUP DONATIONS	31 Materials & Contracts	\$4,250	\$204	\$0	(\$204)
E084020	MEMBERSHIPS AND SUBSCRIPTIONS	31 Materials & Contracts	\$8,000	\$666	\$0	(\$666)
E084025	Advert/Printing/Promotion	31 Materials & Contracts	\$1,100	\$91	\$0	(\$91)
E084030	Computer Exp	31 Materials & Contracts	\$2,100	\$175	\$0	(\$175)
E084035	EQUIPMENT UPGRADES	31 Materials & Contracts	\$5,300	\$441	\$0	(\$441)
E084045	GARDENING AND YARD MAINTENANCE	31 Materials & Contracts	\$2,500	\$208	\$0	(\$208)
E084060	BUILDING LEASE	31 Materials & Contracts	\$840	\$70	\$0	(\$70)
E084065	Postage & Stationery	31 Materials & Contracts	\$3,200	\$266	\$0	(\$266)
E084070	REPAIRS & MAINTENANCE	31 Materials & Contracts	\$5,300	\$441	\$0	(\$441)
E084075	STAFF EXPENSES	31 Materials & Contracts	\$5,000	\$416	\$365	(\$51)
E084085	Sundry & Other	31 Materials & Contracts	\$1,600	\$133	\$0	(\$133)
E084086	FUNDRAISING	31 Materials & Contracts	\$2,000	\$166	\$0	(\$166)
E084090	Consumables	31 Materials & Contracts	\$4,500	\$375	\$414	\$39
E084095	CLEANING CONSUMABLES	31 Materials & Contracts	\$3,800	\$316	\$220	(\$96)
E092050	OTHER HOUSING MAINTENANCE	31 Materials & Contracts	\$500	\$41	\$0	(\$41)
E092060	KULIN RETIREMENT HOMES	31 Materials & Contracts	\$500	\$41	\$0	(\$41)
E092148	GEHA HOUSING - COSTS	31 Materials & Contracts	\$2,500	\$208	\$0	(\$208)
E092150	JOINT VENTURE HOUSING - COSTS	31 Materials & Contracts	\$12,997	\$1,083	\$30	(\$1,053)
E101020	DOMESTIC REFUSE COLLECTION	31 Materials & Contracts	\$122,004	\$10,167	\$0	(\$10,167)
E101021	DUDININ REFUSE COLLECTION	31 Materials & Contracts	\$2,500	\$208	\$0	(\$208)
E101022	PINGARING REFUSE COLLECTION	31 Materials & Contracts	\$13,682	\$1,140	\$0	(\$1,140)
E101030	REFUSE SITE MAINTENANCE	31 Materials & Contracts	\$3,000	\$250	\$0	(\$250)
E101040	ROERO	31 Materials & Contracts	\$10,000	\$0	\$0	\$0
E102020	Commercial Refuse Collection	31 Materials & Contracts	\$46,668	\$3,889	\$0	(\$3,889)
E102030	Drum Muster	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E102420	PURCHASE OF BINS	31 Materials & Contracts	\$200	\$16	\$0	(\$16)
E106020	Town Planning Advice	31 Materials & Contracts	\$8,000	\$666	\$0	(\$666)
E106030	Town Planning Other	31 Materials & Contracts	\$4,000	\$333	\$0	(\$333)
E107031	KULIN CEMETERY	31 Materials & Contracts	\$500	\$41	\$0	(\$41)
E107032	DUDININ CEMETERY	31 Materials & Contracts	\$500	\$41	\$0	(\$41)
E107033	Pingaring Cemetery	31 Materials & Contracts	\$500	\$41	\$0	(\$41)
E107050	PUBLIC CONVENIENCES	31 Materials & Contracts	\$8,200	\$683	\$462	(\$221)
E107052	PUBLIC CONVENIENCES DUDININ	31 Materials & Contracts	\$700	\$58	\$0	(\$58)
E107053	PUBLIC CONVENIENCES PINGARING	31 Materials & Contracts	\$20,500	\$1,708	\$0	(\$1,708)
E107060	WAR MEMORIAL	31 Materials & Contracts	\$500	\$41	\$0	(\$41)
E111021	MEMORIAL HALL	31 Materials & Contracts	\$3,288	\$274	\$220	(\$54)
E112023	CHEMICALS	31 Materials & Contracts	\$5,702	\$475	\$0	(\$475)
E112026	MAINTENANCE	31 Materials & Contracts	\$13,150	\$1,095	\$367	(\$728)
E112028	OTHER MINOR EXPENDITURE	31 Materials & Contracts	\$3,480	\$290	\$236	(\$54)
E112029	STAFF HOUSING	31 Materials & Contracts	\$1,500	\$125	\$0	(\$125)
E112600	EVENTS	31 Materials & Contracts	\$1,350	\$112	\$0	(\$112)
E113060	Advertising and Promotion	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E113100	BANK CHARGES	31 Materials & Contracts	\$1,680	\$140	\$119	(\$21)
E113104	CATERING COSTS	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E113120	Cleaning Supplies	31 Materials & Contracts	\$3,000	\$250	\$1,405	\$1,155
E113210	GAS SUPPLIES	31 Materials & Contracts	\$0	\$0	\$22	\$22
E113218	Minor Equipment	31 Materials & Contracts	\$1,500	\$125	\$0	(\$125)
E113240	LICENCING COSTS	31 Materials & Contracts	\$0	\$0	\$738	\$738
E113243	Kitchen Consumables	31 Materials & Contracts	\$1,500	\$125	\$0	(\$125)
E113250	Printing, Stationery and Post	31 Materials & Contracts	\$1,000	\$83	\$47	(\$36)
E113270	REPAIRS AND MAINTENANCE	31 Materials & Contracts	\$34,300	\$2,858	\$0	(\$2,858)
E113272	Security Costs	31 Materials & Contracts	\$450	\$37	\$0	(\$37)
E113285	STAFF TRAINING	31 Materials & Contracts	\$1,000	\$83	\$36	(\$47)
E113295	UNIFORMS	31 Materials & Contracts	\$800	\$66	\$0	(\$66)
E113315	EVENTS	31 Materials & Contracts	\$5,000	\$416	\$0	(\$416)
E113329	Other Non-Operational Costs	31 Materials & Contracts	\$15,000	\$1,250	\$0	(\$1,250)
E113332	OVAL	31 Materials & Contracts	\$6,000	\$500	\$0	(\$500)
E113333	GOLF TENNIS PAVILION	31 Materials & Contracts	\$5,000	\$416	\$1,302	\$886
E113334	GOLF COURSE	31 Materials & Contracts	\$2,000	\$166	\$0	(\$166)
E113500	Bar Purchases	31 Materials & Contracts	\$52,000	\$4,333	\$4,259	(\$74)
E113501	Ice and Sundry Supplies	31 Materials & Contracts	\$200	\$16	\$0	(\$16)
E113502	FREIGHT	31 Materials & Contracts	\$2,400	\$200	\$111	(\$89)
E113540	STOCK WRITTEN OFF	31 Materials & Contracts	\$400	\$33	\$0	(\$33)
E114290	CONT TO VARLEY RADIO	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E116300	Railway Station Maintenance	31 Materials & Contracts	\$0	\$0	\$1,341	\$1,341
E117029	OFFICE GARDENS	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E117030	PUBLIC PARKS GDNS & RESERVES	31 Materials & Contracts	\$20,000	\$1,666	\$271	(\$1,396)
E117031	RESERVES - OTHER	31 Materials & Contracts	\$500	\$41	\$0	(\$41)
E117032	PLAYGROUND INSPECTIONS	31 Materials & Contracts	\$5,750	\$479	\$0	(\$479)
E117054	DUDININ TENNIS CLUB	31 Materials & Contracts	\$10,000	\$833	\$0	(\$833)
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGR	31 Materials & Contracts	\$2,250	\$187	\$271	\$84
E117520	PINGARING GOLF CLUB	31 Materials & Contracts	\$8,000	\$666	\$0	(\$666)
E121602	Traffic Signs	31 Materials & Contracts	\$7,000	\$583	\$0	(\$583)
E122010	ROAD MAINTENANCE	31 Materials & Contracts	\$65,000	\$5,416	\$8,190	\$2,774

**Shire of Kulin  
STATEMENT OF OPERATING  
(Nature & Type)**

**For the period ended 31 July 2023**

COA	Description		Original Budget	YTD Budget	YTD Actual	Var.
E122121	KULIN DEPOT	31 Materials & Contracts	\$25,000	\$2,083	\$450	(\$1,633)
E122160	Street Cleaning	31 Materials & Contracts	\$3,500	\$291	\$0	(\$291)
E122190	Streetscape Maintenance	31 Materials & Contracts	\$8,500	\$708	\$0	(\$708)
E122200	Roman Road System	31 Materials & Contracts	\$8,853	\$0	\$9,473	\$9,473
E126280	Airstrip Maintenance	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E131040	Noxious Weeds/Pest Plants	31 Materials & Contracts	\$5,000	\$416	\$210	(\$206)
E132030	CARAVAN PARK	31 Materials & Contracts	\$6,500	\$541	\$727	\$186
E132040	KULIN HOSTEL	31 Materials & Contracts	\$5,000	\$416	\$220	(\$196)
E132100	Tourism & Area Promotion	31 Materials & Contracts	\$39,570	\$3,297	\$0	(\$3,297)
E133010	Group Building Scheme	31 Materials & Contracts	\$7,500	\$625	\$733	\$108
E133420	BCITF levy payment	31 Materials & Contracts	\$500	\$41	\$0	(\$41)
E133425	BUILDING SERVICES LEVY PAYMENT	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
E134040	UNIFORMS	31 Materials & Contracts	\$800	\$66	\$0	(\$66)
E134050	STAFF TRAINING	31 Materials & Contracts	\$5,000	\$416	\$0	(\$416)
E134080	Printing & Stationery	31 Materials & Contracts	\$20,000	\$1,666	\$1,997	\$331
E134100	Advertising and Promotion	31 Materials & Contracts	\$2,500	\$208	\$0	(\$208)
E134110	IT MAINTENANCE & SUPPORT	31 Materials & Contracts	\$1,000	\$83	\$2,602	\$2,519
E134120	CENTRE MAINTENANCE	31 Materials & Contracts	\$5,500	\$458	\$110	(\$348)
E134130	COURSES & EVENTS	31 Materials & Contracts	\$30,000	\$2,500	\$172	(\$2,328)
E134135	EVENTS	31 Materials & Contracts	\$2,500	\$208	\$1,905	\$1,697
E134140	Library Freight	31 Materials & Contracts	\$700	\$58	\$0	(\$58)
E134150	LIBRARY COSTS	31 Materials & Contracts	\$14,000	\$1,166	\$1,203	\$37
E134200	GRANT FUNDING EXPENDITURE	31 Materials & Contracts	\$2,000	\$166	\$0	(\$166)
E134300	SUNDRY EXPENSES	31 Materials & Contracts	\$2,000	\$166	\$0	(\$166)
E136040	WATER SUPPLY (STANDPIPES)	31 Materials & Contracts	\$19,200	\$1,600	\$5,130	\$3,530
E136047	WATER SUPPLY MAINTENANCE	31 Materials & Contracts	\$7,500	\$625	\$0	(\$625)
E136100	OTHER EXPENDITURE	31 Materials & Contracts	\$0	\$0	\$1,500	\$1,500
E137060	BUILDING MAINTENANCE	31 Materials & Contracts	\$4,500	\$375	\$70	(\$305)
E137130	CONSULTANCY & CONTRACTORS	31 Materials & Contracts	\$30,000	\$2,500	\$0	(\$2,500)
E138015	BLAZING SWAN EXPENDITURE	31 Materials & Contracts	\$15,000	\$0	\$0	\$0
E138020	INSURANCE & LICENSING.	31 Materials & Contracts	\$0	\$0	\$24	\$24
E139010	FUEL PURCHASES	31 Materials & Contracts	\$816,000	\$68,000	\$50,093	(\$17,907)
E139040	IT MAINTENANCE	31 Materials & Contracts	\$5,910	\$492	\$0	(\$492)
E139045	BANK CHARGES	31 Materials & Contracts	\$6,600	\$550	\$439	(\$111)
E139050	MAINTENANCE & REPAIRS	31 Materials & Contracts	\$5,400	\$0	\$0	\$0
E142700	Plant Operation Costs	31 Materials & Contracts	\$0	\$0	\$649	\$649
E143030	OFFICE EXPENSES	31 Materials & Contracts	\$16,000	\$1,333	\$355	(\$978)
E143075	FBT EXPENSE	31 Materials & Contracts	\$1,500	\$0	\$0	\$0
E143120	PROTECTIVE CLOTHING	31 Materials & Contracts	\$10,000	\$833	\$0	(\$833)
E143125	STAFF HOUSING	31 Materials & Contracts	\$28,809	\$2,400	\$3,129	\$729
E143126	WORKFORCE ACCOMMODATION - HOLT	31 Materials & Contracts	\$14,500	\$1,208	\$0	(\$1,208)
E143130	Removal Expenses	31 Materials & Contracts	\$5,000	\$416	\$0	(\$416)
E143140	Seminar Expenses	31 Materials & Contracts	\$17,469	\$1,455	\$0	(\$1,455)
E143150	HEALTH & SAFETY PROGRAM	31 Materials & Contracts	\$23,000	\$0	\$24	\$24
E143152	CONSULTING	31 Materials & Contracts	\$25,115	\$2,092	\$0	(\$2,092)
E144005	Tyres & Tubes	31 Materials & Contracts	\$50,000	\$4,166	\$6,475	\$2,309
E144010	Parts & Repairs	31 Materials & Contracts	\$170,000	\$14,166	\$11,409	(\$2,757)
E144020	Fuel & Oil	31 Materials & Contracts	\$429,127	\$35,760	\$45,909	\$10,149
E144030	BLADES & TYNES	31 Materials & Contracts	\$10,000	\$833	\$0	(\$833)
E144060	Expendable Tools	31 Materials & Contracts	\$2,400	\$200	\$0	(\$200)
E144070	OFFICE EXPENSES	31 Materials & Contracts	\$5,000	\$416	\$0	(\$416)
E144180	Other Minor Expenditure	31 Materials & Contracts	\$2,400	\$200	\$0	(\$200)
E144190	M.V. INSURANCE CLAIMS	31 Materials & Contracts	\$1,000	\$83	\$0	(\$83)
		<b>Materials &amp; Contracts Total</b>	<b>\$3,277,822</b>	<b>\$254,331</b>	<b>\$168,973</b>	<b>(\$85,358)</b>
E041020	MEMBERS TRAVELLING	33 Contributions/Donations/Grants	\$3,536	\$0	\$0	\$0
E041025	MEMBER'S ICT ALLOWANCE	33 Contributions/Donations/Grants	\$4,500	\$0	\$0	\$0
E041160	Subscriptions & Donations	33 Contributions/Donations/Grants	\$1,500	\$125	\$0	(\$125)
E041270	Community Contributions	33 Contributions/Donations/Grants	\$30,000	\$2,500	\$3,191	\$691
E117056	OTHER SPORTING CLUBS	33 Contributions/Donations/Grants	\$1,000	\$83	\$0	(\$83)
		<b>Contributions/Donations/Grants Total</b>	<b>\$40,536</b>	<b>\$2,708</b>	<b>\$3,191</b>	<b>\$483</b>
E042046	STAFF HOUSING	42 Plant Operating Costs	\$1,000	\$83	\$189	\$106
E042053	CEO VEHICLE COSTS	42 Plant Operating Costs	\$12,000	\$1,000	\$978	(\$22)
E042054	POOL VEHICLE COSTS	42 Plant Operating Costs	\$4,000	\$333	\$0	(\$333)
E042700	PLANT OPERATION COSTS	42 Plant Operating Costs	\$0	\$0	\$601	\$601
E051070	SUNDRY FIRE PREVENTION COSTS	42 Plant Operating Costs	\$1,500	\$0	\$53	\$53
E053700	Plant Operation Costs	42 Plant Operating Costs	\$8,000	\$666	\$2,668	\$2,002
E075020	Mosquito Control	42 Plant Operating Costs	\$500	\$41	\$0	(\$41)
E092150	JOINT VENTURE HOUSING - COSTS	42 Plant Operating Costs	\$1,000	\$83	\$151	\$68
E102020	Commercial Refuse Collection	42 Plant Operating Costs	\$7,000	\$583	\$1,101	\$518
E107031	KULIN CEMETERY	42 Plant Operating Costs	\$1,590	\$132	\$0	(\$132)
E113332	OVAL	42 Plant Operating Costs	\$11,000	\$916	\$1,252	\$336
E113334	GOLF COURSE	42 Plant Operating Costs	\$2,500	\$208	\$37	(\$171)
E113701	PLANT OPERATION COSTS	42 Plant Operating Costs	\$20,000	\$1,666	\$0	(\$1,666)
E117030	PUBLIC PARKS GDNS & RESERVES	42 Plant Operating Costs	\$0	\$0	\$2,797	\$2,797
E122010	ROAD MAINTENANCE	42 Plant Operating Costs	\$395,570	\$32,964	\$67,671	\$34,707
E122121	KULIN DEPOT	42 Plant Operating Costs	\$1,000	\$83	\$345	\$262
E141010	PRIVATE WORKS	42 Plant Operating Costs	\$7,500	\$625	\$424	(\$202)
E142700	Plant Operation Costs	42 Plant Operating Costs	\$12,000	\$1,000	\$1,156	\$156
E143095	WORKS MANAGER, WORKS SUPERVISOR	42 Plant Operating Costs	\$45,000	\$3,750	\$4,503	\$753
E143125	STAFF HOUSING	42 Plant Operating Costs	\$0	\$0	\$151	\$151
E144010	Parts & Repairs	42 Plant Operating Costs	\$0	\$0	\$50	\$50
E144290	ALLOCATED TO WORKS & SERVICES	42 Plant Operating Costs	(\$930,195)	(\$77,516)	(\$87,741)	(\$10,225)
E148299	LESS DEPRECIATION ALLOCATED	42 Plant Operating Costs	(\$501,552)	(\$41,796)	(\$41,355)	\$441
		<b>Plant Operating Costs Total</b>	<b>(\$900,587)</b>	<b>(\$75,179)</b>	<b>(\$44,970)</b>	<b>\$30,210</b>
		<b>Total Materials &amp; Contracts</b>	<b>\$2,417,771</b>	<b>\$181,860</b>	<b>\$127,194</b>	<b>(\$54,666)</b>
E136040	WATER SUPPLY (STANDPIPES)	36 Utilities	\$0	\$0	\$1,361	\$1,361

**Shire of Kulin**  
**STATEMENT OF OPERATING**  
**(Nature & Type)**

**For the period ended 31 July 2023**

COA	Description		Original Budget	YTD Budget	YTD Actual	Var.
			\$	\$	\$	\$
		<b>Utilities Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,361</b>	<b>\$1,361</b>
E042046	STAFF HOUSING	47 Telephone & Internet	\$0	\$0	\$135	\$135
E042049	CEO UTILITIES	47 Telephone & Internet	\$2,500	\$208	\$122	(\$86)
E042080	TELEPHONE	47 Telephone & Internet	\$11,780	\$981	\$367	(\$614)
E051040	OFFICE EXPENSES	47 Telephone & Internet	\$6,000	\$500	\$95	(\$405)
E053010	ESL BUSH FIRE BRIGADES	47 Telephone & Internet	\$0	\$0	\$87	\$87
E077020	MEDICAL CENTRE	47 Telephone & Internet	\$2,500	\$208	\$174	(\$35)
E084080	TELEPHONE	47 Telephone & Internet	\$1,050	\$87	\$34	(\$53)
E092050	OTHER HOUSING MAINTENANCE	47 Telephone & Internet	\$0	\$0	\$115	\$115
E112030	TELEPHONE	47 Telephone & Internet	\$1,800	\$150	\$55	(\$96)
E113290	TELEPHONE	47 Telephone & Internet	\$2,100	\$175	\$9	(\$166)
E113332	OVAL	47 Telephone & Internet	\$0	\$0	\$9	\$9
E122122	HOLT ROCK DEPOT	47 Telephone & Internet	\$0	\$0	\$32	\$32
E132030	CARAVAN PARK	47 Telephone & Internet	\$500	\$41	\$35	(\$6)
E134060	TELEPHONE	47 Telephone & Internet	\$1,500	\$125	\$38	(\$87)
E139040	IT MAINTENANCE	47 Telephone & Internet	\$0	\$0	(\$61)	(\$61)
E139050	MAINTENANCE & REPAIRS	47 Telephone & Internet	\$1,800	\$150	\$45	(\$105)
E143030	OFFICE EXPENSES	47 Telephone & Internet	\$2,000	\$166	\$124	(\$42)
E143125	STAFF HOUSING	47 Telephone & Internet	\$0	\$0	\$135	\$135
E143126	WORKFORCE ACCOMMODATION - HOLT	47 Telephone & Internet	\$500	\$41	\$0	(\$41)
E144061	TELEPHONE	47 Telephone & Internet	\$2,400	\$200	\$64	(\$136)
		<b>Telephone &amp; Internet Total</b>	<b>\$36,430</b>	<b>\$3,032</b>	<b>\$1,614</b>	<b>(\$1,418)</b>
E042046	STAFF HOUSING	48 Electricity	\$8,500	\$708	\$909	\$201
E042049	CEO UTILITIES	48 Electricity	\$0	\$0	\$199	\$199
E042180	UTILITIES	48 Electricity	\$3,500	\$291	\$398	\$107
E077020	MEDICAL CENTRE	48 Electricity	\$3,500	\$291	\$645	\$354
E084040	ELECTRICITY/GAS/WATER	48 Electricity	\$6,000	\$500	\$598	\$98
E092050	OTHER HOUSING MAINTENANCE	48 Electricity	\$1,500	\$125	\$535	\$410
E092150	JOINT VENTURE HOUSING - COSTS	48 Electricity	\$2,000	\$167	\$162	(\$5)
E107050	PUBLIC CONVENIENCES	48 Electricity	\$2,500	\$208	\$399	\$191
E107052	PUBLIC CONVENIENCES DUDININ	48 Electricity	\$550	\$45	\$0	(\$45)
E107053	PUBLIC CONVENIENCES PINGARING	48 Electricity	\$1,000	\$83	\$107	\$24
E111021	MEMORIAL HALL	48 Electricity	\$1,800	\$150	\$227	\$77
E111031	PINGARING HALL	48 Electricity	\$100	\$8	\$0	(\$8)
E111032	DUDININ HALL	48 Electricity	\$100	\$8	\$0	(\$8)
E112024	ELECTRICITY	48 Electricity	\$39,780	\$3,315	\$1,068	(\$2,247)
E113180	ELECTRICITY	48 Electricity	\$19,000	\$1,583	\$1,980	\$397
E113332	OVAL	48 Electricity	\$4,500	\$375	\$252	(\$123)
E122121	KULIN DEPOT	48 Electricity	\$4,000	\$333	\$672	\$339
E122122	HOLT ROCK DEPOT	48 Electricity	\$0	\$0	\$266	\$266
E122150	STREET LIGHTING	48 Electricity	\$20,425	\$1,702	\$1,600	(\$102)
E132030	CARAVAN PARK	48 Electricity	\$8,000	\$666	\$821	\$155
E132040	KULIN HOSTEL	48 Electricity	\$1,500	\$125	\$43	(\$82)
E132050	INFORMATION BAY	48 Electricity	\$400	\$33	\$0	(\$33)
E134070	ELECTRICITY	48 Electricity	\$5,000	\$416	\$398	(\$18)
E136040	WATER SUPPLY (STANDPIPES)	48 Electricity	\$0	\$0	\$0	\$0
E137050	ELECTRICITY	48 Electricity	\$2,500	\$208	\$494	\$286
E139050	MAINTENANCE & REPAIRS	48 Electricity	\$1,750	\$145	\$362	\$217
E143125	STAFF HOUSING	48 Electricity	\$12,500	\$1,041	\$2,092	\$1,051
E143126	WORKFORCE ACCOMMODATION - HOLT	48 Electricity	\$1,200	\$100	\$0	(\$100)
		<b>Electricity Total</b>	<b>\$151,605</b>	<b>\$12,626</b>	<b>\$14,226</b>	<b>\$1,600</b>
E042046	STAFF HOUSING	49 Water	\$7,000	\$583	\$927	\$344
E042180	UTILITIES	49 Water	\$1,300	\$108	\$209	\$101
E051070	SUNDRY FIRE PREVENTION COSTS	49 Water	\$0	\$0	\$0	\$0
E053010	ESL BUSH FIRE BRIGADES	49 Water	\$0	\$0	\$82	\$82
E053051	EMERGENCY BUILDING MAINTENANCE	49 Water	\$650	\$54	\$0	(\$54)
E077020	MEDICAL CENTRE	49 Water	\$500	\$41	\$70	\$29
E084040	ELECTRICITY/GAS/WATER	49 Water	\$0	\$0	\$256	\$256
E092050	OTHER HOUSING MAINTENANCE	49 Water	\$3,500	\$291	\$1,180	\$889
E092148	GEHA HOUSING - COSTS	49 Water	\$5,500	\$458	\$825	\$367
E092150	JOINT VENTURE HOUSING - COSTS	49 Water	\$16,000	\$1,333	\$2,201	\$868
E107052	PUBLIC CONVENIENCES DUDININ	49 Water	\$200	\$16	\$0	(\$16)
E107053	PUBLIC CONVENIENCES PINGARING	49 Water	\$200	\$16	\$20	\$4
E107060	WAR MEMORIAL	49 Water	\$500	\$41	\$22	(\$19)
E111021	MEMORIAL HALL	49 Water	\$250	\$20	\$52	\$32
E111031	PINGARING HALL	49 Water	\$100	\$8	\$6	(\$2)
E111032	DUDININ HALL	49 Water	\$100	\$8	\$0	(\$8)
E112025	WATER	49 Water	\$11,400	\$950	\$231	(\$719)
E112029	STAFF HOUSING	49 Water	\$3,500	\$291	\$552	\$261
E113332	OVAL	49 Water	\$10,000	\$833	\$328	(\$505)
E116100	KULIN MUSEUM	49 Water	\$400	\$33	\$0	(\$33)
E117029	OFFICE GARDENS	49 Water	\$500	\$41	\$85	\$44
E117030	PUBLIC PARKS GDNS & RESERVES	49 Water	\$4,000	\$333	\$641	\$308
E117052	DUDININ SPORTSGROUND	49 Water	\$2,000	\$166	\$0	(\$166)
E122121	KULIN DEPOT	49 Water	\$2,000	\$166	\$215	\$49
E122122	HOLT ROCK DEPOT	49 Water	\$0	\$0	\$0	\$0
E132030	CARAVAN PARK	49 Water	\$7,500	\$625	\$718	\$93
E132040	KULIN HOSTEL	49 Water	\$3,500	\$291	\$262	(\$29)
E132050	INFORMATION BAY	49 Water	\$0	\$0	\$0	\$0
E136040	WATER SUPPLY (STANDPIPES)	49 Water	\$43,000	\$3,583	\$3,266	(\$317)
E137040	WATER	49 Water	\$1,600	\$133	\$255	\$122
E143125	STAFF HOUSING	49 Water	\$23,400	\$1,950	\$3,665	\$1,715
E143126	WORKFORCE ACCOMMODATION - HOLT	49 Water	\$1,000	\$83	\$0	(\$83)
E144050	WATER USAGE	49 Water	\$1,500	\$125	\$0	(\$125)
		<b>Water Total</b>	<b>\$151,100</b>	<b>\$12,580</b>	<b>\$16,067</b>	<b>\$3,487</b>
E042046	STAFF HOUSING	50 Gas	\$1,500	\$125	\$263	\$138

**Shire of Kulin**  
**STATEMENT OF OPERATING**  
**(Nature & Type)**

**For the period ended 31 July 2023**

COA	Description		Original Budget	YTD Budget	YTD Actual	Var.
			\$	\$	\$	\$
E092050	OTHER HOUSING MAINTENANCE	50 Gas	\$0	\$0	\$0	\$0
E092150	JOINT VENTURE HOUSING - COSTS	50 Gas	\$1,500	\$125	\$0	(\$125)
E113210	GAS SUPPLIES	50 Gas	\$1,870	\$155	\$0	(\$155)
E132040	KULIN HOSTEL	50 Gas	\$1,500	\$125	\$0	(\$125)
E143125	STAFF HOUSING	50 Gas	\$3,500	\$291	\$549	\$258
		<b>Gas Total</b>	<b>\$9,870</b>	<b>\$821</b>	<b>\$812</b>	<b>(\$9)</b>
E113240	LICENCING COSTS	51 Licensing	\$1,805	\$150	\$0	(\$150)
E142105	LICENSING & INSURANCE	51 Licensing	\$350	\$29	\$0	(\$29)
E144015	INSURANCE & LICENCE	51 Licensing	\$22,500	\$22,500	\$11,494	(\$11,006)
		<b>Licensing Total</b>	<b>\$24,655</b>	<b>\$22,679</b>	<b>\$11,494</b>	<b>(\$11,185)</b>
		<b>Total Utilities</b>	<b>\$373,660</b>	<b>\$51,738</b>	<b>\$45,574</b>	<b>(\$6,164)</b>
E042047	Depreciation CEO Housing	34 Depreciation	\$3,600	\$300	\$0	(\$300)
E042048	Depreciation DCEO Housing	34 Depreciation	\$6,000	\$500	\$0	(\$500)
E042053	CEO VEHICLE COSTS	34 Depreciation	\$0	\$0	\$0	\$0
E042054	POOL VEHICLE COSTS	34 Depreciation	\$0	\$0	\$0	\$0
E042298	Office Depreciation	34 Depreciation	\$18,350	\$1,529	\$0	(\$1,529)
E042700	PLANT OPERATION COSTS	34 Depreciation	\$0	\$0	\$0	\$0
E051298	Depreciation	34 Depreciation	\$79,058	\$0	\$0	\$0
E053298	Depreciation	34 Depreciation	\$14,390	\$1,199	\$0	(\$1,199)
E084298	Depreciation	34 Depreciation	\$0	\$0	\$0	\$0
E092160	Depreciation - Joint Venture	34 Depreciation	\$5,409	\$450	\$0	(\$450)
E092180	Depreciation Community Bank Hs	34 Depreciation	\$5,279	\$439	\$0	(\$439)
E092298	Depreciation	34 Depreciation	\$9,136	\$761	\$0	(\$761)
E101298	Depreciation	34 Depreciation	\$706	\$58	\$0	(\$58)
E102298	Depreciation	34 Depreciation	\$0	\$0	\$0	\$0
E107298	Depreciation	34 Depreciation	\$15,477	\$1,289	\$0	(\$1,289)
E110298	Depreciation	34 Depreciation	\$43,151	\$3,595	\$0	(\$3,595)
E111298	Depreciation	34 Depreciation	\$39,339	\$3,278	\$0	(\$3,278)
E112298	Depreciation	34 Depreciation	\$70,518	\$5,876	\$0	(\$5,876)
E113298	Depreciation	34 Depreciation	\$143,120	\$11,926	\$0	(\$11,926)
E116298	DEPRECIATION	34 Depreciation	\$1,675	\$139	\$0	(\$139)
E117298	Depreciation	34 Depreciation	\$13,230	\$1,102	\$0	(\$1,102)
E121298	Depreciation	34 Depreciation	\$2,017,971	\$168,164	\$0	(\$168,164)
E122298	Depreciation	34 Depreciation	\$11,940	\$995	\$0	(\$995)
E126298	Depreciation	34 Depreciation	\$7,382	\$615	\$0	(\$615)
E132298	Depreciation	34 Depreciation	\$38,417	\$3,201	\$0	(\$3,201)
E134298	Depreciation	34 Depreciation	\$63,102	\$5,258	\$0	(\$5,258)
E136298	DEPRECIATION	34 Depreciation	\$2,141	\$178	\$0	(\$178)
E137298	DEPRECIATION	34 Depreciation	\$8,306	\$692	\$0	(\$692)
E139298	DEPRECIATION	34 Depreciation	\$9,014	\$751	\$0	(\$751)
E142298	Depreciation	34 Depreciation	\$1,238	\$103	\$0	(\$103)
E143298	Depreciation	34 Depreciation	\$30,187	\$2,515	\$0	(\$2,515)
E144298	Depreciation	34 Depreciation	\$501,552	\$41,796	\$0	(\$41,796)
		<b>Depreciation Total</b>	<b>\$3,159,688</b>	<b>\$256,709</b>	<b>\$0</b>	<b>(\$256,709)</b>
E042051	INTEREST ON LOAN 1 (ADMINSTRATION)	35 Interest Expenses	\$32,626	\$2,718	(\$1,552)	(\$4,270)
		<b>Interest Expenses Total</b>	<b>\$32,626</b>	<b>\$2,718</b>	<b>(\$1,552)</b>	<b>(\$4,270)</b>
E041150	INSURANCES	32 Insurance Expenses	\$4,862	\$2,430	\$2,431	\$1
E042030	INSURANCE	32 Insurance Expenses	\$34,854	\$17,427	\$17,427	\$0
E042046	STAFF HOUSING	32 Insurance Expenses	\$2,291	\$190	\$1,462	\$1,272
E051050	FIRE INSURANCE	32 Insurance Expenses	\$33,222	\$16,610	\$16,611	\$1
E053051	EMERGENCY BUILDING MAINTENANCE	32 Insurance Expenses	\$2,020	\$1,010	\$1,010	\$0
E053400	CCTV MAINTENANCE	32 Insurance Expenses	\$166	\$82	\$83	\$1
E084016	Insurance - Workers Comp	32 Insurance Expenses	\$7,643	\$3,821	\$3,821	\$0
E084050	Insurance	32 Insurance Expenses	\$2,523	\$1,262	\$1,262	(\$0)
E092050	OTHER HOUSING MAINTENANCE	32 Insurance Expenses	\$689	\$344	\$1,137	\$793
E092148	GEHA HOUSING - COSTS	32 Insurance Expenses	\$2,159	\$1,079	\$1,187	\$108
E092150	JOINT VENTURE HOUSING - COSTS	32 Insurance Expenses	\$3,812	\$1,906	\$2,097	\$191
E101030	REFUSE SITE MAINTENANCE	32 Insurance Expenses	\$200	\$100	\$100	\$0
E106030	Town Planning Other	32 Insurance Expenses	\$2,427	\$1,213	\$1,213	\$0
E107031	KULIN CEMETERY	32 Insurance Expenses	\$145	\$72	\$72	\$0
E107050	PUBLIC CONVENIENCES	32 Insurance Expenses	\$306	\$153	\$153	\$0
E107052	PUBLIC CONVENIENCES DUDININ	32 Insurance Expenses	\$129	\$65	\$65	(\$0)
E107053	PUBLIC CONVENIENCES PINGARING	32 Insurance Expenses	\$360	\$180	\$180	\$0
E111021	MEMORIAL HALL	32 Insurance Expenses	\$935	\$467	\$467	\$0
E111031	PINGARING HALL	32 Insurance Expenses	\$483	\$242	\$242	(\$0)
E111032	DUDININ HALL	32 Insurance Expenses	\$989	\$494	\$494	\$0
E111033	JITARNING HALL	32 Insurance Expenses	\$396	\$198	\$198	(\$0)
E112027	INSURANCE	32 Insurance Expenses	\$19,347	\$9,673	\$9,673	\$0
E112029	STAFF HOUSING	32 Insurance Expenses	\$720	\$360	\$396	\$36
E113220	INSURANCE	32 Insurance Expenses	\$26,148	\$13,074	\$13,074	\$0
E113331	BOWLING GREENS	32 Insurance Expenses	\$799	\$399	\$399	\$0
E113333	GOLF TENNIS PAVILION	32 Insurance Expenses	\$1,667	\$834	\$834	(\$0)
E113350	WORKERS COMPENSATION	32 Insurance Expenses	\$4,313	\$2,156	\$2,156	\$0
E116100	KULIN MUSEUM	32 Insurance Expenses	\$289	\$145	\$145	(\$0)
E117030	PUBLIC PARKS GDNS & RESERVES	32 Insurance Expenses	\$287	\$143	\$143	\$0
E117054	DUDININ TENNIS CLUB	32 Insurance Expenses	\$3,089	\$1,545	\$1,545	(\$0)
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGR	32 Insurance Expenses	\$2,198	\$1,099	\$1,099	\$0
E117520	PINGARING GOLF CLUB	32 Insurance Expenses	\$1,391	\$696	\$696	(\$0)
E122121	KULIN DEPOT	32 Insurance Expenses	\$5,616	\$2,808	\$2,808	(\$0)
E122122	HOLT ROCK DEPOT	32 Insurance Expenses	\$0	\$0	\$238	\$238
E132030	CARAVAN PARK	32 Insurance Expenses	\$506	\$253	\$253	\$0
E132040	KULIN HOSTEL	32 Insurance Expenses	\$3,734	\$1,867	\$1,867	(\$0)
E134030	INSURANCE	32 Insurance Expenses	\$15,976	\$7,988	\$7,988	\$0
E137030	INSURANCE	32 Insurance Expenses	\$818	\$409	\$409	(\$0)
E138020	INSURANCE & LICENSING.	32 Insurance Expenses	\$0	\$0	\$0	\$0
E139030	INSURANCE & LICENSING	32 Insurance Expenses	\$839	\$420	\$420	(\$0)



Our Ref : #70778857  
Enquiries: Mick Irving  
Telephone: (08) 9791 0409

12 December 2019

Garrick Yandle  
Chief Executive Officer  
Shire of Kulin  
38 Johnston Street  
KULIN WA 6365

Dear Garrick,

#### **PINGARING TANK – PROPOSED REVESTING ARRANGEMENTS**

Further to our discussions earlier this year, I can confirm that the Water Corporation gives in-principle, conditional support to restructuring the Reserve vestings surrounding the Pingaring Service Tank.

Given that the land has competing conservation, operational and recreational values, it will be recommend that parts of the land be vested in the DBCA, Water Corporation and the Shire of Kulin respectively. The recommended allocation of land is shown on the plan overleaf, although as DBCA has only provided preliminary advice at this time, the exact composition may be subject to change.

Notwithstanding the above, please note that the transfer would be subject to the following conditions:

1. The portion of Reserve 27574 south of the tank pipeline corridor being vested in the Shire of Kulin.
2. The portion of Reserve 27574 north of pipeline corridor being transferred to DBCA for amalgamation into the nature reserve (ie. Reserve 23993).
3. Reserve 18926 (containing the 9 ML tank, associated rock catchments, catchment drains and portions of the golf course) being vested in the Shire.
4. An easement in favour of the Water Corporation being granted over the portions of Reserve 18926 containing active Water Corporation infrastructure (ie. around the tank and the pipeline corridor).
5. An easement in favour of Water Corporation being granted over the 20m wide access track extending from Pingaring-Varley Rd to the tank.
6. The Shire undertaking the removal of the degraded 9 ML tank roof and refurbishment of the catchment drains, at the Shire's cost.



7. The Shire undertaking any surveying required by DPLH to facilitate the transfer, at the Shire's cost (estimated to be \$10K). The exact boundary alignments can only be determined after a site feature survey is complete and the location of conservation values has been confirmed with DBCA.
8. Before using scheme water to fill the smaller Luke Price Ave tank in town, the Shire must have exhausted its non-potable options, including the 9 ML tank and catchment.

Once you have obtained a Council Resolution confirming acceptance of the above, please send a formal request to our Procurement and Property Business Unit (marked to the attention of David Morgan – Senior Planner). He will then conduct a formal due diligence process and seek the necessary Executive Approvals. If Executive Approval is obtained, Water Corporation will then prepare a transfer request for submission to the Department of Planning, Lands and Heritage (DPLH).

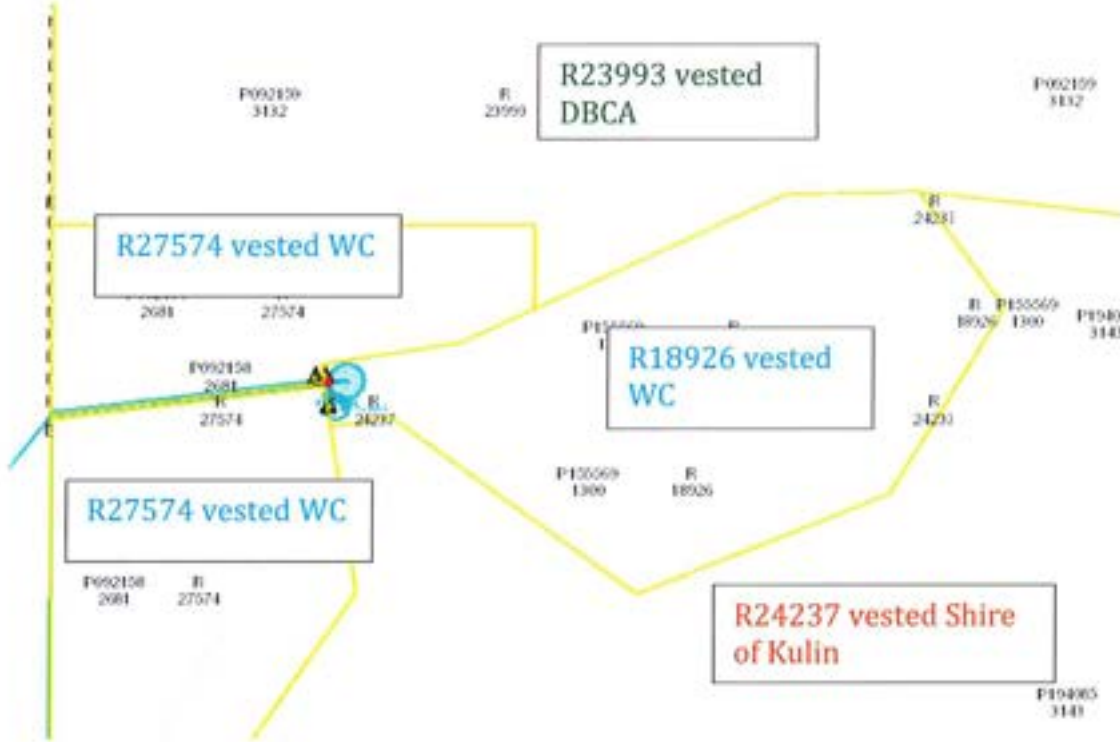
Please note that as this transaction involves Crown Land, DPLH will ultimately be responsible for approving and facilitating any transfer. However, the Water Corporation will support the transfer and assist wherever possible to ensure a timely resolution.

Yours sincerely



Adrian Stewart  
Regional Manager Stakeholder  
Great Southern Region

### Existing Vesting Arrangement



### Proposed Land Transfers





All correspondence to be addressed to:  
Chief Executive Officer  
PO Box 125 KULIN WA 6365  
p: 08 9880 1204 f: 08 9880 1221  
e: enquiries@kulin.wa.gov.au  
www.kulin.wa.gov.au

21 April 2020

Mr Adrian Stewart – Regional Manager Stakeholders  
Water Corporation – Great Southern Region  
Post Office Box 915  
Albany WA 6331

Dear Adrian

**RE: PINGARING TANK PROPOSED REVESTING ARRANGEMENTS**

Thank you for your letter dated 12<sup>th</sup> December 2019 regarding Pingaring Tank Proposed Revesting Arrangements. Kulin Shire Council is certainly keen to progress this process with Water Corporation in a timely manner.

I have reviewed your proposed conditions and provide the following response for your consideration.

1. The portion of Reserve 27574 south the tank pipeline corridor being vested in the Shire of Kulin.
  - The Shire is accepting of this proposed condition.
2. The portion of Reserve 27574 north the tank pipeline corridor being transferred to DBCA for amalgamation into the nature reserve (ie. Reserve 23993).
  - The Shire is accepting of this proposed condition.
3. Reserve 18926 (containing the 9 ML tank, associated rock catchments, catchment drains and portions of the golf course) being vested in the Shire.
  - The Shire is accepting of this proposed condition.
4. An easement in favour of the Water Corporation being granted over the portions of Reserve 18296 containing active Water Corporation infrastructure (ie. Around the tank and pipeline corridor).
  - The Shire is accepting of this proposed condition.
5. An easement in favour of Water Corporation being granted over the 20m wide access track extending from Pingaring-Varley Road to the tank.
  - The Shire is accepting of this proposed condition.
6. The Shire undertaking removal of the degraded 9 ML tank roof and refurbishment of the catchment drains, at the Shire's cost.
  - The Shire is accepting of this proposed condition.
7. The Shire undertaking any surveying requirement by DPLH to facilitate the transfer, at the Shire's cost (estimated to be \$10K). The exact boundary alignments can only be determined after a site feature survey is complete and the location of conservation values have been confirmed by DBCA.
  - The Shire is of the opinion that all costs and works associated with the land transfer be borne by the Water Corporation and request that this condition is removed from the proposed Revesting Arrangements.
8. Before using scheme water to fill the smaller Luke Price Avenue tank in town, the Shire must have exhausted its non-potable options, including the 9 ML tank and catchment.
  - The Shire is accepting of this proposed condition.



All correspondence to be addressed to:  
Chief Executive Officer  
PO Box 125 KULIN WA 6365  
p: 08 9880 1204 f: 08 9880 1221  
e: enquiries@kulin.wa.gov.au  
www.kulin.wa.gov.au

Once a response is received to this request, I will put an item to Council for approval.

I trust this provides sufficient information on this matter. Should you have any further questions please contact me directly.

Yours sincerely

**Garrick Yandle**  
**Chief Executive Officer**



Our Ref: JT1 2000 09443 V06  
Enquiries: David Morgan  
Telephone: (08) 9420 2640



27 January 2021

Department of Planning, Lands and Heritage  
Locked Bag 2506  
PERTH WA 6001

Att: Wheatbelt Case Management Team

Dear Sir/Madam,

### TRANSFER OF CROWN RESERVES TO SHIRE OF KULIN (4 x AA DAMS)

In January 2021, the Shire of Kulin wrote to the Water Corporation requesting the vesting for the Crown Reserves listed below, all of which contain AA Dams (see Attachment 1).

AA Dam Name	CT	Reserve	Comment
AA Dam No. 181 <u>Walyyurin</u>	LR3019/733	Res 13836 (Lot 10261 on DP 228619)	
AA Dam No. 400 <u>Gnarming</u>	LR3160/42 LR3160/43	Res 18293 (Lot 500 on DP64603) Res 18293 (Lot 501 on DP64603)	Water Corp RA only. No Management Order.
AA Dam No. 553 East Pingaring	LR3114/603	Res 22267 (Lot 3150 on DP194478)	
AA Dam No. 5002 Pingaring Railway (aka Pingaring Tank)	LR3065/854 LR3066/74	Res 18926 (Lot 1300 on DP155569) Res 27574 (Lot 2681 on DP92158)	Part transfer to DBCA. Easements back to WC required.

The transfer of these dams will allow the Shire of Kulin to take control of several non-potable water sources that are already used exclusively by the local community and the Shire. The Water Corporation considers that community water sources are best managed by the relevant Local Government, and welcomes the Shires request.

Therefore, the Water Corporation advises that it has no objection to the transfer of the above Crown Reserves to the Shire of Kulin, subject to the following requirements:

- Only those Crown Reserves indicated in the above table are available for transfer.
- **Pingaring Tank:** Easements in favour of Water Corporation over operational infrastructure/access (as indicated at Attachment 3) are to be created as part of the transfer.

- **Pingaring Tank:** The portion of Reserve 27574 (indicated at Attachments 2 & 3) is transferred to DBCA for conservation purposes.
- **Pingaring Tank:** Water Corporation will be responsible for appointment of a surveyor, although the Shire and Water Corporation will share surveying costs.
- All Reserves are transferred to the Shire on an "as-is" basis, and includes all non-operational dams, tanks, pipes, pumps and other infrastructure that already exist on the land.
- All future responsibility for all Reserves (and non-operational infrastructure) passes to the Shire of Kulin.
- The Water Corporation is removed from both Responsible Agency and Management Order status for all Reserves listed.

Other relevant documents, including Statutory Declarations have been attached as per the list below. Please note that the Water Corporation has searched extensively, although could not find the original Management Orders for any of these properties in its possession.

Should the Department agree to this proposal, confirmation would be appreciated upon completion of the process.

I trust this letter has provided you with sufficient information for the Department to give early consideration to the proposal described above.

Please contact David Morgan on 9420 2640 if you have any queries.

Yours sincerely



Brian Hancock  
Manager  
PROPERTY PORTFOLIO

cc: CEO – Shire of Kulin

***Attachments.***

1. *Shire of Kulin Request*
2. *DBCA Correspondence*
3. *Reserve Diagrams*
4. *Statutory Declarations*

## Attachment 1 –Shire of Kulin Request



All correspondence to be addressed to:  
Chief Executive Officer  
PO Box 125 KULIN WA 6365  
p: 08 9860 1204 f: 08 9860 1221  
e: [enquiries@kulin.wa.gov.au](mailto:enquiries@kulin.wa.gov.au)  
[www.kulin.wa.gov.au](http://www.kulin.wa.gov.au)

21 January 2021

Mr David Morgan – Senior Planner - Property Portfolio Procurement & Property  
Water Corporation  
Via email [David.Morgan@watercorporation.com.au](mailto:David.Morgan@watercorporation.com.au)

Dear David

### RE: AA DAMS AVAILABLE FOR TRANSFER – SHIRE OF KULIN

Thank you for your email dated 5<sup>th</sup> November 2020 regarding AA Dams Available for Transfer to the Shire of Kulin. Kulin Shire Council is certainly keen to progress this process with Water Corporation in a timely manner.

I have reviewed your proposed conditions and understand the proposal to be as follows:

"The Water Corporation has a number of surplus small dams (often referred to as AA Dams) located within the Shire of Kulin that are available for transfer to the Shire. Whilst we have shared previous correspondence regarding Pingaring Tank (attached), to avoid multiple applications to DPLH the Water Corporation is keen for the Shire to consider the list of available dams as a whole.

On this basis, I can advise that the following surplus dams are located within your district:"

AA Dam Name	CT	Address	Comment
AA Dam No 161 Walyyurin	LR3019/733	Res 13836 (Lot 10261) Muller Rd, Dudinin	
AA Dam No 400 Gnaming	LR3160/42 LR3160/43	Res 18293 (Lot 500) Corrigin-Kulin Rd, Kulin West Res 18293 (Lot 501) Corrigin-Kulin Rd, Kulin West	No Management Order. Final transfer may have to wait for SWNTS to be completed.
AA Dam No 553 East Pingaring	LR3114/603	Res 22267 (Lot 3150) Pingaring-Varley Rd, Pingaring	
AA Dam No 5002 Pingaring Railway (aka Pingaring Tank)	LR3065/854 LR3066/74	Res 18926 (Lot 1300) Pingaring-Varley Rd, Pingaring Res 27574 (Lot 2681) Pingaring-Varley Rd, Pingaring	Transaction to be as per letter to Shire dated 12 Dec 2019 (attached). Shires response dated 21 April 2020 noted (attached). Estimated \$10K of surveying required.

The following is Council's endorsed recommendation from the November 2020 Ordinary Council Meeting:





All correspondence to be addressed to:  
Chief Executive Officer  
PO Box 125 KULIN WA 6385  
p: 08 9880 1204 f: 08 9880 1221  
e: enquires@kulin.wa.gov.au  
www.kulin.wa.gov.au

09/1120

Moved Cr Duckworth Seconded Cr Smoker that Council authorise the transfer of the following Water Corporation assets from Water Corporation to Shire of Kulin free of cost:

AA Dam Name	CT	Address
AA Dam No 181 Wahyyurin	LR3019/733	Res 13836 (Lot 10261) Muller Rd, Dudinin
AA Dam No 400 Gnarming	LR3160/42	Res 18293 (Lot 500) Corrigin-Kulin Rd, Kulin West
	LR3160/43	Res 18293 (Lot 501) Corrigin-Kulin Rd, Kulin West
AA Dam No 553 East Pingaring	LR3114/603	Res 22267 (Lot 3150) Pingaring-Varley Rd, Pingaring

Carried 8/0

This letter constitutes Kulin Shire Council's formal response to original correspondence regarding AA Dam Available for Transfer to Shire of Kulin.

As per previous correspondence and Council recommendation Council agrees to Water Corporation's Pingaring Tank Proposed Revesting Arrangements and requests that Water Corporation share costs associated with surveying requirements on a 50:50 basis with Kulin Shire Council. As of 21<sup>st</sup> January 2021, Council have still not received a response to correspondence presented to Water Corporation 3<sup>rd</sup> August 2020. Council request that Water Corporation provide a response to the proposed request and articulate the process moving forward to commence the proposed revesting arrangement.

I trust this provides sufficient information on this matter. Should you have any further questions please contact me directly.

Yours sincerely

Garrick Yandle  
Chief Executive Officer

Cc Adrian Stewart - Regional Manager Stakeholders  
Water Corporation – Great Southern Region





### Attachment 3 – Reserve Diagrams

#### Res 13836 (AA Dam 181 – Walyyurin)



#### Res 18293 (AA Dam 400 - Gnarming)

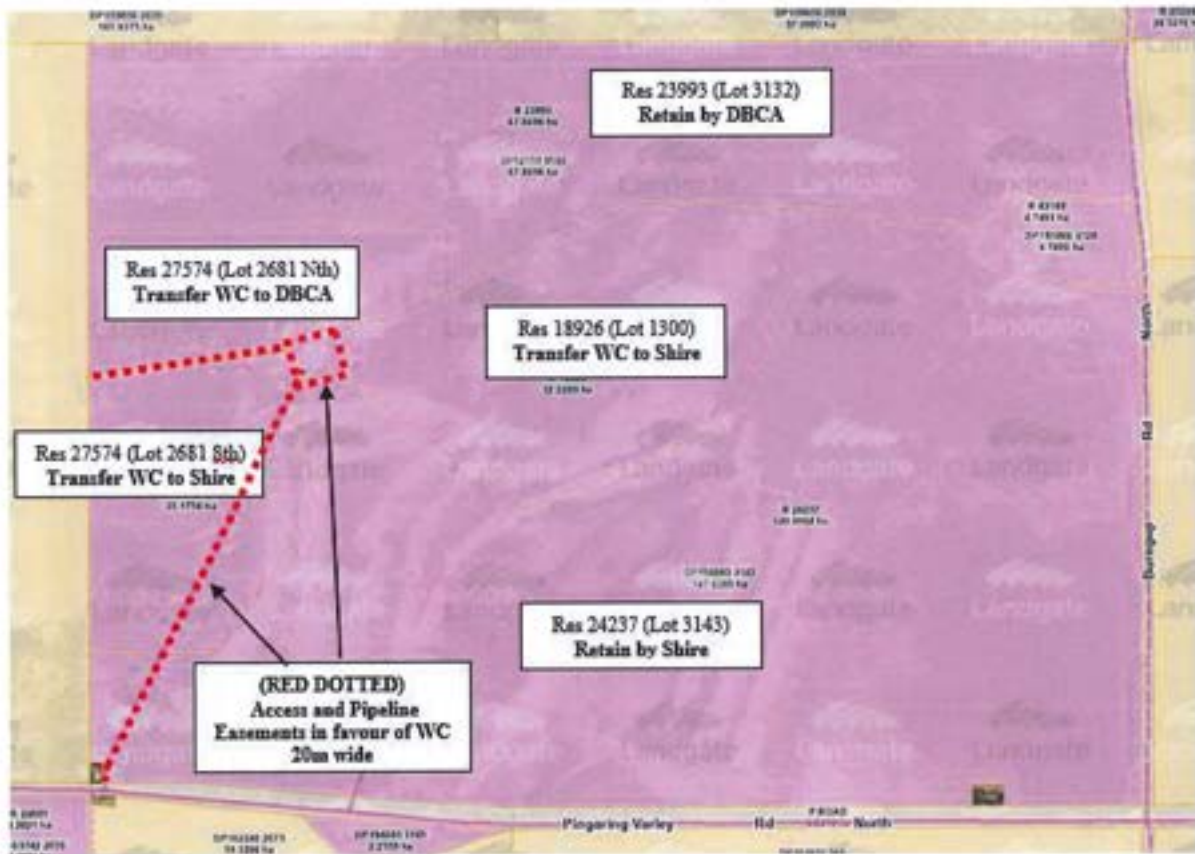




### Res 22267 (AA Dam 553 – East Pingaring)



### Res 18926 & 27574 (AA Dam 5002 – Pingaring Railway)



**Attachment 4 – Statutory Declarations**

## STATUTORY DECLARATION

(full name, address and occupation of person(s) making the declaration)

I, Brian Lanyon Handcock, Manager Property Portfolio of Water Corporation, 629 Newcastle Street, Leederville WA 6007

Sincerely declare as follows -

1. I act on behalf of the Management Body for the land described as Crown Reserve 13836 (Lot 10261 on DP228619) being the whole of the land comprised in Certificate of Crown Land Title LR3019/733 (**the Land**).
2. The Minister for Water Resources has held a Management Order in relation to the Land from 19 July 1963 to the current date (**the Relevant Period**).
3. I am aware that the Land has been used for the purpose of "Water" during this time.
4. I have made or cause to be made a full and exhaustive review of the Water Corporation's records relating to the Reserve and I declare that:
  - a) No estate or interest in the Reserve has been granted to or created in favour of any person;
  - b) The Water Corporation is not aware of and does not have in its possession, any other documents relating to the Reserve;
  - c) No other person has claimed any other estate or interest in the Reserve; and
  - d) The original Vesting Order/Management Order could not be found.
5. I have referred to Annexure B of the Assessment and Management of Contaminated Sites (Contaminated Sites Guidelines - December 2014), which is a document prepared by the Department of Environment Regulation. I am aware that:
  - a) none of the Common Contaminant Types referred to in Annexure B have been used in relation to the Land during the Relevant Period.
  - b) I acknowledge that if the Land is found to be contaminated within the meaning of the Contaminated Sites Act 2003, the Contaminated Sites Act 2003 may place obligations upon me in relation to the Land as a contaminated site.
6. the Land has not been used for any of the Industries, Activities and Land Uses referred to in Annexure B during the Relevant Period; and
  - a) none of the Common Contaminant Types referred to in Annexure B have been used in relation to the Land during the Relevant Period.
  - b) I acknowledge that if the Land is found to be contaminated within the meaning of the Contaminated Sites Act 2003, the Contaminated Sites Act 2003 may place obligations upon me in relation to the Land as a contaminated site.
7. An environmental assessment of the Land has not been undertaken by a person qualified and accredited to carry out an assessment of the Land in relation to contamination.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005 at

Leederville  
(Place made)on 27<sup>th</sup> day of January 2021 by:

Signature of person making the declaration (sign in the space above)

In the presence of -



Signature of authorised witness (sign in the space above)

Domonic PARRISH  
2800 WILSON ROAD PARRAMATTA  
LICENSOR REGISTRATION AGENTS

(Print the full name, Address and qualification of authorised witness in the space above)

# STATUTORY DECLARATION

(full name, address and occupation of person(s) making the declaration)

I, Brian Lanyon Handcock, Manager Property Portfolio of Water Corporation, 629 Newcastle Street, Leederville WA 6007

Sincerely declare as follows -

1. I act on behalf of the Management Body for the land described as Crown Reserve 22267 (Lot 3150 on DP194478) being the whole of the land comprised in Certificates of Crown Land Title LR3114/603 (**the Land**).
2. The Water Corporation has held a Management Order in relation to the Land from 4 April 2000 the current date (**the Relevant Period**).
3. I am aware that the Land has been used for the purpose of "Water" during this time.
4. I have made or cause to be made a full and exhaustive review of the Water Corporation's records relating to the Reserve and I declare that:
  - a) No estate or interest in the Reserve has been granted to or created in favour of any person;
  - b) The Water Corporation is not aware of and does not have in its possession, any other documents relating to the Reserve;
  - c) No other person has claimed any other estate or interest in the Reserve; and
  - d) The original Vesting Order/Management Order could not be found.
5. I have referred to Annexure B of the Assessment and Management of Contaminated Sites (Contaminated Sites Guidelines - December 2014), which is a document prepared by the Department of Environment Regulation. I am aware that:
6. the Land has not been used for any of the Industries, Activities and Land Uses referred to in Annexure B during the Relevant Period; and
  - a) none of the Common Contaminant Types referred to in Annexure B have been used in relation to the Land during the Relevant Period.
  - b) I acknowledge that if the Land is found to be contaminated within the meaning of the Contaminated Sites Act 2003, the Contaminated Sites Act 2003 may place obligations upon me in relation to the Land as a contaminated site.
7. An environmental assessment of the Land has not been undertaken by a person qualified and accredited to carry out an assessment of the Land in relation to contamination.

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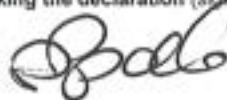
This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005 at

Leederville  
 (Place made)

on 27<sup>th</sup> day of January 2021 by:

  
 Signature of person making the declaration (sign in the space above)

In the presence of -



Signature of authorised witness (sign in the space above)

Dominic PAPALIA  
22 OCEAN ROAD, HARNINGTON  
NORTH COAST ROAD ESTABLISHMENT

(Print the full name, Address and qualification of authorised witness in the space above)



## STATUTORY DECLARATION

(full name, address and occupation of person(s) making the declaration)

I, Brian Lanyon Handcock, Manager Property Portfolio of Water Corporation, 629 Newcastle Street, Leederville WA 6007

Sincerely declare as follows -

1. I act on behalf of the Management Body for the land described as Crown Reserve 18926 (Lot 1300 on DP155569) being the whole of the land comprised in Certificates of Crown Land Titles LR3065/854 (**the Land**).
2. The Water Corporation has held a Management Order in relation to the Land from 2 July 1999 to the current date (**the Relevant Period**).
3. I am aware that the Land has been used for the purpose of "Water Supply" during this time.
4. I have made or cause to be made a full and exhaustive review of the Water Corporation's records relating to the Reserve and I declare that:
  - a) No estate or interest in the Reserve has been granted to or created in favour of any person;
  - b) The Water Corporation is not aware of and does not have in its possession, any other documents relating to the Reserve;
  - c) No other person has claimed any other estate or interest in the Reserve; and
  - d) The original Vesting Order/Management Order could not be found.
5. I have referred to Annexure B of the Assessment and Management of Contaminated Sites (Contaminated Sites Guidelines - December 2014), which is a document prepared by the Department of Environment Regulation. I am aware that:
  - a) the Land has not been used for any of the Industries, Activities and Land Uses referred to in Annexure B during the Relevant Period; and
  - b) none of the Common Contaminant Types referred to in Annexure B have been used in relation to the Land during the Relevant Period.
6. I acknowledge that if the Land is found to be contaminated within the meaning of the Contaminated Sites Act 2003, the Contaminated Sites Act 2003 may place obligations upon me in relation to the Land as a contaminated site.
7. An environmental assessment of the Land has not been undertaken by a person qualified and accredited to carry out an assessment of the Land in relation to contamination.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005 at

Leederville  
(Place made)on 27<sup>th</sup> day of January 2021 by:
  
 Signature of person making the declaration (sign in the space above)

In the presence of -

  
 Signature of authorised witness (sign in the space above)

 DOMINIC PAPPAS  
 22 OWEN ROAD, PARRINGTON  
 NSW 2048  
 LICENCED REAL ESTATE AGENT

(Print the full name, Address and qualification of authorised witness in the space above)

# STATUTORY DECLARATION

(full name, address and occupation of person(s) making the declaration)

I, Brian Lanyon Handcock, Manager Property Portfolio of Water Corporation, 629 Newcastle Street, Leederville WA 6007

Sincerely declare as follows -


1. I act on behalf of the Management Body for the land described as Crown Reserve 27574 (Lot 2681 on DP92158) being the whole of the land comprised in Certificates of Crown Land Titles LR3066/74 (**the Land**).
2. The Minister for Water Supply has held a Management Order in relation to the Land from 27 August 1978 to the current date (**the Relevant Period**).
3. I am aware that the Land has been used for the purpose of "Water Supply" during this time.
4. I have made or cause to be made a full and exhaustive review of the Water Corporation's records relating to the Reserve and I declare that:
  - a) No estate or interest in the Reserve has been granted to or created in favour of any person;
  - b) The Water Corporation is not aware of and does not have in its possession, any other documents relating to the Reserve;
  - c) No other person has claimed any other estate or interest in the Reserve; and
  - d) The original Vesting Order/Management Order could not be found.
5. I have referred to Annexure B of the Assessment and Management of Contaminated Sites (Contaminated Sites Guidelines - December 2014), which is a document prepared by the Department of Environment Regulation. I am aware that:
  - c) the Land has not been used for any of the Industries, Activities and Land Uses referred to in Annexure B during the Relevant Period; and
  - d) none of the Common Contaminant Types referred to in Annexure B have been used in relation to the Land during the Relevant Period.
6. I acknowledge that if the Land is found to be contaminated within the meaning of the Contaminated Sites Act 2003, the Contaminated Sites Act 2003 may place obligations upon me in relation to the Land as a contaminated site.
7. An environmental assessment of the Land has not been undertaken by a person qualified and accredited to carry out an assessment of the Land in relation to contamination.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005 at

Leederville  
 (Place made)

on 27<sup>th</sup> day of January 2021 by:

  
 Signature of person making the declaration (sign in the space above)

In the presence of -



Signature of authorised witness (sign in the space above)

Dominic PAPPALARDO  
22 ONION ROAD, PARRINGTON,  
NORTH PERTH WESTERN AUSTRALIA

(Print the full name, Address and qualification of authorised witness in the space above)



## Flying Agenda: Objection to 2023 WA Electoral Distribution Commission Proposed Boundaries

By Tony Brown, Executive Director Member Services

### RECOMMENDATION

That the objection to the 2023 Western Australian Distribution Commission's proposed boundaries be endorsed.

### Executive Summary

- The WA Electoral Commission recently published their proposed electoral boundaries to be used at the next State election in 2025.
- A key proposal from the Commissioners is to amalgamate two non-metropolitan districts.
- Objections to the proposed boundaries can be submitted to the Commissioners by Monday, 21 August.
- Based on existing advocacy positions as well as discussions with State Council at the August Information Forum, the Association has drafted an objection on behalf of Local Government Members.
- The objection primarily focuses on the impact of reduced political representation for non-metropolitan communities, and asks for increased resourcing for regional electorate offices, particularly those in districts of large geographical size.

### Attachment

- Draft objection to the 2023 WA Electoral Distribution Commission Proposed Boundaries

### Policy Implications

The objection aligns with relevant WALGA [Advocacy Positions](#), namely:

#### **2.4.7 Regional, Rural and Remote Representation**

*The Local Government sector recognises the importance of political representation for rural and regional Western Australia.*

#### **2.7 Whole State Electorate**

*In relation to electing members of the Legislative Council, the Local Government sector:*

1. *supports the retention of a regional system; and*
2. *opposes the introduction of a whole state electorate option.*

#### **2.4.5 Legislative Council Member Allowances – Regional Representation**

*Additional allowances should be provided to Members of the Legislative Council provided they have a staffed office in a non-metropolitan location to ensure a regional presence of Parliamentarians.*

### Background

The WA Electoral Commission recently published their proposed electoral boundaries to be used at the next State election in 2025. The [Electoral Distribution Commissioners' Explanatory Statement](#) lays out the proposed boundaries and explains the approach taken by the Commissioners.

The *Constitutional and Electoral Legislation Amendment (Electoral Equality) Act 2021* requires the Commissioners to calculate the appropriate number of electors in each of the 59 Legislative Assembly districts. The proposed boundaries are based primarily on the distribution of electors within the state.



The Commissioners may consider other factors, including community of interest, land use patterns and existing Local Government boundaries, however elector numbers is the paramount consideration.

The key proposal from the Commissioners is to amalgamate two non-metropolitan districts to allow the creation of a new metropolitan district. This was based on a number of factors, including:

- a high rate of population growth in the expanding northern, eastern and southern areas of the greater Perth region;
- an ongoing trend of elector population within the metropolitan area growing at a significantly faster rate than the elector population located outside the metropolitan area; and
- population reports forecasting the continuation of the above growth trends.

Objections to the proposed boundaries can be submitted to the Commissioners by Monday, 21 August.

### **Comment**

WALGA President Cr Karen Chappel discussed the possibility of submitting an objection with State Council at the most recent Information Forum on Wednesday, 2 August. There was general support from State Councillors for the Association to prepare an objection on behalf of Members, with regards to the proposal to reduce the number of non-metropolitan Legislative Assembly districts by one.

The draft objection has been shaped by WALGA's existing advocacy positions, the Association's previous submission to the Ministerial Expert Committee on Electoral Reform back in 2021, and comments from State Councillors at the August Information Forum.

The focus of the objection is the proposal to amalgamate two non-metropolitan districts and thereby reduce the political representation for regional communities in WA at the State level.

The objection also calls for increased resourcing for regional electorate offices, particularly those located in districts covering vast distances.

**Objection**  
**Proposed Boundaries**  
**for the 2025 State General**  
**Election**

**August 2023**

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## About WALGA

The Western Australian Local Government Association (WALGA or 'the Association') is the peak organisation for Local Government in Western Australia. The Association is an independent, membership-based group representing and supporting the work and interests of 137 mainland Local Governments in Western Australia, plus the Indian Ocean Territories of Christmas Island and Cocos (Keeling) Islands.

The Association provides an essential voice for more than 1,200 Elected Members, more than 22,000 Local Government employees, and the 2.6 million constituents that they serve and represent. The Association also provides professional advice and offers services that provide financial benefits to Local Governments.

## Contacts

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## Overview

WALGA and its Members object to the proposal to reduce the number of non-metropolitan districts by one as the reduction in political representation will negatively impact rural and regional communities.

## Basis of Objection

### Diminished political representation

As an Association representing Local Government across the breadth of the vast state of Western Australia, WALGA recognises the importance of political representation. With demographic and other forces pulling people and resources away from some regions towards the metropolitan area, political representation becomes increasingly important.

The Commissioners' proposal to reduce the number of non-metropolitan districts by one, will significantly reduce the political representation of regional communities. This reduction in representation is compounded by the 2021 change to the Legislative Council regions to create a whole of state electorate. WALGA also made a submission at the time of the 2021 review opposing the 'one vote, one value' reform on the basis that the voice of regional, rural, and remote communities would be overwhelmed by the relative number of voters in metropolitan Perth and more populous towns.

The perspective of many regional communities is that, without sufficient political representation, their concerns will be “out of sight, out of mind”, swamped by the sheer weight of voters in metropolitan Perth and large regional centres. Regional communities need effective representation to ensure that the unique needs and challenges of people living outside the metropolitan area are adequately addressed at a State level.

### **Increased pressure on regional Local Governments**

As political representation of non-metropolitan communities at the State level is diminished, the political representation provided by Local Governments will become even more important. This additional responsibility will be challenging for many non-metropolitan Local Governments, already stretched beyond their current capacity and resourcing.

The service provision expectations and requirements of Local Governments have increased considerably, rarely with commensurate increases in funding and resourcing. This has led to Local Governments, particularly in rural and remote parts of Western Australia, providing services previously the responsibility of other spheres of government. Contemporary examples include the provision of primary health care; aged care; housing; and economic development. Diminished political representation, requiring Local Government to fill another gap, will further stretch capacity and resources.

### **The contributions of non-metropolitan regions**

In considering political representation it is important to acknowledge the economic contribution of non-metropolitan districts to the wealth and standard of living in Western Australia.

Regional Western Australia makes a significant contribution to the WA economy. As of July 2023, the regions accounted for 35 percent of Gross State Product. Regional WA is also a significant employer, with more than 300,000 jobs located in regional WA – around 25% of the state’s total workforce. Many of these jobs are located in the agriculture and mining industries.<sup>1</sup>

Regional WA is home to many of the state’s key export industries, including the mining and agriculture sectors. WA is an exports-based economy, and accounts for around half of the national goods exports total each year. Goods exports currently account for 61 percent (\$247 billion) of Western Australia’s gross state product. As the prevalence of fly-in-fly-out has increased, it is crucial that the permanent residents of communities that host the bulk of WA’s export industries remain politically represented.

### **Resourcing of electorate offices in the regions**

Even before the proposed reduction of non-metropolitan Legislative Assembly districts, there was a need for additional resourcing in the regions to improve the capacity of State representatives to service their electorate. This is particularly true for those electorates that cover a large geographical area. Any reduction in overall regional representation will only exacerbate this problem.

Resourcing for electorate offices in the regions needs to be significantly increased to improve the capacity of representatives to engage with communities within their electorate. The ability for a State Member to effectively represent the interests of their electorate is reliant upon

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<sup>1</sup> WA Economic Profile – July 2023, [Western Australia's economy and international trade \(www.wa.gov.au\)](http://www.wa.gov.au)

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their ability to effectively communicate with and hear from their constituents. An increase in resources, including staff, is needed for electorate offices in non-metropolitan districts, particularly those covering vast distances.

## Conclusion

WALGA acknowledges the challenges and limited scope inherent to the Commissioners' task to propose electoral boundary changes. Nevertheless, as an Association representing communities all over the state through Local Government, WALGA supports strong and effective political representation for the non-metropolitan districts to ensure that regional WA is supported to continue to generate export and employment opportunities that benefit us all.

Any further reduction in political representation at the State level will necessarily lead to an expectation that regional Local Governments will expand to fill this gap, a role that may stretch Local Governments beyond their capacity and resources.

Representation for non-metropolitan districts (especially those covering large geographical areas) also needs bolstering by increased resources for electorate offices.

**WALGA's objection to the proposed boundaries are on the basis that the reduction of non-metropolitan districts will:**

- 1. Further diminish political representation for regional communities;**
- 2. Increase pressure on regional Local Governments; and**
- 3. Fail to recognise the contributions of non-metropolitan districts to the WA economy.**

**WALGA and its Members support increased resourcing for electorate offices in non-metropolitan districts, particularly those that cover a large geographical area, to ensure effective political representation at the State level.**

# *Lease Agreement*

72 Day Street and 74 Day Street

KULIN

Shire of Kulin

&

Kulin Motor Museum Inc.

June 2016

THIS AGREEMENT made this 31<sup>st</sup> July, two thousand and sixteen (2016):

BETWEEN:

SHIRE OF KULIN of PO Box 125, Kulin, Western Australia (hereinafter called "the Lessee") of the one part

AND

Kulin Motor Museum Inc. (herein called "the Lessor") of the other part

WHEREAS:

- A. The Lessor is the registered proprietor of land comprising Lots 72 and 74 Day Street on Certificates of Title Volume 2118 & 2118 Folio 720 & 719 being the land detailed in the Schedule ("the Land") on Register 10/DP228753 & 9/DP228753, excepting for that portion of Lot 72 currently used by Mr Harold Proud for a shed until his use ends; following which that portion of Lot 72 will also become available to the Lessee.
- B. The Lessor is desirous of leasing and the Lessee of taking the Land for the purpose of:
- Motor Museum store and exhibit display.

NOW IT IS AGREED:

1. The Lessor will lease and the Lessee will take the Land for a term of five (5) years commencing on the 31<sup>st</sup> day of July 2016 paying a rent of one peppercorn each year.
2. The lessee shall have the option of extending this lease agreement for a further five (5) years plus five (5) years plus five (5) providing the extension is agreed to by both parties at the end of each subsequent term.
3. The lessee may not sublet any portion of the land or shed when included in this lease for other community purposes or benefits or agreements without the approval of the Lessee. Such agreement shall be in writing and shall state the purpose of the sub lease.
4. The Lessee hereby covenants with the Lessor:
  - a To use the Land for the purpose of a Motor Museum store and exhibit display and for no other purpose without the written consent of the Lessor first being obtained;
  - b To maintain the land and associated building (when available) in a fit state for purpose suitable for public access to the display machinery and display materials abiding the Shire of Kulin Local Laws, policies, rules and conditions as determined from time to time;
  - c To take out and keep current a policy of public liability in respect of the Land with a reputable Insurance Company and to upon demand deliver a copy of the policy and proof of currency to the Lessor;
  - d To at all times permit the Lessor to have free entry and access to the land for the purposes of inspecting the Land in his capacity of Lessee.
  - e So far as is consistent with the use of the Land to at all times that the Lessee has use of the Land keep the Land clean and tidy and free of rubbish and refuse and ensure that the



Land does not constitute a fire or health risk within the terms of the Bush Fires Act or any other Statute State or Federal applicable to Health, Local Government or Fire Prevention and containment.

- f Not to undertake any development of the Land or the erection of buildings and structures necessary for the activities except following the express approval of the Lessor, subject to development and building approvals under Statute State or Federal applicable to town planning or building construction on the Land by the Lessee. Such erection of buildings is not to be without the consent of the Lessor who may not unreasonably withhold his consent.
5. The Lessor HEREBY COVENANTS with the Lessee to permit the Lessee upon duly paying the said rent and performing and observing the covenants, conditions and stipulations herein on the Lessee's part to be performed and observed to peaceably hold and enjoy the said lands without any lawful interruption by the Lessor or any person lawfully claiming under him.
6. It is mutually agreed and declared:
- a That all buildings existing on the Land at the commencement of the said term and all buildings and constructions hereinafter placed on the Land by the Lessee being the property of the Lessee shall be removed from the Land at the determination of those present within a reasonable time of the date of determination.

THE COMMON SEAL of the SHIRE OF KULIN )  
was hereunto affixed by authority of a resolution )  
of the Council in the presence of: )

*[Signature]*  
PRESIDENT

CHIEF EXECUTIVE OFFICER



THE SEAL of KULIN MOTOR MUSUEM INC. )  
was hereunto affixed by resolution of the )  
Kulin Motor Museum Inc. in the presence of: )

CHAIRPERSON  
*[Signature]*  
COMMITTEE SECRETARY

*[Signature]*

# Lease Addendum

The Lease Addendum ("Addendum") made on \_\_\_\_\_, 2023, is by and between:

Shire of Kulin, PO Box 125 KULIN WA 6365 ("Leesee")

AND

Kulin Motor Museum Inc. ("Lessor")

It is known that this addendum shall be added to the lease agreement dated June 2016 for the property located at 72 Day Street and 74 Day Street KULIN WA 6365

The aforementioned lease agreement is hereby amended as follows:

- The whole of Lot 72 is available to be leased by the Kulin Motor Museum Inc. (shed owned by Mr. Harold Proud is no longer on Lot 72)
- Lot 72 may house a maximum of six (6) unrestored pieces of equipment
- Lot 74 may only house restored equipment
- No storage of scrap metal and parts on either block

We, Leesee and Lessor, agree to aforementioned amendments to the lease agreement. Any changes made are legally binding upon signature of both parties.

THE COMMON SEAL of the SHIRE OF KULIN )  
was hereunto affixed by authority of a resolution )  
of the Council in the presence of: )

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

KULIN MOTOR MUSEUM INC

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
COMMITTEE MEMBER

# GENERAL COMPLIANCE CHECKLIST JULY 2023

Class	Task	Date	Frequency	Detail	Yes/No
CEO / EMCS	Disability Access and Inclusion Plan Review	1/07/2023	Annual	Review and report as required - Online report required - changes to plan to be forwarded within 2 months from EOY	Yes
Governance	Heads up - Financial Interests Return due August	1/07/2023	Annual	Councillors & Staff exercising delegation to lodge an Annual Financial Interests Return by 31st August of each year. CEO to lodge with President.	Yes
Bushfire/ Governance	Report to Council Minutes of BFB AGM & appoint CFO's and Dual CFO's -	1/07/2023	Annual	Advertise CFO's and send letters concerning Dual FCO's - Finalise Bushfire Notice changes for rate season.	Yes
Bushfire/ Governance	Fire Break Order/Fire Prevention Notice	1/07/2023	Annual	Publish in local publication and distribute to all property owners with Rates Notice.	No
Governance	Freedom of Information Online report	1/07/2023	Annual	Annual Report of FOI Activity - Online	Yes
Governance	Freedom of Information Review	1/07/2023	Annual	Prepare Information Statement for advertising - due by August	Yes
Governance	Financial Reporting Variances	1/07/2023	Annual	Resolve monthly financial reporting variance	Yes
Governance	Draft Budget Presentation	1/07/2023	Annual	Draft prepared - workshop or Forum on Budget	Yes
Governance	Public Interest Disclosure (PID) Annual Declaration	1/07/2023	Annual	Public Interest Disclosure (PID) Annual Declaration required Online. Advertise to Staff Public Interest Disclosure (PID) statement indicating Council processes re PID	Yes
Governance	Postal Elections	July	Biennial	Decision to conduct postal elections and appointment of electoral commissioner & returning officer	Yes
MESS	Update Councillor Training Register	July	Annual	Update Councillor Training Register on the Shire website - unpublish any training outside of the financial year.	Yes
EMW	Servicing of Bush Fire Radio's	1/10/2023	Annual	Contact BFCO's with radio's to see if all in working order	No
MESS	Diaries for Councillors	July	Annual	Check with Councillors if they require a diary for upcoming year - incorporate with order of staff diaries	TBA
CEO	LEMAC Reporting	31/07/2023	Annual	LEMAC Reporting required in July - Online or email	No
CEO/EMW	RRG	July August	Annual	Regional Road Group funding submission (annual) Annual submission for road projects to be with MRWA July/August	TBA
CEO/EMW	RRG Federal Funding Blackspot Applications	July	Annual	New submissions - copies must be submitted to MRWA Northam office by 31 July (digital submissions acceptable)	TBA
CEO/EMW	RRG State Blackspot & Regional Run-Off Road (if funding made available)	July	Annual	Submissions for new projects for 2020/20 funding plus revised subs for continuation of black spot funding for ongoing staged projects	TBA
CEO/EMW	R2R	31/07/2023	Quarterly	R2R Quarterly Report due	Yes
EMCS	Australia Day Awards	01/06/23	Annual	Nominations open end of July and close end of October	Yes
EMFS	Related Party Declaration	31/07/2023	Annual	Prepare for Councillor and Executive staff for previous 12 months	Yes
EMFS	Rates Newsletter	31/07/2023	Annual	Compile newsletter to go out with rate notices, include Dog and Cat owner info	Yes

## GENERAL COMPLIANCE CHECKLIST JULY 2023

EMCG	Insurance - Property, Vehicle & Electronic Equipment Changes	1/07/2023	Annual	Advise Insurer Of Property, Vehicle & Electronic Equipment Changes	Yes
MESS	Reimburse Members Travelling	1/07/2023	6 months	Jan – July 2023	Yes
MESS	Key to Kulin reimbursement		Quarterly	Ongoing	Yes
Finance	Early Rates Payment Draw	1/07/2023	Annual	Contact Kulin Community Bank to confirm Sponsorship of first prize in rates early payment draw and to organise flyer to be posted with rates notices.	Yes
Finance	Complete Form A - ESL Annual Service levy Billing	31/07/2023	Annual	Annexure A Return to DFES due by end of month	Yes
EMW	Road Inspection for Councillors	August	Annual	From April 2023 Meeting - Councillors would like to find suitable date Aug/Sept for Road Inspection	No
EMW	Black Spot Funding Applications Open in August	July	Annual	Apply in 2023 for Aylmore Road	TBA
EMW	Road Construction & Maintenance Review	01/07/23	Monthly	Review previous month road construction and maintenance - complete recoups, MRD line marking requests, MRD Form 8 etc. as required - Advise DCEO of invoices required for MRD and private works recovery - complete report to CEO/Council	Ongoing
EMW	MRWA Review of RAV ratings and AMMS levels	31/07/2023	Annual	Undertake Desktop review of RAV Ratings and AMMS levels and submit request to MRWA	Ongoing
EMW	Fire extinguishers service	31/07/23	Biannual	Fire extinguishers service	TBA
EMW	Air-conditioner filters	1/04/2023	6 months	Liaise with Building Mtce to clean filters in air-conditioner	Yes
OHS	Administration Building Monthly Inspection	30/07/2023	Monthly	Stella	Yes
EHO	AACR LANDFILL REPORT	1/07/2023	ANNUAL	Annual Return	Yes

# A31 DISPOSAL OF INFORMATION & COMMUNICATION TECHNOLOGY ASSETS

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## Administration

**PREAMBLE:** From time to time, the Shire of Kulin may dispose of Information and Communication Technology assets and has prepared this policy to eliminate the risk of important Council information being disclosed to unauthorised entities.

**OBJECTIVE:** This policy determines the guidelines for the disposal of Information and Communication Technology assets.

## **PRACTICE/PROCESSES:**

Assets included in the scope of this policy include:

- Laptop Computers
- Desktop Computers
- Mobile Phones
- Tablet devices
- Other associated equipment such as keyboards, mice, monitors and printers.

Information and Communication Technology (ICT) assets may be re-used within the Shire or disposed by any of the following methods:

- Donating to “Not for Profit Groups or Organisations” that operate for the benefit of the community.
- Sold to Shire of Kulin staff through an expression of interest process that allows reasonable opportunity for all staff to participate.
- Sold to local community members, if economically feasible, through an expression of interest process that allows reasonable opportunity community members to participate.
- In the absence of the item not being disposed of to an organisation, staff member or individual, the CEO has the discretion to dispose of the asset at the Shire of Kulin Waste Transfer Station or other waste/recycling facility.

Prior to the redeployment of the asset, the responsible officer must ensure that:

- All disposed assets only have the original operating system installed and all other software has been removed.
- All data stored on the device been wiped.
- All capabilities to access to the Shire’s document server, network or other servers, via VPN or otherwise, has been removed.
- The above work must be carried out by a suitably qualified individual or contractor.

The details of the disposal, including officer responsible for the asset, evidence of removal of software & data and who the disposal has been made to, must be reported to the Executive Manager of Financial Services and documented on the Portable and Attractive Assets Register.

**DELEGATION:** To the Chief Executive Officer;

**HEAD OF POWER:** Local Government Act 1995

**PREAMBLE:** The Shire of Kulin acknowledges that Council Members work in a largely voluntary capacity and to acknowledge a Councillors service will offer a gratuity payment at end of service.

**OBJECTIVE:** To set out what gifts will be given to elected members on leaving office in recognition of their service to the community.

**PRACTICE:** The Shire will give a gift to an Elected Member who has provided satisfactory service to Council for four years or more, the Council authorises the CEO to acquire a suitable gift to be presented to that member.

Value of Gratuity

Service	Amount of Gratuity
Less than 1, four year term.	At the discretion of President
Four years' service or greater	A gift, or contribution towards a gift, of \$100 per year of service, up to the value of \$1,000.

The decision on the type of gift to be provided is to be made by the Chief Executive Officer and the President, which may include discussion with the relevant Elected Member.

The gift (where appropriate) shall be presented at a Council Meeting or at a function to be determined by the President and Chief Executive Officer.

**HEAD OF POWER:** Local Government Act 1995 (Section 5.100), Local Government (Administration) Regulations (Regulation 34AC)

## HR8 GRATUITY PAYMENTS (EMPLOYEES)

**PREAMBLE:** The Shire of Kulin is committed to recognising long serving employees within the parameters prescribed in the Act and Regulations.

**OBJECTIVE:** To set out clear guidelines for staff to use to process gratuity payments for employees leaving the Shire of Kulin under relevant circumstances.

**PRACTICE:** A gratuity payment, in the form of a monetary payment or gift(s) to an equivalent value may be given as a token of appreciation for an employee's commitment and service to the Shire of Kulin, only when the employee is finishing their employment with the Local Government. This policy outlines the circumstances in which gratuity payments may be made to an employee.

This policy is to be read in conjunction with section 5.50 of the Local Government Act 1995 (WA) (Act) and regulation 19A of the Local Government (Administration) Regulations 1996 (WA) (Administration Regulation).

A gratuity payment may be paid in addition to any amount which an employee is entitled to under a contract of employment or industrial instrument. This policy does not form a contractual entitlement for any employee of the Local Government or impact or change an employee's contractual entitlements under legislation or an industrial instrument.

### Eligibility

A gratuity payment entitlement is subject to completed years of continuous service (as detailed below) and is only payable at the time an employee finishes their employment with the Local Government for one of the following reasons:

- resignation (not as a result of any performance management or investigation or disciplinary process being undertaken by the Local Government)
- retirement, or
- redundancy.

An employee is not eligible to receive a gratuity payment under this policy where an employee:

- has been dismissed for any reason other than redundancy
- resigns following commencement of a disciplinary, investigation or performance management process, or

The Council will allocate funds for the purpose of gratuity payments in the Annual Budget.

The Chief Executive Officer (CEO) is authorised to approve expenditure for the purpose of gratuity payments in accordance with this policy. The CEO may determine the form of gratuity payments including a monetary payment or gift(s) of an equivalent value.

### Amount of Gratuity

Service	Amount of Gratuity
Continuous service less than 2 years.	Nil
Continuous service of 2 or more years up to 5 years.	A monetary payment, gift, or contribution towards a gift, of \$20 per year of continuous service, up to the value of \$100
Continuous service greater than 5 years and up to 10 years.	A monetary payment, gift, or contribution towards a gift, of \$30 per year of continuous service, up to the value of \$300
Continuous service greater than 10 years.	A monetary payment, gift, or contribution towards a gift, of \$50 per year of continuous service, up to the maximum value of \$2,000 The gratuity is to be presented to the employee by the President or nominated representative of the President, at a function to be determined by the CEO.

### Determining Continuous Service

Continuous service includes:

- any period of absence from duty on approved annual leave, long service leave, paid compassionate leave, paid personal/carer's leave and public holidays, and
- any period of absence that has been supported by an approved workers' compensation claim up to a maximum absence of 12 months.

For the purpose of this policy, unless otherwise determined by Council resolution, continuous service does not include:

- any period of unauthorised absence from duty
- any period of unpaid leave, or
- any period of absence from duty on unpaid parental leave.

The Council may, by resolution, determine to make a gratuity payment that is greater than prescribed in this policy but does not exceed the amount prescribed in Administration Regulation 19A, subject to Local Public Notice requirements prescribed in section 5.50(2) of the Act.

The Local Government is prohibited by section 5.50 of the Act from making any payment to an employee finishing their employment which exceeds the amount prescribed in Administration Regulation 19A.

**HEAD OF POWER:** Local Government Act 1995 (Section 5.50), Local Government (Administration) Regulations (Regulation 19A)



## HR21 SALARY PACKAGING

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**PREAMBLE:** Salary packaging is a tax-effective way for employees to receive their salary as a combination of cash and benefits. The benefit is deducted from an employee's gross salary which reduces their taxable income and thus the amount of tax payable.

**OBJECTIVE:** To ensure staff are aware of their ability to salary sacrifice part of their salary and the extent of the benefits allowed to be packaged.

**PRACTICE:** Employees may salary package expenditure which is otherwise deductible or exempt from Fringe Benefits Tax. The payments are deducted from the employee's salary before tax and, as these benefits are exempt from FBT, there will be no cost to the Shire.

**PROCESS:** A range of benefits may be salary packaged, however, the specific benefits, cost effectiveness of any arrangement and employee eligibility will depend on a particular employee's gross salary and mode of employment. The available benefits that **may** be packaged are:

- motor vehicles (for private use) through a novated lease;
- additional superannuation contributions to a complying superannuation fund (detail at HR17);
- work-related portable electronic devices such as a laptop, notebook computer or tablet;
- mobile phone (predominantly for business use);

### Motor Vehicles

~~A finance company provides the finance for a motor vehicle through a novated vehicle leasing arrangement. A novated lease is an agreement between an employer, employee and finance company, in which the employer makes the repayments by deducting them from the employee's pre-tax salary for the term of the lease or until the employee ceases employment. It can provide a salary packaged arrangement that allows for personal choice of a new or second-hand vehicle and tax free expenditure on the running costs of the vehicle.~~

~~In the event that an employee who has a novated lease arrangement ceases employment with the Shire the novated lease may be transferred to a new employer provided the new employer offers salary packaging. Alternatively, repayments may be made directly to the company using after-tax monies. Employees who also cease employment could choose to pay the remainder of their novated lease contract and balloon payment in lump sum from their personal savings or they could sell their vehicle with the sale proceeds going directly towards the novated lease contract.~~

### *Motor Vehicles - Novated Lease*

*A Novated Lease is a tripartite agreement between the employee, the employer and a financier. Firstly, an employee enters into a finance lease and then by way of a Novation Agreement, transfers the lease to his/her employer. The employer undertakes to meet the lease rentals whilst the employee remains employed by the employer.*

*Motor vehicles are concessionally treated for tax purposes which may result in some savings when you salary package a vehicle. Essentially you pay Fringe Benefits Tax as opposed to income tax. If your FBT liability is less than your income tax liability you have the opportunity to save money. Employees are able to access Fleet Discount Rates/State Govt pricing for vehicles under a novated lease scheme.*

*Novated car leases for new or used cars may be packaged by employees. A car classified as 'luxury' by the Australian Taxation Office cannot be salary packaged. The lease may be finance only, partly maintained or fully maintained. At the end of the period of the lease the employee can elect to purchase the vehicle for the residual price or have the finance company sell the vehicle. If the vehicle is sold for less than the residual price the employee must pay the difference.*

*Fringe benefits tax (FBT) applies to novated car leases but can be offset if an employee makes a personal contribution towards the car out of after tax salary. Goods & Services Tax (GST) is applicable to car leases. An employee will be eligible to have the GST credited back to them provided the Shire receives a tax invoice provided by the Novated Lease provider. The GST on the residual due at the end of the lease period or on employee contributions made after tax will not be able to be claimed back.*

## *General Conditions of a Novated Lease*

- 1.) *Employees must seek independent financial advice prior to entering in to a Novated Lease arrangement. The information regarding Novated Leases is provided as a summary and may not relate to an individual's personal circumstances.*
- 2.) *Employees must undertake all administrative work related to entering in to the Novated Lease arrangement.*
- 3.) *During periods of approved unpaid leave, unpaid sick leave or unapproved leave an employee will be responsible for paying the lease payment, or, if unable to make the repayments, must terminate the Novated Lease Arrangement.*
- 4.) *Any Fringe Benefits Tax (FBT) or other tax liability is to be met by the participating employee and the employee must agree to this by signing a salary packaging agreement prior to entering into a salary packaging arrangement with the Shire.*
- 5.) *An employee may only package a total maximum of 50% of an employee's substantive, annual, base salary unless the employee can demonstrate that he/she can afford to sacrifice more of their income.*
- 6.) *The Shire of Kulin reserves the right to refuse to process an employee's application for salary packaging if this could increase the Shire's administration or other costs and liabilities in any way*

## **Superannuation Contributions**

Employees can deduct from their pay (before tax) contributions which will be paid on their behalf to the employee's superannuation fund. Employees should ensure that they understand the superannuation thresholds and seek advice on the impact upon their overall taxation position.

## **Mobile Phone, Laptop/Notebook Computer, iPad or Tablet**

A laptop computer or tablet used for work purposes may be salary packaged. Authorisation from the CEO should be retained as evidence of the business purpose. There is a limit of one electronic device per staff member, per year.

*With respect to any novated leases, individual proposed lease arrangements must have prior approval by way of formal resolution or signature of the Shire President and Chief Executive Officer. Any other salary packaging arrangement must be approved by the CEO.*

**HEAD OF POWER:** Shire Procedure.

# A19 MOTOR VEHICLES

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## Administration

**PREAMBLE:** To provide a framework of rules and conditions upon which the Shire use of vehicles can occur.

**OBJECTIVE:** To ensure staff of the Shire of Kulin use Shire vehicles in accordance with generally accepted practices; whilst still providing incentives for use and maintenance. To ensure that all use agreements or contract provisions across all levels of staffing are consistent to accepted practice.

### **PRACTICE:**

This guideline applies to employees to whom vehicles are either allotted as part of works processes or who have in accordance with their negotiated employment contracts receive a Shire vehicle for their own private use. Use can include after work hours, weekends and/or annual and long service leave periods. Use can also include that where fuel is provided by the Shire or paid for by the employee.

Excepting for negotiated contract employees where the contract states otherwise, it is the Shire's practice not to make works processes vehicles available for periods of long service leave.

Shire vehicles may be driven by the following persons:

- The authorised officer of the Shire or outside of normal working hours, by the spouse or partner of the employee allocated the use of the vehicle.
- The holder of an appropriate current driver's licence when accompanied by an authorised officer.
- Other such persons as are authorised by the Chief Executive Officer.

Employee allocated vehicles are to be brought onto the job every working day (except those days the officer concerned is on paid leave) and the vehicle is to be made available for use by other Shire staff during normal working hours as business dictates. On occasions this may include Shire use outside of normal working hours.

In terms of the extent of use of the vehicles (subject to refinement under contract documents) but generally limited by;

- Chief Executive Officer - Unrestricted use of the vehicle, in the South West Land Division of Western Australia, except on long service leave (unless approval is given by Council).
- Deputy Chief Executive Officer - Unrestricted use of the vehicle, in the South West Land Division of Western Australia, except on long service leave (unless approval is given by Council).
- Manager of Works - Unrestricted use of the vehicle, in the South West Land Division of Western Australia, except on long service leave (unless approval is given by Council).
- Technical Officer – Localised use of the vehicle in the Shire of Kulin, except on long service leave.
- Shire Mechanic – Localised use of the vehicle within the Shire of Kulin, except on annual leave and long service leave.
- Building Maintenance Officer - Localised use of the vehicle within the Shire of Kulin, except on annual leave and long service leave.
- Leading Hand/s – Localised use of the vehicle within the Shire of Kulin, except on annual leave and long service leave.

Provided that during work hours all vehicles are available to other staff for work related use and this use not causing the employee assigned the vehicle unreasonable inconvenience.

The Chief Executive Officer is to ensure that negotiated terms and conditions for the use of vehicles across the different employment levels in the Shire reflect generally accepted standards of use commensurate to status and position. Even so, terms and conditions should reflect an acceptable standard of maintenance, responsibility and accountability for the negotiated use of the vehicle.

### **PROCESS:**

All employees to whom vehicles are allotted are responsible for the care, including interior and exterior cleaning and subject to the approval of the Chief Executive Officer may have the vehicle detailed by professional cleaners once per annum as part of a maintenance regime.

No modifications are to be made to the vehicle without the approval of the Chief Executive Officer.

The vehicles will not be used to complete in any car rally or competition.

An authorised person is to report to the Chief Executive Officer any conviction or potential for conviction immediately. An officer convicted of drink, drugs, careless, dangerous or reckless driving following an accident in a Shire vehicle will be required to pay the cost of associated repairs, including the insurance excess (in the event that the Shire's insurer will cover any resulting claim) or those costs not covered by the Shire's insurance in the event of a conviction. The Shire reserves the right to discipline employees in addition to what may occur at a conviction level. The Chief Executive Officer will report and make recommendation to the Council, as a result of any conviction where additional penalty is to be imposed. Appeal rights may apply.

Shire vehicles allocated to the Chief Executive Officer, the Deputy CEO and Manager of Works (after consulting with the officer) may be used by other staff in the conduct of Shire business.

Shire personnel are encouraged to use Shire vehicles during work hours as private vehicles are not covered by the Shires insurance policy in the case of damage or accident.

It is a condition of service that staff who require a motor vehicle driver's license for work purposes, advise their supervisor of any changes to their current driver's licence approval (disqualification or likely conviction) immediately, failure to do so may result in disciplinary action. Guidelines relating to the loss of motor vehicle driver's license apply.

In the event of an accident, a full report is to be made to the Chief Executive Officer and all relevant insurance claim forms completed within 24 hours of the incident.

**HEAD OF POWER:** Local Government Act 1995

existing policy

# A19 MOTOR VEHICLES

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## Administration

**PREAMBLE:** To provide a framework of rules and conditions upon which the Shire use of vehicles can occur.

**OBJECTIVE:** To ensure staff of the Shire of Kulin use Shire vehicles in accordance with generally accepted practices; whilst still providing incentives for use and maintenance. To ensure that all use agreements or contract provisions across all levels of staffing are consistent to accepted practice.

### **PRACTICE:**

This guideline applies to employees who are allocated motor vehicles as part of their remuneration package or operate motor vehicles as part of their employment duties.

### Employer Responsibilities:

When providing motor vehicles to employees the Shire of Kulin will ensure the motor vehicle:

- Meets vehicle safety and Road Traffic Act & Regulation requirements,
- Provides a safe work place with regard to Occupational Safety and Health requirements,
- Is adequately insured and registered,

### Employee Responsibilities:

When operating a Shire of Kulin vehicle, the employee must ensure:

- Only authorised person's holding an appropriate current driver's licence operate the vehicle,
- They comply with all relevant traffic legislation and are personally responsible any traffic or parking infringements incurred,
- They do not operate the vehicle while under the influence of alcohol or drugs.
- The vehicle is maintained in a safe, clean and roadworthy condition and that the vehicle is operated in accordance with the vehicle operating manual.
- Vehicles remain smoke free

### Recording Vehicle Use

It is the responsibility of all vehicle users to accurately maintain a record of the use of the vehicles allocated to them. This record is to detail (as a minimum requirement), the date, time and driver information related to use of the vehicle. Records must be kept for a minimum of 12 weeks to appropriately determine private use percentage for the purpose of calculating Fringe Benefits Tax (FBT) liability. Failure to complete the log book may result in an employee's personal use percentage (for the purposes of FBT) being 100%.

### Accidents and Damage

It is the responsibility of the employee to whom the vehicle is assigned or other employees who use a Shire vehicle to:

- Report as soon as practicable any involvement in a motor vehicle accident
- Complete an incident report form and submit motor vehicle insurance claim forms within 48 hours of the accident occurring
- Notify the Police if an injury is sustained or another vehicle is involved in the accident.
- If the damage does not result in an insurance claim, complete an incident report form for the Executive Manager of Works.

### Security

All employees allocated with a Shire vehicle are responsible for the security of the vehicle at all times whilst the vehicle is being used by them. This includes;

- Ensuring that the vehicle is under the employee's control whilst not being used on Shire business and not allow it to be driven by an unlicensed person or any other person not authorised by this policy or the Chief Executive Officer.
- Ensuring the security of the vehicle at all times including always locking the vehicle when not in use and not leaving the keys in an unoccupied vehicle.
- Properly housing and securing the vehicle.
- Ensuring the security of Shire equipment contained in the vehicle. Employees should never leave valuables (including; laptop computers, cameras, mobile phones or fuel cards), confidential or sensitive documents in an unoccupied vehicle.

## Vehicle Allocations

### Category 1 – Chief Executive Officer & Senior Employees

Vehicle allocation and authorised use will be determined by the employee's Contract of Employment.

### Category 2 – Executive Manager's

Position	Vehicle Allocation	Restrictions
Executive Manager of Works	SUV All terrain	Unrestricted private use within the South West Land Division unless otherwise expressly authorised by Council
Executive Manager of Financial Services	SUV Medium	Unrestricted private use within the South West Land Division unless otherwise expressly authorised by Council
Executive Manager of Corporate Governance and Risk	4WD Ute	Unrestricted private use within the South West Land Division unless otherwise expressly authorised by Council
Executive Manager of Community Services	SUV Medium	Unrestricted private use within the South West Land Division unless otherwise expressly authorised by Council

### Category 3 – Team Supervisors

Position	Vehicle Allocation	Restrictions
Town Supervisor	4WD Ute	Restricted private use within the Shire of Kulin
Works Supervisor	4WD Ute	Restricted private use within the Shire of Kulin

### Category 4 – Leading hands & heads of department

Position	Vehicle Allocation	Restrictions
Mechanic	2WD Ute	Restricted private use within the Shire of Kulin
Builder	2WD Ute	Restricted private use within the Shire of Kulin
Leading Hands	2WD Ute	Restricted private use within the Shire of Kulin

## Vehicle Selection & Replacement

Operational requirements shall be the primary consideration in the acquisition of a vehicle or its replacement.

Category 1	40,000km or two years
Category 2	40,000km or two years
Category 3 & 4	100,000km or five years

## Vehicle Accessories

### Standard Accessories

The following features are to be included as appropriate accessories on all vehicles purchased for the Shire;

- Automatic transition – (wherever possible);
- Tinted window film – as approved by the vehicle manufacturer;
- Hands free mobile telephone car kits with booster
- Tow bar
- Spotlights
- Bull bar

### Non-standard accessories

Any employee who has Unrestricted Private Use of a vehicle as part of an agreement may purchase additional accessories at their own expense on the understanding that the accessory will be installed and, if necessary, removed, at the employee's own expense. The Shire will accept no cost or other responsibility for the transferability to a replacement vehicle of any accessory purchased in this manner.

Upon leaving the employment of the Shire or change to an employee's vehicle entitlements, the employee will make good the vehicle to the original specifications and standard of the vehicle at the time of the initial purchase of the vehicle. This agreement is subject to approval by the Chief Executive Officer.

## Categories of Vehicle Use

### Category 1 – Chief Executive Officer and other Senior Employees - according to Contract of Employment.

- The Shire covers all costs associated with the running of the vehicle.
- The vehicle must be driven to work each day however a spouse/partner or nominated driver may use the vehicle outside of normal working hours, provided they meet the requirements outlined under employee responsibilities.
- Other persons with a valid driver's licence may drive the Shire's vehicle provided the employee is present as a passenger in the vehicle at all times or in an emergency only, provided they meet the requirements outlined under employee responsibilities.
- Off-road use is not permitted, except where the vehicle is designed for such use.
- A Shire fuel facility fuel card is provided with the vehicle and is the preferred location for fuelling the vehicle. The employee will ensure they have fuelled up prior to departing the Shire of Kulin. A credit card or fuel card will also be provided for the employee to fuel the vehicle as required. A tax invoice must be provided for the purchase.
- The value placed on the vehicle component incorporated as part of a remuneration package (as specified by WALGA and as approved by Council) may be able to be converted to cash or salary sacrificed, if the employee chooses not to be provided with a Shire vehicle. The Shire reserves the right to supply the employee with a vehicle if the provision of a vehicle is more beneficial to the Shire, as such, approval must be sought from Council for the conversion of the vehicle component of a remuneration package being converted to cash salary. If the employee nominates to take a cash allowance the vehicle provided by the employee must meet the operational requirements of the position.
- Novated Lease Option – Category 1 employees may elect to take a cash component and convert that to a novated lease option. Novated lease options must comply with this policy, which effectively limits the range of vehicle types to the standard prescribed. Category 1 Employees wishing to pursue novated lease options will assume full responsibility for making all enquiries and negotiations on vehicle choice and finance arrangements and assume full responsibility for Fringe Benefit Tax (FBT) liability. The arrangement must comply with the Shire's salary sacrificing policy (HR21) which outlines the requirements for a Novated Lease.

### Category 2 – Executive Managers

- The Shire covers all costs associated with the running of the vehicle.
- Vehicles will be made available to other Shire of Kulin staff during normal operating hours.
- The vehicle must be driven to work each day however a spouse/partner or nominated driver may use the vehicle outside of normal working hours, provided they meet the requirements outlined under employee responsibilities.
- Other persons with a valid driver's licence may drive the Shire's vehicle provided the employee is present as a passenger in the vehicle at all times or in an emergency only, provided they meet the requirements outlined under employee responsibilities.
- Private use will be restricted geographically to within the South West Land Division.
- Off-road use is not permitted, except where the vehicle is designed for such use.
- A Shire fuel facility fuel card is provided with the vehicle and is the preferred location for fuelling the vehicle. The employee will ensure they have fuelled up prior to departing the Shire of Kulin. A credit card or fuel card will also be provided for the employee to fuel the vehicle as required. A tax invoice must be provided for the purchase.
- The value placed on the vehicle component incorporated as part of a remuneration package (as specified by WALGA and as approved by the CEO) may be able to be converted to cash or salary sacrificed, if the employee chooses not to be provided with a Shire vehicle. The Shire reserves the right to supply the employee with a vehicle if the provision of a vehicle is more beneficial to the Shire, as such, approval must be sought from the CEO for the conversion of the vehicle component of a

remuneration package being converted to cash salary. If the employee nominates to take a cash allowance the vehicle provided by the employee must meet the operational requirements of the position.

- Novated Lease Option – Category 2 employees may elect to take a cash component and convert that to a novated lease option. Novated lease options must comply with this policy, which effectively limits the range of vehicle types to the standard prescribed. Category 2 Employees wishing to pursue novated lease options will assume full responsibility for making all enquiries and negotiations on vehicle choice and finance arrangements and assume full responsibility for Fringe Benefit Tax (FBT) liability. The arrangement must comply with the Shire’s salary sacrificing policy (HR21) which outlines the requirements for a Novated Lease.

#### Category 3 – Team Supervisors

Restricted private use of a vehicle shall be allocated to an employee at the recommendation of the Executive Manager of Works and shall be approved at the sole discretion of the Chief Executive Officer.

- “Restricted Private use” is defined as a vehicle provided, with the Shire covering all costs associated with the running of the vehicle subject to the following;
  - Use is limited within the Shire of Kulin boundary.
  - Use outside of the Shire of Kulin shall be subject to the prior approval of the CEO or Executive Manager of Works
  - Approval to use whilst on annual leave, approved leave without pay, personal leave or long service leave shall be subject to the prior approval of the CEO or Executive Manager of Works
- During private use, outside of working hours, other persons with a valid driver’s licence may drive the Shire’s vehicle provided the employee is present as a passenger in the vehicle at all times or in an emergency only, provided they meet the requirements outlined under employee responsibilities.
- A Category 3 employee may not convert the associated value placed on the vehicle as part of their remuneration package to a cash allowance.

#### Category 4 – Leading Hands & Heads of Department

Restricted private use of a vehicle shall be allocated to an employee at the recommendation of the Executive Manager of Works and shall be approved at the sole discretion of the Chief Executive Officer.

- “Restricted Private use” is defined as a vehicle provided, with the Shire covering all costs associated with the running of the vehicle subject to the following;
  - Use is limited within the Shire of Kulin boundary.
  - If the vehicle is driven beyond the Shire of Kulin (where approved), cost of the fuel will be the responsibility of the employee.
  - Approval to use whilst on annual leave, approved leave without pay, personal leave or long service leave shall be at the cost of the employee and subject to the prior approval of the CEO or Executive Manager of Works
- A Category 4 employee may not convert the associated value placed on the vehicle as part of their remuneration package to a cash allowance.

All employees who operate a Shire of Kulin Vehicle must complete a vehicle authorisation & declaration form provided as an attachment.

**HEAD OF POWER:** Local Government Act 1995





Shire of Kulin  
 Vehicle Authorisation & Declaration Form  
 Conditions of Use

- 1.) Employees will operate the vehicle provided in accordance with the Employee Responsibilities outlined in this policy.
- 2.) Employees will record vehicle use as required by this policy.
- 3.) Employees will report all incidents, accidents and damage to their vehicle.
- 4.) Employees will ensure the security of vehicles at all times.
- 5.) Employees will not operate this vehicle outside of the restrictions outlined in the appropriate category without the approval of the Chief Executive Officer.

Employee Details	
Name:	
Vehicle Category:	
Approved by:	

Employee Declaration

I, \_\_\_\_\_,  
 declare that I am the holder of a current motor vehicle driver's licence and have no knowledge of any circumstances which could cause its cancellation or suspension. I acknowledge and understand the Conditions of Use of Shire Vehicles set out above and as outlined in this policy.

Driver Licence Details			
Licence Number:		State Issued:	
Class:		Expiry Date:	
Conditions or Endorsements:			

# A14 HOUSING

## Administration

**PREAMBLE:** As the owner of a variety of housing stock, the Shire of Kulin is required to adopt guidelines with which it can to manage its housing stock.

**OBJECTIVE:** To make clear and simple statements about how the Shire of Kulin requires tenants to act and behave in use of its housing stock.

## PRACTICE/PROCESSES:

### Rental Rates and Charges

The Shire housing rental rates are set under the following principles:

Executive Homes – 10-20% of Kulin Market rentals

Standard Homes – 40-50% of housing equivalents in Kulin market rentals

The Shire rental fees and charges for staff will generally be increased by the Consumer Price Index for Perth (for the preceding 12 months) and adopted as part of the Shire of Kulin Fees and Charges Schedule in the annual budget adoption process, usually in June each year for commencement at 1 July each year.

No charges will be made for the rubbish and recycling collection services and television supply services.

The Shire has identified 4 levels of accommodation and charges accordingly, these are updated annually in accordance with the fees & charges.

<b>Level 1 (Executive Level Homes)</b>				
<b>Address</b>	<b>Nominal Officer Position</b>	<b>Market</b>	<b>Shire</b>	<b>Subsidy</b>
12 Bowey Way	Chief Executive Officer	339	50	15,038
9 Rankin Street	Manager of Corp Governance	318	50	13,936
3 Hodgson Street	Manager of Works	297	50	12,834
6 Bowey Way	Plant Mechanic	297	50	12,834
38 Day Street	Not Assigned	297	50	12,834
10 Price Street	Privately Rented	450		
<b>Level 2 (Management Level Homes)</b>				
<b>Address</b>	<b>Nominal Officer Position</b>	<b>Market</b>	<b>Shire</b>	<b>Subsidy</b>
10 Ellson Street	Aquatic Centre Manager	265	113	7,930
5 Bowey Way	Works Supervisor	265	82	9,516
17 McInnes Street	Not Assigned	265	82	9,516
<b>Level 3 (Officer Level Homes)</b>				
<b>Address</b>	<b>Nominal Officer Position</b>	<b>Market</b>	<b>Shire</b>	<b>Subsidy</b>
81 Johnston Street	Plant Operator/Town Maintenance	201	87	5,953
21 Bull Street	Not Assigned	201	82	6,209
19 McInnes Street	Privately Rented	201	82	6,209
Unit 1 / 21 Ellson St	Privately Rented	201	82	6,209
Unit 2 / 21 Ellson St	Privately Rented	201	82	6,209
<b>Level 4 (Lower Quality Homes)</b>				
<b>Address</b>	<b>Nominal Officer Position</b>	<b>Market</b>	<b>Shire</b>	<b>Subsidy</b>
Unit 1 / 25 Johnston St	Plant Operator/Town Maintenance	180	82	5,096
Unit 2 / 25 Johnston St	Privately Rented	180	82	5,096
Unit 3 / 25 Johnston St	Privately Rented	180	82	5,096
Unit 4 / 25 Johnston St	Privately Rented	180	82	5,096
Unit 5 / 25 Johnston St	Plant Operator/Town Maintenance	180	82	5,096
Unit 6 / 25 Johnston St	Plant Operator/Town Maintenance	180	82	5,096
3 Bull Street	Plant Operator/Town Maintenance	191	82	5,658
14 Stewart Street	Plant Operator/Town Maintenance	191	71	6,230
19 Wright Street	Privately Rented	191	82	5,658

## **Tenancy Agreement**

All tenants of Shire housing are to sign and enter into a standardised tenancy agreement. Occupancy will not be permitted in any Shire house until the tenancy agreement has been signed and countersigned.

Should a local business require a shire owned residence for a member of their staff; the lease agreement will be drawn up so that the employer is the lessee. This ensures that the responsibility for rent and condition of the property lies with the local business. Direct crediting of the Shire of Kulin bank account for rental payments is also encouraged

The limited Shire Inspection report (upon commencement) can be signed and returned to the Shire Office within 10 working days.

## **Bond for Staff Housing**

The Shire of Kulin has a system of bonds for damage/cleaning and pets.

All tenants are to pay a damage/cleaning bond equivalent to 4 weeks rent, or \$800 (whichever is greater), upon moving into a Shire house. For Shire staff, the bond can be deducted from fortnightly payment of salaries and wages, on the basis of 4 equal payments, or by other payment arrangements made by agreement of the Chief Executive Officer only. Bonds are held in trust for return to the tenant when vacating, subject to terms and conditions.

For non-Shire staff, payment of 100% of the bond is required upon signing of the tenancy agreement.

The damage/cleaning bond is repayable on moving from the residence if the premises are left in a satisfactory condition and all terms and conditions of the tenancy agreement have been met.

## **Vacating Shire Houses**

All tenants of Shire owned houses and flats are to have the carpets professionally cleaned prior to vacating the residence. Failure to do so will mean that the cost of the carpet cleaning will be removed from the damage/cleaning bond.

## **Water Consumption and payment of Accounts**

The Shire will pay all water rates and consumption accounts for Shire houses and units. This practice is undertaken to ensure that tenants maintain the gardens to a satisfactory standard. If it becomes obvious that tenants are not maintaining the gardens at a residence to the Shire standard, the Chief Executive Officer is authorised to advise the tenant immediately of this requirement. Should the advised tenant/faults not be remedied, the Chief Executive Officer shall arrange to have the work completed by Shire staff at the occupier's expense. The Chief Executive Officer can then consider if consumption costs may then become the responsibility of the tenant.

The Chief Executive Officer is to monitor annual consumption figures for each of the residences and manage overall use considering that each residence has particular circumstances that dictate usage patterns. The level of usage should be consistent with similar residences and annualised costs, and indicate sound water usage practices are being considered by each tenant. On this basis, tenants are supported in overall usage. Where it is evident that patterns of overuse are occurring, the Chief Executive Officer is authorised to take action to bring usage into standardised limits. This action may include recovery of costs for excessive usage.

## **Annual Inspection of Shire Residences**

An annual inspection of all Shire houses and flats is to be carried out in March/April to ascertain the housing maintenance items that are needed to be included in the following year budget. At this time, tenants are invited to offer their comments as to what items of maintenance or improvements they would like to see at each residence.

## **Dogs, Cats and Pets in Shire residences**

The Shire guideline is that no cats, dogs or pets be permitted at Shire residences.

Should employees have pets, then application is to be made in writing to the Chief Executive Officer or an indication be made on the tenancy agreement application. The decision to allow pets at a residence is solely at the discretion of the Chief Executive Officer and is subject to the payment of a bond for such to occur.

### **No smoking in residences**

As part of its obligation to employee's health and welfare, the Shire of Kulin's position is that smoking will not be permitted in Shire residences. If smoking is to be conducted outside the residence, the tenant will make arrangements to ensure the residence yard is free of cigarette butts.

### **Keys**

The Executive Manager of Financial Services is responsible for the issuing of all Shire housing keys. Any deadbolt, lock or security change or the theft or loss of Shire housing keys, should be reported immediately.

Keys issued are recorded on the Shire key register and against the individual being issued with the key. Keys are non-transferable between staff and are not, under any circumstances, to be lent to the public.

All keys must be returned immediately upon termination of occupation of a Shire residence. Failure to do so will result in the cost of replacement locks being taken from available bond monies.

### **Incentive for Staff owning their own residence**

The Shire recognises that long term employment will be encouraged if staff own their own residences and that ownership promotes a greater sense of community for employees.

The Shire will pay a Housing Incentive Allowance per week to permanent employees who own their own home, or are privately renting a home, as opposed to occupying a Shire residence. The amount of housing allowance will be dependent on the employee's classification as indicated in the table below:

Housing Allowance	
CEO	\$15,038
Executive Manager's	\$12,834
All other permanent staff	\$6,209

### **Eligibility**

- This includes those employees who live with a spouse or partner who locally own a residence. It does not apply where a parent, who is an employee, lives with a child and vice versa.
- The allowance will be payable to any permanent employees who work a minimum of 25 hours per week.
- The allowance will not apply to employees not residing in the Shire.
- The allowance can apply to farm housing-based employees.

The Shire reserves the right to reassess each individual employee's entitlement to this Housing Incentive Allowance from time to time.

The Housing Incentive Allowance shall be determined solely by the Chief Executive Officer and will depend on the individual's circumstances, employment contract arrangements and changing circumstances of the rental and housing marketplace as they impact on staff rentals.

The Shire will permit employees receiving this incentive to establish payroll deductions for the payment of their annual rates. Deductions will be placed into the Shire Trust account for annual payment of rates after rate notices have been levied.

### **DELEGATION:** To the Chief Executive Officer to;

- to recover from bonds the cost of damage repair, cleaning and carpet cleaning from tenants if they fail to do such;
- take action to recover costs of water usage if other reduction remedies have failed to reduce consumption;
- determine applications from tenants to allow a pet in the residence;
- determine applications from staff to receive the "own your own residence" Housing Incentive Allowance;

**HEAD OF POWER:** Local Government Act 1995, Residential Tenancies Act 1987