

Notice of Meeting

Councillors: Please be advised that the next meeting of the

Kulin Shire Council

will be held on **Wednesday 20 December 2023**

Annual Electors Meeting	2:00pm
Afternoon Tea	2:30pm
Concept Forum	3:00pm
Council Meeting	4:00pm
Christmas Function (at FRC)	6:30pm



Alan Leeson
Chief Executive Officer
14 December 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**
- 2 **ANNOUNCEMENTS FROM THE PRESIDING MEMBER**
- 3 **RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
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 **PUBLIC QUESTION TIME**
6. **APPLICATIONS FOR LEAVE OF ABSENCE**
- 7 **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
 - 7.1 Shire of Kulin Special Meeting 5 December 2023
- 8 **PRESENTATIONS / DEPUTATIONS**
- 9 **AGENDA BUSINESS – MATTERS REQUIRING DECISION**
 - 9.1 List of Accounts November 2023 Attachment 1
 - 9.2 Financial Reports & Operating Income and Expenditure Details – November 2023 Attachment 2
 - 9.3 MOU - Roe Regional Organisation of Councils Attachment 3
 - 9.4 MOU - Roe Regional Environmental Health Scheme Attachment 4
 - 9.5 Equal Employment Opportunity (EEO) Management Plan Attachment 5
 - 9.6 Proposed New Local Planning Policies – Farm Buildings and Incidental Farm Structures & Workforce Accommodation Attachment 6 & 7
10. **COMPLIANCE**
 - 10.1 Compliance Reporting – General Compliance November 2023 Attachment 8
 - 10.2 Compliance Reporting – Delegations Exercised November 2023
11. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
12. **MOTIONS FROM MEMBERS WITHOUT NOTICE**
13. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
14. **MEETING IS CLOSED TO THE PUBLIC**
 - 14.1 Matters for which the meeting may be closed
 - 14.2 Confidential Item - Purchase of Unallocated Crown Land - Lots 106 & 109 on Deposited Plan 230274 Under Separate Cover
15. **CLOSURE / DATE AND TIME OF NEXT MEETING**

1 DECLARATION OF OPENING

The President declares the meeting open.

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3 RECORD OF ATTENDANCE

ATTENDANCE

G Robins	President
B Smoker	Deputy President
T Gangell	Councillor
J Noble	Councillor
C Mullan	Councillor
R Bowey	Councillor
B Miller	Councillor
M Lucchesi	Councillor
A Leeson	Chief Executive Officer
F Murphy	Executive Manager Financial Services
J Hobson	Executive Manager of Works
N Thompson	Manager of Executive Support Services
T Scadding	Executive Manager Community Services

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

4 DECLARATION OF INTEREST BY MEMBERS

Nil

5 PUBLIC QUESTION TIME

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Shire of Kulin Special Meeting 5 December 2023

8 PRESENTATIONS / DEPUTATIONS

Nil

9 AGENDA BUSINESS - MATTERS REQUIRING DECISION

9.1 List of Accounts – November 2023

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 November 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 November payments being cheque no.'s 37505 & 38000; EFT No's 21328 - 21475, direct deposits DD8779.1 – DD8804.12 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$1,468,264.08 be received.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 1

9.2 Financial Reports & Operating Income and Expenditure Details – November 2023

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 30 November 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 30 November 2023, as presented.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 2

9.3 Memorandum of Understanding - Roe Regional Organisation of Councils (RoeROC)

NAME OF APPLICANT: Shire of Kulin
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 13.07
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

To endorse an extension to the existing Roe Regional Organisation of Councils (RoeROC) Memorandum of Understanding (MOU).

BACKGROUND:

The Roe Regional Organisation of Councils (RoeROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin and Narembeen.

The RoeROC was established to:

- To enhance and assist in the advancement of the Region,
- To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues.
- To encourage cooperation and resource sharing on a regional basis.
- Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

The activities of RoeROC may include:

Cooperation

To provide a strong and cohesive regional group that has the capacity to provide leadership and practical projects that will enhance the region.

Tourism and Event Coordination

To maximise the potential of tourism and community events in the region through the coordination of tourism and marketing activities, individual events, staging of major events and promotions including, but not limited to;

- The marketing and development of the Roe Regional Tourism Strategy.
- The marketing and promotion of events and attractions.
- Coordinating and/or staging events in the South Eastern Wheatbelt region to maximise community benefit.

Resource Sharing

To promote inter-council cooperation and resource sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities. These opportunities can include but are not limited to the following;

- Enhance the finance/compliance capability of individual councils
- Joint purchasing of plant items.
- Facilitate resource sharing of technical/professional officer positions for two or more local governments by creating the blueprint for successful joint arrangements.
- Establish a central facility for local government functions such as rating, accounting and records management.
- Develop the capacity as a group to tender for and undertake major and minor works.

Economic and Community Building

To implement strategies relating to issues of regional significance that foster and promote development opportunities that benefit the region. These opportunities can include, but are not limited to;

- Developing and implementing alternative power systems in the region using renewable resources.
- Lobby for tax incentive schemes for new industries.
- Lobby for the delivery of tertiary and further education to regional areas.
- Lobby for a regional tourist drives and routes.
- Facilitating niche marketing and branding for the region.

Health and Community Services

To act as a catalyst to promote the well-being of the regional community and undertake activities including, but not limited to;

- Lobby government for continued stability and incentives for the provision of doctors.
- Lobbying government for education of nurses to meet the needs of rural areas.

- Lobbying for changes to accident, emergency and hospital care in the region.
- Facilitating improved health resources for the vulnerable members of the RoeROC community.

Environment

To provide leadership, coordination and information on regional natural resource management practices and undertake activities including, but not limited to;

- Achieving improved control and utilisation of surface and sub-surface water resources.
- Achieving improved land management practices across the region.
- Ensure the long-term economic future of the region through sustainability practices.
- Implementing progressive Natural Resource Management initiatives.
- Reporting on the state of the environment in the RoeROC region.

Recreation

To provide planning and leadership in the coordination and development of recreational activities and facilities in the region including, but not limited to;

- Regional Recreational planning
- Improving participation in and awareness of various sporting and recreational activities (ie supporting be-active coordinators).

Transport

To provide representation, planning and input into the coordination and development of transport networks in the region including, but not limited to;

- Obtaining Federal and State funding for road networks.
- Lobbying for further input into MRWA road maintenance programs.
- Lobbying for greater input into the regulation of transport operators ie: school bus, heavy haulage, etc.
- Liaise on regional transport issues.

COMMENT:

The current MOU expired on 30 June 2023. The new MOU was endorsed at the RoeROC meeting held on the 15th June 2023

FINANCIAL IMPLICATIONS:

Member Councils are required to make an annual financial contribution towards the operations of RoeROC in equal shares and may also be requested to contribute towards specific projects or initiatives.

STATUTORY AND PLANNING IMPLICATIONS:

Local Government Act 1995:

POLICY IMPLICATIONS:

There are no direct policy implications for the Shire of Kulin in consideration of this matter.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

There are no direct workforce implications for the Shire of Kulin in consideration of this matter.

OFFICER'S RECOMMENDATION:

That Council

1. Formally endorse the renewal of the RoeROC Memorandum of Understanding for the period 1 July 2023 to June 2028 and authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shires common seal.
2. Formally record the expiration date of 30 June 2028 in the Shire of Kulin Compliance Calendar.

VOTING REQUIREMENTS:

Simple majority.

Attachment 3

9.4 Memorandum of Understanding - Roe Regional Environmental Health Scheme

NAME OF APPLICANT: Shire of Kulin
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 13.07
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

To endorse an extension to the existing Roe Regional Environmental Health Scheme Memorandum of Understanding (MOU) which expired on 30 June 2023.

BACKGROUND & COMMENT:

The Roe Regional Environmental Health Services Scheme (RREHSS) provides an Environmental Health Service to the Shires of Corrigin, Kondinin, Kulin, Narembeen and Lake Grace.

The Environmental Health Service is administered by the Shire of Corrigin and employs 1.3 full time equivalent staff.

The service operates under an existing MOU between the Councils and it is proposed that the current arrangement be extended for a term from 1 July 2023 to 30 June 2028.

The draft RoeROC MOU was reviewed by the Chief Executive Officers of the member councils in May 2023 and was endorsed by RoeROC delegates at the meeting on 15 June 2023.

FINANCIAL IMPLICATIONS:

The Shire of Corrigin administers the scheme. Costs are allocated as part of the budget process each year. For past three financial years the cost to the Shire of Kulin has been;

2020/21 – Actual	\$33,030
2021/22 – Actual	\$30,525
2022/23 – Actual	\$34,198
2023/2024 – Budgeted	\$39,000

STATUTORY AND PLANNING IMPLICATIONS:

Local Government Act 1995:

POLICY IMPLICATIONS:

There are no direct policy implications for the Shire of Kulin in consideration of this matter.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

There are no direct workforce implications for the Shire of Kulin in consideration of this matter.

OFFICER'S RECOMMENDATION:

That Council;

1. Formally endorse the Roe Regional Environmental Health Services Scheme Memorandum of Understanding for the period 1 July 2023 to June 2028 and authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shires common seal.
2. Formally record the expiration date of 30 June 2028 in the Shire of Kulin Compliance Calendar.

VOTING REQUIREMENTS:

Simple majority.

Attachment 4

9.5 Equal Employment Opportunity (EEO) Management Plan

NAME OF APPLICANT: Shire of Kulin
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 22.01
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

To adopt the Shire of Kulin's updated Equal Employment Opportunity Management Plan 2024 – 2026.

BACKGROUND & COMMENT:

Under section 145(2) of the *WA Equal Opportunity Act 1984* all government entities are required to develop equal employment opportunity management plans and integrate them into their broader workforce planning process.

The Public Sector Commission have requested an updated EEO plan from the Shire of Kulin, as our existing document has expired (it covered the period 2020 – 2022).

Public authorities are obligated to monitor and promote equity and diversity outcomes to ensure an inclusive workplace culture and equal employment opportunity. The purpose of this Equal Employment Opportunity Management Plan is to comply with the requirements of the act by identifying and implementing strategies in key areas to eliminate discrimination in the workplace.

This Equal Employment Opportunity (EEO) Management Plan has identified 5 key areas to promote principles and compliance:

1. Policies & Procedures
2. Communication & Awareness
3. Training & Development
4. Harassment and Grievance Procedures
5. Implementation and Evaluation

These key areas will provide Council and the Management Team with a strategy and mechanism to measure progress in achieving EEO management objectives.

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Equal Opportunity Act 1984 Section 145 – Preparation and implementation of management plans.

POLICY IMPLICATIONS:

Shire of Kulin Policy Manual;
– A1 Code of Conduct Members and Staff
Shire of Kulin APOG;
– A5 Equal Opportunity and Harassment
– HR6 Grievance Procedures
– HR16 Sexual Harassment
– HR18 Workplace Bullying

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Employee awareness of EEO principles and their responsibilities in the workplace.

OFFICER'S RECOMMENDATION:

That Council adopt the Shire of Kulin Equal Employment Opportunity (EEO) Management Plan 2024 – 2026, as attached; and forwards a copy to the Public Sector Commission.

VOTING REQUIREMENTS:

Simple majority.

Attachment 5

9.6 Proposed New Local Planning Policies - Farm Buildings and Incidental Farm Structures & Workforce Accommodation

NAME OF APPLICANT	Shire of Kulin
RESPONSIBLE OFFICER:	CEO
FILE REFERENCE:	18.05
AUTHOR:	Mr Joe Douglas - Consultant Town Planner (Exurban Rural & Regional Planning)
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

This report recommends that Council resolve to finally adopt the following proposed new local planning policies without modification and authorise the Shire's Chief Executive Officer to publish a copy of the policies on the Shire's website:

- i) 'Local Planning Policy No.10 – Exemption to Requirement for Development Approval for Non-Habitable Farm Buildings and Incidental Farm Structures'; and
- ii) 'Local Planning Policy No.11 – Workforce Accommodation'.

BACKGROUND AND COMMENT:

At its Ordinary Meeting in October 2023 Council resolved as follows:

1. **INITIATE** the process required to formally adopt the following proposed new local planning policies in accordance with the procedural requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - i) 'Local Planning Policy No.10 – Exemption to Requirement for Development Approval for Non-Habitable Farm Buildings and Incidental Farm Structures'; and
 - ii) 'Local Planning Policy No.11 – Workforce Accommodation'; and
2. **AUTHORISE** the Shire's Chief Executive Officer to advertise the proposed new policies in accordance with the specific requirements of clause 4(4), Part 2 and clause 87, Part 12, Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the minimum required period of twenty-one (21) days.

The purpose of each new policy is to:

- i) provide an express exemption to the need for development approval for the construction and use of non-habitable farm buildings and incidental farm structures on all 'Rural' zoned land in the Shire's municipal district used for extensive agricultural purposes (i.e. broadacre cropping and grazing); and
- ii) guide the preparation, processing and determination of development applications and statutory referrals for workforce accommodation on all land in the Shire of Kulin and control its location, design, servicing, management, duration, decommissioning and rehabilitation or re-use in accordance with the aims and objectives of the local government's local planning framework.

Following completion of the mandatory twenty-one (21) day public advertising process no submissions had been received by the Shire either supporting or objecting to the proposed new policies.

In light of this outcome, it is reasonable to conclude the local community is generally satisfied with the proposed policies and does not have any objections to their final adoption and use by the Shire when dealing with proposals of direct relevance to each policy.

As such, it is recommended that Council resolve to finally adopt both policies and authorise the Shire's Chief Executive Officer to publish a copy of the policies on the Shire's website pursuant to the specific requirements of clause 4(4), Part 2 and clause 87, Part 12, Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* at which point they will have full legal effect.

STATUTORY ENVIRONMENT:

- Planning and Development Act 2005 (as amended)
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Kulin Local Planning Scheme No.2

POLICY IMPLICATIONS:

There are no immediate policy implications aside from introducing two (2) new local planning policies as proposed which, if finally adopted by Council as recommended, will help guide future decision making by the Shire and create greater certainty for local landowners and developers.

COMMUNITY CONSULTATION:

Completed in accordance with the specific requirements of clause 4(4), Part 2 and clause 87, Part 12, Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a minimum period of twenty-one (21) days with no submissions received.

Any future possible amendments to the policies, or any decision by Council to revoke them, must also be advertised for public comment in accordance with the procedural requirements of the Regulations.

FINANCIAL IMPLICATIONS:

Nil immediate financial implications for the Shire aside from the administrative costs associated with preparing, adopting and advertising the proposed policies which are provided for in Council's annual budget for town planning related matters.

In relation to the proposed exemption to the need for development approval for the construction and use of non-habitable farm buildings and incidental farm structures, Council should note the Shire will no longer receive application fees to process development applications for these structures which in some cases can be substantial and helps to offset the overall annual cost of dealing with town planning related matters.

STRATEGIC IMPLICATIONS:

The proposed new local planning policies are consistent with the following elements of the *Shire of Kulin Strategic Community Plan 2021-2025* and *Corporate Business Plan 2021-2025*:

- Corporate
Governance - Kulin Shire Council provides good strategic decision making, governance, leadership and professional management.
- Infrastructure
Environmental - Kulin is an environmentally aware community that endeavours to protect and value the natural environment and investigate sustainable alternative energy solutions.
- Regulatory
Planning - Kulin will continue to deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance.

OFFICER'S RECOMMENDATION:

That Council resolve to:

1. Adopt the following new local planning policies without modification:
 - i) 'Local Planning Policy No.10 – Exemption to Requirement for Development Approval for Non-Habitable Farm Buildings and Incidental Farm Structures'; and
 - ii) 'Local Planning Policy No.11 – Workforce Accommodation'.
2. Authorise the Shire's Chief Executive Officer to publish a copy of the policies on the Shire's website pursuant to the specific requirements of clause 4(4), Part 2 and clause 87, Part 12, Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 6 – Proposed Local Planning Policy No.10

Attachment 7 – Proposed Local Planning Policy No.11

10 COMPLIANCE

10.1 Compliance Reporting – General Compliance November 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 October 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 – April

Staff Performance Reviews
 Adjust KRA's for Senior Staff & Managers
 Child Care Staff Performance Reviews

Outstanding July

LEMC Reporting

Outstanding September

FOI Statement sent to Commissioner when produced in Annual Report

Outstanding October

Bind Minutes from Previous Year
 Australia Day Committee to meet

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 November 2023 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 8

10.2 Compliance Reporting – Delegations Exercised – November 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 November 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

<u>Policy</u>	<u>Delegation</u>	<u>Officers</u>
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)

AGENDA OF SHIRE OF KULIN ORDINARY MEETING TO BE HELD 20 DECEMBER 2023

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 September 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.

G2 Building Licences and Swimming Pools

Name	Address	Project	Value
Peter & Kerry Riseborough	13 Trotter Street Kulin	Storage Shed	\$20,000
J&M Miller (Rockhill Farms)	5265 Rabbit Proof Fence Rd, Dudinin	House extension	\$373,169.88

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 November 2023.

VOTING REQUIREMENTS:

Simple majority required.

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 MOTIONS FROM MEMBERS WITHOUT NOTICE

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

14 MEETING IS CLOSED TO THE PUBLIC

14.1 Confidential Item (Meeting Closed to the Public)

RESPONSIBLE OFFICER: Council
FILE REFERENCE: 13.03
AUTHOR: CEO
STRATEGIC REFERENCE/S: Governance
DISCLOSURE OF INTEREST: Nil

SUMMARY:

For Council to discuss a matter of a confidential nature a recommendation to move “in camera” (behind closed doors) is required.

BACKGROUND & COMMENT:

Section 5.23 (2) of the Local Government Act states:

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
- (h) such other matters as may be prescribed.

STATUTORY ENVIRONMENT:

Local Government Act 1995 Section 5.23 (2)

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council in accordance with Section 5.23(2)(c) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

It is the recommendation of the Responsible Officer that this item be considered "in camera" due to the private and confidential nature of its contents.

VOTING REQUIREMENTS:

Simple majority required.

15 CLOSURE / DATE AND TIME OF NEXT MEETING

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

Ordinary Meeting Wednesday 21 February 2024 at 4:00pm

Shire of Kulin

T & Chq Listing for period end 30 November 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
MUNICIPAL & TRUST			
EFT21328	02/11/2023	SERVICES AUSTRALIA CHILD SUPPORT	\$423.58
		Payroll Deductions	
EFT21329	02/11/2023	ALL ABOUT SHADE	\$4,947.50
		Outdoor Blinds 12 Bowey Way	
EFT21330	02/11/2023	DENNIS CHARLES ANDERSON	\$397.53
		Rates Refund A1461	
EFT21331	02/11/2023	AG IMPLEMENTS MERREDIN PTY LTD	\$589.58
		Rates Refund A545	
EFT21332	02/11/2023	BOC LIMITED - A MEMBER OF THE LINDE GROUP	\$93.22
		Cylinder Rent	
EFT21333	02/11/2023	BEST OFFICE SYSTEMS	\$3,079.40
		Printing Charges	
EFT21334	02/11/2023	BLACKWOODS ATKINS	\$1,043.65
		Drum Lifter 1 Tonne	
EFT21335	02/11/2023	BRUCE ALLAN BROWNING	\$350.14
		Rates Refund A854	
EFT21336	02/11/2023	TEAM GLOBAL EXPRESS	\$205.71
		Freight	
EFT21337	02/11/2023	FEGAN BUILDING SURVEYING	\$272.25
		Contract Building Surveying	
EFT21338	02/11/2023	TROY GANGELL	\$733.06
		Rates Refund A1390	
EFT21339	02/11/2023	GIMLET FLATS PTY LTD	\$808.83
		Rates Refund A930	
EFT21340	02/11/2023	HOST CATERING SUPPLIES HEAD OFFICE	\$983.40
		Glassware, FRC	
EFT21341	02/11/2023	IMPACT MINERALS LIMITED	\$35.42
		Rates Refund A1554	
EFT21342	02/11/2023	I SWEEP TOWN & COUNTRY	\$1,694.00
		Sweeping of Town Streets	
EFT21343	02/11/2023	PT & IM JENSEN	\$1,228.93
		Rates Refund A1554	
EFT21344	02/11/2023	KLEENHEAT GAS	\$498.32
		Gas	
EFT21345	02/11/2023	KULIN SOCIAL CLUB	\$170.00
		Payroll Deductions	
EFT21346	02/11/2023	KULIN SHIRE TRUST FUND	\$964.00
		Payroll Deductions	
EFT21347	02/11/2023	KULIN MUSEUM SOCIETY INC	\$150.00
		Refuse Site Maintenance	
EFT21348	02/11/2023	SHIRE OF KONDININ	\$165.00
		Pre Employment Medical, Daniel Pawsey	
EFT21349	02/11/2023	BRAD WAYNE MILLER	\$756.18
		Rates Refund A1207	
EFT21350	02/11/2023	NEWGROUND WATER SERVICES PTY LTD	\$866.80
		Sprinklers, Town Lawns	
EFT21351	02/11/2023	PINGARING GOLF CLUB INC	\$192.00
		Drinks, Bush Fire Brigade Meeting	

Shire of Kulin

T & Chq Listing for period end 30 November 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT21352	02/11/2023	QUEST PAYMENT SYSTEMS	\$418.00
		OPT Monthly Maintenance Fee	
EFT21353	02/11/2023	THE ROYAL LIFE SAVING SOCIETY WA	\$401.65
		Lifeguard Uniforms	
EFT21354	02/11/2023	SHIRE OF CORRIGIN	\$1,293.75
		Training Reimbursement - Chainsaw Course	
EFT21355	02/11/2023	SWAN BREWERY COMPANY PTY LTD	\$3,847.94
		Bar Purchase	
EFT21356	02/11/2023	SAPIO	\$9,225.91
		IT Maintenance Support & Site Visit	
EFT21357	02/11/2023	GABRIELLE LOUISE SAVAGE & BRENDON JOHN SAVAGE ATF THE TOLGA TRUST	\$71.14
		Rates Refund A202	
EFT21358	02/11/2023	WICKEPIN MOTORS	\$1,000.00
		Insurance Excess, Community Bus Repairs	
EFT21359	02/11/2023	WESTRAC PTY LTD	\$309.31
		Hose	
EFT21360	02/11/2023	WURTH AUSTRALIA PTY LTD	\$36.88
		Depot Supplies	
EFT21361	02/11/2023	WA DISTRIBUTORS PTY LTD	\$1,112.50
		Canteen Stock Supplies, FRC	
EFT21362	09/11/2023	AVON WASTE	\$16,751.08
		Refuse Service	
EFT21363	09/11/2023	AIR LIQUIDE WA	\$21.70
		Cylinder Rent	
EFT21364	09/11/2023	ADVERTISER PRINT	\$622.50
		Rates Instalment Notices	
EFT21365	09/11/2023	AMD AUDIT & ASSURANCE PTY LTD	\$2,035.00
		2023 Roads to Recovery Acquittal Audit	
EFT21366	09/11/2023	COUNTRY WIDE FRIDGE LINES PTY LTD	\$459.67
		Freight on Bar Purchase	
EFT21367	09/11/2023	TEAM GLOBAL EXPRESS	\$2,070.82
		Freight	
EFT21368	09/11/2023	CIVIC LEGAL	\$9,350.00
		Professional Service for Systems & Procedure Reviews	
EFT21369	09/11/2023	DARREN THOMAS	\$100.00
		Quad LNB Cable, 9 Rankin Street	
EFT21370	09/11/2023	GLOBAL SYNTHETICS	\$6,689.38
		Cambrigrind	
EFT21371	09/11/2023	ID RENT PTY LTD	\$627.00
		Plant Hire Compaction Bomang	
EFT21372	09/11/2023	JUANITA MACGREGOR	\$4,990.00
		Catering for Barry West Retirement - Balance Owing	
EFT21373	09/11/2023	KULIN HARDWARE & RURAL	\$7,927.18
		Various Buildings, Depot & Road Maintenance Supplies	
EFT21374	09/11/2023	KULIN BUSH RACES INC.	\$7,514.00
		EFPOS Terminal Lent to Kulin Bush Races	
EFT21375	09/11/2023	KULIN COMMUNITY HUB PTY LTD	\$1,074.00
		Accommodation & Meals, Mechanic	

Shire of Kulin

T & Chq Listing for period end 30 November 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT21376	09/11/2023	KULIN IGA	\$948.82
		Statement October 2023	
EFT21377	09/11/2023	SHIRE OF KONDININ	\$286.00
		Pre Employment Medical, Steve Kempton	
EFT21378	09/11/2023	LAKE GRACE TRANSPORT	\$132.75
		Freight	
EFT21379	09/11/2023	MJB INDUSTRIES	\$39,932.26
		Pipes	
EFT21380	09/11/2023	NEWDEGATE STOCK & TRADING CO	\$74,026.34
		Bulk Fuel Purchase	
EFT21381	09/11/2023	NEWGROUND WATER SERVICES PTY LTD	\$4,602.02
		Valve Repairs at Oval	
EFT21382	09/11/2023	PARKER BLACK AND FORREST	\$305.20
		Keyed Alike Door Handle, FRC	
EFT21383	09/11/2023	EXURBAN RURAL & REGIONAL PLANNING	\$4,927.45
		Town Planning Consulting Services	
EFT21384	09/11/2023	PORTER CONSULTING ENGINEERS	\$8,800.00
		Consultant Design Swainston/Rabbit Proof Fence Roads	
EFT21385	09/11/2023	POOLSHOP ONLINE PTY LTD	\$687.50
		Chemicals	
EFT21386	09/11/2023	SHIRE OF KONDININ	\$12,993.99
		Share of Medical Facilities July/August 2023	
EFT21387	09/11/2023	EB & OM SLOGGETT	\$832.70
		Regas Cool Room, FRC	
EFT21388	09/11/2023	TRUCKLINE	\$1,208.90
		Parts	
EFT21389	09/11/2023	NICOLE JENNIFER THOMPSON	\$699.00
		Reimbursement, Waterford Crystal Glasses- Barry West Retirement	
EFT21390	09/11/2023	TRUCK CENTRE (WA) PTY LTD	\$3,229.98
		Filters	
EFT21391	09/11/2023	OFFICEWORKS BUSINESS DIRECT	\$1,025.49
		Stationery	
EFT21392	09/11/2023	WEST AUSTRALIAN NEWSPAPERS LTD	\$240.00
		Advertising, Bushfire Feature 2023/24	
EFT21393	09/11/2023	WESTRAC PTY LTD	\$4,947.50
		GP Cylinder	
EFT21394	09/11/2023	WA CONTRACT RANGER SERVICES	\$679.25
		Ranger Services	
EFT21395	09/11/2023	WA DISTRIBUTORS PTY LTD	\$2,245.20
		Bar Purchase	
EFT21396	16/11/2023	SERVICES AUSTRALIA CHILD SUPPORT	\$371.58
		Payroll Deductions	
EFT21397	16/11/2023	AUSTRALIA POST- MAILWEST	\$1,164.49
		Postage & Freight	
EFT21398	16/11/2023	AUSTRALIAN TAXATION OFFICE	\$33,384.00
		Business Activity Statement October 2023	
EFT21399	16/11/2023	AFGRI EQUIPMENT AUSTRALIA	\$1,973.25
		Gasoline Engine	
EFT21400	16/11/2023	TEAM GLOBAL EXPRESS	\$124.12
		Freight	

Shire of Kulin

T & Chq Listing for period end 30 November 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT21401	16/11/2023	CS LEGAL	\$740.40
		Legal Professional Services	
EFT21402	16/11/2023	DARREN THOMAS	\$100.00
		Quad LNB Cable, Office	
EFT21403	16/11/2023	FRONTLINE FIRE & RESCUE	\$1,124.86
		Water Level Gauge	
EFT21404	16/11/2023	GANGELLS AGSOLUTIONS	\$10,693.08
		Various Buildings, Depot & Road Maintenance Supplies	
EFT21405	16/11/2023	GEOFFREY FENTON	\$25.98
		Rates Refund A69	
EFT21406	16/11/2023	KULIN SOCIAL CLUB	\$170.00
		Payroll Deductions	
EFT21407	16/11/2023	KULIN SHIRE TRUST FUND	\$600.00
		Payroll Deductions	
EFT21408	16/11/2023	KULIN IGA	\$1,308.78
		Freebairn Statement October 2023	
EFT21409	16/11/2023	KULIN TYRE SERVICE	\$4,669.60
		Tyres, Tubes & Batteries	
EFT21410	16/11/2023	SHIRE OF KONDININ	\$9,413.59
		Reimbursement Electricity & Medical Facilities Fee for Sept 2023	
EFT21411	16/11/2023	LOMBARDI PTY LTD	\$146.85
		Jato Front Hanger	
EFT21412	16/11/2023	MULLAN INDUSTRIES	\$3,900.82
		Various Buildings Electrical Repairs	
EFT21413	16/11/2023	MCINTOSH & SON	\$328.10
		High Flow QR Coupling Female	
EFT21414	16/11/2023	MARK GILLBARD	\$157.95
		Reimbursement, Uniform	
EFT21415	16/11/2023	NAPA KEWDALE	\$746.35
		Filters	
EFT21416	16/11/2023	POOLSHOP ONLINE PTY LTD	\$282.65
		Chemicals	
EFT21417	16/11/2023	POWERHOUSE MIDLAND	\$257.25
		Parts	
EFT21418	16/11/2023	QUEST PAYMENT SYSTEMS	\$418.00
		OPT Monthly Maintenance Fee	
EFT21419	16/11/2023	REPCO	\$652.15
		Parts	
EFT21420	16/11/2023	SYRED MECHANICAL SERVICES	\$4,366.23
		Oils & Grease	
EFT21421	16/11/2023	SULLIVAN LOGISTICS PTY LTD	\$293.78
		Freight	
EFT21422	16/11/2023	THE HONDA SHOP	\$243.81
		Parts	
EFT21423	16/11/2023	TRUCKLINE	\$8,248.57
		Parts	
EFT21424	16/11/2023	TRUCK CENTRE (WA) PTY LTD	\$3,422.53
		Air Drier Kits	
EFT21425	16/11/2023	SW TAYLOR	\$2,145.00
		Traffic Planning Services & Yearly Update - Blazing Swan & KBR Event	

Shire of Kulin

T & Chq Listing for period end 30 November 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT21426	16/11/2023	TOODYAY GLASS	\$14,039.16
		Various Glazing Work, Deposit Only	
EFT21427	16/11/2023	WA CONTRACT RANGER SERVICES	\$313.50
		Ranger Services	
EFT21428	16/11/2023	WESTRAC PTY LTD	\$127.91
		Filters	
EFT21429	21/11/2023	AUSTRALIAN MEDICAL SUPPLIES	\$1,636.58
		Medical Centre Supplies	
EFT21430	21/11/2023	CORSIGN WA PTY LTD	\$114.40
		Aquatic Centre Sign	
EFT21431	21/11/2023	LANDGATE	\$966.80
		Certificate of Titles, Copy of Transfer of Land Act Documents, Slip Licence Management Fee	
EFT21432	21/11/2023	DOWN TO EARTH TRAINING & ASSESSING	\$5,095.00
		Prepare & Apply Chemicals Hand Held Application Equipment Training	
EFT21433	21/11/2023	GRANT JENKS	\$519.29
		Rates Refund A293	
EFT21434	21/11/2023	HERSEY'S SAFETY PTY LTD	\$1,133.55
		Depot & Road Maintenance Supplies	
EFT21435	21/11/2023	IT VISION	\$220.00
		Property Subdivisions and Amalgamations Training - Cindy Mullan	
EFT21436	21/11/2023	KEY CIVIL PTY LTD	\$155,302.70
		Culvert Installation Kulin Holt Rock Roads	
EFT21437	21/11/2023	MJB INDUSTRIES	\$8,099.67
		Pipes	
EFT21438	21/11/2023	MADER	\$11,668.80
		Mechanic Labour Hire	
EFT21439	21/11/2023	SULLIVAN LOGISTICS PTY LTD	\$97.22
		Freight	
EFT21440	21/11/2023	SAPIO	\$130.35
		Network Switch Aquatic Centre	
EFT21441	21/11/2023	SKYWALKER ROPE ACCESS PTY LTD	\$64,481.86
		Slide Structural Steel Rectifications, Final Payment	
EFT21443	21/11/2023	WESTRAC PTY LTD	\$617.63
		Filters & Fuel Cap	
EFT21444	21/11/2023	WA DISTRIBUTORS PTY LTD	\$223.65
		Bar Purchase & Cleaning Supplies	
EFT21445	28/11/2023	RICK LOREN ANDERSEN	\$14,300.00
		Painting Exterior Surfaces 12 Bowey Way	
EFT21446	28/11/2023	ALL ABOUT SHADE	\$4,947.50
		Outdoor Blinds 12 Bowey Way, Final Payment	
EFT21447	28/11/2023	ASSET VALUATION ADVISORY	\$5,280.00
		Desktop Valuations of: Land & Buildings & Other Infrastructure Asset	
EFT21448	28/11/2023	BEST OFFICE SYSTEMS	\$1,389.49
		Printing Charges	
EFT21449	28/11/2023	COUNTRY WIDE FRIDGE LINES PTY LTD	\$63.40
		Freight on Bar Purchase	
EFT21450	28/11/2023	TEAM GLOBAL EXPRESS	\$74.30
		Freight	
EFT21451	28/11/2023	COUPLERS PTY LTD	\$54.45
		15Lt Sealing Inserts & Metric Nuts	

Shire of Kulin

T & Chq Listing for period end 30 November 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT21452	28/11/2023	DUN DIRECT NORTHAM	\$65,708.93
		Bulk Fuel Purchase	
EFT21453	28/11/2023	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	\$17,327.43
		ESLB 2nd QTR Contribution	
EFT21454	28/11/2023	GARPEN PTY LTD	\$731.00
		Parts	
EFT21455	28/11/2023	HOST CATERING SUPPLIES HEAD OFFICE	\$635.80
		Kitchen & Maintenance Supplies, FRC	
EFT21456	28/11/2023	INTELIFE GROUP LTD	\$30,409.50
		Mulching, Rabbit Proof Fence Road	
EFT21457	28/11/2023	ID RENT PTY LTD	\$5,329.50
		Hire Compaction Bomang	
EFT21458	28/11/2023	KLEENHEAT GAS	\$297.74
		Gas	
EFT21459	28/11/2023	KULIN LIBRARY, POST OFFICE AND MAIL	\$1,323.30
		Library Service Fee	
EFT21460	28/11/2023	MERREDIN REFRIGERATION & AIR CONDITIONING	\$6,153.92
		Cool Room, FRC	
EFT21461	28/11/2023	NARROGIN CARPETS & CURTAINS	\$10,358.70
		Supply & Installation of Blinds	
EFT21462	28/11/2023	NARROGIN MAZDA	\$37,839.70
		New Mazda BT50	
EFT21463	28/11/2023	PARKER BLACK AND FORREST	\$4,329.05
		Keyed Alike Padlocks	
EFT21464	28/11/2023	SHIRE OF CORRIGIN	\$796.40
		ROE Regional Environmental Health Services Scheme September 2023	
EFT21465	28/11/2023	SURVEILLANCE SYSTEMS AUSTRALIA	\$930.50
		Security Cameras	
EFT21466	28/11/2023	TIN HORSE AUTOMOTIVE	\$3,254.80
		Various Batteries	
EFT21467	28/11/2023	OFFICEWORKS BUSINESS DIRECT	\$534.11
		Stationery	
EFT21468	28/11/2023	LUCIA VARONE	\$1,633.44
		Sitting Fees & Travel Expenses July/October 2023	
EFT21469	28/11/2023	W.A. TREASURY CORPORATION	\$62,724.72
		General - Annuity Lending November 23 - 31 Jan 2024	
EFT21470	28/11/2023	SYNERGY	\$258.57
		Electricity, Unit 4 Johnston Street - Backpackers	
EFT21471	28/11/2023	WEST, BARRY	\$1,295.60
		Sitting Fees & Travel Expenses July/October 2023	
EFT21472	28/11/2023	WA DISTRIBUTORS PTY LTD	\$235.20
		Bar Purchase & Cleaning Supplies	
EFT21473	28/11/2023	WESTARP PTY LTD	\$55,268.40
		Shade Structure, Tennis Club & FRC	
EFT21474	29/11/2023	NARROGIN TOYOTA	\$71,792.58
		New GXL Prado	
EFT21475	29/11/2023	NARROGIN FORD	\$70,421.26
		New Ford Everest	
37505	16/11/2023	PETTY CASH RECOUP - PLEASE PAY CASH	\$260.85
		Petty Cash Recoup	

Shire of Kulin

T & Chq Listing for period end 30 November 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
38000	28/11/2023	SHIRE OF KULIN	\$25.00
		Correction to Incorrect Deposit Received - 24/11/2023	
DD8779.1	01/11/2023	BENDIGO BANK	\$13.85
		Bank DE Fees	
DD8779.2	07/11/2023	SYNERGY	\$1,958.84
		Electricity, FRC	
DD8779.3	08/11/2023	TELSTRA	\$392.60
		Integrated Messaging	
DD8779.4	09/11/2023	SYNERGY	\$116.35
		Electricity, Pingaring Amenities	
DD8779.5	01/11/2023	ST.GEORGE BANK	\$932.13
		Fuel Facility Merchant Fee	
DD8779.6	01/11/2023	WESTNET INTERNET SERVICES	\$69.95
		Westnet Service at Depot	
DD8779.7	02/11/2023	BENDIGO BANK	\$5.10
		Bank DE Fees	
DD8779.8	02/11/2023	CRISP WIRELESS PTY LTD	\$99.00
		Monthly Internet Service, 12 Bowey Way	
DD8779.9	03/11/2023	SYNERGY	\$2,466.73
		Electricity, Aquatic Centre	
DD8782.1	12/11/2023	AWARE SUPER	\$12,309.33
		Payroll Deductions	
DD8782.2	12/11/2023	AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND	\$419.68
		Superannuation Contributions	
DD8782.3	12/11/2023	BENDIGO SUPERANNUATION PLAN	\$173.02
		Superannuation Contributions	
DD8782.4	12/11/2023	AUSTRALIAN RETIREMENT TRUST	\$462.62
		Superannuation Contributions	
DD8782.5	12/11/2023	AMP SUPERLEADER	\$285.22
		Superannuation Contributions	
DD8782.6	12/11/2023	AUSTRALIAN SUPERANNUATION	\$1,428.61
		Superannuation Contributions	
DD8782.7	12/11/2023	BENDIGO SMART START SUPERANNUATION FUND	\$167.74
		Superannuation Contributions	
DD8782.8	12/11/2023	HOSTPLUS SUPERANNUATION FUND	\$301.79
		Superannuation Contributions	
DD8782.9	12/11/2023	MLC MASTERKEY SUPERANNUATION	\$411.12
		Superannuation Contributions	
DD8794.1	10/11/2023	BENDIGO BANK	\$5.10
		Bank DE Fees	
DD8794.2	16/11/2023	WATER CORPORATION	\$666.40
		Water Usage	
DD8794.3	16/11/2023	TELSTRA	\$1,321.30
		Phone Usage & Equipment Rent	
DD8794.4	16/11/2023	BENDIGO BANK	\$4.95
		Bank DE Fees	
DD8794.5	13/11/2023	SYNERGY	\$1,114.08
		Electricity Hostel & Caravan Park	
DD8794.6	15/11/2023	TELAIR PTY LTD	\$614.90
		Monthly Access Fee	

Shire of Kulin

T & Chq Listing for period end 30 November 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD8794.7	15/11/2023	BENDIGO BANK	\$9.45
		Bank DE Fees	
DD8794.8	15/11/2023	AUSTRALIAN LIQUOR MARKETERS PTY. LIMITED	\$4,458.38
		Bar Purchase	
DD8794.9	16/11/2023	TYRO PAYMENTS	\$167.51
		Merchant Fee	
DD8798.1	17/11/2023	SYNERGY	\$3,162.64
		Electricity Oval	
DD8798.2	21/11/2023	SYNERGY	\$384.65
		Electricity Fuel Facility	
DD8798.3	21/11/2023	SYNERGY	\$2,890.47
		Electricity	
DD8798.4	17/11/2023	TELSTRA	\$66.16
		ADSL Service	
DD8798.5	18/11/2023	SYNERGY	\$602.29
		Electricity 3 Bull Street	
DD8804.1	26/11/2023	AWARE SUPER	\$12,093.79
		Payroll Deductions	
DD8804.2	26/11/2023	BENDIGO SUPERANNUATION PLAN	\$139.56
		Superannuation Contributions	
DD8804.3	26/11/2023	AUSTRALIAN RETIREMENT TRUST	\$400.74
		Superannuation Contributions	
DD8804.4	26/11/2023	AMP SUPERLEADER	\$249.21
		Superannuation Contributions	
DD8804.5	26/11/2023	AUSTRALIAN SUPERANNUATION	\$1,357.22
		Superannuation Contributions	
DD8804.6	26/11/2023	BENDIGO SMART START SUPERANNUATION FUND	\$235.01
		Superannuation Contributions	
DD8804.7	26/11/2023	HOSTPLUS SUPERANNUATION FUND	\$496.81
		Superannuation Contributions	
DD8804.8	26/11/2023	MLC MASTERKEY SUPERANNUATION	\$409.10
		Superannuation Contributions	
DD8804.9	26/11/2023	PRIME SUPERANNUATION	\$379.10
		Superannuation Contributions	
DD8810.1	22/11/2023	SYNERGY	\$70.64
		Electricity	
DD8810.2	23/11/2023	BENDIGO BANK	\$2.40
		Bank DE Fees	
DD8810.3	27/11/2023	CARLTON & UNITED	\$893.32
		Bar Purchase	
DD8810.4	28/11/2023	BENDIGO BANK	\$4.35
		Bank DE Fees	
DD8810.5	29/11/2023	SYNERGY	\$3,946.39
		Street Lighting & Information Bay Aug/September 2023	
DD8811.1	29/11/2023	BENDIGO BANK	\$9.45
		Bank DE Fees	
DD8811.2	29/11/2023	WATER CORPORATION	\$8,317.53
		Water Usage & Rates	
DD8811.3	29/11/2023	TELSTRA	\$364.29
		Mobile Phone Usage	

Shire of Kulin

T & Chq Listing for period end 30 November 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD8811.4	30/11/2023	WATER CORPORATION	\$260.69
		Water Rates, Unit 1 Johnston Street	
DD8779.10	06/11/2023	CARLTON & UNITED	\$1,024.75
		Bar Purchase	
DD8782.10	12/11/2023	PRIME SUPERANNUATION	\$380.35
		Superannuation Contributions	
DD8782.11	12/11/2023	THE TRUSTEE FOR THE AMP SUPER FUND	\$557.82
		Superannuation Contributions	
DD8782.12	12/11/2023	REST SUPERANNUATION	\$752.95
		Superannuation Contributions	
DD8782.13	12/11/2023	CBUS SUPER	\$173.98
		Superannuation Contributions	
DD8804.10	26/11/2023	THE TRUSTEE FOR THE AMP SUPER FUND	\$569.37
		Superannuation Contributions	
DD8804.11	26/11/2023	REST SUPERANNUATION	\$752.95
		Superannuation Contributions	
DD8804.12	26/11/2023	CBUS SUPER	\$170.35
		Superannuation Contributions	
8271671	31/10/2023	BULK PAYMENT	\$110,301.71
		Payroll	
8303072	15/11/2023	BULK PAYMENT	\$98,178.90
		Payroll	
8329789	29/11/2023	BULK PAYMENT	\$94,694.15
		Payroll	
Sub-total: EFT & Chq Payments			\$1,468,264.08
AL PAYMENTS FOR MONTH END 30 November 2023			\$1,468,264.08

CREDIT & BP CARDS SUMMARY
Thursday, 30 November 2023

Transaction Date	Officer	Creditor	Amount
29/10/2023	ALAN LEESON	BUNNINGS Lock Box / Solar Light for Hostel	\$114.96
1/11/2023	TARYN SCADDING	VISTAPRINT AUSTRALIA Visit Kulin Merchandise	\$253.97
7/11/2023	TARYN SCADDING	PARTY SOURCE Seniors & Christmas Party Supplies	\$399.59
8/11/2023	ALAN LEESON	CROWN TOWERS PERTH Accommodation LG Pro Conference & Card Fee - CEO	\$746.29
7/11/2023	TARYN SCADDING	KMART Christmas Party Supplies	\$79.00
9/11/2023	ALAN LEESON	SWAN TAXI Taxi Fee - CEO to Meeting at Industrial Relations	\$23.36
9/11/2023	ALAN LEESON	SWAN TAXI Taxi Fee - CEO return from Meeting at Industrial Relations	\$27.19
11/11/2023	ALAN LEESON	CROWN TOWERS PERTH Balance of Meals / Refreshments / Parking - LG Conference - CEO	\$208.76
13/11/2023	JUDD HOBSON	KULIN COMMUNITY FINANCIAL SERVICES Plate Change PMV121	\$31.10
14/11/2023	JUDD HOBSON	KULIN COMMUNITY FINANCIAL SERVICES Registration Mazda Ute	\$305.30
15/11/2023	FIONA MURPHY	SIMPLEINOUT Monthly Subscription	\$32.38
15/11/2023	JUDD HOBSON	MYPC-SOFTWARE PDFsan Enhanced Professional Plan	\$101.97
16/11/2023	CASSI LEWIS	TELSTRA Internet Monthly Subscription at Aquatic Centre	\$49.95
17/11/2023	TARN SCADDING	PARTYSOURCE Additional Freight	\$42.69
17/11/2023	TARYN SCADDING	CANVA Pro Annual Subscription	\$164.99
20/11/2023	TARYN SCADDING	CORRIGIN PHARMACY KCCC First Aid Supplies	\$146.83
20/11/2023	TARYN SCADDING	WIZARD PHARMACY CANNINGTON KCCC First Aid Supplies	\$219.84
20/11/2023	TARYN SCADDING	BUNNINGS KCCC Outdoor Matting	\$50.00
20/11/2023	TARYN SCADDING	BUNNINGS Cement Cleaner, Indoor Blinds, Outdoor Mats	\$455.42
23/11/2023	TARYN SCADDING	VISTAPRINT AUSTRALIA ProShop Custom Annual Subscription - (Visit Kulin Merchandise)	\$109.45
28/11/2023	JUDD HOBSON	ROCKBOX AUSTRALIA Toolboxes & Freight	\$2,680.00
29/11/2023		BENDIGO BANK Card Fees	\$24.00
29/11/2023	ALAN LEESON	KULIN COMMUNITY FINANCIAL SERVICES Registration New Prado, Plate Changes & Plate Remake OKU	\$511.35
29/11/2023	JUDD HOBSON	KULIN COMMUNITY FINANCIAL SERVICES Registration New Ford Everest, Plate Change	\$365.15
			\$7,143.54
BP CARD PURCHASE			

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 Nov 2023 - 30 Nov 2023
Statement number	222
Opening balance on 1 Nov 2023	-\$3,771.63
Payments & credits	\$0.00
Withdrawals & debits	\$7,115.63
Interest charges & fees	\$27.91
Closing Balance on 30 Nov 2023	\$3,371.91

Account details

Credit limit	\$10,000.00
Available credit	\$6,628.09
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

Payment details

Minimum payment required	\$101.15
Payment due	14 Dec 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).



241BH101 / E-0 / S-4706 / 1-4-706 / 0007421415000816

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 14 years	And you will pay an estimated total of interest charges of \$2,022.96
If you make no additional charges using this card and each month you pay \$161.87	You will pay off the Closing Balance shown on this statement in about 2 years	And you will pay an estimated total of interest charges of \$512.97, a saving of \$1,509.99

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
Opening balance				-\$3,771.63
1 Nov 23	BUNNINGS 751000, BEL MONT AUS RETAIL PURCHASE 29/10 CARD NUMBER 552638XXXXXXXX832 1	114.96		-3,656.67
2 Nov 23	Vistaprint Australia ,Derrimut AUS RETAIL PURCHASE 01/11 CARD NUMBER 552638XXXXXXXX021 1	253.97		-3,402.70
8 Nov 23	PARTY SOURCE, CANNING VALE AUS RETAIL PURCHASE 07/11 CARD NUMBER 552638XXXXXXXX021 1	399.59		-3,003.11
9 Nov 23	Crown Towers Perth, Burswood AUS RETAIL PURCHASE 08/11 CARD NUMBER 552638XXXXXXXX832 1	746.29		-2,256.82
10 Nov 23	KMART, MULGRAVE AUS RETAIL PURCHASE 07/11 CARD NUMBER 552638XXXXXXXX021 1	79.00		-2,177.82
11 Nov 23	LIV*Live Payments, B arangaroo AUS RETAIL PURCHASE 09/11 CARD NUMBER 552638XXXXXXXX832 1	23.36		-2,154.46
11 Nov 23	LIV*Live Payments, B arangaroo AUS RETAIL PURCHASE 09/11 CARD NUMBER 552638XXXXXXXX832 1	27.19		-2,127.27
12 Nov 23	Crown Towers Perth, Burswood AUS RETAIL PURCHASE 11/11 CARD NUMBER 552638XXXXXXXX832 1	208.76		-1,918.51
14 Nov 23	Kulin Community Fina , Kulin AUS RETAIL PURCHASE 13/11 CARD NUMBER 552638XXXXXXXX706 1	31.10		-1,887.41


241BH101 / E-0 / S-4707 / 1-4707 / 0007421415000816


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

 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

BSB number 633-000
Account number 691211254
Customer name SHIRE OF KULIN
Minimum payment required \$101.15
Closing Balance on 30 Nov 2023 \$3,371.91
Payment due 14 Dec 2023

Date	Payment amount
<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"/>

^Fees will apply for payments made using Bank@Post. Refer to Bendigo Bank Schedule of Fees & Charges and Transaction Account Rebates.

Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
15 Nov 23	Kulin Community Fina , Kulin AUS RETAIL PURCHASE 14/11 CARD NUMBER 552638XXXXXXXX706 1	305.30		-1,582.11
16 Nov 23	SIMPLEINOUT.COM, FAR GO US RETAIL PURCHASE-INTERNATIONAL 15/11 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXXX418 1	31.44		-1,550.67
16 Nov 23	INTERNATIONAL TRANSACTION FEE	0.94		-1,549.73
17 Nov 23	mypc-software.com, S liema AUS RETAIL PURCHASE-INTERNATIONAL 15/11 CARD NUMBER 552638XXXXXXXX706 1	99.00		-1,450.73
17 Nov 23	INTERNATIONAL TRANSACTION FEE	2.97		-1,447.76
18 Nov 23	Telstra Direct Debit ,AUSTRALIA AUS RETAIL PURCHASE 16/11 CARD NUMBER 552638XXXXXXXX823 1	49.95		-1,397.81
18 Nov 23	PARTYSOURCE, Canning Vale AUS RETAIL PURCHASE 17/11 CARD NUMBER 552638XXXXXXXX021 1	42.69		-1,355.12
18 Nov 23	Canva* 03969-1123533 3, Sydney AUS RETAIL PURCHASE 17/11 CARD NUMBER 552638XXXXXXXX021 1	164.99		-1,190.13
22 Nov 23	CORRIGIN PHARMACY, C ORRIGIN AUS RETAIL PURCHASE 20/11 CARD NUMBER 552638XXXXXXXX021 1	146.83		-1,043.30
22 Nov 23	WIZ PHY CANNINGTON, BECKENHAM AUS RETAIL PURCHASE 20/11 CARD NUMBER 552638XXXXXXXX021 1	219.84		-823.46
23 Nov 23	BUNNINGS 316000, MAD DINGTON AUS RETAIL PURCHASE 20/11 CARD NUMBER 552638XXXXXXXX021 1	50.00		-773.46
23 Nov 23	BUNNINGS 350000, CAN NINGTON AUS RETAIL PURCHASE 20/11 CARD NUMBER 552638XXXXXXXX021 1	455.42		-318.04
24 Nov 23	Vistaprint Australia ,Derrimut AUS RETAIL PURCHASE 23/11 CARD NUMBER 552638XXXXXXXX021 1	109.45		-208.59
29 Nov 23	ROCKBOX AUSTRALIA 1, BIBRA LAKE AUS RETAIL PURCHASE 28/11 CARD NUMBER 552638XXXXXXXX706 1	2,680.00		2,471.41
29 Nov 23	CARD FEE 6 @ \$4.00	24.00		2,495.41
30 Nov 23	Kulin Community Fina , Kulin AUS RETAIL PURCHASE 29/11 CARD NUMBER 552638XXXXXXXX832 1	511.35		3,006.76

Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
30 Nov 23	Kulin Community Fina , Kulin AUS RETAIL PURCHASE 29/11 CARD NUMBER 552638XXXXXXXX706 1	365.15		3,371.91
Transaction totals / Closing balance		\$7,143.54	\$0.00	\$3,371.91

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 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 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
 Telephone: 1800 931 678 (free call)
 Email: info@afca.org.au
 In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

Stay up to date with the latest scams at
bendigobank.com.au/security/scams/alerts





Shire of Kulin

MONTHLY FINANCIAL REPORT

For the period ended 30 November 2023

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

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Shire of Kulin
STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 November 2023

	Ref Note	Adopted Budget (a) \$	YTD Budget (b) \$	YTD Actual (c) \$	Variance (c) - (b) \$	Variance ((c) - (b))/(b) %
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	10	2,283,149	2,283,149	2,284,324	1,175	0%
Ex gratia rates	10	27,235	27,235	27,235	0	0%
Grants, subsidies & contributions	11	3,212,742	3,102,634	3,206,514	103,880	3%
Fees and charges		1,878,241	783,176	861,237	78,061	10%
Interest revenue		162,863	67,815	54,906	(12,909)	(19%)
Other revenue		120,492	42,245	118,625	76,380	181%
Profit on asset disposals	7	34,212	14,250	12,038	(2,212)	(16%)
		7,718,934	6,320,504	6,564,879	244,375	
Expenditure from operating activities						
Employee costs		(2,730,004)	(1,137,240)	(1,144,282)	(7,042)	1%
Materials and contracts		(2,406,303)	(918,525)	(1,053,668)	(135,143)	15%
Utility charges		(373,660)	(168,690)	(122,843)	45,847	(27%)
Depreciation		(3,159,688)	(1,283,545)	(1,411,857)	(128,312)	10%
Interest expenses	9	(32,626)	(13,590)	(11,976)	1,614	(12%)
Insurance		(347,156)	(345,514)	(349,752)	(4,237)	1%
Loss on asset disposals	7	0	0	0	0	0%
		(9,049,437)	(3,867,104)	(4,094,378)	(227,274)	
Non-cash amounts excluded from operating activities	2	3,125,475	1,269,295	1,399,819	130,524	10%
Amount attributable to operating activities		1,794,972	3,722,695	3,870,320	102,352	
INVESTING ACTIVITIES						
Capital grants, subsidies and contributions	11	5,936,259	1,604,622	1,627,593	22,971	1%
Proceeds from disposal of assets	7	188,000	15,667	63,636	47,970	306%
Payments for property, plant and equipment and infrastructure	7	(8,589,087)	(3,567,395)	(2,810,313)	757,083	(21%)
Amount attributable to investing activities		(2,464,827)	(1,947,106)	(1,119,083)	828,023	
FINANCING ACTIVITIES						
Transfers from reserves	5	270,000	0	0	0	0%
Repayment of borrowings	9	(99,144)	(49,572)	(49,196)	376	100%
Transfers to reserves	5	(601,362)	0	(400,101)	(400,101)	100%
Amount attributable to financing activities		(430,506)	(49,572)	(449,297)	(399,725)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2	1,112,090	1,112,090	1,066,818	(45,272)	(4%)
Amount attributable to operating activities		1,794,972	3,722,695	3,870,320	147,625	4%
Amount attributable to investing activities		(2,464,827)	(1,947,106)	(1,119,083)	828,023	(43%)
Amount attributable to financing activities		(430,506)	(49,572)	(449,297)	(399,725)	100%
Surplus or deficit after imposition of general rates	2	11,729	2,838,107	3,368,757	530,650	19%

* 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 30 November 2023

	30-Jun-23 \$	30-Nov-23 \$
CURRENT ASSETS		
Cash at Bank	1,339,387	4,897,920
Cash at Bank (Reserves & Restricted Funds)	1,872,305	2,272,406
Trade and other receivables	689,753	486,510
Sundry Debtors - Rates	30,444	163,031
Inventories	64,574	109,683
Contract Assets	368,697	73,038
TOTAL CURRENT ASSETS	4,365,161	8,002,588
CURRENT LIABILITIES		
Sundry Creditors	(396,641)	(1,286,658)
Accruals	(203,597)	(39,780)
ATO Liabilities	(98,846)	71,344
Bonds & deposits held	(97,275)	(102,190)
Contract Liabilities	(199,690)	(574,152)
Borrowings	(99,144)	(99,144)
Employee Provisions	(429,989)	(429,989)
TOTAL CURRENT LIABILITIES	(1,525,183)	(2,460,570)
TOTAL NET CURRENT ASSETS	2,839,978	5,542,019
NON-CURRENT ASSETS		
Investment in Associate	42,199	42,199
Work in Progress	305,807	-
Land & Buildings	22,597,500	22,906,190
Plant & Equipment	3,528,514	3,377,491
Furniture & Equipment	231,864	225,903
Motor Vehicles	1,410,817	1,431,351
Infrastructure	73,644,309	75,124,733
Shares - Kulin Community Financial Services	5,000	5,000
Units Held - Local Government House Trust	81,490	81,490
TOTAL NON-CURRENT ASSETS	101,847,499	103,194,356
NON CURRENT LIABILITIES		
Borrowings	(784,558)	(735,362)
Employee Provisions	(44,928)	(44,928)
TOTAL NON-CURRENT LIABILITIES	(829,486)	(780,291)
NET ASSETS	103,857,990	107,956,084
Asset Revaluation - Infrastructure	37,546,160	37,546,160
Asset Revaluation - Property, Plant & Equipment	1,597,499	1,597,499
Asset Revaluation - Land & Buildings	14,753,878	14,753,878
Accumulated Reserves	1,872,305	2,272,406
Accumulated Surplus	48,088,149	51,786,142
TOTAL EQUITY	103,857,990	107,956,084

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 30 November 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 30 November 2023

Note 2 - Net Current Assets Composition

	Adopted Budget Opening 30-Jun-23	Last Year Closing 30-Jun-23	Year to Date 30-Nov-23
Current Assets			
Cash and Cash Equivalents	3,211,693	3,211,692	7,170,327
Accounts Receivable - Rates	30,444	30,444	163,031
Accounts Receivable - Sundry	689,503	689,753	486,510
Accrued Income	16,232	16,232	0
Inventories	64,574	64,574	109,683
Contract Assets	346,661	352,465	73,038
	4,359,107	4,365,161	8,002,588
Less: Current Liabilities			
Sundry Creditors	(397,023)	(396,641)	(1,286,658)
Payroll Accruals	(61,101)	(61,101)	0
Accrued expenses	(100,000)	(142,496)	(39,780)
Contract Liabilities	(190,478)	(199,690)	(574,152)
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)	71,344
Bonds & deposits held	(97,275)	(97,275)	(102,190)
Borrowings	(99,144)	(99,144)	(99,144)
	(1,473,856)	(1,525,183)	(2,460,570)
Net current assets	2,885,252	2,839,978	5,542,019
Adjustments to Current Assets			
Less: Reserves	(1,872,305)	(1,872,305)	(2,272,406)
Add: Borrowings	99,144	99,144	99,144
Closing funding surplus/(deficit)	1,112,091	1,066,818	3,368,757

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 30 November 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%.

Revenue from operating activities	Var \$	Var %	Explanation
General Rates	1,175	0%	Under \$10,000 and 10% threshold.
Ex gratia rates	0	0%	Under \$10,000 and 10% threshold.
Grants, subsidies and contributions	103,880	3%	\$62k relates to additional Financial Assistance Grant not budgeted for - \$124k to be received in four instalments. Have also received second quarterly instalment of CRC operational grant earlier than budgeted - \$28k
Fees and charges	78,061	10%	\$64k Timing difference for rubbish collection income fully recognised when rates notices issues but budgeted to be received evenly throughout year. Fuel sales \$43k overbudget - sold 23,000L more than budgeted. Private works \$12k underbudget which is consistent with the expense.
Interest earnings	(12,909)	-19%	Budgeted interest on reserves spread over 12 months, where interest recognised when term deposit rolls over. Reserve term deposit rolling over in February. Interest on municipal investments \$10k overbudget - reflection on higher interest rates, good rates collection.
Other revenue	76,380	181%	\$27k carry forward 'member experience' insurance credit from LGIS has been applied to current year insurance invoice. \$11k reimbursement for cost of Pingaring Entry signage from Shire of Lake Grace which wasn't budgeted for. \$22k workers compensation wage reimbursement not budgeted for.
Profit on asset disposals	(2,212)	-16%	Under \$10,000 and 10% threshold.
Expenditure from operating activities	Var \$	Var %	Explanation
Employee costs	(7,042)	1%	Under \$10,000 and 10% threshold.
Materials and contracts	(135,143)	15%	Significant differences include: Contract employment \$60k underbudget. Pingaring Centenary - \$26k overbudget for materials (\$11k reimbursed by Shire of Lake Grace). FRC bar purchases \$16k overbudget - offset by sales. Fuel purchases for public sales \$45k overbudget - sold 23,000L more than expected. Plant fuel & oil currently \$45k overbudget - budgeted for 20,000L/month at \$1.80. Actual usage \$26,000L/month at \$1.72/L. Plant repair costs \$45k overbudget - \$10k repairs to fuel injector system on Fuso Crew Cab (PMV16). Steve Kempton, along with contractors, has completed significant works on trucks and trailers.
Utility charges	45,847	-27%	Water costs \$25k underbudget. \$11k relates to plant & motor vehicle registrations - budget is \$22k in July and actual is \$11k. Room in budget for plant purchases during the year - so therefore should be a timing difference.
Depreciation	(128,312)	10%	Useful lives and therefore depreciation rates have been reviewed and adjusted to reflect the independent valuations completed for 30 June 2023. This has resulted in a higher depreciation expense than budgeted, but is a more accurate.
Interest expenses	1,614	-12%	Under \$10,000 and 10% threshold.
Insurance	(4,237)	1%	Under \$10,000 and 10% threshold.
Loss on asset disposals	0	0%	
Investing activities	Var \$	Var %	Explanation
Proceeds from capital grants, subsidies and contributions	22,971	1%	Under \$10,000 and 10% threshold. Refer to Note 11 Grants
Proceeds from disposal of assets	47,970	306%	Budget spread over full year. Refer to Note 6 Assets
Payments for property, plant and equipment and infrastructure	757,083	-21%	Refer to Note 6 Assets - WFSN expenditure underbudget as grant funding has not been approved this year.
Financing activities	Var \$	Var %	Explanation
Transfer from reserves	0	0%	Under \$10,000 and 10% threshold.
Repayment of borrowings	376	100%	Under \$10,000 and 10% threshold.
Transfer to reserves	(400,101)	100%	Funds transferred to plant and leave reserve earlier than budgeted.
Surplus or (deficit) at the start of the financial year	(45,272)	-4%	Mainly related to \$39k in Black Spot funding we will need to repay as project not going ahead.

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 November 2023

Note 4 - Cash & Financial Assets

	General Ledger Balance 30-Nov-23	Bank Statement Balance 30-Nov-23
Cash at Bank - Unrestricted		
Municipal Funds	170,630	166,336
Freebairn Recreation Centre Trust (restricted muni funds)	19,238	19,363
Investments	102,190	101,790
Till Float	4,601,942	4,601,942
Petty Cash	3,420	-
	500	-
	4,897,920	4,889,431
Cash at Bank - Restricted		
Reserve Funds	2,272,406	2,272,406
	2,272,406	2,272,406

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	72,939	-	437,274
Plant	45,171	329,435	0	374,606	45,171	315,364	-	360,536
Building	393,242	22,143	(25,000)	390,385	393,242	3,172	-	396,413
Admin Equipment	30,383	51,216	0	81,599	30,383	245	-	30,628
Natural Disaster	148,362	5,938	(90,000)	64,300	148,362	1,197	-	149,558
Joint Venture Housing	79,147	3,168	(30,000)	52,315	79,147	638	-	79,785
FRC Surface & Equipment	44,573	1,784	0	46,357	44,573	360	-	44,933
Medical Services	119,855	4,797	(25,000)	99,652	119,855	967	-	120,821
Fuel Facility	9,261	21,172	0	30,433	9,261	75	-	9,336
Sportsperson Scholarship	14,198	568	0	14,766	14,198	115	-	14,313
Freebairn Rec Centre	215,077	8,608	(50,000)	173,685	215,077	1,735	-	216,811
Bendering Tip Reserve	128,584	5,143	0	133,727	128,584	1,037	-	129,621
Short Stay Accommodation	280,117	11,205	(25,000)	266,322	280,117	2,259	-	282,376
Independent Water Reserve		50,000		50,000	-	-	-	-
	1,872,305	601,362	(270,000)	2,153,667	1,872,305	400,101	-	2,272,407

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 assist in the funding of preparations following a natural disaster	-	-	-
Joint Venture Housing	To fund the upkeep of JV housing with the Department of Housing	-	-	-
FRC Surface & Equipment	To fund the replacement of equipment and sports surfaces at the Freebairn Recreation Facility as necessary	-	-	-
Medical Services	To fund the upgrade of medical facilities & costs related to the recruitment of a doctor for the Shire	-	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 scholarships for local sportspersons	-	-	15,000
Freebairn Rec Centre	To fund the ongoing asset management of the FRC	-	100,000	-
Short Stay Accommodation	To fund the construction of short stay accommodation units			250,000
Independent Water Reserve	To fund the replacement and maintenance of water infrastructure within the Shire			

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 November 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	8,330	-	F&E		Y
E042400 Computers & Laptops	40,000	16,665	-	F&E	Y	
E053720 Emergency Services Building	5,000	2,080	-	P&E		Y
E077100 Flooring & security upgrades	25,000	10,415	-	L&B	Y	
E084105 KCCC Flooring, curtains & outdoor blinds	15,000	12,325	5,299	L&B	Y	
E084105 KCCC Equipment upgrades	14,583			P&E		Y
E091106 17 McInnes Street - fireplace, lounge room doors	5,000	2,080	-	L&B	Y	
E091107 Units 4 & 5/25 Johnston Street renovation	67,000	27,915	-	L&B	Y	
E091112 5 Bowey Way	5,000	2,080	-	L&B	Y	
E091115 14 Stewart Street laundry	12,000	-	-	L&B	Y	
E091116 12 Bowey Way Renovation	58,350	24,310	27,303	L&B	Y	
E092116 Ellson Street units - blinds	10,000	4,165	-	L&B	Y	
E101520 Transfer Station	10,000	4,165	-	L&B	Y	
E112100 Aquatic Centre - Slide structure	150,000	77,080	117,240	Inf	Y	
E112100 Aquatic Centre - South side shade	35,000			Inf	Y	
E113920 FRC Gym & Function room CCTV	-	-	-	P&E	Y	
E113900 FRC Gym & Function room CCTV	5,000	2,080	-	P&E	Y	
E113940 FRC Generator	40,000	16,665	-	P&E		Y
E113907 FRC Playground shade & Tennis club playground	65,000	27,080	70,911	P&E	Y	
E113905 FRC Changeroom upgrades	35,000	97,915	9,300	L&B	Y	
E113905 Tennis court resurfacing	200,000			Inf	Y	
E116400 Community Garden	10,000	4,165	-	Inf	Y	
E117100 AAP Footpaths & fence	12,000	5,000	7,825	Inf	Y	
E123100 Grader (PE25)	465,000			P&E	Y	
E123100 Posi Track & Mulcher	135,000	264,165		P&E		Y
E123100 Flail Verti Mower	24,000		24,480	P&E		Y
E123100 Sundry Plant	10,000			P&E		Y
E123105 Toyota Prado (CEO)	68,000		65,266	MV	Y	
E123105 4x2 Utility (MV121 -BMO)	50,000	76,250	43,491	MV	Y	
E123105 Ford Everest (Works Manager)	65,000		64,019	MV	Y	
E121500 RRG Road Construction	506,504	211,035	101,063	Inf	Y	
E121520 R2R Road Construction	534,902	222,855	472,171	Inf	Y	
E121551 WSN Road Construction	2,509,321	1,045,550	161,090	Inf	Y	
E121552 RRUPP Road Construction	1,983,100	826,280	1,250,845	Inf	Y	
E121750 BS Road Construction	495,095	206,290	21,002	Inf	Y	
E121550 Own Resource Road Construction	413,574	172,280	278,585	Inf	Y	
E121580 Footpath Construction	62,956	26,225	-	Inf	Y	
E121570 Depot Crib Room	231,701	96,535	79,334	L&B		Y
E132500 Hostel upgrades	25,000	10,415	-	L&B	Y	
E134505 CRC Photocopier	15,000	-	11,090	F&E	Y	
E121605 Tourism signage, interp panels & shelters	131,000	54,585	-	P&E		Y
E137600 Old Admin Building bathrooms & flooring	25,000	10,415	-	L&B	Y	
	8,589,087	3,567,395	2,810,313			
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						
0A01195 Total Work in Progress			305,807			
			3,116,119			

Note 6 (b) - Disposal of Assets	Budgeted	Budgeted	Budgeted	Actual WDV	Actual	Actual
	WDV	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	4,274	9,091	4,817
MV194 Toyota Prado (Works Manager) (MV30)	50,116	55,000	4,884			
MV191 Toyota Hilux (MV120)	-	-	0	47,324	54,545	7,222
	153,788	188,000	34,212	51,598	63,636	12,038

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 November 2023

Note 7 - Receivables

Rates receivable	30-Jun-23	31 Aug 2023
	\$	\$
Opening arrears previous years	88,600	45,423
Levied this year	2,255,588	2,566,820
Less - collections to date	(2,298,765)	(2,434,233)
Equals current outstanding	45,423	178,011
Net rates collectable	45,423	178,011
% Collected	98.06%	93.19%

Trade Receivables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(129)	484,896	1,058	79	601	486,505
Percentage	0.0%	99.7%	0.2%	0.0%	0.1%	
Allowance for impairment of receivables						0
Total receivables general outstanding						486,505
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)	1,164,112	96,404	0	0	1,260,261
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	
Balance per trial balance						1,260,261
ATO liabilities		(71,344)				(71,344)
Total payables general outstanding						1,188,917
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	49,196	834,506	11,976
	883,702	99,144	784,558	32,626	883,702	49,196	834,506	11,976

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 30 November 2023

Note 10 - Rate Revenue

Rate Type	Rate in \$	Number of properties	Rateable Value	Budgeted Rate Revenue	Actual Rate Revenue
General Rate					
Gross Rental Value					
Residential	0.1073	136	1,371,295	147,140	147,140
Industrial	0.1073	12	115,443	12,387	12,387
Commercial	0.1073	28	434,977	46,673	46,674
Rural	0.1073	11	101,715	10,914	10,914
Unimproved Value					
Rural	0.007212	342	296,773,295	2,140,329	2,140,711
Mining	0.007212	0		-	-
Sub-total		529	298,796,724	2,357,443	2,357,825
Minimum Payment					
Gross Rental Value					
Residential	519.97	9	11,174	4,680	4,680
Industrial	519.97	6	11,905	3,120	3,120
Commercial	519.97	4	8,280	2,080	2,079
Rural	519.97	7	8,125	3,640	3,640
Unimproved Value					
Rural	519.97	16	652,195	8,319	8,320
Mining	519.97	34	373,318	17,679	19,340
		76	1,064,997	39,518	41,178
		605	299,861,721	2,396,961	2,399,003
Discount				(101,858)	(104,316)
Concessions/Write-offs				(11,954)	(10,363)
Total raised from general rates				2,283,149	2,284,324
Ex-Gratia Rates				27,235	27,235
Total Rates				2,310,384	2,311,559

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 30 November 2023

Note 11 - Grants

Operating Grants

Grant Source	Purpose	Original Budget		YTD Actual
		Budget	YTD Budget	
Grants Commission	Federal financial assistance grants	2,803,300	2,803,300	2,865,982
Fire & Emergency Services	Emergency Services Levy Operating Grant	38,000	9,500	13,612
KCCC Sustainability Grant	Childcare Sustainability Grant	-	-	-
KCCC Traineeship Grant	Childcare Traineeship Grant	1,500	625	-
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	26,328	56,754
	Support Grant & Video Conferencing Grant	3,000	1,250	-
		3,212,742	3,102,634	3,203,721

Capital Grants

Grant Source	Purpose	Original Budget		YTD Actual (Income recognised)	Grant income received
		Budget	YTD Budget		
Local Roads & Community Infrastructure Program	Federal Government Stimulus to deliver priority local roads and community infrastructure projects	665,870	166,468	13,404	2,774
Kulin Bush Races	KCCC				
Kulin Bush Races	Shade for south side	34,850	14,520	-	-
CSRFF, Tennis Club & Kulin Bush Races	Tennis Court Resurfacing	153,000	153,000	-	-
Main Roads - Regional Road Group	Road Construction	333,334	83,333	67,284	133,334
Federal - Wheatbelt Secondary Freight Network	Road Construction	2,328,701	582,175	60,128	429,950
Federal - Remote Roads Upgrade Pilot Program	Road Construction	1,586,480	396,620	1,000,675	1,006,114
Federal - Roads to Recovery	Road Construction	503,796	125,949	472,131	503,796
Federal - Black Spot Program	Road Construction on Dangerous Roads	330,228	82,557	13,971	115,176
		5,936,259	1,604,622	1,627,593	2,191,144

Shire of Kulin						
STATEMENT OF OPERATING						
(Nature & Type)						
For the period ended 30 November 2023						
COA	Description		Original Budget	YTD Budget	YTD Actual	Var.
			\$	\$	\$	\$
E084070	REPAIRS & MAINTENANCE	30 Employee Costs	\$0	\$0	\$823	\$823
E084075	STAFF EXPENSES	30 Employee Costs	\$750	\$310	\$0	(\$310)
E092050	OTHER HOUSING MAINTENANCE	30 Employee Costs	\$866	\$360	\$2,066	\$1,706
E092060	KULIN RETIREMENT HOMES	30 Employee Costs	\$7,158	\$2,980	\$3,952	\$972
E092148	GEHA HOUSING - COSTS	30 Employee Costs	\$5,799	\$2,415	\$135	(\$2,280)
E092150	JOINT VENTURE HOUSING - COSTS	30 Employee Costs	\$16,816	\$7,010	\$4,143	(\$2,867)
E101020	DOMESTIC REFUSE COLLECTION	30 Employee Costs	\$5,760	\$2,400	\$7,103	\$4,703
E101021	DUDININ REFUSE COLLECTION	30 Employee Costs	\$2,560	\$1,065	\$834	(\$231)
E101030	REFUSE SITE MAINTENANCE	30 Employee Costs	\$27,418	\$11,420	\$12,085	\$665
E102020	Commercial Refuse Collection	30 Employee Costs	\$13,441	\$5,600	\$234	(\$5,366)
E102030	Drum Muster	30 Employee Costs	\$640	\$265	\$280	\$15
E104010	Urban Stormwater Drainage	30 Employee Costs	\$1,216	\$505	\$0	(\$505)
E105051	Reinstatement of Gravel Pits	30 Employee Costs	\$5,114	\$2,130	\$0	(\$2,130)
E107031	KULIN CEMETERY	30 Employee Costs	\$4,626	\$1,929	\$1,239	(\$686)
E107050	PUBLIC CONVENIENCES	30 Employee Costs	\$18,373	\$7,655	\$8,112	\$457
E107052	PUBLIC CONVENIENCES DUDININ	30 Employee Costs	\$2,304	\$960	\$846	(\$114)
E107053	PUBLIC CONVENIENCES PINGARING	30 Employee Costs	\$1,105	\$460	\$5,273	\$4,813
E107060	WAR MEMORIAL	30 Employee Costs	\$608	\$250	\$0	(\$250)
E111021	MEMORIAL HALL	30 Employee Costs	\$866	\$360	\$791	\$431
E111031	PINGARING HALL	30 Employee Costs	\$0	\$0	\$201	\$201
E112021	Salaries	30 Employee Costs	\$118,734	\$49,470	\$34,446	(\$15,024)
E112022	Superannuation	30 Employee Costs	\$13,061	\$5,440	\$3,634	(\$1,806)
E112026	MAINTENANCE	30 Employee Costs	\$5,019	\$2,090	\$4,888	\$2,798
E112029	STAFF HOUSING	30 Employee Costs	\$866	\$360	\$0	(\$360)
E113270	REPAIRS AND MAINTENANCE	30 Employee Costs	\$11,858	\$4,940	\$1,146	(\$3,794)
E113280	Superannuation	30 Employee Costs	\$16,744	\$6,975	\$8,868	\$1,893
E113300	Wages - Centre Manager	30 Employee Costs	\$64,654	\$26,935	\$23,615	(\$3,320)
E113305	WAGES - BAR ADMIN (MANAGER)	30 Employee Costs	\$0	\$0	\$350	\$350
E113310	WAGES - BAR STAFF CASUALS	30 Employee Costs	\$96,770	\$40,320	\$42,179	\$1,859
E113320	WAGES - CLEANER	30 Employee Costs	\$1,577	\$655	\$3,665	\$3,010
E113330	OTHER ALLOWANCES	30 Employee Costs	\$1,216	\$505	\$2,528	\$2,023
E113331	BOWLING GREENS	30 Employee Costs	\$608	\$250	\$0	(\$250)
E113332	OVAL	30 Employee Costs	\$16,524	\$6,885	\$5,701	(\$1,184)
E113333	GOLF TENNIS PAVILION	30 Employee Costs	\$7,760	\$3,230	\$2,285	(\$945)
E113334	GOLF COURSE	30 Employee Costs	\$6,400	\$2,665	\$4,214	\$1,549
E117029	OFFICE GARDENS	30 Employee Costs	\$16,001	\$6,665	\$2,840	(\$3,825)
E117030	PUBLIC PARKS GDNS & RESERVES	30 Employee Costs	\$36,802	\$15,330	\$25,618	\$10,288
E117031	RESERVES - OTHER	30 Employee Costs	\$16,001	\$6,665	\$3,869	(\$2,796)
E117052	DUDININ SPORTSGROUND	30 Employee Costs	\$0	\$0	\$276	\$276
E117054	DUDININ TENNIS CLUB	30 Employee Costs	\$3,638	\$1,515	\$0	(\$1,515)
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGR	30 Employee Costs	\$866	\$360	\$29	(\$331)
E117520	PINGARING GOLF CLUB	30 Employee Costs	\$1,819	\$755	\$146	(\$609)
E122010	ROAD MAINTENANCE	30 Employee Costs	\$326,185	\$135,910	\$135,301	(\$609)
E122022	FLOOD DAMAGE - NORMAL	30 Employee Costs	\$8,524	\$3,550	\$0	(\$3,550)
E122121	KULIN DEPOT	30 Employee Costs	\$13,756	\$5,730	\$10,263	\$4,533
E122122	HOLT ROCK DEPOT	30 Employee Costs	\$0	\$0	\$1,644	\$1,644
E122150	STREET LIGHTING	30 Employee Costs	\$1,600	\$665	\$0	(\$665)
E122160	Street Cleaning	30 Employee Costs	\$2,240	\$930	\$0	(\$930)
E122161	DUDININ CLEANING	30 Employee Costs	\$3,840	\$1,600	\$642	(\$958)
E122162	PINGARING STREETSCAPE MAINTENANC	30 Employee Costs	\$0	\$0	\$0	\$0
E122180	Street Trees	30 Employee Costs	\$2,400	\$1,000	\$29	(\$971)
E122190	Streetscape Maintenance	30 Employee Costs	\$8,001	\$3,330	\$318	(\$3,012)
E126280	Airstrip Maintenance	30 Employee Costs	\$1,280	\$530	\$0	(\$530)
E132030	CARAVAN PARK	30 Employee Costs	\$26,876	\$11,195	\$10,467	(\$728)
E132040	KULIN HOSTEL	30 Employee Costs	\$6,930	\$2,885	\$1,962	(\$923)
E134010	Wages	30 Employee Costs	\$101,766	\$42,400	\$36,167	(\$6,233)
E134020	Superannuation	30 Employee Costs	\$10,264	\$4,275	\$2,830	(\$1,445)
E136040	WATER SUPPLY (STANDPIPES)	30 Employee Costs	\$0	\$0	\$661	\$661
E137060	BUILDING MAINTENANCE	30 Employee Costs	\$0	\$0	\$108	\$108
E137120	CLEANING	30 Employee Costs	\$1,577	\$655	\$90	(\$565)
E138015	BLAZING SWAN EXPENDITURE	30 Employee Costs	\$6,610	\$2,750	\$0	(\$2,750)
E138040	BUSH RACES CONTRIBUTION	30 Employee Costs	\$10,872	\$4,525	\$12,456	\$7,931
E139050	MAINTENANCE & REPAIRS	30 Employee Costs	\$1,600	\$665	\$580	(\$85)
E141010	PRIVATE WORKS	30 Employee Costs	\$17,048	\$7,100	\$697	(\$6,403)
E143010	ENGINEERS SALARY	30 Employee Costs	\$183,881	\$76,615	\$52,445	(\$24,170)
E143025	WORKERS COMPENSATION INSURANCE	30 Employee Costs	\$0	\$0	\$22,266	\$22,266
E143040	Superannuation	30 Employee Costs	\$205,672	\$85,695	\$77,876	(\$7,819)
E143050	Sick & Holiday Pay	30 Employee Costs	\$129,753	\$54,060	\$59,352	\$5,292
E143070	Long Service leave	30 Employee Costs	\$58,127	\$24,215	\$57,650	\$33,435
E143075	FBT EXPENSE	30 Employee Costs	\$0	\$0	\$0	\$0
E143090	Award Allowances	30 Employee Costs	\$125,262	\$52,190	\$41,981	(\$10,209)
E143125	STAFF HOUSING	30 Employee Costs	\$12,901	\$5,375	\$3,180	(\$2,195)
E143140	Seminar Expenses	30 Employee Costs	\$5,114	\$2,130	\$5,044	\$2,914
E144000	Plant Repair Wages	30 Employee Costs	\$81,477	\$33,945	\$34,319	\$374
E144010	Parts & Repairs	30 Employee Costs	\$8,210	\$3,420	\$19,661	\$16,241
E144700	PLANT OPERATION COSTS	30 Employee Costs	\$0	\$0	\$14	\$14
E146010	Gross Total For Year	30 Employee Costs	\$3,365,966	\$1,402,485	\$1,417,498	\$15,013
E146200	Salaries & Wages Allocated	30 Employee Costs	(\$3,365,966)	(\$1,402,485)	(\$1,417,498)	(\$15,013)
E146400	Unallocated Salaries & Wages	30 Employee Costs	\$0	\$0	\$0	\$0
		Employee Costs Total	\$3,210,855.71	\$1,337,705.00	\$1,334,391.83	(\$3,313.17)
E042046	STAFF HOUSING	41 Overheads	\$9,078	\$3,780	\$2,426	(\$1,354)
E042050	OFFICE MAINTENANCE	41 Overheads	\$1,637	\$680	\$185	(\$495)
E042120	Cleaning	41 Overheads	\$0	\$0	\$135	\$135
E053051	EMERGENCY BUILDING MAINTENANCE	41 Overheads	\$2,213	\$920	\$0	(\$920)
E075020	Mosquito Control	41 Overheads	\$1,094	\$455	\$232	(\$223)
E077020	MEDICAL CENTRE	41 Overheads	\$0	\$0	\$408	\$408
E077030	AMBULANCE SERVICES	41 Overheads	\$0	\$0	\$170	\$170
E080100	Contribution to School	41 Overheads	\$5,184	\$2,160	\$801	(\$1,359)
E084011	Salaries - Building Maintenance	41 Overheads	\$0	\$0	\$38	\$38

Shire of Kulin
STATEMENT OF OPERATING
(Nature & Type)

For the period ended 30 November 2023

COA	Description		Original Budget	YTD Budget	YTD Actual	Var.
			\$	\$	\$	\$
E084012	SALARIES - GARDENING	41 Overheads	\$3,456	\$1,440	\$584	(\$856)
E084070	REPAIRS & MAINTENANCE	41 Overheads	\$0	\$0	\$716	\$716
E092050	OTHER HOUSING MAINTENANCE	41 Overheads	\$780	\$320	\$1,700	\$1,380
E092060	KULIN RETIREMENT HOMES	41 Overheads	\$6,442	\$2,680	\$3,297	\$617
E092148	GEHA HOUSING - COSTS	41 Overheads	\$5,219	\$2,170	\$120	(\$2,051)
E092150	JOINT VENTURE HOUSING - COSTS	41 Overheads	\$15,132	\$6,305	\$3,428	(\$2,877)
E101020	DOMESTIC REFUSE COLLECTION	41 Overheads	\$5,184	\$2,160	\$6,254	\$4,094
E101021	DUDININ REFUSE COLLECTION	41 Overheads	\$2,304	\$960	\$734	(\$226)
E101030	REFUSE SITE MAINTENANCE	41 Overheads	\$24,676	\$10,280	\$10,896	\$616
E102020	Commercial Refuse Collection	41 Overheads	\$12,097	\$5,040	\$208	(\$4,832)
E102030	Drum Muster	41 Overheads	\$576	\$240	\$247	\$7
E104010	Urban Stormwater Drainage	41 Overheads	\$1,094	\$455	\$0	(\$455)
E105051	Reinstatement of Gravel Pits	41 Overheads	\$4,603	\$1,915	\$0	(\$1,915)
E107031	KULIN CEMETERY	41 Overheads	\$4,163	\$1,730	\$1,063	(\$667)
E107050	PUBLIC CONVENIENCES	41 Overheads	\$1,637	\$680	\$1,480	\$800
E107052	PUBLIC CONVENIENCES DUDININ	41 Overheads	\$2,074	\$860	\$748	(\$112)
E107053	PUBLIC CONVENIENCES PINGARING	41 Overheads	\$994	\$410	\$4,291	\$3,881
E107060	WAR MEMORIAL	41 Overheads	\$547	\$225	\$0	(\$225)
E111021	MEMORIAL HALL	41 Overheads	\$780	\$320	\$308	(\$12)
E111031	PINGARING HALL	41 Overheads	\$0	\$0	\$180	\$180
E112026	MAINTENANCE	41 Overheads	\$4,517	\$1,880	\$3,348	\$1,468
E112029	STAFF HOUSING	41 Overheads	\$780	\$320	\$0	(\$320)
E113270	REPAIRS AND MAINTENANCE	41 Overheads	\$10,672	\$4,445	\$1,010	(\$3,435)
E113320	WAGES - CLEANER	41 Overheads	\$0	\$0	\$212	\$212
E113330	OTHER ALLOWANCES	41 Overheads	\$1,094	\$455	\$0	(\$455)
E113331	BOWLING GREENS	41 Overheads	\$547	\$225	\$0	(\$225)
E113332	OVAL	41 Overheads	\$14,872	\$6,195	\$5,079	(\$1,116)
E113333	GOLF TENNIS PAVILION	41 Overheads	\$6,984	\$2,910	\$1,146	(\$1,764)
E113334	GOLF COURSE	41 Overheads	\$5,760	\$2,400	\$3,659	\$1,259
E117029	OFFICE GARDENS	41 Overheads	\$15,841	\$6,600	\$2,510	(\$4,090)
E117030	PUBLIC PARKS GDNS & RESERVES	41 Overheads	\$33,122	\$13,800	\$21,881	\$8,081
E117031	RESERVES - OTHER	41 Overheads	\$14,401	\$6,000	\$3,241	(\$2,759)
E117052	DUDININ SPORTSGROUND	41 Overheads	\$0	\$0	\$249	\$249
E117054	DUDININ TENNIS CLUB	41 Overheads	\$3,275	\$1,360	\$0	(\$1,360)
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGR	41 Overheads	\$780	\$320	\$26	(\$294)
E117520	PINGARING GOLF CLUB	41 Overheads	\$1,637	\$680	\$124	(\$556)
E122010	ROAD MAINTENANCE	41 Overheads	\$293,995	\$122,495	\$111,550	(\$10,945)
E122022	FLOOD DAMAGE - NORMAL	41 Overheads	\$7,671	\$3,195	\$0	(\$3,195)
E122121	KULIN DEPOT	41 Overheads	\$10,961	\$4,565	\$8,482	\$3,917
E122122	HOLT ROCK DEPOT	41 Overheads	\$0	\$0	\$1,406	\$1,406
E122150	STREET LIGHTING	41 Overheads	\$1,440	\$600	\$0	(\$600)
E122160	Street Cleaning	41 Overheads	\$2,016	\$840	\$0	(\$840)
E122161	DUDININ CLEANING	41 Overheads	\$3,456	\$1,440	\$443	(\$997)
E122162	PINGARING STREETScape MAINTENANC	41 Overheads	\$0	\$0	\$0	\$0
E122180	Street Trees	41 Overheads	\$2,160	\$900	\$26	(\$874)
E122190	Streetscape Maintenance	41 Overheads	\$7,200	\$3,000	\$287	(\$2,714)
E126280	Airstrip Maintenance	41 Overheads	\$1,152	\$480	\$0	(\$480)
E132030	CARAVAN PARK	41 Overheads	\$11,718	\$4,880	\$3,456	(\$1,424)
E132040	KULIN HOSTEL	41 Overheads	\$4,517	\$1,880	\$271	(\$1,609)
E136040	WATER SUPPLY (STANDPIPES)	41 Overheads	\$0	\$0	\$595	\$595
E137060	BUILDING MAINTENANCE	41 Overheads	\$0	\$0	\$19	\$19
E138015	BLAZING SWAN EXPENDITURE	41 Overheads	\$5,949	\$2,475	\$0	(\$2,475)
E138040	BUSH RACES CONTRIBUTION	41 Overheads	\$9,785	\$4,075	\$10,889	\$6,814
E139050	MAINTENANCE & REPAIRS	41 Overheads	\$1,440	\$600	\$497	(\$103)
E141010	PRIVATE WORKS	41 Overheads	\$15,343	\$6,390	\$600	(\$5,790)
E143090	Award Allowances	41 Overheads	\$0	\$0	\$1,423	\$1,423
E143125	STAFF HOUSING	41 Overheads	\$11,611	\$4,835	\$2,502	(\$2,333)
E143140	Seminar Expenses	41 Overheads	\$7,671	\$3,195	\$4,465	\$1,270
E143290	ALLOCATED TO WORKS & SERVICES	41 Overheads	(\$1,184,905)	(\$493,710)	(\$468,199)	\$25,511
E144000	Plant Repair Wages	41 Overheads	\$73,329	\$30,550	\$30,806	\$256
E144010	Parts & Repairs	41 Overheads	\$7,389	\$3,075	\$17,018	\$13,943
E144700	PLANT OPERATION COSTS	41 Overheads	\$0	\$0	\$13	\$13
I143100	STAFF HOUSING RENTAL	41 Overheads	\$0	\$0	\$211	\$211
		Overheads Total	(\$480,852)	(\$200,465)	(\$190,110)	\$10,355
		Total Employee Costs	\$2,730,004	\$1,137,240	\$1,144,282	\$7,042
E030111	LEGAL FEES - RATES DEBT COLLECTION	31 Materials & Contracts	\$4,000	\$1,665	\$1,149	(\$516)
E030112	LEGAL FEES - RATES DEBT COLLECTION	31 Materials & Contracts	\$6,500	\$2,705	\$76	(\$2,629)
E030130	TITLE SEARCHES	31 Materials & Contracts	\$0	\$0	\$9	\$9
E030140	Valuation Expenses	31 Materials & Contracts	\$10,000	\$0	\$588	\$588
E030150	Printing & Stationery	31 Materials & Contracts	\$1,200	\$500	\$588	\$88
E032100	BANK CHARGES	31 Materials & Contracts	\$4,500	\$1,875	\$1,200	(\$675)
E041020	MEMBERS TRAVELLING	31 Materials & Contracts	\$0	\$0	\$859	\$859
E041040	Election Expenses	31 Materials & Contracts	\$6,000	\$2,500	\$0	(\$2,500)
E041030	CONFERENCE EXPENSES	31 Materials & Contracts	\$11,949	\$4,975	\$8,335	\$3,360
E041050	SITTING FEES	31 Materials & Contracts	\$23,690	\$0	\$2,070	\$2,070
E041060	PRESIDENTIAL ALLOWANCE	31 Materials & Contracts	\$9,625	\$0	\$0	\$0
E041070	DRESS SHIRTS FOR COUNCILLORS	31 Materials & Contracts	\$1,000	\$415	\$0	(\$415)
E041090	LEGAL FEES	31 Materials & Contracts	\$0	\$0	\$3,270	\$3,270
E041110	REFRESHMENTS & GOODWILL	31 Materials & Contracts	\$27,760	\$0	\$19,501	\$19,501
E041111	MEAL ENTERTAINMENT	31 Materials & Contracts	\$2,000	\$0	\$0	\$0
E041160	Subscriptions & Donations	31 Materials & Contracts	\$30,230	\$12,595	\$29,645	\$17,050
E041161	Printing & Stationery	31 Materials & Contracts	\$1,000	\$415	\$145	(\$270)
E041165	Advertising	31 Materials & Contracts	\$1,000	\$415	\$0	(\$415)
E041180	Chamber Maintenance	31 Materials & Contracts	\$4,536	\$1,890	\$0	(\$1,890)
E042035	STAFF UNIFORMS	31 Materials & Contracts	\$3,500	\$1,455	\$0	(\$1,455)
E042040	STAFF TRAINING	31 Materials & Contracts	\$12,150	\$5,065	\$2,652	(\$2,413)
E042041	CONFERENCES	31 Materials & Contracts	\$11,200	\$4,665	\$2,327	(\$2,338)
E042045	RELOCATION COSTS	31 Materials & Contracts	\$5,000	\$2,080	\$1,678	(\$402)
E042046	STAFF HOUSING	31 Materials & Contracts	\$16,250	\$6,770	\$7,583	\$813

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

For the period ended 30 November 2023

COA	Description		Original Budget	YTD Budget	YTD Actual	Var.
			\$	\$	\$	\$
E042050	OFFICE MAINTENANCE	31 Materials & Contracts	\$10,000	\$4,165	\$3,239	(\$926)
E042060	MEMBERSHIPS & SUBSCRIPTIONS	31 Materials & Contracts	\$1,800	\$750	\$1,728	\$978
E042070	Printing and Stationery	31 Materials & Contracts	\$17,000	\$7,080	\$7,828	\$748
E042075	FBT EXPENSE	31 Materials & Contracts	\$4,500	\$0	\$0	\$0
E042090	Postage and Freight	31 Materials & Contracts	\$2,600	\$1,080	\$1,655	\$575
E042100	ADVERTISING	31 Materials & Contracts	\$5,000	\$2,080	\$1,053	(\$1,027)
E042110	Office Equipment Maintenance	31 Materials & Contracts	\$1,000	\$415	\$592	\$177
E042115	BAD DEBTS EXPENSE	31 Materials & Contracts	\$1,000	\$415	\$0	(\$415)
E042120	Cleaning	31 Materials & Contracts	\$3,500	\$1,460	\$1,174	(\$286)
E042130	Computer Maintenance	31 Materials & Contracts	\$38,500	\$16,040	\$33,018	\$16,978
E042135	IT Support	31 Materials & Contracts	\$70,000	\$29,165	\$27,700	(\$1,465)
E042140	Staff Amenities	31 Materials & Contracts	\$2,000	\$830	\$1,213	\$383
E042170	CONTRACT EMPLOYMENT	31 Materials & Contracts	\$179,500	\$74,790	\$13,921	(\$60,869)
E042200	Audit Fees	31 Materials & Contracts	\$46,000	\$0	(\$29,093)	(\$29,093)
E051040	OFFICE EXPENSES	31 Materials & Contracts	\$1,000	\$415	\$395	(\$20)
E051055	Protective Clothing	31 Materials & Contracts	\$5,000	\$2,080	\$1,321	(\$759)
E051060	Communication Maintenance	31 Materials & Contracts	\$1,000	\$415	\$0	(\$415)
E051070	SUNDRY FIRE PREVENTION COSTS	31 Materials & Contracts	\$2,000	\$0	\$920	\$920
E052010	Dog Control Costs	31 Materials & Contracts	\$3,150	\$1,310	\$867	(\$443)
E052020	CAT CONTROL COSTS	31 Materials & Contracts	\$5,000	\$2,080	\$1,893	(\$187)
E052040	Pest Control	31 Materials & Contracts	\$500	\$205	\$0	(\$205)
E053010	ESL BUSH FIRE BRIGADES	31 Materials & Contracts	\$1,000	\$1,000	\$0	(\$1,000)
E053051	EMERGENCY BUILDING MAINTENANCE	31 Materials & Contracts	\$1,500	\$625	\$177	(\$448)
E053400	CCTV MAINTENANCE	31 Materials & Contracts	\$6,520	\$2,715	\$2,422	(\$293)
E074040	GROUP/REGIONAL SCHEME	31 Materials & Contracts	\$39,000	\$9,750	\$11,264	\$1,514
E074100	OTHER EXPENDITURE	31 Materials & Contracts	\$2,500	\$1,040	\$0	(\$1,040)
E075020	Mosquito Control	31 Materials & Contracts	\$2,500	\$1,040	\$51	(\$989)
E076020	ANALYTICAL EXPENSES	31 Materials & Contracts	\$1,000	\$415	\$360	(\$55)
E077010	COMMUNITY NURSES	31 Materials & Contracts	\$1,000	\$415	\$0	(\$415)
E077020	MEDICAL CENTRE	31 Materials & Contracts	\$104,500	\$43,540	\$37,804	(\$5,736)
E077030	AMBULANCE SERVICES	31 Materials & Contracts	\$100	\$40	\$0	(\$40)
E080100	Contribution to School	31 Materials & Contracts	\$600	\$250	\$0	(\$250)
E080110	DONATIONS	31 Materials & Contracts	\$1,000	\$415	\$0	(\$415)
E083100	CARE GROUP DONATIONS	31 Materials & Contracts	\$4,250	\$1,020	\$0	(\$1,020)
E084020	MEMBERSHIPS AND SUBSCRIPTIONS	31 Materials & Contracts	\$8,000	\$3,330	\$865	(\$2,465)
E084025	Advert/Printing/Promotion	31 Materials & Contracts	\$1,100	\$455	\$0	(\$455)
E084030	Computer Exp	31 Materials & Contracts	\$2,100	\$875	\$1,470	\$595
E084035	EQUIPMENT UPGRADES	31 Materials & Contracts	\$5,300	\$2,205	\$3,848	\$1,643
E084045	GARDENING AND YARD MAINTENANCE	31 Materials & Contracts	\$2,500	\$1,040	\$517	(\$523)
E084060	BUILDING LEASE	31 Materials & Contracts	\$840	\$350	\$0	(\$350)
E084065	Postage & Stationery	31 Materials & Contracts	\$3,200	\$1,330	\$714	(\$616)
E084070	REPAIRS & MAINTENANCE	31 Materials & Contracts	\$5,300	\$2,205	\$1,998	(\$207)
E084075	STAFF EXPENSES	31 Materials & Contracts	\$5,000	\$2,080	\$2,198	\$118
E084085	Sundry & Other	31 Materials & Contracts	\$1,600	\$665	\$444	(\$221)
E084086	FUNDRAISING	31 Materials & Contracts	\$2,000	\$830	\$0	(\$830)
E084090	Consumables	31 Materials & Contracts	\$4,500	\$1,875	\$857	(\$1,018)
E084095	CLEANING CONSUMABLES	31 Materials & Contracts	\$3,800	\$1,580	\$1,586	\$6
E092050	OTHER HOUSING MAINTENANCE	31 Materials & Contracts	\$500	\$205	\$547	\$342
E092060	KULIN RETIREMENT HOMES	31 Materials & Contracts	\$500	\$205	\$0	(\$205)
E092148	GEHA HOUSING - COSTS	31 Materials & Contracts	\$2,500	\$1,040	\$7,362	\$6,322
E092150	JOINT VENTURE HOUSING - COSTS	31 Materials & Contracts	\$12,997	\$5,415	\$13,390	\$7,975
E101020	DOMESTIC REFUSE COLLECTION	31 Materials & Contracts	\$122,004	\$50,835	\$48,450	(\$2,385)
E101021	DUDININ REFUSE COLLECTION	31 Materials & Contracts	\$2,500	\$1,040	\$0	(\$1,040)
E101022	PINGARING REFUSE COLLECTION	31 Materials & Contracts	\$13,682	\$5,700	\$5,480	(\$220)
E101030	REFUSE SITE MAINTENANCE	31 Materials & Contracts	\$3,000	\$1,250	\$450	(\$800)
E101040	ROEROC	31 Materials & Contracts	\$10,000	\$0	\$0	\$0
E102020	Commercial Refuse Collection	31 Materials & Contracts	\$46,668	\$19,445	\$16,150	(\$3,295)
E102030	Drum Muster	31 Materials & Contracts	\$1,000	\$415	\$0	(\$415)
E102420	PURCHASE OF BINS	31 Materials & Contracts	\$200	\$80	\$0	(\$80)
E106020	Town Planning Advice	31 Materials & Contracts	\$8,000	\$3,330	\$10,764	\$7,434
E106030	Town Planning Other	31 Materials & Contracts	\$4,000	\$1,665	\$0	(\$1,665)
E107031	KULIN CEMETERY	31 Materials & Contracts	\$500	\$205	\$0	(\$205)
E107032	DUDININ CEMETERY	31 Materials & Contracts	\$500	\$205	\$0	(\$205)
E107033	Pingaring Cemetery	31 Materials & Contracts	\$500	\$205	\$0	(\$205)
E107050	PUBLIC CONVENIENCES	31 Materials & Contracts	\$8,200	\$3,415	\$2,227	(\$1,188)
E107052	PUBLIC CONVENIENCES DUDININ	31 Materials & Contracts	\$700	\$290	\$217	(\$73)
E107053	PUBLIC CONVENIENCES PINGARING	31 Materials & Contracts	\$20,500	\$8,540	\$33,790	\$25,250
E107060	WAR MEMORIAL	31 Materials & Contracts	\$500	\$205	\$0	(\$205)
E111021	MEMORIAL HALL	31 Materials & Contracts	\$3,288	\$1,370	\$1,075	(\$295)
E111031	PINGARING HALL	31 Materials & Contracts	\$0	\$0	\$6,222	\$6,222
E111032	DUDININ HALL	31 Materials & Contracts	\$0	\$0	\$396	\$396
E112023	CHEMICALS	31 Materials & Contracts	\$5,702	\$2,375	\$1,702	(\$673)
E112026	MAINTENANCE	31 Materials & Contracts	\$13,150	\$5,475	\$6,384	\$909
E112028	OTHER MINOR EXPENDITURE	31 Materials & Contracts	\$3,480	\$1,450	\$1,915	\$465
E112029	STAFF HOUSING	31 Materials & Contracts	\$1,500	\$625	\$98	(\$527)
E112600	EVENTS	31 Materials & Contracts	\$1,350	\$560	\$0	(\$560)
E113060	Advertising and Promotion	31 Materials & Contracts	\$1,000	\$415	\$0	(\$415)
E113100	BANK CHARGES	31 Materials & Contracts	\$1,680	\$700	\$807	\$107
E113104	CATERING COSTS	31 Materials & Contracts	\$1,000	\$415	\$292	(\$123)
E113120	Cleaning Supplies	31 Materials & Contracts	\$3,000	\$1,250	\$2,599	\$1,349
E113130	IT MAINTENANCE	31 Materials & Contracts	\$0	\$0	\$330	\$330
E113137	DAM EXPENSES	31 Materials & Contracts	\$0	\$0	\$33	\$33
E113190	FREIGHT - NON-BAR	31 Materials & Contracts	\$0	\$0	\$17	\$17
E113210	GAS SUPPLIES	31 Materials & Contracts	\$0	\$0	\$745	\$745
E113218	Minor Equipment	31 Materials & Contracts	\$1,500	\$625	\$609	(\$16)
E113240	LICENCING COSTS	31 Materials & Contracts	\$0	\$0	\$0	\$0
E113243	Kitchen Consumables	31 Materials & Contracts	\$1,500	\$625	\$764	\$139
E113250	Printing, Stationery and Post	31 Materials & Contracts	\$1,000	\$415	\$327	(\$88)
E113270	REPAIRS AND MAINTENANCE	31 Materials & Contracts	\$34,300	\$14,290	\$15,473	\$1,183

Shire of Kulin
STATEMENT OF OPERATING
(Nature & Type)

For the period ended 30 November 2023

COA	Description		Original Budget	YTD Budget	YTD Actual	Var.
			\$	\$	\$	\$
E113272	Security Costs	31 Materials & Contracts	\$450	\$185	\$96	(\$89)
E113285	STAFF TRAINING	31 Materials & Contracts	\$1,000	\$415	\$472	\$57
E113295	UNIFORMS	31 Materials & Contracts	\$800	\$330	\$69	(\$261)
E113315	EVENTS	31 Materials & Contracts	\$5,000	\$2,080	\$942	(\$1,138)
E113329	Other Non-Operational Costs	31 Materials & Contracts	\$15,000	\$6,250	\$0	(\$6,250)
E113332	OVAL	31 Materials & Contracts	\$6,000	\$2,500	\$6,173	\$3,673
E113333	GOLF TENNIS PAVILION	31 Materials & Contracts	\$5,000	\$2,080	\$1,739	(\$341)
E113334	GOLF COURSE	31 Materials & Contracts	\$2,000	\$830	\$0	(\$830)
E113500	Bar Purchases	31 Materials & Contracts	\$52,000	\$21,665	\$38,263	\$16,598
E113501	Ice and Sundry Supplies	31 Materials & Contracts	\$200	\$80	\$45	(\$35)
E113502	FREIGHT	31 Materials & Contracts	\$2,400	\$1,000	\$1,853	\$853
E113505	CANTEEN PURCHASES	31 Materials & Contracts	\$0	\$0	\$1,543	\$1,543
E113510	Bar Glassware	31 Materials & Contracts	\$0	\$0	\$96	\$96
E113540	STOCK WRITTEN OFF	31 Materials & Contracts	\$400	\$165	\$106	(\$59)
E114280	EQUIPMENT MAINTENANCE	31 Materials & Contracts	\$0	\$0	\$45	\$45
E114290	CONT TO VARLEY RADIO	31 Materials & Contracts	\$1,000	\$415	\$0	(\$415)
E116300	Railway Station Maintenance	31 Materials & Contracts	\$0	\$0	\$1,341	\$1,341
E117029	OFFICE GARDENS	31 Materials & Contracts	\$1,000	\$415	\$154	(\$261)
E117030	PUBLIC PARKS GDNS & RESERVES	31 Materials & Contracts	\$20,000	\$8,330	\$3,892	(\$4,438)
E117031	RESERVES - OTHER	31 Materials & Contracts	\$500	\$205	\$0	(\$205)
E117032	PLAYGROUND INSPECTIONS	31 Materials & Contracts	\$5,750	\$2,395	\$0	(\$2,395)
E117054	DUDININ TENNIS CLUB	31 Materials & Contracts	\$10,000	\$4,165	\$2,727	(\$1,438)
E117056	OTHER SPORTING CLUBS	31 Materials & Contracts	\$0	\$0	\$98	\$98
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGR	31 Materials & Contracts	\$2,250	\$935	\$867	(\$68)
E117520	PINGARING GOLF CLUB	31 Materials & Contracts	\$8,000	\$3,330	\$3,609	\$279
E121250	Black Spot Submission Costs	31 Materials & Contracts	\$0	\$0	\$7,400	\$7,400
E121602	Traffic Signs	31 Materials & Contracts	\$7,000	\$2,915	\$0	(\$2,915)
E122010	ROAD MAINTENANCE	31 Materials & Contracts	\$65,000	\$27,080	\$24,509	(\$2,571)
E122121	KULIN DEPOT	31 Materials & Contracts	\$25,000	\$10,415	\$13,721	\$3,306
E122122	HOLT ROCK DEPOT	31 Materials & Contracts	\$0	\$0	\$4,844	\$4,844
E122160	Street Cleaning	31 Materials & Contracts	\$3,500	\$1,455	\$1,540	\$85
E122190	Streetscape Maintenance	31 Materials & Contracts	\$8,500	\$3,540	\$0	(\$3,540)
E122200	Roman Road System	31 Materials & Contracts	\$8,853	\$0	\$9,473	\$9,473
E126280	Airstrip Maintenance	31 Materials & Contracts	\$1,000	\$415	\$0	(\$415)
E131040	Noxious Weeds/Pest Plants	31 Materials & Contracts	\$5,000	\$2,080	\$8,400	\$6,320
E132030	CARAVAN PARK	31 Materials & Contracts	\$6,500	\$2,705	\$2,629	(\$76)
E132040	KULIN HOSTEL	31 Materials & Contracts	\$5,000	\$2,080	\$2,552	\$472
E132100	Tourism & Area Promotion	31 Materials & Contracts	\$39,570	\$16,485	\$13,896	(\$2,589)
E133010	Group Building Scheme	31 Materials & Contracts	\$7,500	\$3,125	\$1,578	(\$1,548)
E133420	BCITF levy payment	31 Materials & Contracts	\$500	\$205	\$38	(\$167)
E133425	BUILDING SERVICES LEVY PAYMENT	31 Materials & Contracts	\$1,000	\$415	\$676	\$261
E134040	UNIFORMS	31 Materials & Contracts	\$800	\$330	\$0	(\$330)
E134050	STAFF TRAINING	31 Materials & Contracts	\$5,000	\$2,080	\$439	(\$1,641)
E134080	Printing & Stationery	31 Materials & Contracts	\$20,000	\$8,330	\$11,666	\$3,336
E134090	Postage and Freight	31 Materials & Contracts	\$0	\$0	\$293	\$293
E134100	Advertising and Promotion	31 Materials & Contracts	\$2,500	\$1,040	\$524	(\$517)
E134110	IT MAINTENANCE & SUPPORT	31 Materials & Contracts	\$1,000	\$415	\$2,602	\$2,187
E134120	CENTRE MAINTENANCE	31 Materials & Contracts	\$5,500	\$2,290	\$127	(\$2,163)
E134130	COURSES & EVENTS	31 Materials & Contracts	\$30,000	\$12,500	\$3,039	(\$9,461)
E134135	EVENTS	31 Materials & Contracts	\$2,500	\$1,040	\$2,636	\$1,596
E134140	Library Freight	31 Materials & Contracts	\$700	\$290	\$5	(\$285)
E134150	LIBRARY COSTS	31 Materials & Contracts	\$14,000	\$5,830	\$6,055	\$225
E134200	GRANT FUNDING EXPENDITURE	31 Materials & Contracts	\$2,000	\$830	\$0	(\$830)
E134300	SUNDRY EXPENSES	31 Materials & Contracts	\$2,000	\$830	\$0	(\$830)
E136040	WATER SUPPLY (STANDPIPES)	31 Materials & Contracts	\$19,200	\$8,000	\$22,175	\$14,175
E136047	WATER SUPPLY MAINTENANCE	31 Materials & Contracts	\$7,500	\$3,125	\$0	(\$3,125)
E136100	OTHER EXPENDITURE	31 Materials & Contracts	\$0	\$0	\$1,500	\$1,500
E136110	PINGARING PROGRESS ASSOCIATION	31 Materials & Contracts	\$0	\$0	\$40	\$40
E137060	BUILDING MAINTENANCE	31 Materials & Contracts	\$4,500	\$1,875	\$406	(\$1,469)
E137120	CLEANING	31 Materials & Contracts	\$0	\$0	\$227	\$227
E137130	CONSULTANCY & CONTRACTORS	31 Materials & Contracts	\$30,000	\$12,500	\$0	(\$12,500)
E138015	BLAZING SWAN EXPENDITURE	31 Materials & Contracts	\$15,000	\$0	\$225	\$225
E138020	INSURANCE & LICENSING	31 Materials & Contracts	\$0	\$0	\$24	\$24
E138040	BUSH RACES CONTRIBUTION	31 Materials & Contracts	\$0	\$0	\$342	\$342
E139010	FUEL PURCHASES	31 Materials & Contracts	\$816,000	\$340,000	\$385,167	\$45,167
E139040	IT MAINTENANCE	31 Materials & Contracts	\$5,910	\$2,460	\$1,520	(\$940)
E139045	BANK CHARGES	31 Materials & Contracts	\$6,600	\$2,750	\$2,852	\$102
E139050	MAINTENANCE & REPAIRS	31 Materials & Contracts	\$5,400	\$0	\$3,087	\$3,087
E142020	Community Bus Shed	31 Materials & Contracts	\$0	\$0	\$98	\$98
E142700	Plant Operation Costs	31 Materials & Contracts	\$0	\$0	\$2,377	\$2,377
E143030	OFFICE EXPENSES	31 Materials & Contracts	\$16,000	\$6,665	\$1,465	(\$5,201)
E143075	FBT EXPENSE	31 Materials & Contracts	\$1,500	\$0	\$0	\$0
E143120	PROTECTIVE CLOTHING	31 Materials & Contracts	\$10,000	\$4,165	\$8,675	\$4,510
E143125	STAFF HOUSING	31 Materials & Contracts	\$28,809	\$12,000	\$20,588	\$8,588
E143126	WORKFORCE ACCOMMODATION - HOLT	31 Materials & Contracts	\$14,500	\$6,040	\$0	(\$6,040)
E143130	Removal Expenses	31 Materials & Contracts	\$5,000	\$2,080	\$0	(\$2,080)
E143140	Seminar Expenses	31 Materials & Contracts	\$17,469	\$7,275	\$17,115	\$9,840
E143150	HEALTH & SAFETY PROGRAM	31 Materials & Contracts	\$23,000	\$5,750	\$11,876	\$6,126
E143152	CONSULTING	31 Materials & Contracts	\$25,115	\$10,460	\$0	(\$10,460)
E144005	Tyres & Tubes	31 Materials & Contracts	\$50,000	\$20,830	\$21,938	\$1,108
E144010	Parts & Repairs	31 Materials & Contracts	\$170,000	\$70,830	\$116,699	\$45,869
E144020	Fuel & Oil	31 Materials & Contracts	\$429,127	\$178,800	\$224,815	\$46,015
E144030	BLADES & TYNES	31 Materials & Contracts	\$10,000	\$4,165	\$0	(\$4,165)
E144060	Expendable Tools	31 Materials & Contracts	\$2,400	\$1,000	\$0	(\$1,000)
E144070	OFFICE EXPENSES	31 Materials & Contracts	\$5,000	\$2,080	\$0	(\$2,080)
E144180	Other Minor Expenditure	31 Materials & Contracts	\$2,400	\$1,000	\$0	(\$1,000)
E144190	M.V. INSURANCE CLAIMS	31 Materials & Contracts	\$1,000	\$415	\$0	(\$415)
E144700	PLANT OPERATION COSTS	31 Materials & Contracts	\$0	\$0	\$31	\$31
		Materials & Contracts Total	\$3,266,354	\$1,280,880	\$1,422,305	\$141,425

Shire of Kulin						
STATEMENT OF OPERATING						
(Nature & Type)						
For the period ended 30 November 2023						
COA	Description		Original Budget	YTD Budget	YTD Actual	Var.
			\$	\$	\$	\$
E132050	INFORMATION BAY	48 Electricity	\$400	\$165	\$66	(\$99)
E134070	ELECTRICITY	48 Electricity	\$5,000	\$2,080	\$1,794	(\$286)
E136040	WATER SUPPLY (STANDPIPES)	48 Electricity	\$0	\$0	\$575	\$575
E137050	ELECTRICITY	48 Electricity	\$2,500	\$1,040	\$1,360	\$320
E139050	MAINTENANCE & REPAIRS	48 Electricity	\$1,750	\$725	\$1,093	\$368
E143125	STAFF HOUSING	48 Electricity	\$12,500	\$5,205	\$5,710	\$505
E143126	WORKFORCE ACCOMMODATION - HOLT	48 Electricity	\$1,200	\$500	\$0	(\$500)
		Electricity Total	\$151,605	\$63,130	\$53,035	(\$10,095)
E042046	STAFF HOUSING	49 Water	\$7,000	\$2,915	\$2,823	(\$92)
E042180	UTILITIES	49 Water	\$1,300	\$540	\$364	(\$176)
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	\$270	\$76	(\$194)
E077020	MEDICAL CENTRE	49 Water	\$500	\$205	\$121	(\$84)
E084040	ELECTRICITY/GAS/WATER	49 Water	\$0	\$0	\$506	\$506
E092050	OTHER HOUSING MAINTENANCE	49 Water	\$3,500	\$1,455	\$2,035	\$580
E092148	GEHA HOUSING - COSTS	49 Water	\$5,500	\$2,290	\$2,571	\$281
E092150	JOINT VENTURE HOUSING - COSTS	49 Water	\$16,000	\$6,665	\$6,490	(\$175)
E107052	PUBLIC CONVENIENCES DUDININ	49 Water	\$200	\$80	\$6	(\$74)
E107053	PUBLIC CONVENIENCES PINGARING	49 Water	\$200	\$80	\$31	(\$49)
E107060	WAR MEMORIAL	49 Water	\$500	\$205	\$22	(\$183)
E111021	MEMORIAL HALL	49 Water	\$250	\$100	\$52	(\$48)
E111031	PINGARING HALL	49 Water	\$100	\$40	\$43	\$3
E111032	DUDININ HALL	49 Water	\$100	\$40	\$0	(\$40)
E112025	WATER	49 Water	\$11,400	\$4,750	\$688	(\$4,062)
E112029	STAFF HOUSING	49 Water	\$3,500	\$1,455	\$1,232	(\$223)
E113332	OVAL	49 Water	\$10,000	\$4,165	\$619	(\$3,546)
E116100	KULIN MUSEUM	49 Water	\$400	\$165	\$53	(\$112)
E117029	OFFICE GARDENS	49 Water	\$500	\$205	\$152	(\$53)
E117030	PUBLIC PARKS GDNS & RESERVES	49 Water	\$4,000	\$1,665	\$1,146	(\$519)
E117052	DUDININ SPORTSGROUND	49 Water	\$2,000	\$830	\$129	(\$701)
E122121	KULIN DEPOT	49 Water	\$2,000	\$830	\$450	(\$380)
E122122	HOLT ROCK DEPOT	49 Water	\$0	\$0	\$0	\$0
E132030	CARAVAN PARK	49 Water	\$7,500	\$3,125	\$2,312	(\$813)
E132040	KULIN HOSTEL	49 Water	\$3,500	\$1,455	\$396	(\$1,059)
E132050	INFORMATION BAY	49 Water	\$0	\$0	\$0	\$0
E136040	WATER SUPPLY (STANDPIPES)	49 Water	\$43,000	\$17,915	\$5,251	(\$12,664)
E137040	WATER	49 Water	\$1,600	\$665	\$456	(\$209)
E143125	STAFF HOUSING	49 Water	\$23,400	\$9,750	\$9,703	(\$47)
E143126	WORKFORCE ACCOMMODATION - HOLT	49 Water	\$1,000	\$415	\$0	(\$415)
E144050	WATER USAGE	49 Water	\$1,500	\$625	\$0	(\$625)
		Water Total	\$151,100	\$62,900	\$37,809	(\$25,091)
E042046	STAFF HOUSING	50 Gas	\$1,500	\$625	\$1,269	\$644
E092050	OTHER HOUSING MAINTENANCE	50 Gas	\$0	\$0	\$0	\$0
E092150	JOINT VENTURE HOUSING - COSTS	50 Gas	\$1,500	\$625	\$481	(\$144)
E113210	GAS SUPPLIES	50 Gas	\$1,870	\$775	\$0	(\$775)
E132040	KULIN HOSTEL	50 Gas	\$1,500	\$625	\$1,165	\$540
E143125	STAFF HOUSING	50 Gas	\$3,500	\$1,455	\$1,857	\$402
		Gas Total	\$9,870	\$4,105	\$4,772	\$667
E113240	LICENCING COSTS	51 Licensing	\$1,805	\$750	\$1,632	\$882
E142105	LICENSING & INSURANCE	51 Licensing	\$350	\$145	\$0	(\$145)
E144015	INSURANCE & LICENCE	51 Licensing	\$22,500	\$22,500	\$11,687	(\$10,813)
		Licensing Total	\$24,655	\$23,395	\$13,319	(\$10,076)
		Total Utilities	\$373,660	\$168,690	\$122,843	(\$45,847)
E041298	Depreciation	34 Depreciation	\$0	\$0	\$1,220	\$1,220
E042047	Depreciation CEO Housing	34 Depreciation	\$3,600	\$1,500	\$2,515	\$1,015
E042048	Depreciation DCEO Housing	34 Depreciation	\$6,000	\$2,500	\$2,599	\$99
E042053	CEO VEHICLE COSTS	34 Depreciation	\$0	\$0	\$3,845	\$3,845
E042054	POOL VEHICLE COSTS	34 Depreciation	\$0	\$0	\$0	\$0
E042298	Office Depreciation	34 Depreciation	\$18,350	\$7,645	\$42,779	\$35,134
E042700	PLANT OPERATION COSTS	34 Depreciation	\$0	\$0	\$2,203	\$2,203
E051298	Depreciation	34 Depreciation	\$79,058	\$0	\$511	\$511
E053298	Depreciation	34 Depreciation	\$14,390	\$5,995	\$22,379	\$16,384
E084298	Depreciation	34 Depreciation	\$0	\$0	\$0	\$0
E092160	Depreciation - Joint Venture	34 Depreciation	\$5,409	\$2,250	\$2,372	\$122
E092180	Depreciation Community Bank Hs	34 Depreciation	\$5,279	\$2,195	\$0	(\$2,195)
E092298	Depreciation	34 Depreciation	\$9,136	\$3,805	\$5,575	\$1,770
E101298	Depreciation	34 Depreciation	\$706	\$290	\$340	\$50
E102298	Depreciation	34 Depreciation	\$0	\$0	\$3,097	\$3,097
E107298	Depreciation	34 Depreciation	\$15,477	\$6,445	\$5,512	(\$933)
E110298	Depreciation	34 Depreciation	\$43,151	\$17,975	\$10,128	(\$7,847)
E111298	Depreciation	34 Depreciation	\$39,339	\$16,390	\$22,555	\$6,165
E112298	Depreciation	34 Depreciation	\$70,518	\$29,380	\$32,654	\$3,274
E113298	Depreciation	34 Depreciation	\$143,120	\$59,630	\$66,948	\$7,318
E116298	DEPRECIATION	34 Depreciation	\$1,675	\$695	\$692	(\$3)
E117298	Depreciation	34 Depreciation	\$13,230	\$5,510	\$30,402	\$24,892
E121298	Depreciation	34 Depreciation	\$2,017,971	\$840,820	\$867,815	\$26,995
E122298	Depreciation	34 Depreciation	\$11,940	\$4,975	\$7,761	\$2,786
E126298	Depreciation	34 Depreciation	\$7,382	\$3,075	\$1,230	(\$1,845)
E132298	Depreciation	34 Depreciation	\$38,417	\$16,005	\$16,881	\$876
E134298	Depreciation	34 Depreciation	\$63,102	\$26,290	\$371	(\$25,919)
E136298	DEPRECIATION	34 Depreciation	\$2,141	\$890	\$6,942	\$6,052
E137298	DEPRECIATION	34 Depreciation	\$8,306	\$3,460	\$3,907	\$447
E139298	DEPRECIATION	34 Depreciation	\$9,014	\$3,755	\$5,152	\$1,397
E142298	Depreciation	34 Depreciation	\$1,238	\$515	\$2,523	\$2,008
E143298	Depreciation	34 Depreciation	\$30,187	\$12,575	\$20,621	\$8,046
E144298	Depreciation	34 Depreciation	\$501,552	\$208,980	\$220,331	\$11,351
		Depreciation Total	\$3,159,688	\$1,283,545	\$1,411,857	\$128,312
E042051	INTEREST ON LOAN 1 (ADMINSTRATION)	35 Interest Expenses	\$32,626	\$13,590	\$11,976	(\$1,614)

Shire of Kulin							
STATEMENT OF OPERATING							
(Nature & Type)							
For the period ended 30 November 2023							
COA	Description		Original Budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	
			\$32,626	\$13,590	\$11,976	(\$1,614)	
E041150	INSURANCES	32	Insurance Expenses	\$4,862	\$4,860	\$4,862	\$2
E042025	ADMINISTRATION HOUSING ALLOWANCE	32	Insurance Expenses	\$0	\$0	\$0	\$0
E042030	INSURANCE	32	Insurance Expenses	\$34,854	\$34,854	\$34,854	\$0
E042046	STAFF HOUSING	32	Insurance Expenses	\$2,291	\$950	\$2,987	\$2,037
E051050	FIRE INSURANCE	32	Insurance Expenses	\$33,222	\$33,220	\$33,222	\$2
E053051	EMERGENCY BUILDING MAINTENANCE	32	Insurance Expenses	\$2,020	\$2,020	\$2,020	\$0
E053400	CCTV MAINTENANCE	32	Insurance Expenses	\$166	\$164	\$166	\$2
E084016	Insurance - Workers Comp	32	Insurance Expenses	\$7,643	\$7,642	\$7,643	\$1
E084050	Insurance	32	Insurance Expenses	\$2,523	\$2,523	\$2,523	\$0
E092050	OTHER HOUSING MAINTENANCE	32	Insurance Expenses	\$689	\$688	\$1,516	\$828
E092148	GEHA HOUSING - COSTS	32	Insurance Expenses	\$2,159	\$2,158	\$2,375	\$217
E092150	JOINT VENTURE HOUSING - COSTS	32	Insurance Expenses	\$3,812	\$3,812	\$4,193	\$381
E101030	REFUSE SITE MAINTENANCE	32	Insurance Expenses	\$200	\$200	\$200	\$0
E106030	Town Planning Other	32	Insurance Expenses	\$2,427	\$2,426	\$2,427	\$1
E107031	KULIN CEMETERY	32	Insurance Expenses	\$145	\$144	\$145	\$1
E107050	PUBLIC CONVENIENCES	32	Insurance Expenses	\$306	\$306	\$306	\$0
E107052	PUBLIC CONVENIENCES DUDININ	32	Insurance Expenses	\$129	\$129	\$130	\$0
E107053	PUBLIC CONVENIENCES PINGARING	32	Insurance Expenses	\$360	\$360	\$360	\$0
E111021	MEMORIAL HALL	32	Insurance Expenses	\$935	\$934	\$935	\$1
E111031	PINGARING HALL	32	Insurance Expenses	\$483	\$483	\$483	\$0
E111032	DUDININ HALL	32	Insurance Expenses	\$989	\$989	\$989	\$1
E111033	JITARNING HALL	32	Insurance Expenses	\$396	\$396	\$396	\$0
E112027	INSURANCE	32	Insurance Expenses	\$19,347	\$19,346	\$19,347	\$1
E112029	STAFF HOUSING	32	Insurance Expenses	\$720	\$720	\$756	\$36
E113220	INSURANCE	32	Insurance Expenses	\$26,148	\$26,148	\$26,148	\$0
E113331	BOWLING GREENS	32	Insurance Expenses	\$799	\$798	\$799	\$1
E113333	GOLF TENNIS PAVILION	32	Insurance Expenses	\$1,667	\$1,667	\$1,667	\$0
E113350	WORKERS COMPENSATION	32	Insurance Expenses	\$4,313	\$4,312	\$4,313	\$1
E116100	KULIN MUSEUM	32	Insurance Expenses	\$289	\$289	\$289	(\$0)
E117030	PUBLIC PARKS GDNS & RESERVES	32	Insurance Expenses	\$287	\$286	\$287	\$1
E117054	DUDININ TENNIS CLUB	32	Insurance Expenses	\$3,089	\$3,089	\$3,089	\$0
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGR	32	Insurance Expenses	\$2,198	\$2,198	\$2,198	\$0
E117520	PINGARING GOLF CLUB	32	Insurance Expenses	\$1,391	\$1,391	\$1,391	\$0
E122121	KULIN DEPOT	32	Insurance Expenses	\$5,616	\$5,616	\$5,616	\$0
E122122	HOLT ROCK DEPOT	32	Insurance Expenses	\$0	\$0	\$476	\$476
E132030	CARAVAN PARK	32	Insurance Expenses	\$506	\$506	\$506	\$0
E132040	KULIN HOSTEL	32	Insurance Expenses	\$3,734	\$3,734	\$3,734	(\$0)
E134030	INSURANCE	32	Insurance Expenses	\$15,976	\$15,976	\$15,976	\$0
E137030	INSURANCE	32	Insurance Expenses	\$818	\$818	\$818	\$0
E138020	INSURANCE & LICENSING	32	Insurance Expenses	\$0	\$0	\$0	\$0
E139030	INSURANCE & LICENSING	32	Insurance Expenses	\$839	\$839	\$839	(\$0)
E142020	Community Bus Shed	32	Insurance Expenses	\$61	\$60	\$61	\$1
E143025	WORKERS COMPENSATION INSURANCE	32	Insurance Expenses	\$51,592	\$51,592	\$51,592	\$0
E143030	OFFICE EXPENSES	32	Insurance Expenses	\$0	\$0	\$0	\$0
E143060	Insurance on Works	32	Insurance Expenses	\$27,316	\$27,316	\$27,316	\$0
E143125	STAFF HOUSING	32	Insurance Expenses	\$7,103	\$7,102	\$7,542	\$440
E143126	WORKFORCE ACCOMMODATION - HOLT	32	Insurance Expenses	\$476	\$195	\$0	(\$195)
E144015	INSURANCE & LICENCE	32	Insurance Expenses	\$72,260	\$72,258	\$72,260	\$2
			Insurance Expenses Total	\$347,156	\$345,514	\$349,752	\$4,237
E030999	General Admin Allocated	39	Activity Based Costing	\$51,528	\$21,465	\$24,173	\$2,708
E032999	General Admin Allocated	39	Activity Based Costing	\$5,195	\$2,160	\$2,058	(\$102)
E041999	General Admin Allocated	39	Activity Based Costing	\$161,989	\$67,495	\$40,535	(\$26,960)
E042999	General Admin Allocated	39	Activity Based Costing	(\$1,545,761)	(\$644,065)	(\$527,798)	\$116,267
E051999	General Admin Allocated	39	Activity Based Costing	\$17,875	\$7,445	\$5,806	(\$1,639)
E052999	General Admin Allocated	39	Activity Based Costing	\$10,852	\$4,520	\$4,064	(\$456)
E053999	General Admin Allocated	39	Activity Based Costing	\$7,086	\$2,950	\$2,322	(\$628)
E074999	General Admin Allocated	39	Activity Based Costing	\$3,405	\$1,415	\$1,161	(\$254)
E075999	General Admin Allocated	39	Activity Based Costing	\$3,405	\$1,415	\$1,161	(\$254)
E076999	General Admin Allocated	39	Activity Based Costing	\$3,405	\$1,415	\$1,161	(\$254)
E077999	General Admin Allocated	39	Activity Based Costing	\$9,255	\$3,855	\$3,220	(\$635)
E080999	General Admin Allocated	39	Activity Based Costing	\$5,330	\$2,220	\$1,794	(\$426)
E082999	General Admin Allocated	39	Activity Based Costing	\$10,735	\$4,470	\$3,536	(\$934)
E084999	General Admin Allocated	39	Activity Based Costing	\$58,536	\$24,385	\$19,528	(\$4,857)
E092999	General Admin Allocated	39	Activity Based Costing	\$12,157	\$5,065	\$4,170	(\$895)
E101999	General Admin Allocated	39	Activity Based Costing	\$7,439	\$3,095	\$2,692	(\$403)
E102999	General Admin Allocated	39	Activity Based Costing	\$7,439	\$3,095	\$2,692	(\$403)
E106999	General Admin Allocated	39	Activity Based Costing	\$13,872	\$5,775	\$5,067	(\$708)
E107999	General Admin Allocated	39	Activity Based Costing	\$10,858	\$4,520	\$3,484	(\$1,037)
E110999	General Admin Allocated	39	Activity Based Costing	\$11,013	\$4,585	\$3,906	(\$679)
E111999	General Admin Allocated	39	Activity Based Costing	\$8,407	\$3,500	\$2,956	(\$544)
E112999	General Admin Allocated	39	Activity Based Costing	\$18,073	\$7,530	\$6,492	(\$1,038)
E113999	General Admin Allocated	39	Activity Based Costing	\$17,744	\$7,390	\$6,122	(\$1,268)
E116999	General Admin Allocated	39	Activity Based Costing	\$3,864	\$1,610	\$1,320	(\$290)
E117999	GENERAL ADMIN ALLOCATED	39	Activity Based Costing	\$15,596	\$6,495	\$5,542	(\$953)
E122999	General Admin Allocated	39	Activity Based Costing	\$671,086	\$279,615	\$233,445	(\$46,170)
E123999	General Admin Allocated	39	Activity Based Costing	\$18,882	\$7,865	\$6,756	(\$1,109)
E126999	General Admin Allocated	39	Activity Based Costing	\$3,167	\$1,315	\$1,056	(\$259)
E131999	General Admin Allocated	39	Activity Based Costing	\$3,405	\$1,415	\$1,161	(\$254)
E132999	General Admin Allocated	39	Activity Based Costing	\$62,192	\$25,910	\$22,590	(\$3,320)
E133999	General Admin Allocated	39	Activity Based Costing	\$11,859	\$4,940	\$4,381	(\$559)
E134999	General Admin Allocated	39	Activity Based Costing	\$68,583	\$28,575	\$23,170	(\$5,405)
E136999	General Admin Allocated	39	Activity Based Costing	\$14,719	\$6,130	\$5,595	(\$535)
E137999	General Admin Allocated	39	Activity Based Costing	\$7,586	\$3,160	\$2,692	(\$468)
E138999	General Admin Allocated	39	Activity Based Costing	\$22,996	\$9,580	\$7,706	(\$1,874)
E139999	GENERAL ADMIN ALLOCATED	39	Activity Based Costing	\$24,123	\$10,050	\$8,656	(\$1,394)
E141999	General Admin Allocated	39	Activity Based Costing	\$7,251	\$3,020	\$2,533	(\$487)
E142999	General Admin Allocated	39	Activity Based Costing	\$4,578	\$1,905	\$1,636	(\$269)
E143999	General Admin Allocated	39	Activity Based Costing	\$124,072	\$51,695	\$41,432	(\$10,263)

Shire of Kulin
STATEMENT OF OPERATING
(Nature & Type)

For the period ended 30 November 2023

COA	Description		Original Budget	YTD Budget	YTD Actual	Var.
			\$	\$	\$	\$
E144999	General Admin Allocated	39	\$26,203	\$10,915	\$10,028	(\$887)
			\$0	(\$105)	(\$0)	\$105
E123297	LOSS ON SALE OF ASSET	45	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			Grand Total	(\$4,605,756)	(\$4,058,127)	(\$4,098,094)
					(\$4,098,094)	
					(\$0)	

7.5. ROE REGIONAL ORGANISATION OF COUNCILS MOU

Applicant:	Shire of Corrigin
Date:	9/05/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 7.5 - RoeROC Memorandum of Understanding

SUMMARY

This item seeks endorsement of an extension to the existing Roe Regional Organisation of Councils Memorandum of Understanding

BACKGROUND

The Roe Regional Organisation of Councils (RoeROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin and Narembeen.

The RoeROC was established:

- To enhance and assist in the advancement of the Region,
- To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues.
- To encourage cooperation and resource sharing on a regional basis.
- Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

The activities of RoeROC may include:

Cooperation

To provide a strong and cohesive regional group that has the capacity to provide leadership and practical projects that will enhance the region.

Tourism and Event Coordination

To maximise the potential of tourism and community events in the region through the coordination of tourism and marketing activities, individual events, staging of major events and promotions including, but not limited to;

- The marketing and development of the Roe Regional Tourism Strategy.
- The marketing and promotion of events and attractions.
- Coordinating and/or staging events in the South Eastern Wheatbelt region to maximise community benefit.

Resource Sharing

To promote inter-council cooperation and resource sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities. These opportunities can include but are not limited to the following;

- Enhance the finance/compliance capability of individual councils.
- Joint purchasing of plant items.
- Facilitate resource sharing of technical/professional officer positions for two or more local governments by creating the blueprint for successful joint arrangements.
- Establish a central facility for local government functions such as rating, accounting and records management.

- Develop the capacity as a group to tender for and undertake major and minor works.

Economic and Community Building

To implement strategies relating to issues of regional significance that foster and promote development opportunities that benefit the region. These opportunities can include, but are not limited to;

- Developing and implementing alternative power systems in the region using renewable resources.
- Lobbying for tax incentive schemes for new industries.
- Lobbying for the delivery of tertiary and further education to regional areas.
- Lobbying for a regional tourist drives and routes.
- Facilitating niche marketing and branding for the region.

Health and Community Services

To act as a catalyst to promote the well-being of the regional community and undertake activities including, but not limited to;

- Lobbying government for continued stability and incentives for the provision of doctors.
- Lobbying government for education of nurses to meet the needs of rural areas.
- Lobbying for changes to accident, emergency and hospital care in the region.
- Facilitating improved health resources for the vulnerable members of the RoeROC community.

Environment

To provide leadership, coordination and information on regional natural resource management practices and undertake activities including, but not limited to;

- Achieving improved control and utilisation of surface and sub-surface water resources.
- Achieving improved land management practices across the region.
- Ensure the long-term economic future of the region through sustainability practices.
- Implementing progressive Natural Resource Management initiatives.
- Reporting on the state of the environment in the RoeROC region.

Recreation

To provide planning and leadership in the coordination and development of recreational activities and facilities in the region including, but not limited to;

- Regional Recreational planning
- Improving participation in and awareness of various sporting and recreational activities (ie supporting be-active coordinators).

Transport

To provide representation, planning and input into the coordination and development of transport networks in the region including, but not limited to;

- Obtaining Federal and State funding for road networks.
- Lobbying for further input into MRWA road maintenance programs.
- Lobbying for greater input into the regulation of transport operators ie: school bus, heavy haulage, etc.
- Liaise on regional transport issues.

COMMENT

The current MOU expires on 30 June 2023 and was circulated to delegates on 13 March 2023 for comment. Minor amendments are marked in red.

The draft RoeROC MOU was reviewed by the Chief Executive Officers of the member councils on 12 May 2023 and the revised draft is presented to the RoeROC delegates for consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Member Councils are required to make an annual financial contribution towards the operations of RoeROC in equal shares and may also be requested to contribute towards specific projects or initiatives.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin, Kondinin, Kulin and Narembeen Strategic Community Plans

VOTING REQUIREMENT

Simple Majority

RESOLUTION

Moved: Cr. B Smoker

Seconded: Cr. S Coppen

That delegates endorse the RoeROC Memorandum of Understanding for the period 1 July 2023 to 30 June 2028 for presentation to member local governments.

Carried

7.6. ROE REGIONAL ENVIRONMENTAL HEALTH SCHEME MOU

Applicant:	Shire of Corrigin
Date:	13/06/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 7.6 - Roe Regional Environmental Health Scheme MOU

SUMMARY

This item seeks endorsement of an extension to the existing Roe Regional Environmental Health Scheme Memorandum of Understanding (MOU) which expired on 30 June 2023.

BACKGROUND

The Roe Regional Environmental Health Services Scheme (RREHSS) provides an Environmental Health Service to the Shires of Corrigin, Kondinin, Kulin, Narembeen and Lake Grace.

The Environmental Health Service is administered by the Shire of Corrigin and employs 1.3 full time equivalent staff.

The service operates under an existing MOU between the Councils and it is proposed that the current arrangement be extended for a term 1 July 2023 and to 30 June 2028.

COMMENT

The current MOU expires on 30 June 2023 and was circulated to delegates on 13 March 2023 for comment.

The draft RoeROC MOU was reviewed by the Chief Executive Officers of the member councils on 12 May 2023 and the revised draft is presented to the RoeROC delegates for consideration. Minor amendments are marked in red.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Scheme administration costs are included in the annual budget each year based on the visitation schedule included in schedule 1 of the MOU
Shire of Corrigin Roe Regional Environmental Health Scheme salaries and on costs included in budget allocations.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin, Kondinin, Kulin, Lake Grace and Narembeen Strategic Community Plans

VOTING REQUIREMENT

Simple Majority

RESOLUTION

Moved: Cr. K Mouritz Seconded: Cr. S Coppen

That delegates endorse the Roe Regional Environmental Health Services Scheme Memorandum of Understanding for the period 1 July 2023 to 30 June 2028 for presentation to member local governments.

Carried

Roe Regional Environmental Health Services Scheme – renewal of the MOU

The Roe Regional Organisation of Councils (RoeROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin and Narembeen.

Since its establishment RoeROC has worked to deliver a number of shared services to its member Councils. The Roe Regional Environmental Health Services Scheme (RREHSS) provides an environmental health service that also includes the Shire of Lake Grace. RREHSS operates under a Memorandum of Understanding (MOU) between the Councils commencing 1 July 2018 and expiring on the 30 June 2023. The MOU can be extended by the Member Councils in writing.

Member Councils are asked to consider the extension of the MOU.

DRAFT

ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made the First day of July 2018

BETWEEN:

the SHIRE OF CORRIGIN of 9 Lynch Street, CORRIGIN, WA;

the SHIRE OF KONDININ of 11 Gordon Street, KONDININ, WA;

the SHRE OF KULIN of Johnston Street, KULIN, WA;

the SHIRE OF LAKE GRACE of 1 Bishop Street, LAKE GRACE, WA; and

the SHIRE OF NAREMBEEN of 1 Longhurst Street, NAREMBEEN, WA.

collectively known as the (“**Member Councils**”)

BACKGROUND

- A. Each of the Member Councils are local government authorities established under the Local Government Act 1995.
- B. Each of the Member Councils is required to provide Environmental Health Services within its council area in accordance with the Health Act 1911.
- C. The Member Councils currently have an arrangement with each other with respect to the employment of Environmental Health Officers and the provision of Environmental Health Services. (“the Scheme”).
- D. Each of the Member Councils agrees that the Scheme shall be collectively known as **Roe Regional Environmental Health Services Scheme (RREHSS)**. The Scheme will operate under the shortened title of **RoeHealth**
- E. The Member Councils desire to formalise their agreement and understanding in relation to the Scheme and have agreed to enter into this Memorandum of Understanding in this regard. However, the Member Councils agree that this Memorandum shall not create any legal obligations and whilst recognising that there are no enforceable obligations between them the Member Councils agree to perform their obligations pursuant to this Memorandum in good faith and to the best of their abilities.

AND THE MEMBER COUNCILS AGREE:

1. Definitions & Interpretation

1.1 Definitions

- 1.1.1 “**Act**” means the Local Government Act 1995;
- 1.1.2 “**Scheme Costs**” means all costs incurred by the Host Council including, but not limited to, the employment of the Environmental Health Officers (salary, training costs, sick leave, annual leave, long service leave and reimbursement of expenses), costs for time incurred by any other staff member or consultant, hardware, software licences, vehicle costs, communication costs, stationery, and any other resources associated with operating the Scheme;
- 1.1.3 “**Billing Period**” means the quarterly periods of each financial year when Tax invoices are issued by the Host Council;
- 1.1.4 “~~Costs~~ **Visitation Schedule**” means Schedule 1 attached to this Memorandum;
- 1.1.5 “**Host Council**” means the **Shire of Corrigin**;
- 1.1.6 “**Environmental Health Services**” means the services outlined in Schedule 1 attached to this Memorandum;
- 1.1.7 “**Committee**” means the group of representatives appointed by each of the Member Councils in accordance with Clause 4.1 of this Memorandum;
- 1.1.8 “**Scheme**” means the Roe Regional Environmental Health Services Scheme;
- 1.1.9 “**Memorandum**” means this Memorandum of Understanding;
- 1.1.10 “**Operating Guidelines**” means the guidelines (as amended from time to time) referred to in Clause 6 and Schedule 1 of this Memorandum;
- 1.1.11 “**Other Member Councils**” means the Member Councils that are not the Host Council.

1.2 Interpretation

1.2.1 .

1.2.1 *Unless the contrary intention appears:*

1.2.1.1 Words noting the singular shall include the plural and vice versa.

- 1.2.1.2 Reference to any gender shall include every other gender and words denoting individuals shall include corporations and vice versa.
- 1.2.1.3 Reference to any Act of Parliament, statute or regulation shall include any amendment currently enforce at the relevant time and any Act of Parliament, statute or regulation enacted or passed in substitution therefore.
- 1.2.1.4 Headings are for convenience of reference only and do not affect the interpretation or construction of this Memorandum.
- 1.2.1.5 A requirement in this Memorandum for liaison and consultation is a requirement for full and frank discussion and includes a requirement where necessary and appropriate, for full disclosure of relevant information and material.

2. **Term**

- 2.1 The term of this Memorandum shall be five (5) years commencing 1 July 2018 and expiring on the 30 June 2023, unless otherwise agreed or extended by the Member Councils in writing.
- 2.2 The term shall be reviewed by the Member Councils not more than twelve (12) months and not less than six (6) months prior to the expiration of the term subject to the term being reviewed prior to this period.

3. **Negotiate In Good Faith**

The Member Councils agree that they will cooperate with each other and at all times act in good faith and with the joint objective of successfully and expeditiously concluding and carrying out all of the arrangements and agreements contemplated in this Memorandum.

4. **The Member Councils Obligations**

The Member Councils agree that each of them shall have the following obligations in respect of **Roe Regional Environmental Health Services Scheme**;

4.1 **Host Council**

On behalf of the Other Member Councils, the Host Council agrees;

4.1.1 **Administration**

- 4.1.1.1 to administer the Scheme in accordance with this Memorandum and the Operating Guidelines; and
- 4.1.1.2 to be accountable to the Other Member Councils in a manner determined for the administration of the Scheme and the facilitation of the Scheme;

4.1.2 **Membership of the Committee**

- 4.1.2.1 to appoint the Chief Executive Officer or delegated officer to the Committee;
- 4.1.2.2 to appoint a proxy for each of the representatives in Clause 4.1.2.1.
- 4.1.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme;
- 4.1.2.4 to delegate such powers to the Chief Executive Officer of the Host Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines;

4.1.3 **Finances**

- 4.1.3.1 to administer and account to the Other Member Councils in accordance with the method set out in the ~~Cost-Visitation~~ Schedule for the Scheme Costs and the Administration Costs and to issue to the Other Member Councils on a quarterly basis a tax invoice specifying the amount of the Scheme Costs and Administration Costs that each of the Other Member Councils are responsible for during that Billing Period. An adjustment will be made in the following July invoice to reflect the actual expenditure for the previous year.
- 4.1.3.2 to prepare with the assistance from the Other Member Councils, in accordance with this Memorandum, the budgets for the Scheme; and
- 4.1.3.3 to meet all auditing requirements for all monies received and paid for in relation to the Network;

4.1.4 **Environmental Health Officers**

- 4.1.4.1 to enter into, on behalf of the Other Member Councils, an enterprise agreement (“EA”) or other employment or contractual arrangements with the Environmental Health Officers on terms and conditions that the Host Council determines appropriate;
- 4.1.4.2 to instruct the Environmental Health Officers in accordance with directions given to it by the Committee (if any);
- 4.1.4.3 to provide the Environmental Health Officers with office facilities, office equipment and resources, (including but not limited to stationery, postage resources, and telephone facsimile and photocopying facilities) and any other

administrative assistance or resources required to be provided to enable the Environmental Health Officers to effectively carry out their duties;

- 4.1.4.4 to nominate a representative (which at the commencement of the Memorandum shall be the Chief Executive Officer) to;
- (a) liaise with the Environmental Health Officers in relation to the terms, conditions and operation of the Scheme; and
 - (b) supervise the conduct of and compliance of Environmental Health Officers Administrator with the EA;
- 4.1.4.5 not to terminate the Environmental Health Officers without the approval of the Other Member Councils. For the purposes of this clause, “approval” means the written approval of a majority of the Other Member Councils received after a request has been made by the Host Council to the Other Member Councils requesting their vote;

4.2 **The Other Member Councils**

The Other Member Councils agree;

4.2.1 **Finance**

to pay to the Host Council within fourteen (14) days of having received a tax invoice the amount specified in the tax invoice (GST inclusive) given during each Billing Period in accordance with Clause 4.1.3.1 for its share of the Scheme Costs and the Administration Costs.

4.2.2 **Membership of the Committee**

- 4.2.2.1 to appoint the Chief Executive Officer or delegated officer and to the Committee;
- 4.2.2.2 to appoint a proxy for each of the representatives in Clause 4.2.2.1;
- 4.2.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme;
- 4.2.2.4 to delegate such powers to the Chief Executive Officer of the relevant Member Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines.

4.3 **All Member Councils**

The Member Councils agree:

4.3.1 **Reporting**

To consider reports and recommendations from its respective representatives on the Committee in relation to the administration of the Scheme.

5. **Scheme Committee**

5.1 The Member Councils agree to establish a Committee for the purposes specified below.

5.2 The Committee representatives shall meet at the times and places determined by the Committee (but in any case at least quarterly) for the purposes of;

5.2.1 considering the strategic direction of the Scheme;

5.2.2 considering any major policy issues in relation to the Scheme; and

5.2.3 reviewing, discussing and preparing budgets for the Scheme.

5.3 Each Member Council representative on the Committee shall be responsible for exercising their delegated authority and for the reporting back to their respective Council upon the exercise of those powers.

5.4 In the event of a conflict arising between the representatives of the Committee or if the Committee is divided in its votes on a decision required to be made by it, then the Committee will be required to report to their respective Councils for their determination.

5.5 The Member Councils agree that their respective Chief Executive Officer shall have delegated to them the necessary powers to make such decisions on behalf of the respective Member Council with respect to the Scheme.

5.6 The Committee shall at its first meeting (and annually thereafter) appoint amongst the representatives a Chairperson who shall hold office for a term of one (1) year but is eligible for reappointment for a further term, unless he/she resigns in which case the Committee shall appoint a new Chairperson to chair the meetings.

5.7 In the event that the appointed Chairperson is absent from a Committee meeting the representatives present shall appoint an acting Chairperson, who shall preside over that meeting or until the Chairperson is present.

6. **Operational Guidelines**

6.1 Upon execution of this Memorandum, the Chief Executive Officer or delegate of each of the Member Councils shall prepare and implement Operational

Guidelines which the Chief Executive Officers or delegates shall be capable of amending from time to time as the Chief Executive Officers or delegates see fit.

- 6.2 Notwithstanding the provisions of this Memorandum, the Member Councils agree that the Operational Guidelines shall be the operative document that facilitates the operational management of the Scheme.
- 6.3 The Member Councils shall delegate to their respective Chief Executive Officers such powers as are required and necessary to prepare and amend the Operational Guidelines and to manage the network in accordance with the Operational Guidelines.
- 6.4 The Councils agree to negotiate and cooperate with each other at all times and to act in good faith in the operation of the Operational Guidelines and to comply with its terms.

7. **Variation**

The Member Councils agree that the terms and conditions of this Memorandum may be varied upon written agreement of the proposed variation by **all** the Member Councils.

8. **Withdrawal**

- 8.1 If a Member Council of **Roe Regional Environmental Health Services Scheme** wishes to no longer participate, that Council may upon giving twelve (12) months written notice (the “Notice Period”) to the other Member Councils withdraw from this Memorandum and the Network in which event that Council, as at and from the expiration of the Notice Period, shall no longer be a part of this Memorandum or the Scheme.
- 8.2 Notwithstanding withdrawing from the Network that Council shall still be liable for its contribution to all costs as per the Cost Schedule for the duration of the Notice Period.

9. **Additional Members**

- 9.1 If another council wish to join the Scheme, subject to the unanimous agreement of the Member Councils, that council may join in this Memorandum and the Scheme, provided that the council agrees;
- 9.1.1 to be bound by the terms and conditions of this Memorandum;
- 9.1.2 to contribute a share of the initial Scheme Costs and Administration Costs, with the contribution and use thereof to be determined by the Member Councils.

10. **No Partnership**

This Memorandum does not create or evidence a partnership between the Member Councils.

11. Acknowledgement

The Member Councils acknowledge and agree that each of the Member Councils may in its own right engage the other Member Council staff for their services, however any agreed costs incurred by the Council in doing so shall be borne solely by the respective Council.

12. Winding Up

12.1 Subject to the Member Councils extending or otherwise entering into a new agreement, at the expiration of this Memorandum, each of the participating Member Councils at that time shall be provided with the following:

12.1.1 a readable copy of all records (hard copy or otherwise), in an appropriate format, associated with the Scheme; and

12.1.2 a share of the proceeds in accordance with the percentages specified in the Cost Schedule upon the realisation of any of the assets forming part of the Scheme (as opposed to those owned by the individual Councils) after the payment of all liabilities (outstanding or contingent) if any.

12.2 If upon winding up the liabilities (outstanding or contingent) exceed the assets forming part of the Scheme (as opposed to those owned by the individual Councils) each Member Council shall contribute a share towards the payment of the liabilities in accordance with the formula specified in the Cost Schedule.

13. Disputes Between Member Councils

13.1 The Member Councils agree to work together in good faith to resolve any matter requiring their direction or resolution.

13.2 In the event of any dispute or difference ('dispute') arising between the Member Councils or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this Memorandum of Understanding, then a Member Council may give to the other Member Council/s (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

13.3 At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

13.4 The costs (if any) of arbitration shall be borne equally by the Member Councils involved in the arbitration.

EXECUTED as a Memorandum of Understanding

THE COMMON SEAL of SHIRE OF CORRIGIN)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KONDININ)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KULIN)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF LAKE GRACE)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF NAREMBEEN)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

SCHEDULE 1

ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME (ROEHEALTH) OPERATIONAL GUIDELINES

These Operational Guidelines have been prepared in accordance with Clause 6 of the Roe Regional Environmental Health Services Scheme Memorandum of Understanding (MOU). The Scheme will operate under the shortened title of RoeHealth.

Role of the Scheme

Governance

The members of the scheme agree to work together to ensure that the provision of environmental health services are provided in an effective and accountable manner under the statutory authority of each local government.

Services Schedule

The following Environmental Health Services will be provided by (but not limited to) the Scheme:

- General health application enquiries;
- Caravan Park and Camping Grounds Compliance and Licensing;
- Effluent disposal applications;
- Food Premises inspections, enforcement and general enquiries;
- Hairdressing premises compliance;
- Liquor licencing compliance in relation to environmental health requirements;
- Investigation of notifiable diseases;
- Pest Control licencing and enforcement;
- Public building inspections and enforcement;
- Tobacco products compliance;
- Unauthorised discharge issues;
- Waste management coordination;
- Wastewater reuse scheme compliance;
- Water Sampling;
- Compliance and enforcement of Health Act 1911 and subsidiary legislation;
- Training of administrative staff in Environmental Health administration; and
- Any other services broadly consistent with Environmental Health Services.

Visitation Schedule

The following service schedule is agreed by the scheme members as a general principle but may be varied from time to time:

Local Government	Percentage of Scheme Time/Costs	Equivalent Days Per Fortnight
Shire of Corrigin	16.66%	2
Shire of Kulin	16.66%	2
Shire of Kondinin	25%	3
Shire of Lake Grace	25%	3
Shire of Narembeen	16.66%	2

Scheme members agree that in the interests of effectiveness, some services may be provided remotely or that the EHOs may provide services to other scheme members during the normal round of visits to local governments so long as generally each local government receives their equivalent share of services each year.

Scheme equipment and resources

Scheme costs include the purchase and replacement of motor vehicles. In the event of winding up, the value of any motor vehicles will be distributed in accordance with the Clause 12 of the MOU.

Role of the EHO

Service Delivery

The Scheme Environmental Health Officers will endeavour to provide environmental health services in a fair and equitable manner in accordance with the general principle of the Visitation Schedule.

Record Keeping

Environmental Health Officers will ensure that appropriate records are created and maintained and are made available to the relevant local government for retention in their records management system.

Role of Member Councils

Flexibility in visitation

Member Councils agree to be flexible in their expectation of visitation and the method of service delivery so long as generally each local government receives their equivalent share of services each year.

Office space

Member Councils agree to provide an appropriate workstation and office space for Environmental Health Officers whilst visiting their local government.

Access to ITC networks

Member Councils will provide reasonable access for Environmental Health Officers to ITC networks and the internet.

Record keeping

Member Councils will establish appropriate records management systems for environmental health related records.

Administrative support

Member Councils agree to provide reasonable administrative support to Environmental Health Officers in the conduct of their normal duties.

Nominated Liaison person

Each Member Council will nominate a Staff Member to be the contact person for their local government to liaise with Environmental Health Officers to ensure regular two way communication, continuity of service and expectations.

Role of the Member Council CEO

The CEO of each Member Council agrees to take an active interest in the Scheme and the services provided by the Environmental Health Officers to ensure that:

- a. The services provided are within the scope and expectation of each Council;
- b. The local government is represented at all Scheme Committee Meetings; and
- c. The role of the Environmental Health Officers is appropriately supported.

Role of the Host Council

Financial records & reporting

The Host Council will ensure that appropriate financial records are kept for all Scheme income and expenditure and financial reports are presented at the end of each quarter to Member Councils.

HR management

The Host Council will apply contemporary human resource management practices to the employment and management of employees providing services to the Scheme.

Record keeping

The Host Council is responsible for creating and maintaining records in relation to the administration, financial management and human resources management of the Scheme.

Equal Employment Opportunity (EEO) Management Plan

2024 – 2026



Shire of Kulin

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Document Management

Author Mr Alan Leeson
Council Resolution 20 December 2023



Equal Employment Opportunity Management Plan

The Shire of Kulin is committed to the ongoing development of an inclusive and accepting workplace culture. Council recognises its legal obligations under the Equal Opportunity Act 1984 and will continually aim for a workplace free from discrimination and harassment.

Compliance

Section 145 of the *Equal Opportunity Act 1984* requires all authorities to prepare and implement an Equal Employment Opportunity (EEO) management plan.

A diverse workforce is an important component of workforce planning. The integration of EEO management plans within an authority's broader workforce plan encourages a fully integrated approach to workforce planning issues. This plan is developed with consideration to the fact that the Shire of Kulin has less than 50 employees.

Aims

The Shire of Kulin aims to provide an environment of fairness and equity in its workplace. Council believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits Council, but also the wider community.

Purpose

The purpose of this Equal Opportunity Management Plan is to comply with the requirements of the Act by identifying and implementing strategies in to eliminate discrimination in the workplace.

Equal Opportunity Employment – Leadership Statement

PREAMBLE: The WA Equal Opportunity Act 1984 requires all local government authorities to prepare and implement an Equal Opportunity Management Plan in order to achieve the objects of the Equal Opportunity Act.

OBJECTIVE: To set out procedures through which the Shire of Kulin achieves compliance with Equal Opportunity legislation.

PRACTICE: The Shire of Kulin recognises its legal obligations under the Equal Opportunity Act 1984, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of race, sex, age, marital status, pregnancy, impairment or disability, mental health status, religious or political convictions, family responsibilities and family status or gender history and sexual orientation.

The Shire of Kulin will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, age, language, ethnicity, political or religious convictions, sex, marital status, impairment or other unwarranted comment.

The Shire will regularly review policies, practices and guidelines to ensure that administrative behaviour does not result in the discrimination or harassment of its employees. Shire plans will be assessed to ensure that strategic and operational outcomes do not limit the Shire's ability to remain committed to EEO ideals.

Shire staff have the established grievance procedure processes from which to lodge an EEO or harassment complaint and Shire stakeholders are able to lodge complaints under complaint handling processes.

PROCESS: The Shire will promote change and application by;

- All employment training will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements of such training.
- All promotional policies and opportunities will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such promotion.
- All offers of employment will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements of engagement.

HEAD OF POWER: Local Government Act 1995

- The WA Equal Opportunity Act 1984
- The Racial Discrimination Act (Cth) 1976
- The Sex Discrimination Act (Cth) 1984
- The Human Rights and Equal Opportunity Commission Act (Cth) 1987
- The Disability Discrimination Act (Cth) 1992

Key Areas

This plan identifies 5 key areas to promote principles and compliance:

1. Policies & Procedures – Council has policies and procedures in place that support EEO principles.
2. Communication & Awareness – employees understand EEO principles and their rights and responsibilities in the workplace.
3. Training & Development – employees will have access to training and development opportunities relevant to their employment.
4. Harassment and Grievance Procedures – provision of effective grievance policy & procedures.
5. Implementation and Evaluation – successful implementation, evaluation and review of EEO Management Plan.

1. *Policies & Procedures*

Objective: Council has policies and procedures in place that support EEO Principles.

Initiatives & Implementation:

This Equal Opportunity Management Plan aligns with a number of Council policies and procedures, all of which are reviewed annually (last review date June 2023) and sit within the Shire of Kulin Policy Manual or the Shire of Kulin Administration Procedures and Operational Guidelines (APOG) Manual.

All staff are responsible to ensure that the guidelines in Council Policy and APOG documents are upheld in the workplace. These documents provide elected members and staff with consistent guidelines and information relating to their ethical responsibility and encourages greater transparency and accountability in the Shire of Kulin.

Policy A1 – Code of Conduct – Members and Staff

The Code provides a guide and a basis of expectations for elected members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

Policy A5 – Equal Opportunity and Harassment

The Shire of Kulin recognises its legal obligations under the Equal Opportunity Act 1984, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of race, sex, age, marital status, pregnancy, impairment or disability, mental health status, religious or political convictions, family responsibilities and family status or gender history and sexual orientation.

Policy HR6 – Grievance Procedures

Whilst complaint handling processes target external forms of complaint, grievance procedures provide an avenue for staff to make complaint and have the complaint heard in a formalised process. It is sometimes required that because of the nature of the complaint and the close proximity of staff in a small local authority, it may be necessary for the Chief Executive Officer to engage competent assistance to resolve grievances.

Policy HR16 – Sexual Harassment

The Shire of Kulin has a legal obligation to ensure employees are not subject to sexual harassment. Employees also have a legal responsibility to behave responsibly at all times and not engage in behaviour that could be regarded as offensive.

The Shire considers sexual harassment to be an unacceptable form of behaviour that will not be tolerated and recognises that sexual harassment is unlawful.

Policy HR18 – Workplace Bullying

The Shire of Kulin considers workplace bullying unacceptable and will not tolerate it under any circumstances. Workplace bullying is behaviour that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks.

Shire of Kulin believes all employees should be able to work in an environment free of bullying.

Managers and supervisors must ensure employees are not bullied. Shire of Kulin has grievance and investigation procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.

Performance Indicators:

Shire of Kulin policy documents are reviewed annually by the Management Team prior to adoption by Council, once review is complete and the documents have been adopted their availability is communicated to all staff.

No complaints received in relation to EEO principles.

2. *Communication & Awareness*

Objective: Employees understand EEO principles & their rights and responsibilities in the workplace.

Initiatives & Implementation:

The Shire of Kulin is committed to equal opportunity employment, fair treatment and non-discrimination for all existing and future employees.

All employment practices including recruitment, selection, training, promotion and conditions of service will be based on the merit of the individual against specific job requirements. Existing and future employees will not be discriminated against in their employment on the grounds of gender, race, disability, age, pregnancy, marital status, family status, political or religious conviction, gender or sexual orientation.

This EEO policy also aims to eliminate all forms of workplace harassment. Council believes the policy and this plan create a more productive workplace, which ultimately results in better services to the community.

Performance Indicators:

Policy Manual and EEO Management Plan documents are available to all employees.

Review of the EEO Management Plan is undertaken at Management Team meeting with Managers acknowledging their responsibilities to provide awareness to all new employees.

Shire of Kulin Induction process (and Induction Manual) to include EEO Management Plan and documentation.

3. Training & Development

Objective: All employees will have access to training and development opportunities relevant to their employment.

Initiatives & Implementation:

Encourage training opportunities for all managers and employees.

Performance Indicators:

Managers to be aware of EEO training opportunities and promote as relevant to their staff.

Workplace policies and practices support the achievement of equity and diversity objectives and are free from bias and unlawful discrimination against employees or potential employees.

- recruitment and selection
- induction
- working hours and conditions
- training and development opportunities

Where possible recruitment and selection practices allow consideration of the candidate's work-related capacities and the organisation's diversity objectives.

Performance management process include a link to EEO policies and practices which will enable recognition and fostering of the skills, talents and perspectives of a diverse range of employees, along with equitable access to opportunities for development within their field.

Flexible work policies and practices enable availability of part time work and other family friendly practices at all levels of the organisation.

4. Harassment & grievance procedure

Objective: Provide and promote effective grievance policy and procedures

Initiatives & Implementation:

Policy is reviewed annually as part of Council Policy Manual Review in May each year. Once adopted the availability of the documents are communicated to Managers to disseminate to all employees.

Managers understand Grievance Procedure Policy and can provide support to employees to navigate this process if required.

Employee Induction Manual is maintained to ensure current policy and EEO information remains relevant.

All employees are encouraged to have a say in matters of concern, to have their views considered, and to receive feedback from Management in response to the matters raised.

Performance Indicators:

Staff understand they have an avenue to make a complaint and have the complaint heard in a formalised process.

Employee awareness and clear avenues to lodge a complaint and feel supported in the process.

5. Implementation & Evaluation

Objective: Successful implementation, evaluation and review of EEO Management Plan

Initiatives & Implementation:

All staff are responsible for upholding EEO principles, however specific responsibility is with Managers to prevent discrimination and promote equal opportunity in the workplace.

Communication of requirements to all employees. Managers remain abreast of the EEO principles and can guide staff on any relevant matters.

Council recruitment processes are in accordance with the principles of merit and equity, as a small regional local government the Shire of Kulin aims to be an employer of choice and to provide a harmonious work environment for all employees who are treated fairly and where possible given training and development opportunities. All of this will hopefully increase staff retention.

Performance Indicators:

Management and employees are aware of EEO policies and procedures.

Public Sector Commission Equal Employment Opportunity Annual Data Collection Survey – indicates diversity of employees at the Shire of Kulin.

Annual review of EEO related policies – documents and plans updated to reflect EEO legislation as required.

Creating a Workplace that is Equitable and Diverse

Outcome 1

The organisation values EEO and Diversity and the work environment is free from racial and sexual harassment

Initiative	Task / Action	Timeframe	Accountability	Measures of Success
EEO and diversity principles are incorporated into corporate values, business planning processes and human resource workforce plans.	Plan to be reviewed by Management Team	12 months	CEO	Review of EEO Management Plan
A positive, inclusive and harassment free workplace culture is communicated and promoted within the organisation.	EEO policy distributed to all employees	3 months	CEO	Employees receive EEO policy documents
Managers and leaders are aware of their EEO responsibilities.	List on agenda at Management Team Meetings	Ongoing	CEO	Regular discussion on any EEO matters
Performance management criteria for managers and leaders include the ability to attract and retain a diverse workforce and promote an inclusive work culture.	Incorporate in Annual Performance Reviews	12 months	CEO	Retention and attraction of diverse workforce
Implementation of strategies within this plan occurs throughout the organisation.	Council adoption, included in Induction process	Ongoing	CEO	Council and employee awareness of EEO principles and practices
There is an effective grievance resolution process where staff are able to raise concerns and issues.	Policy HR6 Grievance Procedures made available to staff	3 months	CEO	Employees receive Policy HR6 Grievance Procedures
Workplace culture is monitored and assessed to determine that it is inclusive and free from harassment and unlawful discrimination.	Include as part of Annual Performance Reviews	12 months	CEO	Better awareness of EEO amongst staff

Outcome 2

Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees

Initiative	Task / Action	Timeframe	Accountability	Measures of Success
Organisational structure and job design provide career paths for all diversity groups.	Recruitment processes open to all diversity groups	Ongoing	CEO	Advertisement and recruitment processes acknowledge EEO
Recruitment and selection practices provide equal opportunity and flexibility for all employees and potential employees.	Relevant training courses offered to staff	As available	CEO	Upskilling of employees
Mechanisms are in place to identify the needs of diversity groups to operate effectively in the workplace. (e.g. diversity surveys, review exit interview feedback).	Completion of Public Sector Commission EEO Data	Annually	EMFS	Identification of diversity groups and statistics for shire employees
Retention practices are in place to identify, develop and retain staff from all diversity groups (e.g. induction processes, training and development opportunities, working hours and conditions, flexible work options, performance management).	Acknowledge this initiative	Not yet commenced	CEO	To be developed
The organisation monitors and assesses employment practices to ensure they contribute positively to attracting and retaining a diverse workforce.	Acknowledge this initiative	Not yet commenced	CEO	To be developed

Outcome 3

Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity

Initiative	Task / Action	Timeframe	Accountability	Measures of Success
Demographic data is systematically collected to monitor and report on progress of all diversity groups.	Employee data available from payroll system	As needed	EMFS	Data recorded in annual surveys
Diversity objectives are identified to define the workforce profile suited to the agency's business needs.	Review of EEO Management Plan	Annually	CEO	Reviewed plan adopted
Strategies are developed and implemented to attract, retain and provide career development opportunities for the diversity groups: <ul style="list-style-type: none">▪ Women in Management▪ Aboriginal Australians▪ People with Disability▪ People from Culturally Diverse Backgrounds▪ Youth▪ Other (specify)	Advertisement and recruitment processes are non-discriminatory Employee termination checklists for exit interviews "Grey Nomad" Program	Ongoing	CEO	Applications received from diversity groups

Outcome 4

Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation

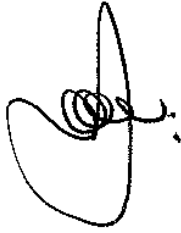
Initiative	Task / Action	Timeframe	Accountability	Measures of Success
The plan and its policies and programs are communicated to all staff.	Disseminated via Managers to all employment areas Eg. Toolbox meetings	3 months	CEO / Managers	Staff awareness
Each initiative/strategy/task is linked to a measure of success and a timeframe for completion.	As per these outcomes	Ongoing	CEO	
The plan is monitored, reviewed and amended to ensure strategies remain relevant to the operations of the organisation.	EEO Plan to be reviewed annually prior to 30 June each year	By 30 June	CEO	Completion of Review
The plan and its policies and programs are evaluated to determine the effectiveness of the plan.	To be developed	Not yet commenced	CEO	To be developed

Summary

The Shire of Kulin is committed to the communication of this plan throughout the organisation. Aiming to ensure that the work environment is free from racial and sexual harassment and that employment practices are not biased or discriminate unlawfully against employees or potential employees.

Our employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity whilst embracing equity and fairness for all.

I look forward to ongoing commitment and involvement from all staff in implementing this EEO Management Plan.

A handwritten signature in black ink, appearing to be 'Alan Leeson', with a stylized flourish at the end.

Alan Leeson
Chief Executive Officer

DRAFT LOCAL PLANNING POLICY

EXEMPTION TO REQUIREMENT FOR DEVELOPMENT APPROVAL NON-HABITABLE FARM BUILDINGS & INCIDENTAL FARM STRUCTURES



Responsible Officer	Chief Executive Officer
Council Resolution Number	
Council Resolution Date	
Next Scheduled Review	
Relevant Local Government Documents	<ul style="list-style-type: none">• Shire of Kulin Local Planning Scheme No. 2• Shire of Kulin Policy Manual
Relevant Legislation	<ul style="list-style-type: none">• <i>Planning and Development Act 2005</i>• <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

1. CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). This policy may be cited as 'Policy No.10 – Exemption to Requirement for Development Approval for Non-Habitable Farm Buildings and Incidental Farm Structures'.

2. INTRODUCTION

Under the terms of the *Planning and Development Act 2005*, *Planning and Development (Local Planning Schemes) Regulations 2015* and the Shire of Kulin Local Planning Scheme No.2 development approval is required from the local government to construct non-habitable farm buildings and incidental farm structures on all 'Rural' zoned land used for extensive agricultural purposes (i.e. broadacre cropping and grazing).

Clauses 61(1)b and 61(2)g in Part 7 of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* expressly state that an exemption to the need for development approval can be provided by a local government for any works and/or uses specified in a local planning policy adopted under a local planning scheme.

There is a strong case for preparing and adopting a local planning policy to provide an exemption to the need for development approval for non-habitable farm buildings and incidental farm structures on any land classified 'Rural' zone in the Shire of Kulin used for extensive agricultural purposes given the significant size of most rural landholdings and the limited impact such development typically has on the rural environment.

The proposed exemption to the need for development approval is likely to prove highly beneficial as it will:

- a) assist local growers develop their properties more easily by reducing the regulatory burden and associated cost of having to seek and obtain the local government's development approval in each and every instance as is currently the case; and
- b) allow the local government's administration to focus its attention on other more important regulatory requirements and reduce the time and costs associated with processing development applications.

3. INTENT

The intent of this policy is to provide an exemption to the need for development approval for the construction and use of non-habitable farm buildings and incidental farm structures on all 'Rural' zoned land in the Shire of Kulin municipal district used for extensive agricultural purposes (i.e. broadacre cropping and grazing) subject to compliance with a number of acceptable development criteria.

It should be noted this policy does not negate or override the need for a building permit approval under the *Building Act 2011* and associated regulations as may be required depending upon the type and class of any structure proposed to be constructed.

4. OBJECTIVES

The objectives of this policy are to:

- 4.1 Facilitate the development of non-habitable farm buildings and incidental farm structures on all 'Rural' zoned land used for extensive agricultural purposes (i.e. broadacre cropping and grazing) without the need for development approval subject to compliance with a number of acceptable development criteria;
- 4.2 Provide details of all criteria that must be satisfied to ensure an acceptable standard of development is achieved that does not detrimentally affect the amenity of the locality or the natural environment; and
- 4.3 Assist local growers develop their properties more easily by reducing the regulatory burden and associated cost of having to seek and obtain the local government's development approval in each and every instance as is currently the case.

5. DEFINITIONS

Abattoir - Premises used commercially for the slaughtering of animals for the purposes of consumption as food products.

Animal Establishment - Premises used for the breeding, boarding, training or caring of animals for commercial purposes but does not include intensive animal husbandry or veterinary centre.

Biodiversity Conservation – The conservation and protection of biodiversity and biodiversity components (i.e. native species, habitats, ecological communities, genes, ecosystems and ecological processes).

Basic Raw Materials - Sand (including silica sand), clay, hard rock, limestone (including metallurgical limestone), agricultural lime, gravel, gypsum and other construction and road building materials.

Extensive Agriculture - Premises used for the raising of stock or crops but does not include intensive agriculture or intensive animal husbandry.

Farm Buildings – Non-habitable buildings and structures or parts of non-habitable buildings and structures that are used for the storage of agricultural machinery and equipment, fertiliser, agricultural produce grown on the land and the keeping and/or rearing of animals and livestock.

Habitable Building – A permanent or temporary structure on land that is fully or partially enclosed, has at least one wall of solid material and a roof of solid material and is used for a purpose that involves the use of the interior of the structure by people for living, working, studying or being entertained.

Heritage-Protected Place – As defined in the *Planning and Development (Local Planning Schemes) Regulations 2015*, typically a place on the State or Local Heritage List or in a heritage area defined by the Scheme maps.

Incidental Farm Structures – A non-habitable structure that is associated with but incidental to any agricultural use or rural pursuit and includes, but is not limited to, external fixtures, fences and gates, dams, soaks and associated infrastructure, water storage tanks, lean-to's, silos, vehicle access and loading ramps, animal holding pens, water and feed troughs.

Intensive Agriculture – Premises used for trade or commercial production purposes, including outbuildings and earthworks, associated with any of the following:

- (a) the production of grapes, vegetables, flowers, exotic or native plants, or fruit or nuts;
- (b) the establishment and operation of plant or fruit nurseries;
- (c) the development of land for irrigated fodder production or irrigated pasture (including turf farms);
- (d) aquaculture.

Intensive Animal Husbandry - Premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) or other livestock in feedlots, sheds or rotational pens.

Non-Habitable Building - A permanent or temporary structure on land that is not used for a purpose that involves the use of the interior of the structure by people for living, working, studying or being entertained.

Outbuilding – An enclosed non-habitable structure that is detached from any dwelling.

Rural Land Use – Land uses that are rural in nature and that support and are associated with primary production, basic raw material extraction, biodiversity conservation, natural resource management, public purposes (e.g. prisons, cemeteries, public utilities and waste management facilities) and the protection of landscapes and views.

Rural Pursuit – Premises, other than premises used for extensive agriculture or intensive agriculture that are used by an occupier of the premises to carry out any of the following activities if carrying out of the activity does not involve permanently employing a person who is not a member of the occupier's household:

- (a) the rearing, agistment, stabling or training of animals;
- (b) the keeping of bees;
- (c) the sale of produce grown solely on the premises.

Trade Supplies – Premises used to sell by wholesale or retail, or to hire, assemble or manufacture any materials, tools, equipment, machinery or other goods used for the following purposes including goods which may be assembled or manufactured off the premises:

- (a) automotive repairs and servicing;
- (b) building including repair and maintenance;
- (c) industry;
- (d) landscape gardening;
- (e) provision of medical services;
- (f) primary production;
- (g) use by government departments or agencies, including local government.

Tree Farm – Land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the *Carbon Rights Act 2003* section 5.

Winery – Premises used for the production of viticultural produce and associated sale of the produce.

6. GENERAL APPLICATION OF THE POLICY

- 6.1 This policy applies to all land in the local government's municipal district classified 'Rural' zone in the Shire of Kulin Local Planning Scheme No.2 that has or is proposed to be developed and used for extensive agricultural purposes (i.e. broadacre cropping and grazing).
- 6.2 This policy is effective from the date of publication by the local government in accordance with clause 87, Part 12, Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and may be amended or revoked at the discretion of the local government.
- 6.3 If a provision of this policy is inconsistent with the Shire of Kulin Local Planning Scheme No.2, the Scheme prevails. This policy is not part of the Scheme and does not bind the local government in respect of any determination made pursuant to the Scheme. The local

government shall however have due regard for the provisions of this policy and its objectives before making any determination.

7. LIMITATIONS

This Local Planning Policy does not apply to the following:

- a) non-habitable buildings and incidental structures on all 'Rural' zoned land used for rural purposes including but not limited to abattoirs, animal establishments, basic raw material extraction, biodiversity conservation, intensive agriculture, intensive animal husbandry, natural resource management, public purposes including prisons, cemeteries, public utilities and waste management facilities, rural pursuits/hobby farms, trade supplies, tree farms or wineries;
- b) non-habitable buildings and incidental structures on all 'Rural' zoned land used for non-rural purposes; and
- c) non-habitable buildings or structures associated with any residential development on 'Rural' zoned land including outbuildings (i.e. sheds), external fixtures, boundary walls or fences, decks, patios, pergolas, verandas, shade sails, garages, carports or swimming pools for which an exemption to the need for development approval is already provided in Schedule A of the Shire of Kulin Local Planning Scheme No.2 subject to compliance with a number of acceptable development criteria.

8. POLICY PROVISIONS

8.1 Exemption

Development approval is not required for the development of non-habitable farm buildings and/or incidental farm structures on any land classified 'Rural' zone lawfully used for extensive agricultural purposes subject to compliance with all of the following acceptable development criteria:

- a) The relevant lot comprises a total area greater than 20 hectares.
- b) Are sited on any lot in accordance with the following minimum lot boundary setbacks:
 - Front - 20.0 metres
 - Rear - 15.0 metres
 - Side - 5.0 metres
- c) Do not alter or affect existing waterways or water table/s or involve the removal of any existing native vegetation, including vehicle access arrangements, unless otherwise approved by the Department of Water and Environmental Regulation or an express exemption is applicable under other legislation.
- d) Are not located on any portion of any land designated by the Department of Water and Environmental Regulation as being flood prone.
- e) Are not located in a heritage-protected place or any special control area listed in Part 5 of Local Planning Scheme No.2.
- f) Are sited and oriented in order to minimise their visual impact on the local landscape with ridgelines or hilltops to be avoided.
- g) All external materials, finishes and colours complement and harmonise with the surrounding environment and the existing development on the land.
- h) All stormwater runoff is contained and disposed on-site and not directed towards, or has scope to negatively impact upon, any immediately adjoining property or any environmentally sensitive areas on or off-site. In the case of fertiliser storage sheds, these shall be located at least 50 metres from the edge of any waterway, wetland or creek line.
- i) Any proposed new dam wall is not more than three (3) metres in height.
- j) No new vehicle access is required or proposed to a State road under the care, control and management of Main Roads WA.

8.2 Non-Compliance and Requirement for Development Approval

Where any proposed new non-habitable farm building and/or incidental farm structure does not comply with the acceptable development criteria listed in clause 8.1 above, an application for development approval shall be prepared and submitted to the local government pursuant to the specific requirements of Part 7 of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for formal consideration and determination prior to the commencement of development.

DRAFT LOCAL PLANNING POLICY

WORKFORCE ACCOMMODATION



Responsible Officer	Chief Executive Officer
Council Resolution Number	
Council Resolution Date	
Next Scheduled Review	
Relevant Local Government Documents	<ul style="list-style-type: none">• Shire of Kulin Local Planning Scheme No.2• Shire of Kulin Policy Manual
Relevant Legislation	<ul style="list-style-type: none">• <i>Planning and Development Act 2005</i>• <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

1. CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). This policy may be cited as 'Local Planning Policy No.11 – Workforce Accommodation'.

2. INTRODUCTION

Under the terms of the *Planning and Development Act 2005*, *Planning and Development (Local Planning Schemes) Regulations 2015* and the Shire of Kulin Local Planning Scheme No.2 development approval is required from the local government to develop and/or use any land for workforce accommodation purposes unless an exemption to the need for approval is applicable under the *Planning and Development Act 2005*, the *Mining Act 1978* or any State Agreement Acts.

The *Planning and Development (Local Planning Schemes) Regulations 2015* define 'Workforce Accommodation' as premises, which may include modular or relocatable buildings, used:

- (a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and
- (b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.

Workforce accommodation is common throughout regional Western Australia and is becoming more prevalent in the Wheatbelt Region, particularly for seasonal and part time employment associated with the agricultural sector and other current and emerging industrial, tourism and commercial enterprises.

The local government acknowledges workforce accommodation is economically critical infrastructure that may be required in a short timeframe, and therefore flexibility will be required in certain instances. It recognises however that workforce accommodation is by definition only temporary in nature, typically developed at minimal cost, has lower levels of amenity than sites containing permanent accommodation, and can give rise to land use conflict and environmental harm if poorly located and/or managed.

This policy has therefore been formulated to guide the preparation, processing and determination of development applications and statutory referrals for workforce accommodation on all land in the Shire of Kulin and control its location, design, servicing, management, duration, decommissioning and rehabilitation or re-use in accordance with the aims and objectives of the local government's local planning framework.

3. INTENT

The intent of this policy is to:

- a) guide the preparation, processing and determination of development applications and statutory referrals for workforce accommodation on all land in the Shire of Kulin municipal district; and
- b) control the location, design, servicing, management, duration, decommissioning and rehabilitation or re-use of workforce accommodation in accordance with the aims and objectives of the local government's local planning framework.

4. OBJECTIVES

The objectives of this policy are to:

- i) Provide a clear and practical planning framework for the consideration and determination of development applications for workforce accommodation;
- ii) Specify the information required to be provided by proponents when preparing development applications and the key matters required to be addressed;
- iii) Require proponents to clearly demonstrate the need for workforce accommodation and the lack of availability or impracticality of alternative accommodation options;
- iv) Encourage the accommodation of workers in more integrated forms of town-based accommodation wherever possible, preferably using new or established dwellings, or other properties approved for short-term accommodation purposes (i.e. hotel, motel, bed and breakfast accommodation etc.);
- v) Support the development of workforce accommodation on 'Rural' zoned land for major short-term construction projects or agricultural and other approved land uses where it can be demonstrated it will not lead to the loss or fragmentation of productive agricultural land and will not adversely, detrimentally or prejudicially affect the use, or continued use, of the land for agricultural or other approved uses;
- vi) Protect productive agricultural land or environmentally sensitive areas by preventing the development of workforce accommodation where it may compromise these areas and their attributes;
- vii) Ensure workforce accommodation avoids the potential for land use conflict and achieves a high standard of amenity as well as appropriate functionality commensurate with the development's lifespan and location;
- viii) Ensure workforce accommodation is appropriately located and integrated into the surrounding local environment through physical design and management measures which encourage and promote social cohesion and inclusivity and do not negatively impact the amenity of the area;
- ix) Ensure workforce accommodation is served by all key essential service infrastructure;
- x) Specify the period of approval for workforce accommodation based on its nature and purpose and the local government's requirements to extend the term of approval;
- xi) Specify the circumstances under which temporary workforce accommodation for a period not exceeding 12 months may be supported by the local government without the need for development approval; and
- xii) Provide details of the local government's expectations and requirements for the decommissioning and rehabilitation or adaptive re-use of work force accommodation developments.

5. DEFINITIONS

Amenity – All those factors which combine to form the character of an area and include the present and likely future amenity. Amenity includes the livability, comfort or quality of a place which makes it pleasant and agreeable to be in for individuals and the community. Amenity is essential in the public, communal and private domains and includes the enjoyment of sunlight, views, privacy and quiet. It also includes protection from pollution (i.e. noise, dust, odour, light).

Complex Application —

- a) an application for approval of development that is a use of land if the use is not specifically referred to in the zoning table for the Scheme in respect of the zone in which the development is located; or
- b) an application of a kind identified elsewhere in the Scheme, or in a local planning policy, as a complex application for development approval.

Construction Workforce – Workers that may be required to be brought into a locality for undertaking the construction phase of a project or during maintenance shut-downs, outside of what would otherwise be considered the operational phase of the project.

Development – The development or use of any land, including:

- a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
- b) the carrying out on the land of any excavation or other works;
- c) in the case of a place to which a protection order made under the Heritage Act 2018 Part 4 Division 1 applies, any act or thing that:
 - i) is likely to change the character of that place or the external appearance of any building; or
 - ii) would constitute an irreversible alteration of the fabric of any building.

Development Application – An application under a planning scheme, or under an interim development order, for approval of development.

Dwelling – A building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

Grouped Dwelling – A **dwelling** that is one of a group of two or more **dwellings** on the same lot such that no dwelling is placed wholly or partly vertically above or below another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata with common property.

Local Government – Shire of Kulin.

Operational Workforce – Workers required to operate a facility or project on a full or part-time basis inclusive of support staff such as cooks, cleaners, maintenance personnel and the like.

Scheme – Shire of Kulin Local Planning Scheme No.2.

Short-Term Accommodation – Temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12 month period.

Single House – A **dwelling** standing wholly on its own green title or survey strata lot, together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property.

Workers – Employees, contractors and sub-contractors engaged with a worksite or project.

Workforce Accommodation – Premises, which may include modular or relocatable buildings, used:

- a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a **temporary basis**; and
- b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.

6. GENERAL APPLICATION OF THE POLICY

- 6.1 This Policy applies to all development applications for 'Workforce Accommodation', as defined under the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), within the local government's municipal district.
- 6.2 This Policy also provides guidance for the consideration of workforce accommodation proposals under other legislation referred to the local government for comment.
- 6.3 This policy is effective from the date of publication by the local government in accordance with clause 87, Part 12, Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and may be amended or revoked at the discretion of the local government.

- 6.4 If a provision of this policy is inconsistent with the Shire of Kulin Local Planning Scheme No.2, the Scheme prevails. This policy is not part of the Scheme and does not bind the local government in respect of any determination made pursuant to the Scheme. The local government shall however have due regard for the provisions of this policy and its objectives before making any determination.

7. LIMITATIONS

- 7.1 The local government recognises the provisions within this Policy cannot be unilaterally imposed on any development approved pursuant to State Agreements ratified by Acts of Parliament or the *Mining Act 1978*. It is acknowledged that such proposals are exempt to the extent that the provisions of those Acts override the *Planning and Development Act 2005* and the Shire of Kulin Local Planning Scheme No.2. However, the local government may be informed by and seek to influence any recommendation or decision, based on this Policy.
- 7.2 It is not intended for this Policy to be applied retrospectively to any existing approved development, except where a development application is required by the local government to amend an existing approval.
- 7.3 This policy does not apply to existing or proposed new single houses or grouped dwellings used to accommodate up to six (6) workers.
- 7.4 This policy does not negate or override the need to obtain approvals and comply with the standards and requirements of the *Caravan Parks and Camping Grounds Act 1997* and associated regulations and/or the *Construction Camp Regulations* prepared pursuant to the *Health (Miscellaneous Provisions) Act 1911* where applicable.

8. DEVELOPMENT APPLICATION REQUIREMENTS

- 8.1 In addition to the information requirements prescribed in clause 63 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the local government's Development Application Checklist, all development applications for workforce accommodation must be accompanied by the following information:
- i) Details of the underlying need for and purpose of the proposed development (i.e. whose workforce is intended to be housed and why the workforce cannot be housed in existing town-based accommodation);
 - ii) Details confirming the maximum number of workers proposed to be accommodated on the land and for what period of time;
 - iii) Details of the location of the work site(s) the occupants of the workforce accommodation will be employed;
 - iv) Details confirming if and how the development will be staged and the likely date of commencement of works, completion and occupancy;
 - v) Details confirming what essential services are available and will be provided to the site;
 - vi) Details confirming the period of time the workforce accommodation is anticipated to be in place or will be operational for;
 - vii) Details of any prior consultation with the local community, local government, other government agencies and key essential service providers;
 - viii) Details of any immediate and ongoing community benefit the development will provide;
 - ix) A detailed Management Plan demonstrating how the development will be effectively and appropriately managed and by whom. The Management Plan should address:
 - how noise, dust, odour, light spill and litter will be managed;
 - how any conflicts with owners and/or occupiers of land within the vicinity of the site will be addressed and within what timeframe;
 - how all vehicle parking will be managed and controlled;
 - how the consumption of alcohol and any associated anti-social behaviour will be managed and controlled (if applicable);
 - ongoing maintenance of and repairs to the facility;

- bushfire management;
 - emergency evacuation measures/procedures; and
 - who will be directly responsible for implementing the strategies contained in the Management Plan including their contact details.
- x) Details confirming:
- when the workforce accommodation will be decommissioned;
 - any improvements that shall remain in place following decommissioning;
 - arrangements for the decommissioning and rehabilitation of the site including likely timeframes; and
 - what assets may be transferred to public or private ownership where this has been agreed / committed to.

8.2 If the proposed workforce accommodation will be developed on land designated by the Fire and Emergency Services Commissioner as being bushfire prone, the application must be accompanied by suitable information demonstrating compliance with the specific requirements of State Planning Policy 3.7 entitled 'Planning in Bushfire Prone Areas' and the associated guidelines.

9. POLICY PROVISIONS

9.1 General

9.1.1 The use class 'workforce accommodation' is not expressly listed in the Zoning Table of Local Planning Scheme No.2. As such, any application for development approval will be assessed and processed as a 'complex application' in accordance with the specific requirements of clause 18(4) of the Scheme.

9.1.2 All development applications for 'workforce accommodation' will be advertised for public comment for 28 days in accordance with the requirements of clause 64 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as it applies specifically to complex applications.

9.1.3 Workforce accommodation should not be construed as a long-term solution for workers or as a permanent housing alternative. The use is by definition only temporary in nature unless otherwise approved by the local government.

9.1.4 Workforce accommodation should not be seen as an alternative accommodation option to generate lease or rental income.

9.2 Need

9.2.1 Proposals for new workforce accommodation facilities, requests to extend approval periods for existing workforce accommodation facilities or proposals to increase the number of beds associated with existing facilities must be accompanied by information that demonstrates need and the lack of availability or impracticality of alternative town-based accommodation options.

9.2.2 Assertions that there is adequate demand for workforce accommodation to support business investment which are not substantiated with demonstrable demand will not be accepted as the basis for demonstrating need for workforce accommodation.

9.3 Location

9.3.1 Due to the potential for land use conflict, the local government will have due regard for the type and scale of surrounding land uses and associated impacts and the local community's views before determining a development application for workforce accommodation or proposals under other legislation referred to the local government for comment.

9.3.2 The local government does not support the development of workforce accommodation in circumstances where permanent accommodation arrangements are readily and practically available within existing townsites and in reasonable proximity to the workplace. The preference is for workers to be accommodated in more integrated forms of town-based accommodation wherever possible, preferably new or established dwellings or other

properties approved for short-term accommodation purposes (i.e. hotel, motel, bed and breakfast accommodation and the like).

9.3.3 Notwithstanding clause 9.3.2 above, the local government may approve the development of workforce accommodation on 'Rural' zoned land to support major short-term construction projects, or the continuation of agricultural or other approved rural or industrial land uses, where it can be demonstrated it will be consistent with and not compromise the aims and objectives of the local government's local planning framework.

9.3.4 Workforce accommodation on 'Rural' zoned land shall:

- a) have a minimum setback of 20 metres from front, side and rear boundaries unless otherwise required and approved by the local government;
- b) be clustered in close proximity to existing dwellings and/or other buildings where possible;
- c) be appropriately setback from existing productive agricultural land and buildings thereon to avoid land use conflicts such as spray drift, dust, odour and noise;
- d) located to avoid the loss or fragmentation of productive agricultural land; and
- e) not adversely, detrimentally or prejudicially affect the use, or continued use, of the land or any adjoining land for agricultural or other approved purposes.

9.3.5 Workforce accommodation on land classified 'Commercial' or 'General Industry' zone shall be incidental to the predominant approved use of the land and located at the rear of the lot, behind the primary land use to allow for appropriate screening from view from adjoining and other nearby properties, including public places.

9.3.6 Development approval will not be granted where the local government considers there may be potential for significant land use conflict between the workforce accommodation and any existing use on the land or any adjoining land.

9.4 Design

9.4.1 All buildings and structures proposed to be used for workforce accommodation purposes are required to be of scale, form and appearance (including materials and colours) that do not detract from the amenity and desired character of the immediate locality. The standard of development must be commensurate to its location and existing development in the immediate locality.

9.4.2 The development of workforce accommodation on any land classified 'Residential', 'Urban Development' or 'Rural Townsite' zone using typical transportable camp buildings and layouts, including dongas and sea containers, will generally not be supported by the local government due to inconsistencies with the aims and objectives of this policy. Any approval granted by the local government will be in exceptional circumstances only and should not be construed as being a precedent for development of this type/form in these zones.

9.4.3 The use of second-hand transportable structures for workforce accommodation purposes will only be supported by the local government where the proponent clearly demonstrates the structures are in good condition, fit for purpose and will not have a detrimental impact on the visual amenity of the immediate locality.

9.4.4 As a minimum, workforce accommodation developments shall be provided with the following essential facilities:

- a) ablutions, including showers, toilets, laundry and associated facilities;
- b) a clearly designated covered and/or sheltered main entry area;
- c) an outdoor activity area, of which all or part may be covered or shaded;
- d) kitchen/cooking facilities or a commercial kitchen and eating area/s;
- e) suitably located, sized and screened clothes drying area/s;
- f) suitably located, sized, screened and secure storage areas for the belongings of workers residing in the accommodation and equipment and other materials required for the management, maintenance and upkeep of the development; and
- g) at least one easily accessible, appropriately located and screened area for the collection and storage of rubbish, including bin washdown facilities.

- 9.4.5 Workforce accommodation should be appropriately screened by vegetation or other means, to the satisfaction of the local government when deemed necessary. If a proposed workforce accommodation development will be highly visible from a major road or have an adverse effect on any adjoining and other nearby properties, including public places, the local government may require a Landscaping Plan detailing hard and vegetated landscaping and ongoing maintenance regimes. Wherever possible, natural vegetation should be retained in any development scenario unless its removal is required for safety and/or bushfire management purposes.
- 9.4.6 Internal pedestrian access is to be provided to and between all workforce accommodation buildings and facilities by way of adequately paved pathways to the satisfaction of the local government.
- 9.4.7 Where workers have or are provided with access to private vehicles, one (1) car parking space shall be provided on-site for every two (2) workers (or part thereof) proposed to be accommodated within the development. The car parking spaces required are to be maintained at all times for the exclusive use of workers accommodated on the land to the satisfaction of the local government.
- 9.4.8 All internal roads and accessways are to be designed and constructed to the satisfaction of the local government to ensure the safe and convenient movement of all vehicles. The local government will have due regard for *Australian Standard AS/NZS 2890.1:2004* entitled 'Parking Facilities – Part 1: Off-Street Car Parking' (as amended) and any advice and recommendations provided by Main Roads WA when required.
- 9.4.9 The layout and arrangement of workforce accommodation developments should minimise the impacts of noise and headlight glare of vehicles to bedrooms and major habitable rooms of existing dwellings on adjoining and other nearby properties.
- 9.4.10 Adequate external lighting shall be provided to allow for pedestrian and vehicular safety and security throughout the development. All external lighting shall be designed and installed so as not to adversely impact adjoining and other nearby properties.
- 9.5 Essential Services
- 9.5.1 Arrangements shall be made with the relevant service provider to ensure a reticulated water supply is provided to service the needs of a workforce accommodation development, including infrastructure required for firefighting purposes.
- 9.5.2 Where a reticulated water supply service is not available, suitable arrangements shall be made to the specifications and satisfaction of the local government to provide an adequate supply of water for human consumption and firefighting purposes.
- 9.5.3 All tanks and vessels used for the storage of water for human consumption shall have sufficient capacity to ensure a minimum of 80 litres of water per person per day is available at all times.
- 9.5.4 All tanks and vessels used for the storage of water for human consumption shall be constructed and covered to prevent water stored from becoming polluted or contaminated.
- 9.5.5 All water stored for human consumption shall be maintained at all times to the satisfaction of the local government and in accordance with the *Australian Drinking Water Guidelines* published by the National Health and Medical Research Council.
- 9.5.6 Arrangements shall be made with the relevant service provider to ensure workforce accommodation development is served by reticulated sewerage disposal infrastructure where this service is immediately available. Where reticulated sewerage disposal infrastructure is not immediately available, suitable arrangements shall be made to the specifications and satisfaction of the local government or the Department of Health to provide an adequate on-site effluent disposal system.
- 9.5.7 All stormwater runoff from a workforce accommodation development shall be contained and disposed on-site and not directed towards, or have scope to negatively impact upon, any immediately adjoining property or any environmentally sensitive areas on or off-site. The preparation and implementation of a detailed Stormwater Drainage Management Plan

prepared by a suitably qualified person may be required as a condition of development approval.

9.6 Management

9.6.1 The local government will only grant development approval for workforce accommodation where it is satisfied the proposed development will be effectively and appropriately managed at all times in accordance with an approved Management Plan.

9.6.2 The local government may require the proponent of any workforce accommodation development to enter into a deed of agreement with the local government to ensure full compliance with an approved Management Plan.

9.6.3 Workforce accommodation may only be occupied by workers who are employed as part of the employment generating business enterprise or industry for which the accommodation is required.

9.6.4 Workforce accommodation may not be rented, leased or used by any other person / entity or for any other purpose unless otherwise approved by the local government.

9.7 Duration of Development Approval

9.7.1 Development approvals for workforce accommodation will generally be subject to a temporary approval of up to 5 years. The specific time limit set in each case will however have regard to the purpose of the workforce accommodation (i.e. construction or operational staff). It should not be assumed that a 5 year approval period will be granted in all cases.

9.7.2 In considering the period of time for which development approval is granted for workforce accommodation, the local government will consider the timeframe requested by the proponent and the tenure arrangements for the land.

9.7.3 At the conclusion of the approved timeframe for any given workforce accommodation development, the development approval will expire and the use shall immediately cease.

9.7.4 Any proposal to extend the term of approval for workforce accommodation development will require the preparation and lodgement of a new development application with the local government prior to expiry of any development approval current at the time. All applications will be assessed and determined in accordance with the standards and requirements of the local government's local planning framework applicable at the time.

9.7.5 The local government may consider a written request for temporary workforce accommodation for a period not exceeding 12 months without the need for development approval pursuant to the exemptions afforded by clauses 61(1) and (2) in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* subject to the proponent demonstrating compliance with the standards and requirements of the Scheme and this policy.

9.8 Decommissioning and Rehabilitation or Adaptive Re-Use

9.8.1 Workforce accommodation that is only required and approved for a certain period of time will be required to be decommissioned at the end of the project, unless the buildings can be re-used for another land use and have been designed to be adaptive. Approval for the re-use of the accommodation and associated facilities will need to be sought from the local government through the development application or statutory referral process.

9.8.2 In the case where the owner/operator of workforce accommodation intends to sell or reuse the land and workforce accommodation buildings thereon for another use post completion of a project, the development shall be decommissioned within 6 months if the land is not sold and/or remains idle and unused for a period of 12 months.

9.8.3 The local government will require all improvements associated with a workforce accommodation development to be decommissioned and removed from the land at the end of the approval term and the land reinstated to its natural condition insofar as practicable prior to the commencement of development. A condition may be imposed on any development approval granted requiring the preparation and submission of a

Decommissioning and Rehabilitation Plan at an appropriate time for consideration and endorsement by the local government.

- 9.8.4 The local government may require the proponent of any workforce accommodation development to enter into a deed of agreement with the local government to ensure full compliance with an approved Decommissioning and Rehabilitation Plan.

GENERAL COMPLIANCE CHECKLIST NOVEMBER 2023

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Annual Report adoption	1/10/2023	Annual	Give local public notice of the availability of the Annual Report as soon as practical after the Report is accepted by Council	Yes
Governance	Annual Report & Electors Meeting	1/10/2023	Annual	After the Financial Report has been audited in accordance with the LG Act, the CEO is to sign and append to the report a declaration in the form of Form 1 (Fin Mgmt Regs - C51(1)) > When report is adopted - send copies to DLG, Regional Development & Health Dept.	Yes
Governance	Meeting Dates advertisement	1/11/2023	Annual	Advertise Ordinary Council and Committee (open to public) meeting dates for next 12 months	Yes
Governance	Remembrance Day	11/11/2023	Annual	Flags to be flown at half mast from 10.30am to 11.02am and then at the top of the mast for the remainder of the day. One Minute Silence observed at 11am	Yes
Governance/MESS	Letter to new elected members	01/11/23	Annual	Acknowledgement of Primary Return	Yes
Governance/MESS	Electoral Material	30/11/23	Biannual	Destroy election material from election 4 years prior	Yes
Governance/MESS	Honour Board in Chambers	30/11/23	Biannual	Update names on honour board (Eyerite Signs - Albany)	Yes
Bushfire Governance	Bushfire Prohibited Burning Period commences	1/11/2023	Annual		Yes
CEO	Select Panel for CEO Performance Review in December	1/11/2023	Probation	Report to Council meeting - to select panel	N/A
EMFS	Auditor Committee meeting with Auditor	30/11/2023	Annual	Organise meeting with Auditor	Yes
EMFS	Annual Financial Statements - extension request if required	30/11/2023	Annual	Apply to Department of Local Government for Extension to 31 December deadline for accepting the Annual Financial Statements if required	Yes
EMFS/CSO	Annual Councillors & Staff Xmas Function	Nov	Annual	Organise Xmas party - dates, invites, bookings, catering, decorations etc.	Yes
EMCS	CRC Annual Report to DRD for CRC Expenditure	1/11/2023	Annual	CRC Reporting Requirement	Yes
EMCS	Seniors Xmas Party	1/11/2023	Annual	Prepare and advertise for annual seniors xmas lunch - in conjunction with FRC. Ensure Councillor Representative attends	Yes
EMW	Road Construction & Maintenance Review	01/11/23	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	Yes
EMW/CEO	Grants Commission Road Report - commence	31/12/23	Annual	WA Local Government Grants Commission Road Information Return due end December	Yes
EMW/CEO	WALGA Local Road Group project Report -	30/11/23	Annual	Submit WALGA Local Road project Information Return due end November	Yes
EMW/Oval	Waste Water Recycling Scheme water samples		Monthly	Start-up test, beginning of month tests (no more than 4 weeks apart), keep record of residual chlorine and PH on Form Jayde	Yes
OHS	Administration Building Monthly Inspection	30/11/2023	Monthly		Yes

GENERAL COMPLIANCE CHECKLIST NOVEMBER 2023

EMW	Spray caltrop golf course	Summer rain		As required	N/A
EMW	Rubbish Collection	15/11/2023	Annual	Check rubbish pick up dates over festive season with contractor and advertise change if required	Yes
EMW	Transfer Station	30/11/2023	Annual	Confirm and advertise Christmas Opening Hours	Yes
TO	Occupational Health Safety Review	30/11/23	Quarterly	Occ Health Safety Committee meeting - review all incidents accidents and commence 1/2 yearly inspections - make recommendations for Budget	Yes
EHO	Swimming Pool and Spa Inspections	12/12/2023	4 Yearly	Inspect private swimming pools and Spas once every 4 years – next due in 2024	N/A