

Minutes

for

June 2021

~ *Unconfirmed* ~



ORDER OF BUSINESS

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- 9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
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- 11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
 - 11.1 Kulin Herbarium updated lease agreement at Old Shire Administration Building
- 12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**
- 13 DATE AND TIME OF NEXT MEETING**
- 14 CLOSURE OF MEETING**

Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 16 June 2021 commencing 1:39pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

VISITORS

Anglo American Exploration

- David Wood – Exploration Manager
- Andrew Nolan – Communities Specialist
- Anthony Kalma - Social Performance and Community Relations Specialist

Roar!

- Tenille Yandle

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Attendance

BD West	President	West Ward
G Robins	Deputy President	Town Ward
R Bowey	Councillor	Town Ward
L Varone	Councillor	East Ward
B Smoker	Councillor	West Ward
MS Lucchesi	Councillor	Central Ward
JK Noble	Councillor	Town Ward
RD Duckworth	Councillor	West Ward
G Yandle	CEO	
C Vandenberg	DCEO	
J Hobson	Works Manager	
T Scadding	Community Service Manager	
F Jasper	Executive Support Officer	

Apologies

Nil

Leave of Absence

Nil

3. PUBLIC QUESTION TIME

Nil

4. DECLARATIONS OF INTEREST BY MEMBERS

4.1	CEO Garrick Yandle	Item 7.8
4.1	Cr Rodney Duckworth	Item 7.3

5. APPLICATIONS FOR APPROVED LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Shire of Kulin Ordinary Meeting – 19 May 2021

01/0621

Moved Cr Noble Seconded Cr Varone that the minutes of the Ordinary Council Meeting held on 19 May 2021 be confirmed as a true and correct record.

Carried 8/0

Kulin Child Care Centre Meeting Minutes – 20 May 2021

02/0621

Moved Cr Smoker Seconded Cr Robins that the minutes of the Kulin Child Care Centre Meeting held on 20 May 2021 be received.

Carried 8/0

03/0621

Moved Cr Duckworth Seconded Cr Smoker that the minutes of the Audit & Risk Committee Meeting held on 16 June 2021 be received.

Carried 8/0

7 MATTERS REQUIRING COUNCIL DECISION

7.1 List of Accounts – May 2021

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

SUMMARY:

Attached is the list of accounts paid during the month of May 2021, 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 May payments being cheque no.'s 273 - 274 (Trip), 457 - 459 (Trust), 37336 - 37343; EFT No's 17757 - 17892, DD7717.1 – DD7739.11 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$868,134.46 be received.

VOTING REQUIREMENTS:

Simple majority required.

04/0621

Moved Cr Bowey Seconded Cr Varone that that May payments being cheque no.'s 273 - 274 (Trip), 457 - 459 (Trust), 37336 - 37343; EFT No's 17757 - 17892, DD7717.1 – DD7739.11 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$868,134.46 be received.

Carried 8/0

7.2 Financial Reports – May 2021

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

SUMMARY:

Attached are the financial reports for the periods ending 31 May 2021.

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 Council endorse the monthly financial statements for the periods ending 31 May 2021.

VOTING REQUIREMENTS:

Simple majority required.

05/0621

Moved Cr Lucchesi Seconded Cr Noble that Council endorse the monthly financial statements for the period ending 31 May 2021.

Carried 8/0

Cr Duckworth left the room at 2:18pm

7.3 Gravel Payments for Major Road Projects

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 23.04
AUTHOR: CEO
STRATEGIC REFERENCE/S: 1.2
DISCLOSURE OF INTEREST: Nil

SUMMARY:

For Council to consider payment to landholders for gravel extract for use on major road projects.

BACKGROUND & COMMENT:

Typical road construction projects undertaken by the Shire range from \$50,000 to \$500,000 depending on the type of project and funding source. Generally, the majority of road projects within Council's annual road budget would be majority funded by Council and the ratepayers, with complimentary funding from either Regional Road Group (66%), State Blackspot (66%) or Roads to Recovery. All remaining unfunded costs for such projects would be covered via what is deemed "municipal" funds or road reserve.

Historically Kulin Shire Council has not paid local landholders for gravel when undertaking construction or maintenance activities on Kulin Shire's road assets as outlined in **APOG W2 GRAVEL SUPPLIES**. The reason for this is it enables Council to maintain lower rates, as the cost to purchase gravel commercially has the potential to significantly add to the Council's overall road budget on an annual basis. When Council obtains gravel from local ratepayers generally Shire staff would provide "in-kind" works to the relevant ratepayer in the way of grading or sheeting of gravel driveways as well as maintaining the on- farm haul road required to extract the gravel. Shire staff may also provide other instances of "in-kind" works in the form of minor earthworks such as sand pads, clearing, drainage at an appropriate level agreed between Works Manager and landholder.

Following this process provides a mutual benefit between Shire staff, Council and the landholder. This enables local landholders to also be associated with maintaining Shire assets to a high standard in comparison to other local governments at reduced costs to Council and ratepayers.

When Main Roads WA undertake significant construction works on their road assets within Kulin Shire, they would generally pay local landholders commercial rates for gravel. Depending upon the quantity of product required this value may often be quite sizeable and lucrative for relevant landholders.

In the coming 4 years Kulin Shire Council will be undertaking significant construction works on Kulin Council Roads, which is significantly funded by Wheatbelt Secondary Freight Network. The total value of this project is \$6.7M of which \$6.2M is externally funded, with annual project values ranging from \$1.4 to \$2.8M. These works are deemed to have an impact on "regional" freight transport routes as opposed to "local" transport routes, with a benefit to the wider regional community as opposed to solely for local landholders. These works will also require significant amounts of gravel compared to typical Council projects.

Council and staff have been contacted by local landholders enquiring about the possibility of payment for gravel considering the large quantities of gravel expected to be extracted over the course of this project, as well as the fact the project is significantly funded and of regional benefit as well as local benefit.

FINANCIAL IMPLICATIONS:

Currently Council do not incur costs for the purchase of gravel for road projects other than "in-kind" costs outlined above.

For the proposed WSNF project on Fence Road over the course of 4 years, an estimate 120,000 cubic metres of gravel is proposed to be used at an indicated cost \$120,000 based upon \$1/cubic metre. This would be an additional cost to the project and Council over the 4 years.

STATUTORY AND PLANNING IMPLICATIONS:

Section 11 Local Government (Functions & General) Regulations 1996 – When tenders have to be publicly invited.

POLICY IMPLICATIONS:

A11 Procurement, Purchasing and Tenders Policy – will be followed, however the procurement of gravel for any specific project will be purely based upon the closest available, best quality and suitable quantity gravel, suitable for any specific project.

W2 GRAVEL SUPPLIES as listed in APOG.

The Shire of Kulin has maintained strict principles in its search for suitable road making gravel over many years. These principles revolve around seeking the best gravel available and not paying landowners for gravel sourced. If resourcing requires the Shire to resume land for gravel, it will do so. These principles and efforts have resulted in the construction and maintenance of a superior road network when compared to its peers.

COMMUNITY CONSULTATION:

David Kirby has had telephone discussions with President, Cr Duckworth, CEO and Works Manager.

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council implement the following:

- For typical road construction and maintenance projects Council will continue to not pay for gravel sourced from local landholders as per W2 – APOG Manual
- For gravel sourced for significant Kulin Shire Council projects over a nominal individual project value of \$1M in any budget year, that is greater than 75% funded, Council agrees to pay local landholders commercial rates of \$1/cubic metre and update W2 – APOG Manual accordingly.
- For gravel sourced for private works for Main Roads WA on State roads Council agrees to pay local landholders commercial rates at an agreed value with the landholder following research of comparable gravel prices at the time and update W2 – APOG Manual accordingly.

VOTING REQUIREMENTS:

Simple majority required.

06/0621

Moved Cr Smoker Seconded Cr Bowey that Council implement the following:

- 1. For typical road construction and maintenance projects Council will continue to not pay for gravel sourced from local landholders as per W2 – APOG Manual.**
- 2. For gravel sourced for significant Kulin Shire Council projects over a nominal individual project value of \$1M in any budget year, that is greater than 75% externally funded, Council agrees to pay local landholders commercial rates of \$1/cubic metre and update W2 – APOG Manual accordingly.**
- 3. For gravel sourced for private works for Main Roads WA on State roads Council agrees to pay local landholders commercial rates at an agreed value with the landholder following research of comparable gravel prices at the time and update W2 – APOG Manual accordingly**

Carried 7/0

Cr Duckworth returned to the meeting at 2:28pm

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7.4 Investment Policy - Amendment

NAME OF APPLICANT: Shire of Kulin
FILE REFERENCE:
STRATEGIC REFERENCE/S:
AUTHOR: DCEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Moore Australia were on-site at the Shire of Kulin 4th-6th of June to conduct the Financial Management Review. During their review they suggested that the Shire make a change to our Investment Policy to include wording from the Local Government (Financial Management) Regulations 1996.

BACKGROUND:

Currently the Shire of Kulin's Investment Policy is included in our Administrative Procedures and Operational Guidelines (APOG) Manual at procedure A12. Contracted auditor, Gilles Chan, indicated that while we are not in breach of the Local Government (Financial Management) Regulations 1996 best practice would suggest a requirement for a change in wording to include the detail of Regulation 19C.

Our policy currently states:

The Chief Executive Officer and Deputy Chief Executive Officer are empowered to invest all surplus funds in accordance with the Local Government Act and Financial Management Regulations in an authorised institution.

Preferred Institutions include Bendigo Bank, Home Building Society, Commonwealth Bank, Bankwest, Westpac and the ANZ Bank; but the decision will be determined subject to offered interest rates, terms and conditions and requirements for cash flow.

Regulation 19C states:

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

(1) *In this regulation —*

authorised institution means —

- a) *an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
- b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*

foreign currency means a currency except the currency of Australia.

(2) *When investing money under section 6.14(1), a local government may not do any of the following —*

- a) *deposit with an institution except an authorised institution;*
- b) *deposit for a fixed term of more than 3 years;*
- c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
- d) *invest in bonds with a term to maturity of more than 3 years;*
- e) *invest in a foreign currency.*

The Shire of Kulin currently abides by all parts of Regulation 19C.

Provided as an attachment is a standalone policy: A27 – Investment Policy.

CONSULTATION:

Gilles Chan, Auditor (Moore Australia)

STATUTORY IMPLICATIONS:

As per Section 19c of the Local Government (Financial Management) Regulations 1996

FINANCIAL IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

New procedure for APOG.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER’S RECOMMENDATION:

That Council:

- Adjust A12 to exclude wording relating to an Investment Policy
- Adopt A27 – Investment Policy to be included in the Shire of Kulin’s Administrative Procedures and Operational Guidelines (APOG) Manual

VOTING REQUIREMENTS:

Simple majority required.

07/0621

Moved Cr Lucchesi Seconded Cr Smoker that council:

1. Adjust A12 to exclude wording relating to an Investment Policy
2. Adopt A27 – Investment Policy to be included in the Shire of Kulin’s Administrative Procedures and Operational Guidelines (APOG) Manual.

Carried 8/0

7.5 Operating Income and Expenditure Detail

RESPONSIBLE OFFICER: DCEO
FILE REFERENCE: 12.01 – Financial Reporting, Annual and Monthly
AUTHOR: DCEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Provided for information is the Shire’s detailed operating income and expenditure 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.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER’S RECOMMENDATION:

That Council receive the attached accounts for information.

VOTING REQUIREMENTS:

Simple majority required.

08/0621 Moved Cr Robins Seconded Cr Lucchesi that Council receive the attached accounts for information.

Carried 8/0

7.6 Adoption of Percentage and Value for the Reporting of Material Variances

RESPONSIBLE OFFICER: DCEO
FILE REFERENCE: 12.01 – Financial Reporting, Annual and Monthly
AUTHOR: DCEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Financial Management Regulations that came into effect on 1 July 2005 require the adoption of a percentage or

value, calculated in accordance with *Australian Accounting Standard AASB 1031 Materiality* to be used in the statements of financial activity for reporting material variances.

BACKGROUND & COMMENT:

Currently the Shire variance reported is +/- 10% and +/- \$5,000. It is proposed to change the variance threshold to +/- 10% and +/- \$10,000.

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.

1. The statement is to contain the following detail:
 - a) annual budget estimates, taking into account any expenditures incurred for an additional purpose under Section 6.8(1)(b) or (c) (i.e. the revised budget);
 - b) budget estimates to the end of the month to which the statement relates;
 - c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - d) material variances between the comparable amounts referred to in (b) and (c) above; and
 - e) the net current assets at the end of the month to which the statement relates (ie. surplus/(deficit) position.
2. The statement of financial activity is to be accompanied by:
 - a) explanation of the composition of the net current asset of the month to which the statement relates, less committed assets and restricted assets;
 - b) an explanation of each the material variance referred to in sub regulation 1(d) above; and;
 - c) such other supporting information as is considered relevant by the local government.
3. The information in a statement of financial activity may be shown:
 - a) according to nature and type classification; or
 - b) by program; or
 - c) by business unit.
4. A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be:
 - a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - b) recorded in the minutes of the meeting at which it is presented.
5. Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards (AAS), to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS:

Adoption of the proposed percentage and value will become Council policy to guide the preparation of monthly statements.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That staff report material variances of +/- 10% and +/- \$10,000, whichever is the greater, from the budget figure and report these variances by way of a supporting note to the Monthly Statement of Financial Activity for the financial year 2020/2021.

VOTING REQUIREMENTS:

Simple majority required.

09/0621

Moved Cr Smoker Seconded Cr Noble that staff report material variances of +/- 10% and +/- \$10,000, whichever is the greater, from the budget figure and report these variances by way of a supporting note to the Monthly Statement of Financial Activity for the financial year 2020/2021.

Carried 8/0

7.7 Reserve Transfers

RESPONSIBLE OFFICER: DCEO

FILE REFERENCE:

AUTHOR: DCEO

STRATEGIC REFERENCE/S:

DISCLOSURE OF INTEREST:

SUMMARY: To review budgeted and actual Reserve transfers that have been made and that are anticipated to be made.

BACKGROUND & COMMENT: Each year, in the preparation of the Annual Budget, Council adopts to make transfers to and from Reserve accounts. The details of the budgeted and actual transfers (excluding interest earnings) for the 2020/21 year are provided in the following table:

Reserve	Purpose/Condition	Budgeted transfer to/(from)	Actual transfer to/(from)
Leave	To meet the leave liability of employees	25,000	25,000
Plant	To save for future significant plant purchases	50,000	50,000
Building	To save for future housing construction	50,000	50,000
Building	To transfer proceeds of housing sale	35,000	35,000
Admin Equipment	To fund the cost of the server replacement	(47,723)	(47,723)
Natural Disaster	To fund the cost of the a generator for evacuation centre (FRC)	(20,000)	0
FRC Surface	To fund the replacement of the court surface	(140,000)	0
FRC Maintenance	To fund additions to the FRC	(11,000)	(11,000)
Short Stay Accommodation	To fund the construction of short stay accommodation in the future if additional funds are available at year end.	140,000	140,000
Plant	As per November 20 minutes: transfer additional surplus following road construction grant funding. Surplus calculated at time of budget amendment has not arisen as actual expenditure exceeded what was budgeted.	200,000	100,000

It is proposed that where there are variances between the budgeted and actual transfers that no further transfers are made this financial year as conditions for the transfer have not been met.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council amend the budgeted transfers to and from Reserves to be the actual year to date transfers to:

Reserve	Transfer Value
Leave	25,000
Plant	150,000
Building	85,000
Admin Equipment	(47,723)
Natural Disaster	(20,000)
FRC Surface	(140,000)
FRC Maintenance	(11,000)
Short Stay Accommodation	140,000

VOTING REQUIREMENTS:

Absolute majority required.

10/0621**Moved Cr Duckworth Seconded Cr Lucchesi that amend the budgeted transfers to and from Reserves to be the actual year to date transfers to:**

<u>Reserve</u>	<u>Transfer Value</u>
Leave	25,000
Plant	150,000
Building	85,000
Admin Equipment	(47,723)
Natural Disaster	(20,000)
FRC Surface	(140,000)
FRC Maintenance	(11,000)
Short Stay Accommodation	140,000

Carried 8/0

CEO Garrick Yandle left the meeting at 2:40pm

7.8 Request for a discount on hire fees**RESPONSIBLE OFFICER:** DCEO**FILE REFERENCE:****AUTHOR:** DCEO**STRATEGIC REFERENCE/S:****DISCLOSURE OF INTEREST:** CEO (Financial – Applicant's Husband)**SUMMARY:**

A small business has written to the Shire to request to hire facilities at the Freebairn Recreation Centre (FRC) at a discounted rate.

BACKGROUND & COMMENT:Ms Tenille Yandle, owner operator of ROAR! Bold Brave Brilliant, first wrote to the DCEO on the 17th of May to enquire about the cost to hire the kitchen, courts and meeting room for an eight-week period. As per the 2021/22 User Fees & Chagres, the following information was provided:

	Per booking (Member)	Per booking (Non-Member)	Per 8 weeks (Member)	Per 8 weeks (Non-Member)
Kitchen (<2 hours)	35	70	280	560
Courts	37	68	296	544
Courts (with lights)	68	97	544	776
CK Offices (per hour)	30	35	240	280
Corporate M/Ship (1 off)	110		110	0
Total			926 w/out lights 1,174 with lights	1,384 w/out lights 1,616 with lights

On the 9th of June 2021 an email was received asking for a letter to be presented to Council at the upcoming Council meeting. The letter, which is provided as an attachment, describes Ms Yandle's intentions for her new business in the short and long term. Ms Yandle explains the initial 12 months of the program will be treated as a business incubation period where she hopes the business will be able to grow and expand in order to offer the community a wider range of services.

Initially the programs offered will be:

- ROARFIT, an eight-week afternoon fitness program for 10-15 year old children in Aug/Sep and Oct/Nov
- A three-day holiday program 4th – 6th of October
- A one-off sporting clinic in October

Over the upcoming twelve months the following programs are expected to be run:

Session Dates	Booking Time	Name of Program	Maximum No. Participants	Cost of Enrolment
3/08/2021	4:00-6:30PM	ROARFIT	25	\$27.50
10/08/2021	4:00-6:30PM	ROARFIT	25	\$27.50

17/08/2021	4:00-6:30PM	ROARFIT	25	\$27.50
24/08/2021	4:00-6:30PM	ROARFIT	25	\$27.50
31/08/2021	4:00-6:30PM	ROARFIT	25	\$27.50
7/09/2021	4:00-6:30PM	ROARFIT	25	\$27.50
14/09/2021	4:00-6:30PM	ROARFIT	25	\$27.50
21/09/2021	4:00-6:30PM	ROARFIT	25	\$27.50
4/10/2021	9:00AM-3:00PM	Holiday Program	70	\$110.00
5/10/2021	9:00AM-3:00PM	Holiday Program	70	\$110.00
6/10/2021	9:00AM-3:00PM	Holiday Program	70	\$110.00
23/10/2021	9:00AM-3:00PM	Sporting clinic	60	\$150.00
Session Dates	Booking Time	Name of Program	Maximum No. Participants	Cost of Enrolment
19/10/2021	4:00-6:30PM	ROARFIT	25	\$27.50
26/10/2021	4:00-6:30PM	ROARFIT	25	\$27.50
2/11/2021	4:00-6:30PM	ROARFIT	25	\$27.50
9/11/2021	4:00-6:30PM	ROARFIT	25	\$27.50
16/11/2021	4:00-6:30PM	ROARFIT	25	\$27.50
23/11/2021	4:00-6:30PM	ROARFIT	25	\$27.50
30/11/2021	4:00-6:30PM	ROARFIT	25	\$27.50
7/12/2021	4:00-6:30PM	ROARFIT	25	\$27.50

To run each of the four proposed programs the total cost as per the 2020/21 User Fees & Charges (at member rates) would be:

Session Dates	Booking Time	Name of Program	M/ship	Kitchen Hire	Courts	CK Office	Total
3/08/2021	4:00-6:30PM	ROARFIT	110	35	68	30	243
10/08/2021	4:00-6:30PM	ROARFIT		35	68	30	133
17/08/2021	4:00-6:30PM	ROARFIT		35	68	30	133
24/08/2021	4:00-6:30PM	ROARFIT		35	68	30	133
31/08/2021	4:00-6:30PM	ROARFIT		35	68	30	133
7/09/2021	4:00-6:30PM	ROARFIT		35	68	30	133
14/09/2021	4:00-6:30PM	ROARFIT		35	68	30	133
21/09/2021	4:00-6:30PM	ROARFIT		35	68	30	133
4/10/2021	9:00AM-3:00PM	Holiday Program		100	68	30	198
5/10/2021	9:00AM-3:00PM	Holiday Program		100	68	30	198
6/10/2021	9:00AM-3:00PM	Holiday Program		100	68	30	198
23/10/2021	9:00AM-3:00PM	Sporting clinic		100	68	30	198
19/10/2021	4:00-6:30PM	ROARFIT		35	68	30	133
26/10/2021	4:00-6:30PM	ROARFIT		35	68	30	133
2/11/2021	4:00-6:30PM	ROARFIT		35	68	30	133
9/11/2021	4:00-6:30PM	ROARFIT		35	68	30	133
16/11/2021	4:00-6:30PM	ROARFIT		35	68	30	133
23/11/2021	4:00-6:30PM	ROARFIT		35	68	30	133
30/11/2021	4:00-6:30PM	ROARFIT		35	68	30	133
7/12/2021	4:00-6:30PM	ROARFIT		35	68	30	133
			110	960	1,360	600	3,030

In her letter, Ms Yandle asks Council to consider reducing the fee schedule to exclude the cost of hire of the courts and meeting room. Such a discount would reduce the weekly hire cost for ROARFIT from \$133 to \$35 (or \$67 maximum – as per letter) and the daily cost of the holiday program and sporting clinic from \$198 to \$35 (or \$67 maximum – as per letter). Ms Yandle proposes this discount be extended on all bookings for the 'business incubation' period of a twelve months.

The FRC Policy Manual states the following:

Waiver of Charges

The waiver of hire charges for the FRC (excluding kitchen hire) can only be approved by the Shire of Kulin. The following groups have been approved for free use of the FRC when the function is a non profitable event:

- *Local Church and religious groups when holding church services and funerals*
- *Kulin Bush Races*
- *Cultivating Kulin Committee*
- *All Kulin Service Groups*
- *Kulin District High School - during school hours subject to availability*
- *Kulin District High School - six other functions during the year subject to availability*
- *Weddings - the rate for a wedding of a ratepayer, member or immediate family only, is considered a gift from Council*
- *Wake - the rate for a wake of a ratepayer, long term resident or ratepayer, member or immediate family only, is considered a gift from Council.*
- *Council functions including social club functions.*
- *Other events at the discretion of the FRAC Committee*

The Administrative Procedures and Operational Guidelines (APOG) Manual at A13 'Fees & Charges – Discounts' provides guidelines on staff handing down discounts, the guidance provides:

In accordance with Section 6.16 of the Local Government Act 1995, a Local Government may impose and recover a fee or charge for any goods or service it provides. Fees and charges can be imposed or amended during the year, but only by an absolute majority decision of Council.

The CEO be permitted to;

- *offer up to a 30% reduction of the hire fee or charge without reference to Council;*

The DCEO, CRC Manager, Freebairn Recreation Centre Manager, Aquatic Centre Manager, Works Manager and front counter staff members (named) be permitted to;

- *offer up to a 10% reduction of the hire fee or charge without reference to the CEO;*
- *as a direct response to a request by the payee, correcting a service or expectation requirement;*

All delegations exercised to be recorded in the monthly delegation exercised register;

All discount amounts be recorded as Shire contributions through the normal process.

All requests for a reduction in excess of 30% must be made direct to Council in writing indicating reasons for the request for discount or waiver.

Given the value of the discount, the ambiguity as to which of our two policies (FRC or APOG) takes priority, and the nature of the conflict of interest, this matter has been referred to Council for decision.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

To be prepared during the Council meeting.

VOTING REQUIREMENTS:

Simple majority required.

11/0621

Moved Cr Duckworth Seconded Cr Robins that council offer Ms Tenille Yandle an adjustment to the terms of payment for FRC fees incurred during 1st July 2021 to 30th June 2022 to be paid on the 30th June 2022.

Carried 8/0

CEO Garrick Yandle returned to the meeting at 3:16pm

7.9 Change of Date – July 2021 Council Meeting

RESPONSIBLE OFFICER: DCEO
FILE REFERENCE:
AUTHOR: DCEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST:

SUMMARY:

Staff request a change of date for our July 2021 Ordinary Meeting of Council.

BACKGROUND & COMMENT:

Various staff, including the Chief Executive Officer, will be taking periods of leave during the July 2021 school holidays (5th – 18th July). This, coupled with the CEO being required at meetings outside of the office, will reduce the amount of time staff have available to prepare the agenda and accompanying budget documents. Staff request the meeting to be rescheduled from 1:00PM on the 21st of July 2021 to 1:00PM on the 28th of July 2021.

STATUTORY AND PLANNING IMPLICATIONS:

Section 12(2) of the Local Government (Administration) Regulations 1996 provides that, if a meeting, date, time, or location is changed, the Local Government must give local public notice of the change. As such, if resolved to change the meeting date, staff will advertise the change in the Kulin Update and on local notice boards.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Will allow for staff to take periods of leave and reduce the pressure on those remaining in the office and preparing documents for the July 2021 meeting of Council.

OFFICER'S RECOMMENDATION:

That Council adopt to change the July 2021 ordinary meeting of Council from 1:00pm Wednesday the 21st of July 2021 to 1:00pm Wednesday the 28th of July 2021.

VOTING REQUIREMENTS:

Simple majority required.

12/0621

Moved Cr Lucchesi Seconded Cr Duckworth that council adopt to change the July 2021 ordinary meeting of Council from 1:00pm Wednesday the 21st of July 2021 to 1:00pm Wednesday the 28th of July 2021.

Carried 8/0

8 COMPLIANCE

8.1 Compliance Reporting – General Compliance May 2021

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 May 2021. 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 team and works staff commence the monthly compliance effort immediately after the Shire meeting each month. At that time, the Executive Support Officer will email the assigned staff member their compliance requirements for the coming month. As the month progresses, staff in conjunction with their manager, the CEO or DCEO will determine the extent of work/action needed to complete items. During Agenda week, the Compliance Team again meets to ensure the monthly report/list is reviewed and that compliance items are completed. In preparing the Agenda report, the CEO or DCEO will sign off on completed items. Prior month items not completed previously will be reported in the following month so Council remains aware.

Outstanding

KCCC Budget to be finalised – *In Progress*
Integrated Planning Review – *In Progress*
Dual Fire Control – Dual Officers Appointment – *August at AGM*

Outstanding - May

Create Election Timeline – *In progress*
Rates Pensioners – *Reminder letters sent*

Outstanding April

FBT Return – *In progress*
Integrated Planning Quarterly Review – *In Progress*

Outstanding March

Bush Fire AGM – *Moved to August*

FINANCIAL IMPLICATIONS:

In terms of meeting compliance - normal administration expense. There may be items that require additional administrative effort to complete or require external assistance to resolve. In those cases, individual financial implications will be reported.

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 May 2021 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

13/0621
Moved Cr Noble Seconded Cr Smoker that Council receive the General & Financial Compliance Report May 2021 and note the matters of non-compliance.
Carried 8/0

8.2 Compliance Reporting – Delegations Exercised – May 2021

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 periods ending 31 May 2021. To provide a comprehensive report listing of the delegations able to be exercised following adoption of a more substantial array of delegations in June 2017.

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

Policy	Delegation	Officers
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)
CS20	Seed Collection	(CEO)

WORKS

W1	Gravel Supplies	(MW)
W2	Roads – Clearing	(CEO)
W3	Roads – Damage to	(MW)
W4	Roads – Roadside Markers – Management of	(MW)
W5	Stormwater Drainage	(MW)
W6	Street Trees	(CEO)
W7	Streetscape – Improvements	(CEO)
W8	Roadside Burning	(MW)
W9	Temporary Road Closures	(MW)
W10	General – Works Practices Approvals	

COMMENT:

The following details the delegations exercised within the Shire relative to the delegated authority for the month of May 2021 and are submitted to Council for information (excluding delegations under A9, Payments – refer to individual order and payment listed in Accounts paid).

A8 Legal Advice, Representation & Cost Reimbursement

Sought legal advice for drafting contracts associated with establishing water infrastructure on private land.

A13 Procedure for Unpaid Rates Finance

Legal advice sought for recovery of unpaid debts. Process in underway and ongoing.

G2 Building Licences and Swimming Pools

AD & PA Tyson – Shed - 42 Bull St Walyurin WA 6365

AD & PA Tyson - Farm Shed - 42 Bull St Walyurin WA 6365

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 May 2021.

VOTING REQUIREMENTS:

Simple majority required.

14/0621

Moved Cr Duckworth Seconded Cr Smoker that Council receive the Delegation Exercised Report for May 2021.

Carried 8/0

8.3 Shire of Kulin Audit & Risk Committee - Recommendations 16 June 2021

RESPONSIBLE OFFICER:

CEO

FILE REFERENCE:

12.05 & 04.04

AUTHOR:

CEO

STRATEGIC REFERENCE/S:

Corporate Business Plan, Civic Leadership 4.1.1 a; CEO KRA 3.3 Financial Management, 3.5 Integrated Planning

DISCLOSURE OF INTEREST: Nil

SUMMARY:

The below recommendations were presented to the Shire of Kulin Audit and Risk Committee Meeting held on Wednesday 16 June 2021.

Minutes from this meeting are included in this agenda at Item 6.3 for further information and recommendation reports.

BACKGROUND & COMMENT:

Audit Committee Regulation 17 – Review

Shire of Kulin Audit and Risk Committee is required to undertake a review of the Council's risk profile by the 30 June 2021, on the basis of a report prepared by the CEO.

The Audit and Risk Committee is required to meet to assess compliance and risk. The Shire of Kulin currently meets quarterly (including our Audit review and hook-up with Auditors) to consider strategic and operational risks including financial and non-financial systems, compliance with legislation, regulations, policies and known best practice. Recommendations are developed and agreed with management for follow-up to ensure that they are implemented as agreed.

OFFICER'S RECOMMENDATION TO AUDIT & RISK COMMITTEE

That:-

1. Council adopt of the Shire of Kulin's Risk Management Report June 2021 (and attachment) as required by Audit Regulation 17 incorporating the Risk Register;
2. Acknowledge that this report and the monthly compliance reporting processes developed by staff satisfies the intent of Audit Regulation 17 whereby the CEO is required to report on risk management, internal controls and legislative compliance;
3. Adopt the recommendation and actions contained in the Shire of Kulin's Risk Register Report June 2021 and where appropriate remove completed risk items;
4. Risk Register recommended actions be incorporated into the monthly Compliance Register for follow-up.

VOTING REQUIREMENTS

Absolute majority required.

15/0621

Moved Cr Duckworth Seconded Cr Lucchesi that the Delegations Register May 2021 be adopted with the changes as highlighted.

Carried 8/0

9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

Adjourned meeting at 3:23pm for Afternoon Tea

Meeting resumed at 3:58pm

Adjourned meeting at 3:58pm to hold Concept Forum.

Meeting resumed at 5:31pm

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

11.1 Kulin Herbarium updated lease agreement at the Old Shire Administration Building

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

SUMMARY:

For Council to consider updating the terms and conditions of the lease for the Kulin Herbarium Group at the Old Shire Administration Building.

BACKGROUND & COMMENT:

An Occupancy Agreement current exists between Shire of Kulin and Kulin Wildflower Group (more commonly known as Kulin Herbarium) for the occupation of a room at Old Shire Administration Building for the purposes of “promoting, collecting and preserving the flora of Kulin Shire”. This lease was signed in in October 2016.

Historically Kulin Shire Council has provided premises for the “Kulin Herbarium” and the local community group, Kulin Wildflower Group, that manages the day-to-day operations and resources of the Herbarium. Historically Shire staff and Council have been of the understanding that the Kulin Herbarium was a locally coordinated activity by local community members with a passion and a hobby for all things environmental and that the group was known to be the Kulin Herbarium Group for want a better definition. The premises was essentially provided to allow such local community members with a community facility for which to engage their passion and hobby for the environment and a basis for “promoting, collecting and preserving the flora of Kulin Shire”.

Council has recently received correspondence from the President of the Wildflower Society of WA as follows regarding the coordination of the Kulin Herbarium, which is somewhat contradictory to Council’s understanding:

Dear Garrick - thanks for your response.

Just to clarify one issue, my understanding is that the Kulin Regional Herbarium is a major focus of work of the Kulin Branch of the Wildflower Society, and these are not separate entities.

You may be aware that the Kulin Regional Herbarium was initially established or formalised with funding provided by the then Department of Conservation and Land Management at a time when the Department’s Western Australian Herbarium had a program (funded under the Natural Heritage Trust) to establish a network of Regional Herbaria around Western Australia. Unfortunately when the ongoing funding came to an end it became impossible for the WA Herbarium in Perth to maintain a high level of support for the Regional Herbaria; in response, many were discontinued but some, such as the Kulin Regional Herbarium, merged with, became subsumed within, or were established as, local Branches of the Wildflower Society. I have direct knowledge of these parts of the history as I was the Director of the WA Herbarium at the time when it became necessary to discontinue a high level of direct support, and I oversaw some of the transitional arrangements.

It’s great that Kulin Shire has been able to support the Regional Herbarium (and in so doing the Kulin Branch of the Wildflower Society) in the past, and I very much hope it can continue to do so. It’s also great I believe that Kulin has this asset, including the community members who work to increase knowledge of the wildflowers of your district for both locals and tourists.

I can’t comment of course on perceived or actual inappropriate use of the facilities including out-of-hours use, which as you say is a matter for negotiation and agreement between the Shire (as the owner of the facilities) and the Kulin Branch members who use it. From my perspective, it seems that having keen community members is also an important asset in a regional town and should be encouraged, while of course being managed appropriately.

I agree there is no direct lease arrangement between the Shire and the Wildflower Society, so any involvement of mine is peripheral and supportive rather than direct. I’m glad that negotiations are underway and am sure that reasonable arrangements on both sides can be agreed.

Please from my end let me know if there’s any way that I can help.

I hope this helps clarify some further aspects of the situation.

*Regards, Kevin Thiele
President, WSWA*

Staff and Council are aware that members of the Kulin Herbarium contribute a considerable amount of time and resources towards maintain or improving the natural environment in the following manner.

On 14th April 2021, at approximately 4:30pm, at the request of Council following complaints from various staff, Councillors and members of the community, the CEO approached the then President of Kulin Herbarium, Robin Campbell regarding updating the terms and conditions of the lease for the Kulin Herbarium Group at the Old Shire Administration Building. This discussion was an in-person discussion between CEO and Robin, at the Herbarium Office and lasted approximately 15 minutes and outlined the Shire’s concerns with the existing using of the building. This was followed up via email the next day to cover off the discussion as follows:

Hi Robyn

Thank you for yesterday's discussion regarding the current lease of the Herbarium at the Old Shire Administration Building. I believe you are the current Chairperson of the Kulin Herbarium Group. Can you please review the following and distribute to your Committee members accordingly.

As discussed, the Shire is in the process of reviewing the occupancy and operational conditions of the lease for a variety of reasons. We seek clarification regarding the occupancy and activity of the Herbarium:

- **Nominal Occupancy Hours**
 - Council and staff have observed and raised concerns regarding excessive occupancy hours of the building.
 - It appears the room is being used 7 days a week and often outside of normal 9-5 business hours.
 - This is excessive for a community group and non-fee paying tenant.
 - Council is of the belief that this is not in the essence of how the original lease document was established.
 - The room lease is for community group activities and not for full time occupation of the group as a whole or individual members.
- **Tourism Promotion**
 - Council understand that from time to time the Herbarium is used for specific tour groups and is accepting of this.
 - It has been brought to our attention that members of the Herbarium have been engaging in tourism promotion activities that have been misconstrued as Shire authorised.
 - Any tourism promotion, outside of specific events conducted by the Herbarium, is to be approved in advance by Shire staff.
- **Other Tenants**
 - All Herbarium materials, equipment and use is to be contained within the designated room.
 - Currently there are other fee paying tenants in the building.
 - These have exclusive access to the kitchen and Council Chambers.
 - It has been brought to our attention that these facilities are being frequently used for Herbarium use.
 - Fee paying tenants have exclusive use of kitchen facilities and Herbarium use is not to impede on this space.
 - Council Chambers are not to be accessed for Herbarium use.

Council seeks the following with regarding to on-going occupancy of the Herbarium room at the Old Shire Administration Building:

- A proposal for consideration of acceptable occupancy hours of the Herbarium.
- An outline of Herbarium activities and its contribution towards the Shire and maintaining the existing lease.

I look forward to meeting with members of the Herbarium Committee to discuss the above-mentioned queries regarding the Herbarium occupancy of the Old Shire Administration Building.

Regards

Garrick Yandle

Chief Executive Officer

Shire of Kulin

Following various forms of both written, email and phone correspondence CEO and DCEO met with Jan Cobourne (newly elected President of Kulin Herbarium) and John Munro (Herbarium Member) on Thursday 10th June to discuss issues associated with the Kulin Herbarium lease. This was followed up by a meeting between CEO, President with Jan, John and Robin Campbell on Monday 14th June to finalise the group's proposal and conditions with the updated lease. At this meeting the Group presented documents to Council, but did not include specifics regarding operation hours within the building which Shire staff have requested. They were asked to provide a written request to Council by close of business Tuesday 15th June for inclusion in Concept Forum discussion.

STATUTORY ENVIRONMENT:

Local Government Act 1995

POLICY IMPLICATIONS:

APOG

A4	ATTENDANCE AT COUNCIL MEETINGS – VISITORS, DELEGATIONS AND PETITIONS
A6	CASUAL HIRERS LIABILITY
A7	COMMUNITY CONSULTATION AND COMMUNICATION
A13	FEES & CHARGES – DISCOUNTS

FINANCIAL IMPLICATIONS:

Currently the Kulin Herbarium do not pay any lease fees as part of their agreement. There is an in-principle arrangement that in lieu of rent they clean the following areas:

- Kulin Herbarium allocated office.
- Main foyer.
- Kitchen.
- Toilets.

COMMUNITY CONSULTATION:

Council via Concept Forum

WA Wildflower Society

Kulin Wildflower Group (Kulin Herbarium)

The following information has been received from the Kulin Herbarium on Tuesday 15th June.

- Friday: 9am – 6 pm,
 - Office closed from 4.30pm
- Saturdays:
 - Open 2 mornings per month.
- Sunday:
 - Open if requested by interested parties for limited time to identify specimens.
 - We would like access to the room during Saturday and Sunday only for short periods to assist tourists, or to research specific specimens in Herbarium library.
- Monday: 9am – 6pm.
- Office closed from 4.30pm
- Tuesdays after long weekends only. 9am – 6pm,
 - Office closed from 4.30pm
 - Request for Tuesdays after long weekends is to process information and specimens after weekend visitors.

Council staff have reviewed this proposal and believe access to the building after 4:30pm on a weekday and after 12:30pm on a weekend to be excessive for a volunteer community group. Staff propose the following lease access times, which have been deemed as reasonably suitable for the whole Herbarium Group and their wider group activities:

- Mondays, Thursdays and Fridays 8:30am to 4:30pm
- Saturday 8:30am to 12:30pm

WORKFORCE IMPLICATIONS:

OFFICER'S RECOMMENDATION

That Council:

1. Update the lease of the Old Shire Administration Building for the Kulin Herbarium occupancy hours to be:
 - Mondays, Thursdays and Fridays 8:30am to 4:30pm
 - Saturday 8:30am to 12:30pm
2. Authorise the CEO to negotiate the remaining specific terms and conditions of the lease.

VOTING REQUIREMENTS:

Simple Majority.

16/0621

Moved Cr Duckworth Seconded Cr Varone that Council:

1. **Update the lease of the Old Shire Administration Building for the Kulin Herbarium occupancy hours to be:**
 - **Mondays, Thursdays and Fridays 8:30am to 4:30pm**
 - **Saturdays 8:30am to 12:30pm**
2. **Authorise the CEO to negotiate the remaining specific terms and conditions of the lease.**

Carried 8/0

12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

Nil

13 DATE AND TIME OF NEXT MEETING

Wednesday 28th July 2021 at 1:00 pm

14 CLOSURE OF MEETING

There being no further business the President declared the meeting closed at 5:37pm.

Kulin Child Care Centre
Management Committee Meeting
20th May 2021 at Kulin Shire Meeting Room
(unconfirmed)

Meeting Open 9.40am

Present: Michael Lucchesi, Justine Tyson, Megan Syred, Elle Bowey, Steph Bradford, Ash West, Melina McBow, Taryn Scadding, Garrick Yandle

Apologies: Nil

Minutes of previous meeting

Moved Melina McBow, seconded Megan Syred that the minutes of 10th November 2020 be accepted. Carried

Business Arising from previous minutes

Statements – timing of statements needs to be on a regular day weekly/fortnightly.

School library – Melina and Megan to catch up

Containers for Cash – suggestion to put the collection bins opposite Kulin Tyre Service (with the cardboard recycling bin)

Coordinators Report

Attached

Staff to determine when staff training is to be held and advertise when the centre will be closed

Agenda Items

KCCC Structure

Committee accepted the presented recommendation with the inclusion of a financial overview to be presented at each meeting.

Fundraising and Projects

Report Attached.

Moved Michael Lucchesi, seconded Justine Tyson that a mud kitchen and small world table be purchased up to the value of \$1,400.

Fundraising Opportunities and Goals

Discussion as to whether for a separate bank account be established for fundraising money to be held in and controlled by the Management Committee.

Taryn/Cassi/Garrick to investigate further and present at next meeting.

General Business

Management Policies to be updated in line with the adopted structure

Committee Meetings

Meetings to be held bi-monthly on the 4th Thursday of the month (July, September, November, January, March and May)

Meeting Closed 10.55am

Kulin CCC Coordinator Report May 2021

BOOKINGS

Monday; 11, 4 AS

Tuesday; 6, 1 x ½ day, 7 AS

Wednesday; 8, 4 AS

Thursday; 6, 1 x ½ day, 6 AS

Friday; 7, 2 AS

We have welcomed several new families so far this year, picking up an extra 5 children.

STAFF

We have taken on Shaliegh Saunders as a School Based Trainee, studying CertIII in ECEC. Shaliegh works 1 full day a week and also on a casual basis for lunch breaks and after school.

Alorrah Bull and Shayley Rennie have also been employed as Casual staff after school.

BUSINESS FROM PREVIOUS COMMITTEE MEETING

- After sending in our QIP ready for Assessment and Rating in March 2020, COVID hit so we have not yet been assessed. ECRU are still not conducting on site visits.
- Shade sails have been replaced, December 2020
- Updated Policies
 - Emergency evacuation Policy and Procedure
 - UV/sun safe Policy
 - Grievance policy (staff)
 - Lockdown Policy and Procedure
- Staff Training
 - All staff attended online webinar "Speech and Hearing Development" through Telethon.
 - Have also booked 6 on demand webinars to watch throughout the year after the Centre is closed. Staff discussions around closing the Centre an additional day (other than First Aid Training) to complete several webinars in one day.
- Containers for Cash - still awaiting shuttle or large bin to be dropped at Town Hall.

GENERAL

- Have been in contact with Kulin Men's Shed. Mr Colbourne to organize an After-School kids program with a couple of volunteers from the Men's Shed. Any volunteer will have their WWC and children would have PPE (gloves/safety glasses). We propose on a Wednesday afternoon for 1 hour. Simple woodwork, building, repurposing projects. Mr Colbourne has donated several items we have requested through the Update, so it's a great opportunity to engage the community. We will wait until the cooler months have gone to minimize the risk of germs!
- Mud kitchen - our mud kitchen is in desperate need of repair/replacement (See agenda item for more information)

Melina McBow
Coordinator

Kulin Childcare Centre Committee Structure

Background

In 2004 the Kulin Childcare Centre Management Committee was endorsed with delegated authority to manage the affairs of the establishment of the Kulin Child Care Centre, subject to budget constraints, excepting for the following areas, which will be Council responsibility:

- Staffing
- Capital Expenditure
- Sale of Assets
- Lease of Premises

The Management Committee of the Kulin Child Care Centre is made up of approximately six to ten members of the local community. The Committee includes parents of children attending the Centre and members of the community interested either professionally or personally in the functioning of the Centre. Centre staff may be ex-officio members of the Committee.

The overall role of the Management Committee is the support of the Centre and its staff, with the common concern of all members being the welfare of the children.

The Management Committee is responsible for:

- Monitoring the "overall" management of the centre through ongoing evaluation and strategic planning
- Developing policy for the centre in conjunction with parents using the centre and centre staff
- Making sure that policy is implemented in the running of the centre
- Communicating information and decisions clearly both within the Management Committee and to parents and staff
- Ensuring that the centre abides by all relevant rules and regulations
- Planning and managing the finances of the centre
- Keeping up-to-date records in line with legal and financial requirements
- Employing, managing and supporting centre staff in line with current Industrial obligations
- Negotiating with outside bodies
- Encouraging the involvement of parents not on the Management Committee

As the centre has evolved, so has the landscape of childcare. The highly regulated environment in which we operate childcare (Education and Care Services National Law (WA) 2012 and Regulations 2012) and Local Government (Local Government Act 1995 and Local Government Industry Award 2020) has seen significant changes in the operations of the centre and where the responsibility sits for the management of the service.

As such the role of the Committee has also changed and the need to re-establish the Terms of Reference (Role) of the committee to ensure it has purpose and clear outcomes is required.

Recommendation

Kulin Child Care Centre Advisory Committee

Purpose

The KCCC Advisory Committee provides opportunities for family and community to have input into future directions of the centre based on community strengths and needs.

Parent engagement connects the community and the centre and promotes and supports this vital service in Kulin and the region.

Roles and responsibilities

- obtain family and community views on programs, services and other matters
- liaise with centre to encourage family and community participation and engagement
- promote the centre within the community
- input into the service's quality improvement plan (QIP) to ensure continuous improvement of the service
- to identify potential fundraising activities and implement those activities
- in conjunction with centre management, identify and coordinate projects as required

Membership

Shire of Kulin - Community Services Manager
Kulin CCC – Centre Coordinator
Kulin Shire Council – one representative
Community – 5 to 7 community members

Meeting frequency

Bi-monthly

Role of Shire of Kulin

Governance

To ensure all legal, financial and HR requirements are implemented and recognised through appropriate governance practices, providing quality education and care, meeting the principles, practices and elements of the Early Years Learning Framework and the National Quality Standard.

Shire to provide a financial overview at each meeting.

Fundraising and projects

Fundraising 2020/21

AOOB Donation	1,000.00	Hart Sport equipment purchased as per application
Footy Tipping Margin Comp	750.00	
Catering	163.64	
Plates	487.29	
TOTAL	\$2,400.93	

Projects

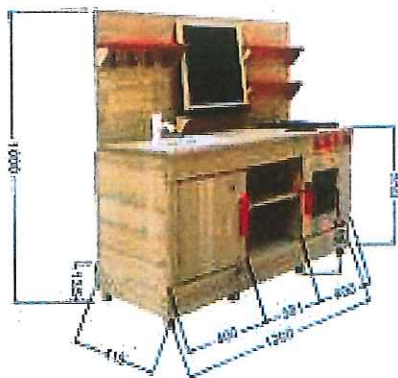
Mud Kitchen

Hide and Seek Kids

Mud Kitchen – Danny

\$279.00

Standard Assisted Home Delivery - \$129.90 (ETA: 11 days)



Assorted pallet tables on Gumtree \$200 and up

Facebook Page; Sustainable Outdoor fun. Perth. \$370.00



Equipment Purchases

Centre would like to purchase a 'small world table from MTA \$309



Purchase Indigenous Fabric from Spotlight for dolls clothes and props

WISH LIST PROJECTS/BUDGET REQUESTS

Bike track

Retic vegies/chooks

Outdoor blinds

Outdoor heater

Indoor curtains

Minutes of an Audit & Risk Committee Meeting of Council held in the Council Chambers on Wednesday 16 June 2021 commencing at 1:30pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr West declared the meeting open at 1:30pm

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Attendance

BD West	President	West Ward
G Robins	Deputy President	Town Ward
J Noble	Councillor	Town Ward
R Bowey	Councillor	Town Ward
L Varone	Councillor	East Ward
B Smoker	Councillor	West Ward
RD Duckworth	Councillor	West Ward
MS Lucchesi	Councillor	Central Ward
G Yandle	Chief Executive Officer	
C Vandenberg	Deputy Chief Executive Officer	
F Jasper	Executive Support Officer	

Apologies

Nil

3. PUBLIC QUESTION TIME

4. APPLICATIONS FOR LEAVE OF ABSENCE

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

5.1 Meeting 17 March 2021

6. MATTERS REQUIRING DECISION

6.1 Local Government (Audit) Regulations 1996 - Regulation 17 Review

6 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

8 INFORMATION BULLETIN ITEMS

9 DATE AND TIME OF NEXT MEETING

10 CLOSURE OF MEETING

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

5.1 Audit & Risk Committee Meeting Minutes 17 March 2021

A1/0621

Moved Cr Duckworth Seconded Cr Smoker that the minutes of the Audit and Risk Committee Meeting held on 17 March 2021 be received.

Carried 8/0

6. MATTERS REQUIRING DECISION

6.1 Local Government (Audit) Regulations 1996 - Regulation 17 Review

RESPONSIBLE OFFICER: CEO

FILE REFERENCE: 04.04

AUTHOR: CEO

STRATEGIC REFERENCE/S: Corporate Business Plan, Civic Leadership 4.1.1 a; CEO KRA 3.3 Financial Management, 3.5 Integrated Planning

DISCLOSURE OF INTEREST: Nil

SUMMARY:

Shire of Kulin Audit and Risk Committee is required to undertake a review of the Council's risk profile by the 30 June 2021, on the basis of a report prepared by the CEO. It is intended that this report and attachment be the June Risk Report 2020. Attachment details risk items remaining which also in part appear in the Corporate Action Plan for completion. The Shire of Kulin CEO and DCEO report monthly compliance to the full Council focussing on general and accounting compliance. These compliance processes adopted since May 2016, collectively address the Audit Regulation 17 framework for dealing with risk and reporting compliance.

BACKGROUND & COMMENT:

The Audit and Risk Committee is required to meet to assess compliance and risk. The Shire of Kulin nominally meets quarterly (including our Audit review and hook-up with Auditors) to consider strategic and operational risks including financial and non-financial systems, compliance with legislation, regulations, policies and known best practice. Recommendations are developed and agreed with management for follow-up to ensure that they are implemented as agreed.

A Risk Register prepared in June 2017, (adopted by the Audit and Risk Committee in June) has been the basis of the compliance work undertaken over the past 4 years. It should be noted that on-going items now appear where relevant in the Compliance Calendar listing and CAP report which managers use each month for the compliance reports to Council.

The Shire had already adopted a Risk Management Framework that includes matrixes that allows for the assessment of identified risk and again this was used to select priorities.

The adopted processes adopted provide a degree of certainty that risk and compliance matters are addressed.

STATUTORY ENVIRONMENT:

The Local Government (Audit) Regulations 1996 require local government authorities to establish audit committees. The Department of Local Government amended the Audit Regulations inserting regulation 17, requiring the CEO to review and report on systems and procedures.

Regulation 17 – CEO to review certain systems and procedures

A new regulation 17 has been inserted and states as follows:

17 *CEO to review certain systems and procedures*

(1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*

- (a) *risk management; and*
 - (b) *internal controls; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

This report meets that requirement.

POLICY IMPLICATIONS:

Since June 2016 significant improvements have been made to the risk profile. Council is already aware of these items as they flowed through into the monthly meeting process, namely;

- Development of a **Compliance Calendar**;
- Establishment of a **Compliance team** (CEO, DCEO, WM, ESO, SFO) – required to meet monthly after Council meetings to plan the compliance work;
- The ESO send out **compliance actions to each** staff member;
- CEO reports compliance each month (**Compliance Items 7.1**) in Council Agenda (**General and Accounting compliance**); This gives Council a degree of confidence that nothing is being overlooked, forgotten, avoided or misplaced when it comes to ensuring that programmes, projects, policy or legislative changes are being considered and actioned.
- **Delegation Exercised report** where all CEO/DCEO delegations exercised for the month are reported to Council.

An updated Policy Manual developed in June 2017, has assisted in management of actions and will ensure actions adopted by policy are included in the Compliance calendar. This is reviewed annually as well as on an as needs basis throughout the year.

FINANCIAL IMPLICATIONS:

Specific financial risks are addressed in the Risk Management Report.

STRATEGIC IMPLICATIONS:

The Department of Local Government Operational Guidelines 2013 relating to Audit Committees suggests;

That a Council's internal control environment includes the following components:

- *Structure of the organisation*
- *Culture of the organisation*
- *Knowledge, skills and experience of employees*
- *Processes employed by the organisation to conduct business.*

That the Chief Executive Officer plays a key role in the establishment and development of an effective internal control environment, as it ultimately sets the operational tone of the Council, and should reflect the ethics, integrity and values espoused by the Council.

An effective and transparent internal control environment would focus on the following key areas:

- *Integrity and ethical values*
- *Management's philosophy and operating style*
- *Organisation structure*
- *Performance measures*
- *Policies and procedures*
- *Human resources policy*
- *Internal Audit function*
- *The Audit Committee.*

The role of the Audit & Risk Committee is to govern the integrity of the entity's financial information, systems of internal control, and the legal and ethical conduct of management and the employees.

Internal Control actions implemented in June 2016 and undertaken on a regular basis since include;

Integrity and Ethical Values

- Code of Conduct now positioned in Policy.

Organisational Structure

- Administration
 - Senior Finance Officer
 - Upgrade of role to ensure adequate support for the DCEO and the finance function.
 - Trainee Finance Officer employed
 - Role provides book-keeping and administrative support within administration team.
- Community Services
 - Community Development Officer
 - Role upgraded to Community Services Manager reflective of staff reports as well as multiple roles within organisation.
 - CRC Trainee
 - Combines role of CRC, customer service and broader Shire administrative activities.
 - Key focus is to recruit additional staff member/s to assist with tourism, communications and events management.
- Works
 - Technical Officer
 - Allow greater focus on Occupational Health and Safety plans and works road funding needs of the Shire.
- Camp Kulin
 - Organisational structure review commenced in 2019, due to significant turnover in staff, which restricted the output and services being delivered.
 - Due to financial sustainability challenges and COVID19, Camp Kulin operations were halted indefinitely in April 2020.

Performance Measures

- CEO
 - Currently undertaking Integrated Planning and Reporting major review as per legislation requirements.
 - LTFP and AMP updated in late 2020.
 - Business and Community Workshops.
 - Council consultation.
 - Updated documents expected late 2021.
 - Financial Management Review
 - Undertaken June 2021.
 - Review of financial management processes and procedures.
 - Discussed at Council Forum level and refined over the course of monthly Forums.

Policy and Procedures

- Annual Review of Policy Manual to be presented for consideration each May.
- Administrative Procedures and Operational Guidelines (APOG) completed June 2017 and reviewed annually for consideration each May.

Human Resource Policy

- Numerous HR procedures included in APOG.
- COVID-19 – Shut Down and Leave Parameters Memorandum
 - Issued to staff in March 2020.
 - Outlining processes undertaken to manage staff employment and welfare during COVID-19.
 - Not incorporated into a Procedure as this was subject to rapid change.

Annual Financial Audit

Key findings from Auditor for 2019/20 Audit of Annual Financial Report.

“In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matter indicate significant adverse trend in the financial position of the Shire:
 - a. The Operating surplus ratio has been below the Department of Local Government, Sports and Cultural Industries standard for the past three years. The financial ratios are reported in Note 27 of the financial report.
- (ii) The following material matter indicating non-compliance with Part 6 of the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law was identified during the course of my audit:
 - a. The Shire has not reported the Asset Renewal Funding Ratio for 2019 and 2018 in the annual financial report as required by section 50(1)(c) of the Local Government (Financial Management)

Regulations 1996, as management considered the available information on planned capital renewals and required capital expenditure was not updated.

(iii) All required information and explanations were obtained by me.

(iv) All audit procedures were satisfactorily completed.

(v) In my opinion, the asset consumption ratio and the asset renewal funding ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.”

Key recommendations of Auditor

INDEX OF FINDINGS	RATING		
	SIGNIFICANT	MODERATE	MINOR
1. Purchase Quotations		✓	
2. Employment Letters			✓
3. Purchase Order			✓

KEY TO RATINGS

The Ratings in this management letter 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. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant

Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.

Moderate

Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor

Those findings that are not of primary concern but still warrant action being taken.

DETAIL AND RESPONSE OF FINDINGS

1. Purchase Quotations

Finding

Based on our purchases testing, we noted approximately 6% of purchase transactions we sampled did not have a sufficient numbers of supplier quotes as required under the Shire’s purchasing policy or there was no documentation to explain why other quotes were not sought. The issue remains unresolved from a similar 2019 finding.

Rating: Moderate

Implication

This is a non-compliance with the Shire’s purchasing policy. It also increases the risk that its purchases may not achieve the best value for money outcomes.

Recommendation

We recommend that all authorised officers comply with the purchasing policy in regards to supplier quotations or document reasons why quotes were not obtained.

Management should also investigate the above exceptions identified during our testing.

Management Comment

Management are conducting on-going training with both creditor and purchasing staff to ensure that the policy is followed and where the policy could not be met the reason why is documented with other purchasing documents. The policy will be reviewed to ensure the thresholds and relevant quotations required is appropriate.

Responsible Person: All officers with delegated authority to make purchases

Completion Date: Ongoing

2. Employment Letters

Finding

Based on our payroll testing, we noted three instances where the casual employee files did not include appointment letters which confirms the employees award level and/or pay rates.

Rating: Minor

Implication

The absence of appointment letters may make it difficult to resolve any potential disputes with employees.

Recommendation

We recommend management ensure the signed appointment letters are documented in employee files for all applicable personnel.

Management Comment

Managers have now been made aware that employee appointment letters are required for even the most casual staff employed for short term labour. It is not expected that this will be an issue in the future.

Responsible Person: Chief Executive Officer

Completion Date: 1 July 2020

3. Purchase Orders

Finding

Based on our purchases testing, we noted one instance where the Purchase Order (PO) authorised by the personnel exceeded the PO amount limit in accordance with the delegation register. We noted that asset purchases which includes trade-in's, the net purchase price was determined as the threshold.

Rating: Minor

Implication

Authorisation of orders exceeding the delegation limits may result in staff ordering larger amounts without any approval, or inappropriate purchases being made.

Recommendation

We recommend authorised officers be reminded of the need to ensure purchase orders are raised in accordance with the delegation register limits and gross purchase price should be the threshold for asset purchases with trade-in's. This will ensure goods and services are appropriately ordered with sufficient approval limits.

Management should also investigate the above exception identified during our testing.

Management Comment

This particular instance was an outlier where the manager was trading a vehicle which was within it's budgeted allocation. The net purchase price was within the limits of his purchasing delegation however the purchase price of the new vehicle exceeded the delegation. The purchasing officer is now aware of the limitations and it is not expected that this issue will occur again.

Responsible Person: Chief Executive Officer

Completion Date: 1 July 2020

The Audit and Risk Committee

- Nominally meet in June (risk Report) November (Auditor phone hook-up) and March (Budget Review).

The Shire of Kulin is addressing its strategic aim of being compliant and operating within the law whilst minimising exposure to risk. The ongoing actions taken by Staff and CEO in recent years has solidified processes to ensure there will be ongoing improvement in terms of focus on compliance.

It is evident that monthly reporting has developed more of a compliance focus. Audit and Risk Committee meetings scaled back to 3 meetings per year, June and December, with the face to face or phone contact meeting with the Auditor timed to coincide with receipt of the Audit report and management letter (between mid Sept – November).

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

OFFICER'S RECOMMENDATION:

That the Audit and Risk Committee recommend to Council that:-

1. Council adopt of the Shire of Kulin's Risk Management Report June 2021 (and attachment) as required by Audit Regulation 17 incorporating the Risk Register;
2. Acknowledge that this report and the monthly compliance reporting processes developed by staff satisfies the intent of Audit Regulation 17 whereby the CEO is required to report on risk management, internal controls and legislative compliance;
3. Adopt the recommendation and actions contained in the Shire of Kulin's Risk Register Report June 2021 and where appropriate remove completed risk items;
4. Risk Register recommended actions be incorporated into the monthly Compliance Register for follow-up.

VOTING REQUIREMENTS:

Simple majority required.

A2/0621

Moved Cr Duckworth Seconded Cr Lucchesi that the Audit and Risk Committee recommend to Council that;

- 1. Council adopt of the Shire of Kulin's Risk Management Report June 2021 (and attachment) as required by Audit Regulation 17 incorporating the Risk Register;**
- 2. Acknowledge that this report and the monthly compliance reporting processes developed by staff satisfies the intent of Audit Regulation 17 whereby the CEO is required to report on risk management, internal controls and legislative compliance;**
- 3. Adopt the recommendation and actions contained in the Shire of Kulin's Risk Register Report June 2021 and where appropriate remove completed risk items;**
- 4. Risk Register recommended actions be incorporated into the monthly Compliance Register for follow-up.**

Carried 8/0

No Date and Time Set for next Meeting.

CLOSURE OF MEETING

There being no further business the meeting was closed at 1:38pm

Shire of Kulin - Full Risk Register

8-Jun-21

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	Risk Issue	RISK IDENTIFICATION			EVALUATION			Initial					Revised					Future					Solutions						
					Causes		Existing Controls		Risk Treatment																							
					Initial	Initial	Revised	Initial	Revised	Future	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	Baseline End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date
OR-029	Capacity to Deliver Services		Operational	Council loses recurrent Grant funding to provide existing service	Changes to State and Federal funding policies	Council staff identify grant opportunities and apply for grants decision to proceed with grant actions taken subsequent to receipt of approval, funds or contract agreements	Council staff identify grant obligations in terms of reporting, acquittal and response deadlines, prepare for refunds if grants not proceeding.	Maximisation attitudes of applying for every grant now shifted to applying for targeted planned projects only where Council/community contribution already available	Council fails to recognise the impact of changes in a timely manner and adjust Budgets and plans to incorporate change	Ongoing attitudes towards grants	2.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	Council has a clear process to review services where grant funding has ceased to ensure it understands the financial impact on its	Administration resources - accounting staff	CEO	30/06/2015	31/05/2019	100%	No risk issue but requires ongoing monitoring.	31/05/2019
SR-001	Human Safety and Well - Being		Strategic	Failure to protect staff or third parties from injury - operational targets toward Occupational Safety Plans functioning in the workplace.	No active Occ. Health Safety Committee - functions intermittently	Procedures and insurance in place. Committee function reactivated	Comprehensive OHS procedures, policies, training and communication. Proactive operational inspections. Appointment of an off-site consultant to provide OH&S	No active attention to Occ. Health Safety issues	Committee to be establish/revived to address ongoing Occ. Health and Safety issues.	Consultant provides ongoing support and services.	5.00	2.80	14.00	Low	5.00	1.00	1.50	7.50	Low	3.20	1.00	1.50	4.80	Low	Ensure an OSH Risk Management Plan is in place in line with the Risk Management Policy and Procedure Manual.	Administration resources	CEO	30/06/2016	31/12/2017	100%	OH&S consultant engaged.	31/05/2019
SR-006	Capacity to Deliver Services		Strategic	Inability to fund the maintenance replacement and renewal of infrastructure assets	Long Term Financial Plan linked to current Asset Management Plan.	Updated Long Term Financial Plan linked to Asset Management Plan.		Long Term Financial Plan linked to updated Asset Management Plan 2020.	Asset Management Plan and Long Term Financial Plan to be regularly reviewed as required by legislation to ensure assets will be renewed and maintained to a suitable level.		5.00	1.50	7.50	Low	5.00	1.00	1.50	7.50	Low	3.20	1.00	1.50	4.80	Low	LTFP informed by Asset Management Plans for infrastructure assets	Administration resources - accounting staff	CEO/DCEO	30/06/2015	31/10/2020	100%	Updated Asset Management Plan and LTFP endorsed by Council October 2020	8/06/2021
SR-009	Shire Reputation and Governance		Strategic	Failure to provide expected levels of service, events and benefit to the community	Appropriate levels of funding allocated in annual budget	Integrated planning framework, community satisfaction survey and complaints register in place		Tolerate the risk	Appropriate levels of funding allocated in annual budget		2.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	Ensure reporting mechanism in place to capture community feedback on expected levels of service	Administration resources - accounting staff	CEO/DCEO	30/06/2015	31/05/2020	100%	IPR Major Review being undertaken in 2021 with community engagement processes.	8/06/2021
OR-001	Financial and Legal		Operational	Budgets do not reflect strategic objectives	Long Term Financial Plan linked to Community Strategic Plan	Review by management of actual performance against budget in relation to initiatives/objectives of Community Strategic Plan, Corporate Business Plan and Strategic Action Plans.		Treat the risk	Major review of relevant IPR documents being undertaken 2021 to link - SCP, CBP, LTFP and AMP for inclusion with Annual Budgets.		2.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	Ensure process in place to establish clear links and relationship between budgets and Integrated Plans.	Administration resources - accounting staff	CEO/DCEO	30/06/2015	30/09/2021	50%	IPR Major Review being undertaken in 2021 with community engagement processes.	8/06/2021
SR-005	Shire Reputation and Governance		Strategic	Customer processes and standards applied to all customer contact points in the Shire	Process and procedures in place	Process and standards in place.		Treat the risk	Ongoing customer service training for new and existing staff to ensure standards do not decrease - feedback from customers to levels of service provided		2.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	Customer service procedures current to ensure consistency across the organisation and adherence to the Customer Service Charter	Administration resources	All staff	30/06/2015	8/06/2021	100%	Ongoing Customer Service training undertaken for staff changeovers. APOG to be reviewed at annually.	8/06/2021
SR-014	Human Safety and Well - Being		Strategic	Non-compliance with Occupation Health & Safety (OH&S) Regulations and physical security requirements	OHS Policy exists	Workplace inspections, hazard register and staff induction process in place	Refining OH&S Policy required	Treat the risk	OH&S Audit to undertaken regularly in conjunction with OHS consultant and LGIS with proposed outcomes to be addressed.		5.00	2.80	14.00	Low	5.00	1.00	1.50	7.50	Low	3.20	1.00	1.50	4.80	Low	Develop an HR Framework. This should include an OSH Risk Management Plan in line with the requirements of the Risk Management Policy and Procedure Manual.	Administration resources	CEO	30/06/2015	Ongoing	100%	OH&S Audit to be regularly scheduled (latest June 2019) with recommendations to be addressed as part of OHS processes.	8/06/2021
OR-003	Financial and Legal		Operational	Unrealistic Budgets Adopted	Budget linked to Community Strategic Plan	Current Budget prepared within the Kulin Integrated Planning Framework	Considerable linkage to Community Plan, Corporate Plan and LTFP reviewed annually	Tolerate the risk	Minimal risk of Council adopting widely variant Plan without community response - assumptions in plan revised annually		2.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	Ensure annual budget is prepared in accordance with the Kulin Integrated Planning Framework	Administration resources - accounting staff	DCEO	30/06/2015	8/06/2021	100%	IPR Major Review being undertaken in 2021 with community engagement processes.	8/06/2021
OR-004	Financial and Legal		Operational	Budgets are inaccurately reported with differences in the Budget adopted by Council, and that exercised by Council administration.	Monthly financial reports presented to Council with CEO/DCEO both reporting on performance.	Original Budget and any approved changes are compared to the Budget entered into the financial system for accuracy by appropriate level of management with identified variances investigated.	Monthly financial reports presented to Council assessed for accuracy by accounting staff and CEO	Tolerate the risk	Ongoing - Monthly financial reports presented to Council assessed for accuracy by accounting staff and CEO		2.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	Appropriate level of management or an independent person investigates financial system for accuracy of budgets in financial system and changes adopted by Council.	Administration resources - accounting staff	CEO/DCEO	30/06/2015	Ongoing	100%	Budget Review indicates Budget in excellent shape. Ongoing monthly checks in place. Variances reported to Council monthly. Financial Management Review undertaken June 2021.	8/06/2021
OR-018	Financial and Legal		Operational	Investment transactions are either not recorded or are recorded inaccurately.	Investment balances reported to Council monthly. Delegation to roll investments or change investments recorded in Delegation report to Council monthly.	Actual investment income compared to budget on a regular basis; variances are investigated.	Management regularly reports on actual performance against budget to Council.	Tolerate the risk	Ongoing - Management regularly reports on actual performance against budget to Council		2.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	Investment transactions are reconciled / compared to third-party statements documents and discrepancies are investigated	Administration resources - accounting staff	DCEO	30/06/2015	Ongoing	100%	Monthly deligation exercised is reported to Council, indicating action taken with investments. Transfers to Reserves a Council decision June each year. Audit Committee views balances and reconciliations. Ongoing	8/06/2021
OR-020	Financial and Legal		Operational	Inventory received is either recorded inaccurately or not recorded at all.		Supplier statements are reconciled to goods receipt records and invoices regularly.	Training and development of staff managing this function	Tolerate the risk	Ongoing - Management regularly reports on actual performance against budget to Council		2.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	Monthly stock-takes of inventory are completed and reconciled to the	Administration resources - accounting	DCEO	30/06/2015	Ongoing	100%	Ongoing monitoring	8/06/2021
SR-002	Capacity to Deliver Services		Strategic	Change of government policy negatively affecting service provision or planned capital funding.	Current Long Term Financial Plan linked to levels of funding as per current policy	Long Term financial Plan based on current levels of service and funding	Current Long Term Financial Plan linked to levels of funding as per current policy	Treat the risk	Long Term financial Plan based on current levels of service and funding, as well as Asset Management Plan and updated regularly as part of IPR process.		2.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	Ensure Corporate Plan and LTFP when reviewed consider the impact of government grants and contributions on service delivery and infrastructure renewal	Administration resources	CEO	30/06/2015	Ongoing	100%	Grants when sought form part of project and budget balances. No grants sought unless required. LTFP based on known income. Remove	8/06/2021
OR-017	Financial and Legal		Operational	Council makes poor investment decisions	LTFP, Budget and Compliance requirements minimise risk of poor decisions	Management monitor cash & anticipated future cash flows. Surplus funds invested in accordance with Council policy. Investment & transfer of funds approved by officers in accordance	Budget creation, budget review and monthly review of financial statements provides checkpoints for the consideration of fund transfers and cashflow	Treat the risk	Ongoing - Budget creation, budget review and monthly review of financial statements provides checkpoints for the consideration of fund transfers and cashflow		2.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	Council has a clear and comprehensive investment policy to assist when making any decisions to	Administration resources	CEO	30/06/2015	Ongoing	100%	Stable staff at present minimises risk - CEO review of applicable policies being undertaken	8/06/2021
OR-027	Shire Reputation and Governance		Operational	Lack of working capital to meet Council's financial commitments	Council maintains healthy b/fwd balances - minimises use of Reserve funds and transfers required funds into Reserves annually	Details of cash requirements, particularly with capital works, are documented and discussed by authorised officers. Investments and borrowings are reported to Council monthly.	LTFP accommodates healthy balances to meet cashflow requirements in first 2 months of financial year before rates cashflow occurs.	Established dates for rate discount limit earlier cashflow but is manageable.	LTFP accommodates healthy balances to meet cashflow requirements in first 2 months of financial year before rates cashflow occurs.		3.20	1.50	4.80	Low	3.20	1.00	1.50	4.80	Low	3.20	1.00	1.50	4.80	Low	Management reviews cash position of Council on an on-going basis, involving comparison to budgets; significant variances investigated by management.	Administration resources	CEO	30/06/2015	Ongoing	100%	Cashflow requirements are monitored monthly and in line with budget. Significant capital projects are planned in accordance with cash reserves and funding availability.	8/06/2021
OR-037	Shire Reputation and Governance		Operational	Council is not able to demonstrate that all probity issues have been addressed in the Contracting process	Detailed Policy requirements WALGA eliminate risk of probity issues and failed processes	Evaluation process exists both during the selection process and throughout the term of the contract to ensure that supplier / contractor meet their objectives.	Maintenance of minimum standards in relation to compliance and Council policy	Ongoing - Maintenance of minimum standards in relation to compliance and Council policy. Policy review to be completed annually. Regional Purchasing Policy considered.		3.20	1.00	3.20	Low	3.20	1.00	1.00	3.20	Low	3.20	1.00	1.00	3.20	Low	Robust and transparent selection processes to ensure effective and qualified suppliers / contractors are selected by Council. This includes compliance with Code of	Administration resources	CEO	30/06/2015	30/06/2019	100%	Purchasing policy revised in June 2019 and workshopped with staff, APOG reviewed annually.	8/06/2021	

OR-038	Financial and Legal		Operational	Ability to manage external collection of funds in operations. Rates Debtors, Sundry Debtors, Freebairn Recreation Centre, Aquatic Centre, Day Care Caravan Park collection at risk of loss.	High turnover of staff and nature of bar staff employment. Cash high visibility, balancing and stocktakes, big events.	Weekly balancing occurs well after opportunity to ensure correct procedures, mitigation practices and supervision	Nil - CCTV over tills now installed, weekly balancing undertaken with Admin/finance staff. Ensure debt collection policy is adhered to in relation to rates and sundry debtors.	Management regularly reports balances against stock but weekly checking now demonstrating evidence of what works and is effective.	Action taken now to minimise risk.	Ongoing - FRC, Aquatic Centre and Caravan Park collection details forwarded to Finance weekly. Performance against anticipated collections regularly assessed. Potential against loss now lesser. CCTV to be installed in safe room at FRC.	2.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	2.00	1.00	1.50	3.00	Low	Balancing now undertaken with assistance; CCTV over tills; collection now assessed weekly.	Administration resources - accounting staff	DCEO	30/06/2015	Ongoing	100%	Ongoing - not seen as high risk - but potential for loss of funds always possible. Staff arrangements being resolved.	8/06/2021
OR-39	Human Safety and Well - Being		Operational	Failure to provide staff ongoing employment as a result of a global pandemic.	Global pandemic affecting business financially or rendering the work place or travel to work unsafe.	IT systems allow a range of staff to work from home if required and maintain minimal staff in the office, whilst outside staff continue working in isolation.	Review IT systems enabling as many staff as possible to work from home, develop a rotation roster within the office. Develop a Pandemic Leave Policy for if situation is that bad that staff can take leave and still be paid. Investigate options to redeploy staff	Management review risk to workforce and communicate with staff possibilities of risk and potential measures to be implemented. Regular communication updates to staff. PPE inventory undertaken and	Action taken now to minimise risk.	Ongoing - continue to monitor global environment, communicate with staff of relevant updates and actions.	3.00	2.00	6.00	Low	3.00	1.00	1.00	3.00	Low	3.00	1.00	1.00	3.00	Low	Managing staff welfare and ongoing employment in a global pandemic.	Administration resources - accounting staff	CEO	30/06/2020	Ongoing	100%	Ongoing - not seen as high risk - but potential for staff anxiety and uncertainty. Staff arrangements being monitored.	8/06/2021
OR-40	Capacity to Deliver Services		Operational	Failure to deliver sufficient ongoing services as a result of a global pandemic.	Global pandemic affecting business financially or rendering the work place or travel to work unsafe.	IT systems allow a range of staff to work from home if required and maintain minimal staff in the office, whilst outside staff continue working in isolation.	Review IT systems enabling as many staff as possible to work from home, develop a rotation roster within the office. Develop procedure for outside staff to continue working to deliver services at a reduced level, determine which services still need to be delivered and at what level	Management review risk to workforce and regularly communicate with staff and community possibilities of risk and potential measures to be implemented. PPE inventory undertaken and orders made.	Action taken now to minimise risk.	Ongoing - continue to monitor global environment, communicate with staff and community of relevant updates and actions.	4.00	2.00	8.00	Low	4.00	1.00	1.00	4.00	Low	4.00	1.00	1.00	4.00	Low	Balancing delivery of services during a global pandemic.	Administration resources - IT services, communication mediums	CEO	30/06/2020	Ongoing	100%	Ongoing - not seen as high risk - but potential for staff and community anxiety and uncertainty. Staff arrangements being monitored.	8/06/2021

CREDIT CARD

Statement Summary 31 May 2021

Transaction Date	Officer	Creditor	Amount
5/05/2021	CASSI VANDENBERG	OFFICEWORKS Monitor for Computer	\$157.00
7/05/2021	CASSI VANDENBERG	COLES EXPRESS Fuel - PMV120	\$55.50
6/05/2021	JUDD HOBSON	CALTEX NARROGIN Fuel - PMV30	\$25.01
10/05/2021	JUDD HOBSON	COUGARS CAFÉ Meal	\$24.00
10/05/2021	JUDD HOBSON	COUGARS CAFÉ Meal	\$10.50
10/05/2021	JUDD HOBSON	THE KARALEE Meals	\$123.10
10/05/2021	JUDD HOBSON	BROADWATER RESORT Accommodation	\$233.00
11/05/2021	JUDD HOBSON	MAIN ROADS WA HEAVY Permit PE70	\$50.00
12/05/2021	GARRICK YANDLE	CANCER COUNCIL WA Morning Tea - Advertising	\$10.00
14/05/2021	CASSI VANDENBERG	PAYPAL Advertising, Bar Staff	\$16.50
15/05/2021	GARRICK YANDLE	SIMPLEINOUT Monthly Subscription	\$26.72
15/05/2021	JUDD HOBSON	JG HI FI IPAD Touch Cover, Judd Hobson	\$219.95
17/05/2021	CASSI VANDENBERG	TELSTRA Internet, Aquatic Centre	\$115.95
17/05/2021	JUDD HOBSON	SHIRE OF KULIN Fuel - PMV26	\$11.91
19/05/2021	GARRICK YANDLE	MAILCHIMP Monthly Subscription	\$12.99
19/05/2021	CASSI VANDENBERG	BP KULIN Fuel, PMV120	\$77.89
19/05/2021	JUDD HOBSON	BP KULIN Fuel - PMV124	\$80.01
20/05/2021	CASSI VANDENBERG	CALTEX ALBANY	\$56.36

21/05/2021	CASSI VANDENBERG	Fuel - PMV120 WA POLICE/POST	\$55.80
24/05/2021	JUDD HOBSON	Police Clearance Application, Cassi Vandenberg CUE ROADHOUSE	\$180.00
25/05/2021	GARRICK YANDLE	Accommodation, Judd Hobson PRACTICAL PRODUCTS	\$1,555.40
25/05/2021	JUDD HOBSON	Toaster, Freebairn Centre COLES EXPRESS	\$410.01
25/05/2021	JUDD HOBSON	Fuel, PMV70 BP WUBIN	\$24.30
26/05/2021	JUDD HOBSON	Meals COLES EXPRESS	\$31.30
26/05/2021	JUDD HOBSON	Meals SUPER CHEAP AUTO	\$45.98
25/05/2021	JUDD HOBSON	Fuel - PMV70 CALTEX MEEKATHARA	\$36.10
26/05/2021	JUDD HOBSON	Meals BP MERREDIN	\$18.80
30/05/2021		Meals BENIDGO BANK	\$20.00
		Card Fees	
			<u>\$3,684.08</u>

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2021

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
TRIP			
273	18/05/2021	MELINA MCBOW Refund Request from Trip Fund	\$2,500.00
274	26/05/2021	VICKIE JOHNSON Refund Request from Trip Fund	\$3,300.00
TRUST			
457	07/05/2021	ROSS WOOLF Housing Bond Refund, Unit 6, Kulinda Village	\$620.00
458	07/05/2021	PHYLLIS WALTON Housing Bond Refund, Unit 8 Kulinda Village	\$500.00
459	26/05/2021	NICOLE POLETTI Housing & Pet Bond Refund, 21 Bull Street	\$1,000.00
MUNICIPAL			
EFT17757	03/05/2021	ACRES OF TASTE Catering, Council & Electors Meeting April 2021	\$1,388.50
EFT17758	03/05/2021	AUTOPRO NORTHAM Depot Supplies	\$159.00
EFT17759	03/05/2021	ATC WORK SMART CRC & Childcare Trainee	\$584.09
EFT17760	03/05/2021	BOC GASES Argoshield Universal G Size	\$143.37
EFT17761	03/05/2021	BEST OFFICE SYSTEMS Photocopier Maintenance	\$77.00
EFT17762	03/05/2021	BLACKWOODS Parts	\$1,409.81
EFT17763	03/05/2021	COURIER AUSTRALIA Freight	\$76.51
EFT17764	03/05/2021	CS LEGAL Bad Debt Expenses	\$1,144.14
EFT17765	03/05/2021	JULIE DALL Embroidery, Childcare Centre Staff Uniforms	\$42.00
EFT17766	03/05/2021	NARROGIN FLORIST Wreaths	\$320.00
EFT17767	03/05/2021	EMERGE ASSOCIATES Youth Precinct Aquatic Centre, Detailed Design & Documentation	\$7,700.00
EFT17768	03/05/2021	GILBARCO AUSTRALIA PTY LTD Fault Repairs	\$291.13
EFT17769	03/05/2021	GARPEN PTY LTD Parts	\$150.00
EFT17770	03/05/2021	GENERAL TECH iPad Screen & screen Protectors	\$338.00
EFT17771	03/05/2021	HAULMORE TRAILER SALES PTY LTD Haulmore TRI Drop-Deck Trailer	\$146,080.00
EFT17772	03/05/2021	HALLITE SEALS AUSTRALIA PTY LIMITED Parts	\$38.12
EFT17773	03/05/2021	KLEENHEAT GAS Yearly Facility Fee	\$35.19
EFT17774	03/05/2021	KULIN IGA Freebairn Centre Statement March 2021	\$202.44
EFT17775	03/05/2021	KELYN TRAINING SERVICES Registration Worksite Traffic Management, G Whitehead	\$370.00
EFT17776	03/05/2021	K & L LANDSCAPING Paving, High Street - Balance Owing	\$3,784.99
EFT17777	03/05/2021	MARK GILLBARD Reimbursement, White Card Training	\$55.72
EFT17778	03/05/2021	RURAL TRAFFIC SERVICES PTY LTD	\$9,897.61

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2021

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
		Rural Traffic Services, Muller & Rabbit Proof Fence Rd	
EFT17779	03/05/2021	REPCO	\$22.59
		Depot Supplies	
EFT17780	03/05/2021	SHIRE OF CORRIGIN	\$10,828.40
		ROEHO ROE Regional Environmental Health Services Jan - March 2021	
EFT17781	03/05/2021	SWAN BREWERY COMPANY PTY LTD	\$1,618.54
		Bar Purchase	
EFT17782	03/05/2021	ST JOHN AMBULANCE AUSTRALIA	\$632.00
		First Aid Kit Supplies & Equipment	
EFT17783	03/05/2021	SPYKER BUSINESS SOLUTIONS	\$3,880.29
		IT Support	
EFT17784	03/05/2021	TRUCKLINE	\$269.23
		Parts	
EFT17785	03/05/2021	UNIFORMS AT WORK AUSTRALIA PTY LTD	\$26.73
		Postage, Staff Uniforms	
EFT17786	03/05/2021	OFFICEWORKS BUSINESS DIRECT	\$75.79
		WSFN Office Supplies	
EFT17788	12/05/2021	AVON WASTE	\$12,738.66
		Refuse Service	
EFT17789	12/05/2021	AIR LIQUIDE WA	\$21.00
		Cylinder Rent	
EFT17790	12/05/2021	CHILD SUPPORT AGENCY	\$212.12
		Payroll Deductions	
EFT17791	12/05/2021	AFGRI EQUIPMENT AUSTRALIA	\$36.10
		Parts	
EFT17792	12/05/2021	AC ELECTRICS WA	\$576.40
		LED Panel Downlights 20W, FRC	
EFT17793	12/05/2021	BEST OFFICE SYSTEMS	\$2,899.55
		Photocopying Cost	
EFT17794	12/05/2021	BLACKWOODS	\$456.64
		Depot Supplies	
EFT17795	12/05/2021	COUNTRY WIDE FRIDGE LINES PTY TLD	\$139.72
		Freight on Bar Purchase	
EFT17796	12/05/2021	COURIER AUSTRALIA	\$153.56
		Freight	
EFT17797	12/05/2021	CORRIGIN ENGINEERING	\$1,034.61
		Supply, Mark Out & Press 3MM HRS Sheets to Dimension	
EFT17798	12/05/2021	LANDGATE	\$6,977.60
		Rural UV General Revaluations 2020/2021	
EFT17799	12/05/2021	DIGGA WEST & EARTHPARTS WA	\$1,026.30
		Gutter Brooms & Main Broom	
EFT17800	12/05/2021	DYNAMIC POOLS AUSTRALIA	\$9,849.40
		Progress Claim #2	
EFT17801	12/05/2021	FEGAN BUILDING SURVEYING	\$346.50
		Contract building Surveying	
EFT17802	12/05/2021	GANGELLS AGSOLUTIONS	\$5,438.27
		Various Building, Depot & Road Maintenance Supplies	
EFT17803	12/05/2021	GREAT SOUTHERN FUEL SUPPLIES	\$197.20
		Fuel, Peter Hall WSFN	
EFT17804	12/05/2021	PETER & REBECCA HALL	\$430.02
		Reimbursement, Mobile Phone, Accommodation & Meals	
EFT17805	12/05/2021	J S F BRUSHES	\$704.00
		Poly Wire Broom	
EFT17806	12/05/2021	KULIN HARDWARE & RURAL	\$10,901.23
		Various Building, Depot & Road Maintenance Supplies	
EFT17807	12/05/2021	KLEENHEAT GAS	\$349.26
		Gas	
EFT17808	12/05/2021	KULIN SOCIAL CLUB	\$200.00

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2021

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
		Payroll Deductions	
EFT17809	12/05/2021	KULIN SHIRE TRIP FUND	\$870.00
		Payroll Deductions	
EFT17810	12/05/2021	KULIN SHIRE TRUST FUND	\$935.00
		Payroll Deductions	
EFT17811	12/05/2021	KULIN IGA	\$799.91
		Statement April 2021	
EFT17812	12/05/2021	KULIN LIBRARY, POST OFFICE AND MAIL	\$1,323.30
		Library Service Fee, April 2021	
EFT17813	12/05/2021	LOCAL GOVERNMENT WORKS ASS OF WA INC	\$2,035.00
		Registration 2021 LGWA Works & Parks Conference, Judd Hobson & Grant Jenks	
EFT17814	12/05/2021	NUTRIEN AG SOLUTIONS LIMITED	\$381.04
		Roundup Ultra Max	
EFT17815	12/05/2021	LAKE GRACE EARTHMOVING	\$9,132.75
		Plant Hire, 6 Wheeler Truck	
EFT17816	12/05/2021	MCINTOSH & SON	\$44.13
		Parts	
EFT17817	12/05/2021	MARKETFORCE	\$603.79
		Advertising	
EFT17818	12/05/2021	NARROGIN GLASS QUICKFIT WINDSCREENS	\$303.83
		Reglaze Lowlite Window with 5MM Clear Glass	
EFT17819	12/05/2021	OIL TECH FUEL	\$46,509.41
		Distillate & ULP	
EFT17820	12/05/2021	EXURBAN RURAL & REGIONAL PLANNING	\$1,665.37
		Town Planning Consulting Services	
EFT17821	12/05/2021	PAUL WATSON	\$55.80
		Reimbursement, Police Clearance	
EFT17822	12/05/2021	SOLAR WATER PUMPS SALES & SERVICE PTY LTD	\$550.00
		Install Pump, Pingaring Dam	
EFT17823	12/05/2021	REPCO	\$23.10
		Parts	
EFT17824	12/05/2021	REGIONAL FIRE & SAFETY	\$5,548.40
		Fire Equipment 6 month Check	
EFT17825	12/05/2021	ST JOHN AMBULANCE AUSTRALIA	\$1,477.65
		First Aid Kit Supplies & Equipment Servicing	
EFT17826	12/05/2021	SPYKER BUSINESS SOLUTIONS	\$3,576.45
		IT Support	
EFT17827	12/05/2021	GOVERNMENT OF WESTERN AUSTRALIA SOUTH REGIONAL TAFE	\$495.00
		OSH Refresher Course, Grant Jenks	
EFT17828	12/05/2021	TWINKARRI PTY LTD	\$36,080.00
		Tree Pruning & Mulching, Fence Road North	
EFT17829	12/05/2021	THE WILLIAMS NEWSPAPER	\$160.00
		Advertising, GenAg	
EFT17830	12/05/2021	OFFICEWORKS BUSINESS DIRECT	\$248.15
		Stationery	
EFT17831	12/05/2021	SYNERGY	\$145.62
		Electricity, Peter Hall	
EFT17832	12/05/2021	WATERSHED NEWS	\$60.00
		Advertising, GenAg	
EFT17833	12/05/2021	WA DISTRIBUTORS PTY LTD	\$924.55
		Cleaning Supplies	
EFT17834	14/05/2021	AUTOPRO NORTHAM	\$93.05
		Parts	
EFT17835	14/05/2021	ATC WORK SMART	\$308.09
		Childcare Trainee	
EFT17836	14/05/2021	BELL, JC & RS	\$678.60
		Steel Plates	

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2021

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT17837	14/05/2021	BENARA NURSERIES	\$2,762.45
		Various Trees & Plants	
EFT17838	14/05/2021	ECOEDGE ENVIRONMENTAL SERVICES	\$5,483.50
		Reconnaissance & Targeted Flora & Vegetation Survey, Caravan Park	
EFT17839	14/05/2021	EASIFLEET MANAGEMENT	\$1,522.68
		Staff Novated Lease	
EFT17840	14/05/2021	EDGE EQUIPMENT	\$6,355.80
		Equipment Hire	
EFT17841	14/05/2021	HAULMORE TRAILER SALES PTY LTD	\$624.20
		On Road Cost, TRI Drop Deck Widener	
EFT17842	14/05/2021	KULIN TYRE SERVICE	\$2,863.19
		Tyres, Tubes & Batteries	
EFT17843	14/05/2021	NARROGIN TOYOTA	\$74.84
		Parts	
EFT17844	14/05/2021	NEWDEGATE COMMUNITY RESOURCE CENTRE	\$130.00
		Advertising, GenAg	
EFT17845	14/05/2021	REPCO	\$162.26
		Parts	
EFT17846	14/05/2021	STORYPARK LIMITED	\$8.91
		Addition Child Subscription	
EFT17847	14/05/2021	SCHORER & SONS	\$1,375.00
		Refinator Hire	
EFT17848	14/05/2021	SANDILANDS AUTO REPAIRS	\$1,788.60
		Repair/Replace Radiator Morbark Chipper	
EFT17849	14/05/2021	HYDEN COMMUNITY RESOURCE CENTRE	\$100.00
		Advertising, GenAg	
EFT17850	14/05/2021	TUDOR HOUSE	\$233.00
		Aboriginal Flag	
EFT17851	21/05/2021	CHILD SUPPORT AGENCY	\$212.12
		Payroll Deductions	
EFT17852	21/05/2021	AFGRI EQUIPMENT AUSTRALIA	\$57.90
		Parts	
EFT17853	21/05/2021	BEST OFFICE SYSTEMS	\$17.00
		Freight	
EFT17854	21/05/2021	BLACKWOODS	\$93.50
		Parts	
EFT17855	21/05/2021	COUNTRY WIDE FRIDGE LINES PTY TLD	\$250.92
		Freight on Bar Purchase	
EFT17856	21/05/2021	COCA-COLA AMATIL (AUST) PTY LTD	\$1,028.81
		Bar Purchase	
EFT17857	21/05/2021	COURIER AUSTRALIA	\$287.05
		Freight	
EFT17858	21/05/2021	CEA SPECIALTY EQUIPMENT PTY LTD	\$891.00
		Depot Supplies	
EFT17859	21/05/2021	EMERGE ASSOCIATES	\$1,760.00
		Youth Precinct Aquatic Centre, Stage 2	
EFT17860	21/05/2021	FEGAN BUILDING SURVEYING	\$495.00
		Contract Building Surveying	
EFT17861	21/05/2021	G & M DETERGENTS	\$77.00
		Cleaning Supplies	
EFT17862	21/05/2021	GLOBAL SYNTHETICS	\$6,217.75
		Rolls of Combigrid	
EFT17863	21/05/2021	PETER & REBECCA HALL	\$106.62
		Reimbursement, Mobile Phone	
EFT17864	21/05/2021	KULIN SOCIAL CLUB	\$200.00
		Payroll Deductions	
EFT17865	21/05/2021	KULIN SHIRE TRIP FUND	\$870.00
		Payroll Deductions	

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2021

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT17866	21/05/2021	KULIN SHIRE TRUST FUND	\$935.00
		Payroll Deductions	
EFT17867	21/05/2021	KULIN TYRE SERVICE	\$7,725.30
		Tyres, Tubes & Batteries	
EFT17868	21/05/2021	TRINITEQ INTERNATIONAL PTY LTD	\$1,732.50
		IT Maintenance, Hard Drive Failure	
EFT17869	21/05/2021	OIL TECH FUEL	\$52,106.99
		Distillate & ULP	
EFT17870	21/05/2021	PAUL WATSON	\$35.00
		Reimbursement, Pre Employment Drug Test	
EFT17871	21/05/2021	SWAN BREWERY COMPANY PTY LTD	\$1,468.38
		Bar Purchase	
EFT17872	21/05/2021	SYRED MECHANICAL SERVICES	\$2,805.00
		Oils & Grease	
EFT17873	21/05/2021	SPYKER BUSINESS SOLUTIONS	\$76,797.11
		IT Environment Upgrade	
EFT17874	21/05/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	\$578.00
		Staff Training, Fiona Jasper	
EFT17875	21/05/2021	WESTRAC PTY LTD	\$1,004.79
		Parts	
EFT17876	21/05/2021	WA CONTRACT RANGER SERVICES	\$561.00
		Ranger Service	
EFT17877	21/05/2021	WA DISTRIBUTORS PTY LTD	\$949.30
		Cleaning Supplies	
EFT17878	21/05/2021	WCP CIVIL PTY LTD	\$90,301.81
		Supply & Lay Asphalt	
EFT17879	28/05/2021	ACRES OF TASTE	\$1,101.43
		Catering Council & ROE Tourism Meeting	
EFT17880	28/05/2021	CS LEGAL	\$1,493.10
		Bad Debt Expenses	
EFT17881	28/05/2021	LANDGATE	\$29.36
		DLI Invoices	
EFT17882	28/05/2021	ENGINE PROTECTION EQUIPMENT PTY LTD	\$108.81
		Parts	
EFT17883	28/05/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	\$4,957.75
		ESLB 4th QTR Contribution	
EFT17884	28/05/2021	JR & A HERSEY PTY LTD	\$2,501.71
		Depot Supplies	
EFT17885	28/05/2021	HALLITE SEALS AUSTRALIA PTY LIMITED	\$76.93
		Parts	
EFT17886	28/05/2021	IT VISION	\$275.00
		Play Account Refresh	
EFT17887	28/05/2021	LGISWA	\$844.12
		Wages Adjustment Contribution	
EFT17888	28/05/2021	NAREMBEEN COMMUNITY RESURCE CENTRE	\$450.78
		Waste Station Collection Calendars	
EFT17889	28/05/2021	SWAN BREWERY COMPANY PTY LTD	\$392.28
		Bar Purchase	
EFT17890	28/05/2021	TRUCKLINE	\$255.97
		Parts	
EFT17891	28/05/2021	ETHAN WADE	\$247.78
		Payroll Payment	
EFT17892	28/05/2021	WRITEYBOARD AUSTRALIA (NZ) PTY LTD	\$379.50
		Whiteboard, Works Manager	
37336	03/05/2021	KULIN MUSEUM SOCIETY INC	\$875.00
		Refuse Site Maintenance	
37337	03/05/2021	TELSTRA	\$323.96
		Integrated Messaging	

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2021

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
37338	03/05/2021	WATER CORPORATION	\$877.14
		Water Usage, Dudinin Standpipe	
37339	12/05/2021	TELSTRA	\$63.96
		ADSL Service	
37340	12/05/2021	WATER CORPORATION	\$818.58
		Water Usage & Rates	
37341	14/05/2021	TELSTRA	\$1,707.81
		Phone Usage & Equipment Rent	
37342	21/05/2021	TELSTRA	\$1,578.12
		Mobile Phone Usage & iPad Works Manager	
37343	28/05/2021	WATER CORPORATION	\$19,540.77
		Water Usage & Rates	
DD7717.1	02/05/2021	REST SUPERANNUATION	\$453.98
		Superannuation Contributions	
DD7717.2	02/05/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	\$76.19
		Superannuation Contributions	
DD7717.3	02/05/2021	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE PERSONAL SUPER	\$822.76
		Superannuation Contributions	
DD7717.4	02/05/2021	AWARE SUPER	\$11,683.65
		Superannuation Contributions	
DD7717.5	02/05/2021	AUSTRALIAN SUPERANNUATION	\$638.93
		Superannuation Contributions	
DD7717.6	02/05/2021	MLC MASTERKEY SUPERANNUATION	\$254.66
		Superannuation Contributions	
DD7717.7	02/05/2021	DALHALL HOLDINGS PTY LTD	\$438.47
		Superannuation Contributions	
DD7717.8	02/05/2021	PRIME SUPERANNUATION	\$197.91
		Superannuation Contributions	
DD7717.9	02/05/2021	BT SUPER FOR LIFE	\$121.35
		Superannuation Contributions	
DD7724.1	01/05/2021	BENDIGO BANK	\$1.10
		Bank Charges	
DD7724.2	05/05/2021	BENDIGO BANK	\$9.00
		Bank Charges	
DD7724.3	07/05/2021	SYNERGY	\$116.50
		Electricity Usage	
DD7724.4	02/05/2021	BENDIGO BANK	\$128.40
		Bank Charges	
DD7724.5	03/05/2021	BENDIGO BANK	\$2.75
		Bank Charges	
DD7724.6	03/05/2021	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD	\$504.95
		Bank Charges	
DD7724.7	03/05/2021	WESTNET INTERNET SERVICES	\$229.85
		Internet	
DD7724.8	04/05/2021	BENDIGO BANK	\$4.65
		Bank Charges	
DD7724.9	05/05/2021	SYNERGY	\$6,668.56
		Electricity Usage	
DD7732.1	11/05/2021	SYNERGY	\$871.52
		Electricity Usage	
DD7732.2	12/05/2021	BENDIGO BANK	\$6.90
		Bank Charges	
DD7734.1	01/05/2021	CREDIT CARD - MASTER CARD	\$2,069.69
		Statement April 2021	
DD7739.1	16/05/2021	REST SUPERANNUATION	\$426.94
		Superannuation Contributions	
DD7739.2	16/05/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	\$207.20
		Superannuation Contributions	

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2021

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD7739.3	16/05/2021	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE PERSONAL SUPER	\$822.76
		Superannuation Contributions	
DD7739.4	16/05/2021	AWARE SUPER	\$11,980.14
		Superannuation Contributions	
DD7739.5	16/05/2021	MLC MASTERKEY SUPERANNUATION	\$252.53
		Superannuation Contributions	
DD7739.6	16/05/2021	DALHALL HOLDINGS PTY LTD	\$438.47
		Superannuation Contributions	
DD7739.7	16/05/2021	PRIME SUPERANNUATION	\$198.55
		Superannuation Contributions	
DD7739.8	16/05/2021	BT SUPER FOR LIFE	\$173.35
		Superannuation Contributions	
DD7739.9	16/05/2021	AUSTRALIAN SUPERANNUATION	\$369.40
		Superannuation Contributions	
DD7748.1	14/05/2021	BENDIGO BANK	\$2.55
		Bank Charges	
DD7748.2	19/05/2021	BENDIGO BANK	\$13.20
		Bank Charges	
DD7748.3	20/05/2021	SYNERGY	\$5,582.11
		Electricity Usage	
DD7748.4	17/05/2021	AUSTRALIAN LIQUOR MARKETERS PTY LTD - METCASH TRADING LIMITED	\$1,506.92
		Bar Purchase	
DD7748.5	24/05/2021	SYNERGY	\$1,684.35
		Electricity Usage	
DD7748.6	27/05/2021	SYNERGY	\$105.61
		Electricity Usage	
DD7748.7	27/05/2021	CARLTON UNITED BREWERIES PTY LTD	\$960.59
		Bar Purchase	
DD7748.8	18/05/2021	SYNERGY	\$1,200.21
		Electricity Usage	
DD7750.1	28/05/2021	BENDIGO BANK	\$2.10
		Bank charges	
DD7717.10	02/05/2021	BENDIGO SUPERANNUATION PLAN	\$141.57
		Superannuation Contributions	
DD7717.11	02/05/2021	HOSTPLUS SUPERANNUATION FUND	\$190.34
		Superannuation Contributions	
DD7739.10	16/05/2021	BENDIGO SUPERANNUATION PLAN	\$103.15
		Superannuation Contributions	
DD7739.11	16/05/2021	HOSTPLUS SUPERANNUATION FUND	\$201.58
		Superannuation Contributions	
6508545	05/05/2021	BULK PAYMENT	\$66,548.69
		Payroll	
6533616	19/05/2021	BULK PAYMENT	\$68,493.92
		Payroll	
Sub-total: EFT & Chq Payments			\$868,134.46
TOTAL PAYMENTS FOR MONTH ENDING 31 May 2021			\$868,134.46

Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
Opening balance				\$2,069.69
6 May 21	OFFICEWORKS 06021, S UBIACO AUS RETAIL PURCHASE 05/05 CARD NUMBER 552638XXXXXX823 1	157.00		2,226.69
8 May 21	COLES EXPRESS 6916, MYAREE AUS RETAIL PURCHASE 07/05 CARD NUMBER 552638XXXXXX823 1	55.50		2,282.19
9 May 21	CALTEX NARROGIN, NAR ROGIN AUS RETAIL PURCHASE 06/05 CARD NUMBER 552638XXXXXX706 1	25.01		2,307.20
11 May 21	COUGARS CAFE, WELSHP OOL AUS RETAIL PURCHASE 10/05 CARD NUMBER 552638XXXXXX706 1	24.00		2,331.20
11 May 21	COUGARS CAFE, WELSHP OOL AUS RETAIL PURCHASE 10/05 CARD NUMBER 552638XXXXXX706 1	10.50		2,341.70
11 May 21	THE KARALEE ON PREST, COMO AUS RETAIL PURCHASE 09/05 CARD NUMBER 552638XXXXXX706 1	123.10		2,464.80
11 May 21	BROADWATER RESORT CO MO, COMO AUS RETAIL PURCHASE 09/05 CARD NUMBER 552638XXXXXX706 1	233.00		2,697.80
13 May 21	MAIN ROADS WA HEAVY ,WELSHPOOL AUS RETAIL PURCHASE 11/05 CARD NUMBER 552638XXXXXX706 1	50.00		2,747.80
13 May 21	CANCER COUNCIL WA AB MT,SUBIACO AUS RETAIL PURCHASE 12/05 CARD NUMBER 552638XXXXXX405 1	10.00		2,757.80

274BH102 / E-01 / S-223 / I-223 / 0007421415000850

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	\$110.52
Closing Balance on 31 May 2021	\$3,684.08
Payment due	14 Jun 2021
Date	Payment amount

Drawer	Chq No	BSB	Account No	\$	¢

*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
14 May 21	PERIODIC TFR 00074214151201 00000000000		2,069.69	688.11
16 May 21	PAYPAL *BJOBBOARD, 4 029357733 AUS RETAIL PURCHASE 14/05 CARD NUMBER 552638XXXXXXXX823 1	16.50		704.61
16 May 21	SIMPLEINOUT.COM, FAR GO US RETAIL PURCHASE-INTERNATIONAL 15/05 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXXX405 1	25.94		730.55
16 May 21	INTERNATIONAL TRANSACTION FEE	0.78		731.33
18 May 21	JB HI FI COCKBURN GA , SUCCESS AUS RETAIL PURCHASE 15/05 CARD NUMBER 552638XXXXXXXX706 1	219.95		951.28
19 May 21	Telstra Direct Debit ,AUSTRALIA AUS RETAIL PURCHASE 17/05 CARD NUMBER 552638XXXXXXXX823 1	115.95		1,067.23
19 May 21	SHIRE OF KULIN, KULI N AUS RETAIL PURCHASE 17/05 CARD NUMBER 552638XXXXXXXX706 1	11.91		1,079.14
21 May 21	MAILCHIMP *MISC, MAI LCHIMP.COM AUS RETAIL PURCHASE-INTERNATIONAL 19/05 CARD NUMBER 552638XXXXXXXX405 1	12.99		1,092.13
22 May 21	BP KULIN OPT, KULIN AUS RETAIL PURCHASE 19/05 CARD NUMBER 552638XXXXXXXX823 1	77.89		1,170.02
22 May 21	BP KULIN OPT, KULIN AUS RETAIL PURCHASE 19/05 CARD NUMBER 552638XXXXXXXX706 1	80.01		1,250.03
23 May 21	CALTEX ALBANY, ALBAN Y AUS RETAIL PURCHASE 20/05 CARD NUMBER 552638XXXXXXXX823 1	56.36		1,306.39
23 May 21	WA POLICE/POST, MELB OURNE AUS RETAIL PURCHASE 21/05 CARD NUMBER 552638XXXXXXXX823 1	55.80		1,362.19
25 May 21	CUE ROADHOUSE, CUE AUS RETAIL PURCHASE 24/05 CARD NUMBER 552638XXXXXXXX706 1	180.00		1,542.19
26 May 21	PRACTICAL PRODUCTS, WANGARA AUS RETAIL PURCHASE 25/05 CARD NUMBER 552638XXXXXXXX405 1	1,555.40		3,097.59
26 May 21	COLES EXPRESS 6956,M EEKATHARRA AUS RETAIL PURCHASE 25/05 CARD NUMBER 552638XXXXXXXX706 1	410.01		3,507.60

274BH102 / E-0 / S-224 / F224 / 0007421415000860

Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
27 May 21	BP WUBIN 6420, WUBIN AUS RETAIL PURCHASE 25/05 CARD NUMBER 552638XXXXXXXX706 1	24.30		3,531.90
27 May 21	COLES EXPRESS 6959, LEONORA AUS RETAIL PURCHASE 26/05 CARD NUMBER 552638XXXXXXXX706 1	31.30		3,563.20
28 May 21	SUPER CHEAP AUTO, KA LGOORLIE AUS RETAIL PURCHASE 26/05 CARD NUMBER 552638XXXXXXXX706 1	45.98		3,609.18
28 May 21	CALTEX MEEKATHARA, M EEKATHARRA AUS RETAIL PURCHASE 25/05 CARD NUMBER 552638XXXXXXXX706 1	36.10		3,645.28
28 May 21	BP MERREDIN 6232, ME RREDIN AUS RETAIL PURCHASE 26/05 CARD NUMBER 552638XXXXXXXX706 1	18.80		3,664.08
30 May 21	CARD FEE 5 @ \$4.00	20.00		3,684.08
Transaction totals / Closing balance		\$3,684.08	\$2,069.69	\$3,684.08

**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.

All card transactions made in currencies other than Australian dollars will incur a fee of 3% of the transaction value. (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.

**Making great things happen
in your community.**





Shire of Kulin

MONTHLY FINANCIAL REPORT

For the period ended 31 May 2021

Presented to Ordinary Council Meeting

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Note 3 Asset Information

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Note 5 Grants Information

Note 6 Borrowings

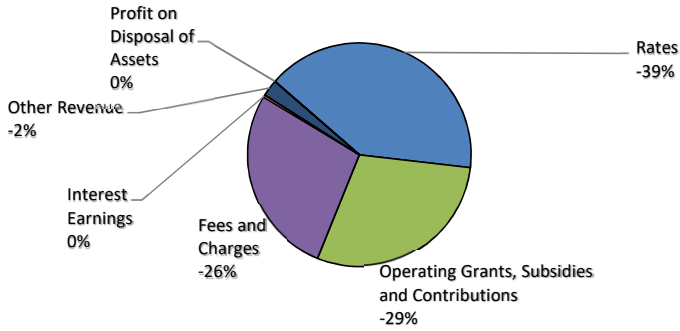
Note 7 Major Variances

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

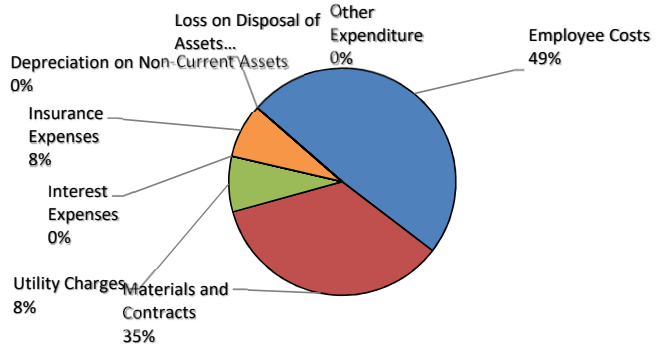
Shire of Kulin
SUMMARY INFORMATION - GRAPHS
 For the period ended 31 May 2021

OPERATING ACTIVITIES

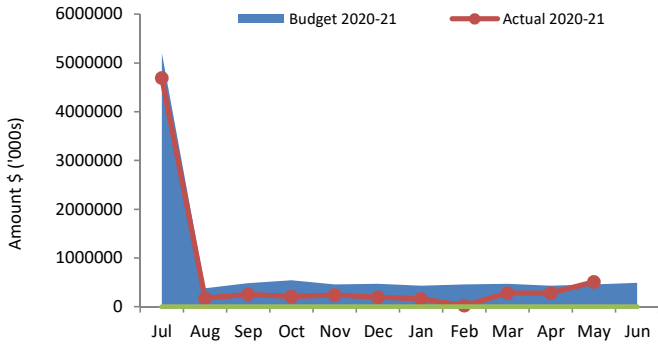
OPERATING REVENUE



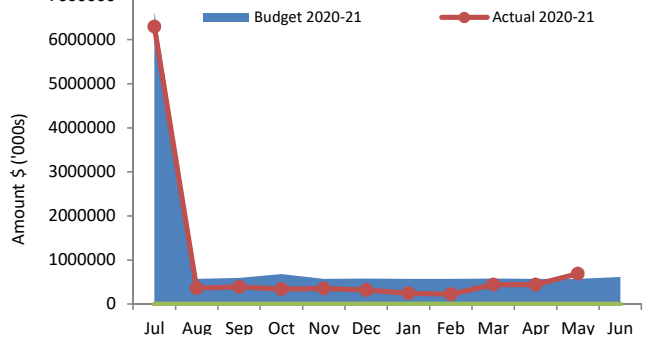
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

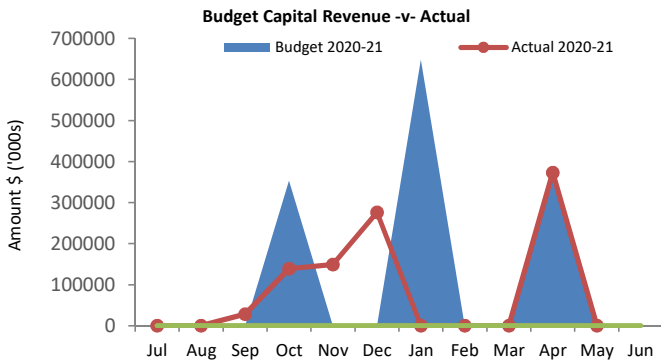


Budget Operating Expenses -v-YTD Actual

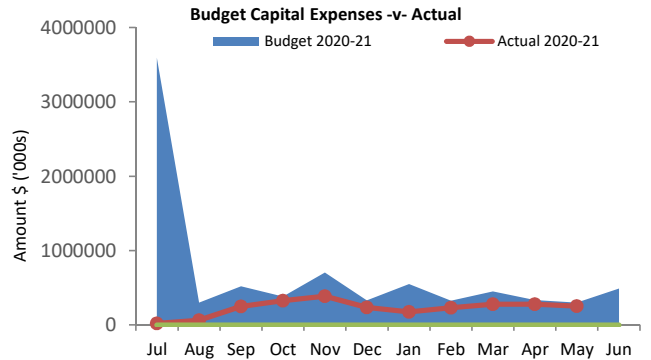


INVESTING ACTIVITIES

CAPITAL REVENUE



CAPITAL EXPENSES



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

Shire of Kulin
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the period ended 31 May 2021

	Ref Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	
Opening Funding Surplus(Deficit)	1(a)	1,671,941	1,671,941	1,657,227	(14,714)	(1%)	
Operating Revenues							
General Purpose Funding		1,717,020	1,296,705	1,387,043	90,338	7%	
General Purpose Funding - Rates	2	2,028,931	2,028,931	2,035,402	6,471	0%	
Governance		17,970	16,456	56,790	40,334	71%	▲
Law, Order and Public Safety		33,400	26,754	33,111	6,357	19%	▲
Health		0	0	472	472	100%	
Education and Welfare		270,440	252,260	203,441	(48,819)	(24%)	▼
Housing		108,282	99,242	92,066	(7,176)	(8%)	
Community Amenities		101,224	100,613	103,210	2,597	3%	
Recreation and Culture		214,449	199,520	223,540	24,020	11%	▲
Transport		257,681	253,943	265,135	11,192	0%	
Economic Services		1,235,800	977,703	817,839	(159,864)	(20%)	▼
Other Property and Services		120,864	106,183	156,183	50,000	32%	▲
Total (Excluding Rates)		6,106,061	5,358,310	5,374,233	15,923		
Operating Expense							
General Purpose Funding		(96,808)	(80,762)	(73,363)	(7,399)	(10%)	▼
Governance		(219,077)	(172,139)	(192,113)	19,974	10%	▲
Law, Order and Public Safety		(151,392)	(141,199)	(140,000)	(1,199)	(1%)	
Health		(120,039)	(103,782)	(59,414)	(44,368)	(75%)	▼
Education and Welfare		(323,674)	(296,582)	(289,460)	(7,122)	(2%)	
Housing		(263,405)	(241,329)	(224,667)	(16,662)	(7%)	
Community Amenities		(377,752)	(336,897)	(322,686)	(14,211)	(4%)	
Recreation and Culture		(1,231,739)	(1,130,620)	(1,074,844)	(55,776)	(5%)	
Transport		(3,382,226)	(3,093,310)	(3,088,566)	(4,744)	(0%)	
Economic Services		(1,101,998)	(1,010,968)	(1,060,219)	49,251	5%	
Other Property and Services		(93,007)	(95,545)	65,722	(161,267)	245%	
Total		(7,361,116)	(6,703,133)	(6,459,610)	(243,523)		
Funding Balance Adjustment							
Add back Depreciation	3(c)	3,175,584	2,381,688	2,477,584	95,895	4%	
Adjust (Profit)/Loss on Asset Disposal	3(b)	(43,746)	0	(19,856)	(19,856)	100%	
Total Adjustments		3,131,838	2,381,688	2,457,727	(151,562)		
Investing Activities							
Proceeds from Capital Grants	5	1,504,000	1,060,500	937,859	(122,641)	-13%	▼
Proceeds from disposal of assets	3(b)	171,000	42,750	130,127	87,377	67%	▲
Payments for property, plant and equipment and infrastructure	3(a)	(4,991,340)	(3,590,955)	(3,343,853)	(247,101)	-7%	
		(3,316,340)	(2,487,705)	(2,275,868)			
Financing Activities							
Transfer from reserves	4	218,327	109,164	58,723	50,441	46%	▲
Repayment of debentures	6	(90,511)	(45,256)	(44,912)	(344)	1%	
Transfer to reserves	4	(316,263)	(158,132)	(309,523)	151,392	-96%	
		(188,447)	(94,224)	(295,712)			
Closing Funding Surplus(Deficit)	1(a)	43,937	126,878	457,997			

Shire of Kulin
STATEMENT OF FINANCIAL POSITION
For the period ended 31 May 2021

Description	Balance 30 June 2020 \$	Movement \$	Total Actual 31-May-21 \$
CURRENT ASSETS			
Cash at Bank	1,983,660	(421,092)	1,562,569
Cash at Bank Reserves & Restricted Funds	1,871,837	249,812	2,122,637
Sundry Debtors	265,734	(194,738)	70,996
Sundry Debtors - Rates	54,423	(3,336)	51,086
Accrued Interest	3,007	(3,007)	0
Stock on hand	52,446	(15,744)	36,702
TOTAL CURRENT ASSETS	4,231,106	(388,105)	3,843,989
CURRENT LIABILITIES			
Contract Liabilities	0		(545,677)
Sundry Creditors	(196,709)	62,424	(136,945)
Accruals	(276,683)	(16,511)	(293,194)
LSL - Current	(217,364)	0	(217,364)
GST Clearing Account	(11,443)	(64,175)	(75,618)
Loan Commitment - Current	(90,511)	44,912	(45,599)
ESL Collection	3,937	(184)	3,754
Rates Paid in Advance	(3,781)	2,810	(971)
TOTAL CURRENT LIABILITIES	(792,554)	29,276	(1,311,614)
NET CURRENT ASSETS	3,438,553	(358,829)	2,532,375
NON-CURRENT ASSETS			
Land & Buildings	21,065,490	(350,274)	20,784,851
Construction other than Buildings	325,900	(4,154)	407,869
Plant & Equipment	3,070,738	71,220	3,141,958
Furniture & Equipment	141,596	48,662	194,618
Motor Vehicles	1,465,714	(59,551)	1,406,163
Infrastructure	107,273,928	(765,165)	108,163,907
Shares - Kulin (Bendigo) Bank	5,000	0	5,000
Units Held - Local Government House Trust	71,221	0	71,221
TOTAL NON-CURRENT ASSETS	133,419,587	(1,058,821)	134,176,026
NON CURRENT LIABILITIES			
Loan Liability Non Current	(1,073,183)	0	(1,073,183)
Lsl Accrual - Non Current	(74,878)	0	(74,878)
TOTAL NON-CURRENT LIABILITIES	(1,148,061)	2,220	(1,145,841)
NET ASSETS	135,710,078	(1,415,431)	135,562,560
TOTAL ACCUMULATED RESERVES			
	1,871,837	250,800	2,122,637
Asset Revaluation - Infrastructure	80,027,800	0	80,027,800
Asset Revaluation - Property, Plant & Equipment	1,851,617	0	1,851,617
Asset Revaluation - Land & Buildings	11,639,170	0	11,639,170
Accumulated Surplus	40,319,655	(147,519)	40,172,137
TOTAL ACCUMULATED SURPLUS	133,838,241	(250,800)	133,439,923
TOTAL EQUITY	135,710,078	0	135,562,560

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2021

Note 1(a) - Net Current Assets Composition

	Budget Last Year Closing 30-Jun-20	Actual Last Year Closing 30-Jun-20	Year to Date 31-May-21
Current Assets			
Cash and Cash Equivalents	4,010,595	3,855,497	3,685,205
Accounts Receivable - Rates	69,220	54,579	53,869
Accounts Receivable - Sundry	271,384	265,734	70,996
Inventories	59,377	52,446	36,702
Other	3,007	3,007	0
Less: Current Liabilities			
Contract Liabilities	0	0	(545,677)
Sundry Creditors	(372,755)	(197,359)	(169,431)
Payroll Accruals	(86,562)	(106,150)	(88,165)
Provision for Annual Leave	(169,883)	(169,883)	(169,883)
Provision for Long Service Leave (Current)	(217,364)	(217,364)	(217,364)
ATO Liability	(17,828)	(11,443)	(75,618)
Borrowings (Current)	(90,511)	(90,511)	(45,599)
Adjustments to Current Assets			
Less: Reserves (Restricted Cash)	(1,871,837)	(1,871,837)	(2,122,637)
Add: Borrowings (Current)	90,511	90,511	45,599
Closing funding surplus/(deficit)	1,677,353	1,657,227	457,997

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.

Note 1(b) - Banking Information

	General Ledger Balance 31-May-21	Bank Statement Balance 31-May-21
Cash at Bank - Unrestricted		
Municipal Funds	381,673	404,584
Freebairn Recreation Centre	157,898	156,117
Investments	1,019,403	1,019,403
Till Float	3,095	3,400
Petty Cash	500	500
	1,562,569	1,584,003
Cash at Bank - Restricted		
Reserve Funds	2,122,637	2,122,637
	2,122,637	2,122,637

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2021

Note 2 - Rating information

Rate Type	Rate in \$	Number of properties	Rateable Value	Budgeted Rate Revenue	Actual Rate Revenue
General Rate					
Gross Rental Value					
Residential	0.10187	134	1,189,708	121,196	121,146
Industrial	0.10187	13	116,376	11,855	11,855
Commercial	0.10187	28	447,448	45,582	45,582
Rural	0.10187	11	88,608	9,026	9,026
Unimproved Value					
Rural	0.01049	347	180,837,500	1,896,713	1,898,841
Mining	0.01049	0	-	-	-
Sub-total		533	182,679,640	2,084,371	2,086,450
Minimum Payment					
Gross Rental Value					
Residential	443.89	10	4,160	4,439	4,439
Industrial	443.89	5	9,736	2,219	2,219
Commercial	443.89	4	8,600	1,776	1,776
Rural	443.89	7	12,795	3,107	3,107
Unimproved Value					
Rural	443.89	9	235,700	3,995	3,995
Mining	443.89	21	213,553	9,322	9,322
Sub-total		56	484,544	24,858	24,858
		589	183,164,184	2,109,229	2,111,308
Discount				(91,000)	(89,721)
Concessions/Write-offs				(13,000)	(9,886)
Total raised from general rates				2,005,229	2,011,701
Ex-Gratia Rates				23,701	23,701
Total Rates				2,028,930	2,035,402

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 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

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

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2021

Note 3 - Asset information

Note 3(a) - Asset Acquisitions

Description	YTD			Category	Renewal/	New Asset
	Budget	Budget	YTD Actual		Replace	
Server Equipment Replacement	47,732	47,732	56,082	F&E	Y	
Old Administration Building	13,500	-	-	F&E	Y	
Main Street CCTV	75,000	75,000	73,549	OC		Y
KCCC Shade Sail	-	-	4,360	F&E	Y	
Cemetery Entrance Upgrade	15,098	15,098	12,443	OC	Y	
Aquatic Centre Recreation Improvements	135,000	-	-	Inf	Y	
Aquatic Centre Infr & Equip Improvements	83,000	83,000	93,075	Inf	Y	
Freebairn Rec Centre Surface Replacement	250,000	-	-	L&B	Y	
Freebairn Rec Centre Equip Improvements	30,000	15,000	-	P&E		Y
Oval Irrigation Upgrade	160,000	160,000	153,260	Inf	Y	
Town Playground Sofffall Replacement	50,000	-	-	L&B	Y	
Lowloader	125,000	125,000	133,424	P&E	Y	
Side Tipper Trailer	120,000	120,000	98,145	P&E	Y	
Tractor	55,000	55,000	55,000	P&E	Y	
Mini Excavator	45,000	45,000	47,570	P&E		Y
Plant Trailer	11,000	11,000	8,330	P&E		Y
Miscellaneous Plant (inc EWP trial)	20,000	15,000	3,510	P&E		Y
Toyota Prado (CEO)	55,000	-	-	MV	Y	
Toyota Prado (WM)	55,000	55,000	58,757	MV	Y	
Isuzu 3T Tipper	66,000	-	-	MV	Y	
4x2 Utility (No Trade)	25,000	25,000	32,832	MV		Y
Holt Rock Depot Improvements	24,706	18,530	24,168	L&B	Y	
RRG Road Construction	626,271	469,703	569,598	Inf	Y	
R2R Road Construction	426,344	319,758	627,668	Inf	Y	
BS Road Construction	802,786	602,090	154,996	Inf	Y	
WSFN Road Construction	-	-	110,994	Inf	Y	
HSVPP Road Construction	-	580,351	608,511		Y	
Own Resource Road Construction	890,628	667,971	289,119	Inf	Y	
Drainage Improvements (High Street)	147,884	-	-	Inf	Y	
Footpath Construction	150,891	37,723	61,635	Inf		Y
Pingaring Dam	30,500	15,000	18,476	Inf		Y
Youth Precinct	330,000	33,000	45,027	L&B		Y
Water Infrastructure	92,000	-	2,886	Inf		Y
Caravan Park Disabled Ablutions	33,000	-	440	L&B	Y	
	4,991,340	3,590,955	3,343,853			

Note 3(b) - Disposal of Assets

Asset Description	Budget			YTD Actual		
	Net Book Value	Proceeds on Sale	Profit/Loss on Sale	Net Book Value	Proceeds on Sale	Profit/Loss on Sale
PPE74 - Roadwest Lowloader	10,000	25,000	(15,000)	-	-	-
PPE114 - Haulmore S/Tipper	8,502	20,000	(11,498)	-	-	-
PPE18 - New Holland Tractor	12,752	20,000	(7,248)	-	-	-
PMV37 - Isuzu 3T Tipper	6,000	16,000	(10,000)	-	-	-
PMV27 - Toyota Prado (CEO)	44,000	45,000	(1,000)	-	-	-
PMV30 - Toyota Prado (WM)	46,000	45,000	1,000	-	-	-
	127,254	171,000	(43,746)	-	-	-

Note 3(c) - Depreciation

	Depreciation Expense			Asset Sustainability Ratio	
	Budget	Budget	YTD Actual	Budget	Actual
Furniture & Equipment	9,942	7,457	0	6.40	0
Land & Buildings	461,285	345,964	0	0.05	0
Motor Vehicles	72,100	54,075	0	1.02	0
Construction Other than Buildings	15,205	11,404	0	1.32	0
Plant & Equipment	366,115	274,586	0	1.09	0
Infrastructure	2,250,937	1,688,203	0	1.36	0
	3,175,584	2,381,688	-	1.51	-

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2021

Note 4 - Cash Backed Reserves

Reserve	Budget				Actual				
	Opening Balance	Transfer to	Transfer from	Closing Balance	Opening Balance	Transfer to	Transfer from	Closing Balance	
Leave	361,521	28,150	-	389,671	361,521	26,788	-	388,309	
Plant	397,979	53,600	-	451,579	397,979	151,997	-	549,976	
Building	248,034	87,250	-	335,284	248,034	86,245	-	334,279	
Admin Equipment	76,640	675	47,732	29,583	76,640	385	47,723	29,302	
Natural Disaster	142,362	1,260	20,000	123,622	142,362	714	-	143,076	
Joint Venture Housing	75,946	675	-	76,621	75,946	381	-	76,327	
FRC Surface & Equipment	141,595	600	139,595	2,600	141,595	40,865	-	182,460	
Medical Services	114,998	1,035	-	116,033	114,998	586	-	115,584	
Fuel Facility	81,814	720	-	82,534	81,814	402	-	82,216	
Sportsperson Scholarship	13,625	108	-	13,733	13,625	68	-	13,693	
Freebairn Rec Centre	217,323	1,935	11,000	208,258	217,323	1,091	11,000	207,414	
Short Stay Accommodation	-	140,255	-	140,255	-	-	-	-	
	1,871,837	316,263	218,327	1,969,773	1,871,837	309,523	-	58,723	2,122,637

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 development of future housing	-	-	-
Admin Equipment	To fund the replacement of administration equipment.	-	50,000	100,000
Natural Disaster	To fund the LG contribution as specified through the WANDRRA guidelines and other natural disaster recovery expenditure.	-	100,000	-
Joint Venture Housing	A maintenance reserve to fund the long term maintenance of each Joint Venture Housing arrangement.	-	-	-
FRC Surface & Equipment	To fund the replacement of equipment and sports surfaces at the Freebairn Recreation Facility as necessary.	-	-	-
Medical Services	To fund the recruitment and provision of medical services in the future. Difference between the budgeted and actual expenditure is	-	100,000	150,000
Fuel Facility	To fund the replacement of the equipment at the fuel facility. Net profit from the sale of fuel is transferred to this reserve.	-	75,000	200,000
Sportsperson Scholarship	To fund the development of local sportspersons.	-	-	15,000
Freebairn Rec Centre	To fund maintenance and replacement of land and building assets at the FRC	-	100,000	-
Short Stay Accommodation	To fund the construction of short stay accommodation	30/06/2022	-	250,000

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2021

Note 5 - Operating Grants

Grant Source	Purpose	YTD		YTD Actual
		Budget	Budget	
Grants Commission	Federal financial assistance grants	1,070,000	802,500	1,083,079
Local Roads & Community Infrastructure Program	Federal Government Stimulus	601,000	450,750	277,694
Department of Primary Industries & Regional Development	Regional Economic Development (RED)	30,000	-	-
Fire & Emergency Services	Emergency Services Levy Operating Grant	25,000	18,750	24,885
KCCC Sustainability Grant	Childcare Sustainability Grant	52,500	52,500	50,000
Main Roads	State Direct Grant (Untied Road Funding)	212,935	212,935	206,610
Department of Primary Industries & Regional Development	Community Resource Centre Funding	100,000	100,000	106,459
Department of Water	Drought Communities	590,000	295,000	-
		2,091,435	1,637,435	1,748,728

Capital Grants

Grant Source	Purpose	YTD		YTD Actual
		Budget	Budget	
Main Roads	Regional Road Group Road Construction	365,000	273,750	471,735
Department of Infrastructure	Roads to Recovery Road Construction	525,000	393,750	466,123
Main Roads	Black Spot Road Construction	524,000	393,000	-
Department of Water	Community Water Supply	90,000	-	-
		1,504,000	1,060,500	937,858

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2021

Note 6 - Borrowings

	Budget				Actual			
	Principal		Interest		Principal		Interest	
	Principal 01/07/2020	Repayment s	Principal 30/06/2020	Repayment s	Principal 01/07/2020	Repayment s	Principal 30/06/2020	Repayment s
Loan 1 Administration Building	1,164,231	90,511	1,073,720	42,895	1,164,231	44,912	1,119,319	-
	1,164,231	90,511	1,073,720	42,895	1,164,231	44,912	1,119,319	-

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2021

Note 7 - 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 2020-21 year is \$5,000 or 10.00% whichever is the greater.

Revenue from operating activities	Var \$	Var %	Explanation
General purpose funding - other	90,338	7%	Below 10% threshold.
General purpose funding - rates	6,471	0%	Below 10% threshold
Governance	40,334	71%	Insurance rebates (30k) and reimbursement on completion
Law, order and public safety	6,357	19%	Income from ESL grant higher than budgeted for due to reimbursement from overspends in previous years.
Health	472	100%	Below \$5,000
Education and welfare	(48,819)	-24%	Childcare centre fees below what was budgeted (43k), main issue in this area being that expenditure is close to what was budgeted for which is creating a deficit which is unbudgeted for. The budgeted deficit was \$2,200 and the deficit is currently \$46,300 , costing the Council an additional \$44,100.
Housing	(7,176)	-8%	Below 10% threshold.
Community amenities	2,597	3%	Below \$5,000 & 10% threshold
Recreation and culture	24,020	11%	Income from aquatic centre entries (9k) and rec centre sales (14k) are higher than budgeted.
Transport	11,192	0%	Below 10% threshold
Economic services	(159,864)	-20%	\$400k of Drought communities income has been received however not recognised in financials until progress milestones achieved (budgeted to recognise \$295k in May). Fuel facility income (121k), Caravan Park (11k), CRC Operating Grant (6k) above budget.
Other property and services	50,000	32%	Private works income and workers compensation reimbursement (5k) higher than budgeted for (65k) Expenditure higher in line with the additional work compelled. Rental income for staff housing lower than what was budgeted for \$21k
Expenditure from operating activities	Var \$	Var %	Explanation
General purpose funding	(7,399)	-10%	Admin allocations lower than budgeted.
Governance	19,974	10%	Below 10% threshold
Law, order and public safety	(1,199)	-1%	Below \$5,000 & 10% threshold
Health	(44,368)	-75%	Expenditure on medical centre (38k), mosquito control (3k)
Education and welfare	(7,122)	-2%	Below 10% threshold
Housing	(16,662)	-7%	Below 10% threshold
Community amenities	(14,211)	-4%	Below 10% threshold
Recreation and culture	(55,776)	-5%	Below 10% threshold
Transport	(4,744)	0%	Below 10% threshold
Economic services	49,251	5%	Below 10% threshold
Other property and services	(161,267)	245%	Expenditure on dep'n for plant is lower than what was budgeted and also lower than the value which is being allocated based on plant usage. The rates of dep'n costed to jobs needs to be adjusted as overall dep'n rates have been reduced in line with our asset management planning.
Investing activities	Var \$	Var %	Explanation
Proceeds from non-operating grants, subsidies and contributions	(122,641)	-13%	Capital grants have been received as expected in the budget. Some of these grants have not yet been recognised as income as construction milestones have not yet been met.
Proceeds from disposal of assets	87,377	67%	Budget timing differences relating to sale of plant, budgeted to be received close to year end, have already been received.
Payments for property, plant and equipment and infrastructure	(247,101)	-7%	Below 10% threshold
Financing activities	Var \$	Var %	Explanation
Transfer from reserves	50,441	46%	Budgeted transfers have taken place, YTD budget figures behind, timing issue.
Repayment of debentures	(344)	1%	Below \$5,000 & 10% threshold
Transfer to reserves	151,392	-96%	Budgeted transfers have taken place, YTD budget figures behind, timing issue.

A27 INVESTMENT POLICY

Administration

PREAMBLE:

OBJECTIVES: To provide guidance to those delegated the authority to invest surplus funds

PRACTICE:

Detail

To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1995 – Section 6.14;
- The Trustees Act 1962 – Part III Investments;
- Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 28, and Regulation 49
- Australian Accounting Standards

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the Local Government Act 1995. The CEO may in turn delegate the day-to-day management of Council's Investment to the Deputy Chief Executive Officer subject to regular reviews.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Approved Investments

Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper;
- Bank negotiable Certificate of Deposits; and
- Managed Funds with a minimum long term Standard & Poor (S&P) rating of "A" and short term rating of "A2".

Prohibited Investments

This investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Reporting and Review

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

HEAD OF POWER: Local Government Act 1995

HR17 SUPERANNUATION

Human Resources

PREAMBLE: To provide detail of the Superannuation schemes that currently are available to Shire of Kulin staff.

OBJECTIVE: To ensure Shire staff are aware of the way in which they can maximise their superannuation benefits whilst working with the Shire of Kulin and to provide added incentive through superannuation benefits to employment at the Shire of Kulin.

PRACTICE: Employees have the option to contribute to any superannuation scheme of their choice and the Shire of Kulin extends this contribution on the basis of length of service at the Shire.

The primary superannuation scheme for local government in WA is the Local Government Superannuation Scheme offered by WA Super. This scheme has operated since 1 July 2002.

The Shire is required to contribute an amount equal to 9.5% of your salary, on a fortnightly basis under the Federal Government Superannuation Guarantee. This contribution is in addition to salaries and wages and is a mandatory contribution.

Nothing stops an employee from making an additional private contributions from their salaries and wages above this amount and requests to do so can be lodged with the payroll office.

Employees may access this incentive scheme or that provided for in HR19 – Local Home Purchase – Incentive Scheme but may not access both.

Additional Contributions

As an added incentive for employees, the Shire of Kulin will also make additional payments to superannuation for employees on the basis of length of service.

0 to 1 year service - No additional contribution.

1 to 5 years of service – Shire will pay an additional 5 percent.

After 5 years of service – Shire will match up to 9.5 percent.

The maximum percentage payable by the Shire will be 19% per annum.

Any extra contributions that employees voluntarily make to their superannuation will not be matched.

PROCESS: Employees should be encouraged to seek financial advice in the preparation of their superannuation contributions as there are salary sacrifice and taxation limits that may apply. As a Local Government, the Shire of Kulin can obtain this advice from WA Super and a number of salary sacrifice companies.

HEAD OF POWER: Local Government Act 1995, Superannuation Guarantee legislation.

Shire of Kulin
STATEMENT OF OPERATING
(Statutory Reporting Program)
For the period ended 31 May 2021

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
GENERAL PURPOSE FUNDING							
Rates							
I030001	General Rate - GRV	187,659	187,659	199,150	11,491	6%	
I030101	General Rate - UV	1,896,713	1,896,713	1,910,302	13,589	1%	
I030105	Interim Rates - GRV/UV	0	0	1,856	1,856		
I030131	Minimum Rates- GRV	11,541	11,541	0	(11,541)	-100%	
I030133	Minimum Rates - UV	13,317	13,317	0	(13,317)	-100%	
I030140	Interest on Instalments	750	682	734	52	8%	
I030141	PENALTY INTEREST	4,002	3,663	3,530	(133)	-4%	
I030142	Admin Charge for Instalments	500	375	497	122	33%	
I030150	EX GRATIA RATES	23,701	23,701	23,701	0	0%	
I030160	Information & Search Fees	1,600	1,463	2,568	1,105	76%	
I030170	LEGAL FEES RECOVERED	4,000	3,663	4,780	1,117	30%	
I030171	LEGAL FEES RECOVERED (NO GST)	6,500	5,951	348	(5,603)	-94%	
	Total Revenue	2,150,283	2,148,728	2,147,465	(1,263)	-0.06%	
E030100	Discount Allowed on Rates	91,000	91,000	89,721	1,279	-1%	
E030110	RATES WRITTEN OFF	13,000	13,000	9,886	3,114	-24%	
E030130	TITLE SEARCHES	660	605	0	605	-100%	
E030140	Valuation Expenses	7,500	0	8,237	(8,237)		
E030150	Printing & Stationery	1,200	0	137	(137)		
E030999	General Admin Allocated	45,314	41,536	33,565	7,971	-19%	
	Total Expenditure	158,674	146,141	141,545	4,596		
	Sub-total Rates	(1,991,609)	(2,002,587)	(2,005,920)	3,333		
General Purpose Grants							
I031100	Grants Commission	1,070,000	802,500	1,083,079	280,579	35%	4th Instalment of FAGS grant received earlier than budgeted. Full allocation for the year has been made.
I031102	LRCIP & REDS GRANT	601,000	450,750	277,694	(173,056)	-38%	
	Total Revenue	1,671,000	1,253,250	1,360,773	107,523	9%	
E031999	General Admin Allocated	0	0	587	(587)		
	Total Expenditure	0	0	587	(587)		
	Sub-total General Purpose Grants	(1,671,000)	(1,253,250)	(1,360,186)	106,936		
General Financing							
I032100	Interest on Municipal	12,000	11,000	4,265	(6,735)	-61%	
I032110	INTEREST ON PLANT RESERVE	3,600	3,600	1,997	(1,603)	-45%	
I032120	Interest on LSL & AL Reserve	3,150	3,149	1,814	(1,335)	-42%	
I032130	INTEREST ON BUILDING RESERVE	2,250	2,249	1,245	(1,004)	-45%	
I032140	Interest on Admin Equip Reserv	675	674	385	(289)	-43%	
I032150	Interest on Freebairn Recreation Centre Reserve	1,935	1,934	1,091	(843)	-44%	
I032160	Interest on Joint Venture Reserve	675	674	381	(293)	-43%	
I032170	INTEREST ON FRC SURFACE & EQUIP REPLACEMENT	1,260	1,259	865	(394)	-31%	
I032180	INTEREST ON NATURAL DISASTER RESERVE	1,260	1,259	714	(545)	-43%	
I032185	INTEREST ON FREEBAIRN SPORTSPERSON SCHOOL	108	107	68	(39)	-36%	
I032198	INTEREST ON FUEL FACILITY RESERVE	720	719	402	(317)	-44%	
I032197	INTEREST ON MEDICAL SERVICES RESERVE	1,035	1,034	586	(448)	-43%	
	Total Revenue	28,668	27,658	13,814	(13,079)		
E032100	BANK CHARGES	3,000	2,750	3,655	(905)	33%	
E032150	Interest	1,500	1,375	0	1,375	-100%	
E032999	General Admin Allocated	37,634	34,496	27,182	7,314	-21%	
	Total Expenditure	42,134	38,621	30,837	7,784		
	Sub-total General Financing	13,466	10,963	17,023	(5,295)		
	TOTAL GENERAL PURPOSE FUNDING	(3,649,143)	(3,244,874)	(3,349,082)	104,974		
GOVERNANCE							
Members of Council							
I041050	REBATES RECEIVED	5,000	4,576	0	(4,576)	-100%	
	Total Revenue	5,000	4,576	0	(4,576)		
E041020	MEMBERS TRAVELLING	4,800	2,400	2,239	161	-7%	
E041030	CONFERENCE EXPENSES	15,500	14,201	2,730	11,471	-81%	
E041050	SITTING FEES	25,410	12,705	10,910	1,795	-14%	
E041060	PRESIDENTIAL ALLOWANCE	8,750	4,375	4,375	0	0%	
E041070	DRESS SHIRTS FOR COUNCILLORS	1,000	913	(104)	1,017	-111%	
E041075	FBT EXPENSE	2,500	0	6,768	(6,768)		
E041110	REFRESHMENTS & GOODWILL	19,260	17,655	16,654	1,001	-6%	
E041111	MEAL ENTERTAINMENT	1,500	0	2,423	(2,423)		
E041150	INSURANCES	3,785	3,784	4,277	(493)	13%	
E041160	Subscriptions & Donations	23,300	23,000	20,452	2,548	-11%	
E041161	Printing & Stationery	1,000	913	20	893	-98%	
E041165	Advertising	1,000	913	0	913	-100%	
E041180	Chamber Maintenance	3,000	2,750	13	2,737	-100%	
E041270	Community Contributions	12,000	11,000	3,844	7,156	-65%	
E041298	Depreciation	914	836	0	836	-100%	
E041999	General Admin Allocated	82,388	75,515	60,721	14,794	-20%	
	Total Expenditure	206,107	170,960	135,322	35,638		
	Sub-total Members of Council	201,107	166,384	135,322	31,062		

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
General Administration							
I042040	SUNDRY INCOME	0	0	511	511		
I042045	REIMBURSEMENTS	1,000	913	854	(59)	-7%	
I042046	CONTRIBUTION TO VEHICLES	10,920	10,010	13,301	3,291	33%	
I042051	VEHICLE CONTRIBUTION - NOVATED LEASES	0	0	0	0		
I042297	PROFIT ON SALE OF ASSET	1,000	913	0	(913)	-100%	
I042390	Traineeship	0	0	10,247	10,247		
I042050	STAFF RENT ADMIN	0	0	2,400	2,400		
I042391	REIMBURSEMENTS - INSURANCE	0	0	29,478	29,478		
I042440	PHOTOCOPYING & PRINTING	50	44	(0)	(44)	-100%	
	Total Revenue	12,970	11,880	56,790	44,910		
E042010	SALARIES	558,525	511,973	518,661	(6,688)	1%	
E042015	Admin Long Service Leave	25,844	23,683	0	23,683	-100%	
E042020	SUPERANNUATION	87,475	80,179	91,309	(11,130)	14%	
E042030	INSURANCE	19,942	19,942	27,922	(7,980)	40%	
E042035	STAFF UNIFORMS	3,000	2,750	2,281	469	-17%	
E042040	STAFF TRAINING	14,250	13,057	13,555	(498)	4%	
E042041	CONFERENCES	17,500	16,038	8,932	7,106	-44%	
E042042	MEETING EXPENSES	0	0	71	(71)		
E042045	RELOCATION COSTS	5,000	4,576	0	4,576	-100%	
E042046	STAFF HOUSING	62,169	56,969	66,816	(9,847)	17%	
E042047	Depreciation CEO Housing	4,234	3,872	3,304	568	-15%	
E042048	Depreciation DCEO Housing	8,488	7,777	5,507	2,270	-29%	
E042049	CEO UTILITIES	3,050	2,794	2,804	(10)	0%	
E042050	OFFICE MAINTENANCE	9,428	8,624	10,993	(2,369)	27%	
E042051	INTEREST ON LOAN 1 (ADMINSTRATION OFFICE)	43,538	39,908	0	39,908	-100%	
E042055	NOVATED LEASE PAYMENTS	0	0	0	0		
E042060	MEMBERSHIPS & SUBSCRIPTIONS	1,800	1,650	1,914	(264)	16%	
E042070	Printing and Stationery	13,500	12,375	16,639	(4,264)	34%	
E042075	FBT EXPENSE	3,000	0	0	0		
E042080	TELEPHONE	10,400	9,526	8,375	1,151	-12%	
E042090	Postage and Freight	3,750	3,432	1,791	1,641	-48%	
E042100	ADVERTISING	5,000	4,576	295	4,281	-94%	
E042110	Office Equipment Maintenance	1,000	913	63	850	-93%	
E042115	Bad Debts Expense	5,000	4,576	5,166	(590)	13%	
E042120	Cleaning	10,144	9,284	7,899	1,385	-15%	
E042130	Computer Maintenance	56,450	54,363	41,815	12,548	-23%	
E042135	IT Support	35,500	32,538	22,743	9,795	-30%	
E042140	Staff Amenities	1,700	1,551	1,536	15	-1%	
E042170	CONTRACT EMPLOYMENT	153,000	140,250	48,062	92,188	-66%	
E042180	UTILITIES	6,000	5,500	2,953	2,547	-46%	
E042190	KEY TO KULIN	2,000	1,826	2,364	(538)	29%	
E042200	Audit Fees	29,000	14,500	1,200	13,300	-92%	
E042297	LOSS ON SALE OF ASSET	0	0	0	0		
E042298	Office Depreciation	35,000	32,076	14,331	17,745	-55%	
E042999	General Admin Allocated	(1,221,719)	(1,119,899)	(872,507)	(247,392)	-22%	
	Total Expenditure	12,970	1,179	56,790	(55,611)		
	Sub-total General Administration	0	(10,701)	0	(10,701)		
	TOTAL GOVERNANCE	201,107	155,683	135,323	20,360		
LAW,ORDER & PUBLIC SAFETY							
Fire Prevention							
I051100	FIRE CONTRIBUTIONS	1,000	913	1,825	912	100%	
	Total Revenue	1,000	913	1,825	912		
E051040	OFFICE EXPENSES	3,300	3,025	3,557	(532)	18%	
E051050	FIRE INSURANCE	27,700	27,700	23,560	4,140	-15%	
E051055	Protective Clothing	5,000	4,576	5,731	(1,155)	25%	
E051060	Communication Maintenance	1,000	913	0	913	-100%	
E051070	Sundry Fire Prevention Costs	3,000	0	1,300	(1,300)		
E051080	FIRE PREVENTION - RANGER	1,500	0	0	0		
E051298	Depreciation	50,000	50,000	56,040	(6,040)	12%	
E051999	General Admin Allocated	13,847	12,683	10,257	2,426	-19%	
	Total Expenditure	105,347	98,897	100,444	(1,547)		
	Sub-total Fire Protection	104,347	97,984	98,619	(635)		
Animal Control							
I052410	Contributions	0	0	45	45		
I052400	FINES AND PENALTIES	200	176	0	(176)	-100%	
I052430	CAT REGISTRATION FEE INCOME	200	176	490	314		
I052420	DOG REGISTRATION FEES	2,000	1,826	1,865	39	2%	
	Total Revenue	2,400	2,178	2,401	223		
E052010	Dog Control Costs	3,000	2,750	2,343	407	-15%	
E052020	CAT CONTROL COSTS	5,000	4,576	3,936	640	-14%	
E052040	Pest Control	500	451	0	451	-100%	
E052999	General Admin Allocated	5,097	4,664	3,776	888	-19%	
	Total Expenditure	13,597	12,441	10,055	2,386		
	Sub-total Animal Control	11,197	10,263	7,655	2,608		

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
Other Law & Order							
I053010	ESL Bush Fires Allocation	25,000	18,750	24,885	6,135	33%	
I053030	ESL ADMINISTRATION	4,000	4,000	4,000	0	0%	
I053050	SALE OF PROTECTIVE CLOTHING	1,000	913	0	(913)	-100%	
	Total Revenue	30,000	23,663	28,885	5,222		
E053010	ESL BUSH FIRE BRIGADES	1,000	913	5,216	(4,303)	471%	
E053051	EMERGENCY BUILDING MAINTENANCE	10,140	9,423	3,815	5,608	-60%	
E053298	Depreciation	12,000	11,000	9,261	1,739	-16%	
E053700	Plant Operation Costs	7,000	6,413	9,498	(3,085)	48%	
E053999	General Admin Allocated	2,308	2,112	1,710	402	-19%	
	Total Expenditure	32,448	29,861	29,500	361		
	Sub-total Other Law & Order	2,448	6,198	615	5,583		
	TOTAL LAW,ORDER & PUBLIC SAFETY	117,992	114,445	106,889	7,556		
HEALTH							
Preventative Services							
I074410	OTHER LICENSES	0	0	472	472		
	Total Revenue	0	0	472	472		
E074040	GROUP/REGIONAL SCHEME	37,000	27,750	27,807	(57)	0%	
E074100	OTHER EXPENDITURE	2,500	2,288	0	2,288		
E074999	General Admin Allocated	3,749	3,432	2,778	654	-19%	
	Total Expenditure	43,249	33,470	30,585	2,885		
	Sub-total Other Law & Order	43,249	33,470	30,113	(2,413)		
Mosquito Control							
E075020	Mosquito Control	3,837	3,498	369	3,129	-89%	
E075999	General Admin Allocated	2,296	2,101	1,701	400	-19%	
	Total Expenditure	6,132	5,599	2,070	3,529		
	Sub-total Other Mosquito Control	6,132	5,599	2,070	3,529		
Analytical Expenses							
E076020	ANALYTICAL EXPENSES	1,000	913	180	733	-80%	
E076999	General Admin Allocated	2,308	2,112	1,710	402	-19%	
	Total Expenditure	3,308	3,025	1,890	1,135		
	Sub-total Other Analytical Expenses	3,308	3,025	1,890	1,135		
Medical Centre							
E077010	COMMUNITY NURSES	1,000	913	0	913	-100%	
E077020	MEDICAL CENTRE	59,524	54,538	16,239	38,300	-70%	
E077030	AMBULANCE SERVICES	1,000	913	4,684	(3,771)	413%	
E077298	Depreciation	500	451	0	451	-100%	
E077999	General Admin Allocated	5,325	4,873	3,946	927	-19%	
	Total Expenditure	67,349	61,688	24,869	36,819		
	Sub-total Medical Centre	67,349	61,688	24,869	36,819		
	TOTAL HEALTH	120,039	103,782	58,942	39,070		
EDUCATION & WELFARE							
Education							
I080100	REIMBURSEMENT FROM SCHOOL	2,000	1,826	0	(1,826)	-100%	
	Total Revenue	2,000	1,826	0	(1,826)		
E080100	Contribution to School	5,217	4,774	5,842	(1,068)	22%	
E080110	DONATIONS	1,000	913	0	913	-100%	
E080999	General Admin Allocated	2,308	2,112	1,710	402	-19%	
	Total Expenditure	8,525	7,799	7,552	247		
	Sub-total Education	6,525	5,973	7,552	(1,579)		
Community Aged Care							
E082999	General Admin Allocated	5,097	4,664	3,776	888	-19%	
	Total Expenditure	5,097	4,664	3,776	888		
	Sub-total Community Aged Care	5,097	4,664	3,776	888		
Other Welfare							
E083100	CARE GROUP DONATIONS	4,200	3,850	2,201	1,649	-43%	
E083999	General Admin Allocated	10,987	10,065	8,139	1,926	-19%	
	Total Expenditure	15,187	13,915	10,340	3,575		
	Sub-total Other Welfare	15,187	13,915	10,340	3,575		

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
Child Care Services							
I084010	Fees & Charges	209,940	192,445	148,893	(43,552)	-23%	
I084020	Family & Childrens Grant	52,500	52,500	50,000	(2,500)	-5%	
I084040	FUNDRAISING - GST	5,000	4,576	1,991	(2,585)	-56%	
I084041	FUNDRAISING - GST FREE	0	0	1,750	1,750		
I084085	OTHER INCOME	1,000	913	280	(633)	-69%	
I084100	Various Grants	0	0	527	527		
	Total Revenue	268,440	250,434	203,441	(46,993)		
E084010	Salaries	196,877	180,466	181,745	(1,279)	1%	
E084011	Salaries - Building Maintenance	791	715	1,645	(930)	130%	
E084012	SALARIES - GARDENING	2,000	1,826	1,445	381	-21%	
E084013	SUPERANNUATION	18,703	17,138	17,414	(276)	2%	
E084014	CLEANING SALARIES	8,381	7,678	8,552	(874)	11%	
E084016	Insurance - Workers Comp	7,875	7,216	4,532	2,684	-37%	
E084020	ACCREDITATION	1,000	913	1,086	(173)	19%	
E084025	Advert/Printing/Promotion	800	726	0	726	-100%	
E084030	Computer Exp	2,500	2,288	1,998	290	-13%	
E084035	EQUIPMENT UPGRADES	3,000	2,750	2,218	532	-19%	
E084040	ELECTRICITY/GAS/WATER	4,500	4,125	4,587	(462)	11%	
E084045	Gardening	2,000	1,826	208	1,618	-89%	
E084050	Insurance	2,200	2,013	3,961	(1,948)	97%	
E084055	Subscriptions	1,000	913	507	406	-44%	
E084060	BUILDING LEASE	600	550	0	550	-100%	
E084065	Postage & Stationery	1,000	913	3,409	(2,496)	273%	
E084070	REPAIRS & MAINTENANCE	3,000	2,750	7,291	(4,541)	165%	
E084075	STAFF EXPENSES	5,500	5,038	2,762	2,276	-45%	
E084080	TELEPHONE	1,000	913	343	570	-62%	
E084085	Sundry & Other	1,500	1,375	165	1,210	-88%	
E084086	FUNDRAISING	1,000	913	1,340	(427)	47%	
E084298	Depreciation	0	0	80	(80)		
E084090	Consumables	2,500	2,288	2,232	56	-2%	
E084095	CLEANING CONSUMABLES	3,000	2,750	2,389	361	-13%	
E084999	General Admin Allocated	24,138	22,121	17,882	4,239	-19%	
	Total Expenditure	294,866	270,204	267,792	2,412		
	Sub-total Child Care Services	26,426	19,770	64,351	(44,581)		
	TOTAL EDUCATION & WELFARE	53,234	44,322	86,019	(41,697)		
HOUSING							
Housing - Other							
I092110	Rental - GEHA Housing	42,404	38,863	33,030	(5,833)	-15%	
I092150	RENTAL - JOINT VENTURE	65,628	60,159	59,036	(1,123)	-2%	
I092391	Reimbursements - General	250	220	0	(220)	-100%	
	Total Revenue	108,282	99,242	92,066	(7,176)		
E092050	OTHER HOUSING MAINTENANCE	38,164	34,947	111,545	(76,598)	219%	
E092060	KULIN RETIREMENT HOMES	17,122	15,675	15,247	428	-3%	
E092148	GEHA HOUSING - COSTS	24,492	22,440	9,360	13,080	-58%	
E092150	JOINT VENTURE HOUSING - COSTS	126,834	116,248	49,786	66,462	-57%	
E092160	Depreciation - Joint Venture	0	0	4,250	(4,250)		
E092170	COMMUNITY BANK HOUSE COSTS	9,789	8,943	5,554	3,389	-38%	
E092180	Depreciation Community Bank Hs	5,707	5,225	4,773	452	-9%	
E092298	Depreciation	36,624	33,572	20,375	13,197	-39%	
E092999	General Admin Allocated	4,672	4,279	3,776	503	-12%	
	Total Expenditure	263,405	241,329	224,667	16,662		
	Sub-total Housing - Other	155,122	142,087	132,601	9,486		
	TOTAL HOUSING	155,122	142,087	132,601	9,486		
COMMUNITY AMENITIES							
Sanitation - Household Refuse							
I101400	CHARGES - REFUSE REMOVAL	78,580	78,580	80,984	2,404	3%	
	Total Revenue	78,580	78,580	80,984	2,404		
E101020	DOMESTIC REFUSE COLLECTION	125,463	114,983	96,918	18,065	-16%	
E101021	DUDININ REFUSE COLLECTION	6,956	6,358	3,203	3,155	-50%	
E101022	PINGARING REFUSE COLLECTION	4,716	4,323	10,248	(5,925)	137%	
E101030	REFUSE SITE MAINTENANCE	42,457	38,907	36,140	2,767	-7%	
E101040	ROEROC	10,000	0	0	0		
E101050	Recycling Depot	252	231	0	231	-100%	
E101298	Depreciation	1,476	1,353	639	714	-53%	
E101999	General Admin Allocated	5,097	4,664	3,776	888	-19%	
	Total Expenditure	196,417	170,819	150,924	19,895		
	Sub-total Sanitation - Household Refuse	117,837	92,239	69,940	22,299		

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
Sanitation - Other							
I102030	Drum Muster Reimbursement	3,000	2,750	2,124	(626)	-23%	
I102050	Grants - Transfer Station	0	0	0	0		
I102410	CHARGES - REFUSE REMOVAL	15,444	15,444	15,872	428	3%	
I102420	SALE OF BINS	200	176	0	(176)	-100%	
	Total Revenue	18,644	18,370	17,996	(374)		
E102020	Commercial Refuse Collection	45,372	41,569	51,234	(9,665)	23%	
E102030	Drum Muster	1,483	1,342	2,306	(964)	72%	
E102298	Depreciation	1,300	1,188	0	1,188	-100%	
E102420	PURCHASE OF BINS	200	176	127	49	-28%	
E102999	General Admin Allocated	5,097	4,664	3,776	888	-19%	
	Total Expenditure	53,452	48,939	57,444	(8,505)		
	Sub-total Sanitation - Other	34,808	30,569	39,448	(8,879)		
Sewage							
E103999	General Admin Allocated	0	0	1,710	(1,710)		
	Total Expenditure	0	0	1,710	(1,710)		
	Sub-total Sewage	0	0	1,710	(1,710)		
Urban Stormwater Drainage							
E104010	Urban Stormwater Drainage	2,167	1,980	849	1,131	-57%	
E104999	General Admin Allocated	5,545	5,082	2,329	2,753	-54%	
	Total Expenditure	7,712	7,062	3,179	3,883		
	Sub-total Urban Stormwater Drainage	7,712	7,062	3,179	3,883		
Protection of Environment							
E105051	Reinstatement of Gravel Pits	0	0	16,272	(16,272)		
E105999	General Admin Allocated	0	0	1,660	(1,660)		
	Total Expenditure	0	0	17,933	(17,933)		
	Sub-total Protection of Environment	0	0	17,933	(17,933)		
Town Planning							
I106110	Planning Approvals	3,000	2,750	2,881	131	5%	
	Total Revenue	3,000	2,750	2,881	131		
E106020	Town Planning Advice	7,000	6,413	14,735	(8,322)	130%	
E106030	Town Planning Other	3,800	3,476	2,099	1,377	-40%	
E116298		0	0	1,514	(1,514)		
E106999	General Admin Allocated	12,918	11,836	7,860	3,976	-34%	
	Total Expenditure	23,718	21,725	26,209	(4,484)		
	Sub-total Town Planning	20,718	18,975	23,328	(4,353)		
Other Community Amenities							
I107400	CHARGES - CEMETERY FEES	1,000	913	1,350	437	48%	
	Total Revenue	1,000	913	1,350	437		
E107031	KULIN CEMETERY	2,280	2,090	2,214	(124)	6%	
E107032	DUDININ CEMETERY	504	462	1,878	(1,416)	306%	
E107033	Pingaring Cemetery	504	462	911	(449)	97%	
E107050	PUBLIC CONVENIENCES	49,388	45,265	27,658	17,607	-39%	
E107051	Public Notice Boards	504	462	0	462	-100%	
E107052	PUBLIC CONVENIENCES DUDININ	4,890	4,455	3,666	789	-18%	
E107053	PUBLIC CONVENIENCES PINGARING	4,846	4,433	4,969	(536)	12%	
E107060	WAR MEMORIAL	5,050	4,620	2,857	1,763	-38%	
E107298	Depreciation	17,500	16,038	12,996	3,042	-19%	
E107999	General Admin Allocated	10,987	10,065	8,139	1,926	-19%	
	Total Expenditure	96,452	88,352	65,288	23,064		
	Sub-total Other Community Amenities	95,452	87,439	63,938	23,501		
	TOTAL COMMUNITY AMMENITIES	276,528	236,284	219,476	16,808		
RECREATION & CULTURE							
Sports Facilities - Various							
E110298	Depreciation	71,772	65,791	28,005	37,786	-57%	
E110999	General Admin Allocated	7,173	6,578	5,314	1,264	-19%	
E113331	BOWLING GREENS	3,500	3,201	9,098	(5,897)	184%	
E113332	OVAL	50,934	46,673	45,648	1,025	-2%	
E113333	GOLF TENNIS PAVILION	7,743	7,084	15,228	(8,144)	115%	
E113334	Golf Course	17,000	15,576	18,094	(2,518)	16%	
E113701	Plant Operation Costs	8,000	7,326	8,120	(794)	11%	
	Total Expenditure	166,123	152,229	129,507	22,722		
	Sub-total Sports Facilities - Various	166,123	152,229	129,507	22,722		
Public Halls							
I111022	RENTAL FROM MEMORIAL HALL	1,800	1,650	3,982	2,332	141%	
	Total Revenue	1,800	1,650	3,982	2,332		
E111021	MEMORIAL HALL	7,622	6,963	6,448	515	-7%	
E111031	PINGARING HALL	4,074	3,718	806	2,912	-78%	
E111032	DUDININ HALL	4,758	4,345	2,100	2,245	-52%	
E111033	JITARNING HALL	280	253	23	230	-91%	
E111298	Depreciation	59,874	54,879	33,873	21,006	-38%	
E111999	General Admin Allocated	7,173	6,567	5,314	1,253	-19%	

STATEMENT OF OPERATING

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
	Total Expenditure	83,782	76,725	48,564	28,161		
	Sub-total Public Halls	81,982	75,075	44,582	30,493		

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
Swimming Pools							
I112405	Pool Admission - Adults	7,200	7,200	6,021	(1,179)	-16%	
I112410	Pool Admission - Children	5,000	5,000	4,211	(789)	-16%	
I112450	Pool Slide Income	16,200	16,200	19,098	2,898	18%	
I112480	SEASON PASS	7,000	7,000	10,750	3,750	54%	
I112491	REIMBURSEMENTS	0	0	136	136		
I112600	EVENTS	417	385	962	577	150%	
I112620	SUNDRY INCOME	0	0	3,500	3,500		
I112510	STAFF RENT	5,200	4,763	5,040	277	6%	
	Total Revenue	41,017	40,548	49,718	9,170		
E112021	Salaries	86,963	79,706	86,315	(6,609)	8%	
E112022	Superannuation	0	0	7,918	(7,918)		
E112023	CHEMICALS	5,092	4,653	6,664	(2,011)	43%	
E112024	ELECTRICITY	37,500	34,375	33,339	1,036	-3%	
E112025	WATER	13,975	12,804	11,012	1,792	-14%	
E112026	MAINTENANCE	22,148	20,284	19,893	391	-2%	
E112027	INSURANCE	6,486	6,486	15,208	(8,722)	134%	
E112028	OTHER MINOR EXPENDITURE	3,764	3,443	4,216	(773)	22%	
E112029	STAFF HOUSING	7,690	7,018	5,226	1,792	-26%	
E112030	TELEPHONE	1,800	1,650	1,596	54	-3%	
E112298	Depreciation	89,664	82,192	56,640	25,553	-31%	
E112600	EVENTS	1,350	1,232	2,270	(1,038)	84%	
E112999	General Admin Allocated	12,409	11,374	9,193	2,181	-19%	
	Total Expenditure	288,840	265,217	259,489	5,728		
	Sub-total Swimming Pools	247,823	224,669	209,771	14,898		
Freebairn Recreation Centre							
I113100	Memberships - Adult	11,052	10,131	16,751	6,620	65%	
I113110	Memberships - Children	500	462	244	(218)	-47%	
I113120	Memberships - Social	1,652	1,518	1,138	(380)	-25%	
I113130	MEMBERSHIPS - SHORT TERM	0	0	153	153		
I113150	EVENTS	1,548	1,419	1,086	(333)	-23%	
I113300	Hire - Indoor Courts	504	462	0	(462)	-100%	
I113320	Hire - Kitchen	3,504	3,212	2,935	(277)	-9%	
I113330	DONATIONS FOR FREEBAIRN REC CE NTR E	0	0	3,500	3,500		
I113335	Community Contributions	12,000	11,000	3,844	(7,156)	-65%	
I113380	Hire - Golf/Tennis Pavilion	480	440	327	(113)	-26%	
I113390	Hire - Function Rooms	996	913	986	73	8%	
I113395	Catering Income	0	0	15	15		
I113410	SUNDRY DONATIONS	5,000	4,576	0	(4,576)	-100%	
I113500	BAR SALES	129,996	119,163	136,337	17,174	14%	
I113505	Canteen Sales	3,000	2,750	2,522	(228)	-8%	
	Total Revenue	170,232	156,046	169,840	13,794		
E113060	Advertising and Promotion	1,000	913	160	753	-82%	
E113100	BANK CHARGES	500	451	821	(370)	82%	
E113104	CATERING COSTS	0	0	1,202	(1,202)		
E113120	Cleaning Supplies	5,000	4,576	1,905	2,671	-58%	
E113130	IT MAINTENANCE	4,000	3,663	5,757	(2,094)	57%	
E113137	Dam Expenses	0	0	173	(173)		
E113140	Depreciation- Freebairn Centre	4,265	3,905	1,193	2,712	-69%	
E113180	ELECTRICITY	20,000	18,326	13,255	5,071	-28%	
E113190	FREIGHT - NON-BAR	100	88	228	(140)	159%	
E113210	GAS SUPPLIES	1,700	1,551	1,901	(350)	23%	
E113218	Minor Equipment	500	451	688	(237)	52%	
E113220	INSURANCE	18,458	18,458	23,641	(5,183)	28%	
E113240	LICENCING COSTS	1,710	1,562	809	753	-48%	
E113243	Kitchen Consumables	800	726	1,013	(287)	40%	
E113250	Printing, Stationery and Post	1,750	1,595	687	908	-57%	
E113260	Pool Costs	200	176	0	176	-100%	
E113270	REPAIRS AND MAINTENANCE	44,011	40,326	43,191	(2,865)	7%	
E113272	Security Costs	450	407	300	107	-26%	
E113280	Superannuation	11,886	10,890	11,535	(645)	6%	
E113285	STAFF TRAINING	2,850	2,607	504	2,103	-81%	
E113290	TELEPHONE	1,700	1,551	1,759	(208)	13%	
E113295	UNIFORMS	800	726	1,225	(499)	69%	
E113298	Depreciation	155,281	142,340	123,679	18,661	-13%	
E113300	Wages - Centre Manager	71,138	65,208	42,430	22,778	-35%	
E113310	WAGES - BAR STAFF CASUALS	0	0	36,656	(36,656)		
E113315	EVENTS	3,000	2,750	0	2,750	-100%	
E113320	WAGES - CLEANER	34,921	32,010	28,074	3,936	-12%	
E113330	OTHER COSTS	400	363	310	53	-15%	
E113335	KIDSPORT	500	451	0	451	-100%	
E113350	WORKERS COMPENSATION	2,500	2,288	2,359	(71)	3%	
E113410	Sundry Equipment Purchases	1,000	913	198	715	-78%	
E113499	INTERNAL BAR PURCHASES	2,000	1,826	0	1,826	-100%	
E113500	Bar Purchases	52,000	47,663	72,318	(24,655)	52%	
E113501	Ice and Sundry Supplies	200	176	105	71	-41%	
E113502	FREIGHT ON BAR PURCHASES	2,400	2,200	2,630	(430)	20%	
E113505	Canteen Purchases	500	451	464	(13)	3%	
E113510	Bar Glassware	500	451	0	451	-100%	
E113540	STOCK WRITTEN OFF	400	363	0	363	-100%	
E113999	General Admin Allocated	11,268	10,318	8,346	1,972	-19%	
	Total Expenditure	459,689	422,719	429,519	(6,800)		
	Sub-total Freebairn Recreation Centre	289,457	266,673	259,679	6,994		

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
Television Re-broadcasting							
I114310	Television Charges	1,400	1,276	0	(1,276)	-100%	
	Total Revenue	1,400	1,276	0	(1,276)		
E114280	EQUIPMENT MAINTENANCE	0	0	(1)	1		
E114290	CONT TO VARLEY RADIO	1,400	1,276	863	413	-32%	
E114999	General Admin Allocated	3,187	2,915	2,361	554	-19%	
	Total Expenditure	4,587	4,191	3,223	968		
	Sub-total Television Re-broadcasting	3,187	2,915	3,223	(308)		
Other Culture							
E116100	KULIN MUSEUM	400	363	2,145	(1,782)	491%	
E116300	Railway Station Maintenance	2,159	1,969	0	1,969	-100%	
E116999	General Admin Allocated	2,308	2,112	1,710	402	-19%	
	Total Expenditure	4,867	4,444	3,855	589		
	Sub-total Other Culture	4,867	4,444	3,855	589		
E117029	OFFICE GARDENS	21,084	19,294	24,737	(5,443)	28%	
E117030	PUBLIC PARKS GDNS & RESERVES	96,919	88,814	123,337	(34,523)	39%	
E117031	RESERVES - OTHER	17,417	15,950	15,322	628	-4%	
E117050	STORM WATER REUSE SCHEME	0	0	37	(37)		
E117052	DUDININ SPORTSGROUND	2,000	1,826	1,316	510	-28%	
E117054	Dudinin Tennis Club	2,300	2,101	2,768	(667)	32%	
E117056	OTHER SPORTING CLUBS	40,000	36,663	12,982	23,681	-65%	
E117058	SKATE PARK & PLAYGROUND	0	0	355	(355)		
E117298	Depreciation	25,000	22,913	6,972	15,941	-70%	
E117520	Pingaring Golf Club	3,600	3,300	1,358	1,942	-59%	
E117999	General Admin Allocated	15,532	14,234	11,505	2,729	-19%	
	Total Expenditure	223,851	205,095	200,688	4,407		
	Sub-total Other Sport & Recreation	223,851	205,095	200,688	4,407		
	TOTAL RECREATION & CULTURE	1,017,290	931,100	851,304	79,796		
TRANSPORT							
Roadworks							
I121500	REGIONAL ROAD GROUP	365,000	273,750	471,735	197,985	72%	
I121520	ROADS TO RECOVERY	525,000	393,750	466,123	72,373	18%	
I121750	BLACK SPOT	524,000	393,000	0	(393,000)	-100%	
	Total Revenue	1,414,000	1,060,500	937,858	(122,642)		
E121298	Depreciation	1,890,000	1,732,500	1,708,862	23,638	-1%	
E121602	Traffic Signs	7,000	6,413	5,290	1,123	-18%	
	Total Expenditure	1,897,000	1,738,913	1,714,153	24,760		
	Sub-total Roadworks	483,000	678,413	776,295	(97,882)		
Road Maintenance							
I122360	Government Grants	212,935	212,935	206,610	(6,325)	-3%	
I122500	Miscellaneous Income	1,000	913	30,000	29,087	3186%	
	Total Revenue	213,935	213,848	236,610	22,762		
E122010	ROAD MAINTENANCE	693,213	635,426	708,317	(72,891)	11%	
E122022	FLOOD DAMAGE - NORMAL	0	0	783	(783)		
E122121	KULIN DEPOT	43,641	39,974	70,374	(30,400)	76%	
E122122	HOLT ROCK DEPOT	5,280	4,818	1,323	3,495	-73%	
E122140	Footpath Maintenance	705	627	366	261	-42%	
E122150	STREET LIGHTING	21,821	19,987	16,067	3,920	-20%	
E122160	Street Cleaning	0	0	5,588	(5,588)		
E122161	DUDININ CLEANING	3,383	3,091	367	2,724	-88%	
E122180	Street Trees	9,933	9,097	294	8,803	-97%	
E122190	Streetscape Maintenance	80,007	73,326	53,322	20,004	-27%	
E122200	Roman Road System	7,500	0	7,622	(7,622)		
E122298	Depreciation	18,204	16,687	15,297	1,390	-8%	
E122999	General Admin Allocated	570,076	522,566	423,037	99,529	-19%	
	Total Expenditure	1,453,765	1,325,599	1,302,754	22,845		
	Sub-total Road Maintenance	1,239,830	1,111,751	1,066,144	45,607		
Road Plant Purchases							
I123297	Profit on Sale of Asset	43,746	40,095	28,525	(11,570)	-29%	
I123299	PROCEEDS ON SALE OF ASSET	0	0	0	0		
	Total Revenue	43,746	40,095	28,525	(11,570)		
E123297	LOSS ON SALE OF ASSET	1,000	913	8,668	(7,755)	849%	
E123999	General Admin Allocated	14,893	13,651	11,032	2,619	-19%	
	Total Expenditure	15,893	14,564	19,701	(5,137)		
	Sub-total Road Plant Purchases	(27,853)	(25,531)	(8,824)	(16,707)		

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
Wheatbelt Secondary Freight Network							
I125000	WSFN PROGRAM ADMINISTRATION INCOME	0	0	37,333	37,333		
		0	0	37,333			
E125010	PROGRAM ADMINISTRATION EXPENSES	0	0	26,271	(26,271)		
E125030	HOUSING EXPENSES	0	0	2,782	(2,782)		
E125050	WSFN SALARIES	0	0	43,847	(43,847)		
E125055	WSFN SUPERANNUATION	0	0	4,943	(4,943)		
E125060	WSFN VEHICLE EXPENSES	0	0	382	(382)		
	Total Expenditure	0	0	78,225	(78,225)		
	Sub-total Aerodomes	0	0	40,892	(78,225)		
Aerodomes							
E126280	Airstrip Maintenance	5,260	4,796	2,015	2,781	-58%	
E126298	Depreciation	8,000	7,326	7,342	(16)	0%	
E126999	General Admin Allocated	2,308	2,112	1,710	402	-19%	
	Total Expenditure	15,568	14,234	11,067	3,167		
	Sub-total Aerodomes	15,568	14,234	11,067	3,167		
	TOTAL TRANSPORT	1,710,545	1,778,867	1,885,574	(65,815)		
ECONOMIC SERVICES							
Camp Kulin							
I132409	HOSTEL CHARGES	0	0	6,368	6,368		
I130400	MERCHANDISE SALES	0	0	188	188		
	Total Income	0	0	6,556	6,368		
E130100	FACILITATORS WAGES	0	0	0	0		
E130800	CAMP KULIN ADMINISTRATION COSTS	0	0	89	(89)		
E130999	GENERAL ADMINISTRATION ALLOCATED	18,326	16,797	13,186	3,611	-21%	
E132040	KULIN HOSTEL	0	0	19,409	(19,409)		
	Total Expenditure	18,326	16,797	32,684	3,522		
	Sub-total Camp Kulin	18,326	16,797	26,128			
Rural Services							
E131040	Noxious Weeds/Pest Plants	9,196	8,404	173	8,231	-98%	
E131060	Vermin Control	0	0	100	(100)		
E131999	General Admin Allocated	2,308	2,112	1,710	402	-19%	
	Total Expenditure	11,503	10,516	1,983	8,533		
	Sub-total Rural Services	11,503	10,516	1,983	8,533		
Tourism & Area Promotion							
I132100	Grants	1,000	913	0	(913)	-100%	
I132410	Caravan Park Charges	25,000	22,913	33,970	11,057	48%	
I132430	SALE OF HISTORY BOOKS - KULIN	0	0	77	77		
I132450	SALE OF THH SOUVENIRS	5,000	4,576	960	(3,616)	-79%	
	Total Revenue	31,000	28,402	35,007	7,518		
E132030	CARAVAN PARK	64,749	59,359	55,282	4,077	-7%	
E132050	INFORMATION BAY	200	176	281	(105)	59%	
E132100	Tourism & Area Promotion	42,100	38,588	17,057	21,531	-56%	
E132450	THH SOUVENIR EXPENSE	0	0	(32)	32		
E132298	Depreciation	35,000	32,076	38,767	(6,691)	21%	
E132999	General Admin Allocated	41,320	37,873	30,608	7,265	-19%	
	Total Expenditure	183,368	168,072	141,963	26,109		
	Sub-total Tourism & Area Promotion	152,368	139,670	106,956	33,627		
Building Control							
I133410	BUILDING PERMITS	4,000	3,663	5,195	1,532	42%	
I133420	BCITF LEVY COLLECTION	2,000	1,826	1,500	(326)	-18%	
I133425	BUILDING SERVICES LEVY COLLECTION	1,000	913	1,144	231	25%	
	Total Revenue	7,000	6,402	7,839	1,437		
E133010	Group Building Scheme	7,500	6,875	6,390	485	-7%	
E133420	BCITF levy payment	2,000	1,826	0	1,826	-100%	
E133425	BUILDING SERVICES LEVY PAYMENT	1,000	913	1,484	(571)	62%	
E133999	General Admin Allocated	3,836	3,509	2,841	668	-19%	
	Total Expenditure	14,336	13,123	10,714	2,409		
	Sub-total Building Control	7,336	6,721	2,875	3,846		

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
Kulin Resource Centre							
I134060	Organisations Membership	0	0	9	9		
I134070	Photocopying	4,500	4,125	2,007	(2,118)	-51%	
I134080	BINDING, STAPLING & FOLDING	0	0	19	19		
I134090	FAXING, SCANNING & EMAILING	500	451	154	(297)	-66%	
I134100	Computer Usage	500	451	60	(391)	-87%	
I134120	Desktop Publishing	0	0	462	462		
I134130	KULIN UPDATE	7,000	6,413	6,527	114	2%	
I134140	Laminating	500	451	120	(331)	-73%	
I134150	Equipment Hire	500	451	123	(328)	-73%	
I134160	CONSUMABLE SALES	500	451	1,245	794	176%	
I134165	SOUVENIRS	0	0	12	12		
I134170	BUILDING HIRE	800	726	2,900	2,174	299%	
I134180	PUBLIC TRAINING/COURSES	10,000	9,163	9,758	595	6%	
I134190	Commissions	5,000	4,576	5,222	646	14%	
I134200	GRANTS - OTHER	0	0	1,000	1,000		
I134215	KODAK SCANNING & PHOTOSHOP	0	0	94	94		
I134220	OTHER INCOME	2,000	1,826	1,184	(642)	-35%	
I134500	GRANTS - CRC OPERATIONAL	100,000	100,000	106,459	6,459	6%	
I134510	EVENT & TICKETING INCOME	5,000	4,576	1,558	(3,018)	-66%	
	Total Revenue	136,800	133,660	138,913	8,271		
E134010	Wages	104,452	95,744	52,130	43,614	-46%	
E134020	Superannuation	9,609	8,800	3,842	4,958	-56%	
E134030	INSURANCE	12,000	12,000	12,530	(530)	4%	
E134040	UNIFORMS	800	726	450	276	-38%	
E134050	STAFF TRAINING	4,800	4,400	1,513	2,888	-66%	
E134060	TELEPHONE	1,500	1,375	963	412	-30%	
E134065	WATER	1,200	1,100	1,600	(500)	45%	
E134070	ELECTRICITY	6,000	5,500	4,470	1,030	-19%	
E134080	Printing & Stationery	15,000	13,750	10,656	3,094	-23%	
E134100	Advertising and Promotion	1,500	1,375	866	509	-37%	
E134110	IT MAINTENANCE & SUPPORT	3,600	3,300	6,007	(2,707)	82%	
E134115	Cleaning	0	0	559	(559)		
E134120	CENTRE MAINTENANCE	3,000	2,750	1,943	807	-29%	
E134130	COURSES & EVENTS	10,000	9,163	18,035	(8,872)	97%	
E134140	Library Freight	500	451	0	451	-100%	
E134135	EVENTS	0	0	291	(291)		
E134150	LIBRARY COSTS	14,000	12,826	13,698	(872)	7%	
E134190	KEY TO KULIN	300	275	0	275	-100%	
E134200	GRANT FUNDING EXPENDITURE	2,000	1,826	2,652	(826)	45%	
E134298	Depreciation	65,000	59,576	57,051	2,525	-4%	
E134300	SUNDRY EXPENSES	0	0	1,056	(1,056)		
E134999	General Admin Allocated	15,477	14,179	11,466	2,713	-19%	
	Total Expenditure	270,737	249,116	201,778	47,338		
	Sub-total Kulin Resource Centre	133,937	115,456	62,865	55,609		
Other Economic Services							
I136010	SALE OF STANDPIPE WATER	60,000	55,000	48,556	(6,444)	-12%	
I136030	GRANTS	590,000	295,000	0	(295,000)	-100%	
I136115	Community Cropping Program	1,000	913	1,227	314		
	Total Revenue	651,000	350,913	49,783	(301,444)		
E136040	WATER SUPPLY (STANDPIPES)	87,000	79,739	86,426	(6,687)	8%	
E136050	Farm Water Supplies & Maintenance	1,000	913	0	913	-100%	
E136105	Pingaring Community Centre	4,000	3,663	0	3,663	-100%	
E136115	COMMUNITY CROPPING PROGRAM	1,000	913	0	913	-100%	
E136298	DEPRECIATION	2,500	2,288	2,281	7	0%	
E136999	General Admin Allocated	2,308	2,112	1,710	402	-19%	
	Total Expenditure	97,808	89,628	90,417	(789)		
	Sub-total Other Economic Services	(553,192)	(261,285)	40,633	(302,232)		
Kulin Bush Races							
E138015	BLAZING SWAN EXPENDITURE	0	0	751	(751)		
E138020	INSURANCE & LICENSING.	0	0	23	(23)		
E138040	BUSH RACES CONTRIBUTION	0	0	138	(138)		
E138999	General Admin Allocated	17,016	15,598	12,604	2,994	-19%	
	Total Expenditure	17,016	15,598	13,517	2,081		
	Sub-total Kulin Bush Races	17,016	15,598	13,517	2,081		
Fuel Facility							
I139010	SALES - PUBLIC	500,000	458,326	579,741	121,415	26%	
	Total Revenue	500,000	458,326	579,741	121,415		
E139010	FUEL PURCHASES	453,200	415,426	537,967	(122,541)	29%	
E139030	FUEL ACCOUNT SALES	1,500	1,375	0	1,375	-100%	
E139040	IT MAINTENANCE	3,500	3,201	2,595	606	-19%	
E139045	BANK CHARGES	5,000	4,576	3,591	985	-22%	
E139050	MAINTENANCE & REPAIRS	6,964	6,369	4,259	2,110	-33%	
E139298	DEPRECIATION	0	0	5,002	(5,002)		
E139999	GENERAL ADMIN ALLOCATED	18,739	17,171	13,750	3,421	-20%	
	Total Expenditure	488,903	448,118	567,164	(119,046)		
	Sub-total Fuel Facility	(11,097)	(10,208)	(12,577)	2,369		
	TOTAL ECONOMIC SERVICES	(223,802)	33,265	242,380	(196,167)		

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
OTHER PROPERTY & SERVICES							
Private Works							
I141410	Private Works	35,000	32,076	97,330	65,254	203%	
	Total Revenue	35,000	32,076	97,330	65,254		
E141010	PRIVATE WORKS	20,801	19,052	47,013	(27,961)	147%	
E141025	MAIN ROADS WORKS	0	0	15,603	(15,603)		
E141999	General Admin Allocated	11,952	10,956	8,854	2,102	-19%	
	Total Expenditure	32,754	30,008	71,471	(41,463)		
	Sub-total Private Works	(2,246)	(2,068)	(25,860)	23,792		
Community Bus							
I142100	Hire of Bus & Trailer	6,000	5,500	4,334	(1,166)	-21%	
I142200	Contributions - Bus Purchase	0	0	0	0		
	Total Revenue	6,000	5,500	4,334	(1,166)		
E142020	Community Bus Shed	50	50	109	(59)	119%	
E142105	LICENSING & INSURANCE	840	490	0	490	-100%	
E142298	Depreciation	4,000	3,663	294	3,369	-92%	
E142700	Plant Operation Costs	6,000	5,500	5,284	216	-4%	
	Total Expenditure	10,890	9,703	5,687	4,016		
	Sub-total Community Bus	4,890	4,203	1,353	2,850		
Public Works Overheads							
I143100	STAFF HOUSING RENTAL	39,364	36,080	14,630	(21,451)	-59%	
I143390	REIMBURSEMENTS	10,000	9,163	7,587	(1,576)	-17%	
	Total Revenue	49,364	45,243	22,216	(23,027)		
E143010	ENGINEERS SALARY	152,908	140,162	120,539	19,623	-14%	
E143025	WORKERS COMPENSATION INSURANCE	43,000	43,000	46,115	(3,115)	7%	
E143030	OFFICE EXPENSES	3,100	2,838	6,893	(4,055)	143%	
E143040	Superannuation	189,549	173,745	136,339	37,406	-22%	
E143050	Sick & Holiday Pay	119,982	109,978	121,179	(11,201)	10%	
E143060	Insurance on Works	19,000	19,000	20,280	(1,280)	7%	
E143070	Long Service leave	11,732	10,747	11,545	(798)	7%	
E143075	FBT EXPENSE	1,500	1,500	0	1,500	-100%	
E143090	Award Allowances	77,105	70,675	45,179	25,496	-36%	
E143120	PROTECTIVE CLOTHING	6,300	5,775	7,721	(1,946)	34%	
E143125	STAFF HOUSING	169,321	155,177	81,559	73,618	-47%	
E143130	Removal Expenses	2,500	2,288	0	2,288	-100%	
E143140	Seminar Expenses	10,000	9,163	22,764	(13,601)	148%	
E143150	Health & Safety Program	15,000	11,250	9,161	2,089	-19%	
E143152	CONSULTING	5,000	4,576	28,265	(23,689)	518%	
E143290	ALLOCATED TO WORKS & SERVICES	(946,908)	(867,999)	(778,952)	(89,047)	-10%	
E143298	Depreciation	13,281	12,166	11,114	1,052	-9%	
E143999	General Admin Allocated	156,993	143,902	116,296	27,606	-19%	
	Total Expenditure	49,364	47,943	5,998	41,945		
	Sub-total Public Works Overheads	(0)	2,700	(16,218)	18,918		
Plant Operation							
I144300	WATER REIMBURSEMENT	0	0	2,017	2,017		
I144100	DIESEL REBATE	25,000	22,913	20,317	(2,596)	-11%	
	Total Revenue	25,000	22,913	22,334	(579)		
E144000	Plant Repair Wages	137,894	126,390	94,556	31,834	-25%	
E144005	Tyres & Tubes	42,000	38,500	26,454	12,046	-31%	
E144010	Parts & Repairs	129,833	118,998	114,063	4,935	-4%	
E144015	INSURANCE & LICENCE	95,000	95,000	86,186	8,814	-9%	
E144020	Fuel & Oil	340,000	311,663	224,687	86,976	-28%	
E144030	BLADES & TYNES	12,000	11,000	4,340	6,660	-61%	
E144050	WATER USAGE	0	0	1,259	(1,259)		
E144060	Expendable Tools	2,400	2,200	0	2,200	-100%	
E144061	TELEPHONE	1,200	1,100	1,395	(295)	27%	
E144070	OFFICE EXPENSES	1,200	1,100	2,166	(1,066)	97%	
E144180	Other Minor Expenditure	2,400	2,200	450	1,750	-80%	
E144290	ALLOCATED TO WORKS & SERVICES	(803,927)	(736,923)	(570,533)	(166,390)	-23%	
E144700	PLANT OPERATION COSTS	40,000	36,663	34,382	2,281	-6%	
	Total Expenditure	0	7,891	19,404	(11,513)		
	Sub-total Plant Operation	(25,000)	(15,022)	(2,930)	(12,092)		
Salaries & Wages							
I146390	Workers Compensation	5,000	4,576	9,119	4,543	99%	
	Total Revenue	5,000	4,576	9,119	4,543		
E146010	Gross Total For Year	2,700,000	2,475,000	2,347,553	127,447	-5%	
E146020	Workers Compensation	0	0	656	(656)		
E146200	Salaries & Wages Allocated	(2,700,000)	(2,475,000)	(2,347,553)	(127,447)	-5%	
	Total Expenditure	0	0	656	(656)		
	Sub-total Salaries & Wages	(5,000)	(4,576)	(8,463)	3,887		
Unclassified							
I147360	SALE OF PARTS/SCRAP	500	451	850	399	88%	
	Total Revenue	500	451	850	399		
	Total Expenditure	0	0	0	0		

STATEMENT OF OPERATING

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
	Sub-total Unclassified	(500)	(451)	(850)	399		

STATEMENT OF OPERATING

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
	Public Works Depreciation						
E144298	Depreciation	560,000	513,326	231,348	281,978	-55%	
E148298	Gross Depreciation	0	0	16,796	(16,796)		
E148299	LESS DEPRECIATION ALLOCATED	(560,000)	(513,326)	(417,082)	(96,244)	-19%	
	Total Expenditure	0	0	(168,938)	168,938		
	Sub-total Public Works Depreciation	0	0	(168,938)	168,938		
	TOTAL OTHER PROPERTY & SERVICES	(27,857)	(15,214)	(221,905)	206,691		
	GRAND TOTAL	(248,945)	279,747	147,519	181,063		

ROAR!
BOLD BRAVE BRILLIANT



9 June 2021

Kulin Shire Council
PO Box 125
Kulin WA 6365
Attention Cassi Vandenberg – DCEO
Via email: dceo@kulin.wa.gov.au

Dear Cassi,

I am in the process of building a new business in town, which is intending to use Shire facilities. I am writing to Council seeking a discount in fees for use of Shire facilities whilst I develop my business ROAR! Bold Brave Brilliant.

This business is intended to incrementally grow over the next 12 months and further into the future. ROAR! BBB will host a range of programs; children's holiday programs, teenager camps, Father/son overnight stays, leadership / team building programs for schools and businesses, school camps, sporting clinics and women's health and wellness days. These programs will be offered to our community along with neighbouring communities and the wider wheatbelt as the business grows.

ROAR! BBB will be advertised via community engagement within our town and surrounding communities. I believe ROAR! BBB and the Kulin Shire offer mutual benefits that we can work together to promote one another.

ROAR! BBB will be offering many programs and initiatives and I would like to highlight and promote the use of the Shire facilities. Facilities I intend to use will be the; Freebairn Recreation Centre, Kulin Aquatic Centre, Kulin Hostel, tennis and golf facilities along with other areas around the town such as the Macracarpa Trail.

The first program ROAR! BBB will be hosting is ROARFIT. This is being offered to children ages 10 – 15. It is all about kids building their fitness whilst having fun. This

ROAR!

BOLD BRAVE BRILLIANT



will encompass goal setting, and pushing the participants through challenges, building their resilience and promoting a healthy lifestyle. ROARFIT has been booked in, commencing on the 3rd Aug 2021 and Freebairn Recreation Centre will be the venue hosting his program when it is being delivered.

The greatest outlay of cost for ROAR! BBB will be the cost of using the Shire facilities to deliver the programs. I would like to come to an agreement with the Shire for discounted use of the facilities during a 12-month business incubation phase to be reviewed annually. As ROAR! BBB will predominantly use Shire facilities to conduct its business, the facilities will be significantly promoted through every program.

Upon receiving Councils fees and charges I have calculated the following costs to operate ROARFIT. ROARFIT is an 8week program to be offered each school term. Hire costs are \$1360 inclusive of court, meeting room and kitchen hire per program.

ROAR! BBB suggests for the upcoming 12-month period that we pay a reduced fee when the facilities have been used to cover the cleaning costs. I suggest paying the Council's kitchen hire fees at a member rate of \$35 per 2 hours or less or \$67 as a total for subsequent hours as a maximum cost. As a business ROAR! BBB intends to also pay the annual \$110 corporate fee.

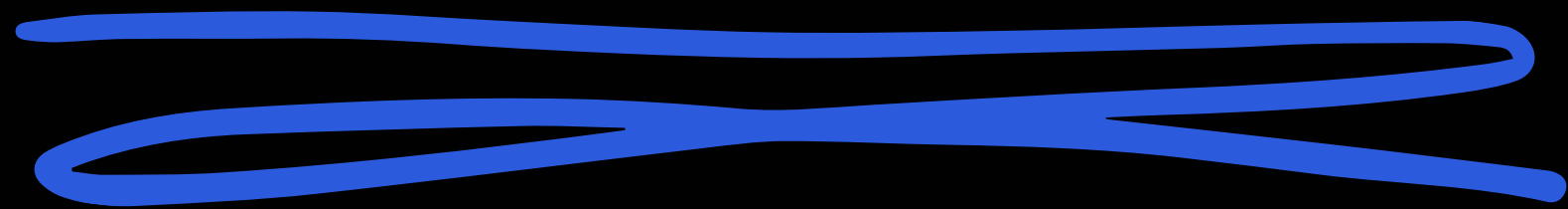
I believe this to be a fair proposal during business incubation stage. As ROAR! BBB continues to grow and the Kulin facilities are being used more frequently the promotion within the wheatbelt will be fantastic for both parties involved. ROAR! BBB covering the costs of cleaning will reduce costs to the Shire and allow ROAR! BBB to build its capacity to deliver more programs.

Please find attached ROAR! BBB's business plan for your interest and I look forward to hearing from you.

Kind regards,

A handwritten signature in black ink that reads "Tenille Yandle". The signature is written in a cursive, flowing style.

ROAR! Bold Brave Brilliant Founder & Director



ROAR!

BUSINESS PLAN

Set up for success with strategic planning frameworks, including Lean Canvas, SWOT Analysis, Pirate Funnel, and more.

Owner profile

Tenille Yandle

Owner

Teacher Kindergarten - Yr 12 since 2015

Previous Coach State Country Women's Team

Previous Assistant Coach Australia U21's Country Hockey Team

Currently studying a Bachelor of Sports Coaching (Strength & Conditioning)

Local hockey coach both men and women

Mum of 2 beautiful kids and 2 fur children

I have a passion for seeing people of all ages have their light bulb moments. I believe it is important for everyone to aspire to be their best self and continue to grow as a people in all aspects of their lives.

Problem

Let's talk resilience in our children... Effective communication... Being a great leader...

These are all parts of why children, young adults, women and men are facing more mental health issues than ever before.

Existing Alternatives

A problem shared is a problem solved and ROAR! will deliver programs to support those who participate to grow. These programs will be delivered through leadership camps, corporate workshops, kiddie bootcamp days, sporting clinics wellness camps and events.

Solution

ROAR! is going to give support in finding the best version of ourselves. It will help develop resilience and other qualities needed to live a successful life.

Key Metrics

ROAR! will find its success through the feedback given from those who attend. Success will be seen from those who come back for further support and for the new participants who have heard about and want to take part. Financially we will see an incline in income and will see more programs filling up a yearly calendar.

Unique Value

Proposition

Be bold. Be brave. Be Brilliant.

Everyone that comes to a program will be valued and made a part of the team.

They will not want to go home!

High Level Concept

ROAR! is all about support people and getting them to reach their potential.

It will see people flourish and develop inter-personal and social skills and allow those who choose to dive deeper into their own being.

Unfair Advantage

ROAR! will be unique in its location. It will only have qualified facilitators. The activities provided will be proven beneficial.

Channels

ROAR! will be advertised through the use of social media. It will be promoted through community newspapers and advertisement. Word of mouth is going to play a large role in circulation of the business. As ROAR! grows, videos to be uploaded on used on all social media platforms will be included. A website will be created and adjusted also

Customer Segments

Children 8+years
Youth
Early adolescents
Corporate bodies
Teaching staff
Future leaders

Early Adopters

ROAR! will begin with child & youth programs tailored to support their personal growth, socially and emotionally

Cost Structure

A budget outlining the initial set up, ongoing and foreseeable income is attached.

Revenue Streams

Please see budget attached.

SWOT Analysis

**ROAR! WILL BE
UNIQUE
ROAR! WILL
CONTINUE TO
DEVELOP & GROW**

Strengths

- Qualified staff
- Unique location
- Intimate numbers
- Multiple facilities available
- Flexible deliver
- Range of programs

Weaknesses

- Remote location
- Lack of experience in effective advertising
- Reaching a wide spread cliental
- Building and maintaining a steady income stream
- Limited business experience

Opportunities

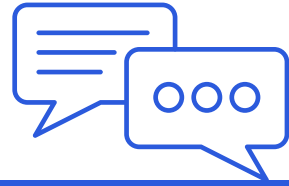
A large area for growth, is developing a program to support our changing education system in further support of our students needs as they evolve with the current environmental climate.

Threats

A large threat will be offering something different to what is available in the metro areas of WA, to support the attainment of delivered programs to generate ongoing profit.

Marketing Funnel

- Social media post and ads
- Email marketing
- Promotional video
- Press Release



- Discounts
- Exclusive offers
- Free trial Event

- Demo
- Feedback
- Success stories
- Comparison sheets

TOFU (Top of the Funnel)

Webpage design, Facebook, Instagram, Youtube channel, Email access, posters, advertising in community newspapers.

MOFU (Middle of the Funnel)

Pilot camp to be held first for children at a discounted price.
Discounts for first corporate leadership program. Initial teenage camp to be an exclusive free event to encourage engagement.

BOFU (Bottom of the Funnel)

Creation of videos / photographs to be used further from program days / camps including feedback from participants along with visuals of the activities being offered.

Webpage to include success stories and recommendations.

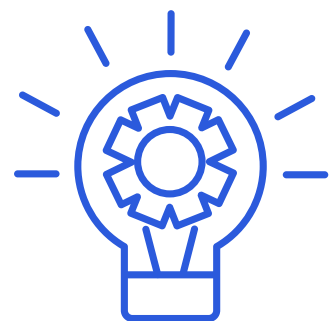
Competitor Analysis

Competitor	General notes	Location	Price range	Days	Age Market
Zero2Hero	Many programs available	Metro	Camp hero sports \$120 Tough Stuff <u>Unknow cost</u> (purchase entire program)	3 days 8week program	7-14 11-13
DSLGC	Offers many activities in various locations	Metro and some regional areas			8 - 18
Leadership WA	Specific to business leadership	Metro	\$2490 \$7810 \$15500	4 days Consecutive <u>6 month</u> journey <u>10 month</u> journey	Adults
PCLS – burn bright	Specific to Year 11 / 12 students only	Metro	\$200 per day	4 consecutive days	Year 11/12
YMCA	Daily fun activities. Use of metro facilities <u>i.e.</u> ice skating, movies, rock climbing	Metro	\$80	daily	8 – 18
Heal for life	Specific to healing o/from mental health	Eastern States	\$1500	5 nights	Kids / teens

Mission, Vision, and Values

Mission

ROAR! is here to support and encourage growth within all its participants. We want to see people reach their potential



Vision

ROAR! aspires to be unique in leadership program delivery. Because of what we offer, people will reach the goals they set out to.

ROAR! will be seen as a unique and valuable asset to those who become involved.

Values

EXCELLENCE
ENCOURAGEMENT
ENJOYMENT
ENTHUSIASM

Strategy, Tactics, Execution

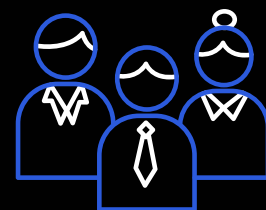
ROAR!

Strategy

School camps will be offered throughout the school term.

Tailored school programs.

Leadership programs will be available for education department professional development days



Holiday camps will be made available midweek.

Weekend overnight stays will be offered as demand increases.

Sporting clinics to be offered at appropriate times of the year.

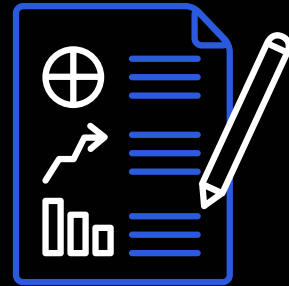
Corporate programs will be made available for either day ventures or over night adventures. These can take place throughout the year where dates available.

Program creation for implementation into schools for teachers / staff to use within classroom environments.

Tactics

Leadership activities will be specially tailored for the required program.

Using facilities readily available within local communities such as, Freebairn Recreation Centre, Camp Kulin accomodation facilities, Jilakin Lake/Rock



Outside role models to be sourced to encourage participation in sporting clinics, i.e. seeking elite athletes to guest appear at appropriate programs.

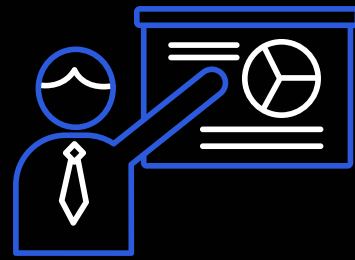
Using proven resources such as TRIBES, Maggie Dent to drive planning.

Utilising volunteers to support safe over night camps.

Sourcing volunteers to act as facilitators from Universities (students studying teaching, psychology, health sciences)

Hiring a caterer to complete all food components to programs

Execution



Programs will be delivered using experience and expertise from a teaching career.

Execution will be monitored through careful planning and reflection both from facilitators and participants.

Outcomes to be covered will be outlined through program planning.

Ongoing support for participants through online forums such as Facebook, Instagram.

All resources to be readily available for participants.

1 full time staff member and 1 part time employee to organise programs and conduct administration duties

25 - 40 participants at any one time on camps.

25 - 60 participants for sporting clinics.

Professional days made available for required number of participants of company.

2 Overnight staff to work on camps (male & or female dependent on participants)

Community Engagement

To engage is key!

ROAR! is going to engage the wider community through many aspects. The main key is to see individuals reaching their potential through its programs however, ROAR! is going to invest in the facilities available, putting Kulin back on the map as a place to come and shine. ROAR! will support the local community in providing business to other local businesses through traffic and hiring locals to support making ROAR! great.

Available Programs

Team building - Corporate

- 1 day
 - up to 50 people
 - \$3000
- 3 days / 2 nights
 - up to 40 people
 - \$7000

Kids Bootcamp

- 8 week program
- 1.5hrs contact time weekly
- 4-6pm
- \$150

Teen Health & wellness camp

- 3 days
- \$250

School Camp

- 3 nights
- Cost will vary - dependent on activities

School Programs

- 1 day / 2-3 hrs
- Cost & time will vary - dependent on schools needs

Specialist Sport Clinics

- 1 day
 - \$150

Kids Holiday Program

- 9am - 3pm
- 3 days
- \$120

GOALS

By Jan 2022

Have successfully ran 1 holiday program for kids across 3 days

Facilitated 1 Teen Health & Wellness Camp pilot program

15 students commit and participate in Kids Bootcamp program over Term 3/4 2021

Built program portfolio to begin marketing

Hosted 4 holiday camps

Hosted 4 holiday programs

Facilitated 4 Bootcamp programs

Began marketing to school for camps / leadership programs

Promoted corporate PD days

Host 3 sporting clinics

Build volunteer base to support camp programs

Sponsor 1 local community sporting groups

Begin creation of school implementation program.

Within 1 year

3 years

Facilitated up to 6 corporate programs

Hosted up to 5 School camps

Hosted up to 10 school leadership days

Successfully running (30+ students) 4 holiday camps, 4 teen health & wellness camps (15+ students), 4 holiday programs
40+ kids

Hired caterer to conduct all food handling and preparation as part of ROAR! staff

Continue building ROAR! staffing for camp programs

Sponsor 2+ local community sporting groups yearly

Implemented school program into 3+ schools

GENERAL COMPLIANCE CHECKLIST MAY 2021

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Bush Fire Control - Dual Officers Appointment	1/05/2021	Annual	Advise surrounding Shires of Dual FCO appointments following BFB AGM	August
Governance	Bush Fire Control Officers Appointment	1/05/2021	Annual	Determine to allow information to be included with annual fire break/prevention notice	Yes
Governance	Integrated Planning Review	31/05/2021	Quarterly	Quarterly review due this month if not already completed - Corporate Plan	In progress
Governance/ SAO	Delegation Manual Review	31/05/2021	Annual	Ensure agenda item includes 'Absolute Majority'	Done
Governance	Delegations Review - Purchasing	1/10/2021	LG Financial Regs 1996 - Reg. 5		Done
CEO	Plus all the reviews for Integrated Planning Documents	May	Annual		In progress
CEO	Equal Employment Management Plan review	May	Annual	Review Equal Employment Management Plan and forward copy to Director of Equal Opportunity	Delay to June
CEO	Annual Performance Review	May	Annual	On Anniversary - report to Council	July
DCEO	Housing Inspections			CSO sends letters	Done
Finance	Letters to tenants regarding Shire Housing Rental increases	April May		After Fees & Charges adopted	Done
SFO	Complete Form A - ESL Annual Service levy Billing	31/07/2021		FESA Act 1998, manual of Operations S5 - part 6A Div5	Done in August
WM	Road Construction & Maintenance Review	01/05/21	Monthly	Review previous month road construction and maintenance - complete recoups, MRD line marking requests, MRD Form 8 etc. as required - Advise DCEO of invoices required for MRD and private works recovery - complete report to CEO/Council	Ongoing
WM	Traffic Signs (Stock in Depot) May – June	1/06/2021			Done
CRC	Updating of Town Notice Board/Website		Weekly		Done
CDO	Kulin Child Care Centre budget to be finalised		Annual	In consultation with KCCC Management Committee	In Progress
FRC	Monthly Stock on Hand		Monthly	Report to DCEO	Done
EHO	Transfer Station - DWER Annual License Fee		Annual	EHO to apply online to obtain a license fee invoice from DWER	-