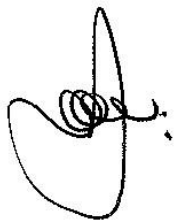
AGENDA

Wednesday, 16th December 2025 4:00PM

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.



Alan Leeson
Chief Executive Officer
12th December 2025

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1 DECLARATION OF OPENING

The President declares the meeting open.

2 ANNOUCEMENTS FROM THE PRESIDING MEMBER

In accordance with Section 5.23A of the Local Government Act 1995, and Part 2A of the Local Government (Administration) Regulations 1996, this Council meeting is being digitally recorded (audio). All recordings will be retained as part of the Shire of Kulin's records and will be made available to the public via Council's website, excluding recordings of matters that Council take Behind Closed Doors.

3 RECORD OF ATTENDANCE

ATTENDANCE

G Robins	President
B Smoker	Deputy President
J Noble	Councillor
C Mullan	Councillor
R Bowey	Councillor
B Miller	Councillor
L Siviour	Councillor
A Leeson	Chief Executive Officer
F Murphy	Executive Manager Financial Services
J Hobson	Executive Manager of Works
T Scadding	Executive Manager Community Development

APOLOGIES

C Lewis	Executive Manager of Governance and Risk

LEAVE OF ABSENCE

Nil

4 DECLARATIONS OF INTEREST BY MEMBERS

4.1 Declarations of Financial Interest
4.2 Declarations of Proximity Interest
4.3 Declarations of Impartiality Interest
4.4 Declarations of Indirect Financial Interest

5 PUBLIC QUESTION TIME

6 APPLICATIONS FOR LEAVE OF ABSENCE

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Previous Council Meetings

7.1.1 Minutes of Shire of Kulin Ordinary Council meeting held on the 19th November 2025 provided to Councillors via the Shire's portal.

OFFICER'S RECOMMENDATION:
That the minutes of the Shire of Kulin Ordinary Council meeting held on the 19th November 2025 be confirmed as a true and correct record.

7.2 Committee Meetings

7.2.1 Minutes of RoeROC Committee meeting held on the 4th December 2025.
Attachment 1 RoeROC Committee Meeting 4th December 2025

OFFICER'S RECOMMENDATION:
That the receives and notes the minutes of the RoeROC Committee meeting held on the 4th December 2025.

8 PRESENTATIONS / DEPUTATIONS

Nil

9 Agenda Business - Matters Requiring Decision

9.1 List of Accounts Paid During the Month of November 2025

Responsible Officer:	Chief Executive Officer
File Reference:	12.06
Author:	Fiona Murphy, Executive Manager Financial Services
Strategic Reference:	12 – Accurate forward planning to achieve community priorities
Disclosure of Interest:	Nil
Attachment:	November 2025 List of Accounts

SUMMARY:
For Council to note the list of accounts paid from the municipal fund and the trust fund and payments made using purchasing cards under the Chief Executive Officer's delegated authority during the month of November 2025.

BACKGROUND & COMMENT:
Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council each month. The table below summarises the payments made during November 2025.

November 2025	
Fund	Amount
Municipal	$1,336,027.63
Trust	$2,688.00
Total	**$1,338,715.63**

Regulation 13A of the *Local Government (Financial Management) Regulations 1996* requires a list of payments made using credit, debit or other purchasing cards to be prepared and presented to Council each month. A list of payments made using credit, debit and other purchasing cards in November 2025 is attached.

FINANCIAL IMPLICATIONS:
Expenditure is in accordance with the Annual Budget as adopted or amended by Council.

STATUTORY AND PLANNING IMPLICATIONS:
Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
- (a) the payee's name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

(3) A list prepared under subregulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

13A. Payments by employees via purchasing cards

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment;
- (d) sufficient information to identify the payment.

(2) A list prepared under subregulation (1) must be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

POLICY IMPLICATIONS:
Nil

COMMUNITY CONSULTATION:
Nil

WORKFORCE IMPLICATIONS:
Nil

OFFICER'S RECOMMENDATION:
That Council note,

1. the list of accounts paid from the Municipal and Trust accounts during the month of November 2025, totalling $1,338,715.63 as attached; and
2. the list of payments made using credit, debit and purchasing cards in November 2025.

VOTING REQUIREMENTS:
Simple majority required.

Attachment 2 – November 2025 Schedule of Payments

9.2 Financial Reports – November 2025

Responsible Officer:	Chief Executive Officer
File Reference:	12.06
Author:	Fiona Murphy, Executive Manager Financial Services
Strategic Reference:	12 – Accurate Forward Planning To Achieve Community Priorities
Disclosure of Interest:	Nil
Attachment:	November 2025 Monthly Financial Statements

SUMMARY:
Council is provided with the monthly financial reports for the month ended 30 November 2025.

BACKGROUND & COMMENT:
The monthly financial reports includes:
- an update on revenue and expenditure in comparison to the annual budget;
- a statement of financial position;
- basis of preparation;
- an explanation of material variances (greater than $10,000 and 10%) is included in the monthly financial report
- other supplementary financial information relevant to the report month

FINANCIAL IMPLICATIONS:
Nil

STATUTORY AND PLANNING IMPLICATIONS:
Local Government Act 1995 s6.4

Under the *Local Government (Financial Management) Regulations 1996:*

34. Financial activity statement required each month
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month in the following detail —
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) budget estimates to the end of the relevant month; and
  - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.
- (1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).
- (1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.
- (2) Each statement of financial activity is to be accompanied by documents containing —
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity must be shown according to nature classification.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
  - (b) recorded in the minutes of the meeting at which it is presented.

35. Financial position statement required each month
- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month and —
  - (a) the financial position of the local government as at the last day of the previous financial year; or
  - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.

(2) A statement of financial position must be —
  (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
  (b) recorded in the minutes of the meeting at which it is presented.

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 2025, as presented.

VOTING REQUIREMENTS:
Simple majority required.

Attachment 3 – Financial Statements November 2025

9.3 Reserve Price of Vacant Land Report

Responsible Officer: Chief Executive Officer
File Reference: *05.19*
Author: Fiona Murphy, Executive Manager of Financial Services
Strategic Reference: 5 – Provide opportunity to grow our resident population
Disclosure of Interest: Nil
Attachment: Reserve Price of Vacant Land Report

SUMMARY:
That Council adopt the attached Reserve Price of Vacant Land Report.

BACKGROUND & COMMENT:
Council policy A14A sets the procedure for selling vacant blocks of land in accordance with s3.58 of the *Local Government Act 1995* (the Act). The Act requires local public notice of any property sales to be given. This local public notice must include the market value of the property being sold. The market value must be ascertained by a valuation carried out in the last 6 months or as declared by a resolution of the local government based on a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

The Reserve Price of Vacant Land Report lists all vacant blocks of land currently for sale along with the last independent valuation of each block. It also lists a proposed reserve price which reflects Council's view of current market value of each block taking into consideration the last independent valuation and other factors such as recent sales history. The Reserve Price of Vacant Land Report also list the discounts and incentives offered to prospective buyers.

The last independent valuation of the vacant blocks of land was completed as at 30 June 2025. As this now six months ago, Council is required to reconsider the values, and these still represent a true market value.

Blocks of land have sold in the last two years are outlined in the table below:

Property	Area (m2)	Settlement date	Market Value / Reserve Price at time of Sale	Sales price	Discount after build	Siteworks completed by Shire
Robertson Park & Other						
8 Bowey Way	1,163	16 Dec 2024	$11,000	$10,000	$0	$5,000
31 Ellson Street	1,075	16 Dec 2024	$10,000	$10,000	$0	$5,000
27 Ellson Street	1,267	Under offer	$14,000	$14,000	$0	$5,000
Proudview Estate						
3 Rankin Street	10,000	31 Jul 2024	$41,000	$31,818	$15,000	$10,000
15 Rankin Street	10,000	28 Mar 2025	$40,000	$31,818	$15,000	$10,000
31 Davies Road	10,000	1 Dec 2025	$35,000	$31,818	$15,000	$10,000
15 Hodgson Street	10,200	Under offer	$36,000	$32,500	$15,000	$10,000
9 Hodgson Street	10,000	Under offer	$36,000	$31,818	$15,000	$10,000

Management is receiving regular enquiries regarding the purchase of vacant blocks of land. Based on current interest, Management believe the reserve prices set in the attached Reserve Price of Vacant Land Report represent the current market value of the blocks.

Under Delegation A.14 Disposal of Vacant Land, the CEO has delegation to dispose of vacant land in accordance with s3.58 of the Act and with a disposal value of not less than 10% of the current market valuation. Any offers below this threshold must be approved by Council.

FINANCIAL IMPLICATIONS:
Vacant blocks of land sold at market value unless approved by Council.

STATUTORY AND PLANNING IMPLICATIONS:

Local Government Act 1995

S3.58. Disposing of property

(1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —
  (a) the highest bidder at public auction; or
  (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  (a) it gives local public notice of the proposed disposition —
    (i) describing the property concerned; and
    (ii) giving details of the proposed disposition; and
    (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
  and
  (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
  (a) the names of all other parties concerned; and
  (b) the consideration to be received by the local government for the disposition; and
  (c) the market value of the disposition —
    (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

POLICY IMPLICATIONS:
Policy A14A Sale of Land and Housing
Delegation A.14 Disposal of Vacant Land

COMMUNITY CONSULTATION:
Nil

WORKFORCE IMPLICATIONS:
Nil

RECOMMENDATION:
That Council approve the Reserve Price of Vacant Land Report to be used in conjunction with Policy A14A Sale of Land and Housing to set reserve prices for vacant blocks of land for sale, along with discounts and site works provided.

VOTING REQUIREMENTS:
Simple majority

Attachment 4 – Reserve Price of Vacant Land

9.4 Pingaring Water Tank - Asset Transfer

Responsible Officer:	Chief Executive Officer
File Reference:	32.04
Author:	Alan Leeson, Chief Executive Officer
Strategic Reference:	9 – Protection of natural and built assets
Disclosure of Interest:	Nil
Attachment:	Asset Transfer Deed Farm Weekly Article Photo of inlet

SUMMARY:
At its April 2025 Ordinary Council Meeting, Council deferred acceptance of the Pingaring Rock Catchment Tank from the Water Corporation pending completion of remedial works to the inlet and pipework to confirm structural and operational integrity.

The Shire has now completed these works with funding assistance from the Department of Water and Environmental Regulation (DWER) under the WISER AA Dam Program – Pingaring Tank Repairs Agreement, executed on 12 November 2025.

The inlet works have been completed and visually verified by the Shire, with grant acquittal documentation currently being prepared for submission to DWER.

It is recommended that Council authorise the Chief Executive Officer to execute the Transfer Deed with the Water Corporation to formally transfer ownership of the tank to the Shire of Kulin, subject to a formal joint handover inspection confirming that outlet valves, drain points and associated pipework are in working order prior to signing.

This transfer complements the recently executed Southern Wheatbelt Regional Drought Resilience Project (SWRDRP) funding agreement for a new 360,000-litre community water tank to be constructed at Luke Price Street, Pingaring (Reserve 24387), which will enhance overall community water resilience and capacity.

BACKGROUND & COMMENT:
The Pingaring Rock Catchment Tank and wall were constructed in 1931–1932 by sustenance labour workers under a Western Australian Government employment scheme during the Great Depression years. Built over 12 hectares of rock, the cement catchment wall guided runoff into a two-million-gallon (approximately 9 million litre) concrete storage tank via open drains and a main pipe.

Initially, the water catchment supplied the nearby railway siding for steam locomotives and was later made available to local farmers for household and stock use. A standpipe was located near the main tank to provide access for agricultural cartage. When diesel trains replaced steam in the early 1960s, the tank's operational role shifted, and the Water Supply authority (now Water Corporation) maintained the asset for rural water supply, replacing the roof in 1969.

In 1993, further government funding supported a new standpipe connection to serve the Pingaring township. The Heritage Council of Western Australia has since recognised the site's cultural significance as a symbol of the beginnings of settlement and the railway line in Pingaring, reflecting the area's social and engineering heritage, even though the wall itself is not formally heritage-listed.

At its April 2025 Ordinary Council Meeting, Council resolved to defer transfer of ownership from the Water Corporation until inlet and pipework defects were rectified. Following this decision, the Shire secured funding assistance through the Department of Water and Environmental Regulation (DWER) under the WISER AA Dam Program – Pingaring Tank Repairs Agreement, executed on 12 November 2025.

The Shire has since completed:

- Replacement of corroded inlet pipework and valves;
- Repair and sealing of the inlet apron; and
- Refurbishment of the inflow structure.

These works have been completed to a satisfactory standard and visually verified by the Shire, with acquittal to DWER pending.

The Shire's continued investment in the Pingaring Rock Catchment forms part of a broader strategic effort to improve water resilience across the district. This aligns with the objectives of the Southern Wheatbelt Regional Drought

Resilience Plan, which prioritises the expansion of non-potable water sources, on-farm catchment systems, and small-scale rural infrastructure to reduce reliance on scheme water and increase storage capacity.

Complementing this initiative, the Pingaring Rock Reserve Drought Resilience Project will shortly deliver a new 360,000-litre rainwater harvesting tank and standpipe within the Pingaring townsite (Reserve 24387, Luke Price Street). The project aims to:

- Construct a sustainable and cost-effective water supply for community and emergency use;
- Reduce reliance on Water Corporation scheme water; and
- Strengthen local drought resilience by improving storage, accessibility, and water management capacity.

Expected benefits include reduced water costs for local farmers, improved supply reliability during prolonged dry periods, enhanced agricultural and livestock productivity, and reliable emergency water for firefighting and community use.

Collectively, the restoration and transfer of the Pingaring Rock Catchment Tank, together with the new townsite tank, represent a coordinated and forward-looking approach to enhancing local water resilience and capacity within the Pingaring district.

FINANCIAL IMPLICATIONS:
The inlet and pipework repair works have been completed with funding from the DWER WISER AA Dam Program – Pingaring Tank Repairs Agreement (executed 12 November 2025), with acquittal pending.

Future works, including roof replacement, are estimated at approximately $225,000 ex GST based on similar DWER projects.

The Shire has also executed a SWRDRP Grant Agreement providing $60,000 (ex GST) toward construction of the new 360,000-litre community water tank at Luke Price Street, Pingaring.

Ongoing maintenance and renewal provisions for both assets will be integrated into the Shire's Asset Management Plan.

STATUTORY AND PLANNING IMPLICATIONS:

- Local Government Act 1995 – Section 3.18 (Performing functions)
- Transfer of Land Act 1893 – Execution of Transfer Deed

POLICY IMPLICATIONS:
Nil

COMMUNITY CONSULTATION:
Informal consultation with the Pingaring Progress Association, Fire Control Officers and local residents indicates strong support for the Shire assuming ownership of the Pingaring Rock Catchment Tank and coordinating management with the new townsite water infrastructure.

WORKFORCE IMPLICATIONS:
Nil

OFFICER'S RECOMMENDATION:
That Council:

1. Notes that the Shire of Kulin has completed remedial works to the Pingaring Rock Catchment Tank inlet and pipework with funding support from the Department of Water and Environmental Regulation (DWER) under the WISER AA Dam Program, with acquittal pending;
2. Requires that a formal joint handover inspection be undertaken between the Water Corporation and the Shire of Kulin prior to signing of the Transfer Deed, to confirm all outlet valves, drain points and pipework are operational;
3. Subject to satisfactory completion of the above, authorises the Chief Executive Officer to execute the Transfer Deed with the Water Corporation to formally transfer ownership of the Pingaring Rock Catchment Tank to the Shire of Kulin; and
4. Notes that execution of the Transfer Deed will enable the Shire to seek future DWER funding to undertake roof replacement and associated structural works.

VOTING REQUIREMENTS:
Simple majority required.

Attachment 5 – Asset Transfer Deed
Attachment 6 – Farm Weekly Article
Attachment 7 – Photo of Inlet

9.5 Adoption of Policy A15 – Councillor Fees, Allowances and Reimbursement of Expenses

Responsible Officer:	Chief Executive Officer
File Reference:	32.04
Author:	Cassi Lewis, Executive Manager Governance & Risk
Strategic Reference:	11 – High Standard of Governance
Disclosure of Interest:	Nil
Attachment:	A15 Councillor's Fees, Allowances and Reimbursement of Expenses

SUMMARY:
Council is requested to consider and adopt Policy A15 – Councillor Fees, Allowances and Reimbursement of Expenses. The policy outlines the fees, allowances, and reimbursements payable to Elected Members in performing their official duties, in accordance with the Local Government Act 1995, Local Government (Administration) Regulations 1996, and the Salaries and Allowances Act 1975.
The key change introduced through this policy is the formal recognition and payment of meeting fees to Councillors attending meetings where they are a formally appointed delegate of the Shire of Kulin, such as:

- Regional Road Group
- Regional Road Group – Lakes Sub Group
- Wheatbelt Secondary Freight Network
- WALGA Central Country Zone
- ROEROC (Roe Regional Organisation of Councils)
- Eastern Wheatbelt Biosecurity Group
- Roe Tourism

This reflects the increased time commitment and responsibility associated with Council's external advocacy and regional representation, particularly following the reduction in the number of elected members from nine (9) to seven (7).

BACKGROUND & COMMENT:
The Shire provides Elected Members with prescribed fees, allowances, and reimbursements to support them in carrying out their duties effectively and in accordance with statutory provisions.

As part of an ongoing governance review, Policy A15 has been developed to clearly document and standardise:

- Meeting fees and eligible meeting types
- President and Deputy President annual allowances
- ICT allowances
- Travel reimbursements
- Childcare reimbursements

The introduction of delegate meeting fees is intended to:

- Recognise the additional advocacy and representation workload now shared among fewer Councillors
- Encourage continued participation in regional and intergovernmental forums critical to the Shire's strategic interests
- Ensure equity and transparency in compensation across all formal meeting types where Councillors act in an official capacity on behalf of the Shire

The revised policy aligns with the statutory provisions of the Local Government Act and Regulations and formalises the entitlement for Councillors to be remunerated for attendance at meetings beyond ordinary Council and Committee meetings when acting as official delegates.

Adoption of Policy A15 will improve clarity, transparency, and consistency in the administration of Elected Member entitlements and support accurate budgeting and reporting.

FINANCIAL IMPLICATIONS:
Fees and allowances are provided for in the annual budget.

STATUTORY AND PLANNING IMPLICATIONS:
Local Government Act 1995

- s5.98(1)(b) – Meeting fees payable to Council Members

- s5.98(2) – Reimbursement of expenses
- s5.98(5) – President's annual allowance
- s5.98A – Deputy President's allowance
- s5.99A – Annual allowance in lieu of reimbursement for ICT expenses
- s5.100 – Payments to committee members (where applicable)

Local Government (Administration) Regulations 1996

- r30–34AC – Provisions relating to fees, allowances and reimbursements
- r34A – Information and Communication Technology (ICT) allowances

Salaries and Allowances Act 1975

- Establishes the Salaries and Allowances Tribunal (SAT) which determines the band classifications and payment ranges for local governments.

POLICY IMPLICATIONS:
If adopted, the A15 Policy will be included in the Shire of Kulin's Policy Manual.

COMMUNITY CONSULTATION:
Nil

WORKFORCE IMPLICATIONS:
Nil

OFFICER'S RECOMMENDATION:
That Council adopt Policy A15 – Councillor Fees, Allowances and Reimbursement of Expenses, as attached, which includes payment of meeting fees for Councillors attending meetings as formally appointed delegates of the Shire of Kulin, in addition to meeting fees payable for ordinary meetings of Council and formal committee meetings of Council.

VOTING REQUIREMENTS:
Simple majority required.

Attachment 8 – A15 Councillor's Fees, Allowances and Reimbursement of Expenses

10 COMPLIANCE

10.1 Compliance Reporting – General Compliance November 2025

Responsible Officer:	Chief Executive Officer
File Reference:	04.05 Corporate Management Procedures - Compliance
Author:	Alan Leeson, Chief Executive Officer
Strategic Reference:	SIP 4: Civic Leadership - accurate forward planning to achieve community priorities
Disclosure of Interest:	Nil
Attachment:	November 2025 Compliance Checklist

SUMMARY:
This report addresses General and Financial Compliance matters for November 2025. 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 Executive Manager of Governance and Risk 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 May
Equal Employment Management Plan Review

Outstanding August
Council Photo

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:
N/A

WORKFORCE IMPLICATIONS:
Nil

RECOMMENDATION:
That Council receive the General & Financial Compliance Report for November 2025 and note the matters of non-compliance.

VOTING REQUIREMENTS:
Simple majority

Attachment 9 – Compliance Checklist November 2025

10.2 2024/2025 Annual Report

Responsible Officer:	Chief Executive Officer
File Reference:	12.03
Author:	Fiona Murphy, Executive Manager Financial Services
Strategic Reference:	11 – High Standard of Governance 12 – Accurate Forward Planning to Achieve Community Priorities
Disclosure of Interest:	Nil
Attachment:	2024/25 Annual Report

SUMMARY:
The Shire of Kulin's Financial Report for the year ended 30 June 2025 has been audited by AMD Chartered Accountants (AMD) on behalf of the Office of the Auditor General (OAG). The OAG has issued its unqualified Audit Report.

It is recommended that Council accept of the 2024/25 Annual Report including the Financial Report and Auditor's Report.

BACKGROUND & COMMENT:
Representatives from AMD on behalf of the OAG, conducted an interim audit onsite in May 2025 and the final audit in October 2025.

The 2024/25 Financial Report was submitted to AMD on 30 September 2025, in accordance with statutory requirements.

The Audit Exit meeting was held on Friday 5 December 2025 via video conference. Danielle England, Assistant Director, Financial Audit from the OAG and Tim Partridge, Director at AMD attended. The Shire was represented by Darren Mollenoyux, Independent Chair of the Audit & Risk Committee and Councillor Bowey, along with the CEO and Executive Manager of Financial Services. Ms England and Mr Partridge provided an overview of the 2024/25 Financial Audit and issues raised in the interim and final management letters.

The CEO received the final stamped version of the Financial Report and Auditor's Report for the year ended 30 June 2025 on 5 December 2025. A copy of the 2024/25 Annual Report including the Financial Report and Auditor's Report is included as an attachment to this item.

In accordance with s5.54 of the Local Government Act 1995 a local government is required accept an Annual Report for each financial year, no later than 31 December after that financial year.

In line with s5.55 and s5.55A of the Local Government Act, the CEO will give local public notice of the availability of the annual report and publish it on the Shire's website within 14 days of acceptance. A copy of the annual financial report including the auditor's report will also be submitted to the Minister.

FINANCIAL IMPLICATIONS:
Audit fees were provided for in the 2024/25 Shire of Kulin budget.

STATUTORY AND PLANNING IMPLICATIONS:

Local Government Act 1995

6.4. Financial report

(1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

(2) The financial report is to —

(a) be prepared and presented in the manner and form prescribed; and

(b) contain the prescribed information.

(3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —

(a) the accounts of the local government, balanced up to the last day of the preceding financial year; and

(b) the annual financial report of the local government for the preceding financial year.

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

[Section 5.54 amended: No. 49 of 2004 s. 49.]

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

7.9. Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

(a) the mayor or president; and

(b) the CEO of the local government; and

(c) the Minister.

Local Government (Financial Management) Regulations 1996

51. Annual financial report to be signed etc. by CEO and given to Department

(1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.

POLICY IMPLICATIONS:
Nil

COMMUNITY CONSULTATION:
Nil

WORKFORCE IMPLICATIONS:
Nil

RECOMMENDATION:
That Council accept the 2024/25 Annual Report including the audited Financial Report and Auditor's Report as presented in the attachment and recommended by the Audit & Risk Committee.

VOTING REQUIREMENTS:
Absolute majority

Attachment 2 – 2024-2025 Annual Report

10.3 2024/25 Interim & Final Audit Management Letters

Responsible Officer:	Chief Executive Officer
File Reference:	12.03
Author:	Fiona Murphy, Executive Manager Financial Services
Strategic Reference:	11 – High Standard of Governance 12 – Accurate Forward Planning to Achieve Community Priorities
Disclosure of Interest:	Nil
Attachment:	Interim Management Letter Final Management Letter Report on Significant Findings from the 2024/25 Financial Audit

SUMMARY:
The Shire has received the attached Interim & Final Audit Management Letters for 2024/25 which list the Office of Auditor General's (OAG) findings and recommendations arising from the financial audit.

It is requested that Council accept Management's comments regarding how the items raised in the management letters will be addressed and approve a report to be sent to the Minister regarding the significant item.

BACKGROUND & COMMENT:
AMD Chartered Accountants in conjunction with the Office of Auditor General (the Auditors) audited the 2024/25 Financial Report for the Shire of Kulin. An unqualified audit opinion was issued on 5 December 2025.

The Auditors issue a management letters each year listing findings identified during the interim and final audits. The findings are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. Findings are rated as follows:

- Significant - those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report if not addressed.
- Moderate – those findings which are of sufficient concern to warrant action being taken by the entity as soon as possible
- Minor – those findings that are not of primary concern but still warrant action being taken.

The Auditors Management Letters for 2024/5 are attached which list one moderate and one significant finding:

1. Interim Management Letter – Moderate Finding – General Journals
2. Final Management Letter – Significant Finding - Risk Management Policy

Management comments outlining how the findings will be addressed and resolved are contained in the attached management letter.

In accordance with s7.12A of the *Local Government Act 1995* management have drafted the attached report which will be sent to the Minister outlining our response to the significant item raised. This report will also be published on the Shire's website.

FINANCIAL IMPLICATIONS:
Nil

STATUTORY AND PLANNING IMPLICATIONS:
7.12A. Duties of local government with respect to audits

(3) A local government must —
  (aa) examine an audit report received by the local government; and
  (a) determine if any matters raised by the audit report, require action to be taken by the local government; and
  (b) ensure that appropriate action is taken in respect of those matters.

(4) A local government must —
  (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and

(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

(5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

POLICY IMPLICATIONS:
Nil

COMMUNITY CONSULTATION:
Nil

WORKFORCE IMPLICATIONS:
Nil

RECOMMENDATION:
That Council accept Management's comments outlining how staff will address the findings in the 2024/25 Interim & Final Audit Management Letters and to approve the Report on Significant Findings from the 2024/25 Audit to be sent to the Minister, as recommended by the Audit & Risk Committee.

VOTING REQUIREMENTS:
Simple majority

Attachment 11 – Interim Management Letter
Attachment 12 – Final Management Letter
Attachment 13 – Report on Significant Findings from the 2024/25 Financial Audit

10.4 Annual Elector's Meeting

Responsible Officer:	Chief Executive Officer
File Reference:	12.03
Author:	Fiona Murphy, Executive Manager Financial Services
Strategic Reference:	11 – High Standard of Governance 12 – Accurate Forward Planning to Achieve Community Priorities
Disclosure of Interest:	Nil
Attachment:	Interim Management Letter Final Management Letter Report on Significant Findings from the 2024/25 Financial Audit

SUMMARY:
That Council resolve to hold the Annual Electors Meeting on Thursday 5 February 2026.

BACKGROUND & COMMENT:
Council is required to hold a general meeting of electors once every financial year, on a day selected by the local government but not more than 56 days after the local government accepts the annual report. 14 days local public notice of the date, time, place and purpose of the meeting is to be given.

To comply with this requirement an annual elector's meeting would need to be held prior to Tuesday 10 February 2026 (being 56 days after acceptance of the annual report at this meeting today).

FINANCIAL IMPLICATIONS:
Nil

STATUTORY AND PLANNING IMPLICATIONS:

Local Government Act 1995

5.27. Electors' general meetings

(1) A general meeting of the electors of a district is to be held once every financial year.

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

5.29. Convening electors' meetings

(1) The CEO is to convene an electors' meeting by giving —

(a) at least 14 days' local public notice; and

(b) each council member at least 14 days' notice,

of the date, time, place and purpose of the meeting.

POLICY IMPLICATIONS:
Nil

COMMUNITY CONSULTATION:
Notice of the Annual Electors Meeting will be provided as outlined above.

WORKFORCE IMPLICATIONS:
Nil

RECOMMENDATION:
That Council confirm the Annual Electors Meeting to be held Thursday 5 February 2026 with the time and venue to be confirmed.

VOTING REQUIREMENTS:
Simple majority

10.5 Risk Management Framework

Responsible Officer:	Chief Executive Officer
File Reference:	27.03
Author:	Cassi Lewis, Executive Manager Governance & Risk
Strategic Reference:	11 – High Standard of Governance
Disclosure of Interest:	Nil
Attachment:	Risk Management Policy Risk Management Framework Strategic Risk Register

SUMMARY:
To consider adoption of the Shire of Kulin's updated Risk Management Policy, Risk Management Framework, and associated Strategic Risk Registers as recommended by the Audit & Risk Committee.

BACKGROUND & COMMENT:
In October 2023, the Shire undertook a review of its risk management, internal controls and legislative compliance in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996.

The review, conducted by Civic Legal, identified several key improvement actions to strengthen the Shire's risk governance framework, including the need to:

- develop a comprehensive Risk Management Policy that embeds risk management into organisational culture and processes;
- ensure the Risk Register is regularly reviewed, updated and reported to Council (at least annually);
- provide risk management training to relevant officers so risks are appropriately identified, assessed and monitored;
- include "risk management" as a standing item at management meetings; and
- introduce a formal risk reporting process to ensure risks are captured, escalated, and used to inform the Risk Register.

The review highlighted that the existing policy lacked some key elements for a functional risk management policy, these include:

- no explicit reference to obligations under Regulation 17;
- limited alignment with ISO 31000, particularly around the core steps of communication, context, identification, analysis, evaluation, treatment, monitoring and review;
- no defined risk appetite, tolerance thresholds, or guidance on what constitutes acceptable risk across different categories;
- limited reporting cycle or escalation mechanisms;
- no clear link between risk management and the Strategic Community Plan or Corporate Business Plan;
- an incomplete or undefined risk matrix and scoring methodology; and
- limited clarity around the roles of Council, the Audit & Risk Committee, the CEO, and management.

In response, throughout 2024–2025 the Shire undertook a complete redevelopment of its risk management system. This included reviewing sector guidance, examining practices used by comparable regional local governments, and aligning the Shire's approach to AS ISO 31000:2018.

The resulting documents represent a comprehensive review of the Shire's risk governance arrangements.

Risk Management Policy
The updated Policy establishes the Shire's overarching commitment to risk management as a component of good governance, planning, and service delivery.

It clearly defines the roles of Council, the CEO, Executive Management and staff, articulates the Shire's risk principles and appetite, and formally reflects the legislative requirements under Regulation 17 for ongoing review of risk systems.

The Policy has been restructured to incorporate the elements identified as missing in the previous policy and to provide clarity and consistency in application.

Risk Management Framework
The new Framework provides the practical structure necessary to implement the Policy and to address the process gaps identified in the 2023 review.

It outlines the full ISO 31000 risk process, including:

- communication and consultation;
- establishing context;
- risk identification, analysis, evaluation and treatment;
- monitoring and review; and
- reporting and escalation requirements.

The Framework includes a standardised likelihood and consequence matrix, qualitative scoring methodology, defined roles and responsibilities, escalation pathways, and a clear reporting cycle to management, the Audit & Risk Committee, and Council.

It also links risk management to the Integrated Planning and Reporting Framework, addressing a key gap in the previous system.

Strategic Risk Register
The Strategic Risk Register identifies the Shire's key organisational risks. Each risk includes causes, consequences, existing controls, and a residual rating assigned through the adopted risk matrix. The Register will be monitored by the Executive Management Team and the Audit & Risk Committee, with annual reporting to Council.

Operational Risk Register
The Operational Risk Register is being developed by the Executive Management Team to document and assess operational risks across all service areas. Once completed, the Operational Register will be presented to Council for review.

FINANCIAL IMPLICATIONS:
Nil

STATUTORY AND PLANNING IMPLICATIONS:
Local Government (Audit) Regulations 1996

- Regulation 16 – The Audit & Risk Committee is to review the effectiveness of the local government's systems and processes in relation to risk management, internal control and legislative compliance.
- Regulation 17 – The CEO must review the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance regularly, and at least once every three financial years.

POLICY IMPLICATIONS:
The updated Risk Management Policy (A24) will replace the existing policy.

COMMUNITY CONSULTATION:
Nil

WORKFORCE IMPLICATIONS:
Nil

OFFICER'S RECOMMENDATION:
That the Audit and Risk Committee:

1. Adopts the updated Risk Management Policy (A24) as presented in Attachment 1;
2. Adopts the Risk Management Framework as presented in Attachment 2;
3. Adopts the Strategic Risk Register as presented in Attachment 3;

VOTING REQUIREMENTS:
Simple majority required.

Attachment 14 – Risk Management Policy
Attachment 15 – Risk Management Framework
Attachment 16 – Strategic Risk Register

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 MOTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

14 MEETING IS CLOSED TO THE PUBLIC

Nil

15 CLOSURE / DATE AND TIME OF NEXT MEETING

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

Ordinary Meeting 18 February 2026 at 4:00pm