

Notice of Meeting

Councillors: Please be advised that the next meeting of the

Kulin Shire Council

will be held on **Wednesday 21 June 2023**

Council Meeting	1:00pm
Afternoon Tea	3:30pm
<i>Concept Forum to follow</i>	
Dinner	6:30pm



Alan Leeson
Chief Executive Officer
16 June 2023



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

ORDER OF BUSINESS

- 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS - COUNCIL CHAMBERS**
- 2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
- 3 PUBLIC QUESTION TIME**
- 4. DECLARATIONS OF INTEREST BY MEMBERS**
 - 4.1 Declarations of Financial Interest
 - 4.2 Declarations of Proximity Interest
 - 4.3 Declarations of Impartiality Interest
- 5. APPLICATIONS FOR APPROVED LEAVE OF ABSENCE**
- 6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
 - 6.1 Shire of Kulin Ordinary Meeting 17 May April 2023
 - 6.2 LEMC Minutes 7 June 2023 Attachment 1
 - 6.3 Freebairn Recreation Club Special Meeting 1 June 2023 Attachment 2
- 7 MATTERS REQUIRING DECISION**
 - 7.1 List of Accounts May 2023 Attachment 3
 - 7.2 Financial Reports & Operating Income and Expenditure Details – May 2023 Attachment 4
 - 7.3 Adoption of Percentage and Value for the Reporting of Material Variances
 - 7.4 Amendment to Budgeted Reserve Transfers 2022/2023
 - 7.3 Local Emergency Management Arrangements – Review Attachment 5
- 8 COMPLIANCE**
 - 8.1 Compliance Reporting – General Compliance May 2023 Attachment 6
 - 8.2 Compliance Reporting – Delegations Exercised May 2023
 - 8.3 Minor Review of the Strategic Community Plan Attachment 7
 - 8.4 Review of the Corporate Business Plan
- 9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
- 11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**
- 13 DATE AND TIME OF NEXT MEETING**
- 14 CLOSURE OF MEETING**

1 DECLARATION OF OPENING

The President declares the meeting open

2 RECORD OF ATTENDANCE

ATTENDANCE

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

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

3 PUBLIC QUESTION TIME

Nil

4 DECLARATION OF INTEREST BY MEMBERS

Nil

5 APPLICATIONS FOR APPROVED LEAVE OF ABSENCE

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Shire of Kulin Ordinary Meeting 17 May 2023

6.2 LEMC Minutes 7 June 2023

7 MATTERS REQUIRING COUNCIL DECISION

7.1 List of Accounts – May 2023

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

SUMMARY:

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

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

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

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That May payments being cheque no.'s 491 (Trust), 37484 – 37488; cheque no. 37483, EFT No's 20516 – 20616, direct deposits DD8354.1 - DD8573.12 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$748,183.93 be received.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 3

7.2 Financial Reports & Operating Income and Expenditure Details – May 2023

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

SUMMARY:

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

BACKGROUND & COMMENT:

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

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

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

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council endorse the monthly financial statements for the period ending 31 May 2023 and that Council receive the attached accounts for information.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 4

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

RESPONSIBLE OFFICER: EMFS
FILE REFERENCE: 12.01 – Financial Reporting, Annual and Monthly
AUTHOR: EMFS
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 +/- \$10,000. It is not proposed to change this position.

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 2023/24.

VOTING REQUIREMENTS:

Simple majority required.

7.4 Amendment to Budgeted Reserve Transfers 2022/2023

RESPONSIBLE OFFICER: EMFS

FILE REFERENCE: 12.02

AUTHOR: EMFS

STRATEGIC REFERENCE/S:

DISCLOSURE OF INTEREST:

SUMMARY: To review budgeted Reserve transfers considering current financial circumstances and to seek Council approved for amendments in Reserve transfers for 2022/23.

BACKGROUND & COMMENT: Transfers to and from reserve accounts are adopted by Council in the annual budget. After consideration of both the financial position on 31 May 2023 and projects that have or have not progressed as budgeted throughout the 2022/23 financial year, amendments to the budgeted reserve transfers are proposed.

The details of the budgeted and proposed transfers (excluding interest earnings) for the 2022/23 year are provided in the following table:

Reserve	Purpose/Condition & Notes	Original Budget transfer to/(from)	Amended Budget Transfer to/(from)	Proposed transfer to/(from)	Proposed Closing reserve balance
Leave	To fund annual and long service leave requirements.	(50,000)	(50,000)	(90,000)	364,335
Plant	To fund the purchase of plant Budgeted transfer to fund the purchase of a new grader – grader purchase has not happened. Prime Mover to be funded from reserve instead.	(355,000)	(355,000)	(315,700)	45,171
Building	To fund the construction of staff housing. Construction of house has not occurred as only one tender received which was too expensive. This change was reflected in the Budget Review. It is proposed that the renovation of 12 Bowey Way for the CEO be funded from reserve.	(400,000)	0	(160,000)	393,241
Admin Equipment	To fund the purchase of administration equipment.	0	0	0	30,383

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Natural Disaster	To assist in the funding of preparations following a natural disaster – generator has not been purchased as budgeted, therefore reserve transfer is not required.	(40,000)		0	148,362
Joint Venture Housing Reserve	To fund the upkeep of JV Housing with the Department of Housing	0		0	79,147
FRC Surface & Equipment	To fund the replacement of equipment and the court surface at the FRC	0		0	44,573
Medical Services	To fund the recruitment of a doctor	0		0	119,855
Fuel Facility	To fund the replacement of the fuel facility. Budgeted transfer to fund tank gauging equipment. Additional transfer to fund purchase of new ULP/Diesel bowser adopted in Budget Review.	(20,000)	(45,000)	(45,000)	9,261
Sportsperson Scholarship	To fund the development of local sportspersons	0	0	0	14,199
Freebairn Recreation	To fund the ongoing asset management of the FRC	0	0	0	215,076
Short Stay Accommodation	To fund the construction of short stay accommodation in the future if additional funds are available at year end. Construction of short stay accommodation has not progressed as budgeted	(273,000)	(273,000)	0	280,117
Bendering Tip Rehabilitation Reserve	To fund the Shire's share future rehabilitation costs at the Bendering Tip.	0	128,584	128,584	128,584
Total		(1,138,000)	(594,416)	(482,116)	1,872,305

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 for 2022/23 to be:

Reserve	Transfer Value
Leave	(90,000)
Plant	(315,700)
Building	(160,000)
Admin Equipment	0
Natural Disaster	0
Joint Venture Housing Reserve	0
FRC Surface Replacement	0
Medical Services	0
Fuel facility	(45,000)
Sportsperson Scholarship	0
Freebairn Recreation	0
Short Stay Accommodation	0
Bendering Tip Rehabilitation	128,584

VOTING REQUIREMENTS:

Absolute majority required.

7. Local Emergency Management Arrangements – Review

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 09.05
AUTHOR: MESS
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Council is required to adopt the Local Emergency Management Arrangement (LEMA) documents which were endorsed at the Local Emergency Management Committee (LEMC) Meeting on 7 June.

BACKGROUND & COMMENT:

Local Governments must ensure that Local Emergency Management Arrangements are in place and consistent with the State emergency management policies and emergency management plans. Local Governments are required to submit their LEMA to the State Emergency Management Committee (SEMC).

The LEMA must be reviewed regularly and should be reviewed:

- After an event or incident that requires the activation of an Incident Support Group (ISG)(or significant recovery coordination
- After training or drills that exercise the arrangements
- Every five years
- Any other time the local government considers appropriate

SEMC wrote to Council on 8 May advising that the Kulin LEMA was due for review on 2 August 2021 and requesting the document be reviewed and submitted with urgency.

SEMC have produced a guideline to assist local governments and LEMC's to meet their obligations under the EM Act and develop compliant, effective and contemporary emergency management arrangements based on best practice principles. Staff used this guideline to update Kulin's existing LEMA with the draft being endorsed at the LEMC meeting on 7 June 2023. (Minutes included in this agenda at Item 6.2).

Once the LEMA is endorsed by LEMC and Shire of Kulin it is then noted by the relevant District Emergency Management Committee (DEMC) and the SEMC before the local government is deemed consistent with the requirements on the legislation and policy.

STATUTORY AND PLANNING IMPLICATIONS:

Section 41 (1) of the Emergency Management Act 2005

POLICY IMPLICATIONS:

APOG CS4 Bushfire Control – Shire Plant Use

COMMUNITY CONSULTATION:

Local Emergency Management Committee

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council adopt the Kulin Local Emergency Management Arrangements (LEMA) documents as endorsed by the Local Emergency Management Committee (LEMC) and these be submitted to the State Emergency Management Committee.

VOTING REQUIREMENTS:

Simple Majority

Attachment 5 – Electronic Only

8 COMPLIANCE

8.1 Compliance Reporting – General Compliance May 2023

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

SUMMARY:

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

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

BACKGROUND & COMMENT:

The Compliance Checklist is a working document, the Executive Support Officer emails the assigned staff member their compliance requirements for the coming month. During Agenda week, the Compliance Team meets to ensure the monthly report/list is reviewed and that compliance items are completed.

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

Outstanding – February

Local Government CEO & Elected Members Remuneration Survey

Outstanding – March

Roads Inspections – postponed until September

Outstanding – April

Staff Performance Reviews

Adjust KRA's for Senior Staff & Managers

Child Care Staff Performance Reviews

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 2023 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 6

8.2 Compliance Reporting – Delegations Exercised – May 2023

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

SUMMARY:

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

BACKGROUND & COMMENT:

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

ADMINISTRATION

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)
CS16	Bushfire Control – Appointment of Dual Fire Control Officers	(CEO)
CS17	Seed Collection	(CEO)

WORKS

W1	Gravel Supplies	(MW)
W2	Roads – Clearing	(CEO)
W3	Roads – Damage to	(MW)
W4	Roads – Roadside Markers – Management of	(MW)

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

COMMENT:

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

A6 Investment of Surplus Funds

Nil

A7 IT & Social Media – Use of

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

G2 Building Permits

Name	Builder	Address	Project	Value
Sergio Lucchesi	Perth Patio Magic	20 Day Street Kulin	Patio	\$28,950
Frank Varone	CRISP Wireless	4153 Holland Track Holt Rock	Communications Tower	\$19,500
Bernard Mullan	CRISP Wireless	Lot 11363 Kulin Dudinin Rd Dudinin	Communications Tower	\$19,500

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 2023.

VOTING REQUIREMENTS:

Simple majority required.

8.3 Minor Review of the Strategic Community Plan

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.06.02
AUTHOR: EMGR
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST:

SUMMARY:

A desktop review of Council's current Strategic Community Plan (SCP) 2021-2031 has been undertaken and is presented to Council for adoption. With one minor change made to the term of the plan.

BACKGROUND & COMMENT:

In accordance with Section 5.56(1) of the Local Government Act a review of the Shire's Strategic Community Plan must be undertaken, these reviews alternate between a minor and major review every two years. Council adopted the Shire's Strategic Community Plan 2021-2031 following a major review in February 2022 and at this time a minor review of the plan is required.

The Department Local Government Sports and Communities IPR Framework and Guidelines states that a minor review of the Strategic Community Plan is primarily a desktop exercise and usually focuses on resetting the Corporate Business Plan with consequential amendments to the core informing strategies as required.

The Strategic Community Plan shares Council's vision and strategic priorities for the life of the plan. At the Council Forum held on the 17th of May 2023 (and in a subsequent survey) Council were asked the outline their priorities for the financial year ahead. Following a review of these results it has been determined that there has been no change to the strategic priorities of Council and therefore no further changes to the plan are required.

The Strategic Community Plan has been provided at attachment 7.

STATUTORY AND PLANNING IMPLICATIONS:

The requirements for preparation, consideration, consultation and advertising of a Strategic Community Plan are detailed in the Local Government Act 1995 and Local Government (Administration) Regulations 1996.

Local Government Act 1995 s 5.56.

Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

r 19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications. *Absolute majority required. (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (8) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (9) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

FINANCIAL IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil, Changes to the SCP's vision, values, aspirations outcomes and objectives would typically only occur after a comprehensive community engagement program and not as part of a desktop review exercise.

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council adopt the minor review of the Community Strategic Plan 2021-2031.

VOTING REQUIREMENTS:

Absolute Majority.

Attachment 7

8.4 Review of the Corporate Business Plan

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.06.02
AUTHOR: EMGR
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST:

SUMMARY:

In accordance with regulation 19DA of the Local Government (Administration) Regulations 1996 an annual review of the Shire's Corporate Business Plan has been undertaken and is presented to Council for adoption.

BACKGROUND & COMMENT:

The Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available. Regulation 19DA of the Local Government (Administration) Regulations 1996 states "A local government is to review the current corporate business plan for its district every year". The Shire's Corporate Business Plan 2021-2025 was endorsed in June 2022 and has not undergone a review since.

Council were presented with a review of the existing Corporate Business Plan at the Ordinary Council Meeting held on 17 May 2023 and asked to provide feedback to assist in the prioritisation of proposed services, operations, projects and initiatives to be delivered over the next 12 months and the remaining life of the plan. Council were given the opportunity to participate in a survey and these results were used to prepare the adjusted Corporate Business Plan for the remaining two years of the plan.

Details of the responses to the survey and how these have translated in to the amended Corporate Business Plan are provided below.

Question one and two asked respondents to choose their top 10 initiatives (then prioritise these) to be presented for detailed discussion at Council Forum in 2023/24 (prior to project development). The projects which received the most votes were prioritised for delivery in the 2023/2024 financial year with the remaining proposed for delivery in the following financial year.

Question three asked respondents which of the discussion items, if any, could be removed from the priority list in the Corporate Business Plan. Where more than half of the respondents voted for one of these options, it has been removed from the priority listing for delivery in the next two financial years. These initiatives have been placed into an ideas bank for delivery in future plans.

Question four asked respondents to prioritise project initiatives. This priority listing will also be used during budget preparation when prioritising projects to be delivered.

The recommended changes to the Corporate Business Plan outlining discussion and project initiatives to be delivered between 2023 – 2025 are listed in the tables below:

CORPORATE BUSINESS PLAN 2023 – 2025 – DISCUSSION				
Initiative	Responsibility	Timing		Budget & Resourcing
		2023-24	2024-25	
Short Stay Accommodation – Caravan Park Expansion of existing Kulin Caravan Park to the North. Master Planning of the site with inclusion of both 1 and 2 bedroom cabins as short stay accommodation.	CEO	X		\$25,000
Town Entry Statements – Develop updates Kulin Town Entry Statements, based upon the style outside Shire office. Workshop with Council to determine appropriate cost, agreed location/s and budget. Discuss where Town Entry or Shire Boundary Entry Statements are more appropriate	EMCS	X		Ongoing within existing operational budget – Staff to develop future project budget with Council
Childcare – Review current delivery model and financial sustainability of existing service. Review and refine Terms of Reference of KCCC Committee to be more in line with current operations. Investigate opportunities to extend existing building or relocate to appropriate premises. Workshop with Committee and Council current financial Status and Economic drivers.	CEO, EMCS	X		Ongoing within existing operational budget – Staff to develop future project budget with Council
Freebairn Recreation Centre – Investigate, plan and cost expansion of sealed car park. Options include removal of outdoor basketball courts. Investigate potential funding sources and implement subject to available funding.	EMW	X		\$15,000
Freebairn Recreation Centre - Investigate, plan and cost the design of additional changeroom.	CEO, FRCM	X		Staff to develop with Council. Consultant architect and quantity surveyor \$15,000
Business Incentives – Investigate opportunities to encourage businesses to invest in houses for employees within Kulin townsite. Undertake workshop with business group to determine drivers and challenges. Explore possibilities of joint venture arrangements.	CEO, EMGR	X		Ongoing within existing operational budget – Staff to develop future project budget with Council
Kulin Cemetery – Investigate, plan and cost the construction of a single, unisex, ambulant, disabled toilet at the Kulin Cemetery	CEO, EMW	X		Staff to develop with Council. Approx \$50k in 23/24 budget
Old Administration Building – Investigate, plan and cost the refurbishment and development of the Old Administration Building for communal or commercial office space.	CEO, EMW	X		\$10,000
Town Circuit Walk & Bike Trails – Develop a master plan creating an around town of a circuit walk and bike trail. Incorporate to connect with existing trails such as Macrocarpa, Golf Course and BMX track. Where possible track will be gravel and have connections to town footpaths. Investigate potential funding sources.	EMW, EMCS	X		Ongoing within existing operational budget Labour plant & o/h
Worker's Style Accommodation – Investigation and planning of “Workers Style” accommodation on lots opposite caravan park. Inclusion of units with self-contained kitchens, as well as single room “donga” style. Potential JV with business to assist with funding. Headworks and landscaping would be required so as not to resemble a mining camp.	CEO	X		\$25,000
Jilakin Rock – Toilets & BBQs – Improvements of facilities and ongoing maintenance of Jilakin Rock parking area. Potential items include toilets and picnic facilities.	EMCS		X	TBD 24/25
Freebairn Recreation Centre - Investigate, plan and cost the review of kitchen design/layout	CEO, FRCM		X	TBD 24/25
Installation of permanent shade structure on the western area at the southern end of the oval. Include provision of seating and bench. Uses identified for cricket scorers, hockey technical bench, athletic carnival Marshalls, colts carnival southern field	EMW		X	TBD 24/25

AGENDA OF ORDINARY MEETING TO BE HELD 21 JUNE 2023

Potable Water Kulin Townsite – Continue to monitor and plan of upgrade of existing supplies around town. Possible projects include: one way valve and associate works on existing town, investigate potential groundwater sources and associated infrastructure. Investigate potential funding sources and progressively implement subject to available funding.	EMW		X	TBD 24/25
Community Aged Care Facility (fully staffed) – Investigate options / delivery / funding models for Aged Care within the community. Facilitate Workshop with the community to investigate the desire / need for community Aged Care Facility.	EMCS		X	TBD 24/25
West Kulin – Investigation and planning for non-potable water supply such as key dam or groundwater bore for uses such as fire fighting, roadworks and drought resilience. Investigate potential funding sources and progressively implement subject to available funding.	EMW		X	TBD 24/25
East Pingaring – Investigation and planning for non-potable water supply such as key dam or groundwater bore for uses such as fire fighting, roadworks and drought resilience. Investigate potential funding sources and progressively implement subject to available funding.	EMW		X	TBD 24/25
Recycling - Obtain information regarding operational, infrastructure and cost for tyre & glass recycling	EMCS		X	TBD 24/25
Old Skate Park – Consider future usage following the relocation of skate park to the all ages activity precinct.	CEO		X	TBD 24/25

CORPORATE BUSINESS PLAN 2023 – 2025 – PROJECT

Initiative	Responsibility	Timing		Budget & Resourcing
Pool shade	EMW, ACM	X		\$50,000
Old Administration Building Development - Consultancy budget allowance to prepare concept & costings	CEO, EMW	X		\$200,000
Transfer Station - Improve staff facility, flooring, toilet, electricity etc.	CEO, EMW	X	X	\$20,000
FRC Changeroom Upgrades	CEO, FRCM	X	X	\$15,000
FRC Generator (funded by Reserve)	CEO	X		\$30,000
Kulin Cemetery Toilet	EMW	X		\$50,000
Short Stay Accommodation - Investigate, plan and cost design/concept for tourist accommodation	CEO	X	X	\$25,000
Dudinin Tennis Club - Lockable bar & security	EMW	X		\$15,000
Footpaths – Improved Network - Undertake a gap analysis to determine where modifications are required to existing network. Investigate potential funding sources. Progressively implement modifications subject to available funding	EMW	X	X	\$100,000
Footpaths – Pram & Gopher Ramps - Ensure adequate pram ramps installed where every footpath crosses a town street to ensure prams, gophers, wheelchairs etc can adequately transition across the road. Include any new or replaced footpaths. Undertake gap analysis to determine where modifications are required to existing network.	EMW	X	X	Included above
Pingaring Golf Club - Security improvements	EMCS	X		\$7,500
Workforce Accommodation - Investigate, plan and cost design/concept for tourist accommodation	CEO	X		\$25,000
Tennis Court Resurfacing, reduced court capacity in existing location	EMCS	X		
Housing - Unit 4&5, 25 Johnston Street renovation	EMW	X		\$32,000
Hostel - Minor upgrades, window furnishings, air conditioning, toilets	EMCS	X		\$5,000
Dudinin Tennis Club – Improve playground softfall	EMW	X		Ongoing within existing operational budget

Housing – 14 Stewart Street laundry renovation	EMW	X		\$5,000
Jilakin Rock – Toilets & BBQs – Improvements of facilities and ongoing maintenance of Jilakin Rock parking area. Potential items include toilets and picnic facilities.	EMCS		X	\$10,000
Bowling Club Lighting	EMW		X	\$35,000
Men's Shed - develop industrial block for expansion of museum	EMW, EMCS			
Tennis Club Lighting	EMCS		X	\$65,000 + electrician \$6,000
Housing – 19 McInnes Street fill in pool and landscape	EMW			\$15,000
Audit of Street Lights – Facilitate discussions with Western Power to investigate and determine options and funding for improvement. Undertake planning and develop budget to bring up to relevant standards. Implement as funding becomes available.	EMGR	X		Ongoing within existing operational budget
Street Lighting – Improvement – Facilitate discussions with Western Power to investigate and determine options and funding for improvement. Undertake planning and develop budget to bring up to relevant standards. Implement as funding becomes available	EMW		X	Ongoing within existing operational budget
Childcare Centre Operations & Expansion	EMCS	X	X	\$30,000
Town Circuit Walk & Bike Trails – Develop a master plan creating an around town of a circuit walk and bike trail. Incorporate to connect with existing trails such as Macrocarpa, Golf Course and BMX track. Where possible track will be gravel and have connections to town footpaths. Investigate potential funding sources. Progressively implement modifications subject to available funding or utilisation of community resources.	EMCS, EMW	X	X	\$5,000
Freebairn Rec Centre Carpark	EMW		X	TBD
Signage –Develop updated Kulin Town Entry Statements, based upon the style outside Shire office. Workshop with Council to determine appropriate cost, agreed location/s and budget. Discuss where Town Entry or Shire Boundary Entry Statements are more appropriate	EMCS		X	
Local Traineeships /Apprenticeships – Continue to work with KDHS and local business regarding local traineeships and apprenticeships. Potentially establish a Business Group to determine a skills requirement and potential 5 yearly training plan.				Ongoing within existing operational budget
CRC Training Courses – Seek information from the community on specific training courses the CRC could facilitate. Seek funding for any new courses. Develop an annual training course calendar				Ongoing within existing operational budget

STATUTORY AND PLANNING IMPLICATIONS:

The requirements for preparation, consideration, consultation and advertising of a Strategic Community Plan are detailed in the Local Government Act 1995 and Local Government (Administration) Regulations 1996.

Local Government (Administration) Regulations 1996

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.

- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

FINANCIAL IMPLICATIONS:

Included in the attachment

POLICY IMPLICATIONS:

COMMUNITY CONSULTATION:

WORKFORCE IMPLICATIONS:

OFFICER'S RECOMMENDATION:

That Council adopt the annual review of the Corporate Business Plan 2021-2025 as detailed in the tables above.

VOTING REQUIREMENTS:

Absolute Majority.

9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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

12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

13 DATE AND TIME OF NEXT MEETING

Ordinary Meeting Wednesday 26 July 2023 at 1:00pm

14 CLOSURE OF MEETING

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



Kulin Local Emergency Management Committee

Agenda of a Meeting of the Shire of Kulin LEMC held in the Kulin Shire Council Offices Wednesday 7 June 2023 commencing at 3.00pm.

1. Present

Cr Jarron Noble – Chairperson
Andrew Dunn – Police Officer in Charge – Kulin
Gavin Stevens - Area Officer Narrogin East – Department of Fire & Emergency Services
Rod Diery – Chief Bush Fire Control Officer – Shire of Kulin
Judd Hobson – Executive Manager of Works – Shire of Kulin
Garry Walker – Principal – Kulin District High School
Brendon Sloggett -St John Ambulance - Kulin Branch
Alan Leeson – Chief Executive Officer – Shire of Kulin

2. Apologies

Lisa Biglin – WA Country Health Service – Kondinin Hospital
Craig McInnes – Kulin Town Bush Fire Brigade

3. Confirmation of Minutes

Moved Gary Walker Seconded Alan Leeson that the minutes from meeting held 22 October 2022 be confirmed as true and correct.

CARRIED

4. Organisation Updates

WAPOL - Andrew Dunn

Discussion ensued regarding commencing planning for an Emergency Exercise – held over until general business

DFES – Gavin Stevens

Fire Control Officers course - Kulin 13 June 2023
Bush Fire Risk mitigation works – Kulin Reserve - discussion – planning – held over until general business

Chief Bush Fire Control Officer – Rod Diery

Rod raised the following matters;

- Importance of FCO's collecting evidence when there has been a breach in relation to fire control matters – fires, fire breaks, weather conditions etc
- Expressed serious concern about land holders/owners shopping around for Burning Permits. There was an instance during the past season. This resulted in abusive text messages to the Fire Control Officer
 - This was noted and CEO will write to the person and remind them that it is an Offence to shop around for a Burning Permit.

St John Ambulance – Brendan Sloggett

Brendan spoke regarding retention and recruitment of volunteers. He advised he was quietly confident of being able to increase numbers.

5. Business of Meeting

- 5.1 - LEMA Update – Documentation as circulated

Draft document was circulated. Updates were noted.

Resolved that the draft plan be endorsed with minor edits to be forwarded to the Shire, in order for plan to be formally updated/adopted.

- 5.2 – LEMC - Annual Survey Report 2023

CEO to complete Annual Survey Report for 2023

6. General Business

Local Emergency Management Arrangements – Planned Exercise

Andy Dunn spoke of the need to hold either a Local Emergency Management Exercise as part of the Committees activities. There was general discussion about what would be the most appropriate type of exercise/incident to hold for example, vehicle crash, chemical spill

A date of 13 September 2023 was selected as the date to conduct the exercise.

Proposed Hazard Reduction Burn of Kulin Reserve 25777

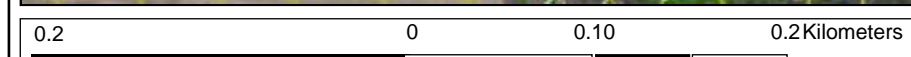
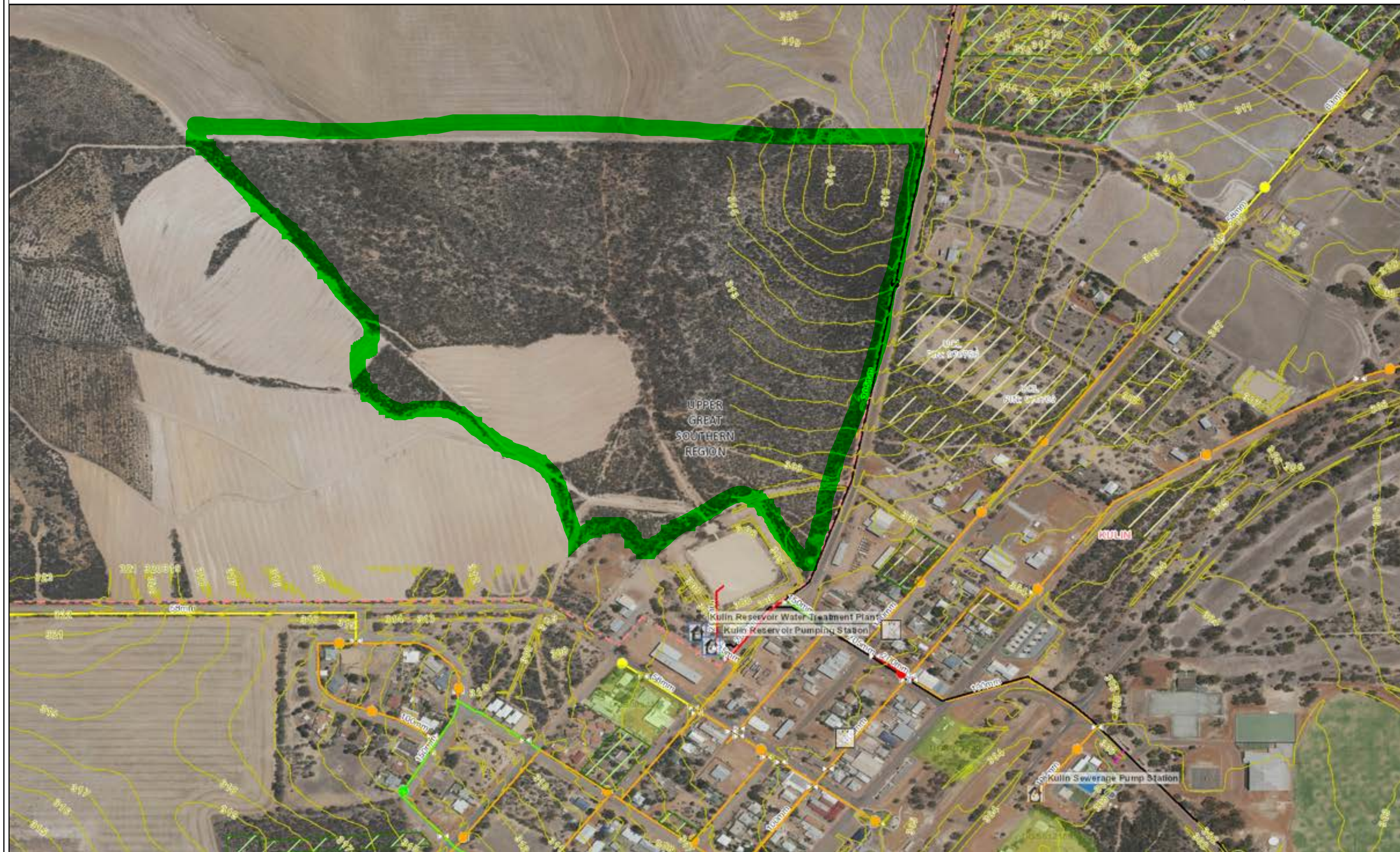
General discussion ensued regarding plans to undertake a hazard reduction burn of Kulin Reserve 25777 (borders north west side of Kulin Townsite). Plans will be put in place to undertake the burn in August 2024. Shire to liaise with Department of Diversity and Conservation regarding their agency requirements associated with the proposed burn. (map attached)

Emergency Services Centre- Kulin

Rod Diery and Brendan Sloggett spoke of the requirements to undertake some maintenance works and upgrades to the Centre.

- Plumbed in for generator switch over;
- Upgrade to internet service
- Pest management
- Look at possibility of securing a second hand photo copier
- Signage

7. Meeting Closure – 4.05pm



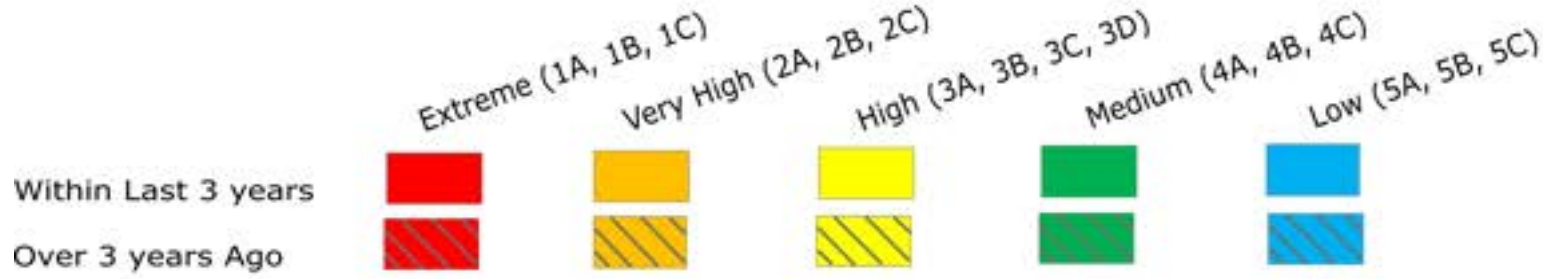
1: 4,131
(A3)



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes
HRB Pre-Planning

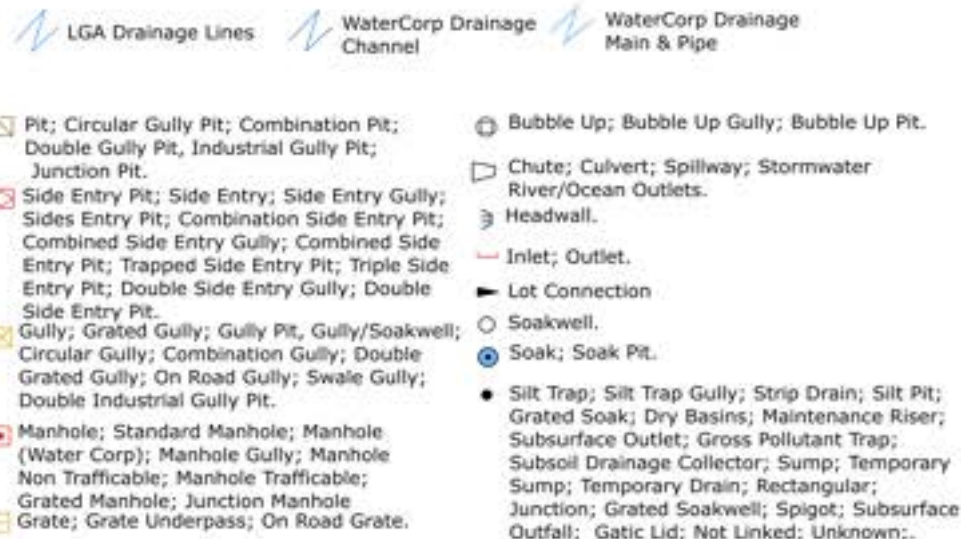
Risk Assessments



Treatments

	Planned			Completed				
	This Year	After This Year	Over-due	This Year	Last Year	2 Years Ago	3 Years Ago	4 Years Ago
Close Access	Cl A	Cl A	Cl A	Cl A	Cl A	Cl A	Cl A	Cl A
Create Access	Cr A	Cr A	Cr A	Cr A	Cr A	Cr A	Cr A	Cr A
Install Crossover	C	C	C	C	C	C	C	C
Install Drain	D	D	D	D	D	D	D	D
Install Gate	G	G	G	G	G	G	G	G
Install Spoon Drain	S	S	S	S	S	S	S	S
Tree Loped	TL	TL	TL	TL	TL	TL	TL	TL
Tree Removed	TR	TR	TR	TR	TR	TR	TR	TR
Waterpoint	W	W	W	W	W	W	W	W
Lines & Polygons	Label	Label	Label	Label	Label	Label	Label	Label

Drainage



Reticulation



Environment & Heritage

State Protected



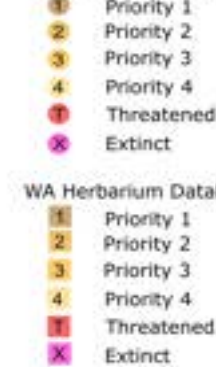
Threatened Ecological Communities (TEC)



Threatened & Priority Fauna



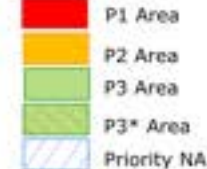
Threatened & Priority Flora



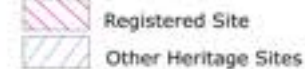
CAWSA Part 2A Cleaning Control Catchments



Public Drinking Water Source Areas (PDWSA)



Aboriginal Heritage Sites



Commonwealth Protected



Other Environmental



Waterways & Wetlands



Other Considerations



Hazards



Infrastructure



THE FREEBAIRN RECREATION CLUB

Minutes of Special Meeting of Freebairn Recreation Club held at the Freebairn Recreation Centre Thursday 1 June 2023

Declaration of Opening/Announcement of Visitors

The Chairman of the Freebairn Recreation Club welcomed all present and declared the meeting open at 7:06pm.

1 Record of Attendance/Apologies

Attendance

Travis McAdam (Chairperson)	Helen King
Caroline Carrie (FRC Manager)	Belle Brandis
Ashley Buttigig (FRC)	Gemma Boxall-Shaw
Kate Niblock (FRC)	Carly Williams
Jack Wilson (FRC)	Alison Lucchesi
Fiona Murphy (Shire)	Tammy Wilkins
Barry West (FRC)	Taryn Day
Elana Franton (FRC)	

Apologies

Nicole Thompson (FRC)	Sam Schorer (FRC)
Phil Roads (FRC)	Danielle White
Tom Murphy (FRC)	Meghan McGuire

2 General Business

2.1 Constitution Amendments

C Carrie gave brief overview of reasons for Special General Meeting and presented the following proposed amendments to the Freebairn Recreation Centre Club Inc Constitution. New inclusions are highlighted, with rewording and deletions otherwise specified. An open forum vote was taken.

MEMBERSHIP

The Club shall keep an up-to-date register of members in respect of Ordinary, Junior, Social, Short Term, Temporary, Reciprocal, Corporate and Special Circumstances members.

1. Social members shall not be authorised to use the sporting facilities unless approved in writing by the Committee.
2. Social Members shall not have voting rights.
- ii) Short Term Member – a person who wishes to use the sporting and gym facilities for a maximum period of three (3) calendar months.
 1. Short Term Members shall not have voting rights.
- iii) Temporary Member – a person who is on any day visiting The Club as a member or an official of another club or team, or a person assisting a member or an official of another club or team to:
 - a. Engage in a pre-arranged event with The Club as per The Club's objects; or
 - b. Hold a pre-arranged function at The Club involving the use of The Club's sporting facilities.

2. Temporary Members shall not be entitled to be present at any meeting of the members of The Club, nor have voting rights or any right, title, or interest in or to any of the property of The Club.
 3. Corporate members shall have voting rights.
- iv) Special Circumstances Member – any Ordinary, Life, Social or Junior Member who, through absence; illness; financial difficulties; unemployment; physical disability or other distressful circumstances is unable to pay their full subscription but desires to retain participation with The Club.
1. The Management Committee may relieve them of part of their liability but not so as to make their total liability less than one third of the applicable subscription.
 2. Special Circumstances Members shall not have voting rights.

Moved E. Franton & Seconded J. Wilson that the proposed membership types be accepted.

Carried Unanimously

APPLICATIONS TO BECOME A MEMBER

C. Carrie presented a proposed change in applications if the membership is rejected the following rule applies.

- i) Applicants whose membership has been rejected shall not attend the Club as a guest of any member for a period of one year from application.

Moved B. West & Seconded A. Buttigig that the changes to applications to become a member be adopted.

Carried Unanimously

MEMBERS RIGHTS

C. Carrie proposed the following:

- i) A guest may attend the club a maximum of six (6) times before they must apply for membership.

Moved B. Brandis & Seconded that the changes to the Members Rights be adopted.

Carried Unanimously

NEW MEMBERS

C. Carrie proposed the following:

- (a) Subscriptions must be paid in full at time of application.
 - i) Any Ordinary member applications submitted after 31 August shall be entitled to a 50% discount on the annual subscription.

Moved H. King & Seconded J. Wilson that the changes to the New Members be adopted.

Carried Unanimously

LIABILITY FOR SUBSCRIPTION

C. Carrie proposed the following:

- (a) The Committee shall have the power by resolution to remove from the roll of members the name of any new member who fails to pay his or her subscription within two weeks from the date of his or her election.
- (b) A member who is considered by the Management Committee to be going through a genuine hardship may be eligible for consideration for their membership category to be converted to Special Circumstances membership as per Section (a)iv).

***Moved B. West & Seconded A. Buttigig that the changes to the Liability for subscription be adopted.
Carried Unanimously***

GENERAL MEETING -ANNUAL GENERAL MEETING

C. Carrie proposed the following:

- (a) Five percent (5%) or a minimum of eight (8) financial voting members shall constitute a quorum at an Annual Meeting.

***Moved E. Franton & Seconded J. Wilson that the changes to the Annual General Meeting be adopted.
Carried Unanimously***

GENERAL MEETING – SPECIAL GENERAL MEETING

C. Carrie proposed the following:

- i) Five (5) percent or a minimum of eight (8) financial voting members shall form a quorum.

***Moved J. Wilson & Seconded that the changes to the Special General Meeting be adopted.
Carried Unanimously***

ELECTION OF OFFICE BEARERS

C. Carrie proposed the following:

- (a) The management of The Club shall be vested in a Management Committee consisting of the following elected and appointed positions:
 1. “Two (2) Kulin Shire Council Staff Members (appointed by the Shire of Kulin for a one (1) year term)”

F. Murphy and B. West suggested the line above to be changed to the following:

1. One (1) Kulin Shire Council Staff member and 1 current Shire Councillor appointed by the shire of Kulin for one (1) year term.

Also proposed:

2. Minimum of four (4) to a maximum of six (6) Committee Members (elected for a one (1) year term)
3. Ex-officio Club Manager as appointed by the Shire of Kulin for a one (1) year term.

***Moved B. West & Seconded F. Murphy that the changes to the Election of Office Bearers be adopted.
Carried Unanimously***

THE MANGEMENT COMMITTEE AND CONDITIONS

C. Carrie proposed the following:

- (a) The quorum at all Committee meetings shall be one over half of elected members.
- (b) Committee meetings shall be held not less than twice (2) per year, with no longer than seven (7) months between meetings, on the dates and at the times and places determined by the committee.
 - i) Notice of each Committee Meeting must be given to each committee member at least 48 hours before the time of the meeting stating the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.

***Moved T. McAdam & Seconded J. Wilson that the changes to the Special General Meeting be adopted.
Carried Unanimously***

OTHER BUSINESS

No Other Business was discussed.

3 Closure of Meeting

As there was no further business, the meeting was closed at 7.23 pm.

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
TRIP			
TRUST			
491	12/05/2023	GARRICK YANDLE	\$800.00
		Refund of Housing Bond, 17 McInnes Street	
MUNICIPAL			
EFT20516	04/05/2023	ACRES OF TASTE	\$938.10
		Catering: Council, Florals, Xero & Creative Kids Workshops	
EFT20517	04/05/2023	BOC LIMITED - A MEMBER OF THE LINDE GROUP	\$59.15
		Cylinder Rent	
EFT20518	04/05/2023	BEST OFFICE SYSTEMS	\$2,353.89
		Printing Charges, Office & CRC	
EFT20519	04/05/2023	COUNTRY WIDE FRIDGE LINES PTY LTD	\$123.13
		Freight on Bar Purchase	
EFT20520	04/05/2023	TEAM GLOBAL EXPRESS	\$74.16
		Freight	
EFT20521	04/05/2023	FEGAN BUILDING SURVEYING	\$1,512.50
		Contract Building Surveying	
EFT20522	04/05/2023	GANGELLS AGSOLUTIONS	\$5,456.13
		Various Depot, Buildings & Road Maintenance Supplies	
EFT20523	04/05/2023	KULIN SOCIAL CLUB	\$120.00
		Payroll Deductions	
EFT20524	04/05/2023	KULIN IGA	\$485.37
		Office Statement April 2023	
EFT20525	04/05/2023	KULIN LIBRARY, POST OFFICE AND MAIL	\$1,323.30
		Library Service Fee April 2023	
EFT20526	04/05/2023	NUTRIEN AG SOLUTIONS LIMITED	\$907.50
		FMCA Hammer	
EFT20527	04/05/2023	PORTER CONSULTING ENGINEERS	\$10,051.25
		Concept Civil Drawings for Kulin Holt Rolt Road	
EFT20528	04/05/2023	WA CONTRACT RANGER SERVICES	\$627.00
		Ranger Service for April 2023	
EFT20529	11/05/2023	AVON WASTE	\$13,850.92
		Refuse Service April 2023	
EFT20530	11/05/2023	AIR LIQUIDE WA	\$21.00
		Cylinder Rent	
EFT20531	11/05/2023	AUSTRALIAN ONLINE COURSES	\$599.00
		Registration for Certificate of Community Development Course for Belle Brandis	
EFT20532	11/05/2023	BEST OFFICE SYSTEMS	\$67.39
		Printing Charges, FRC	
EFT20533	11/05/2023	BCE SURVEYING PTY LTD	\$3,071.20
		Survey Setout: Intersection of Yealering/Kulin Corriign Road	
EFT20534	11/05/2023	BRANDIS CARPENTRY	\$396.00
		New Doors at Dudinin Tennis Club	
EFT20535	11/05/2023	TEAM GLOBAL EXPRESS	\$119.00
		Freight	
EFT20536	11/05/2023	CUBALLING WINDSCREENS	\$2,364.56
		Supply & Fit Windscreen to Colorado Dual Cab	
EFT20537	11/05/2023	CHIP MANAGEMENT CONSULTING	\$511.61
		Reimbursement for Placement Medical, Wall Tiles & Grout for Kitchen at 12 Bowey Way	
EFT20538	11/05/2023	DAIMLER TRUCKS PERTH	\$1,845.44
		Regulator Fuel High Pressure	

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT20539	11/05/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	\$325.65
		Building Services Levy	
EFT20540	11/05/2023	GREAT SOUTHERN FUEL SUPPLIES	\$393.20
		Fuel, CEO & Works Manager	
EFT20541	11/05/2023	HYDRAULIC RESOURCE	\$320.28
		Hydraulic Motor Repair	
EFT20542	11/05/2023	KLEENHEAT GAS	\$410.58
		Gas	
EFT20543	11/05/2023	KULIN IGA	\$73.25
		Freebairn Statement April 2023	
EFT20544	11/05/2023	KULIN TYRE SERVICE	\$473.00
		Tyres & Batteries	
EFT20545	11/05/2023	KEY CIVIL PTY LTD	\$20,020.44
		Culvert Installation at Kulin Lake Grace Road	
EFT20546	11/05/2023	KAITLYN WATERS	\$819.18
		Reimbursement for Travel & Meals Expense - Life Guard Training	
EFT20547	11/05/2023	LINEMARKING WA PTY LTD	\$45,510.08
		Linemarking at Fence Road	
EFT20548	11/05/2023	A & M MEDICAL SERVICES PTY LTD	\$111.60
		Annual Service of Medical Oxygen Equipment	
EFT20549	11/05/2023	MCINTOSH & SON	\$1,587.29
		Install Cell-FI & Antenna to Volvo Prime Mover	
EFT20550	11/05/2023	EXURBAN RURAL & REGIONAL PLANNING	\$908.60
		Town Planning Consulting Services for April 2023	
EFT20551	11/05/2023	SEEK LIMITED	\$412.50
		Advertising for Plant Mechanic	
EFT20552	11/05/2023	OFFICEWORKS BUSINESS DIRECT	\$531.73
		Stationery	
EFT20553	11/05/2023	SYNERGY	\$229.71
		Electricity at Unit 1 Johnston Street	
EFT20554	11/05/2023	WESTRAC PTY LTD	\$1,356.15
		SIS Web 12 Months Subscription Renewal	
EFT20555	11/05/2023	WA DISTRIBUTORS PTY LTD	\$538.05
		Bar Purchase	
EFT20556	18/05/2023	AUSTRALIAN TAXATION OFFICE	\$49,785.00
		Business Activity Statement April 2023	
EFT20557	18/05/2023	A & B CANVAS	\$1,606.00
		Windssocks	
EFT20558	18/05/2023	ADVERTISER PRINT	\$990.00
		50 Purchase Order Booklets	
EFT20559	18/05/2023	BRANDIS CARPENTRY	\$2,750.00
		Tiling at 12 Bowey Way	
EFT20560	18/05/2023	BROAD ELECTRICAL AND AIR CONDITIONING	\$5,290.33
		Balance Owing on Ducted Air Conditioning 12 Bowey Way	
EFT20561	18/05/2023	COUNTRY WIDE FRIDGE LINES PTY LTD	\$493.61
		Freight on Bar Purchase	
EFT20562	18/05/2023	TEAM GLOBAL EXPRESS	\$199.13
		Freight	
EFT20563	18/05/2023	COUPLERS PTY LTD	\$719.08
		Hydraulic Hose	
EFT20564	18/05/2023	DUN DIRECT NORTHAM	\$58,791.57
		Bulk Fuel Purchase	
EFT20565	18/05/2023	FLEET FITNESS	\$715.00
		Annual Gym Service at FRC	
EFT20566	18/05/2023	JILAKIN EARTHMOVING PTY	\$3,553.00
		Wet Hire Grader for Kulin Holt Rock Road	

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT20567	18/05/2023	KULIN HARDWARE & RURAL Various Depot, Buildings & Road Maintenance Supplies	\$3,383.96
EFT20568	18/05/2023	KULIN SOCIAL CLUB Payroll Deductions	\$120.00
EFT20569	18/05/2023	KULTURE KOATINGS New Flooring at Day Care Centre 50% Deposit	\$6,365.30
EFT20570	18/05/2023	MODERN TEACHING AIDS PTY LTD Art & Craft Supplies for Day Care	\$626.90
EFT20571	18/05/2023	MCINTOSH & SON Bearing	\$37.02
EFT20572	18/05/2023	NEU-TECH AUTO ELECTRICS Trailer Plug	\$32.87
EFT20573	18/05/2023	NAPA KEWDALE Trailer Plug 7 Pin Flat	\$185.90
EFT20574	18/05/2023	SWAN BREWERY COMPANY PTY LTD Bar Purchase	\$1,183.64
EFT20575	18/05/2023	STATEWIDE BEARINGS Elevated Pillow Block & Bearings	\$221.76
EFT20576	18/05/2023	UNIFORMS AT WORK AUSTRALIA PTY LTD Staff Uniforms	\$1,756.27
EFT20577	18/05/2023	WESTRAC PTY LTD Linkage	\$460.43
EFT20578	18/05/2023	WA DISTRIBUTORS PTY LTD Cleaning Supplies	\$148.50
EFT20579	25/05/2023	AURA SPORTS PTY LTD Supply of Pulastic ECO Cleaning Solution for Court Floors	\$300.30
EFT20580	25/05/2023	ACRES OF TASTE Catering	\$1,251.25
EFT20581	25/05/2023	ALMA METALS AUSTRALIA PTY LTD Rates Refund Assessment A1547	\$135.42
EFT20582	25/05/2023	BENARA NURSERIES Various Plants	\$658.10
EFT20583	25/05/2023	BITUTEK PTY LTD Supply & Lay Bitumen at Muller Road	\$24,420.00
EFT20584	25/05/2023	BULLANT EXPLORATION PTY LTD Rates Refund Assessment A1510	\$190.39
EFT20585	25/05/2023	BEAU RESOURCES PTY LTD Rates Refund Assessment A1563	\$123.35
EFT20586	25/05/2023	COUNTRY WIDE FRIDGE LINES PTY LTD Freight on Bar Purchase	\$205.11
EFT20587	25/05/2023	TEAM GLOBAL EXPRESS Freight	\$31.37
EFT20588	25/05/2023	CORSIGN WA PTY LTD Signs	\$812.35
EFT20589	25/05/2023	COUPLERS PTY LTD Flat Face Adaptors	\$123.20
EFT20590	25/05/2023	CYGNUS METALS LIMITED Rates Refund for Assessment A1483	\$146.14
EFT20591	25/05/2023	LANDGATE Mining Tenements Chargeable	\$70.35
EFT20592	25/05/2023	DENIS BRANDIS Reimbursement for Radio Pressure Test Kit	\$109.75
EFT20593	25/05/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY BSL Levy	\$31.40
EFT20594	25/05/2023	DEPARTMENT OF FIRE AND EMERGENCY SERVICES ESLB 4th Quarter Contribution	\$5,343.14

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT20595	25/05/2023	IT VISION	\$1,375.00
		Registration for Synergy Soft Payroll Leave Essentials Course for Nicole Thompson	
EFT20596	25/05/2023	ID RENT PTY LTD	\$6,058.80
		Equipment Hire for Fence Road North	
EFT20597	25/05/2023	KEY CIVIL PTY LTD	\$5,769.26
		Mesh, Limestone Blocks & Hanson Quarry Rocks	
EFT20598	25/05/2023	LOCAL GOVERNMENT WORKS ASS OF WA INC	\$1,017.50
		Registration LGWA Works & Parks Conference for Judd Hobson	
EFT20599	25/05/2023	MULLAN INDUSTRIES	\$21,439.47
		Various Electrical Works	
EFT20600	25/05/2023	MARTINS TRAILER PARTS PTY LTD	\$323.50
		Axle, Axle Saddle & Hub	
EFT20601	25/05/2023	MCINTOSH & SON	\$1,680.79
		Install Cell-FI & Antenna to Holden Colorado	
EFT20602	25/05/2023	MC CIVIL CONTRACTORS	\$38,161.75
		Tree Mulching on Fence Road North	
EFT20603	25/05/2023	MADKEN HOLDINGS PTY LTD	\$80.95
		Soap Dispensers	
EFT20604	25/05/2023	NARROGIN QUARRY OPERATIONS	\$560.87
		Landscaping Dust	
EFT20605	25/05/2023	NAPA KEWDALE	\$66.55
		Fuel Pump	
EFT20606	25/05/2023	QUEST PAYMENT SYSTEMS	\$418.00
		OPT Monthly Maintenance Fee April 2023	
EFT20607	25/05/2023	SHIRE OF CORRIGIN	\$4,310.90
		ROE Regional Environmental Health Services Scheme April 2023	
EFT20608	25/05/2023	SWAN BREWERY COMPANY PTY LTD	\$2,120.48
		Bar Purchase	
EFT20609	25/05/2023	TIN HORSE AUTOMOTIVE	\$752.75
		Tyres	
EFT20610	25/05/2023	THE REMEDY PHYSIO & PILATES	\$85.00
		Physiotherapy Consult for Lesley Trouchet	
EFT20611	25/05/2023	OFFICEWORKS BUSINESS DIRECT	\$2,029.92
		IPADS for Day Care	
EFT20612	25/05/2023	SYNERGY	\$58.03
		Electricity at Unit 4 Johnston Street	
EFT20613	25/05/2023	WESTRAC PTY LTD	\$1,167.91
		Couplers	
EFT20614	25/05/2023	WA CONTRACT RANGER SERVICES	\$627.00
		Ranger Service May 2023	
EFT20615	25/05/2023	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	\$613.80
		Dog Waste Bags	
EFT20616	25/05/2023	WA DISTRIBUTORS PTY LTD	\$1,122.85
		Bar Purchase	
37484	04/05/2023	PETTY CASH RECOUP - PLEASE PAY CASH	\$309.70
		Petty Cash Recoup	
37485	04/05/2023	WATER CORPORATION	\$173.42
		Water Usage at Dudinin Oval	
37486	11/05/2023	WATER CORPORATION	\$359.43
		Water Usage at Dudinin Standpipe	
37487	25/05/2023	DEPARTMENT OF TRANSPORT	\$813.40
		12 Month Vehicle Registrations	
37488	25/05/2023	WATER CORPORATION	\$21,186.78
		Water Usage at Williams Kondinin Road Standpipe	
DD8534.1	01/05/2023	CARLTON & UNITED	\$0.18
		Balance Owing on Bar Purchase	

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD8541.1	01/05/2023	BENDIGO BANK	\$4.51
		Bank Fees FTS DE Process GST	
DD8541.2	04/05/2023	SYNERGY	\$2,661.98
		Electricity at Freebairn Centre	
DD8541.3	04/05/2023	BENDIGO BANK	\$1.95
		Bank Direct Debit Fee	
DD8541.4	01/05/2023	WESTNET INTERNET SERVICES	\$229.85
		Westnet Service	
DD8541.5	01/05/2023	TELSTRA	\$331.42
		Mobile Phone Usage	
DD8541.6	01/05/2023	CARLTON & UNITED	\$1,166.69
		Bar Purchase	
DD8541.7	02/05/2023	BENDIGO BANK	\$156.33
		Bank Merchant Fee	
DD8541.8	02/05/2023	ST.GEORGE BANK	\$955.12
		Bank Merchant Fee	
DD8541.9	03/05/2023	SYNERGY	\$645.59
		Electricity at CRC & Office	
DD8547.1	09/05/2023	SYNERGY	\$37,504.82
		Electricity Various Buildings & Houses	
DD8547.2	10/05/2023	SYNERGY	\$5,336.76
		Electricity at Aquatic Centre 08/03 - 11/04/2023	
DD8547.3	12/05/2023	BENDIGO BANK	\$4.05
		Bank Direct Debit Fee	
DD8550.1	14/05/2023	AWARE SUPER	\$12,439.14
		Payroll Deductions	
DD8550.2	14/05/2023	BENDIGO SUPERANNUATION PLAN	\$169.58
		Superannuation Contribution	
DD8550.3	14/05/2023	AUSTRALIAN RETIREMENT TRUST	\$82.06
		Superannuation Contribution	
DD8550.4	14/05/2023	AMP SUPERLEADER	\$266.19
		Superannuation Contribution	
DD8550.5	14/05/2023	AUSTRALIAN SUPERANNUATION	\$644.71
		Superannuation Contribution	
DD8550.6	14/05/2023	BENDIGO SMART START SUPERANNUATION FUND	\$104.75
		Superannuation Contribution	
DD8550.7	14/05/2023	HOSTPLUS SUPERANNUATION FUND	\$843.21
		Superannuation Contribution	
DD8550.8	14/05/2023	MLC MASTERKEY SUPERANNUATION	\$327.13
		Superannuation Contribution	
DD8550.9	14/05/2023	PRIME SUPERANNUATION	\$235.80
		Superannuation Contribution	
DD8556.1	15/05/2023	SYNERGY	\$115.73
		Electricity at Luke Price Street	
DD8556.2	15/05/2023	TELAIR PTY LTD	\$614.90
		Office Internet	
DD8556.3	16/05/2023	TELSTRA	\$63.96
		ADSL	
DD8556.4	17/05/2023	BENDIGO BANK	\$8.40
		Bank Direct Debit Fee	
DD8556.5	15/05/2023	AUSTRALIAN LIQUOR MARKETERS PTY. LIMITED	\$784.57
		Bar Purchase	
DD8556.6	18/05/2023	BENDIGO BANK	\$3.45
		Bank Direct Debit Fee	
DD8556.7	17/05/2023	TELSTRA	\$1,638.41
		Phone Usage & Equipment Rent	
DD8570.1	22/05/2023	CARLTON & UNITED	\$634.29
		Bar Purchase	
DD8570.2	25/05/2023	SYNERGY	\$3,089.66

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
		Electricity at Depot	
DD8570.3	25/05/2023	BENDIGO BANK	\$5.70
		Bank Direct Debit Fee	
DD8570.4	23/05/2023	SYNERGY	\$3,817.12
		Street Lighting & Information Bay	
DD8570.5	24/05/2023	SYNERGY	\$1,769.56
		Electricity at Day Care	
DD8573.1	28/05/2023	AWARE SUPER	\$12,611.96
		Payroll Deductions	
DD8573.2	28/05/2023	CBUS SUPER	\$116.26
		Superannuation Contribution	
DD8573.3	28/05/2023	AUSTRALIAN RETIREMENT TRUST	\$134.05
		Superannuation Contribution	
DD8573.4	28/05/2023	AMP SUPERLEADER	\$266.19
		Superannuation Contribution	
DD8573.5	28/05/2023	AUSTRALIAN SUPERANNUATION	\$588.81
		Superannuation Contribution	
DD8573.6	28/05/2023	BENDIGO SMART START SUPERANNUATION FUND	\$104.75
		Superannuation Contribution	
DD8573.7	28/05/2023	HOSTPLUS SUPERANNUATION FUND	\$718.30
		Superannuation Contribution	
DD8573.8	28/05/2023	BENDIGO SUPERANNUATION PLAN	\$425.31
		Superannuation Contribution	
DD8573.9	28/05/2023	MLC MASTERKEY SUPERANNUATION	\$339.71
		Superannuation Contribution	
DD8576.1	02/05/2023	BENDIGO BANK	\$155.99
		Bank Fees	
DD8578.1	31/05/2023	BENDIGO BANK	\$9.00
		Bank Direct Debit Fee	
DD8578.2	30/05/2023	SYNERGY	\$2,671.90
		Electricity at Office & CRC	
DD8578.3	29/05/2023	TELSTRA	\$285.75
		Mobile Phone Usage	
DD8541.10	03/05/2023	BENDIGO BANK	\$8.55
		Bank Direct Debit Fee	
DD8550.10	14/05/2023	ASB MARKETING	\$300.45
		Superannuation Contribution	
DD8550.11	14/05/2023	REST SUPERANNUATION	\$698.90
		Superannuation Contribution	
DD8550.12	14/05/2023	CBUS SUPER	\$167.10
		Superannuation Contribution	
DD8573.10	28/05/2023	PRIME SUPERANNUATION	\$235.80
		Superannuation Contribution	
DD8573.11	28/05/2023	ASB MARKETING	\$300.45
		Superannuation Contribution	
DD8573.12	28/05/2023	REST SUPERANNUATION	\$698.90
		Superannuation Contribution	
7904472	02/05/2023	BULK PAYMENT	\$76,716.80
		Payroll	
7934213	17/05/2023	BULK PAYMENT	\$82,984.87
		Payroll	
7957686	29/05/2023	BULK PAYMENT	\$84,036.97
		Payroll	
Sub-total: EFT & Chq Payments			\$748,183.93
TOTAL PAYMENTS FOR MONTH ENDING 31 May 2023			\$748,983.93

CREDIT CARD SUMMARY
Wednesday, 31 May 2023

Transaction Date	Officer	Creditor	Amount
1/05/2023	JUDD HOBSON	DEPARTMENT OF TRANSPORT	\$24.35
		Vehicle Plate Change	
1/05/2023	FIONA MURPHY	HARVEY NORMAN	\$565.00
		Caroma Sink Master	
2/05/2023	CASSI LEWIS	BP MYAREE	\$38.73
		Diesel	
8/05/2023	ALAN LEESON	89 THE GARAGE DOOR SPECIALISTS	\$982.30
		Electric Door Motor	
8/05/2023	JUDD HOBSON	KULIN COMMUNITY BANK	\$96.70
		Licensing Bartco Messaging Sign Trailers	
15/05/2023	FIONA MURPHY	SIMPLEINOUT	\$31.00
		Monthly Subscription	
16/05/2023	CASSI LEWIS	TELSTRA	\$49.95
		Aquatic Centre Internet	
18/05/2023	JUDD HOBSON	ALLUSED PTY LTD	\$2,750.00
		1800mm Wide Rake Bucket to suite Bobcat/Skidsteer	
18/05/2023	TARYN SCADDING	TUDOR HOUSE	\$355.00
		WA & Aboriginal Flags	
24/05/2023	TARYN SCADDING	MY CASE COVERS	\$138.96
		IPAD Covers	
23/05/2023	JUDD HOBSON	CUMMINS SOUTH PACIFIC PTY LTD	\$748.95
		Seal Rectangular Ring & Water Pump	
25/05/2023	TARYN SCADDING	APPLE	\$1,079.00
		Apple iPad Mini	
28/05/2023	TARYN SCADDING	FACEBOOK	\$9.27
		Visit Kulin Advertising - Facebook Post Boosts	
28/05/2023	TARYN SCADDING	FACEBOOK	\$9.27
		Visit Kulin Advertising - Facebook Post Boosts	
29/05/2023	TARYN SCADDING	FACEBOOK	\$9.27
		Visit Kulin Advertising - Facebook Post Boosts	
30/05/2023		BENDIGO BANK	\$24.00
		Card Fee	
29/05/2023	TARYN SCADDING	FACEBOOK	\$12.36
		Visit Kulin Advertising - Facebook Post Boosts	
29/05/2023	TARYN SCADDING	FACEBOOK	\$9.27
		Visit Kulin Advertising - Facebook Post Boosts	
			\$6,933.38

009650

 SHIRE OF KULIN
 PO BOX 125
 KULIN WA 6365

Your details at a glance

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

Account summary

Statement period	1 May 2023 - 31 May 2023
Statement number	216
Opening balance on 1 May 2023	\$382.59
Payments & credits	\$382.59
Withdrawals & debits	\$6,907.04
Interest charges & fees	\$26.34
Closing Balance on 31 May 2023	\$6,933.38

Account details

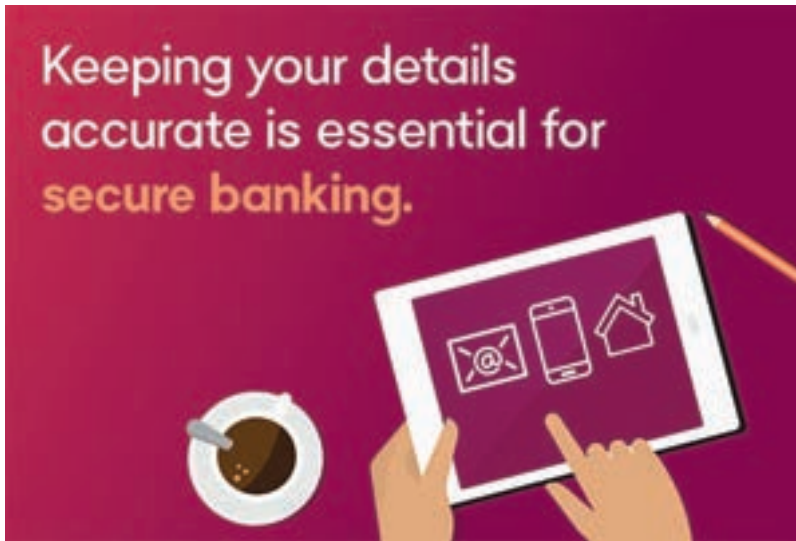
Credit limit	\$10,000.00
Available credit	\$3,066.62
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

Payment details

Minimum payment required	\$208.00
Payment due	14 Jun 2023

Any questions?

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



639BH102 / E-0 / S-44 / I-44 / 0007421415000812

Business Credit Card

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

If you make no additional charges using this card and each month you pay the minimum payment	You will pay off the Closing Balance shown on this statement in about 17 years and 3 months	And you will pay an estimated total of interest charges of \$4,286.62
If you make no additional charges using this card and each month you pay \$332.85	You will pay off the Closing Balance shown on this statement in about 2 years	And you will pay an estimated total of interest charges of \$1,055.02, a saving of \$3,231.60

Having trouble making payments?

If you are having trouble making credit card repayments, please contact our Mortgage Help Centre on 1300 652 146.

Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
Opening balance				\$382.59
3 May 23	DEPARTMENT OF TRANSP OR, PERTH AUS RETAIL PURCHASE 01/05 CARD NUMBER 552638XXXXXXXX832 1	24.35		406.94
3 May 23	Harvey Norman On, Hom ebush West AUS RETAIL PURCHASE 01/05 CARD NUMBER 552638XXXXXXXX418 1	565.00		971.94
4 May 23	BP EXP MYAREE 1840, MYAREE AUS RETAIL PURCHASE 02/05 CARD NUMBER 552638XXXXXXXX823 1	38.73		1,010.67
9 May 23	89 ENTERPRISES PTY, BROOME AUS RETAIL PURCHASE 08/05 CARD NUMBER 552638XXXXXXXX832 1	982.30		1,992.97
12 May 23	Kulin Community Bank 1, KULIN AUS RETAIL PURCHASE 11/05 CARD NUMBER 552638XXXXXXXX706 1	96.70		2,089.67
14 May 23	PERIODIC TFR 00074214151201 00000000000		382.59	1,707.08
16 May 23	SIMPLEINOUT.COM, FAR GO US RETAIL PURCHASE-INTERNATIONAL 15/05 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXXX418 1	30.10		1,737.18
16 May 23	INTERNATIONAL TRANSACTION FEE	0.90		1,738.08
18 May 23	Telstra Direct Debit ,AUSTRALIA AUS RETAIL PURCHASE 16/05 CARD NUMBER 552638XXXXXXXX823 1	49.95		1,788.03

639BH102 / E-0 / S-45 / 1-45 / 0007421415000812

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.

Billor code: 342949
Ref: 691211254

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

Business Credit Card	
BSB number	633-000
Account number	691211254
Customer name	SHIRE OF KULIN
Minimum payment required	\$208.00
Closing Balance on 31 May 2023	\$6,933.38
Payment due	14 Jun 2023
Date	Payment amount
<input type="text"/>	<input type="text"/>

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

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

Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
20 May 23	ALLUSED PTY LTD, KEW DALE AUS RETAIL PURCHASE 18/05 CARD NUMBER 552638XXXXXXXX706 1	2,750.00		4,538.03
20 May 23	PAYPAL *TUDORHOUSEW, 4029357733 AUS RETAIL PURCHASE 18/05 CARD NUMBER 552638XXXXXXXX021 1	355.00		4,893.03
25 May 23	MYCASECOVERS, CHATSW OOD AUS RETAIL PURCHASE 24/05 CARD NUMBER 552638XXXXXXXX021 1	138.96		5,031.99
26 May 23	Cummins 553, Picton AUS RETAIL PURCHASE 23/05 CARD NUMBER 552638XXXXXXXX706 1	748.95		5,780.94
28 May 23	APPLE.COM/AU, Sydney AUS RETAIL PURCHASE 25/05 CARD NUMBER 552638XXXXXXXX021 1	1,079.00		6,859.94
29 May 23	FACEBK *V5K2CQKVP2, fb.me/ads AUS RETAIL PURCHASE-INTERNATIONAL 28/05 CARD NUMBER 552638XXXXXXXX021 1	9.00		6,868.94
29 May 23	INTERNATIONAL TRANSACTION FEE	0.27		6,869.21
30 May 23	FACEBK *PKWCCQKVP2, fb.me/ads AUS RETAIL PURCHASE-INTERNATIONAL 28/05 CARD NUMBER 552638XXXXXXXX021 1	9.00		6,878.21
30 May 23	INTERNATIONAL TRANSACTION FEE	0.27		6,878.48
30 May 23	FACEBK *RTR2NQ7VP2, fb.me/ads AUS RETAIL PURCHASE-INTERNATIONAL 29/05 CARD NUMBER 552638XXXXXXXX021 1	9.00		6,887.48
30 May 23	INTERNATIONAL TRANSACTION FEE	0.27		6,887.75
30 May 23	CARD FEE 6 @ \$4.00	24.00		6,911.75
31 May 23	FACEBK *BTX5KQXVP2, fb.me/ads AUS RETAIL PURCHASE-INTERNATIONAL 29/05 CARD NUMBER 552638XXXXXXXX021 1	12.00		6,923.75
31 May 23	INTERNATIONAL TRANSACTION FEE	0.36		6,924.11
31 May 23	FACEBK *HDUCLQXUP2, fb.me/ads AUS RETAIL PURCHASE-INTERNATIONAL 29/05 CARD NUMBER 552638XXXXXXXX021 1	9.00		6,933.11
31 May 23	INTERNATIONAL TRANSACTION FEE	0.27		6,933.38
Transaction totals / Closing balance		\$6,933.38	\$382.59	\$6,933.38

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED
FOR YOUR ACCOUNT.



Shire of Kulin
MONTHLY FINANCIAL REPORT
For the period ended 31 May 2023

Presented to Ordinary Council Meeting

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Statement of Financial Activity (By Nature & Type)

Statement of Financial Position

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Note 5 Grants Information

Note 6 Borrowings

Note 7 Receivables

Note 8 Material Variances

LOCAL GOVERNMENT ACT 1995

Shire of Kulin
STATEMENT OF FINANCIAL ACTIVITY
(Nature & Type)
For the period ended 31 May 2023

	Ref Note	Original Budget	Amended Budget	YTD Budget \$	YTD Actual \$	Var. \$	Var. %
Opening Funding Surplus/(Deficit)	1(a)	2,526,120	2,514,929	2,526,120	2,514,929	(11,191)	(0%)
OPERATING ACTIVITIES							
Revenue from operating activities (excluding rates)							
Ex gratia rates	2	25,633	25,633	25,633	25,633	0	0%
Operating grants, subsidies and contributions	5	993,437	1,285,217	1,041,820	1,294,953	253,133	24%
Fees and charges		2,024,018	2,024,018	1,866,914	1,765,668	(101,246)	(5%)
Interest earnings		78,344	119,344	80,339	119,957	39,619	49%
Other revenue		144,844	158,078	148,251	171,652	23,401	16%
Profit on asset disposals	3	62,480	62,480	62,480	49,768	(12,712)	(20%)
		3,328,756	3,674,770	3,225,436	3,427,631	202,195	
Expenditure from operating activities							
Employee costs		(2,259,943)	(2,382,443)	(2,180,403)	(2,186,915)	(6,513)	0%
Materials and contracts		(2,603,609)	(3,008,609)	(2,700,248)	(2,429,693)	270,556	(10%)
Utility charges		(328,412)	(328,412)	(303,701)	(249,838)	53,863	(18%)
Depreciation on non-current assets		(3,102,295)	(3,102,295)	(2,843,771)	(2,927,333)	(83,562)	3%
Interest expenses	6	(36,259)	(36,259)	(21,989)	(31,221)	(9,232)	42%
Insurance expenses		(309,419)	(309,419)	(309,419)	(311,227)	(1,809)	1%
Loss on asset disposals	3	(32,100)	(68,830)	(68,830)	(72,222)	(3,392)	5%
		(8,672,038)	(9,236,268)	(8,428,361)	(8,208,450)	219,911	
Non-cash amounts excluded from operating activities		3,071,914	3,071,914	2,850,121	2,949,787	99,666	3%
Amount attributable to operating activities		254,752	25,345	173,316	683,897	99,666	
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions	5	6,210,263	6,380,670	6,030,438	4,878,063	(1,152,375)	(19%)
Payments for property, plant and equipment and infrastructure	3	(9,893,073)	(9,564,264)	(8,779,076)	(6,487,781)	2,291,295	(26%)
Proceeds from disposal of assets	3	367,450	367,450	307,450	256,850	(50,600)	(16%)
Amount attributable to investing activities		(3,315,360)	(2,816,144)	(2,441,188)	(1,352,867)	1,088,320	
FINANCING ACTIVITIES							
Repayment of borrowings	6	(96,179)	(96,179)	(46,297)	(96,179)	(49,882)	108%
Transfers to cash backed reserves (restricted assets)	4	(69,744)	(198,328)	(34,872)	(59,111)	(24,239)	70%
Transfers from cash backed reserves (restricted assets)	4	1,138,000	763,000	0	628,000	628,000	100%
Amount attributable to financing activities		972,077	468,493	(81,169)	472,711	553,880	
Budgeted deficiency before general rates		(2,088,531)	(2,322,306)	(2,349,040)	(196,260)		
Total amount raised from rates	2	2,150,462	2,150,462	2,150,462	2,148,471	(1,991)	(0%)
Closing Funding Surplus/(Deficit)		61,931	(171,844)	(198,578)	1,952,211		

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

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

	2022	2023
	\$	\$
CURRENT ASSETS		
Cash at Bank	2,050,457	1,362,699
Cash at Bank (Reserves & Restricted Funds)	2,283,326	1,714,436
Trade and other receivables	597,272	41,024
Contract Assets	876,756	1,314,363
Sundry Debtors - Rates	82,401	48,149
Inventories	56,786	57,506
TOTAL CURRENT ASSETS	5,946,998	4,538,177
CURRENT LIABILITIES		
Contract Liabilities	(326,996)	(105,964)
Sundry Creditors	(154,332)	(314,566)
Accruals	(144,391)	0
Employee Provisions (Current)	(458,599)	(458,599)
ATO Liabilities	(64,426)	7,600
Borrowings (Current)	(96,179)	(96,179)
TOTAL CURRENT LIABILITIES	(1,244,923)	(967,708)
TOTAL NET CURRENT ASSETS	4,702,075	3,570,469
NON-CURRENT ASSETS		
Investment in Associate	48,097	48,097
Work in Progress	90,666	-
Land & Buildings	20,881,126	20,986,981
Construction other than Buildings	1,112,962	-
Plant & Equipment	3,426,497	3,459,908
Furniture & Equipment	254,198	220,346
Motor Vehicles	1,273,984	1,430,840
Infrastructure	110,846,947	115,069,449
Shares - Kulin (Bendigo) Bank	5,000	5,000
Units Held - Local Government House Trust	77,804	77,804
TOTAL NON-CURRENT ASSETS	138,017,281	141,298,424
NON CURRENT LIABILITIES		
Borrowings (Non-Current)	(883,702)	(787,524)
Employee Provisions (Non-Current)	(49,951)	(49,951)
TOTAL NON-CURRENT LIABILITIES	(933,653)	(837,474)
TOTAL NET CURRENT ASSETS	141,785,703	144,031,419
Asset Revaluation - Infrastructure	80,027,800	80,027,800
Asset Revaluation - Property, Plant & Equipment	1,851,617	1,851,617
Asset Revaluation - Land & Buildings	11,639,170	11,639,170
Accumulated Reserves	2,283,326	1,714,436
Accumulated Surplus	45,983,791	48,798,396
TOTAL EQUITY	141,785,703	144,031,419

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

Note 1(a) - Net Current Assets Composition

	Budget Last Year Closing 30-Jun-22	Actual Last Year Closing 30-Jun-22	Year to Date 31-May-23
Current Assets			
Cash and Cash Equivalents	2,394,574	4,333,783	3,077,135
Accounts Receivable - Rates	38,738	71,093	33,000
Accounts Receivable - Sundry	329,951	607,662	55,623
Inventories	60,711	56,786	57,506
Other (Accrued Income & Contract Assets)	0	876,756	1,314,363
Land held for resale	0	687,000	687,000
Less: Current Liabilities			
Contract Liabilities	0	(326,996)	(105,964)
Sundry Creditors	(429,510)	(153,414)	(314,016)
Payroll Accruals	(30,895)	(48,005)	0
Accrued expenses	0	(96,386)	0
Provision for Annual Leave	(186,833)	(181,222)	(181,222)
Provision for Long Service Leave (Current)	(262,812)	(277,376)	(277,376)
ATO Liability	(21,220)	(64,426)	7,600
Borrowings (Current)	(90,511)	(96,179)	(96,179)
Adjustments to Current Assets			
Less: Reserves (Restricted Cash)	(1,843,461)	(2,283,326)	(1,714,436)
Add: Borrowings (Current)	90,511	96,179	96,179
Less: Land Held for resale	0	(687,000)	(687,000)
Closing funding surplus/(deficit)	49,243	2,514,929	1,952,211

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-23	Bank Statement Balance 31-May-23
Cash at Bank - Unrestricted		
Municipal Funds	11,401	251,018
Freebairn Recreation Centre	23,784	23,949
Investments	1,323,914	1,323,914
Till Float	3,100	-
Petty Cash	500	-
	1,362,699	1,598,881
Cash at Bank - Restricted		
Reserve Funds	1,714,436	1,714,436
	1,714,436	1,714,436

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

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	0.100855	136	1,370,046	138,176	138,750
Industrial	0.100855	12	115,443	11,643	11,643
Commercial	0.100855	28	441,634	44,541	43,786
Rural	0.100855	11	101,710	10,258	10,258
Unimproved Value					
Rural	0.00838	342	240,282,458	2,013,567	2,013,542
Mining	0.00838	1	59,095	495	495
Sub-total		530	242,370,386	2,218,680	2,218,474
Minimum Payment					
Gross Rental Value					
Residential	489.38	9	11,172	4,404	4,404
Industrial	489.38	6	11,902	2,936	2,936
Commercial	489.38	4	8,280	1,958	1,958
Rural	489.38	7	8,127	3,426	3,426
Unimproved Value					
Rural	489.38	16	528,142	7,830	7,830
Mining	489.38	31	268,592	15,171	16,561
		73	836,215	35,725	37,114
		603	243,206,601	2,254,405	2,255,588
Discount				(94,120)	(95,866)
Concessions/Write-offs				(9,823)	(11,251)
Total raised from general rates				2,150,462	2,148,471
Ex-Gratia Rates				25,633	25,633
Total Rates				2,176,095	2,174,104

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

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

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

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

Note 3 - Asset information

Note 3(a) - Asset Acquisitions

Description	Original Budget	Amended Budget	YTD Budget	YTD Actual	Category	Renewal/ Replace	New Asset
E041100 AV equipment for Chambers & meeting room	20,000	20,000	27,489	-	F&E		Y
E041100 Councillor Online Software	10,000	10,000		-	F&E		Y
E053730 FRC & Aquatic Centre CCTV	10,000	10,000	9,163	6,917	COB		Y
E084105 KCCC Flooring, curtains & outdoor blinds	30,000	30,000	27,500	11,086	L&B	Y	
E091100 Housing Construction	523,332	23,332	21,373	-	L&B		Y
E091114 6 Bowey Way Renovation	62,085	52,085	47,718	25,015	L&B	Y	
E091115 14 Stewart Street laundry	22,238	22,238	20,372	-	L&B	Y	
E091116 12 Bowey Way Renovation	-	125,000	114,587	106,383	L&B	Y	
E091107 Unit 4/25 Johnston Street renovation	32,238	12,238	11,209	-	L&B	Y	
E107131 Cemetery Toilets	33,438	33,438	30,635	-	L&B		Y
E112100 Aquatic Centre - Slide structure	200,000			-	Inf	Y	
E112100 Aquatic Centre - Filter replacement	15,000	15,000	15,950	10,832	Inf	Y	
E112100 Aquatic Centre - Slide pool softfall, shade, cricket net etc.	37,325	2,407		-	Inf		Y
E113940 FRC Generator	40,000	40,000	45,826		P&E		Y
E113940 Cricket pitch covers	10,000	10,000		12,300	P&E		Y
E113600 Hockey oval lights	115,000	115,000	105,413	79,897	Inf		Y
E113907 FRC Playground shade & Tennis club playground	30,000	30,000	27,500		P&E	Y	
E113905 FRC Changeroom upgrades	51,182	51,182	46,904	5,350	L&B	Y	
E117100 AAP Footpaths & fence	50,200	50,200	46,002	34,134	COB		Y
E123100 Grader (PE25)	420,000	420,000			P&E	Y	
E123100 Side Tipper (PE142)	120,000	120,000		119,505	P&E		Y
E123100 Dolly (new)	32,000	32,000	663,663	33,700	P&E		Y
E123100 Tractor (PE15)	82,000	82,000			P&E	Y	
E123100 Sundry Plant	10,000	10,000			P&E		Y
E123100 Variable messaging trailers	-	60,000		59,100	MV	Y	
E123105 Toyota Prado (WM)	68,000	68,000		61,862	MV	Y	
E123105 4x2 Utility (MV22 - Dozer)	33,000	33,000		34,078	MV	Y	
E123105 Toyota Prado (CEO)	65,000	65,000			MV	Y	
E123105 SR5 Hilux 4x4 Dual Cab (DCEO)	59,000	59,000	623,601	58,266	MV	Y	
E123105 Prime Mover (MV41)	300,000	300,000		315,700	MV	Y	
E123105 Town Utility 4x2 (new - MV127)	34,000	34,000		32,548	MV	Y	
E123105 Crew cab Town (MV26)	69,330	69,330		70,043	MV	Y	
E123105 Dual cab 4x4 Leading Hand (MV117)	52,000	52,000			MV	Y	
E121260 HSVPP Road Construction	118,181	118,181	108,317	121,405	Inf	Y	
E121500 RRG Road Construction	581,141	649,336	595,177	622,764	Inf	Y	
E121520 R2R Road Construction	534,265	550,179	516,602	567,112	Inf	Y	
E121551 WSFN Road Construction	3,227,995	3,407,995	3,123,978	3,046,427	Inf	Y	
E121552 RRUPP Road Construction	1,001,212	1,001,212	917,752	453,917	Inf	Y	
E121750 BS Road Construction	842,938	842,938	772,662	41,795	Inf	Y	
E121550 Own Resource Road Construction	98,467	98,467	90,200	99,277	Inf	Y	
E121580 Footpath Construction	150,000	150,000	137,489	145,312	Inf	Y	
E121570 Depot Crib Room	200,000	200,000	183,337	113,188	L&B		Y
E132600 Caravan Park Disabled Ablutions	12,938	12,938	11,847	35,382	L&B		Y
E132650 Short stay accommodation	338,000	338,000	309,815	-	L&B		Y
E137600 Old Admin Building roof & bathroom	111,566	111,566	102,245	93,722	L&B	Y	
E139200 Fuel Facility OPT Shelter & Tank Guaging equipment	40,000	27,000	24,750	70,767	P&E	Y	
	9,893,073	9,564,264	8,779,076	6,487,781			

Note 3(b) - Disposal of Assets	Budgeted		Budgeted		Actual WDV	Actual Proceeds	Actual Profit/(loss) on Sale
	WDV	Proceeds	Profit/(loss) on sale	Proceeds			
PE200 Fuel facility OPT & Bowsers	0	0	0	0	35,431	-	(35,431)
PE124 CAT 12H Grader (PE25)	58,000	65,000	7,000				0
PE132 New Holland TS100A Tractor (PE15)	10,700	22,000	11,300		10,734	28,000	17,266
MV165 Isuzu Giga CXZ Prime Mover (MV41)	87,000	60,000	(27,000)		90,970	90,909	(61)
MV135 Holden Colorado Single Cab (MV22 Dozer)	8,100	3,000	(5,100)		7,946	10,510	2,564
Mitsubishi Triton Single Cab (MV56)	-	2,000	2,000		0	1,455	1,455
MV173 Holden Colorado Dual Cab (MV117)	19,000	32,000	13,000				0
MV190 Toyota Prado MW (MV30)	57,000	60,000	3,000		56,700	57,886	1,186
MV181 Toyota Hilux SR5 (MV126 Shared)	-	-	0		36,730	-	(36,730)
MV187 Toyota Prado CEO (MV27)	56,400	58,000	1,600				0
MV175 Mitsubishi Canter Town (MV26)	25,070	35,450	10,380		24,793	39,000	14,207
MV167 Holden Trailblazer (MV54)	15,800	30,000	14,200		16,000	29,091	13,091
	337,070	-	367,450	30,380	279,305	256,850	(22,454)

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

Note 4 - Cash Backed Reserves

Reserve	Full year Budget				Actual - YTD			
	Opening Balance	Transfer to	Transfer from	Closing Balance	Opening Balance	Transfer to	Transfer from	Closing Balance
Leave	439,796	13,588	(50,000)	403,384	439,796	11,385	-	451,181
Plant	351,725	10,867	(355,000)	7,592	351,725	9,105	- 355,000	5,830
Building	535,537	16,546	0	552,083	535,537	13,864	-	549,401
Admin Equipment	29,411	909	0	30,320	29,411	761	-	30,172
Natural Disaster	143,614	4,437	(40,000)	108,051	143,614	3,718	-	147,332
Joint Venture Housing	76,614	2,367	0	78,981	76,614	1,983	-	78,597
FRC Surface & Equipment	43,147	1,333	0	44,480	43,147	1,117	-	44,264
Medical Services	116,019	3,584	0	119,603	116,019	3,004	-	119,023
Fuel Facility	52,525	823	(45,000)	8,348	52,525	1,360	-	53,885
Sportsperson Scholarship	13,744	424	0	14,168	13,744	356	-	14,100
Freebairn Rec Centre	208,194	6,432	0	214,626	208,194	5,390	-	213,584
Bendering Tip Reserve	-	128,584	0	128,584	-	-	-	-
Short Stay Accommodation	273,000	8,434	(273,000)	8,434	273,000	7,067	- 273,000	7,067
	2,283,326	198,328	(763,000)	1,718,654	2,283,326	59,111	- 628,000	1,714,437

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

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

Note 5 - Operating Grants

Grant Source	Purpose	Original Budget	Amended Budget	YTD Budget	YTD Actual
Grants Commission	Federal financial assistance grants	550,000	806,780	605,085	806,781
Fire & Emergency Services	Emergency Services Levy Operating Grant	25,000	60,000	45,000	60,222
KCCC Sustainability Grant	Childcare Sustainability Grant	65,000	65,000	65,000	65,000
KCCC Traineeship Grant	Childcare Traineeship Grant	1,500	1,500	1,375	-
Main Roads	State Direct Grant (Untied Road Funding)	243,626	243,626	243,626	248,867
Department of Primary Industries & Regional Development	Community Resource Centre Funding	105,311	105,311	78,984	109,028
	Support Grant & Video Conferencing Grant	3,000	3,000	2,750	4,368
		993,437	1,285,217	1,041,820	1,294,266

Capital Grants

Grant Source	Purpose	Original Budget	Amended Budget	YTD Budget	YTD Actual (Income recognised)	Grant income received
Local Roads & Community Infrastructure Program	Federal Government Stimulus to deliver priority local roads and community infrastructure projects	770,000	770,000	705,833	617,663	203,511
CSRFF	Hockey Oval Lights	33,000	33,000	48,000	33,000	-
Hockey Club	Hockey Oval Lights	5,000	5,000	-	-	-
Colts Carnival Trust	Cricket pitch mats	10,000	10,000	-	12,300	12,300
Businesses	Contribution to Short Term Accommodation	50,000	50,000	-	-	-
Main Roads - Regional Road Group	Road Construction	375,000	395,807	296,856	395,936	385,380
Federal - Heavy Vehicle Safety & Productivity Program	Heavy Vehicle Road Construction	31,355	-	-	-	110,000
Federal - Wheatbelt Secondary Freight Network	WSFN Road Construction	3,045,687	3,213,087	3,213,087	2,842,317	2,436,150
Federal - Remote Roads Upgrade Pilot Program	Road Construction	800,000	800,000	800,000	363,133	-
Federal - Roads to Recovery	Road Construction	534,904	548,459	411,345	566,012	566,012
Federal - Black Spot Program	Road Construction on Dangerous Roads	555,317	555,317	555,317	47,702	173,380
		6,210,263	6,380,670	6,030,438	4,878,063	3,886,733

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

Note 6 - Borrowings

	Budget				Actual			
	Principal 01/07/2022	Principal Repayments	Principal 30/06/2023	Interest Repayments	Principal 01/07/2022	Principal Repayments	Principal 30/06/23	Interest Repayments
Loan 1 Administration Building	979,881	96,179	883,702	36,259	979,881	96,179	883,702	30,991
	979,881	96,179	883,702	36,259	979,881	96,179	883,702	30,991

Note 7 - Receivables

Rates receivable	2021/22	
	Full year	2022/23 YTD
	\$	\$
Opening arrears previous years	57,236	88,600
Levied this year	2,191,470	2,255,588
Less - collections to date	(2,160,106)	(2,293,857)
Equals current outstanding	88,600	50,331
Net rates collectable	88,600	50,331
% Collected	96.1%	97.9%

Trade Receivables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(232)	49,987	754	4,137	50	54,696
Percentage	-0.4%	91.4%	1.4%	7.6%	0.1%	
Allowance for impairment of receivables						0
Total receivables general outstanding						54,696
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.

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

Note 8 - Explanation of Material Variances (By Nature & Type)

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 2022-23 year is \$10,000 and 10.00%.

Revenue from operating activities	Var \$	Var %	Explanation
Ex gratia rates	0	0%	Below 10% & \$10,000 threshold
Operating grants, subsidies and contributions	253,133	24%	Timing difference related to , Financial Assistance Grant, CRC Operational Grant and KCCC Sustainability Grant - final payments received earlier than budgeted.
Fees and charges	(101,246)	-5%	Childcare fees \$48k underbudget (mostly offset by lower salaries & other costs); Standpipe water \$32k underbudget due to wet winter; Fuel sales \$40k underbudget - sales volume is 75,000L above budget but the sales price is an average of \$1.82/L compared to budget of \$2.25/L. Offset by FRC bar sales being \$24k overbudget.
Interest earnings	39,619	49%	Interest on municipal investments \$17k overbudget and interest on reserves received earlier than budgeted.
Other revenue	23,401	16%	A few significant items: Blazing Swan income from ticket sales \$19k above budget due with the event selling out this year. This will be passed on to KBR and Lucchesi family in line with agreement. Insurance claim for diesel bowser and workers compensation wage reimbursements not budgeted for. Offset by contributions for Garrick's novated lease and long service leave from other Shires not received (as staff didn't take leave)
Profit on asset disposals	(12,712)	-20%	Timing differences. Sale of utility MV173 (Plant MV117) budgeted to happen in November - has not been traded yet. Refer to Note 3 for detail.
Expenditure from operating activities	Var \$	Var %	Explanation
Employee costs	(6,513)	0%	Below 10% & \$10,000 threshold
Materials and contracts	270,556	-10%	Significant variances to budget are our plant fuel and oil costs & public fuel cost (currently \$176k under as we budgeted for cost of over \$2/L, actual around \$1.70/L); parts & repair costs are \$43k underbudget - plant hours are much lower than budgeted; contract employment \$94k underbudget. Offset by plant op costs allocated to jobs much lower than budgeted.
Utility charges	53,863	-18%	Standpipe water usage underbudget \$42k- due to wet winter. Water usage generally under budget across board.
Depreciation on non-current assets	(83,562)	3%	Depreciation of All Ages Precinct not included in the budget.
Interest expenses	(9,232)	42%	Timing difference as second loan repayment made earlier than budgeted.
Insurance expenses	(1,809)	1%	Below 10% & \$10,000 threshold
Loss on asset disposals	(3,392)	5%	Below 10% & \$10,000 threshold
Investing activities	Var \$	Var %	Explanation
Non-operating grants, subsidies and contributions	(1,152,375)	-19%	Timing differences, mainly related to WSFN & RRUPP Grant Funding . We have received first 80% of WSFN funding but are recognising income in line with expenditure and project milestones. Hoping to receive first milestone payment for RRUPP before 30 June. Refer to Note 5 for breakdown.
Payments for property, plant and equipment and infrastructure	2,291,295	-26%	Refer to Note 3 page for individual differences in budget v actual expenditure.
Proceeds from disposal of assets	(50,600)	-16%	Timing differences - grader, utility & CEO Prado haven't been traded yet, however prime mover has been. Refer to Note 3 for detail.
Financing activities	Var \$	Var %	Explanation
Repayment of borrowings	(49,882)	108%	Loan repayment made in May, budgeted to be paid in June
Transfer to reserves	(24,239)	70%	Interest received on early on reserves
Transfer from reserves	628,000	100%	Funds transferred out of reserves early
Rates	(1,991)	0%	Below 10% & \$10,000 threshold

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 31 May 2023								
COA	Description			Original Budget	Amended budget	YTD Budget	YTD Actual	Var.
				\$	\$	\$	\$	\$
E030100	Discount Allowed on Rates	01	Rates	\$94,120	\$94,120	\$94,120	\$95,866	\$1,746
E030110	RATES WRITTEN OFF	01	Rates	\$9,823	\$9,823	\$9,823	\$11,251	\$1,428
I030001	General Rate - GRV	01	Rates	(\$204,618)	(\$204,618)	(\$204,618)	(\$204,618)	\$0
I030101	General Rate - UV	01	Rates	(\$2,014,062)	(\$2,014,062)	(\$2,014,062)	(\$2,014,062)	(\$0)
I030105	Interim Rates - GRV/UV	01	Rates	\$0	\$0	\$0	(\$1,183)	(\$1,183)
I030131	Minimum Rates- GRV	01	Rates	(\$12,724)	(\$12,724)	(\$12,724)	(\$12,724)	\$0
I030133	Minimum Rates - UV	01	Rates	(\$23,001)	(\$23,001)	(\$23,001)	(\$23,001)	\$0
I030150	EX GRATIA RATES	01	Rates	(\$25,633)	(\$25,633)	(\$25,633)	(\$25,633)	(\$0)
			Rates Total	(\$2,176,094)	(\$2,176,094)	(\$2,176,094)	(\$2,174,104)	\$1,990
I030142	Admin Charge for Instalments	02	User Charges	(\$650)	(\$650)	(\$596)	(\$539)	\$57
I030160	Information & Search Fees	02	User Charges	(\$3,000)	(\$3,000)	(\$2,750)	(\$3,843)	(\$1,093)
I030170	LEGAL FEES RECOVERED	02	User Charges	\$0	\$0	\$0	(\$325)	(\$325)
I042040	SUNDRY INCOME	02	User Charges	\$0	\$0	\$0	(\$0)	(\$0)
I052400	FINES AND PENALTIES	02	User Charges	(\$200)	(\$200)	(\$183)	(\$600)	(\$417)
I052420	DOG REGISTRATION FEES	02	User Charges	(\$2,200)	(\$2,200)	(\$2,200)	(\$2,019)	\$181
I052430	CAT REGISTRATION FEE INCOME	02	User Charges	(\$200)	(\$200)	(\$200)	(\$600)	(\$400)
I074100	OTHER INCOME	02	User Charges	\$0	\$0	\$0	(\$776)	(\$776)
I074410	OTHER LICENSES	02	User Charges	\$0	\$0	\$0	(\$1,840)	(\$1,840)
I084010	Fees & Charges	02	User Charges	(\$296,000)	(\$296,000)	(\$271,333)	(\$222,673)	\$48,660
I084040	FUNDRAISING - GST	02	User Charges	(\$5,000)	(\$5,000)	(\$4,583)	(\$149)	\$4,434
I101400	CHARGES - REFUSE REMOVAL	02	User Charges	(\$88,628)	(\$88,628)	(\$88,628)	(\$88,677)	(\$49)
I102410	CHARGES - REFUSE REMOVAL	02	User Charges	(\$17,152)	(\$17,152)	(\$17,152)	(\$17,302)	(\$150)
I106110	Planning Approvals	02	User Charges	(\$1,000)	(\$1,000)	(\$917)	(\$8,637)	(\$7,220)
I107400	CHARGES - CEMETERY FEES	02	User Charges	(\$2,000)	(\$2,000)	(\$1,833)	(\$2,455)	(\$621)
I111022	RENTAL FROM MEMORIAL HALL	02	User Charges	(\$4,656)	(\$4,656)	(\$4,268)	\$0	\$4,268
I112405	Pool Admission - Adults	02	User Charges	(\$8,100)	(\$8,100)	(\$8,100)	(\$7,684)	\$416
I112410	Pool Admission - Children	02	User Charges	(\$6,250)	(\$6,250)	(\$6,250)	(\$5,426)	\$824
I112450	Pool Slide Income	02	User Charges	(\$20,000)	(\$20,000)	(\$20,000)	(\$22,888)	(\$2,888)
I112480	SEASON PASS	02	User Charges	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,109)	(\$109)
I112600	EVENTS	02	User Charges	(\$1,000)	(\$1,000)	(\$1,000)	(\$2,027)	(\$1,027)
I113050	MEMBERSHIPS - CORPORATE	02	User Charges	\$0	\$0	\$0	(\$109)	(\$109)
I113100	Memberships - Adult	02	User Charges	(\$11,865)	(\$11,865)	(\$11,865)	(\$11,194)	\$671
I113110	Memberships - Children	02	User Charges	(\$545)	(\$545)	(\$545)	(\$873)	(\$327)
I113120	Memberships - Social	02	User Charges	(\$818)	(\$818)	(\$818)	(\$1,070)	(\$252)
I113130	MEMBERSHIPS - SHORT TERM	02	User Charges	(\$200)	(\$200)	(\$200)	(\$396)	(\$196)
I113150	EVENTS AND CATERING	02	User Charges	(\$2,000)	(\$2,000)	(\$1,833)	(\$2,414)	(\$581)
I113300	Hire - Indoor Courts	02	User Charges	(\$500)	(\$500)	(\$458)	(\$182)	\$277
I113320	Hire - Kitchen	02	User Charges	(\$4,000)	(\$4,000)	(\$3,667)	(\$3,746)	(\$80)
I113351	HIRE - TENNIS COURTS	02	User Charges	\$0	\$0	\$0	\$0	\$0
I113380	Hire - Golf/Tennis Pavilion	02	User Charges	(\$800)	(\$800)	(\$733)	(\$282)	\$452
I113390	Hire - Function Rooms	02	User Charges	(\$1,500)	(\$1,500)	(\$1,375)	(\$7,112)	(\$5,737)
I113500	BAR SALES	02	User Charges	(\$120,000)	(\$120,000)	(\$110,000)	(\$134,406)	(\$24,406)
I113505	Canteen Sales	02	User Charges	(\$2,500)	(\$2,500)	(\$2,292)	(\$2,268)	\$24
I132409	HOSTEL CHARGES	02	User Charges	(\$10,000)	(\$10,000)	(\$9,167)	(\$5,982)	\$3,185
I132410	Caravan Park Charges	02	User Charges	(\$35,000)	(\$35,000)	(\$32,083)	(\$39,192)	(\$7,109)
I132430	MERCHANDISE SALES	02	User Charges	(\$1,000)	(\$1,000)	(\$917)	(\$1,113)	(\$197)
I132450	SALE OF THH SOUVENIRS (DO NOT USE)	02	User Charges	\$0	\$0	\$0	\$0	\$0
I133410	BUILDING PERMITS	02	User Charges	(\$4,000)	(\$4,000)	(\$3,667)	(\$5,376)	(\$1,709)
I133420	BCITF LEVY COLLECTION	02	User Charges	(\$500)	(\$500)	(\$458)	(\$1,120)	(\$662)
I133425	BUILDING SERVICES LEVY COLLECTION	02	User Charges	(\$1,000)	(\$1,000)	(\$917)	(\$3,737)	(\$2,820)
I134010	CRC MEMBERSHIPS	02	User Charges	(\$300)	(\$300)	(\$275)	(\$77)	\$198
I134070	PHOTOCOPYING/PRINTING	02	User Charges	(\$9,500)	(\$9,500)	(\$8,708)	(\$12,179)	(\$3,470)
I134100	INTERNET/COMPUTER USAGE	02	User Charges	(\$300)	(\$300)	(\$275)	(\$63)	\$212
I134120	STAFF ASSISTANCE/LABOUR	02	User Charges	(\$3,000)	(\$3,000)	(\$2,750)	(\$667)	\$2,083
I134130	KULIN UPDATE	02	User Charges	(\$8,000)	(\$8,000)	(\$7,333)	(\$4,424)	\$2,909
I134140	Laminating	02	User Charges	(\$750)	(\$750)	(\$688)	(\$494)	\$194
I134150	Equipment Hire	02	User Charges	(\$500)	(\$500)	(\$458)	(\$27)	\$431
I134160	KULIN PHONE DIRECTORY	02	User Charges	(\$1,500)	(\$1,500)	(\$1,375)	(\$377)	\$998
I134170	BUILDING/ROOM HIRE	02	User Charges	(\$800)	(\$800)	(\$733)	(\$286)	\$447
I134180	PUBLIC TRAINING/COURSES	02	User Charges	(\$20,000)	(\$20,000)	(\$18,333)	(\$423)	\$17,911
I134185	EVENT INCOME & SPONSORSHIP (GST)	02	User Charges	(\$5,000)	(\$5,000)	(\$4,583)	(\$268)	\$4,315
I134186	EVENT INCOME & SPONSORSHIP (GST F	02	User Charges	(\$1,000)	(\$1,000)	(\$917)	(\$5,550)	(\$4,634)
I134190	Commissions	02	User Charges	(\$8,640)	(\$8,640)	(\$7,920)	(\$7,920)	\$0
I134215	SUNDRY SERVICES	02	User Charges	(\$1,000)	(\$1,000)	(\$917)	\$0	\$917
I134220	BINDING	02	User Charges	(\$2,000)	(\$2,000)	(\$1,833)	(\$63)	\$1,770
I134225	TRAINEESHIP REIMBURSEMENTS	02	User Charges	(\$4,500)	(\$4,500)	(\$4,125)	\$0	\$4,125
I136010	SALE OF STANDPIPE WATER	02	User Charges	(\$50,000)	(\$50,000)	(\$45,833)	(\$13,683)	\$32,150
I136115	Community Cropping Program	02	User Charges	(\$1,217)	(\$1,217)	(\$1,217)	(\$1,227)	(\$10)
I137010	RENTAL INCOME - OLD ADMIN BUILDING	02	User Charges	(\$6,720)	(\$6,720)	(\$6,160)	\$0	\$6,160
I139010	SALES - PUBLIC	02	User Charges	(\$1,003,650)	(\$1,003,650)	(\$917,850)	(\$877,879)	\$39,971
I141410	Private Works	02	User Charges	(\$50,000)	(\$50,000)	(\$45,833)	(\$49,982)	(\$4,148)
I142100	Hire of Bus & Trailer	02	User Charges	(\$12,000)	(\$12,000)	(\$11,000)	(\$8,783)	\$2,217
I143046	CONTRIBUTION FOR VEHICLE	02	User Charges	(\$5,200)	(\$5,200)	(\$4,767)	\$0	\$4,767
			User Charges Total	(\$1,857,842)	(\$1,857,842)	(\$1,714,874)	(\$1,603,514)	\$111,360
I030140	Interest on Instalments	03	Interest	(\$1,100)	(\$1,100)	(\$1,008)	(\$922)	\$86
I030141	PENALTY INTEREST	03	Interest	(\$3,500)	(\$3,500)	(\$3,208)	(\$3,333)	(\$125)
I032100	INTEREST ON MUNICIPAL	03	Interest	(\$4,000)	(\$4,000)	(\$41,250)	(\$58,336)	(\$17,086)
I032110	INTEREST ON PLANT RESERVE	03	Interest	(\$10,867)	(\$10,867)	(\$5,433)	(\$8,837)	(\$3,403)
I032120	Interest on LSL & AL Reserve	03	Interest	(\$13,588)	(\$13,588)	(\$6,794)	(\$11,049)	(\$4,255)
I032130	INTEREST ON BUILDING RESERVE	03	Interest	(\$16,546)	(\$16,546)	(\$8,273)	(\$13,455)	(\$5,182)
I032140	Interest on Admin Equip Reserv	03	Interest	(\$909)	(\$909)	(\$454)	(\$739)	(\$285)
I032150	Interest on Freebairn Recreation Centre Rese	03	Interest	(\$6,432)	(\$6,432)	(\$3,216)	(\$5,231)	(\$2,015)
I032160	Interest on Joint Venture Reserve	03	Interest	(\$2,367)	(\$2,367)	(\$1,184)	(\$1,925)	(\$741)
I032170	INTEREST ON FRC SURFACE & EQUIP RE	03	Interest	(\$1,333)	(\$1,333)	(\$667)	(\$1,084)	(\$417)
I032180	INTEREST ON NATURAL DISASTER RESE	03	Interest	(\$4,437)	(\$4,437)	(\$2,219)	(\$3,608)	(\$1,390)
I032185	INTEREST ON FREEBAIRN SPORTSPERS	03	Interest	(\$425)	(\$425)	(\$212)	(\$345)	(\$133)

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 31 May 2023								
COA	Description		Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	\$	\$
1032197	INTEREST ON MEDICAL SERVICES RESE	03	Interest	(\$3,584)	(\$3,584)	(\$1,792)	(\$2,915)	(\$1,123)
1032198	INTEREST ON FUEL FACILITY RESERVE	03	Interest	(\$823)	(\$823)	(\$411)	(\$1,320)	(\$908)
1032199	INTEREST ON SHORT STAY ACCOMMOD	03	Interest	(\$8,434)	(\$8,434)	(\$4,217)	(\$6,859)	(\$2,642)
			Interest Total	(\$78,344)	(\$119,344)	(\$80,339)	(\$119,957)	(\$39,619)
1031102	LRCIP GRANT	04	Asset Grants	(\$770,000)	(\$770,000)	(\$705,833)	(\$617,663)	\$88,170
1113334	GRANTS - SPORTING PROJECTS	04	Asset Grants	(\$48,000)	(\$48,000)	(\$48,000)	(\$45,300)	\$2,700
1121260	HSVPP	04	Asset Grants	(\$31,355)	\$0	\$0	\$0	\$0
1121500	REGIONAL ROAD GROUP	04	Asset Grants	(\$375,000)	(\$395,807)	(\$296,856)	(\$395,936)	(\$99,080)
1121520	ROADS TO RECOVERY	04	Asset Grants	(\$534,904)	(\$548,459)	(\$411,345)	(\$566,012)	(\$154,667)
1121530	WSFN FUNDING	04	Asset Grants	(\$3,045,687)	(\$3,213,087)	(\$3,213,087)	(\$2,842,317)	\$370,770
1121540	RRUPP GRANT INCOME	04	Asset Grants	(\$800,000)	(\$800,000)	(\$800,000)	(\$363,133)	\$436,867
1121750	BLACK SPOT	04	Asset Grants	(\$555,317)	(\$555,317)	(\$555,317)	(\$47,702)	\$507,615
1132412	CARAVAN PARK RELOCATION GRANTS	04	Asset Grants	(\$50,000)	(\$50,000)	\$0	\$0	\$0
			Asset Grants Total	(\$6,210,263)	(\$6,380,670)	(\$6,030,438)	(\$4,878,063)	\$1,152,375
1031100	Grants Commission	05	Operating Grants, Subsidies & Contr	(\$550,000)	(\$806,780)	(\$605,085)	(\$806,781)	(\$201,696)
1052100	GRANT INCOME	05	Operating Grants, Subsidies & Contr	\$0	\$0	\$0	(\$687)	(\$687)
1053010	ESL Bush Fires Allocation	05	Operating Grants, Subsidies & Contr	(\$25,000)	(\$60,000)	(\$45,000)	(\$60,222)	(\$15,222)
1084020	Family & Childrens Grant	05	Operating Grants, Subsidies & Contr	(\$65,000)	(\$65,000)	(\$65,000)	(\$65,000)	\$0
1084030	TRAINEESHIPS	05	Operating Grants, Subsidies & Contr	(\$1,500)	(\$1,500)	(\$1,375)	\$0	\$1,375
1122360	Government Grants	05	Operating Grants, Subsidies & Contr	(\$243,626)	(\$243,626)	(\$243,626)	(\$248,867)	(\$5,241)
1134500	GRANTS - CRC OPERATIONAL	05	Operating Grants, Subsidies & Contr	(\$105,311)	(\$105,311)	(\$78,984)	(\$109,028)	(\$30,044)
1134510	OTHER GRANTS	05	Operating Grants, Subsidies & Contr	(\$3,000)	(\$3,000)	(\$2,750)	(\$4,368)	(\$1,618)
			Operating Grants, Subsidies & Co	(\$993,437)	(\$1,285,217)	(\$1,041,820)	(\$1,294,953)	(\$253,133)
1042040	SUNDRY INCOME	06	Other Revenue	\$0	\$0	\$0	(\$500)	(\$500)
1042440	PHOTOCOPYING & PRINTING	06	Other Revenue	\$0	\$0	\$0	\$0	\$0
1074100	OTHER INCOME	06	Other Revenue	\$0	\$0	\$0	(\$91)	(\$91)
			Other Revenue Total	\$0	\$0	\$0	(\$591)	(\$591)
1113335	Community Contributions	07	Non-Cash Contributions	(\$20,000)	(\$20,000)	(\$18,333)	(\$32,266)	(\$13,933)
			Non-Cash Contributions Total	(\$20,000)	(\$20,000)	(\$18,333)	(\$32,266)	(\$13,933)
1042297	PROFIT ON SALE OF ASSET	08	Profit On Asset Disposal	(\$15,800)	(\$15,800)	(\$15,800)	(\$13,091)	\$2,709
1122299	Proceeds on Sale of Asset	08	Profit On Asset Disposal	\$0	\$0	\$0	\$0	\$0
1123297	Profit on Sale of Asset	08	Profit On Asset Disposal	(\$46,680)	(\$46,680)	(\$46,680)	(\$36,677)	\$10,003
			Profit On Asset Disposal Total	(\$62,480)	(\$62,480)	(\$62,480)	(\$49,768)	\$12,712
1092100	RENTAL - OTHER HOUSING	10	Rental Income	(\$22,013)	(\$22,013)	(\$19,977)	(\$23,095)	(\$3,118)
1092110	Rental - GEHA Housing	10	Rental Income	(\$52,284)	(\$52,284)	(\$47,927)	(\$40,204)	\$7,223
1092150	RENTAL - JOINT VENTURE	10	Rental Income	(\$48,304)	(\$48,304)	(\$44,150)	(\$40,165)	\$3,985
1111022	RENTAL FROM MEMORIAL HALL	10	Rental Income	\$0	\$0	\$0	(\$3,327)	(\$3,327)
1112510	STAFF RENT	10	Rental Income	(\$5,850)	(\$5,850)	(\$5,363)	(\$5,370)	(\$8)
1134170	BUILDING/ROOM HIRE	10	Rental Income	\$0	\$0	\$0	(\$2,195)	(\$2,195)
1137010	RENTAL INCOME - OLD ADMIN BUILDING	10	Rental Income	\$0	\$0	\$0	(\$2,482)	(\$2,482)
1143100	STAFF HOUSING RENTAL	10	Rental Income	(\$17,725)	(\$17,725)	(\$16,290)	(\$13,049)	\$3,241
			Rental Income Total	(\$146,176)	(\$146,176)	(\$133,707)	(\$129,888)	\$3,819
1030170	LEGAL FEES RECOVERED	11	Reimbursements, Donations And Co	(\$4,000)	(\$4,000)	(\$3,667)	\$0	\$3,667
1030171	LEGAL FEES RECOVERED (NO GST)	11	Reimbursements, Donations And Co	(\$6,500)	(\$6,500)	(\$5,958)	\$0	\$5,958
1041045	Reimbursements	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$21)	(\$21)
1042015	LSL TRANSFERRED FROM OTHER SHIRE	11	Reimbursements, Donations And Co	(\$4,687)	(\$17,921)	(\$17,921)	(\$17,922)	(\$1)
1042040	SUNDRY INCOME	11	Reimbursements, Donations And Co	(\$1,200)	(\$1,200)	(\$1,100)	(\$54)	\$1,046
1042045	REIMBURSEMENTS	11	Reimbursements, Donations And Co	(\$1,000)	(\$1,000)	(\$917)	\$0	\$917
1042046	CONTRIBUTION TO VEHICLES	11	Reimbursements, Donations And Co	(\$25,675)	(\$25,675)	(\$23,536)	(\$10,285)	\$13,251
1042051	VEHICLE CONTRIBUTION - NOVATED LEA	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$3,645)	(\$3,645)
1051100	FIRE CONTRIBUTIONS	11	Reimbursements, Donations And Co	(\$100)	(\$100)	(\$92)	\$0	\$92
1053030	ESL ADMINISTRATION	11	Reimbursements, Donations And Co	(\$4,000)	(\$4,000)	(\$4,000)	(\$4,000)	\$0
1053050	SALE OF PROTECTIVE CLOTHING	11	Reimbursements, Donations And Co	(\$500)	(\$500)	(\$458)	(\$981)	(\$523)
1080100	REIMBURSEMENT FROM SCHOOL	11	Reimbursements, Donations And Co	(\$10,000)	(\$10,000)	(\$9,167)	(\$6,747)	\$2,419
1082100	KULIN RETIREMENT HOMES ADMIN REIM	11	Reimbursements, Donations And Co	\$0	\$0	\$0	\$0	\$0
1084040	FUNDRAISING - GST	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$1,229)	(\$1,229)
1091930	Insurance claim	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$1,364)	(\$1,364)
1092391	Reimbursements - General	11	Reimbursements, Donations And Co	(\$250)	(\$250)	(\$229)	\$0	\$229
1102030	Drum Muster Reimbursement	11	Reimbursements, Donations And Co	(\$1,000)	(\$1,000)	(\$917)	(\$1,654)	(\$737)
1102420	SALE OF BINS	11	Reimbursements, Donations And Co	(\$200)	(\$200)	(\$183)	(\$100)	\$83
1111021	MEMORIAL HALL DONATIONS/GRANTS	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$1,000)	(\$1,000)
1112491	REIMBURSEMENTS LSL POOL MANAGER	11	Reimbursements, Donations And Co	(\$14,486)	(\$14,486)	(\$14,486)	\$0	\$14,486
1113150	EVENTS AND CATERING	11	Reimbursements, Donations And Co	\$0	\$0	\$0	\$0	\$0
1113270	REIMBURSEMENT	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$3,600)	(\$3,600)
1113410	SUNDRY DONATIONS	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$3,472)	(\$3,472)
1113510	Reimbursements	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$115)	(\$115)
1122500	Miscellaneous Income	11	Reimbursements, Donations And Co	(\$2,000)	(\$2,000)	\$0	(\$2,340)	(\$2,340)
1125000	WSFN PROGRAM ADMINISTRATION INCO	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$2,099)	(\$2,099)
1132100	Grants	11	Reimbursements, Donations And Co	(\$1,000)	(\$1,000)	(\$917)	\$0	\$917
1134185	EVENT INCOME & SPONSORSHIP (GST)	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$591)	(\$591)
1134186	EVENT INCOME & SPONSORSHIP (GST F	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$780)	(\$780)
1134225	TRAINEESHIP REIMBURSEMENTS	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$1,169)	(\$1,169)
1138020	OTHER RACES INCOME	11	Reimbursements, Donations And Co	(\$15,000)	(\$15,000)	(\$15,000)	(\$34,467)	(\$19,467)
1139090	REIMBURSEMENTS	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$16,187)	(\$16,187)
1143046	CONTRIBUTION FOR VEHICLE	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$4,800)	(\$4,800)
1143160	Subsidies Reimbursed	11	Reimbursements, Donations And Co	(\$10,746)	(\$10,746)	(\$10,746)	(\$10,292)	\$454
1143390	REIMBURSEMENTS	11	Reimbursements, Donations And Co	(\$7,500)	(\$7,500)	(\$6,875)	(\$7,228)	(\$353)
1144100	DIESEL REBATE	11	Reimbursements, Donations And Co	(\$35,000)	(\$35,000)	(\$32,083)	(\$22,666)	\$9,417
1144300	WATER REIMBURSEMENT	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$148)	(\$148)
1146390	Workers Compensation	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$12,106)	(\$12,106)
1	SUSPENSE DEFAULT ACCOUNT	11	Reimbursements, Donations And Co	\$0	\$0	\$0	\$0	\$0
			Reimbursements, Donations And C	(\$144,844)	(\$158,078)	(\$148,251)	(\$171,061)	(\$22,810)
1102410	CHARGES - REFUSE REMOVAL	13	Service Charges	\$0	\$0	\$0	\$0	\$0
			Service Charges Total	\$0	\$0	\$0	\$0	\$0
E042010	SALARIES	30	Employee Costs	\$650,006	\$750,006	\$687,511	\$691,157	\$3,646
E042015	Admin Long Service Leave	30	Employee Costs	\$58,685	\$81,185	\$74,415	\$57,642	(\$16,773)

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 31 May 2023								
COA	Description			Original Budget	Amended budget	YTD Budget	YTD Actual	Var.
				\$	\$	\$	\$	\$
E042020	SUPERANNUATION	30	Employee Costs	\$99,946	\$99,946	\$91,617	\$97,941	\$6,324
E042025	ADMINISTRATION HOUSING ALLOWANCE	30	Employee Costs	\$25,480	\$25,480	\$23,357	\$19,460	(\$3,897)
E042046	STAFF HOUSING	30	Employee Costs	\$8,235	\$8,235	\$7,549	\$10,333	\$2,784
E042050	OFFICE MAINTENANCE	30	Employee Costs	\$2,993	\$2,993	\$2,743	\$707	(\$2,036)
E042120	Cleaning	30	Employee Costs	\$15,353	\$15,353	\$14,074	\$11,952	(\$2,122)
E042170	CONTRACT EMPLOYMENT	30	Employee Costs	\$0	\$0	\$0	\$0	\$0
E042190	KEY TO KULIN	30	Employee Costs	\$3,200	\$3,200	\$2,933	\$1,890	(\$1,043)
E051070	SUNDRY FIRE PREVENTION COSTS	30	Employee Costs	\$0	\$0	\$0	\$1,677	\$1,677
E052010	Dog Control Costs	30	Employee Costs	\$0	\$0	\$0	\$26	\$26
E052020	CAT CONTROL COSTS	30	Employee Costs	\$0	\$0	\$0	\$52	\$52
E053051	EMERGENCY BUILDING MAINTENANCE	30	Employee Costs	\$2,993	\$2,993	\$2,743	\$946	(\$1,797)
E074040	GROUP/REGIONAL SCHEME	30	Employee Costs	\$0	\$0	\$0	\$0	\$0
E075020	Mosquito Control	30	Employee Costs	\$989	\$989	\$907	\$238	(\$669)
E077020	MEDICAL CENTRE	30	Employee Costs	\$6,245	\$6,245	\$5,725	\$4,396	(\$1,329)
E080100	Contribution to School	30	Employee Costs	\$3,955	\$3,955	\$3,626	\$5,506	\$1,880
E084010	Salaries	30	Employee Costs	\$244,969	\$244,969	\$224,555	\$191,285	(\$33,270)
E084012	SALARIES - GARDENING	30	Employee Costs	\$2,602	\$2,602	\$2,385	\$2,026	(\$359)
E084013	SUPERANNUATION	30	Employee Costs	\$28,973	\$28,973	\$26,558	\$18,534	(\$8,024)
E084014	CLEANING SALARIES	30	Employee Costs	\$11,849	\$11,849	\$10,862	\$9,317	(\$1,545)
E084061	STAFF HOUSING	30	Employee Costs	\$7,280	\$7,280	\$6,673	\$3,500	(\$3,173)
E084070	REPAIRS & MAINTENANCE	30	Employee Costs	\$1,339	\$1,339	\$1,227	\$1,399	\$172
E084075	STAFF EXPENSES	30	Employee Costs	\$984	\$984	\$902	\$300	(\$602)
E092050	OTHER HOUSING MAINTENANCE	30	Employee Costs	\$788	\$788	\$722	\$331	(\$391)
E092060	KULIN RETIREMENT HOMES	30	Employee Costs	\$10,123	\$10,123	\$9,279	\$6,929	(\$2,350)
E092148	GEHA HOUSING - COSTS	30	Employee Costs	\$4,177	\$4,177	\$3,829	\$4,390	\$561
E092150	JOINT VENTURE HOUSING - COSTS	30	Employee Costs	\$15,543	\$15,543	\$14,248	\$9,055	(\$5,193)
E092170	COMMUNITY BANK HOUSE COSTS	30	Employee Costs	\$1,339	\$1,339	\$1,227	\$3,877	\$2,650
E101020	DOMESTIC REFUSE COLLECTION	30	Employee Costs	\$2,602	\$2,602	\$2,385	\$3,633	\$1,248
E101021	DUDININ REFUSE COLLECTION	30	Employee Costs	\$1,952	\$1,952	\$1,789	\$1,817	\$28
E101030	REFUSE SITE MAINTENANCE	30	Employee Costs	\$21,078	\$21,078	\$19,322	\$19,806	\$484
E102020	Commercial Refuse Collection	30	Employee Costs	\$10,149	\$10,149	\$9,303	\$7,636	(\$1,667)
E102030	Drum Muster	30	Employee Costs	\$520	\$520	\$477	\$138	(\$339)
E104010	Urban Stormwater Drainage	30	Employee Costs	\$0	\$0	\$0	\$2,177	\$2,177
E105051	Reinstatement of Gravel Pits	30	Employee Costs	\$318	\$318	\$291	\$0	(\$291)
E107031	KULIN CEMETERY	30	Employee Costs	\$1,353	\$1,353	\$1,240	\$1,424	\$184
E107032	DUDININ CEMETERY	30	Employee Costs	\$0	\$0	\$0	\$1,121	\$1,121
E107033	Pingaring Cemetery	30	Employee Costs	\$0	\$0	\$0	\$1,148	\$1,148
E107050	PUBLIC CONVENIENCES	30	Employee Costs	\$16,393	\$16,393	\$15,027	\$16,482	\$1,455
E107052	PUBLIC CONVENIENCES DUDININ	30	Employee Costs	\$1,353	\$1,353	\$1,240	\$1,495	\$254
E107053	PUBLIC CONVENIENCES PINGARING	30	Employee Costs	\$0	\$0	\$0	\$227	\$227
E107060	WAR MEMORIAL	30	Employee Costs	\$1,353	\$1,353	\$1,240	\$153	(\$1,088)
E111021	MEMORIAL HALL	30	Employee Costs	\$2,119	\$2,119	\$1,943	\$1,853	(\$90)
E111031	PINGARING HALL	30	Employee Costs	\$0	\$0	\$0	\$317	\$317
E112021	Salaries	30	Employee Costs	\$113,485	\$113,485	\$104,028	\$85,255	(\$18,773)
E112022	Superannuation	30	Employee Costs	\$9,882	\$9,882	\$9,058	\$7,819	(\$1,239)
E112026	MAINTENANCE	30	Employee Costs	\$8,978	\$8,978	\$8,230	\$8,762	\$532
E112028	OTHER MINOR EXPENDITURE	30	Employee Costs	\$400	\$400	\$400	\$0	(\$400)
E112029	STAFF HOUSING	30	Employee Costs	\$1,339	\$1,339	\$1,227	\$134	(\$1,094)
E113137	DAM EXPENSES	30	Employee Costs	\$0	\$0	\$0	\$39	\$39
E113270	REPAIRS AND MAINTENANCE	30	Employee Costs	\$12,101	\$12,101	\$11,092	\$2,403	(\$8,690)
E113280	Superannuation	30	Employee Costs	\$12,312	\$12,312	\$11,286	\$14,421	\$3,135
E113300	Wages - Centre Manager	30	Employee Costs	\$54,250	\$54,250	\$49,729	\$46,439	(\$3,290)
E113310	WAGES - BAR STAFF CASUALS	30	Employee Costs	\$66,652	\$66,652	\$61,098	\$81,664	\$20,566
E113315	EVENTS	30	Employee Costs	\$0	\$0	\$0	\$1,793	\$1,793
E113320	WAGES - CLEANER	30	Employee Costs	\$1,561	\$1,561	\$1,431	\$1,880	\$449
E113330	OTHER ALLOWANCES	30	Employee Costs	\$400	\$400	\$367	\$2,380	\$2,013
E113331	BOWLING GREENS	30	Employee Costs	\$260	\$260	\$239	\$368	\$129
E113332	OVAL	30	Employee Costs	\$14,313	\$14,313	\$13,120	\$16,682	\$3,562
E113333	GOLF TENNIS PAVILION	30	Employee Costs	\$5,205	\$5,205	\$4,771	\$7,621	\$2,850
E113334	GOLF COURSE	30	Employee Costs	\$6,506	\$6,506	\$5,964	\$6,517	\$554
E117029	OFFICE GARDENS	30	Employee Costs	\$13,011	\$13,011	\$11,927	\$11,533	(\$394)
E117030	PUBLIC PARKS GDNS & RESERVES	30	Employee Costs	\$51,447	\$51,447	\$47,160	\$49,056	\$1,897
E117031	RESERVES - OTHER	30	Employee Costs	\$9,108	\$9,108	\$8,349	\$9,003	\$654
E117052	DUDININ SPORTSGROUND	30	Employee Costs	\$0	\$0	\$0	\$514	\$514
E117056	OTHER SPORTING CLUBS	30	Employee Costs	\$0	\$0	\$0	\$57	\$57
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGR	30	Employee Costs	\$0	\$0	\$0	\$244	\$244
E117520	PINGARING GOLF CLUB	30	Employee Costs	\$0	\$0	\$0	\$353	\$353
E121602	Traffic Signs	30	Employee Costs	\$0	\$0	\$0	\$28	\$28
E122010	ROAD MAINTENANCE	30	Employee Costs	\$284,342	\$284,342	\$260,649	\$243,116	(\$17,533)
E122022	FLOOD DAMAGE - NORMAL	30	Employee Costs	\$0	\$0	\$0	\$6,984	\$6,984
E122121	KULIN DEPOT	30	Employee Costs	\$15,689	\$15,689	\$14,382	\$17,521	\$3,139
E122122	HOLT ROCK DEPOT	30	Employee Costs	\$788	\$788	\$722	\$269	(\$453)
E122150	STREET LIGHTING	30	Employee Costs	\$1,301	\$1,301	\$1,193	\$970	(\$223)
E122160	Street Cleaning	30	Employee Costs	\$1,822	\$1,822	\$1,670	\$1,453	(\$217)
E122161	DUDININ CLEANING	30	Employee Costs	\$2,602	\$2,602	\$2,385	\$1,700	(\$685)
E122180	Street Trees	30	Employee Costs	\$2,602	\$2,602	\$2,385	\$1,234	(\$1,152)
E122190	Streetscape Maintenance	30	Employee Costs	\$5,725	\$5,725	\$5,248	\$13,151	\$7,903
E125010	PROGRAM ADMINISTRATION SALARIES E	30	Employee Costs	\$0	\$0	\$0	\$56	\$56
E126280	Airstrip Maintenance	30	Employee Costs	\$520	\$520	\$477	\$1,798	\$1,321
E131040	Noxious Weeds/Pest Plants	30	Employee Costs	\$1,301	\$1,301	\$1,193	\$0	(\$1,193)
E132030	CARAVAN PARK	30	Employee Costs	\$26,874	\$26,874	\$24,635	\$30,250	\$5,616
E132040	KULIN HOSTEL	30	Employee Costs	\$3,230	\$3,230	\$2,961	\$3,945	\$984
E132060	Tidy Towns	30	Employee Costs	\$0	\$0	\$0	\$13	\$13
E132100	Tourism & Area Promotion	30	Employee Costs	\$0	\$0	\$0	\$119	\$119
E134010	Wages	30	Employee Costs	\$88,177	\$88,177	\$80,829	\$48,110	(\$32,720)
E134020	Superannuation	30	Employee Costs	\$9,259	\$9,259	\$8,487	\$3,778	(\$4,709)

Shire of Kulin									
STATEMENT OF OPERATING									
(Nature & Type)									
For the period ended 31 May 2023									
COA	Description			Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
				\$	\$	\$	\$	\$	\$
E134115	Cleaning	30	Employee Costs	\$0	\$0	\$0	\$0	\$0	\$0
E134120	CENTRE MAINTENANCE	30	Employee Costs	\$0	\$0	\$0	\$161	\$161	\$161
E134135	EVENTS	30	Employee Costs	\$0	\$0	\$0	\$39	\$39	\$39
E134190	KEY TO KULIN	30	Employee Costs	\$800	\$800	\$733	\$0	(\$733)	(\$733)
E136040	WATER SUPPLY (STANDPIPES)	30	Employee Costs	\$0	\$0	\$0	\$487	\$487	\$487
E137060	BUILDING MAINTENANCE	30	Employee Costs	\$0	\$0	\$0	\$429	\$429	\$429
E137120	CLEANING	30	Employee Costs	\$1,561	\$1,561	\$1,431	\$336	(\$1,095)	(\$1,095)
E138015	BLAZING SWAN EXPENDITURE	30	Employee Costs	\$1,301	\$1,301	\$1,193	\$571	(\$622)	(\$622)
E138040	BUSH RACES CONTRIBUTION	30	Employee Costs	\$6,506	\$6,506	\$5,964	\$7,601	\$1,637	\$1,637
E139050	MAINTENANCE & REPAIRS	30	Employee Costs	\$1,301	\$1,301	\$1,193	\$1,454	\$261	\$261
E141010	PRIVATE WORKS	30	Employee Costs	\$8,164	\$8,164	\$7,484	\$5,045	(\$2,439)	(\$2,439)
E143010	ENGINEERS SALARY	30	Employee Costs	\$140,314	\$140,314	\$128,621	\$76,531	(\$52,090)	(\$52,090)
E143025	WORKERS COMPENSATION INSURANCE	30	Employee Costs	\$0	\$0	\$0	\$14,657	\$14,657	\$14,657
E143030	OFFICE EXPENSES	30	Employee Costs	\$0	\$0	\$0	\$182	\$182	\$182
E143040	Superannuation	30	Employee Costs	\$188,461	\$188,461	\$172,756	\$159,822	(\$12,934)	(\$12,934)
E143050	Sick & Holiday Pay	30	Employee Costs	\$102,736	\$102,736	\$94,175	\$153,179	\$59,004	\$59,004
E143070	Long Service leave	30	Employee Costs	\$77,161	\$77,161	\$70,731	\$51,127	(\$19,604)	(\$19,604)
E143075	FBT EXPENSE	30	Employee Costs	\$0	\$0	\$0	(\$1,778)	(\$1,778)	(\$1,778)
E143090	Award Allowances	30	Employee Costs	\$96,786	\$96,786	\$88,721	\$62,419	(\$26,302)	(\$26,302)
E143125	STAFF HOUSING	30	Employee Costs	\$12,172	\$12,172	\$11,158	\$19,021	\$7,864	\$7,864
E143140	Seminar Expenses	30	Employee Costs	\$0	\$0	\$0	\$6,532	\$6,532	\$6,532
E143150	HEALTH & SAFETY PROGRAM	30	Employee Costs	\$0	\$0	\$0	\$740	\$740	\$740
E144000	Plant Repair Wages	30	Employee Costs	\$91,869	\$91,869	\$84,213	\$52,921	(\$31,292)	(\$31,292)
E144010	Parts & Repairs	30	Employee Costs	\$6,506	\$6,506	\$5,964	\$15,549	\$9,586	\$9,586
E144700	PLANT OPERATION COSTS	30	Employee Costs	\$0	\$0	\$0	\$46	\$46	\$46
E146010	Gross Total For Year	30	Employee Costs	\$3,148,147	\$3,148,147	\$2,885,802	\$2,656,554	(\$229,247)	(\$229,247)
E146020	Workers Compensation	30	Employee Costs	\$0	\$0	\$0	\$170	\$170	\$170
E146200	Salaries & Wages Allocated	30	Employee Costs	(\$3,148,147)	(\$3,148,147)	(\$2,885,802)	(\$2,656,554)	\$229,247	\$229,247
			Employee Costs Total	\$2,828,317	\$2,950,817	\$2,704,952	\$2,570,966.65	(\$133,985)	(\$133,985)
E030111	LEGAL FEES - RATES DEBT COLLECTION	31	Materials & Contracts	\$4,000	\$4,000	\$3,667	\$101	(\$3,565)	(\$3,565)
E030112	LEGAL FEES - RATES DEBT COLLECTION	31	Materials & Contracts	\$6,500	\$6,500	\$5,958	\$408	(\$5,550)	(\$5,550)
E030130	TITLE SEARCHES	31	Materials & Contracts	\$0	\$0	\$0	\$56	\$56	\$56
E030140	Valuation Expenses	31	Materials & Contracts	\$10,000	\$10,000	\$0	\$8,639	\$8,639	\$8,639
E030150	Printing & Stationery	31	Materials & Contracts	\$1,200	\$1,200	\$0	\$601	\$601	\$601
E032100	BANK CHARGES	31	Materials & Contracts	\$4,500	\$4,500	\$4,125	\$3,198	(\$927)	(\$927)
E041020	MEMBERS TRAVELLING	31	Materials & Contracts	\$3,574	\$3,574	\$1,787	\$2,310	\$523	\$523
E041030	CONFERENCE EXPENSES	31	Materials & Contracts	\$16,800	\$16,800	\$16,800	\$4,412	(\$12,388)	(\$12,388)
E041050	SITTING FEES	31	Materials & Contracts	\$23,100	\$23,100	\$11,550	\$12,180	\$630	\$630
E041060	PRESIDENTIAL ALLOWANCE	31	Materials & Contracts	\$8,750	\$8,750	\$4,375	\$4,375	\$0	\$0
E041070	DRESS SHIRTS FOR COUNCILLORS	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$237	(\$679)	(\$679)
E041090	LEGAL FEES	31	Materials & Contracts	\$0	\$150,000	\$150,000	\$147,236	(\$2,764)	(\$2,764)
E041110	REFRESHMENTS & GOODWILL	31	Materials & Contracts	\$19,260	\$19,260	\$17,655	\$13,071	(\$4,584)	(\$4,584)
E041111	MEAL ENTERTAINMENT	31	Materials & Contracts	\$2,000	\$2,000	\$1,833	\$3,491	\$1,658	\$1,658
E041160	Subscriptions & Donations	31	Materials & Contracts	\$28,699	\$28,699	\$28,699	\$26,799	(\$1,900)	(\$1,900)
E041161	Printing & Stationery	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$18	(\$899)	(\$899)
E041165	Advertising	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$0	(\$917)	(\$917)
E041180	Chamber Maintenance	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$420	(\$497)	(\$497)
E042035	STAFF UNIFORMS	31	Materials & Contracts	\$3,500	\$3,500	\$3,208	\$1,469	(\$1,740)	(\$1,740)
E042040	STAFF TRAINING	31	Materials & Contracts	\$14,500	\$14,500	\$14,500	\$7,224	(\$7,276)	(\$7,276)
E042041	CONFERENCES	31	Materials & Contracts	\$13,000	\$13,000	\$12,458	\$585	(\$11,873)	(\$11,873)
E042045	RELOCATION COSTS	31	Materials & Contracts	\$5,000	\$5,000	\$4,583	\$680	(\$3,903)	(\$3,903)
E042046	STAFF HOUSING	31	Materials & Contracts	\$6,500	\$6,500	\$5,958	\$1,738	(\$4,220)	(\$4,220)
E042050	OFFICE MAINTENANCE	31	Materials & Contracts	\$7,500	\$7,500	\$6,875	\$7,569	\$694	\$694
E042055	NOVATED LEASE PAYMENTS	31	Materials & Contracts	\$16,611	\$16,611	\$15,227	\$8,306	(\$6,921)	(\$6,921)
E042060	MEMBERSHIPS & SUBSCRIPTIONS	31	Materials & Contracts	\$3,000	\$3,000	\$2,750	\$1,332	(\$1,418)	(\$1,418)
E042070	Printing and Stationery	31	Materials & Contracts	\$19,000	\$19,000	\$17,417	\$13,601	(\$3,815)	(\$3,815)
E042075	FBT EXPENSE	31	Materials & Contracts	\$4,500	\$4,500	\$0	\$0	\$0	\$0
E042090	Postage and Freight	31	Materials & Contracts	\$2,400	\$2,400	\$2,200	\$2,326	\$126	\$126
E042100	ADVERTISING	31	Materials & Contracts	\$9,000	\$9,000	\$8,250	\$2,975	(\$5,275)	(\$5,275)
E042110	Office Equipment Maintenance	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$1,550	\$634	\$634
E042115	BAD DEBTS EXPENSE	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$0	(\$917)	(\$917)
E042120	Cleaning	31	Materials & Contracts	\$3,500	\$3,500	\$3,208	\$5,520	\$2,311	\$2,311
E042130	Computer Maintenance	31	Materials & Contracts	\$32,877	\$32,877	\$32,460	\$35,093	\$2,633	\$2,633
E042135	IT Support	31	Materials & Contracts	\$48,000	\$48,000	\$44,000	\$38,350	(\$5,650)	(\$5,650)
E042140	Staff Amenities	31	Materials & Contracts	\$2,000	\$2,000	\$1,833	\$2,635	\$802	\$802
E042170	CONTRACT EMPLOYMENT	31	Materials & Contracts	\$240,000	\$240,000	\$230,189	\$136,096	(\$94,093)	(\$94,093)
E042200	Audit Fees	31	Materials & Contracts	\$46,000	\$46,000	\$0	\$635	\$635	\$635
E051040	OFFICE EXPENSES	31	Materials & Contracts	\$7,000	\$7,000	\$6,417	\$200	(\$6,217)	(\$6,217)
E051055	Protective Clothing	31	Materials & Contracts	\$5,000	\$5,000	\$4,583	\$5,864	\$1,280	\$1,280
E051060	Communication Maintenance	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$0	(\$917)	(\$917)
E051070	SUNDRY FIRE PREVENTION COSTS	31	Materials & Contracts	\$2,000	\$2,000	\$1,833	\$1,773	(\$60)	(\$60)
E052010	Dog Control Costs	31	Materials & Contracts	\$3,000	\$3,000	\$2,750	\$2,768	\$18	\$18
E052020	CAT CONTROL COSTS	31	Materials & Contracts	\$5,000	\$5,000	\$4,583	\$4,353	(\$230)	(\$230)
E052040	Pest Control	31	Materials & Contracts	\$500	\$500	\$458	\$0	(\$458)	(\$458)
E053010	ESL BUSH FIRE BRIGADES	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$0	(\$917)	(\$917)
E053051	EMERGENCY BUILDING MAINTENANCE	31	Materials & Contracts	\$2,000	\$2,000	\$1,875	\$1,053	(\$822)	(\$822)
E053400	CCTV MAINTENANCE	31	Materials & Contracts	\$6,520	\$6,520	\$6,020	\$5,717	(\$303)	(\$303)
E074040	GROUP/REGIONAL SCHEME	31	Materials & Contracts	\$39,000	\$39,000	\$39,000	\$27,510	(\$11,490)	(\$11,490)
E074100	OTHER EXPENDITURE	31	Materials & Contracts	\$2,500	\$2,500	\$2,292	\$0	(\$2,292)	(\$2,292)
E075020	Mosquito Control	31	Materials & Contracts	\$2,500	\$2,500	\$2,292	\$621	(\$1,670)	(\$1,670)
E076020	ANALYTICAL EXPENSES	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$360	(\$557)	(\$557)
E077010	COMMUNITY NURSES	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$0	(\$917)	(\$917)
E077020	MEDICAL CENTRE	31	Materials & Contracts	\$49,250	\$49,250	\$37,271	\$40,571	\$3,300	\$3,300
E077030	AMBULANCE SERVICES	31	Materials & Contracts	\$100	\$100	\$92	\$0	(\$92)	(\$92)
E080100	Contribution to School	31	Materials & Contracts	\$600	\$600	\$550	\$657	\$107	\$107
E080110	DONATIONS	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$0	(\$917)	(\$917)

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 31 May 2023								
COA	Description			Original Budget	Amended budget	YTD Budget	YTD Actual	Var.
				\$	\$	\$	\$	\$
E083100	CARE GROUP DONATIONS	31	Materials & Contracts	\$2,500	\$2,500	\$2,500	\$2,375	(\$125)
E084020	MEMBERSHIPS AND SUBSCRIPTIONS	31	Materials & Contracts	\$7,700	\$7,700	\$7,058	\$1,784	(\$5,274)
E084025	Advert/Printing/Promotion	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$0	(\$917)
E084030	Computer Exp	31	Materials & Contracts	\$2,000	\$2,000	\$1,833	\$1,536	(\$297)
E084035	EQUIPMENT UPGRADES	31	Materials & Contracts	\$5,000	\$5,000	\$4,583	\$2,737	(\$1,847)
E084045	GARDENING AND YARD MAINTENANCE	31	Materials & Contracts	\$2,000	\$2,000	\$1,833	\$766	(\$1,067)
E084055	OUTDOOR EQUIPMENT AND UPGRADES	31	Materials & Contracts	\$5,000	\$5,000	\$4,583	\$72	(\$4,511)
E084060	BUILDING LEASE	31	Materials & Contracts	\$800	\$800	\$733	\$0	(\$733)
E084065	Postage & Stationery	31	Materials & Contracts	\$3,000	\$3,000	\$2,750	\$1,027	(\$1,723)
E084070	REPAIRS & MAINTENANCE	31	Materials & Contracts	\$1,500	\$1,500	\$1,375	\$7,796	\$6,421
E084075	STAFF EXPENSES	31	Materials & Contracts	\$9,000	\$9,000	\$8,250	\$694	(\$7,556)
E084085	Sundry & Other	31	Materials & Contracts	\$1,500	\$1,500	\$1,375	\$113	(\$1,262)
E084086	FUNDRAISING	31	Materials & Contracts	\$2,000	\$2,000	\$1,833	\$0	(\$1,833)
E084090	Consumables	31	Materials & Contracts	\$4,000	\$4,000	\$3,667	\$2,989	(\$677)
E084095	CLEANING CONSUMABLES	31	Materials & Contracts	\$3,500	\$3,500	\$3,208	\$3,763	\$554
E092050	OTHER HOUSING MAINTENANCE	31	Materials & Contracts	\$1,500	\$1,500	\$1,375	\$1,247	(\$128)
E092060	KULIN RETIREMENT HOMES	31	Materials & Contracts	\$500	\$500	\$458	\$0	(\$458)
E092148	GEHA HOUSING - COSTS	31	Materials & Contracts	\$5,000	\$5,000	\$4,583	\$11,866	\$7,282
E092150	JOINT VENTURE HOUSING - COSTS	31	Materials & Contracts	\$21,000	\$21,000	\$19,250	\$12,454	(\$6,796)
E092170	COMMUNITY BANK HOUSE COSTS	31	Materials & Contracts	\$10,000	\$10,000	\$9,167	\$1,528	(\$7,639)
E101020	DOMESTIC REFUSE COLLECTION	31	Materials & Contracts	\$114,259	\$114,259	\$104,737	\$103,175	(\$1,563)
E101021	DUDININ REFUSE COLLECTION	31	Materials & Contracts	\$2,500	\$2,500	\$2,292	\$0	(\$2,292)
E101022	PINGARING REFUSE COLLECTION	31	Materials & Contracts	\$12,764	\$12,764	\$11,700	\$11,482	(\$218)
E101030	REFUSE SITE MAINTENANCE	31	Materials & Contracts	\$3,000	\$3,000	\$2,750	\$4,842	\$2,092
E101040	ROEROC	31	Materials & Contracts	\$10,000	\$10,000	\$0	\$0	\$0
E102020	Commercial Refuse Collection	31	Materials & Contracts	\$44,086	\$44,086	\$40,412	\$34,207	(\$6,206)
E102030	Drum Muster	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$1,476	\$559
E102420	PURCHASE OF BINS	31	Materials & Contracts	\$200	\$200	\$183	\$330	\$147
E106020	Town Planning Advice	31	Materials & Contracts	\$8,000	\$8,000	\$7,333	\$13,707	\$6,374
E106030	Town Planning Other	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$0	(\$917)
E107031	KULIN CEMETERY	31	Materials & Contracts	\$500	\$500	\$458	\$38	(\$420)
E107032	DUDININ CEMETERY	31	Materials & Contracts	\$500	\$500	\$458	\$0	(\$458)
E107033	Pingaring Cemetery	31	Materials & Contracts	\$500	\$500	\$458	\$0	(\$458)
E107050	PUBLIC CONVENIENCES	31	Materials & Contracts	\$6,000	\$6,000	\$5,500	\$4,229	(\$1,271)
E107052	PUBLIC CONVENIENCES DUDININ	31	Materials & Contracts	\$700	\$700	\$642	\$294	(\$347)
E107053	PUBLIC CONVENIENCES PINGARING	31	Materials & Contracts	\$4,780	\$4,780	\$4,697	\$4,011	(\$685)
E107060	WAR MEMORIAL	31	Materials & Contracts	\$1,500	\$1,500	\$1,375	\$1,000	(\$375)
E111021	MEMORIAL HALL	31	Materials & Contracts	\$1,500	\$1,500	\$1,375	\$2,668	\$1,293
E111031	PINGARING HALL	31	Materials & Contracts	\$2,000	\$2,000	\$1,833	\$307	(\$1,526)
E111032	DUDININ HALL	31	Materials & Contracts	\$2,000	\$2,000	\$1,833	\$436	(\$1,397)
E112023	CHEMICALS	31	Materials & Contracts	\$1,200	\$1,200	\$1,200	\$4,549	\$3,349
E112026	MAINTENANCE	31	Materials & Contracts	\$19,150	\$261,150	\$239,393	\$257,748	\$18,355
E112028	OTHER MINOR EXPENDITURE	31	Materials & Contracts	\$3,480	\$3,480	\$3,480	\$3,893	\$413
E112029	STAFF HOUSING	31	Materials & Contracts	\$2,000	\$2,000	\$1,833	\$384	(\$1,449)
E112600	EVENTS	31	Materials & Contracts	\$1,350	\$1,350	\$1,350	\$659	(\$691)
E113060	Advertising and Promotion	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$0	(\$917)
E113100	BANK CHARGES	31	Materials & Contracts	\$1,680	\$1,680	\$1,540	\$1,429	(\$111)
E113104	CATERING COSTS	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$487	(\$429)
E113120	Cleaning Supplies	31	Materials & Contracts	\$3,000	\$3,000	\$2,750	\$2,788	\$38
E113130	IT MAINTENANCE	31	Materials & Contracts	\$4,400	\$4,400	\$4,033	\$6,175	\$2,142
E113190	FREIGHT - NON-BAR	31	Materials & Contracts	\$0	\$0	\$0	\$171	\$171
E113210	GAS SUPPLIES	31	Materials & Contracts	\$0	\$0	\$0	\$473	\$473
E113218	Minor Equipment	31	Materials & Contracts	\$1,500	\$1,500	\$1,375	\$7,427	\$6,052
E113220	INSURANCE	31	Materials & Contracts	\$0	\$0	\$0	\$0	\$0
E113240	LICENCING COSTS	31	Materials & Contracts	\$440	\$440	\$403	\$1,824	\$1,420
E113243	Kitchen Consumables	31	Materials & Contracts	\$1,500	\$1,500	\$1,375	\$1,493	\$118
E113250	Printing, Stationery and Post	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$743	(\$173)
E113270	REPAIRS AND MAINTENANCE	31	Materials & Contracts	\$31,853	\$31,853	\$30,561	\$26,059	(\$4,502)
E113272	Security Costs	31	Materials & Contracts	\$450	\$450	\$413	\$311	(\$102)
E113285	STAFF TRAINING	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$615	(\$302)
E113295	UNIFORMS	31	Materials & Contracts	\$800	\$800	\$733	\$180	(\$553)
E113315	EVENTS	31	Materials & Contracts	\$2,000	\$2,000	\$1,833	\$1,751	(\$82)
E113331	BOWLING GREENS	31	Materials & Contracts	\$0	\$0	\$0	\$159	\$159
E113332	OVAL	31	Materials & Contracts	\$10,000	\$10,000	\$9,167	\$15,028	\$5,861
E113333	GOLF TENNIS PAVILION	31	Materials & Contracts	\$15,000	\$15,000	\$13,750	\$1,239	(\$12,511)
E113334	GOLF COURSE	31	Materials & Contracts	\$2,000	\$2,000	\$1,833	\$0	(\$1,833)
E113500	Bar Purchases	31	Materials & Contracts	\$48,000	\$48,000	\$44,000	\$63,563	\$19,563
E113501	Ice and Sundry Supplies	31	Materials & Contracts	\$200	\$200	\$150	\$197	\$47
E113502	FREIGHT	31	Materials & Contracts	\$2,400	\$2,400	\$2,200	\$3,068	\$868
E113540	STOCK WRITTEN OFF	31	Materials & Contracts	\$400	\$400	\$367	\$0	(\$367)
E114280	EQUIPMENT MAINTENANCE	31	Materials & Contracts	\$0	\$0	\$0	\$45	\$45
E114290	CONT TO VARLEY RADIO	31	Materials & Contracts	\$1,000	\$1,000	\$1,000	\$761	(\$239)
E117029	OFFICE GARDENS	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$85	(\$831)
E117030	PUBLIC PARKS GDNS & RESERVES	31	Materials & Contracts	\$20,000	\$20,000	\$18,333	\$10,176	(\$8,157)
E117031	RESERVES - OTHER	31	Materials & Contracts	\$500	\$500	\$458	\$0	(\$458)
E117032	PLAYGROUND INSPECTIONS	31	Materials & Contracts	\$5,750	\$5,750	\$5,750	\$0	(\$5,750)
E117054	DUDININ TENNIS CLUB	31	Materials & Contracts	\$2,500	\$2,500	\$2,292	\$1,018	(\$1,274)
E117056	OTHER SPORTING CLUBS	31	Materials & Contracts	\$0	\$0	\$0	\$268	\$268
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYG	31	Materials & Contracts	\$1,250	\$1,250	\$0	\$2,430	\$2,430
E117059	PINGARING PLAYGROUND	31	Materials & Contracts	\$0	\$0	\$0	\$575	\$575
E117520	PINGARING GOLF CLUB	31	Materials & Contracts	\$3,000	\$3,000	\$2,750	\$1,552	(\$1,198)
E121602	Traffic Signs	31	Materials & Contracts	\$7,000	\$7,000	\$6,417	\$900	(\$5,516)
E122010	ROAD MAINTENANCE	31	Materials & Contracts	\$75,000	\$75,000	\$68,750	\$58,105	(\$10,645)
E122022	FLOOD DAMAGE - NORMAL	31	Materials & Contracts	\$0	\$0	\$0	\$713	\$713
E122121	KULIN DEPOT	31	Materials & Contracts	\$20,000	\$20,000	\$18,333	\$31,163	\$12,829
E122122	HOLT ROCK DEPOT	31	Materials & Contracts	\$1,500	\$1,500	\$1,375	\$2,822	\$1,447

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 31 May 2023								
COA	Description			Original Budget	Amended budget	YTD Budget	YTD Actual	Var.
				\$	\$	\$	\$	\$
E122160	Street Cleaning	31	Materials & Contracts	\$3,500	\$3,500	\$3,208	\$1,485	(\$1,723)
E122180	Street Trees	31	Materials & Contracts	\$0	\$0	\$0	\$1,823	\$1,823
E122190	Streetscape Maintenance	31	Materials & Contracts	\$8,500	\$8,500	\$7,792	\$3,094	(\$4,697)
E122200	Roman Road System	31	Materials & Contracts	\$8,853	\$8,853	\$8,853	\$8,853	\$0
E125015	PROGRAM ADMINISTRATION EXPENSES	31	Materials & Contracts	\$0	\$0	\$0	\$4,912	\$4,912
E125030	WSFN HOUSING EXPENSES	31	Materials & Contracts	\$0	\$0	\$0	\$183	\$183
E126280	Airstrip Maintenance	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$1,460	\$543
E131040	Noxious Weeds/Pest Plants	31	Materials & Contracts	\$5,000	\$5,000	\$4,583	\$0	(\$4,583)
E132030	CARAVAN PARK	31	Materials & Contracts	\$6,500	\$6,500	\$5,958	\$6,268	\$310
E132040	KULIN HOSTEL	31	Materials & Contracts	\$13,500	\$13,500	\$12,375	\$5,576	(\$6,799)
E132050	INFORMATION BAY	31	Materials & Contracts	\$0	\$0	\$0	\$16	\$16
E132100	Tourism & Area Promotion	31	Materials & Contracts	\$33,050	\$33,050	\$30,592	\$21,448	(\$9,143)
E132130	Donations	31	Materials & Contracts	\$0	\$0	\$0	\$0	\$0
E133010	Group Building Scheme	31	Materials & Contracts	\$7,500	\$7,500	\$6,875	\$7,563	\$688
E133420	BCITF levy payment	31	Materials & Contracts	\$500	\$500	\$458	\$1,013	\$555
E133425	BUILDING SERVICES LEVY PAYMENT	31	Materials & Contracts	\$1,000	\$1,000	\$917	\$3,651	\$2,735
E134040	UNIFORMS	31	Materials & Contracts	\$800	\$800	\$800	\$745	(\$55)
E134050	STAFF TRAINING	31	Materials & Contracts	\$4,800	\$4,800	\$4,400	\$1,517	(\$2,883)
E134080	Printing & Stationery	31	Materials & Contracts	\$20,000	\$20,000	\$18,333	\$22,055	\$3,721
E134100	Advertising and Promotion	31	Materials & Contracts	\$2,500	\$2,500	\$2,292	\$349	(\$1,943)
E134110	IT MAINTENANCE & SUPPORT	31	Materials & Contracts	\$12,500	\$12,500	\$11,458	\$8,544	(\$2,915)
E134120	CENTRE MAINTENANCE	31	Materials & Contracts	\$3,000	\$3,000	\$2,750	\$832	(\$1,918)
E134130	COURSES & EVENTS	31	Materials & Contracts	\$30,000	\$30,000	\$27,500	\$27,325	(\$175)
E134135	EVENTS	31	Materials & Contracts	\$2,500	\$2,500	\$2,292	\$3,524	\$1,232
E134140	Library Freight	31	Materials & Contracts	\$700	\$700	\$642	\$0	(\$642)
E134150	LIBRARY COSTS	31	Materials & Contracts	\$14,000	\$14,000	\$12,833	\$13,283	\$450
E134200	GRANT FUNDING EXPENDITURE	31	Materials & Contracts	\$2,000	\$2,000	\$1,833	\$0	(\$1,833)
E134300	SUNDRY EXPENSES	31	Materials & Contracts	\$2,000	\$2,000	\$1,833	\$140	(\$1,693)
E136040	WATER SUPPLY (STANDPIPES)	31	Materials & Contracts	\$19,200	\$19,200	\$17,600	\$13,268	(\$4,332)
E136047	WATER SUPPLY MAINTENANCE	31	Materials & Contracts	\$0	\$0	\$0	\$316	\$316
E136050	FARM WATER SUPPLIES & MAINTENANCE	31	Materials & Contracts	\$0	\$0	\$0	\$45	\$45
E137060	BUILDING MAINTENANCE	31	Materials & Contracts	\$4,500	\$4,500	\$4,125	\$2,305	(\$1,820)
E137120	CLEANING	31	Materials & Contracts	\$500	\$500	\$458	\$46	(\$413)
E138015	BLAZING SWAN EXPENDITURE	31	Materials & Contracts	\$15,000	\$15,000	\$15,000	\$1,000	(\$14,000)
E138040	BUSH RACES CONTRIBUTION	31	Materials & Contracts	\$0	\$0	\$0	\$1,439	\$1,439
E139010	FUEL PURCHASES	31	Materials & Contracts	\$937,050	\$937,050	\$856,800	\$814,064	(\$42,736)
E139030	INSURANCE & LICENSING	31	Materials & Contracts	\$0	\$0	\$0	\$819	\$819
E139040	IT MAINTENANCE	31	Materials & Contracts	\$5,760	\$5,760	\$5,280	\$4,614	(\$666)
E139045	BANK CHARGES	31	Materials & Contracts	\$6,600	\$6,600	\$6,050	\$6,613	\$563
E139050	MAINTENANCE & REPAIRS	31	Materials & Contracts	\$5,400	\$5,400	\$5,200	\$5,554	\$354
E141010	PRIVATE WORKS	31	Materials & Contracts	\$0	\$0	\$0	\$28,617	\$28,617
E142020	Community Bus Shed	31	Materials & Contracts	\$0	\$0	\$0	\$93	\$93
E143010	ENGINEERS SALARY	31	Materials & Contracts	\$0	\$0	\$0	\$2,325	\$2,325
E143025	WORKERS COMPENSATION INSURANCE	31	Materials & Contracts	\$0	\$0	\$0	\$81	\$81
E143030	OFFICE EXPENSES	31	Materials & Contracts	\$5,000	\$5,000	\$4,583	\$7,864	\$3,281
E143075	FBT EXPENSE	31	Materials & Contracts	\$1,500	\$1,500	\$0	\$1,778	\$1,778
E143090	Award Allowances	31	Materials & Contracts	\$0	\$0	\$0	\$672	\$672
E143120	PROTECTIVE CLOTHING	31	Materials & Contracts	\$10,000	\$10,000	\$9,200	\$8,773	(\$427)
E143125	STAFF HOUSING	31	Materials & Contracts	\$19,500	\$19,500	\$17,875	\$33,115	\$15,240
E143130	Removal Expenses	31	Materials & Contracts	\$5,000	\$5,000	\$4,583	\$223	(\$4,360)
E143140	Seminar Expenses	31	Materials & Contracts	\$15,000	\$15,000	\$13,750	\$7,184	(\$6,566)
E143150	HEALTH & SAFETY PROGRAM	31	Materials & Contracts	\$15,000	\$15,000	\$13,750	\$17,490	\$3,740
E143152	CONSULTING	31	Materials & Contracts	\$20,000	\$20,000	\$18,333	\$570	(\$17,763)
E144005	Tyres & Tubes	31	Materials & Contracts	\$45,000	\$45,000	\$41,250	\$35,959	(\$5,291)
E144010	Parts & Repairs	31	Materials & Contracts	\$160,000	\$160,000	\$146,667	\$103,904	(\$42,763)
E144020	Fuel & Oil	31	Materials & Contracts	\$599,050	\$599,050	\$547,517	\$371,373	(\$176,143)
E144030	BLADES & TYNES	31	Materials & Contracts	\$12,000	\$12,000	\$11,000	\$8,006	(\$2,994)
E144060	Expendable Tools	31	Materials & Contracts	\$2,400	\$2,400	\$2,200	\$0	(\$2,200)
E144070	OFFICE EXPENSES	31	Materials & Contracts	\$5,000	\$5,000	\$4,583	\$0	(\$4,583)
E144180	Other Minor Expenditure	31	Materials & Contracts	\$2,400	\$2,400	\$2,200	\$0	(\$2,200)
E144190	M.V. INSURANCE CLAIMS	31	Materials & Contracts	\$1,000	\$1,000	\$1,000	\$0	(\$1,000)
E144700	PLANT OPERATION COSTS	31	Materials & Contracts	\$0	\$0	\$0	\$179	\$179
I122299	Proceeds on Sale of Asset	31	Materials & Contracts	\$0	\$0	\$0	\$0	\$0
			Materials & Contracts Total	\$3,437,397	\$3,829,397	\$3,455,154	\$2,958,607	(\$496,547)
E041150	INSURANCES	32	Insurance Expenses	\$4,624	\$4,624	\$4,624	\$4,624	\$0
E042030	INSURANCE	32	Insurance Expenses	\$27,719	\$27,719	\$27,719	\$28,104	\$384
E042046	STAFF HOUSING	32	Insurance Expenses	\$2,222	\$2,222	\$2,222	\$2,444	\$222
E051050	FIRE INSURANCE	32	Insurance Expenses	\$30,065	\$30,065	\$30,065	\$30,065	\$0
E053010	ESL BUSH FIRE BRIGADES	32	Insurance Expenses	\$1,500	\$1,500	\$1,500	\$1,500	\$0
E053051	EMERGENCY BUILDING MAINTENANCE	32	Insurance Expenses	\$1,959	\$1,959	\$1,959	\$1,960	\$0
E053400	CCTV MAINTENANCE	32	Insurance Expenses	\$161	\$161	\$161	\$80	(\$80)
E084016	Insurance - Workers Comp	32	Insurance Expenses	\$5,469	\$5,469	\$5,469	\$5,469	\$0
E084050	Insurance	32	Insurance Expenses	\$2,372	\$2,372	\$2,372	\$2,372	\$0
E092050	OTHER HOUSING MAINTENANCE	32	Insurance Expenses	\$668	\$668	\$668	\$735	\$67
E092148	GEHA HOUSING - COSTS	32	Insurance Expenses	\$2,094	\$2,094	\$2,094	\$2,303	\$209
E092150	JOINT VENTURE HOUSING - COSTS	32	Insurance Expenses	\$3,697	\$3,697	\$3,697	\$4,067	\$370
E092170	COMMUNITY BANK HOUSE COSTS	32	Insurance Expenses	\$1,225	\$1,225	\$1,225	\$1,347	\$123
E101030	REFUSE SITE MAINTENANCE	32	Insurance Expenses	\$194	\$194	\$194	\$194	\$0
E106030	Town Planning Other	32	Insurance Expenses	\$2,279	\$2,279	\$2,279	\$2,279	\$0
E107031	KULIN CEMETERY	32	Insurance Expenses	\$140	\$140	\$140	\$140	\$0
E107050	PUBLIC CONVENIENCES	32	Insurance Expenses	\$297	\$297	\$297	\$297	\$0
E107052	PUBLIC CONVENIENCES DUDININ	32	Insurance Expenses	\$126	\$126	\$126	\$126	\$0
E107053	PUBLIC CONVENIENCES PINGARING	32	Insurance Expenses	\$349	\$349	\$349	\$349	\$0
E111021	MEMORIAL HALL	32	Insurance Expenses	\$907	\$907	\$907	\$907	\$0
E111031	PINGARING HALL	32	Insurance Expenses	\$469	\$469	\$469	\$655	\$186
E111032	DUDININ HALL	32	Insurance Expenses	\$959	\$959	\$959	\$959	(\$0)

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 31 May 2023								
COA	Description		Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	\$	\$
E111033	JITARNING HALL	32	Insurance Expenses	\$384	\$384	\$384	\$384	\$0
E112027	INSURANCE	32	Insurance Expenses	\$17,886	\$17,886	\$17,886	\$17,886	\$0
E112029	STAFF HOUSING	32	Insurance Expenses	\$699	\$699	\$699	\$734	\$35
E113220	INSURANCE	32	Insurance Expenses	\$25,209	\$25,209	\$25,209	\$24,422	(\$788)
E113331	BOWLING GREENS	32	Insurance Expenses	\$774	\$774	\$774	\$774	\$0
E113333	GOLF TENNIS PAVILION	32	Insurance Expenses	\$1,617	\$1,617	\$1,617	\$1,617	(\$0)
E113350	WORKERS COMPENSATION	32	Insurance Expenses	\$2,503	\$2,503	\$2,503	\$2,503	\$0
E116100	KULIN MUSEUM	32	Insurance Expenses	\$281	\$281	\$281	\$281	\$0
E117030	PUBLIC PARKS GDNS & RESERVES	32	Insurance Expenses	\$278	\$278	\$278	\$278	\$0
E117054	DUDININ TENNIS CLUB	32	Insurance Expenses	\$2,996	\$2,996	\$2,996	\$2,996	\$0
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYG	32	Insurance Expenses	\$2,132	\$2,132	\$2,132	\$2,132	\$0
E117520	PINGARING GOLF CLUB	32	Insurance Expenses	\$1,349	\$1,349	\$1,349	\$1,349	\$0
E122121	KULIN DEPOT	32	Insurance Expenses	\$5,371	\$5,371	\$5,371	\$5,324	(\$47)
E122122	HOLT ROCK DEPOT	32	Insurance Expenses	\$462	\$462	\$462	\$0	(\$462)
E132030	CARAVAN PARK	32	Insurance Expenses	\$491	\$491	\$491	\$491	\$0
E132040	KULIN HOSTEL	32	Insurance Expenses	\$3,621	\$3,621	\$3,621	\$3,621	\$0
E134030	INSURANCE	32	Insurance Expenses	\$14,618	\$14,618	\$14,618	\$14,618	\$0
E137030	INSURANCE	32	Insurance Expenses	\$793	\$793	\$793	\$793	\$0
E138020	INSURANCE & LICENSING.	32	Insurance Expenses	\$0	\$0	\$0	\$23	\$23
E139030	INSURANCE & LICENSING	32	Insurance Expenses	\$814	\$814	\$814	\$814	\$0
E142020	Community Bus Shed	32	Insurance Expenses	\$59	\$59	\$59	\$59	\$0
E143025	WORKERS COMPENSATION INSURANCE	32	Insurance Expenses	\$37,580	\$37,580	\$37,580	\$37,580	\$0
E143030	OFFICE EXPENSES	32	Insurance Expenses	\$0	\$0	\$0	\$593	\$593
E143060	Insurance on Works	32	Insurance Expenses	\$25,659	\$25,659	\$25,659	\$25,065	(\$593)
E143125	STAFF HOUSING	32	Insurance Expenses	\$6,561	\$6,561	\$6,561	\$7,724	\$1,164
E144015	INSURANCE & LICENCE	32	Insurance Expenses	\$67,787	\$67,787	\$67,787	\$68,190	\$403
			Insurance Expenses Total	\$309,419	\$309,419	\$309,419	\$311,227	\$1,809
E041020	MEMBERS TRAVELLING	33	Contributions/Donations/Grants	\$0	\$0	\$0	\$0	\$0
E041110	REFRESHMENTS & GOODWILL	33	Contributions/Donations/Grants	\$8,500	\$8,500	\$8,500	\$7,500	(\$1,000)
E041160	Subscriptions & Donations	33	Contributions/Donations/Grants	\$1,500	\$1,500	\$0	\$0	\$0
E041270	Community Contributions	33	Contributions/Donations/Grants	\$20,000	\$20,000	\$18,333	\$32,266	\$13,933
E083100	CARE GROUP DONATIONS	33	Contributions/Donations/Grants	\$0	\$0	\$0	\$242	\$242
E113247	GRANTS / PROJECTS	33	Contributions/Donations/Grants	\$0	\$0	\$0	\$456	\$456
E117056	OTHER SPORTING CLUBS	33	Contributions/Donations/Grants	\$2,000	\$2,000	\$1,833	\$0	(\$1,833)
E136100	OTHER EXPENDITURE	33	Contributions/Donations/Grants	\$30,000	\$30,000	\$30,000	\$30,000	\$0
			Contributions/Donations/Grants Total	\$62,000	\$62,000	\$58,667	\$70,464	\$11,797
E042047	Depreciation CEO Housing	34	Depreciation	\$3,600	\$3,600	\$3,300	\$3,304	\$4
E042048	Depreciation DCEO Housing	34	Depreciation	\$6,000	\$6,000	\$5,500	\$5,507	\$7
E042053	CEO VEHICLE COSTS	34	Depreciation	\$0	\$0	\$0	\$12,149	\$12,149
E042054	DCEO VEHICLE COSTS	34	Depreciation	\$0	\$0	\$0	\$8,022	\$8,022
E042298	Office Depreciation	34	Depreciation	\$18,350	\$18,350	\$16,821	\$23,538	\$6,717
E051298	Depreciation	34	Depreciation	\$79,058	\$79,058	\$72,470	\$54,204	(\$18,266)
E053298	Depreciation	34	Depreciation	\$14,390	\$14,390	\$13,191	\$21,181	\$7,990
E084298	Depreciation	34	Depreciation	\$0	\$0	\$0	\$80	\$80
E092160	Depreciation - Joint Venture	34	Depreciation	\$5,409	\$5,409	\$4,958	\$5,425	\$467
E092180	Depreciation Community Bank Hs	34	Depreciation	\$5,279	\$5,279	\$4,839	\$4,773	(\$67)
E092298	Depreciation	34	Depreciation	\$9,136	\$9,136	\$8,375	\$10,996	\$2,622
E101298	Depreciation	34	Depreciation	\$706	\$706	\$647	\$639	(\$8)
E107298	Depreciation	34	Depreciation	\$15,477	\$15,477	\$14,187	\$14,166	(\$21)
E110298	Depreciation	34	Depreciation	\$43,151	\$43,151	\$39,555	\$38,540	(\$1,015)
E111298	Depreciation	34	Depreciation	\$39,339	\$39,339	\$36,061	\$35,567	(\$494)
E112298	Depreciation	34	Depreciation	\$70,518	\$70,518	\$64,642	\$64,295	(\$346)
E113298	Depreciation	34	Depreciation	\$143,120	\$143,120	\$131,193	\$142,789	\$11,596
E116298	DEPRECIATION	34	Depreciation	\$1,675	\$1,675	\$1,535	\$1,514	(\$21)
E117298	Depreciation	34	Depreciation	\$13,230	\$13,230	\$12,128	\$70,965	\$58,838
E121298	Depreciation	34	Depreciation	\$2,017,971	\$2,017,971	\$1,849,807	\$1,822,867	(\$26,940)
E122298	Depreciation	34	Depreciation	\$11,940	\$11,940	\$10,945	\$20,629	\$9,684
E126298	Depreciation	34	Depreciation	\$7,382	\$7,382	\$6,767	\$7,342	\$575
E132298	Depreciation	34	Depreciation	\$38,417	\$38,417	\$35,216	\$35,303	\$88
E134298	Depreciation	34	Depreciation	\$63,102	\$63,102	\$57,844	\$57,051	(\$793)
E136298	DEPRECIATION	34	Depreciation	\$2,141	\$2,141	\$1,963	\$13,101	\$11,139
E137298	DEPRECIATION	34	Depreciation	\$8,306	\$8,306	\$7,614	\$8,212	\$598
E139298	DEPRECIATION	34	Depreciation	\$9,014	\$9,014	\$8,263	\$9,680	\$1,417
E142298	Depreciation	34	Depreciation	\$1,238	\$1,238	\$1,135	\$7,381	\$6,247
E143298	Depreciation	34	Depreciation	\$30,187	\$30,187	\$27,671	\$44,045	\$16,374
E144298	Depreciation	34	Depreciation	\$444,159	\$444,159	\$407,146	\$384,069	(\$23,077)
			Depreciation Total	\$3,102,295	\$3,102,295	\$2,843,771	\$2,927,333	\$83,562
E041220	ATO PENALTY AND INTEREST	35	Interest Expenses	\$0	\$0	\$0	\$231	\$231
E042051	INTEREST ON LOAN 1 (ADMINSTRATION	35	Interest Expenses	\$36,259	\$36,259	\$21,989	\$30,991	\$9,001
			Interest Expenses Total	\$36,259	\$36,259	\$21,989	\$31,221	\$9,232
E053010	ESL BUSH FIRE BRIGADES	36	Utilities	\$0	\$0	\$0	\$201	\$201
E136040	WATER SUPPLY (STANDPIPES)	36	Utilities	\$0	\$0	\$0	\$8,052	\$8,052
			Utilities Total	\$0	\$0	\$0	\$8,252	\$8,252
E042160	OTHER EXPENSES	37	Other Expenses	\$0	\$0	\$0	\$648	\$648
			Other Expenses Total	\$0	\$0	\$0	\$648	\$648
E030999	General Admin Allocated	39	Activity Based Costing	\$66,656	\$66,656	\$61,102	\$60,577	(\$524)
E032999	General Admin Allocated	39	Activity Based Costing	\$5,732	\$5,732	\$5,254	\$5,421	\$166
E041999	General Admin Allocated	39	Activity Based Costing	\$111,751	\$111,751	\$102,438	\$101,626	(\$812)
E042999	General Admin Allocated	39	Activity Based Costing	(\$1,454,567)	(\$1,454,567)	(\$1,333,353)	(\$1,324,452)	\$8,901
E051999	General Admin Allocated	39	Activity Based Costing	\$16,014	\$16,014	\$14,680	\$14,572	(\$107)
E052999	General Admin Allocated	39	Activity Based Costing	\$11,184	\$11,184	\$10,252	\$10,165	(\$87)
E053999	General Admin Allocated	39	Activity Based Costing	\$6,354	\$6,354	\$5,825	\$5,804	(\$21)
E074999	General Admin Allocated	39	Activity Based Costing	\$3,215	\$3,215	\$2,947	\$2,922	(\$25)
E075999	General Admin Allocated	39	Activity Based Costing	\$3,215	\$3,215	\$2,947	\$2,911	(\$36)
E076999	General Admin Allocated	39	Activity Based Costing	\$3,215	\$3,215	\$2,947	\$2,911	(\$36)
E077999	General Admin Allocated	39	Activity Based Costing	\$8,880	\$8,880	\$8,140	\$8,063	(\$78)

Shire of Kulin									
STATEMENT OF OPERATING									
(Nature & Type)									
For the period ended 31 May 2023									
COA	Description			Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
				\$	\$	\$	\$	\$	\$
E080999	General Admin Allocated	39	Activity Based Costing	\$4,990	\$4,990	\$4,574	\$4,489	(\$85)	
E082999	General Admin Allocated	39	Activity Based Costing	\$9,794	\$9,794	\$8,978	\$8,850	(\$128)	
E084999	General Admin Allocated	39	Activity Based Costing	\$53,775	\$53,775	\$49,293	\$48,841	(\$452)	
E092999	General Admin Allocated	39	Activity Based Costing	\$11,506	\$11,506	\$10,547	\$10,428	(\$119)	
E101999	General Admin Allocated	39	Activity Based Costing	\$7,482	\$7,482	\$6,858	\$6,746	(\$112)	
E102999	General Admin Allocated	39	Activity Based Costing	\$7,482	\$7,482	\$6,858	\$6,746	(\$112)	
E106999	General Admin Allocated	39	Activity Based Costing	\$13,980	\$13,980	\$12,815	\$12,706	(\$109)	
E107999	General Admin Allocated	39	Activity Based Costing	\$9,532	\$9,532	\$8,737	\$8,764	\$27	
E110999	General Admin Allocated	39	Activity Based Costing	\$10,730	\$10,730	\$9,835	\$9,786	(\$49)	
E111999	General Admin Allocated	39	Activity Based Costing	\$8,171	\$8,171	\$7,490	\$7,420	(\$71)	
E112999	General Admin Allocated	39	Activity Based Costing	\$17,896	\$17,896	\$16,405	\$16,270	(\$135)	
E113999	General Admin Allocated	39	Activity Based Costing	\$16,864	\$16,864	\$15,459	\$15,341	(\$118)	
E116999	General Admin Allocated	39	Activity Based Costing	\$3,636	\$3,636	\$3,333	\$3,305	(\$28)	
E117999	GENERAL ADMIN ALLOCATED	39	Activity Based Costing	\$15,301	\$15,301	\$14,026	\$13,928	(\$98)	
E122999	General Admin Allocated	39	Activity Based Costing	\$643,018	\$643,018	\$589,433	\$585,922	(\$3,511)	
E123999	General Admin Allocated	39	Activity Based Costing	\$18,654	\$18,654	\$17,100	\$16,947	(\$153)	
E126999	General Admin Allocated	39	Activity Based Costing	\$2,936	\$2,936	\$2,691	\$2,648	(\$44)	
E131999	General Admin Allocated	39	Activity Based Costing	\$3,215	\$3,215	\$2,947	\$2,911	(\$36)	
E132999	General Admin Allocated	39	Activity Based Costing	\$62,199	\$62,199	\$57,016	\$56,601	(\$414)	
E133999	General Admin Allocated	39	Activity Based Costing	\$12,116	\$12,116	\$11,106	\$10,944	(\$162)	
E134999	General Admin Allocated	39	Activity Based Costing	\$63,823	\$63,823	\$58,504	\$57,847	(\$657)	
E136999	General Admin Allocated	39	Activity Based Costing	\$15,423	\$15,423	\$14,138	\$13,957	(\$182)	
E137999	General Admin Allocated	39	Activity Based Costing	\$7,426	\$7,426	\$6,807	\$6,706	(\$101)	
E138999	General Admin Allocated	39	Activity Based Costing	\$21,309	\$21,309	\$19,533	\$19,331	(\$203)	
E139999	GENERAL ADMIN ALLOCATED	39	Activity Based Costing	\$23,811	\$23,811	\$21,827	\$21,711	(\$116)	
E141999	General Admin Allocated	39	Activity Based Costing	\$7,050	\$7,050	\$6,462	\$6,405	(\$57)	
E142999	General Admin Allocated	39	Activity Based Costing	\$4,473	\$4,473	\$4,100	\$4,076	(\$24)	
E143999	General Admin Allocated	39	Activity Based Costing	\$114,193	\$114,193	\$104,677	\$104,586	(\$91)	
E144999	General Admin Allocated	39	Activity Based Costing	\$27,566	\$27,566	\$25,269	\$25,269	(\$0)	
			Activity Based Costing Total	(\$0)	(\$0)	(\$0)	\$0	\$0	
E042046	STAFF HOUSING	41	Overheads	\$6,999	\$6,999	\$6,416	\$7,193	\$776	
E042050	OFFICE MAINTENANCE	41	Overheads	\$2,544	\$2,544	\$2,332	\$689	(\$1,643)	
E051070	SUNDRY FIRE PREVENTION COSTS	41	Overheads	\$0	\$0	\$0	\$1,633	\$1,633	
E052010	Dog Control Costs	41	Overheads	\$0	\$0	\$0	\$25	\$25	
E052020	CAT CONTROL COSTS	41	Overheads	\$0	\$0	\$0	\$51	\$51	
E053051	EMERGENCY BUILDING MAINTENANCE	41	Overheads	\$2,544	\$2,544	\$2,332	\$588	(\$1,744)	
E075020	Mosquito Control	41	Overheads	\$840	\$840	\$770	\$231	(\$539)	
E077020	MEDICAL CENTRE	41	Overheads	\$0	\$0	\$0	\$129	\$129	
E080100	Contribution to School	41	Overheads	\$3,362	\$3,362	\$3,082	\$5,106	\$2,024	
E084011	Salaries - Building Maintenance	41	Overheads	\$0	\$0	\$0	\$0	\$0	
E084012	SALARIES - GARDENING	41	Overheads	\$2,212	\$2,212	\$2,028	\$1,961	(\$66)	
E084070	REPAIRS & MAINTENANCE	41	Overheads	\$1,138	\$1,138	\$1,043	\$1,362	\$319	
E092050	OTHER HOUSING MAINTENANCE	41	Overheads	\$669	\$669	\$614	\$186	(\$428)	
E092060	KULIN RETIREMENT HOMES	41	Overheads	\$8,604	\$8,604	\$7,887	\$6,652	(\$1,236)	
E092148	GEHA HOUSING - COSTS	41	Overheads	\$3,551	\$3,551	\$3,255	\$3,321	\$66	
E092150	JOINT VENTURE HOUSING - COSTS	41	Overheads	\$13,212	\$13,212	\$12,111	\$5,237	(\$6,874)	
E092170	COMMUNITY BANK HOUSE COSTS	41	Overheads	\$1,138	\$1,138	\$1,043	\$3,003	\$1,960	
E101020	DOMESTIC REFUSE COLLECTION	41	Overheads	\$2,212	\$2,212	\$2,028	\$3,449	\$1,422	
E101021	DUDININ REFUSE COLLECTION	41	Overheads	\$1,659	\$1,659	\$1,521	\$1,747	\$226	
E101030	REFUSE SITE MAINTENANCE	41	Overheads	\$17,917	\$17,917	\$16,424	\$18,921	\$2,497	
E102020	Commercial Refuse Collection	41	Overheads	\$8,627	\$8,627	\$7,908	\$8,188	\$280	
E102030	Drum Muster	41	Overheads	\$442	\$442	\$406	\$131	(\$275)	
E104010	Urban Stormwater Drainage	41	Overheads	\$0	\$0	\$0	\$1,968	\$1,968	
E105051	Reinstatement of Gravel Pits	41	Overheads	\$270	\$270	\$248	\$0	(\$248)	
E107031	KULIN CEMETERY	41	Overheads	\$1,150	\$1,150	\$1,054	\$1,386	\$332	
E107032	DUDININ CEMETERY	41	Overheads	\$0	\$0	\$0	\$1,091	\$1,091	
E107033	Pingaring Cemetery	41	Overheads	\$0	\$0	\$0	\$1,118	\$1,118	
E107050	PUBLIC CONVENIENCES	41	Overheads	\$0	\$0	\$0	\$681	\$681	
E107052	PUBLIC CONVENIENCES DUDININ	41	Overheads	\$1,150	\$1,150	\$1,054	\$1,439	\$385	
E107053	PUBLIC CONVENIENCES PINGARING	41	Overheads	\$0	\$0	\$0	\$221	\$221	
E107060	WAR MEMORIAL	41	Overheads	\$1,150	\$1,150	\$1,054	\$149	(\$905)	
E111021	MEMORIAL HALL	41	Overheads	\$1,138	\$1,138	\$1,043	\$1,103	\$60	
E111031	PINGARING HALL	41	Overheads	\$0	\$0	\$0	\$309	\$309	
E112021		41	Overheads	\$0	\$0	\$0	\$399	\$399	
E112026	MAINTENANCE	41	Overheads	\$7,631	\$7,631	\$6,995	\$7,183	\$188	
E112029	STAFF HOUSING	41	Overheads	\$1,138	\$1,138	\$1,043	\$101	(\$942)	
E113137	DAM EXPENSES	41	Overheads	\$0	\$0	\$0	\$38	\$38	
E113270	REPAIRS AND MAINTENANCE	41	Overheads	\$10,285	\$10,285	\$9,428	\$2,262	(\$7,166)	
E113310	WAGES - BAR STAFF CASUALS	41	Overheads	\$0	\$0	\$0	\$2,112	\$2,112	
E113315	EVENTS	41	Overheads	\$0	\$0	\$0	\$1,746	\$1,746	
E113320	WAGES - CLEANER	41	Overheads	\$0	\$0	\$0	\$25	\$25	
E113331	BOWLING GREENS	41	Overheads	\$221	\$221	\$203	\$358	\$155	
E113332	OVAL	41	Overheads	\$12,166	\$12,166	\$11,152	\$16,123	\$4,971	
E113333	GOLF TENNIS PAVILION	41	Overheads	\$4,424	\$4,424	\$4,055	\$6,522	\$2,466	
E113334	GOLF COURSE	41	Overheads	\$5,530	\$5,530	\$5,069	\$6,217	\$1,148	
E117029	OFFICE GARDENS	41	Overheads	\$11,060	\$11,060	\$10,138	\$11,121	\$983	
E117030	PUBLIC PARKS GDNS & RESERVES	41	Overheads	\$43,730	\$43,730	\$40,086	\$46,836	\$6,750	
E117031	RESERVES - OTHER	41	Overheads	\$7,742	\$7,742	\$7,097	\$8,657	\$1,560	
E117052	DUDININ SPORTSGROUND	41	Overheads	\$0	\$0	\$0	\$355	\$355	
E117056	OTHER SPORTING CLUBS	41	Overheads	\$0	\$0	\$0	\$56	\$56	
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGF	41	Overheads	\$0	\$0	\$0	\$237	\$237	
E117520	PINGARING GOLF CLUB	41	Overheads	\$0	\$0	\$0	\$344	\$344	
E121602	Traffic Signs	41	Overheads	\$0	\$0	\$0	\$27	\$27	
E122010	ROAD MAINTENANCE	41	Overheads	\$52,694	\$52,694	\$48,300	\$144,494	\$96,194	
E122022	FLOOD DAMAGE - NORMAL	41	Overheads	\$0	\$0	\$0	\$5,260	\$5,260	
E122121	KULIN DEPOT	41	Overheads	\$13,336	\$13,336	\$12,224	\$16,991	\$4,767	

Shire of Kulin									
STATEMENT OF OPERATING									
(Nature & Type)									
For the period ended 31 May 2023									
COA	Description			Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
				\$	\$	\$	\$	\$	\$
E122122	HOLT ROCK DEPOT	41	Overheads	\$669	\$669	\$614	\$262	(\$352)	
E122150	STREET LIGHTING	41	Overheads	\$1,106	\$1,106	\$1,014	\$945	(\$69)	
E122160	Street Cleaning	41	Overheads	\$1,548	\$1,548	\$1,419	\$1,414	(\$5)	
E122161	DUDININ CLEANING	41	Overheads	\$2,212	\$2,212	\$2,028	\$1,179	(\$849)	
E122180	Street Trees	41	Overheads	\$2,212	\$2,212	\$2,028	\$1,201	(\$826)	
E122190	Streetscape Maintenance	41	Overheads	\$4,866	\$4,866	\$4,461	\$12,804	\$8,343	
E126280	Airstrip Maintenance	41	Overheads	\$442	\$442	\$406	\$1,731	\$1,326	
E131040	Noxious Weeds/Pest Plants	41	Overheads	\$1,106	\$1,106	\$1,014	\$0	(\$1,014)	
E132030	CARAVAN PARK	41	Overheads	\$11,180	\$11,180	\$10,248	\$14,744	\$4,496	
E132040	KULIN HOSTEL	41	Overheads	\$1,138	\$1,138	\$1,043	\$1,236	\$193	
E132060	Tidy Towns	41	Overheads	\$0	\$0	\$0	\$13	\$13	
E132100	Tourism & Area Promotion	41	Overheads	\$0	\$0	\$0	\$116	\$116	
E134135	EVENTS	41	Overheads	\$0	\$0	\$0	\$38	\$38	
E136040	WATER SUPPLY (STANDPIPES)	41	Overheads	\$0	\$0	\$0	\$474	\$474	
E137060	BUILDING MAINTENANCE	41	Overheads	\$0	\$0	\$0	\$127	\$127	
E138015	BLAZING SWAN EXPENDITURE	41	Overheads	\$1,106	\$1,106	\$1,014	\$555	(\$458)	
E138040	BUSH RACES CONTRIBUTION	41	Overheads	\$5,530	\$5,530	\$5,069	\$6,777	\$1,708	
E139050	MAINTENANCE & REPAIRS	41	Overheads	\$1,106	\$1,106	\$1,014	\$1,402	\$388	
E141010	PRIVATE WORKS	41	Overheads	\$6,940	\$6,940	\$6,361	\$3,821	(\$2,540)	
E143090	Award Allowances	41	Overheads	\$0	\$0	\$0	\$563	\$563	
E143125	STAFF HOUSING	41	Overheads	\$10,346	\$10,346	\$9,484	\$15,000	\$5,516	
E143140	Seminar Expenses	41	Overheads	\$0	\$0	\$0	\$3,199	\$3,199	
E143150	HEALTH & SAFETY PROGRAM	41	Overheads	\$0	\$0	\$0	\$721	\$721	
E143290	ALLOCATED TO WORKS & SERVICES	41	Overheads	(\$955,985)	(\$955,985)	(\$879,856)	(\$874,905)	\$4,952	
E144000	Plant Repair Wages	41	Overheads	\$78,089	\$78,089	\$71,581	\$50,682	(\$20,900)	
E144010	Parts & Repairs	41	Overheads	\$5,530	\$5,530	\$5,069	\$15,082	\$10,013	
E144700	PLANT OPERATION COSTS	41	Overheads	\$0	\$0	\$0	\$39	\$39	
			Overheads Total	(\$568,374)	(\$568,374)	(\$524,549)	(\$384,051)	\$140,498	
E042046	STAFF HOUSING	42	Plant Operating Costs	\$0	\$0	\$0	\$468	\$468	
E042053	CEO VEHICLE COSTS	42	Plant Operating Costs	\$10,000	\$23,000	\$21,087	\$21,666	\$579	
E042054	DCEO VEHICLE COSTS	42	Plant Operating Costs	\$10,000	\$10,000	\$9,167	\$4,393	(\$4,774)	
E051070	SUNDRY FIRE PREVENTION COSTS	42	Plant Operating Costs	\$0	\$0	\$0	\$1,556	\$1,556	
E053051	EMERGENCY BUILDING MAINTENANCE	42	Plant Operating Costs	\$500	\$500	\$458	\$0	(\$458)	
E053700	Plant Operation Costs	42	Plant Operating Costs	\$2,000	\$2,000	\$1,917	\$6,022	\$4,105	
E075020	Mosquito Control	42	Plant Operating Costs	\$500	\$500	\$458	\$0	(\$458)	
E080100	Contribution to School	42	Plant Operating Costs	\$1,000	\$1,000	\$917	\$687	(\$230)	
E084012	SALARIES - GARDENING	42	Plant Operating Costs	\$0	\$0	\$0	\$15	\$15	
E092050	OTHER HOUSING MAINTENANCE	42	Plant Operating Costs	\$0	\$0	\$0	\$0	\$0	
E092060	KULIN RETIREMENT HOMES	42	Plant Operating Costs	\$0	\$0	\$0	\$145	\$145	
E092170	COMMUNITY BANK HOUSE COSTS	42	Plant Operating Costs	\$0	\$0	\$0	\$913	\$913	
E101020	DOMESTIC REFUSE COLLECTION	42	Plant Operating Costs	\$0	\$0	\$0	\$130	\$130	
E101030	REFUSE SITE MAINTENANCE	42	Plant Operating Costs	\$500	\$500	\$458	\$1,141	\$683	
E105051	Reinstatement of Gravel Pits	42	Plant Operating Costs	\$843	\$843	\$773	\$0	(\$773)	
E107031	KULIN CEMETERY	42	Plant Operating Costs	\$2,000	\$2,000	\$1,833	\$276	(\$1,557)	
E107032	DUDININ CEMETERY	42	Plant Operating Costs	\$0	\$0	\$0	\$361	\$361	
E107033	Pingaring Cemetery	42	Plant Operating Costs	\$0	\$0	\$0	\$380	\$380	
E112026	MAINTENANCE	42	Plant Operating Costs	\$0	\$0	\$0	\$497	\$497	
E113331	BOWLING GREENS	42	Plant Operating Costs	\$0	\$0	\$0	\$50	\$50	
E113332	OVAL	42	Plant Operating Costs	\$2,000	\$2,000	\$1,833	\$1,404	(\$429)	
E113333	GOLF TENNIS PAVILION	42	Plant Operating Costs	\$0	\$0	\$0	\$245	\$245	
E113334	GOLF COURSE	42	Plant Operating Costs	\$7,000	\$7,000	\$6,417	\$2,070	(\$4,347)	
E113701	PLANT OPERATION COSTS	42	Plant Operating Costs	\$3,000	\$3,000	\$2,750	\$6,379	\$3,629	
E117029	OFFICE GARDENS	42	Plant Operating Costs	\$250	\$250	\$229	\$0	(\$229)	
E117030	PUBLIC PARKS GDNS & RESERVES	42	Plant Operating Costs	\$1,500	\$1,500	\$1,375	\$255	(\$1,120)	
E121602	Traffic Signs	42	Plant Operating Costs	\$0	\$0	\$0	\$30	\$30	
E122010	ROAD MAINTENANCE	42	Plant Operating Costs	\$510,009	\$510,009	\$467,512	\$340,983	(\$126,529)	
E122022	FLOOD DAMAGE - NORMAL	42	Plant Operating Costs	\$0	\$0	\$0	\$17,412	\$17,412	
E122121	KULIN DEPOT	42	Plant Operating Costs	\$0	\$0	\$0	\$355	\$355	
E122122	HOLT ROCK DEPOT	42	Plant Operating Costs	\$0	\$0	\$0	\$50	\$50	
E122190	Streetscape Maintenance	42	Plant Operating Costs	\$0	\$0	\$0	\$143	\$143	
E126280	Airstrip Maintenance	42	Plant Operating Costs	\$0	\$0	\$0	\$437	\$437	
E132030	CARAVAN PARK	42	Plant Operating Costs	\$0	\$0	\$0	\$470	\$470	
E132100	Tourism & Area Promotion	42	Plant Operating Costs	\$0	\$0	\$0	\$105	\$105	
E136040	WATER SUPPLY (STANDPIPES)	42	Plant Operating Costs	\$0	\$0	\$0	\$500	\$500	
E138015	BLAZING SWAN EXPENDITURE	42	Plant Operating Costs	\$0	\$0	\$0	\$364	\$364	
E138040	BUSH RACES CONTRIBUTION	42	Plant Operating Costs	\$5,000	\$5,000	\$4,583	\$5,172	\$589	
E141010	PRIVATE WORKS	42	Plant Operating Costs	\$7,200	\$7,200	\$6,600	\$10,182	\$3,582	
E142700	Plant Operation Costs	42	Plant Operating Costs	\$6,000	\$6,000	\$5,500	\$8,251	\$2,751	
E143095	WORKS MANAGER, WORKS SUPERVISOR	42	Plant Operating Costs	\$20,000	\$20,000	\$18,333	\$36,010	\$17,676	
E143125	STAFF HOUSING	42	Plant Operating Costs	\$0	\$0	\$0	\$760	\$760	
E144010	Parts & Repairs	42	Plant Operating Costs	\$0	\$0	\$0	\$1,405	\$1,405	
E144290	ALLOCATED TO WORKS & SERVICES	42	Plant Operating Costs	(\$1,093,097)	(\$1,093,097)	(\$1,007,792)	(\$744,909)	\$262,883	
E148299	LESS DEPRECIATION ALLOCATED	42	Plant Operating Costs	(\$444,159)	(\$444,159)	(\$407,146)	(\$371,499)	\$35,647	
			Plant Operating Costs Total	(\$947,953)	(\$934,953)	(\$862,736)	(\$644,727)	\$218,010	
E122010	ROAD MAINTENANCE	44	Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	
			Non-Operating Expenses Total	\$0	\$0	\$0	\$0	\$0	
E042297	LOSS ON SALE OF ASSET	45	Loss Asset Disposal	\$0	\$36,730	\$36,730	\$36,730	\$0	
E123297	LOSS ON SALE OF ASSET	45	Loss Asset Disposal	\$32,100	\$32,100	\$32,100	\$61	(\$32,039)	
E139297	LOSS ON SALE OF ASSET	45	Loss Asset Disposal	\$0	\$0	\$0	\$35,431	\$35,431	
			Loss Asset Disposal Total	\$32,100	\$68,830	\$68,830	\$72,222	\$3,392	
E042049	CEO UTILITIES	47	Telephone & Internet	\$1,250	\$1,250	\$1,146	\$2,415	\$1,269	
E042080	TELEPHONE	47	Telephone & Internet	\$13,400	\$13,400	\$12,283	\$9,193	(\$3,090)	
E051040	OFFICE EXPENSES	47	Telephone & Internet	\$0	\$0	\$0	\$3,368	\$3,368	
E053010	ESL BUSH FIRE BRIGADES	47	Telephone & Internet	\$0	\$0	\$0	\$955	\$955	
E077020	MEDICAL CENTRE	47	Telephone & Internet	\$3,000	\$3,000	\$2,750	\$1,961	(\$789)	
E084080	TELEPHONE	47	Telephone & Internet	\$1,000	\$1,000	\$917	\$384	(\$533)	

Shire of Kulin									
STATEMENT OF OPERATING									
(Nature & Type)									
For the period ended 31 May 2023									
COA	Description			Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
				\$	\$	\$	\$	\$	\$
E112030	TELEPHONE	47	Telephone & Internet	\$1,800	\$1,800	\$1,650	\$1,154	(\$496)	
E113290	TELEPHONE	47	Telephone & Internet	\$2,100	\$2,100	\$1,925	\$1,726	(\$199)	
E113332	OVAL	47	Telephone & Internet	\$0	\$0	\$0	\$174	\$174	
E122122	HOLT ROCK DEPOT	47	Telephone & Internet	\$400	\$400	\$367	\$349	(\$17)	
E132030	CARAVAN PARK	47	Telephone & Internet	\$500	\$500	\$458	\$394	(\$64)	
E134060	TELEPHONE	47	Telephone & Internet	\$1,500	\$1,500	\$1,375	\$1,187	(\$188)	
E139040	IT MAINTENANCE	47	Telephone & Internet	\$0	\$0	\$0	\$1,099	\$1,099	
E139050	MAINTENANCE & REPAIRS	47	Telephone & Internet	\$600	\$600	\$550	\$239	(\$311)	
E143030	OFFICE EXPENSES	47	Telephone & Internet	\$2,500	\$2,500	\$2,292	\$1,271	(\$1,021)	
E144061	TELEPHONE	47	Telephone & Internet	\$2,400	\$2,400	\$2,200	\$1,166	(\$1,034)	
			Telephone & Internet Total	\$30,450	\$30,450	\$27,913	\$27,034	(\$878)	
E042046	STAFF HOUSING	48	Electricity	\$8,500	\$8,500	\$7,792	\$3,973	(\$3,819)	
E042049	CEO UTILITIES	48	Electricity	\$0	\$0	\$0	\$3,149	\$3,149	
E042180	UTILITIES	48	Electricity	\$3,500	\$3,500	\$3,208	\$3,344	\$136	
E077020	MEDICAL CENTRE	48	Electricity	\$3,800	\$3,800	\$3,483	\$2,969	(\$515)	
E084040	ELECTRICITY/GAS/WATER	48	Electricity	\$5,500	\$5,500	\$5,042	\$2,772	(\$2,270)	
E092050	OTHER HOUSING MAINTENANCE	48	Electricity	\$1,500	\$1,500	\$1,375	\$891	(\$484)	
E092150	JOINT VENTURE HOUSING - COSTS	48	Electricity	\$1,000	\$1,000	\$917	\$1,619	\$703	
E092170	COMMUNITY BANK HOUSE COSTS	48	Electricity	\$0	\$0	\$0	\$342	\$342	
E107050	PUBLIC CONVENIENCES	48	Electricity	\$2,000	\$2,000	\$1,833	\$2,445	\$611	
E107052	PUBLIC CONVENIENCES DUDININ	48	Electricity	\$550	\$550	\$504	\$529	\$25	
E107053	PUBLIC CONVENIENCES PINGARING	48	Electricity	\$1,000	\$1,000	\$917	\$637	(\$280)	
E111021	MEMORIAL HALL	48	Electricity	\$2,000	\$2,000	\$1,833	\$1,381	(\$453)	
E111031	PINGARING HALL	48	Electricity	\$500	\$500	\$458	\$0	(\$458)	
E111032	DUDININ HALL	48	Electricity	\$900	\$900	\$825	\$0	(\$825)	
E112024	ELECTRICITY	48	Electricity	\$39,000	\$39,000	\$38,000	\$38,892	\$892	
E113180	ELECTRICITY	48	Electricity	\$15,000	\$15,000	\$13,750	\$18,101	\$4,351	
E113332	OVAL	48	Electricity	\$4,500	\$4,500	\$4,125	\$4,190	\$65	
E122121	KULIN DEPOT	48	Electricity	\$3,500	\$3,500	\$3,208	\$3,962	\$754	
E122122	HOLT ROCK DEPOT	48	Electricity	\$1,000	\$1,000	\$917	\$1,021	\$105	
E122150	STREET LIGHTING	48	Electricity	\$20,000	\$20,000	\$18,333	\$16,923	(\$1,410)	
E132030	CARAVAN PARK	48	Electricity	\$9,000	\$9,000	\$8,250	\$6,127	(\$2,123)	
E132040	KULIN HOSTEL	48	Electricity	\$1,500	\$1,500	\$1,375	\$588	(\$787)	
E132050	INFORMATION BAY	48	Electricity	\$400	\$400	\$367	\$284	(\$82)	
E134070	ELECTRICITY	48	Electricity	\$3,500	\$3,500	\$3,208	\$3,800	\$592	
E136040	WATER SUPPLY (STANDPIPES)	48	Electricity	\$0	\$0	\$0	\$3,184	\$3,184	
E137050	ELECTRICITY	48	Electricity	\$2,500	\$2,500	\$2,292	\$2,172	(\$120)	
E139050	MAINTENANCE & REPAIRS	48	Electricity	\$1,500	\$1,500	\$1,375	\$1,600	\$225	
E143125	STAFF HOUSING	48	Electricity	\$11,100	\$11,100	\$10,175	\$12,209	\$2,034	
			Electricity Total	\$143,250	\$143,250	\$133,563	\$137,105	\$3,542	
E042046	STAFF HOUSING	49	Water	\$7,000	\$7,000	\$6,417	\$6,009	(\$407)	
E042180	UTILITIES	49	Water	\$1,300	\$1,300	\$1,192	\$1,060	(\$132)	
E051070	SUNDRY FIRE PREVENTION COSTS	49	Water	\$0	\$0	\$0	\$12	\$12	
E053051	EMERGENCY BUILDING MAINTENANCE	49	Water	\$650	\$650	\$596	\$377	(\$219)	
E077020	MEDICAL CENTRE	49	Water	\$500	\$500	\$458	\$348	(\$111)	
E084040	ELECTRICITY/GAS/WATER	49	Water	\$0	\$0	\$0	\$2,505	\$2,505	
E092050	OTHER HOUSING MAINTENANCE	49	Water	\$1,500	\$1,500	\$1,375	\$3,881	\$2,506	
E092148	GEHA HOUSING - COSTS	49	Water	\$5,100	\$5,100	\$4,675	\$5,019	\$344	
E092150	JOINT VENTURE HOUSING - COSTS	49	Water	\$16,000	\$16,000	\$14,667	\$13,778	(\$888)	
E092170	COMMUNITY BANK HOUSE COSTS	49	Water	\$7,000	\$7,000	\$6,417	\$2,489	(\$3,928)	
E107052	PUBLIC CONVENIENCES DUDININ	49	Water	\$200	\$200	\$183	\$84	(\$100)	
E107053	PUBLIC CONVENIENCES PINGARING	49	Water	\$200	\$200	\$183	\$89	(\$94)	
E107060	WAR MEMORIAL	49	Water	\$500	\$500	\$458	\$366	(\$92)	
E111021	MEMORIAL HALL	49	Water	\$500	\$500	\$458	\$51	(\$408)	
E111031	PINGARING HALL	49	Water	\$300	\$300	\$275	\$0	(\$275)	
E111032	DUDININ HALL	49	Water	\$240	\$240	\$220	\$61	(\$159)	
E112025	WATER	49	Water	\$15,700	\$15,700	\$14,800	\$8,341	(\$6,459)	
E112029	STAFF HOUSING	49	Water	\$5,000	\$5,000	\$4,583	\$2,736	(\$1,848)	
E113332	OVAL	49	Water	\$10,000	\$10,000	\$9,167	\$5,240	(\$3,927)	
E116100	KULIN MUSEUM	49	Water	\$400	\$400	\$367	\$265	(\$102)	
E117029	OFFICE GARDENS	49	Water	\$500	\$500	\$458	\$429	(\$30)	
E117030	PUBLIC PARKS GDNS & RESERVES	49	Water	\$3,000	\$3,000	\$2,750	\$3,490	\$740	
E117052	DUDININ SPORTSGROUND	49	Water	\$1,500	\$1,500	\$1,375	\$764	(\$611)	
E122121	KULIN DEPOT	49	Water	\$600	\$600	\$550	\$862	\$312	
E122122	HOLT ROCK DEPOT	49	Water	\$600	\$600	\$550	\$0	(\$550)	
E132030	CARAVAN PARK	49	Water	\$0	\$0	\$0	\$5,953	\$5,953	
E132040	KULIN HOSTEL	49	Water	\$5,000	\$5,000	\$4,583	\$338	(\$4,245)	
E132050	INFORMATION BAY	49	Water	\$0	\$0	\$0	\$16	\$16	
E136040	WATER SUPPLY (STANDPIPES)	49	Water	\$58,000	\$58,000	\$53,167	\$11,357	(\$41,810)	
E137040	WATER	49	Water	\$1,600	\$1,600	\$1,467	\$1,286	(\$180)	
E143125	STAFF HOUSING	49	Water	\$28,400	\$28,400	\$26,033	\$20,112	(\$5,922)	
E144050	WATER USAGE	49	Water	\$1,500	\$1,500	\$1,375	\$288	(\$1,087)	
			Water Total	\$172,790	\$172,790	\$158,799	\$97,607	(\$61,193)	
E042046	STAFF HOUSING	50	Gas	\$1,500	\$1,500	\$1,375	\$710	(\$665)	
E092050	OTHER HOUSING MAINTENANCE	50	Gas	\$0	\$0	\$0	\$73	\$73	
E092150	JOINT VENTURE HOUSING - COSTS	50	Gas	\$1,000	\$1,000	\$917	\$994	\$77	
E112023	CHEMICALS	50	Gas	\$4,502	\$4,502	\$4,125	\$0	(\$4,125)	
E113210	GAS SUPPLIES	50	Gas	\$1,870	\$1,870	\$1,714	\$1,099	(\$615)	
E113333	GOLF TENNIS PAVILION	50	Gas	\$0	\$0	\$0	\$66	\$66	
E132040	KULIN HOSTEL	50	Gas	\$1,500	\$1,500	\$1,375	\$760	(\$615)	
E143125	STAFF HOUSING	50	Gas	\$2,000	\$2,000	\$1,833	\$3,174	\$1,340	
			Gas Total	\$12,372	\$12,372	\$11,339	\$6,874	(\$4,465)	
E113240	LICENCING COSTS	51	Licensing	\$1,365	\$1,365	\$1,251	\$0	(\$1,251)	
E142105	LICENSING & INSURANCE	51	Licensing	\$350	\$350	\$0	\$0	\$0	
E144015	INSURANCE & LICENCE	51	Licensing	\$20,000	\$20,000	\$20,000	\$17,666	(\$2,334)	
1074410	OTHER LICENSES	51	Licensing	\$0	\$0	\$0	\$0	\$0	

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 31 May 2023								
COA	Description		Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	\$	\$
			\$21,715	\$21,715	\$21,251	\$17,666	(\$3,585)	
			Grand Total	(\$3,017,443)	(\$2,969,634)	(\$2,977,976)	(\$2,245,716)	\$732,260
						(\$2,245,716)		
						(\$0)		

Local Emergency Management Arrangements



SHIRE OF KULIN EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Shire of Kulin Local Emergency Management Committee (LEMC) and the Shire of Kulin. The Arrangements have been tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee.

.....

Chairperson
Kulin LEMC

.....

Date

.....

Endorsed by Council

<insert resolution number>

.....

Date

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Appendix List

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Appendix 2 - Resources Log

Appendix 3 - Maps

Appendix 4 - Recovery Plan

Distribution List

Copies of this plan (hard copy and/or electronic) will be distributed to:

- Shire of Kulin – Office
- Shire of Kulin - Depot
- Shire of Kulin - Admin (website)
- Shire of Kulin - Shire President
- Shire of Kulin – Deputy President
- LEMC Members
- Kulin Volunteer Fire & Rescue
- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- Kulin Police
- Kulin Volunteer St John Ambulance
- Department of Communities (Child Protection)
- Kulin Community Resource Centre
- Kulin Health Centre
- Kulin District High School

Amendment Record

No.	Date	Amendment Details	By
1	July 2014	Review	Kulin LEMC
2	July 2019	Review	Kulin LEMC
3	May 2023	LEMA updated with SEM Model Guidelines	Kulin LEMC
4			
5			
6			
7			
8			
9			
10			
11			
12			

General acronyms used in these arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
Communities	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

INTRODUCTION

1.1 Community Consultation

The Shire of Kulin and the community, through agency and emergency service representatives were involved in the Local Emergency Management Arrangement preparations. The final plan prepared and adopted by the Kulin LEMC and Council will be distributed to a variety of agencies. Service and Community Groups consulted in the process include Police, Ambulance, Health Services, DFES, Fire & Rescue, Fire Control Officers & Brigades, Councillors, Shire Works Staff and Environmental Health Officer.

1.2 Document Availability

Copies of the Shire of Kulin's Local Emergency Management Arrangements can be found at:

- Shire of Kulin Administration Building, 38 Johnston St, Kulin
- Shire's Website in PDF format
- Stakeholder and LEMC agencies and organisations
- Related committees
- DFES Regional Office
- District Emergency Management Committee
- State Emergency Management Committee

Electronic copies are provided in the first instance, hard copies available on request.

1.3 Area Covered

The Shire of Kulin is located 284kms from Perth in the Eastern Wheatbelt and encompasses the towns of Kulin, Pingaring, Dudinin and Holt Rock. The Shire is 4,790km² in size, mainly agricultural, has 441 dwellings and currently has a population of approximating 700. The following assets/infrastructure are included in this area –

- Kulin Townsite
- Dudinin Townsite
- Pingaring Townsite
- Police/Fire Communications Tower
- Ambulance Tower
- Water Corp / Telstra
- Gorge Rock Lake Grace Rd
- Williams Kondinin Rd
- Railway Line Kulin to Narrogin – *not currently in use*
- Kulin Airstrip
- Varley Airstrip
- Local Government infrastructure
- CBH
- Water Catchment

Adjoining Local Authorities

Shire of Kondinin – to the north and east

Shire of Corrigin – to the west

Shire of Wickepin – to the west

Shire of Dumbleyung – to the south

Shire of Lake Grace – to the south

Access

The major access roads to the Shire of Kulin from Perth are Gorge Rock Lake Grace via Brookton and Williams Kondinin Road via Narrogin.

Topography

The Shire of Kulin is made up of pockets of bushland and farmland with terrain ranging from gentle sloping to steep rocky inclines of varied aspects. There are a significant number of bushland reserves within the shire. In addition to this there are a number of privately owned pockets of bushland with significant fuel loading.

1.4 Aim

The aim of the Shire of Kulin Local Emergency Management Arrangements is to detail emergency management plans, procedures and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire.

1.5 Purpose

The purpose of these emergency management arrangements is to set out:

- a) the local government's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate" (s41(2) of the EM Act).

1.6 Scope

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plans.

Furthermore:

- a) This document applies to the local government district of the Shire of Kulin;
- b) This document covers areas where the Shire of Kulin (Local Government) provides support to HMA's in the event of an incident;
- c) This document details the Shire of Kulin's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Kulin's responsibilities in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

RELATED DOCUMENTS & ARRANGMENTS

2.1 Local Emergency Management Policies

There are no current Emergency Management Policies within the Shire of Kulin

2.2 Existing Incident Plans & Arrangements

Incident Type	Agency	Responsibility	Date
Road Crash	WA Police	Kulin Police	
Land Search & Rescue	WA Police / SES	Kulin Police	
Air Transport Emergency	WA Police	Kulin Police	
State Managed Reserves	Dept Bio Cons & Attract	Dept Bio Cons & Attract	
Fire	DFES	DFES	
Terrorist (Security)	WA Police	Kulin Police	
Flood	DFES / SES	DFES	
Emergency Animal Disease	DPIRD	DPIRD	
Human Epidemic	Health Dept	Health Dept	
Clandestine Drug Laboratory	WA Police	Kulin Police	
Evacuation Checklist	WA Police	Kulin Police	

2.3 The following Local Hazard Plans have been prepared by the WA Police

- Road Crash
- Land Search
- Air Crash

Appendix 1

2.4 Arrangements, Understandings & Commitments

2.4.1 Emergency Services MOU

This agreement sets out a basic framework for cooperation between Local Governments in this area to promote cooperation in a disaster event which affects one or more of the partnering Local Governments. The purpose is to facilitate the provision of mutual aid between partnering LGs during emergencies and post incident recovery and to enhance the capacity of our communities to cope in times of difficulty.

2.4.2 Special Considerations

- Seasonal conditions Bushfires
- Lack of communication in certain areas
- Absentee land owners
- Events held at the Kulin Bush Races site, including Kulin Bush Races (October) & Blazing Swan (Easter Weekend)
- Severe Storm & Flooding (year round)

2.4.3 Resources

Refer to Resources Log

Appendix 2

ROLES & RESPONSIBILITIES

3.1 Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Shire of Kulin are defined in section 36 of the EM Act .
Local emergency coordinator	The responsibilities of the LEC are defined in section 37 of the EM Act .
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG welfare liaison officer	During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

3.2 LEMC Roles and Responsibilities

The Shire of Kulin has established a Local Emergency Management Committee (LEMC) under section 38(1) of the EM Act to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans
- providing a multi-agency forum to analyse and treat local risk
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The LEMC Chairperson should provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken

Local role	Local Representation	Current Member
LEMC Chair	Shire of Kulin CEO	Alan Leeson
Committee	Shire of Kulin Council Representative	Jarron Noble
	Shire of Kulin Staff Representative	Judd Hobson
	DFES Narrogin Representative	Gavin Stevens
	Captain Kulin Fire & Rescue	Craig McInnes
	Chief Bush Fire Control Officer	Rod Diery
	Kulin Police Officer	Andy Dunn
	St John Ambulance Representative	Brendon Sloggett
	WACHS Kondinin Hospital	Gabrielle Sweeeny
	Kulin District High School	Garry Walker

3.3 Agency roles and responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Agency role	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [s. 4 EM Act]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s. 55 EM Act] • Declare / revoke emergency situation [s. 50 & 53 EM Act] • Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5] <p>Ensure effective transition to recovery by local government</p>
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>

MANAGING RISK

4.1 Emergency Risk Management

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in State EM Policy section 3.2.

These arrangements are based on the premise that the HMA responsible for the risks outlined will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's and Combat agencies may require Shire of Kulin resources and assistance in emergency management. The Shire of Kulin is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

4.2 Incident Support Group (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

Triggers for the activation of an ISG

The triggers for an incident support group are defined in State EM Policy statement 5.2.2 and State EM Plan section 5.1. These are;

- a. where an incident is designated as Level 2 or higher;
- b. multiple agencies need to be coordinated.

Membership of an ISG

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the District.

4.3 Emergency Coordination Centre Locations and Contact Details

Location One

Kulin Co-Located Emergency Centre Fire Shed – 20 Johnston St, Kulin			
Contact	Name	Phone	Mobile
1st Contact	Rod Diery (DFES Local representative)		0427 037 705
2nd Contact	Alan Leeson (Shire CEO)	9880 1204	0497 801 204
3rd Contact	Judd Hobson	9880 1204	0427 801 241

Location Two

Kulin Shire Admin Office Meeting Room – 38 Johnston St, Kulin			
Contact	Name	Phone	Mobile
1st Contact	Alan Leeson (Shire CEO)	9880 1204	0497 801 204
2nd Contact	Fiona Murphy (EMFS)	9880 1204	0402 901 442
3rd Contact	Judd Hobson	9880 1204	0427 801 241

4.4 Responsibilities Of Participating Organisations

4.4.1 WA POLICE

- Provide the Local Emergency Coordinator;
- Act as the Hazard Management Agency for:
 - Aircraft crashes,
 - Road Transport Accidents, and
 - Land Search and Rescue.
- Provide an Incident Control Centre, or field facility, to manage its Hazard Management Agency responsibilities;
- Ensure the provision, staffing and management of the Kulin Local Emergency Coordination Centre;
- Carry out survey and assessment of damage caused by hazard events for which it is the Hazard management Agency and provide survey and assessment teams to assist other Hazard Management Agencies; and
- Manage the survey and assessment arrangements during major operations.

4.4.2 DFES Act as the Hazard Management Agency with: **FIRE AND RESCUE SERVICE**

- Act as the Combat Agency for:
 - Fires in gazetted fire Districts;
 - Hazardous materials incidents; and
 - Industrial accidents involving fire/explosion;
- To be responsible for the following types of rescue:
 - Fire endangered rescue;
 - Vehicle accident rescue; and
 - Hazardous materials accident rescue;
 - Building rescue
- Provide a Control Centre, or field facility, to manage its Hazard management Agency responsibilities;

- Carry out survey and assessment of damage caused by hazard events for which it is the Hazard Management Agency and provide survey and assessment teams to assist other Hazard Management Agencies;
- Provide a Liaison Officer to the Local Emergency Coordination Centre
- Provide support to the Local Emergency Coordinator as requested; and
- Provide a Specialist Rescue Coordinator if required.

4.4.3 VOLUNTEER BUSH FIRE BRIGADES

- Act as the Combat Agency for fires occurring outside of the Gazetted Fire District;
- To be responsible for bush fire endangered rescue.
- Provide an Incident Control Centre, or field facility, to manage its Hazard Management Agency responsibilities;
- Carryout survey and assessment of damage caused by hazard incident for which it is the Hazard Management Agency and provide survey and assessment teams to assist other Hazard Management Agencies;
- Provide a Liaison Officer to the Local Emergency Coordination Centre if required;
- Provide support to the Local Emergency Coordinator as requested.



Kulin Bushfire Brigade Contacts 2022/23

**IN CASE OF FIRE
RING 000**

Brigade	Officer	Postal	Town	Phone	Mobile	Email
Kulin Town	Rod Diery	Post Office	Kulin		0427 037 705	rdiery@bigpond.net.au
	Judd Hobson	PO Box	Kulin	9880 1204	0427 801 241	works@kulin.wa.gov.au
	• Craig Molinas	PO Box 9	Kulin	9880 1152	0429 801 152	mcpast@bigpond.com
Kulin North	• Donald Bradford	PO Box 213	Kulin		0427 801 252	dbradford@bigpond.com
	David Lewis	851 Sparks Rd	Kulin	9880 9041	0429 809 041	dfrs305@activ8.net.au
	Brandon Sloggett	PO Box 3	Kulin	9880 9036	0427 081 925	brendans@treko.net.au
	John Bowey	PO Box 49	Kulin	9880 4005	0429 801 331	ybowey@westnet.com.au
	Michael Wilson	PO Box 31	Kulin	9880 1298	0429 801 298	wilson.m.kj@bigpond.com
Kulin South	• John Waters	PO Box 111	Kulin	9889 8030	0429 898 030	jw@waters@bigpond.com
	Greg Schorer	RMB 119	E Wickapin	9889 0004	0428 890 004	gschorer@bigpond.com
	Damen Kirby	Post Office	Dudinin	9883 1009	0429 831 009	dk026@bigpond.com
	Clinton Mullan	Post Office	Dudinin	9883 1041	0429 001 651	clinton@trns.com.au
	Rob O'Brien	PO Box 29	Kulin		0428 898 007	landfocus@bigpond.com
Jilakin / Pingaring	• Evan Wyatt	Post Office	Pingaring	9886 8090	0417 914 442	ewyatt@bigpond.com
	Peter Roseborough	PO Box 83	Kulin	9880 4060	0427 804 060	rroseboroughpk@hotmail.com
	Sean Scadding	PO Box 60	Kulin	9886 8181	0429 080 907	scaddstaryn@westnet.com.au
	Harry Hodgson	PO Box 61	Kulin		0429 804 033	harry_hodgson_6@hotmail.com
	Michael Lane	Post Office	Hyden	9880 5004	0427 004 701	mikdon@activ8.net.au
Holt Rock / Little Italy	• Cameron Mudge	RMB 223	Holt Rock		0429 700 123	cameron@tonwood-ag.com.au
	• Brent Hyde	RMB 230	Holt Rock	9875 2030	0427 773 314	barlow@koolfarms.com.au

CHIEF BUSH FIRE CONTROL OFFICER - ROD DIERY
DEPUTY CBFCO - EVAN WYATT
FIRE WEATHER OFFICER - ALAN LEESON
DEPUTY FWO - JOHN WATERS

BURNING PERIODS
 Restricted 19 September – 31 October
 Prohibited 1 November – 15 February
 Restricted 16 February – 15 March

HARVEST BANS - the order of authorisation to issue harvest bans in conjunction with authorisation from the Fire Weather Officer is:
 1. Alan Leeson, ACEO
 2. Judd Hobson, Manager of Works
 3. Rod Diery, CBFCO
 4. Evan Wyatt, DCBFCO

• Brigade Contact

HARVEST BAN ZONES

Kulin North	Zone 1	Jilakin / Pingaring	Zone 2
Kulin South	Zone 1	Holt Rock / Little Italy	Zone 3

**HARVEST BAN
INFORMATION LINE:
9880 1511**

4.4.4 DFES Act as the Hazard Management Agency with: **STATE EMERGENCY SERVICE**

- Act as the Combat Agency for:
 - Cyclone
 - Earthquake
 - Flood
 - Storm/tempest
 - Land search.
- Provide an Incident Control Centre, or field facility, to manage its Hazard
- Management Agency responsibilities;
- Carry out survey and assessment of damage caused by hazard event for which it is the Hazard Management Agency; and
- Provide survey and assessment teams to assist other Hazard Management Agencies;
- Act as the Support Agency for:
 - Air search;
 - Communications;
 - Emergency Coordination Centre;
 - Fire fighting support;
 - Temporary building repair;
 - Resource coordination support;
 - Emergency re-supply
 - Miscellaneous support.
- Provide support to the Local Emergency Coordinator as requested; and
- Provide a Specialist Rescue Coordinator if required.

4.4.5 ST JOHN AMBULANCE

- Provide ambulance, first aid and triage services;
- Provide a Liaison Officer to the emergency local Coordination Centre if required
- Provide support to the Local Emergency Coordinator as requested.

4.5 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

Local Systems

The Shire of Kulin currently runs a Harvest Ban SMS service and this service is currently utilized for the implementation of Harvest Bans as well as notification of Bush/Crop fire within the Shire.

This messaging service may be utilized to provide a range of public information in times of emergency, and can be requested by the Kulin Community Emergency Services Manager (refer to contacts directory) this is a FREE service – please contact the Shire of Kulin to register.

- Total Vehicle Movement Bans
- Fire Weather Forecast in Prohibited & Restricted Burning Periods

[The Fire Weather Hotline is 08 9880 1511](#)

The Shire of Kulin has its own website and social media platforms it can use to communicate when required effectively providing up to date information at any time of the day or night.

ARRANGEMENTS

State EM Policy section 5.12, State EM Plan section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi- agency emergencies. While recognising the above, the Shire of Kulin is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Kulin occurs to ensure the desired level of support is achieved.

EVACUATION AND WELFARE

5.1 Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA or Controlling Agency (where authorised by the HMA), the local government with the assistance of its LEMC is responsible pre emergency evacuation planning. An evacuation plan for local government, whether it is part of a LEMA or a stand-alone document, is of considerable value to all agencies with a potential role in an evacuation and needs to be easily available to the Controlling Agency and/or HMA in an emergency to support informed decisions in a timely manner.

Referencing relevant evacuation plans from adjoining local areas may assist where the impact of a hazard may not be confined to the local government boundaries and may offer the most suitable evacuation options for some emergencies.

To assist with emergency evacuation planning SEMC has endorsed the [Western Australian Community Evacuation in Emergencies Guideline](#) which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

The management of evacuation is the responsibility of the hazard management agency in charge of the event; however, **it is the responsibility of local governments to ensure the provision of facilities for use as welfare centres in an emergency.** Hence it is important that local governments identify and document the resources and facilities that can assist and cope with evacuees.

5.2 At Risk Groups

Please refer to table below of Special Needs Groups within the Shire of Kulin, and important contact information in the event of evacuation.

Group	Contact Name	Phone	Special Needs
Kulinda Village	Annette Lewis Shire of Kulin	9880 1204	10 x Aged Residents Retirement Homes
Workman Estate	Annette Lewis Shire of Kulin	9880 1204	3 x Aged Residents
Kulin District High School	Principal	6865 7300	90 Primary students 30 Secondary students
Kulin Child Care Centre	Sue Knapp	9880 1636	Children & Staff
Kulin Caravan Park	Trish Mahe Shire of Kulin	0439 469 850	Numbers dependant on bookings.

ROUTES & MAPS

6.1 This section provides a map of the locality and identifies any issues and local land marks.

See Appendix 3 – Map of the District

WELFARE

The Department of Communities has the role of managing welfare. The Department of Communities may have developed a local Welfare Emergency Management Plan for your local government area.

7.1 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- a. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b. Prepare, promulgate, test and maintain the Local Welfare Plans;
- c. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- d. Establish and maintain the Local Welfare Emergency Coordination Centre;
- e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g. Represent the department on the Incident Management Group when required

7.2 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the local government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local government should appoint a liaison officer.

This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for Department of Communities to arrive.

Position	Contact Details
Local Welfare Coordinator (LWC)	To be appointed by the Department of Communities once notified of an emergency event requiring welfare management
District Emergency Services Officer (DESO) Narrogin	Emergency Services Unit Department of Communities P: 1800 032 965 9881 2040
Local Liaison Officer	Alan Leeson Chief Executive Officer Shire of Kulin P: 08 9880 1204 M: 0497 801 204

7.3 Register.Find.Reunite

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

Currently there is no Red Cross Unit operating in the Shire of Kulin.

7.4 Animals

Within the Shire of Kulin, animals are an integral part of community and rural life. Animal owners are responsible for the care of their pets and livestock at all times, including planning and welfare during emergencies.

Contacts for Animal Welfare Groups include:

Dept. of Primary Industries and Regional Development, Narrogin	9881 0222
RSPCA, Perth	9209 9300
Dept. of Parks and Wildlife, Narrogin	9881 9200

RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. To support the development of the recovery plan the SEMC has endorsed the [Local Recovery Guideline](#).

The guideline will assist local governments to undertake the recovery planning process.

“The coordinated process of supporting emergency effected communities in reconstruction of the physical infrastructure and social, economic and physical well-being.”

Refer to Shire of Kulin Local Recovery Plan

Appendix 4

Local Recovery Coordinator

Local governments are required to nominate a local recovery coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy section 6, State EM Plan section 6 and State EM Recovery Procedures 1-4.

EXERCISING, REVIEWING AND REPORTING

The aim of exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the local government exercise.

Exercising the emergency management arrangements will allow the local government to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

Frequency of exercises

State EM Policy section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).

Types of exercises

Some examples of exercise types include:

- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- operating procedures of an Emergency Coordination Centre; or
- locating and activating resources on the Emergency Resources Register.

Reporting of exercises

Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT).

Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Consider quarterly reviews of contact lists. Consider also reviewing arrangements after exercises

Review of Local Emergency Management Committee Positions

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

Review of resources register

The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting

Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

WAPOL Local Hazard Plan –Road Crash

Kulin Police Station



Road Crash

DATE REVIEWED 16/05/2023

AUTHORITY

The Local Hazard Plan has been prepared by the O.I.C Kulin Police Sub District in compliance with the *WA Emergency Management Act 2005*.

Signed: Sergeant Andrew DUNN PD07316
(OIC Kulin Police Sub District)

Endorsed: Superintendent Paul COOMBES PD06557
(District Superintendent – Great Southern)

AMENDMENTS

Amendments are to be certified in the table below

Version Number	Date Of Amendment	Changes	Entered By
2.1	Feb 2014	Review	PD06943
2.3	16 May 2023	Update Contacts	PD07316

Contact Officer: Sergeant David BALL, OIC Kulin Police Sub District

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1. Introduction

The *Emergency Management Act 2005 and Emergency Management Regulations 2006* designates the Commissioner of Police (CoP) as the Hazard Management Agency (HMA) for road crash within Western Australia. The CoP is responsible for the preparation of plans to ensure a controlled and coordinated response to a road crash emergency. The CoP exercises his responsibility through Western Australia Police (WA Police).

As the designated HMA, WA Police is responsible for the preparation of local plans to ensure a controlled and coordinated response to a road crash.

Road crashes which are within the capability of the local agencies to manage are to be dealt with in accordance with local plans and arrangements.

Each Police Sub District OIC is responsible for writing and exercising this local plan. The principles contained in WESTPLAN Road Crash are to be applied to each local area through the development of the Hazard Plans. This Plan is prepared by the local Police in consultation with the Local Emergency Management Committee members.

a. Aim and Objectives

The aim of Local Hazard Plan Road Crash is to detail the local arrangements for preparation and response to a road crash in accordance with the *Emergency Management Act 2005 and Emergency Management Regulations 2006*.

The objectives of the plan are:

- To outline the responsibilities and immediate priorities of resources in response to a road crash emergency.
- To define the responsibilities of the HMA, Combat Agencies and Support Organisations in the event of a road crash emergency.
- To provide a basis for the provision and coordination of resources to cope with a road crash emergency.

b. Scope

This plan shall apply to operations relevant to road crash emergencies within the state of Western Australia.

The arrangements in this plan are designed to effectively deal with a road crash which is of such a magnitude that it requires a significant and coordinated multi-agency response. Each agency with a statutory role shall have in place appropriate operational procedures that detail that agency's response in accordance with this plan.

The procedures and responsibilities detailed in this document are established for information and compliance by all public authorities, and for the coordination of all non-government agencies that may possibly become engaged in a road crash emergency.

c. Hazard Definition

A road crash emergency is defined as a road crash which is beyond the resources of WA Police or which requires the coordination of a number of significant emergency management activities.

d. Legislation and Related Documents

The *Emergency Management Act 2005 and Emergency Management Regulations 2006* governs and regulates emergency management in Western Australia. These response arrangements should be read in conjunction with the following:

- a) *Emergency Management Act 2005*,
- b) *Emergency Management Regulations 2006*,
- c) Road traffic legislation,
- d) State Emergency Management Committee policies and procedures,
- e) Relevant WESTPLAN for subsequent emergency.

e. Plan Review

A review of the plan will be conducted at least every 12 months or:

- Following activation of the plan;
- Following an exercise to test all or part of the plan;
- Following a change in the role and responsibility of any participating agency; or
- As often as deemed necessary by the WA Police District Superintendent.

f. Authority to Plan

The authority for this plan is vested in the Local OIC by the CoP in accordance with the *Emergency Management Act 2005* and *Emergency Management Regulations 2006*.

2. Preparedness

a. Responsibility for Planning

As the designated HMA, WA Police is responsible for the preparation of local hazard plans to ensure a controlled and coordinated response to a road crash. The local OIC is responsible for ensuring that any response to a road crash is initiated promptly and executed with effective use of all available resources.

b. Risk Management

For planning, prevention and preparation at a local level it is useful to identify the risk level presented by the hazard and key aspects for the community including to the people, the economy, the social fabric, the governance, the infrastructure and the environment.

The adoption of a risk management approach in decision-making allows a proactive approach towards emergency management with greater emphasis on prevention and preparedness and helps facilitate appropriate resource allocation during response.

Risk management planning identifies sources of risk, estimates the impact of those risks and describes appropriate responses to treat those risks and is compliant with AUS/NZS ISO 31000:2009.

c. Planning and Arrangements

The concept of this plan is to employ and coordinate the resources of public authorities together with resources available from private industry and volunteer groups during road crash emergencies.

This concept is based on:

- The designation of a single agency responsible for the management of road crash emergency operations. This single agency is WA Police.
- The availability of a 24 hour State level contact facility provided by the HMA for receipt of initial incident reports. This is the Police Operations Centre (POC).
- The deployment of additional resources from State and Commonwealth agencies to support WA Police.

Responsibility for resources and response to a road crash emergency initially rests at the local level. An emergency beyond the capability of local resources will receive support from district resources. State resources shall be provided if district resources are inadequate. If the road crash emergency is to escalate beyond the ability of State resources, Commonwealth assistance may be sought.

d. Training

Training shall be undertaken with the purpose of developing knowledge of local plans and actions in responding to a road crash.

Police responders to a road crash must have the ability to work within the Australasian Inter-Service Incident Management System (AIIMS) operational structure arrangements.

e. Exercises

WA Police Hazard Plan for road crash emergency must be tested annually (at a minimum). Activation of the local plan can be considered as a test of the plan. Exercises are required to test such elements as plans, communication procedures and facilities, individual staff capabilities, search unit performance and inter organisational operations. Multi-agency exercises should be conducted where possible.

3. Response

a. Responsibility for Response

The response to a road crash shall be based on the principle of a graduated response, i.e. activation of Local Road Crash Hazard Plans and deployment of local resources first, followed by District and if necessary State and then Commonwealth support.

This Plan will be activated when:

- Advice is received that a road crash has occurred.

b. Notification

Advice that a road crash emergency has occurred will be received by, or directed to the Police Operations Centre (POC). Control and coordination of a road crash emergency rests with WA Police as the HMA.

c. Activation at Local and District Level

The activation procedures, warning stages and sequence of actions contained in this document are to be applied at District and Local levels through the development of road crash emergency response procedures.

d. Levels of response

The process to deal with a road crash emergency in Western Australia is based on the principle of graduated response. Responsibility for resourcing and responding to an emergency initially rests at the local level. An emergency beyond the capability of local resources will receive support from district resources. State resources shall be provided if district resources are inadequate.

In the event of a road crash emergency, this plan can be activated in stages. However, a road crash emergency will be an impact event, in which case the stages will be condensed and activated concurrently to accelerate the emergency response.

The three stages of activation used in this Plan are:

Alert: Heads or Liaison Officers of participating combat agencies and support organisations are briefed on the situation. No further action is required.

Call Out: Combat agencies and support organisations are requested to dispatch their personnel.

Stand Down: Response and recovery actions have been completed and agencies are stood down.

e. Incident Management System

During emergencies involving hazards for which the Commissioner of Police is the prescribed HMA, WA Police will control the response activities in accordance with State Emergency Management Policy 4.1 - *Incident Management*. All agencies with agreed responsibilities under this plan are encouraged to ensure their personnel are familiar with and are able to work within the Australasian Inter-service Incident Management System which is familiar to WA Police.

f. Crisis Information Management System (WebEOC)

Consideration should be given to using WebEOC as the Crisis Information System for capturing and logging all the information and events. This process will facilitate better information sharing and decision making throughout the agency.

g. Hazardous Materials Involved- (Ref: WESTPLAN – HAZMAT)

In the event a road crash emergency involves hazardous materials, the DFES Commander will manage the hazardous materials emergency as a combat agency until their responsibilities are completed. If the hazardous materials pose a significantly greater risk, control of the incident may be transferred by agreement with DFES, who shall take on the role of controlling agency whilst WA Police remain the HMA.

4. Command and Control

a. Incident Control

In the event of an air crash emergency, WA Police will appoint an appropriate Incident Controller who will assume overall control of the emergency. The HMA must ensure where possible the appointed incident controller is competent to undertake the incident control function at a level matching the defined level of the incident as outlined in State Emergency Management Policy 4.1. The operational incident level (1-3) shall be declared based on actual and/or potential risks associated with the incident.

The Incident Controller will be supported by an Incident Management Team (IMT) based on the ICCS Plus model which is consistent with AIIMS. The Incident Controller will be supported by the Local / District Emergency Coordinator and / or the State Emergency Coordinator.

The duties of the Incident Controller may include but are not restricted to the following:

- Activating the Incident Management Team (IMT) and if necessary the Incident Support Group (ISG) and Operational Area Support Group (OASG);
- Controlling the response activities of all agencies;
- Develop and execute the Incident Action Plan;
- Accounting for persons and liaising with the Forensic Division for disaster victim registration and identification purposes, if required;
- Ensuring the orderly evacuation of uninjured survivors to a safe and secure area where an appointed Welfare Coordinator can assume responsibility for their management;
- Establishing and maintaining secure perimeters around the crash site(s) to protect the site, the wreckage, victims, goods and personal effects, and to permit the other agencies to work unobstructed in the performance of their specified duties;

- Modifying plans as necessary to cope with changing conditions and developments on the scene;
- Facilitate media management;
- Maintain a log of activities including critical decisions.

b. HMA Strategic Incident Management Support

Depending on the magnitude and scale of the event, the Incident Controller may report to the appropriate Assistant Commissioner or delegate (during duty hours), or the Duty Executive Officer (after duty hours).

The Assistant Commissioner or delegate is responsible for:

- Providing strategic incident management support and guidance to the Incident Controller;
- Advising on the need for the State Emergency Coordination Group (SECG) in conjunction with State Emergency Coordinator;
- Ensuring appropriate State Emergency Management "Hazard" and "Support" Plans are activated;
- Providing strategic level resources from within WA Police to support the incident response.

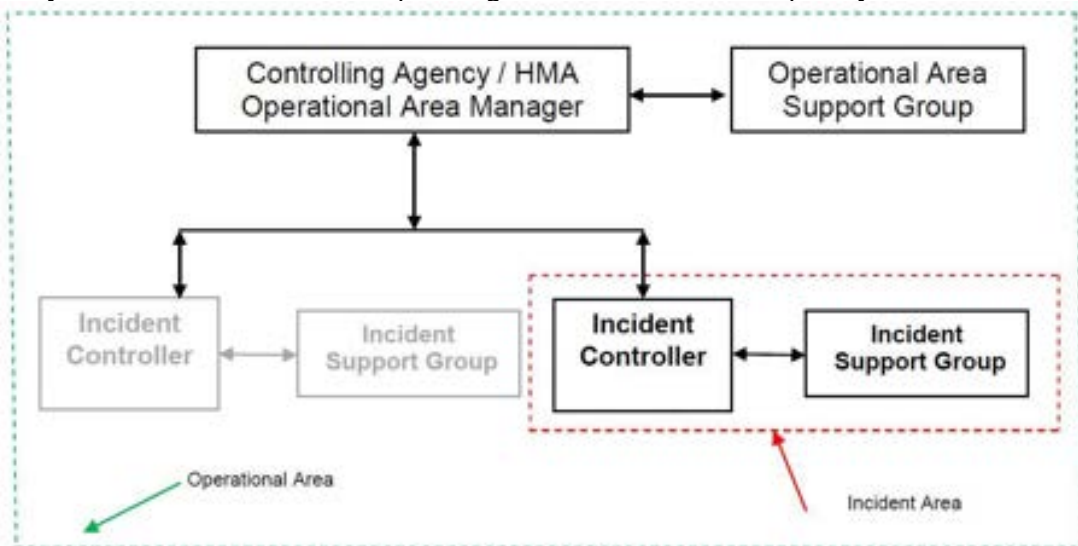
c. Coordination Structure

During level 1 and 2 road crash emergencies, an Incident Support Group (ISG) consisting of a Local Emergency Coordinator and Liaison Officers from local organisations involved in the incident may be formed. The ISGs role is to assist the IC in providing specific agency operational advice relating to their support of the incident.

An Operational Area Support Group (OASG) may be established for level 2 or 3 air crash emergencies to assist with supporting the incident. The OASG members may include agencies that have an agreed responsibility under this plan (refer to WESTPLAN Road Crash).

A SECG may be established if an air crash emergency escalates to a level 3 incident or the State Emergency Coordinator (SEC) initiates activation of the group on his own initiative. Any SECG activation will be in accordance with State Emergency Management Procedure OP 11 - *SECG Activation*.

An Incident Support Group (ISG) and/or an Operations Area Support Group (OASG) may be convened by the Incident Controller depending on the scale and complexity of the incident.



Appendix 1 – Glossary

AIIMS – Australasian Inter-Service Incident Management System is an incident management system utilised by the majority of emergency agencies in Western Australia to manage emergency operations.

COMBAT AGENCY - An organisation, which because of its expertise and resources is responsible for performing a task or activity such as fire fighting. An emergency operation may involve a number of Combat Agencies.

COMMAND - The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement within an organisation. Command relates to organisations and operates vertically, within an organisation.

COMMANDER – A single-agency term. A commander has authority only within that agency. Responsibilities include the direction and coordination of the activities of that agency. A commander operates vertically within the agency and cannot command members of another agency. Individual agencies may refer to this position as a Manager, Controller etc.

CONTROL - The overall direction of emergency management activities in a designated emergency. Authority for control is established in legislation or in an emergency management plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally, across organisations.

CONTROLLING AGENCY – An agency nominated to control the response activities to a specified type of emergency

CONTROL AREA - The total area within the outer perimeter, and includes the combat area, all crash wreckage and triage area.

COORDINATION - The bringing together of organisations and elements to ensure effective emergency management response and is primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources and operates vertically within an organisation as a function of the authority to command; and horizontally across organisations as a function of the authority to control.

EMERGENCY - An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY COORDINATOR - the person appointed by the State Emergency Coordinator to assist the hazard management agency in the provision of a coordinated response during an emergency.

HAZARD MANAGEMENT AGENCY (HMA) - A public authority, or other person, prescribed by the Emergency Management Regulations to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

INCIDENT - An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

INCIDENT COMMAND and CONTROL SYSTEM (ICCS) Plus – is a principles and function-based incident management framework used by Australian Police jurisdictions. The components of ICCS Plus are intelligence, planning, operations, logistics, public information, investigations, communications, safety and recovery.

INCIDENT CONTROLLER - the person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.

INCIDENT AREA - The area, defined by the Incident Controller, incorporating the localised community or geographical area impacted by the incident.

INCIDENT SUPPORT GROUP - a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident.

OPERATION - An incident (or multiple incidents) that impacts, or is likely to impact beyond a localised community or geographical area.

OPERATIONAL AREA MANAGER - The person designated by the relevant Controlling Agency, responsible for the overall management of an operation within a defined Operational Area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation.

OPERATIONAL AREA – the area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an incident. This area may include one or more Incident Areas.

OPERATIONAL AREA SUPPORT GROUP (OASG) - a group of agency / organisation liaison officers, including the designated Emergency Coordinator, convened by the Operational Area Manager/Incident Controller to provide agency specific expert advice and support in relation to strategic management of the incident/s.

POLICE OPERATIONS CENTRE (POC) - The facility from which the day-to-day operational management of WA Police is conducted.

ROAD CRASH - where in the course of the use of any vehicle a collision occurs whereby any person is injured or any property is damaged.

RESPONSE - Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised.

STATE HEALTH COORDINATOR - The State Health Coordinator has the authority to command the coordinated use of all health resources within WA, for response to and recovery from, the impacts and effects of a major emergency or disaster situation.

VEHICLE includes –

- a) Every conveyance, not being a train, vessel or aircraft, and every object capable of being propelled or drawn, on wheels or track, by any means; and
- b) Where the context permits, an animal being driven or ridden.

Immediate Response Actions - Aide Memoir (Appendix 2) should be laminated and made available to all staff in stations and patrol cars to ensure an appropriate immediate response to a Road Crash.

Appendix 2 - Immediate Response

KULIN POLICE STATION Road Crash AIDE MEMOIRE

- POC, District and Local Police Officers to be alerted.
- All participating combat and support agencies to be alerted.
- Police, Combat and support agencies dispatched to the site immediately.
- Establish position, number of vehicles, passengers, dangerous materials.
- Advise relevant District Emergency Coordinator.
- Advise Emergency Operations Unit On Call Officer (24/7) - 0411 709 153.
- Incident Controller and Incident Management Team to be appointed.
- Ensure all actions are recorded on running sheets, consider the use of WebEOC.
- Advise Major Crash Investigation.
- Advise Disaster Victim Identification Unit.

Contact Details	<u>Phone</u>	<u>Mobile</u>
WA Police - Local Station		
WA Police - District IMU		
WA Police District On Call Duty Officer		
WA Police - District Emergency Coordinator - <<Name>>		
WA Police - Emergency Operations Unit - On Call Officer		0411709153
Local DFES / SES Unit		
St John Ambulance		
Local Hospital / GP		
Welfare – Department for Child Protection and Family Support – District Emergency Services Officer (DESO) -		
Police Media		
Major Crash Investigation		
Police Communications Centre , Midland		
DFES Operations Centre Cockburn	132500	
Disaster Victim Identification		

Appendix 3 - Organisation Roles

The Main participants and their prime functions are listed below:

<u>Organisation</u>	<u>Prime Function</u>
WA Police (HMA)	<ul style="list-style-type: none"> • Control and Coordination. • Major Crash Investigation. • Disaster Victim Identification. • Media Liaison.
Department of Fire and Emergency Services	<ul style="list-style-type: none"> • Fire fighting, rescue of trapped persons, HAZMAT resources and communications support
St John Ambulance - Western Australia	<ul style="list-style-type: none"> • Primary triage and treatment, and road transport of casualties
Australian Red Cross	<ul style="list-style-type: none"> • In conjunction with, or on behalf of the Department of Child Protection manage the welfare functional areas of registration and inquiry. • Assist in personal support and recovery as requested.
Australian Red Cross Blood Service	<ul style="list-style-type: none"> • Provide blood and blood products, specialist consultation on transfusion medicine
Department for Child Protection and Family Support	<ul style="list-style-type: none"> • Coordinate welfare services for survivors including welfare centres and crisis care as required. • Activate National Registration and Inquiry System as appropriate
Department of Mines & Petroleum (Dangerous Goods Safety Branch)	<ul style="list-style-type: none"> • Provide technical advice regarding HAZMAT and dangerous goods.
Department of Parks and Wildlife	<ul style="list-style-type: none"> • Advice
Department of Health	<ul style="list-style-type: none"> • Coordinate health response including acute medical response to site
Department for Planning and Infrastructure	<ul style="list-style-type: none"> • Advice and resources
Local Government	<ul style="list-style-type: none"> • Advice and resources
Main Roads Western Australia (MRWA)	<ul style="list-style-type: none"> • Traffic management planning and heavy vehicle operations. • Operate and coordinate traffic control signals for all roads. • Traffic management, public information, resources and restoration of assets for State Highways and Main Roads.
Royal Flying Doctor Service – Western Operations	<ul style="list-style-type: none"> • Air transport of medical personnel, primary triage and treatment, air transport of casualties
Transport Industry	<ul style="list-style-type: none"> • Provide passenger/cargo manifest, assist with welfare of survivors, provide transport and accommodation for survivors
LifeLine Groups	<ul style="list-style-type: none"> • Advice and Assistance

Appendix 4 – List of Contacts

Contact Details	Phone	Mobile	Fax
Police - Local Station	9861 5800	0437 824 185	
Police - District Office	9892 9355	N/A	9892 9363
District Emergency Coordinator Name : Superintendent COOMBES	9892 9355	0400772026	9892 9363
GSDO On Call Officer	9892 9395		
State Control Centre	9323 5567		
Police Operations Centre (POC) Duty Inspector	9323 5567		
WAPOL Emergency Operations Unit	9370 7115	A/H On Call 0411 709 153	9370 7109
Police Media	9222 1011		
Emergency Management Committee members:			
Local Government – Shire of Kulin	9880 1204		
CEO Alan LEESON	9880 1204	0497 801 204	
Manager of Works – Judd HOBSON	9880 1204	0427 801 241	
Ambulance	000	0427 081 925	
Medical Centre	9880 1056		
Department of Community Protection And Family Support - DCPFS	132 316		
DFES Operations Centre – SES Headquarters (National)	132 500	0419 869 655	
Kulin Volunteer Fire Service	9880 1287	0429 801 152	
DFES Comcen – 000 Operators (24hrs)	9323 9333		
DFES Comcen Supervisor (24hrs)	9323 9496		
Water Corporation Emergency Call Centre (24hrs)	131 375		
MRWA Customer Contact Centre (24 hrs)	138 138		
MRWA Traffic Operations Centre	9323 2222		
MRWA Heavy Vehicle Operations	9311 8450		

Western Australia Police Local Hazard Plan – Land Search

KULIN POLICE STATION



Land Search

DATE REVIEWED 16/05/2023

AUTHORITY

The Local Hazard Plan has been prepared by the O.I.C Kulin Police Sub District in compliance with the *WA Emergency Management Act 2005*.

Signed: Sergeant Andrew DUNN PD07316
(OIC Kulin Police Sub District)

Endorsed: Superintendent Paul COOMBES PD06557
(District Superintendent – Great Southern)

AMENDMENTS

Amendments are to be certified in the table below

Version Number	Date Of Amendment	Changes	Entered By
4	Initial Issue – 20 th August 2009		Philip Lane CT&SP
5	Review – 01 August 2013		D.BRIGGS EOU
5.1	Feb 2014	Review	PD06943
5.2	16 May 2023	Updated Contacts	PD07316

Contact Officer: Sergeant Andrew DUNN PD07316, OIC Kulin Police Sub District

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1. Introduction

The *Emergency Management Act 2005*, in conjunction with the *Emergency Management Regulations 2006*, designates the Commissioner of Police (CoP) as the Hazard Management Agency (HMA) for Land Search in Western Australia. The CoP is responsible for the preparation of plans to ensure a controlled and coordinated response to a land search emergency. The CoP exercises his responsibility through Western Australia Police (WA Police).

As the designated HMA, WA Police is responsible for the preparation of local plans to ensure a controlled and coordinated response to a land search emergency.

The National Search and Rescue Manual designates Police as the Search & Rescue (SAR) authority in each State and Territory assigning them the primary responsibility for coordinating search operations for persons lost or in distress on land and whose location is unknown.

Each Police Sub District OIC is responsible for writing and exercising this local plan. The principles contained in Westplan Land Search are to be applied to each local area through the development of the Hazard Plans. This Plan is prepared by the local Police in consultation with the local emergency management committee members.

a. Aim and Objectives

The aim of Local Hazard Plan Land Search is to detail the local arrangements for preparation and response to a land search emergency in accordance with the *Emergency Management Act 2005* and *Emergency Management Regulations 2006*.

The objectives of the plan are to:

- Outline the responsibilities and immediate priorities of resources in response to a land search incident.
- Define the responsibilities of the HMA, Combat Agencies and Support Organisations in the event of a Land Search Emergency.
- Provide a basis for the provision and coordination of resources to cope with a Land Search Emergency.

b. Hazard Definition

A Land Search Emergency is the significant coordination of a search operation to aid persons lost or in distress on land.

c. Legislation and Related Documents

This plan should be read in conjunction with the following documents:

- *Emergency Management Act 2005*;
- *Emergency Management Regulations 2006*;
- Australian National Search and Rescue Manual;
- State Emergency Management Committee Policy Statements;
- *Westplan Land Search*;
- Local Government Emergency Arrangements.

d. Risk Management

For planning, prevention and preparation at a local level it is useful to identify the risk level presented by the hazard and key aspects for the community including to the people, the economy, the social fabric, the governance, the infrastructure and the environment.

The adoption of a risk management approach in decision-making allows a proactive approach towards emergency management with greater emphasis on prevention and preparedness and helps facilitate appropriate resource allocation during response.

Risk management planning identifies sources of risk, estimates the impact of those risks and describes appropriate responses to treat those risks and is compliant with the risk management standard AUS/NZS ISO 31000:2009.

e. Plan Review

A review of the plan will be conducted at least every 12 months or:

- Following activation of the plan;
- Following an exercise to test all or part of the plan;
- Following a change in the role and responsibility of any participating agency; or
- As often as deemed necessary by the WA Police District Superintendent.

f. Authority to Plan

The Authority for this plan is vested in the local OIC by the CoP in accordance with WA Police Frontline Policing Priorities.

2. Preparedness

a. Responsibility for Planning

As the designated HMA, WA Police is responsible for the preparation of local plans to ensure a controlled and coordinated response to a land search emergency.

The local OIC has overall responsibility for the development of plans and management of a Land Search Emergency. The local OIC is responsible for ensuring that any land search emergency is initiated promptly and executed with effective use of all available resources, until the search is resolved or there is no reasonable possibility of success.

b. Planning and Arrangements

Land search emergencies comprise of the search for and provision of aid to persons who are, or are believed to be lost or are in distress on land and whose location is unknown. The success of a land search operation is dependent upon the available resources being organised and coordinated so that effective and expeditious search emergencies can be assured.

The concept of this plan is to employ and coordinate the resources of combat and support agencies together with resources available from private industry and volunteer groups, for a land search emergency.

This concept is based on:

- The designation of a single agency responsible for the management of a land search. This single agency is WA Police;
- The availability of a 24 hour State level contact facility provided by the HMA for receipt of initial incident reports. This is the Police Operations Centre (POC) at Midland;
- The process for the notification and investigation of missing person/s that may initiate a land search;
- The establishment of Control Centres, from which management of land search emergencies takes place;
- The deployment of search units to support WA Police whenever required;
- The deployment of specialist rescue resources by WA Police and Combat Agencies;
- The provision of expert advice on land search emergencies and aeronautical matters by appropriate agencies on request of WA Police;
- The deployment of additional resources from State and Commonwealth agencies to support WA Police.

c. Training

The local OIC should ensure there are qualified personnel within the sub district to undertake control of a land search emergency. The importance of thorough training for all personnel employed on search operations cannot be over-emphasised. Each agency is responsible to train their own staff in their roles. All personnel involved in a search emergency need to undertake specific training. Training of search personnel should focus on both practical and theoretical application.

WA Police are to provide land search training to Police Officers at a Search Mission Controller (SMC) level.

DFES are to provide Search Team Members, Search Team Leader and Field Search Controller (FSC) courses to State Emergency Service personnel.

d. Exercises

WA Police local hazard plans for land search must be tested annually (at a minimum). Activation of the local plan can be considered as a test of the plan. Exercises are required to test such elements as operational plans, communication procedures and facilities, individual staff capabilities, search unit performance and inter organisational operations. Multi-agency exercises should be conducted when possible.

e. Special Considerations

Special consideration should be given to areas that are known to be a hazardous environment or have had a history or a high frequency of land search emergencies.

3. Response

a. Responsibility for response

The decision by WA Police as to whether or not a search operation should be initiated is dependent upon the result of a careful evaluation of all data received in the initial report and information subsequently gathered and investigated.

The decision by WA Police as to the appropriate resources to be deployed for a search emergency is dependent on several factors including the following:

- The degree of urgency;
- The search area;
- The availability of resources;
- The capabilities of available search units;
- Current and forecast weather conditions.

Control and coordination of a land search rests with WA Police through the designated SMC.

In significant operations, coordination of resources may be undertaken by the relevant Emergency Coordinator operating closely with the Search Mission Controller (SMC) at the Search Coordination Centre.

b. Notification

Activation of the local plan would be generated by the requirement for coordination for a land search based on an urgency assessment (Appendix 4). Initial reports indicating a possible search incident must be forwarded without delay to WA Police District Office.

c. Crisis Information Management System (WebEOC)

Consideration should be given to using WebEOC as the Crisis Information System for capturing and logging all the information and events. This process will facilitate better information sharing and decision making throughout the agency.

d. Levels of response

In most circumstances, a land search response will be managed at the local level. Where further resources are required, co-ordination will be escalated to the District level.

Guidelines for the immediate actions are as follows:

- Carry out urgency assessment as per Urgency Assessment Form – Appendix 4;
- Appoint a Search Mission Controller (SMC);
- Establish an Incident Management Team (IMT);
- Advise the Emergency Operations Unit On Call Officer (24/7) - 0411 709 153;
- Advise the relevant District Emergency Management Coordinator;
- Identify and request support from Support/Combat Agencies. (All requests for support from DFES SES, must be initiated through Emergency Operations Unit, 0411 709 153.)

4. Command and Control**a. Incident Control**

In the event of a land search emergency, WA Police will appoint an appropriately trained Incident Controller who will assume overall control of the operation. The HMA must ensure where possible that the appointed incident controller is competent to undertake the incident control function at a level commensurate to the defined level of the incident as per WA emergency management arrangements (SEMP 4.1). This policy broadly classifies operational incidents into three levels (1-3) based on actual and/or potential of the incident.

The Incident Controller will be supported by an Incident Management Team (IMT) and the Local / District Emergency Coordinator and / or the State Emergency Coordinator.

The duties of the Incident Controller may include but are not restricted to the following:

- Activating the Incident Management Team (IMT) and if necessary the Incident Support Group (ISG) and Operational Area Support Group (OASG);
- Controlling the response activities of all agencies;
- Maintain relationship with National Rescue Coordination Centre (RCC) during emergency;
- Develop and execute the Incident Action Plan:
- Accounting for persons and liaising with the Forensic Division for Disaster Victim Registration and Identification purposes, if required;
- Ensuring the orderly evacuation of uninjured survivors to a safe and secure area where an appointed Welfare Coordinator can assume responsibility for their management;
- Establishing and maintaining secure perimeters around the crash site(s) to protect the site, the wreckage, victims, goods and personal effects, and to permit the other agencies to work unobstructed in the performance of their specified duties;
- Modifying plans as necessary to cope with changing conditions and developments on the scene;
- Facilitate media management;
- Maintain a log of activities including critical decisions.

b. HMA Strategic Incident Management Support

Depending on the magnitude and scale of the event, the Incident Controller may report to the appropriate Assistant Commissioner or delegate (during duty hours), or the Duty Executive Officer (after duty hours).

The Assistant Commissioner or delegate is responsible for:

- Providing strategic incident management support and guidance to the Incident Controller;
- Advising on the need for the State Emergency Coordination Group (SECG) in conjunction with State Emergency Coordinator;
- Ensuring appropriate State Emergency Management "Hazard" and "Support" Plans are activated;
- Providing strategic level resources from within WA Police to support the incident response.

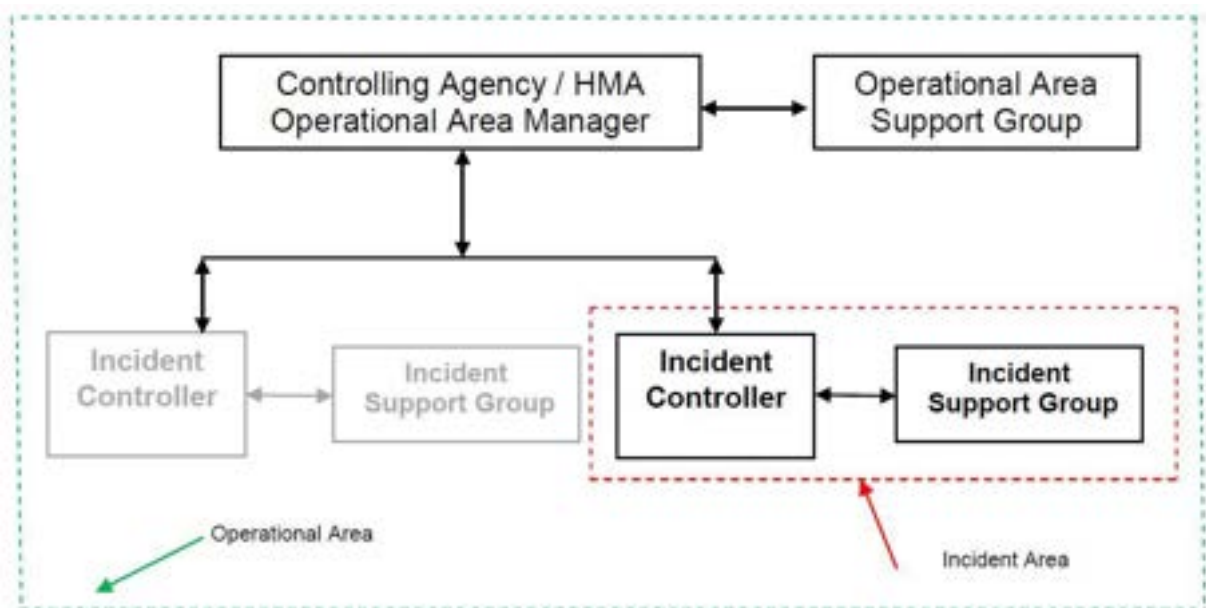
c. Coordination Structure

During level 1 and 2 land search emergencies, an Incident Support Group (ISG) consisting of a Local Emergency Coordinator and Liaison Officers from local organisations involved in the incident may be formed. The ISGs role is to assist the IC in providing specific agency operational advice relating to their support of the incident.

An Operational Area Support Group (OASG) may be established for level 2 or 3 land search emergencies to assist with supporting the incident. The OASG members may include agencies that have an agreed responsibility under this plan (refer to WESTPLAN LANDSAR).

A SECG may be established if a land search emergency escalates to a level 3 incident or the State Emergency Coordinator (SEC) initiates activation of the group on his own initiative. Any SECG activation will be in accordance with State Emergency Management Procedure OP 11 - *SECG Activation*.

An Incident Support Group (ISG) and/or an Operations Area Support Group (OASG) may be convened by the Incident Controller depending on the scale and complexity of the incident.



Appendix 1 – Glossary

AIIMS – Australasian Inter-Service Incident Management System is an incident management system utilised by the majority of emergency agencies in Western Australia to manage emergency operations.

AIR SEARCH COORDINATOR - the person appointed by the Hazard Management Agency to coordinate the operations of aircraft involved in a search (used in National Search and Rescue Manual and synonymous with a Divisional Commander under AIIMS).

COMBAT AGENCY - An organisation, which because of its expertise and resources is responsible for performing a task or activity such as fire fighting. An emergency operation may involve a number of Combat Agencies.

COMMAND - The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement within an organisation. Command relates to organisations and operates vertically, within an organisation.

CONTROL - The overall direction of emergency management activities in a designated emergency. Authority for control is established in legislation or in an emergency management plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally, across organisations.

CONTROLLING AGENCY – An agency nominated to control the response activities to a specified type of emergency.

COORDINATION - The bringing together of organisations and elements to ensure effective emergency management response and is primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources and operates vertically within an organisation as a function of the authority to command; and horizontally across organisations as a function of the authority to control.

EMERGENCY - An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY COORDINATOR - the person appointed by the State Emergency Coordinator to assist the hazard management agency in the provision of a coordinated response during an emergency.

FIELD SEARCH CONTROLLER (FSC) - the person appointed by the Hazard Management Agency, responsible to the Incident Controller, to plan and control the field aspects of a search mission and provides advice.

HAZARD MANAGEMENT AGENCY (HMA) - A public authority, or other person, prescribed by the Emergency Management Regulations to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

INCIDENT COMMAND and CONTROL SYSTEM (ICCS) Plus – is a principles and function-based incident management framework used by Australian Police jurisdictions. The components of ICCS Plus are intelligence, planning, operations, logistics, public information, investigations, communications, safety and recovery.

INCIDENT- An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

LANDSAR Control Centre - the facility staffed and operated by the Hazard Management Agency and from which land search emergencies are managed. This term is synonymous with the term Incident Control Centre (ICC) under AIIMS.

RESCUE COORDINATION CENTRE (RCC) Australia, a division of the Australian Maritime Safety Authority (AMSA) responsible for coordinating aviation and maritime search and rescue (SAR) services.

RESPONSE - Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised.

SEARCH - an operation using available personnel and facilities to locate persons who are lost or in distress.

SEARCH and RESCUE (SAR) - The process of locating and recovering disaster victims and the application of first aid and basic medical assistance as may be required.

SEARCH and RESCUE INCIDENT - The specific situation that causes the search and rescue system to be activated.

SEARCH and RESCUE OPERATION - In whole or in part, the action taken during the conduct of a search and rescue incident.

SEARCH MISSION CONTROLLER (SMC) - the Police officer appointed by the Hazard Management Agency to coordinate a land search incident. (Incident Controller).

SEARCH UNIT - a resource (e.g. boat, aircraft, vehicle, rescue unit etc) which performs the search, rescue or associated action during any stage of an operation.

SUPPORT ORGANISATION - that public authority, or other person whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc.) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc.

Guidelines for First Responders (Appendix 2), Phases of a Land Search Emergency (Appendix 3) and Urgency Assessment Guide (Appendix 4) should be laminated and bound and made available to all staff as a response pack, in stations and patrol cars to ensure an appropriate first response to a land search incident.

Appendix 2 - First Responder Actions

KULIN POLICE STATION **LAND SEARCH AIDE MEMOIRE**

Ensure LANDSAR QUALIFIED PERSON CONTACTED

First Responder Actions

- Carry out urgency assessment as per Urgency Assessment Form – Appendix 4;
 - Appoint a Search Mission Controller (SMC);
 - Establish an Incident Management Team (IMT);
- Advise Emergency Operations Unit On-Call Officer (24/7) - 0411 709 153;
 - Advise relevant District Coordination Centre (DCC);
 - Advise relevant District Emergency Management Coordinator;
 - Identify and request support from Support/Combat Agencies.

Officers qualified to conduct LANDSAR

Contact OIC Kulin Police Station

Call Out Procedures:

Contact OIC Kulin Police Station

Control Centre

The Land Search Control Centre will be established at TBA and is the first point of contact for responding agencies. For areas not provided with a permanent Search Control Centre, arrangements for establishment of temporary facilities should be detailed

Communications

Communications networks established in the area are:

List the local communications networks to be utilised – e.g. The SES portable network, bushfire radio network, CB network, digital radio channel, mobile and satellite phones)

High Risk Areas – (Areas that are known to be a hazardous environment or have had a history or a high frequency of LANDSAR Emergencies

Appendix 3 - Phases of LANDSAR Emergency 3

<p>Phase 1: Alert</p>	<p>WA Police (Hazard Management Agency) a. Receives information or incident report. b. Commence the information gathering process. c. Complete urgency assessment form.</p> <p>Other Agencies a. No action required.</p>
<p>Phase 2: Initial Action</p>	<p>WA Police a. Appoint a Search Mission Controller (SMC) in consultation with Emergency Operations Unit, 24/7 On Call Officer - 0411 709 153. b. Establish a LANDSAR Control Centre. c. Issue warning order or callout to participating combat / support agencies, or other persons required to provide resources or advice. d. Continue investigations. e. Minimise contamination of the scene. f. Consider reconnaissance search.</p> <p>Other Agencies a. Respond as requested by WA Police.</p>
<p>Phase 3: Planning</p>	<p>WA Police a. Decision made to initiate general search. b. Callout/Coordinate with all participating agencies. c. Appoint a Field Search Controller. d. Establish Incident Management Team. e. Determine search area. f. Establish Forward Command Post. g. Develop a practical search plan using available information and resources. h. Appoint a Media Liaison officer. i. Alert medical and other facilities that may be required. j. Establish and staff a Support base.</p> <p>NOTE: Rescue planning is commenced simultaneously with the search plan and forms part of the overall response.</p> <p>Other Agencies a. Provide a Field Search Controller on request. b. Advise the Incident Management Team of resources available. c. Provide Agency Commander / Liaison Officers.</p>
<p>Phase 4: Operations</p>	<p>WA Police a. Tasking and deployment of resources. b. Continue information gathering, evaluation and review plan. c. Commence ongoing planning for subsequent search emergency periods. d. Monitor progress of the search. e. Conduct briefings and provide SITREPS / Liaise and brief media.</p> <p>Other Agencies a. Commence search operation tasks. b. Provide SITREPS to the Field Search Controller including any problems encountered in carrying out tasks in the search area. c. Field Search Controller (where not provided by WA Police) to provide SITREPS to the SMC and advise of any required modifications to the search plan.</p>
<p>Phase 5: Conclusion</p>	<p>WA Police a. Recall all units and advise all agencies of search termination or suspension. b. Debrief all personnel involved in the operation and complete debriefing reports. c. Arrange for a final debriefing of all agencies as soon as practicable after the operation. d. File all documentation connected with the operation for future reference and inquiry.</p> <p>Other Agencies a. Ensure that all personnel are debriefed by SMC. b. Carry out an individual agency debriefing of all units / Note points to be raised at the combined debriefing. c. Provide post operative reports on request. d. Attend multi agency debrief. e. File all records for future reference. f. Forward a copy of all documentation and records relating to the incident, to the SMC to be filed for future reference.</p>

Appendix 4 - LANDSAR Urgency Assessment Form

Number of subjects		
1 person	1	
2 people or 3 or more – separated	2	
3 people or more – together	3	
Age		
Very young	1	
Other	2-4	
Very old	1	
Medical Condition		
Known illness or requires medication	1	
Suspected illness or injury	2	
Healthy	3	
Known fatality	4	
Potential vision impairment	1	
Character		
Reliable, punctual (late is out of character)	1	
Usually reliable, on time	2	
Reliability, punctuality questionable	3	
Completely unreliable	4	
Circumstances		
At risk for some reason	1	
Adequate information, low risk	2	
Questionable information	3	
High probability not in area	4	
Experience profile		
Not experienced, not familiar with area	1	
Not experienced – familiar with area	2	
Experienced – not familiar with area	3	
Experienced – familiar with area	4	
Physical Condition		
Unfit	1	
Fit	2	
Very fit	3	
Clothing profile		
Inadequate/insufficient	1	
Adequate	2	
Very good	3	
Equipment Profile		
Inadequate for activity/environment	1	
Questionable	2	
Adequate	3	
Very Well equipped	4	
Weather profile		
Existing hazardous weather	1	
Hazardous forecast (8 hours or less)	2	
Hazardous 8 forecast (more than 8 hours)	3	
No hazardous weather forecast	4	
Terrain and Hazards profile		
Known hazards	1	
Difficult terrain	2	
Few hazards	3	
Easy terrain, no known hazards	4	

Time: : hrs Date: / / Officer:

Result Total:

Explanation of Results.

- 11 - 15 Urgent Response**
- 16 - 27 Measured response**
- 28 - 41 Evaluative Response**

URGENT RESPONSE

- Immediate launching of a search emergency.
- Appoint a qualified Search Mission Controller (SMC).
- Contact EMERGENCY OPERATIONS UNIT On-Call officer on 0411 709 153.

MEASURED RESPONSE

- Deployment of field resources to areas of high probability (Last Known Position (LKP); Place Last Seen (PLS); hot spots and confinement).
- Aggressively gather further information and more investigation required.
- Contact EMERGENCY OPERATIONS UNIT On-Call officer 0411 709 153.

EVALUATIVE RESPONSE

- Information does not warrant the deployment of field resources.
- Further investigation/information gathering required.
- More information may escalate investigation to a Measured or Urgent Response.
- Alternatively information may assist in deciding to maintain an “open” Missing Persons file; or conclude the inquiry/operation.

HAVING A “1” IN ANY CATEGORY MAY INDICATE THAT A HIGHER RESPONSE MAY BE REQUIRED

Other factors that may influence the urgency of a search emergency include:

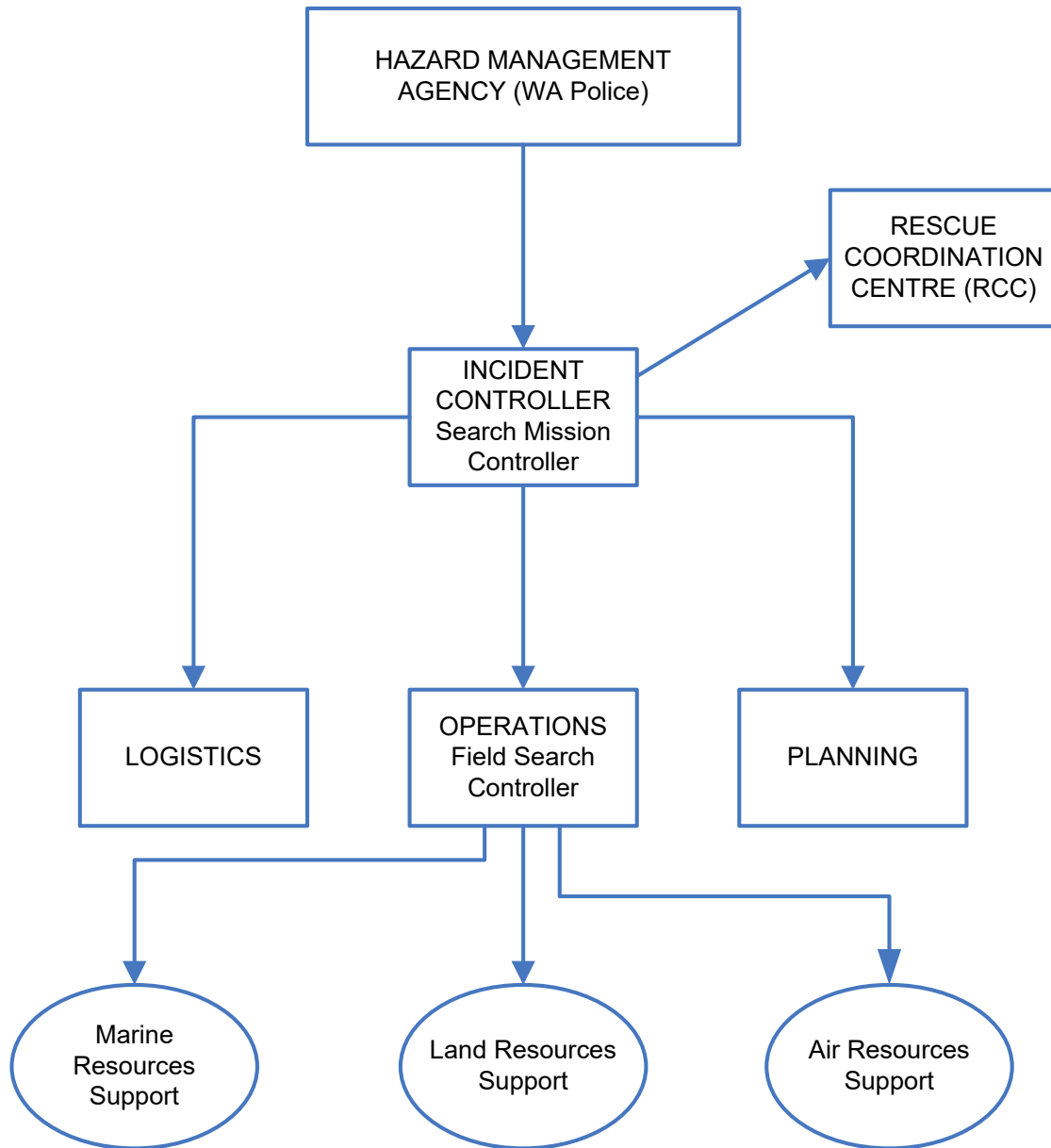
History - the frequency of past incidents in the area

Time - elapsed time since person last seen

REMEMBER: THIS IS TO BE UTILISED AS A GUIDE ONLY

(Source: The TEXTBOOK for Managing LANDSAR Emergencies, ERI publications ©2006)

Appendix 5 – Search Organisational Diagram



Appendix 6 – Organisation’s Roles & Responsibilities

Organisation

WA Police (HMA)

Prime Function

- Overall Control & Coordination.
- Notify all departments, agencies and organisations involved in the response to an emergency.
- Establish the operational structure, including the appointment of Operation Area Managers and the Incident Controller/s.
- Establish a Field Control Centre, and a Control and Combat area.
- Coordinate the activities of all responding services and agencies

DFES

- Fire fighting, rescue of trapped persons, HAZMAT resources and communications support.
- DFES (SES) to provide Search Team Members and Field Search Controller (FSC).

Rescue Coordination Centre (RCC),
Australia

- Responsible for coordinating aviation and maritime search and rescue (SAR) services

Department of Health

- Coordinate health response.

Department for Child Protection and Family Services (DCPFS)

- Coordinate welfare services for survivors including welfare centers and crisis care as required.

Department of Environment and Conservation

- Advice and Resources

Local Government

- Advice and resources

Royal Flying Doctor Service – Western Operations

- Air transport of medical personnel, primary triage and treatment, air transport of casualties.

St John Ambulance - Western Australia

- Primary triage and treatment, and road transport of casualties.

Appendix 7 – List of Contacts

Contact Details	Phone	Mobile	Fax
Police - Local Station	9861 5800	0437 824 185	
Police - District Office	9892 9355	N/A	9892 9363
District Emergency Coordinator Name : Superintendent COOMBES	9892 9355	0400772026	9892 9363
GSDO On Call Officer	9892 9395		
State Control Centre	9323 5567		
Police Operations Centre (POC) Duty Inspector	9323 5567		
WAPOL Emergency Operations Unit	9370 7115	A/H On Call 0411 709 153	9370 7109
Police Media	9222 1011		
Emergency Management Committee members:			
Local Government – Shire of Kulin	9880 1204		
CEO Alan LEESON	9880 1204	0497 801 204	
Manager of Works – Judd HOBSON	9880 1204	0427 801 241	
Ambulance	000	0427 081 925	
Medical Centre	9880 1056		
Department of Community Protection And Family Support - DCPFS	132 316		
DFES Operations Centre – SES Headquarters (National)	132 500	0419 869 655	
Kulin Volunteer Fire Service	9880 1287	0429 801 152	
DFES Comcen – 000 Operators (24hrs)	9323 9333		
DFES Comcen Supervisor (24hrs)	9323 9496		
Water Corporation Emergency Call Centre (24hrs)	131 375		
MRWA Customer Contact Centre (24 hrs)	138 138		
MRWA Traffic Operations Centre	9323 2222		
MRWA Heavy Vehicle Operations	9311 8450		

WA Police Local Hazard Plan – Air Crash

Kulin Police Station



Air Crash

DATE REVIEWED 16/05/2023

AUTHORITY

The Local Hazard Plan has been prepared by the O.I.C Kulin Police Sub District in compliance with the *WA Emergency Management Act 2005*.

Signed: Sergeant Andrew DUNN PD07316
(OIC Kulin Police Sub District)

Endorsed: Superintendent Paul COOMBES PD06557
(District Superintendent – Great Southern)

AMENDMENTS

Amendments are to be certified in the table below

Version Number	Date Of Amendment	Changes	Entered By
2	01 August 2013	Annual Review	D. Briggs EOU
2.1	Feb 2014	Review	PD06943
2.2	16 May 2023	Update to Contacts	PD07316

Contact Officer: Sergeant Andrew DUNN PD07316, OIC Kulin Police Sub District

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1. Introduction

The *Emergency Management Act 2005* and *Emergency Management Regulations 2006* designate the Commissioner of Police (CoP) as the Hazard Management Agency (HMA) for Air Crash within Western Australia. The CoP is responsible for the preparation of plans to ensure a controlled and coordinated response to an air crash emergency. The CoP exercises his responsibility through Western Australia Police (WA Police).

As the designated HMA, WA Police is responsible for the preparation of local plans to ensure a controlled and coordinated response to an air crash emergency.

Each Officer in Charge (OIC) is responsible for writing and exercising plans for their sub district. The principles contained in WESTPLAN Air Crash are to be applied to each local area through the development of the Local Hazard Plans. This plan is prepared by the local Police in consultation with the Local Emergency Management Committee members.

a. Aim and Objectives

The principles contained in this document are to be applied to each local area that requires an air crash response capability through the development of a Local Air Crash Hazard Plan. This plan should contain the following, as is relevant:

- The manner in which operations are to be conducted;
- The responsibilities of personnel/agencies;
- Details of available resources and usage priorities;
- Personnel contact details;
- Communications arrangements;
- A list of services that may be utilised; and
- A regular review process to keep the plan current and up to date.

Certified Aerodromes must have an Aerodrome Emergency Plan (AEP) as part of their local air crash arrangements and are to be considered in the planning process.

The aim of Local Hazard Plan Air Crash is to detail the local arrangements for preparation and response to an air crash emergency in accordance with the *Emergency Management Act 2005* and *Emergency Management Regulations 2006*.

The objectives of the plan are to:

- Outline the responsibilities and immediate priorities in response to an air crash emergency.
- Define the responsibilities of the HMA, Combat Agencies and Support Organisations in the event of an air crash.
- Provide a basis for the provision and coordination of resources to cope with an air crash emergency.

b. Scope

This plan shall apply in respect to the following air crash emergency on or off an airport site.

The procedures and responsibilities detailed in this document are established for information and compliance by all public authorities, and for the coordination of all non-government organisations that may possibly become engaged in an air crash emergency.

Air crashes which are within the capability of the local agencies to manage are to be dealt with in accordance with local plans and arrangements. Where an air crash occurs at an airport with a developed and exercised AEP, these plans will be used to respond to an air crash emergency

within their area of responsibility, and to identify resources required. Plans are to ensure agreed and coordinated arrangements are formulated for preparedness and response.

c. Hazard Definition

For the purposes of this plan, the hazard is defined as an emergency involving the crash of an aircraft requiring significant and coordinated response.

d. Military/Defence aircraft

The response to an air crash emergency involving Australian military or any defence aircraft will be dealt with pursuant to Western Australia emergency response arrangements and in accordance with Australian Defence Force (ADF) 6734.001, Defence Air Safety Manual (DASM) Sec.3 Chap.10.26b.

WA Police will assume the duties of Incident Controller for the air crash (with particular awareness to the possibility of the presence of ordinance). An appropriately qualified ADF member should always be available to assist the Police. If arrangements permit, the ADF member is to assume the duties of the Forward Commander whilst the WA Police (as HMA) maintain control and provide appropriate support to the specialist advice provided by ADF personnel.

e. General

The Australian Maritime Safety Authority, Rescue Coordination Centre (RCC) Australia is the lead agency responsible for search and rescue (SAR) response to all international and civil registered aircraft within the Australian search and rescue region.

In WA, RCC Australia will coordinate the initial response with WA Police. By mutual agreement with RCC Australia and when the CoP or his representative is in a position to accept coordination of the incident, RCC Australia will hand over the coordination.

f. Legislation and Related Documents

The *Emergency Management Act 2005* and *Emergency Management Regulations 2006* govern and regulate emergency management in Western Australia. These response arrangements should be read in conjunction with the following:

- Civil Aviation Act 1988;
- Civil Aviation Regulations 1988;
- Civil Aviation Safety Regulations 1998;
- Commonwealth Government Aviation Disaster Response Plan (CAVDISPLAN);
- Coroners Act 1996;
- Emergency Management Act 2005;
- Emergency Management Regulations 2006;
- Environmental Protection Act 1986;
- Local Government Act 1995;
- National Search and Rescue Manual;
- Occupational Safety and Health Act 1984;
- Relevant WESTPLANS (Refer 4.10);
- State Emergency Management Committee Policy and Procedures;
- Local Emergency Management Arrangements and Aerodrome Emergency Procedures (AEP), which may identify further resources and provide local knowledge.

g. Plan Review

A review of the plan will be conducted at least every 12 months or:

- Following activation of the plan;
- Following an exercise to test all or part of the plan;
- Following a change in the role and responsibility of any participating agency; or

- As often as deemed necessary by the WA Police District Superintendent.

h. Authority to Plan

The Authority for this plan is vested in the local OIC by the CoP in accordance with *Emergency Management Act 2005* and *Emergency Management Regulations 2006*.

2. Preparedness

a. Responsibility for Planning

As the designated HMA, WA Police is responsible for the preparation of local hazard plans to ensure a controlled and coordinated response to an air crash emergency. The local OIC is responsible for ensuring that any response to an air crash emergency is initiated promptly and executed with effective use of all available resources that are necessary.

b. Risk Management

For planning, prevention and preparation at a local level it is useful to identify the risk level presented by the hazard and key aspects for the community including to the people, the economy, the social fabric, the governance, the infrastructure and the environment.

The adoption of a risk management approach in decision-making allows a proactive approach towards emergency management with greater emphasis on prevention and preparedness and helps facilitate appropriate resource allocation during response.

Risk management planning identifies sources of risk, estimates the impact of those risks and describes appropriate responses to treat those risks and is compliant with AS/NZS ISO 31000:2009.

c. Planning and Arrangements

The concept of this plan is to employ and coordinate the resources of public authorities together with resources available from private industry and volunteer groups, for air crash emergencies.

This concept is based on:

- The designation of a single agency responsible for the management of air crash emergency operations. This single agency is WA Police.
- The availability of a 24 hour State level contact facility provided by the HMA for receipt of initial incident reports. This is the Police Operations Centre (POC).
- The deployment of additional resources from State and Commonwealth agencies to support WA Police.

In accordance with the *Emergency Management Act 2005*, the HMA is responsible for the development of local hazard plans. Certified aerodromes must have an Aerodrome Emergency Plan (AEP) as part of local air crash plans and arrangements.

Air crash emergencies which are within the capability of the local agencies to manage are to be dealt with in accordance with local plans and arrangements.

Where appropriate, the Officer in Charge of each police sub district will have a Local Air Crash Hazard Plan, as part of their local plans which should align with any existing AEP.

These plans will be used to respond to an air crash emergency within their area of responsibility, and to identify resources required. Plans are to ensure agreed and coordinated arrangements are formulated for preparedness and response.

Responsibility for resources and response to an air crash emergency initially rests at the local level. An emergency beyond the capability of local resources will receive support from district resources. State resources shall be provided if district resources are inadequate. If the air crash emergency is to escalate beyond the ability of State resources, Commonwealth assistance may be sought through the activation of the Commonwealth Aviation Disaster Response Plan (CAVDISPLAN).

d. Training

Training shall be undertaken with the purpose of developing knowledge of local plans and actions in responding to an air crash.

Police responders to an air crash emergency must have the ability to work within the Australasian Inter-Service Incident Management System (AIIIMS) operational structure arrangements.

e. Exercises

WA Police Hazard Plan for Air Crash must be tested annually (at a minimum) with a full field exercise every two years in order to meet CASA’s manual of standards. Activation of the local plan can be considered as a test of the plan. Exercises are required to test such elements as all plans, communication procedures and facilities, individual staff capabilities, search unit performance and inter organisational operations. Multi-agency exercises should be conducted when possible.

f. Arrangement for assistance from other jurisdictions

The Australian Maritime Safety Authority (AMSA) through the Rescue Coordination Centre (RCC) Australia is the Commonwealth authority responsible for civil aviation search and rescue. The Australian Defence Force is the authority for military aircraft search and rescue. These arrangements are detailed in the National Search and Rescue Manual (NSM), and are summarized below.

g. Emergencies involving civil aircraft

In flight emergency responsibility rests with Airservices Australia. The coordination is passed to RCC Australia when the aircraft is believed to be lost, missing, ditched or has crash-landed.

RCC Australia will control the search and rescue response for the missing aircraft until such time the target has been located and the occupants, where required, have been conveyed to a place of safety. The transfer of ongoing coordination of a response can, by mutual agreement, be transferred to WA Police at any stage after the target has been located.

At or in the vicinity of a certified airport where an air crash emergency occurs, the local AEP details the response management to the emergency. At these airports, WA Police is the Controlling Agency with mutual agreement with the RCC.

At remote locations, unmanned airports or landing grounds and in State waters RCC Australia remain the controlling authority until such time as the crash site has been located and the survivors have been removed to a place of safety or WA Police are in a position on scene to take over ongoing control; if the possibility of locating survivors is no longer present and through mutual agreement WA Police are in a position to take over control of the response.

For air crash emergencies offshore (beyond State waters), RCC Australia is the controlling authority and will request assistance from Western Australia through WA Police as required.

h. Transfer of Control

Arrangements between the Commonwealth and the State provide that once the position of the crashed aircraft is known and the magnitude of the event requires the activation of the response

arrangements, the overall control will be transferred from RCC Australia to WA Police with RCC Australia providing continuing support as required.

Where required, RCC Australia will continue to control the search and rescue operation until it has been agreed that WA Police are better placed to assume responsibility once on scene. Handover will take place after discussion between RCC Australia and WA Police.

3. Response

a. Responsibility for response

The response to an air crash shall be based on the principle of graduated response, i.e. activation of Local Air Crash Hazard Plans and deployment of local resources first, followed by District and if necessary, State and then Commonwealth support.

This Plan will be activated when either:

- Advice is received that an air crash has occurred or, is likely to occur.

Note: If the air crash occurs at a CASA regulated airport, then the AEP and Local Hazard Plan will be activated and where a coordinated response is required guidance should be sought from WESTPLAN Air Crash.

b. Notification

Advice that an aircraft emergency has, or is likely to occur will be received by, or directed to the Police Operations Centre (POC).

The decision by WA Police as to the appropriate resources to be deployed for air crash is dependent on several factors including the following:

- The degree of urgency;
- The search area;
- The availability of resources;
- The capabilities of available search units;
- The existing and forecast weather;

Control and coordination of an air crash emergency rests with WA Police.

c. Activation at Local and District Level

The activation procedures, warning stages and sequence of actions contained in this document are to be applied at District and Local levels through the development of air crash emergency response procedures.

d. Triggers for activation

Where advice is received of an imminent / actual air crash emergency and the location is known and immediately accessible, WA Police shall take timely action to assist RCC Australia in resolving the situation. Once Police arrive on scene and it there is mutual agreement, transfer of responsibility from RCC Australia to WA Police can be affected to ensure activation of this plan.

e. Levels of response

RCC Australia and WA Police have adopted classifications as detailed in the National SAR Manual to indicate the various stages of response, and are described on appendix 3.

The Officer receiving the warning from RCC Australia shall apply the terminology used by WA Police and other emergency services. The Incident Controller will determine the level of incident and appropriate response actions based on the principle of graduated response in accordance

with State Emergency Management Procedure OP 23 – *Incident Level Declaration* and State Emergency Management Policy 4.1 – *Incident Management*.

f. Incident Management System

During emergencies involving hazards for which the Commissioner of Police is the prescribed HMA, WA Police will control the response activities in accordance with State Emergency Management Policy 4.1 - *Incident Management*. All agencies with agreed responsibilities under this plan are encouraged to ensure their personnel are familiar with and are able to work within the Australasian Inter-service Incident Management System which is familiar to WA Police.

g. Crisis Information Management System (WebEOC)

Consideration should be given to using WebEOC as the Crisis Information System for capturing and logging all the information and events. This process will facilitate better information sharing and decision making throughout the agency.

h. Hazardous Materials Involved- (Ref: Westplan – HAZMAT)

In the event that an air crash emergency creates a hazardous materials emergency, the Department of Fire and Emergency Services OIC/Agency Commander will manage the hazardous materials emergency until their responsibilities are completed.

4. Command and Control

Incident Control

In the event of an air crash emergency, WA Police will appoint an appropriate Incident Controller who will assume overall control of the emergency. The HMA must ensure where possible the appointed incident controller is competent to undertake the incident control function at a level matching the defined level of the incident as outlined in State Emergency Management Policy 4.1. The operational incident level (1-3) shall be declared based on actual and/or potential risks associated with the incident. *(Note: The aviation industry classifies incidents into three levels (1-3) however the levels are based upon the aircraft's capacity).*

The Incident Controller will be supported by an Incident Management Team (IMT) based on the ICCS Plus model which is consistent with AIIMS. The Incident Controller will be supported by the Local / District Emergency Coordinator and / or the State Emergency Coordinator.

The duties of the Incident Controller may include but are not restricted to the following:

- Activating the Incident Management Team (IMT) and if necessary the Incident Support Group (ISG) and Operational Area Support Group (OASG);
- Controlling the response activities of all agencies;
- Developing/approving the Incident Action Plan;
- Accounting for persons on board the aircraft and liaising with the Forensic Division for disaster victim registration and identification purposes;
- Ensuring the orderly evacuation of uninjured survivors to a safe and secure area where the State Welfare Coordinator can assume responsibility for their management;
- Ensure adequate arrangements are in place for transportation of the injured;
- Assisting the Australian Transport Safety Bureau (ATSB) with their investigations;
- Establishing and maintaining secure perimeters around the impact site(s) to protect the site, wreckage, victims, cargo and personal effects and to permit other agencies to work unobstructed in the performance of their specified duties;
- Modifying plans as necessary to cope with changed conditions and developments on the scene;
- Facilitate media management;

- Maintain a log of activities logging critical decisions.

HMA Strategic Incident Management Support

Depending on the complexity and location(s), the controlling agency may at its discretion appoint an Operational Area Manager to undertake the strategic management of more complex emergencies.

The Incident Controller may report to the appropriate Assistant Commissioner or delegate (during duty hours), or the Duty Executive Officer (after duty hours).

The Assistant Commissioner or delegate is responsible for:

- Providing strategic incident management support and guidance to the Incident Controller;
- Advising on the need for the State Emergency Coordination Group (SECG) in conjunction with State Emergency Coordinator;
- Ensuring appropriate State Emergency Management "Hazard" and "Support" Plans are activated;
- Provide strategic level resources from within WA Police to support the incident response.

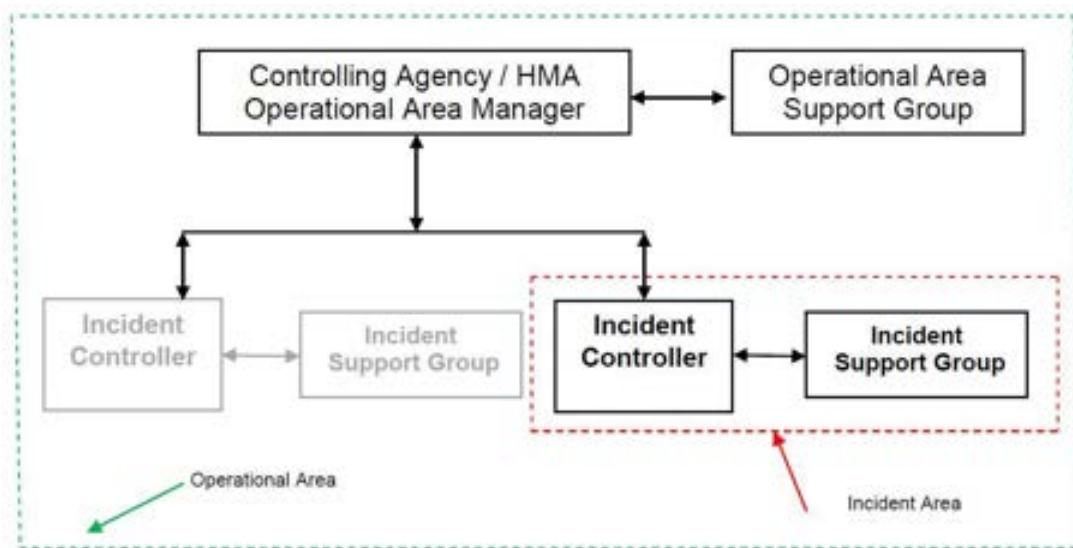
Coordination Structure

During level 1 and 2 air crash emergencies, an Incident Support Group (ISG) consisting of a Local Emergency Coordinator and operational representatives involved in the incident may be formed. The ISGs role is to assist the IC in providing specific agency operational advice relating to their support of the incident.

An Operational Area Support Group (OASG) may be established for level 2 or 3 air crash emergencies to assist with supporting the incident. The OASG members may include agencies that have an agreed responsibility under this plan (refer to WESTPLAN Air Crash).

A SECG may be established if an air crash emergency escalates to a level 3 incident or the State Emergency Coordinator (SEC) initiates activation of the group on his own initiative. Any SECG activation will be in accordance with State Emergency Management Procedure OP 11 - *SECG Activation*.

An Incident Support Group (ISG) and/or an Operations Area Support Group (OASG) may be convened by the Incident Controller depending on the scale and complexity of the incident.



Appendix 1 – Glossary

ACCIDENT – An accident is defined as the occurrence or imminent occurrence of an air crash, where an aircraft is destroyed or seriously damaged at any time between departure and arrival, and is associated with:

- a) the death or serious injury of a person and/or
- b) destruction of, or damage to, property or any part of the environment.

AEP (Airport Emergency Plan) - A plan developed by the airport operator to coordinate all agencies, State or supporting plans and their individual Airport Emergency Procedures for dealing with an aerodrome emergency.

AIIMS – Australasian Inter-Service Incident Management System is an incident management system utilised by the majority of emergency agencies in Western Australia to manage emergency operations.

AIRSERVICES AUSTRALIA - Federal Government agency providing:

- Air traffic services including in-flight emergency response for aircraft declaring an emergency.
- Aviation Rescue Fire Fighting Services at major airports.

ATSB (Australian Transport Safety Bureau) - A division of the Federal Department of Transport and Regional Services responsible for air transport safety investigations.

CERTIFIED AERODROME (AIRPORT) - An airport owned by a person or organisation licensed by the Civil Aviation Safety Authority (CASA) and operated according to an approved Airport Manual.

COMBAT AGENCY - An organisation, which because of its expertise and resources is responsible for performing a task or activity such as firefighting. An emergency operation may involve a number of Combat Agencies.

COMMAND - The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement within an organisation. Command relates to organisations and operates vertically, within an organisation.

COMMANDER – A single-agency term. A commander has authority only within that agency. Responsibilities include the direction and coordination of the activities of that agency. A commander operates vertically within the agency and cannot command members of another agency. Individual agencies may refer to this position as a Manager, Controller etc.

CONTROL - The overall direction of emergency management activities in a designated emergency. Authority for control is established in legislation or in an emergency management plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally, across organisations.

CONTROLLING AGENCY – An agency nominated to control the response activities to a specified type of emergency.

CONTROL AREA - The total area within the outer perimeter, and includes the combat area, all aircraft wreckage and triage area.

COORDINATION - The bringing together of organisations and elements to ensure effective emergency management response and is primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to

resources and operates vertically within an organisation as a function of the authority to command; and horizontally across organisations as a function of the authority to control.

EMERGENCY - An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY COORDINATOR - The person appointed by the State Emergency Coordinator to assist the hazard management agency in the provision of a coordinated response during an emergency.

HAZARD MANAGEMENT AGENCY (HMA) - A public authority, or other person, prescribed by the Emergency Management Regulations to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

INCIDENT - An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

INCIDENT COMMAND and CONTROL SYSTEM (ICCS) Plus – A principles and function-based incident management framework used by Australian Police jurisdictions. The components of ICCS Plus are intelligence, planning, operations, logistics, public information, investigations, communications, safety and recovery.

INCIDENT CONTROLLER - The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.

INCIDENT AREA - The area, defined by the Incident Controller, incorporating the localised community or geographical area impacted by the incident.

INCIDENT SUPPORT GROUP - A group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident.

OPERATION - An incident (or multiple incidents) that impacts, or is likely to impact beyond a localised community or geographical area.

OPERATIONAL AREA MANAGER - The person designated by the relevant Controlling Agency, responsible for the overall management of an operation within a defined Operational Area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation.

OPERATIONAL AREA – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an incident. This area may include one or more Incident Areas.

OPERATIONAL AREA SUPPORT GROUP (OASG) - A group of agency / organisation liaison officers, including the designated Emergency Coordinator, convened by the Operational Area Manager/Incident Controller to provide agency specific expert advice and support in relation to strategic management of the incident/s.

POLICE OPERATIONS CENTRE (POC) - The facility from which the day-to-day operational management of WA POLICE is conducted.

RESCUE COORDINATION CENTRE (RCC) Australia - A division of the Australian Maritime Safety Authority (AMSA) responsible for coordinating aviation and maritime search and rescue (SAR) services in accordance with the National Search and Rescue (NATSAR) Manual.

REGISTERED AIRCRAFT - Aircraft on the register of the Civil Aviation Safety Authority (CASA) will display a 5-letter registration commencing with the letters VH-

STATE HEALTH COORDINATOR - The State Health Coordinator has the authority to command the coordinated use of all health resources within WA, for response to and recovery from, the impacts and effects of a major emergency or disaster situation.

STATE WELFARE COORDINATOR - The person appointed by the Director General, Department for Child Protection and Family Support (DCPFS), to coordinate the delivery of emergency welfare services to victims of an air crash.

TERRORIST ACT - An act or threat, intended to advance a political, ideological or religious cause by coercing or intimidating an Australian or foreign government or the public, by causing serious harm to people or property, creating a serious risk of health and safety to the public, disrupting trade, critical infrastructure or electronic systems. (*Criminal Code Act 1995* [Commonwealth])

TRIAGE - Means the process of sorting people based on their need for immediate medical treatment as compared to their chance of benefiting from such care. Triage is done in emergency departments, disasters and wars when limited medical resources must be allocated to maximize the number of survivors.

WELFARE CENTRE - A centre established to provide welfare services to persons affected by an emergency.

Response Actions Aide Memoir (Appendix 2) and Levels of Response (Appendix 3) should be laminated and bound and made available to

all staff in stations and patrol cars to ensure an appropriate immediate response to an Air Crash.

Appendix 2 - Response Actions

KULIN POLICE STATION **AIR CRASH - AIDE MEMOIRE**

Phases

1. Uncertainty Phase – On receipt of advice that doubt exists as to the safety of an aircraft because of lack of information concerning progress or position. The key word is doubt.

- POC, District and Local Police Officers to be alerted.
- All participating combat and support agencies to be briefed.
- Advise Emergency Operations Unit On Call Officer (24/7) - 0411 709 153.

2. Alert Phase – On receipt of advice that doubt exists as to the safety of an aircraft;

- POC, District and Local Police Officers to be alerted.
- Ensure all participating combat and support agencies are briefed.
- Advise relevant District Emergency Coordinator.
- Ensure Emergency Operations Unit On Call Officer advised (24/7) - 0411 709 153.
- Establish position, type of aircraft, and people on board, dangerous materials.

3. Standby Phase – On receipt of advice that apprehension exists for safety of the aircraft;

- POC, District and Local Police Officers to be advised of standby phase.
- Combat and support agencies to be placed on standby.
- District and Local Police procedures to be activated.

4. Call Out – Advice received that an aircraft has crashed.

- POC, District and Local Police Officers to be alerted.
- All participating combat and support agencies to be alerted.
- Police, Combat and support agencies dispatched to the site immediately.
- Establish position, type of aircraft, and people on board, dangerous materials.
- Advise relevant District Emergency Coordinator.
- Advise Emergency Operations Unit On Call Officer (24/7) - 0411 709 153.
- Incident Controller and Incident Management Team to be appointed.
- Ensure all actions are recorded on running sheets, consider the use of WebEOC.

Appendix 3 – Levels of Response

Australia	Services
<p>Uncertainty Phase (INCERFA): Assigned any time doubt exists as to the safety of an aircraft because of lack of information concerning progress or position. The key word is <u>doubt</u>.</p>	<p>ADVICE ONLY: Heads or Liaison Officers of participating combat agencies are briefed on the situation. No further action is required.</p>
<p>Alert Phase (ALERFA) Assigned any time apprehension exists for the safety of an aircraft because of definite information that serious difficulties exist which does not amount to distress, or because of a continued lack of information concerning progress or position. The key word is <u>apprehension</u>.</p>	<p>STAND BY: The situation has deteriorated and combat agencies may be required to attend. Heads or Liaison Officers are updated and brief their own personnel.</p>
<p>Distress Phase (DETRESFA) Declared when immediate assistance is required by an aircraft threatened by grave or imminent danger or because of a continued lack of information concerning progress or position. The key words are “<u>grave or imminent danger</u>” and “<u>immediate assistance required</u>”.</p>	<p>CALL OUT: An air crash has occurred or is imminent and combat agencies are requested to dispatch their personnel</p>
<p>CRASH Self evident situation where an aircraft is seen to crash or is about to crash</p>	<p>CALL OUT: An air crash has occurred or is imminent and combat agencies are requested to dispatch their personnel</p>
<p>For use at airports:</p> <p>Full Emergency Declared when it is known that an aircraft approaching the airport is, or is suspected to be, in such trouble that there is danger of an accident and requiring the response from off-airport agencies.</p>	<p>CALL OUT: An air crash has occurred or is imminent and combat agencies are requested to dispatch their personnel</p>
<p>Notification of Completion</p>	<p>STAND DOWN: Rescue actions have been completed and agencies are stood down.</p>

Appendix 4 – Organisation Roles

Organisation

WA Police (HMA)

Combat Agencies

Department of Fire and Emergency Services

Aviation Rescue Fire Fighting – Airservices Australia

Rescue Coordination Centre (RCC), Australia

Support Organisations

Department of Health

Department for Child Protection and Family Support (DCPFS)

Australian Red Cross

Department of Mines & Petroleum (Dangerous Goods Safety Branch)

Department of Parks and Wildlife

Department of Transport

Local Government

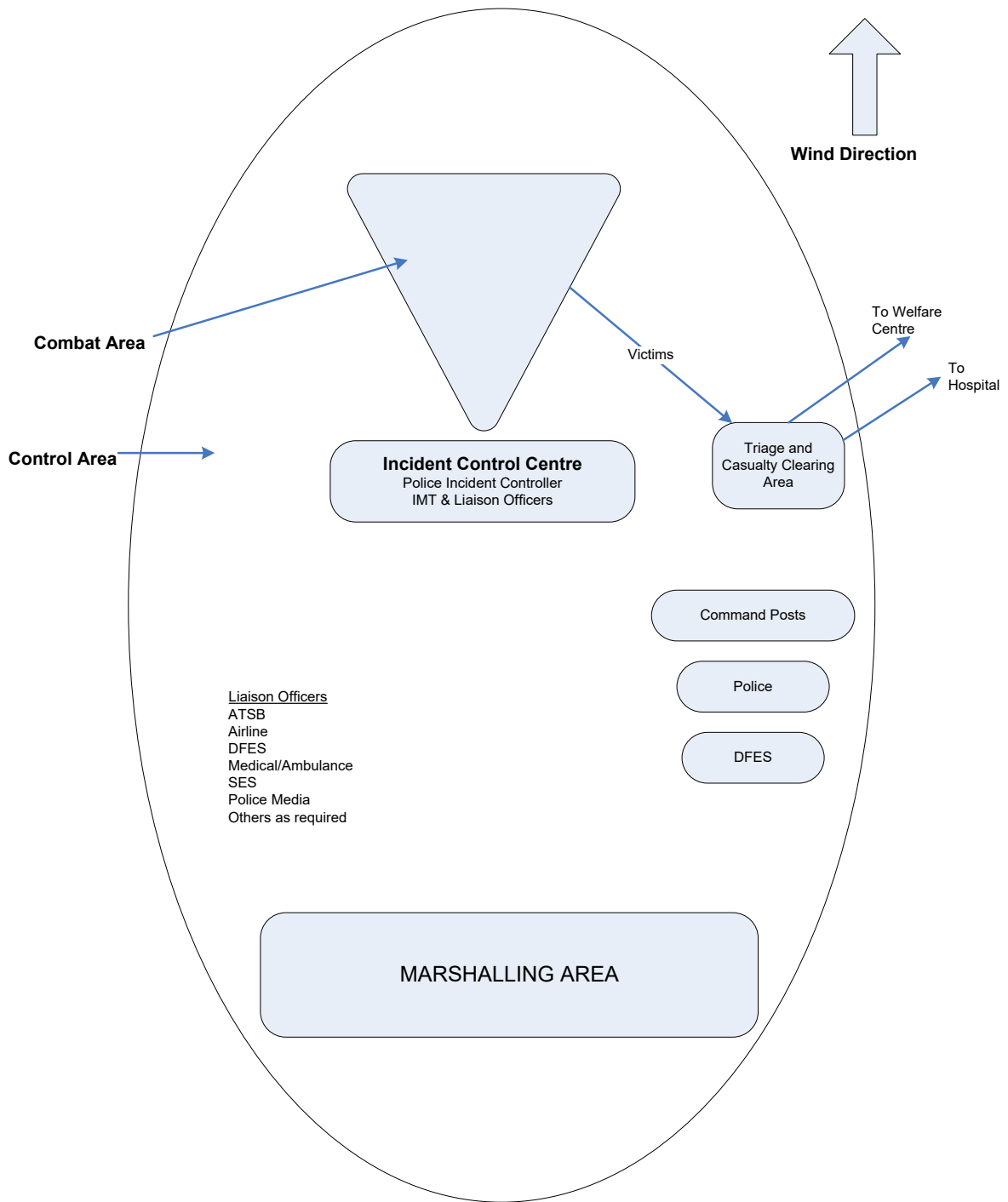
Main Roads of Western Australia (MRWA)

Prime Function

- Overall Command, Control & Coordination.
- Fire fighting, rescue of trapped persons, HAZMAT resources and communications support.
- Where Australian Federal Police are not present, ARFF will assume overall control & coordination at aerodromes where services established. Will handover to WA Police under Westplan Air Crash arrangements and remain the combat agency for the aircraft incident.
- Fire fighting, rescue of trapped persons, specialist aviation resources.
- Coordinate the first response. Provide Search and Rescue Services for civil and internationally registered aircraft in Australia’s Search and rescue region.
- Coordinate health response including acute medical response to site.
- Coordinate welfare services for survivors including welfare centres and crisis care as required.
- Activate National Registration and Inquiry System as appropriate.
- Provide technical advice regarding HAZMAT and dangerous goods.
- Advice and Resources
- Advice and resources
- Advice and resources
- Traffic management planning.

Royal Flying Doctor Service – Western Operations	<ul style="list-style-type: none"> • Air transport of medical personnel, primary triage and treatment, air transport of casualties.
St John Ambulance - Western Australia	<ul style="list-style-type: none"> • Primary triage and treatment, and road transport of casualties.
Rescue Coordination Centre Australia	<ul style="list-style-type: none"> • Coordination of aviation and maritime search and rescue services.
Airline Company or Handling Agent	<ul style="list-style-type: none"> • Provide passenger/cargo manifest, assist with welfare of survivors, and provide transport and accommodation for survivors.
LifeLine Groups	<ul style="list-style-type: none"> • Advice, Assistance and Resources.
Bureau of Meteorology	<ul style="list-style-type: none"> • Provide SAR weather forecasts to RCC Australia.
Air Services Australia/ Westralia Airports Corporation	<ul style="list-style-type: none"> • Provide Aviation Rescue and Firefighting (ARRF) at Perth, Broome & Karratha. • Provide air traffic control services at Perth.
Westralia Airports Corporation	<ul style="list-style-type: none"> • Establishment of the Aerodrome Emergency Plan, support operations and aerodrome safety at Perth Airport
Australian Customs Service	<ul style="list-style-type: none"> • Process uninjured passengers.
Australian Transport Safety Bureau	<ul style="list-style-type: none"> • Support
Australian Federal Police	<ul style="list-style-type: none"> • Support
Australian Quarantine and Inspection Service (AQIS)	<ul style="list-style-type: none"> • Provide quarantine clearance.
Department of Immigration and Citizenship	<ul style="list-style-type: none"> • Provide immigration clearance

Appendix 5 – Air Crash Site Layout



Appendix 6 – List of Contacts

Contact Details	Phone	Mobile	Fax
Police - Local Station	9861 5800	0437 824 185	
Police - District Office	9892 9355	N/A	9892 9363
District Emergency Coordinator Name : Superintendent COOMBES	9892 9355	0400772026	9892 9363
GSDO On Call Officer	9892 9395		
State Control Centre	9323 5567		
Police Operations Centre (POC) Duty Inspector	9323 5567		
WAPOL Emergency Operations Unit	9370 7115	A/H On Call 0411 709 153	9370 7109
Police Media	9222 1011		
Emergency Management Committee members:			
Local Government – Shire of Kulin	9880 1204		
CEO Alan LEESON	9880 1204	0497 801 204	
Manager of Works – Judd HOBSON	9880 1204	0427 801 241	
Ambulance	000	0427 081 925	
Medical Centre	9880 1056		
Department of Community Protection And Family Support - DCPFS	132 316		
DFES Operations Centre – SES Headquarters (National)	132 500	0419 869 655	
Kulin Volunteer Fire Service	9880 1287	0429 801 152	
DFES Comcen – 000 Operators (24hrs)	9323 9333		
DFES Comcen Supervisor (24hrs)	9323 9496		
Water Corporation Emergency Call Centre (24hrs)	131 375		
MRWA Customer Contact Centre (24 hrs)	138 138		
MRWA Traffic Operations Centre	9323 2222		
MRWA Heavy Vehicle Operations	9311 8450		

Appendix 2

Local Emergency Management Arrangements



RESOURCES LOG

Updated May 2023

Kulin Emergency Centre

Operations Centre: Kulin Emergency Centre
Address: 20 Johnston Street KULIN
Phone: 9880 1205

Equipment: Emergency Headquarters

Role: **Emergency Headquarters**

Additional Details

- Houses Kulin Fire Brigade, St John Ambulance & Kulin SES.
- Can be utilised as headquarters in emergency
- Contains telephone line, fax, white boards, television
- Can also be utilised as emergency accommodation with showers and toilets

Kulin Fire and Rescue

Co-ordinator: Craig MCINNES, Captain
Address: Day Street, Kulin
Phone: 0429 801 152
a/h: 9880 1152

Operations Centre: Kulin Emergency Centre
Address: 20 Johnston Street KULIN
Phone: 9880 1079

Equipment: **Rescue Trailer – Tandem Axle fully enclosed
Fire Truck – Light Tanker – Toyota Landcruiser 4 x 4**

Role: Road Rescue, General Rescue and HAZMAT

Additional Details

- Powered cutting and spreading equipment
- Manual hydraulic spreading equipment
- Generator & 240V rescue lights
- Oxy-viva portable
- Breathing apparatus & chemical splash suits
- 550L Water Tank
- Diesel powered 120L/min pump
- Hose reel
- WAERN High Band Radios
- Refer Page 9 for Radio Installation List
- Satellite telephone
- 1550L Water Tank
- Diesel powered 1800L/min pump
- Hose reels and water cannon
- WAERN High Band Radios
- Refer Page 6 for Radio Installation List

Equipment: Fire Truck – Rural Appliance Isuzu FSS 4 x 4 Truck

Role: Grass/Stubble/Bush Fires & Rural Structural Fires

Additional Details

- 1800L Water Tank
- Diesel powered 1400L/min pump
- Hose reels and water cannon
- WAERN High Band Radios
- Refer Page 6 for Radio Installation List

Equipment: Communication Equipment

Role: Communications

Additional Details

- WAERN High Band Radios
- Refer Page 9 for Radio Installation List

Name	Brigade / Location	House	Vehicle
Darren Kirby	Kulin South		Yes
Clinton Mullan	Kulin South	Yes	Yes
John Waters	Kulin South		Yes
Greg Schorer	Kulin South	Yes	Yes
Michael Wilson	Kulin North		
Craig McInnes	Kuiln Town		
Rod Diery	Kulin Town	Yes	Yes
Gerald Noble	Kulin North	Yes	Yes
Don Bradford	Kulin North		Yes
John Bowey	Kulin North		Yes
David Lewis	Kulin North		Yes
Brendan Sloggett	Kulin North	Yes	Yes
Brendan Sloggett	Ambulance		
Geoff Hodgson	Jilakin Pingaring	Yes	Yes
Evan Wyatt	Jilakin Pingaring		Yes
Michael Lane	Jilakin Pingaring		Yes
Peter Riseborough	Jilakin Pingaring		Yes
Brent Hyde	Holt Rock Little Italy		Yes
Brendon DiRusso	Holt Rock Little Italy		Yes

St John Ambulance

Co-ordinator: Brendon Sloggett - Station Officer (Ambulance)
Address: 2008 Gnarning Road, KULIN
Phone: 0427 081 925
a/h: 9880 9036

Operations Centre: Kulin Emergency Centre
Address: 20 Johnson Street KULIN
Phone: 9880 1079

Equipment: Fully Equipped Ambulance (Mercedes Sprinter)

Role: First aid treatment and transport to hospital facilities

Additional Details

- Ambulance can also be arranged by contacting Kondinin Hospital (nearest hospital to Kulin) – 9894 1222
- Other hospitals
 - Lake Grace – 9894 1222
 - Corrigin – 9063 2300

WA Police Service

Co-ordinator: Sergeant Andrew DUNN, Officer in Charge

Operations Centre: Kulin Police Station
Address: 21 Johnson Street KULIN
Phone: 9861 5800 or 0437 824 185 (out of hours)

Equipment: Marked Police Vehicle (Subaru Outback - LE101)

Role: Local Emergency Management Coordinator

Additional Details

- 1 x UHF base radio call sign LE100
- 2 x UHF hand held radio call signs LE801 & LE802
- 1 x UHF Vehicle radio
- 1 x CB vehicle radio
- 1 x Satellite Phone
- DFES radio set

Shire of Kulin

Co-ordinator: Alan LEESON – Chief Executive Officer
Address: 38 Johnston Street, KULIN
Phone: 9880 1204
a/h: 0497 801 204

Alternative Contact: Judd Hobson, Manager of Works
Address: 38 Johnston Street, KULIN
Phone: 9880 1204
a/h: 0427 801 241

Alternative Contact: Fiona MURPHY, Deputy Chief Executive Officer
Address: 38 Johnston Street, KULIN
Phone: 9880 1204
a/h: 0402 901 442

Operations Centre: Shire Office, Kulin
Address: 24 Johnson Street KULIN
Phone: 9880 1204

Equipment: Communication Equipment

Role: **Communications**

Additional Details

- WAERN High Band Radios
- Refer Page 6 for Radio Installation List

Equipment: Plant/Machinery

Role: **Provide engineering, public health and resources support in emergency management operations, and manager recovery activities**

Additional Details

- 5 graders
- 1 low loader
- 2 tractors
- 1 bulldozer
- 1 back hoe
- 2 loaders
- Isuzu firetruck – 3000L water tank
- Man power of 16 employees
- Signs

Equipment: Community Bus

Role: **Transport – Community Bus**

Additional Details

- Bus seats 20 people plus driver (21 seats total)

Water Authority

Co-ordinator: Trevor Brewis
Address: High Street, KULIN
Phone: 9880 1356
a/h: 9889 0020

Operations Centre: Water Authority Compound
Address: High Street, KULIN
Phone: 9880 1356

Equipment: FWD Ute, normal ute, 3 tonne truck

Role: **Accommodation**

Additional Details

- Also has chainsaws, water pumps, road signs, red hats, red lights, 2 tonne truck fitted with oxy & gen set
- Available all hours

Agriculture WA

Co-ordinator: District Manager, Narrogin
Phone: 9881 0222

Operations Centre: Ag WA Narrogin Office

Role: **The control and/or eradication of exotic animals and provision of animal relief services**

Additional Details

- Lead Combat Authority for exotic animal disease incidents

Kulin District High School

Co-ordinator: Garry WALKER, Principal
Address: 11 Gordon Street, KULIN
Phone: 6865 7300 a/h: 0407 216 730

Alternative Contact: Megan Syred, Deputy Principal
Address: 11 Gordon Street, KULIN
Phone: 6865 7300

Operations Centre: Principal's Office

Role: **To assist the care of children in care of education facilities and the provision of welfare centres**

Additional Details

- Assist with evacuation of children, who are in care of educational facilities at the time of disaster, to a safe area
- To make available departmental premises for use as Welfare Assembly Centre/Emergency Accommodation Centres
- To assist in the delivery of emergency management education

Keith Wilson

Co-ordinator: Keith Wilson
Address: 1693 Carmody Road, KULIN
Phone: 9880 4043
a/h: 0427 653 046

Equipment: Airplane

Role: Airplane useful for spotting

Additional Details

Transport – School Bus Operators

Role: Transport – School Bus

Bus Run: Kulin/Dudinin
Owner/Driver: Ron Silver
Contact Number: 0447 906 257
Bus seats 20 people plus driver (21 seats total)

Bus Run: Kulin/Jitarning
Owner/Driver: John Munro
Contact Number: 0427 386 849
Bus seats 10 people plus driver

Bus Run: Kulin East/Jilakin
Owner: Tessa Silver
Contact Number: 0429 880 155
Driver: Sue Hobson
Contact Number: 0427 801 284
Bus seats 10 people plus driver

Bus Run: Kulin North/West
Owner: Linda Bradford
Contact Number: 0407 420 504
Driver: Elsabe Nel
Contact: 0419 740 280
Bus seats 10 people plus driver

Bus Run: Kulin/Karlgarin
Owner: Brian and Shirley Wilson
Contact Number: 9880 1295/0427 801 295
Driver: Jo Wilson
Contact Number: 0427 365 245
Bus seats 20 people plus driver (21 seats total)

Bus Run: Kulin/Kondinin
Owner: Mandy Bootsma
Contact Number: 0427 426 676
Driver: Emily Bastian
Contact Number: 0409 576 599
Bus seats 20 people plus driver (21 seats total)

Acres of Taste - Cafe

Co-ordinator: Amy Parnell
Address: 51 Johnston Street, KULIN
Phone: 0499 920 002

Operations Centre: Acres of Taste Café
Address: 51 Johnston Street, KULIN
Phone: 0499 920 002

Equipment: Fully equipped commercial kitchen

Role: Catering

Additional Details

- Space to seat people at café if necessary

Kulin IGA

Co-ordinator: Rachel and Allen (Hooch) ARGENT
Address: 53-59 High Street, KULIN
Phone: 9880 1007
a/h: 0428 898 042

Role: Supermarket / Food and Drink Supplier

Additional Details

Kulin Caravan Park

Co-ordinator: Trish Mahe (Caretaker)
Address: 90 Johnston Street, KULIN
Phone: 0439 469 850

Alternative Contact: Alan LEESON, Chief Executive Officer
Address: 38 Johnston Street, KULIN
Phone: 9880 1204
a/h: 0497 801 204

Operations Centre: Kulin Caravan Park
Address: 90 Johnston Street, KULIN

Equipment: On-site Vans/camp sites

Role: Accommodation

Additional Details

- Accommodation and public amenities available

Freebairn Recreation Centre

Co-ordinator: Alan LEESON, Chief Executive Officer
Address: 38 Johnston Street, KULIN
Phone: 9880 1204
a/h: 0497 801 204

Alternative Contact: Caroline CARRIE, Centre Manager
Address: Kulin – Lake Grace Road
Phone: 9880 1000
a/h: 0447 828 636

Operations Centre: Freebairn Recreation Centre
Address: Kulin-Lake Grace Road, KULIN
Phone: 9880 1000

Equipment: Enclosed public area

Role: Accommodation

Additional Details

- Indoor basketball courts suitable for accommodation
- Function areas suitable for accommodation
- Fully equipped kitchen
- Office space
- Access to computer, internet access, telephone, fax and photocopier

Kulin Hotel/Motel

Co-ordinator: Theresa Brown, Duty Manager
Address: 55 – 57 Johnston Street, KULIN
Phone: 9880 1201
a/h:

Alternative Contact: Barry and Wendy Gangell, Owner
Address: 19 High Street, KULIN
Phone: 9880 1292
a/h: 0429 801 292

Operations Centre: Kulin Hotel/Motel
Address: 55 – 57 Johnston Street, KULIN
Phone: 9880 1201

Equipment: Accommodation/catering

Role: Accommodation and catering

Additional Details

- 6 hotel units (double)
- 10 rooms in hotel complex
- Fully equipped kitchen
- Dining room

Pingaring General Store

Co-ordinator: Bev Gangell
Address: Luke Price Street, PINGARING
Phone: 9866 8014
a/h: 9866 8806

Operations Centre: Gangells AgSolutions Pingaring
Address: Luke Price Street, PINGARING
Phone: 9866 8014
a/h: 9866 8806

Role: Groceries/Fuel

Additional Details

- Unleaded Fuel
- Diesel Fuel
- Oil and Grease
- Groceries and basic hardware supplies
- WAERN High Band Radios
- Refer Page 9 for Radio Installation List

Pingaring Hall

Role: Accommodation

Jitarning Hall

Role: Accommodation

Dudinin Hall

Role: Accommodation

APPENDIX 4



SHIRE OF KULIN RECOVERY PLAN

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7.1 Introduction

Following the impact of a hazard on a community within the Shire of Kulin, there may be the need to assist the community recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:

- a. reconstruction of the physical infrastructure; and
- b. restoration of emotional, social, economic and physical wellbeing.

Its purpose is to assist the community attain a proper level of functioning as soon as possible.

Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

7.2 Aim

The aim of this document is to detail the recovery management arrangements for the Shire of Kulin to assist with the timely and effective coordination of reconstruction and restoration activities to improve the quality of life in an affected community, so that they can continue to function as part of the wider community.

7.3 Objectives

The objectives of these arrangements are to prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery functions following the impact of an emergency;

- establish the basis for coordination between agencies that may become involved in the recovery effort;
- provide a framework for recovery operations; and
- provide guidelines for the operations of these recovery management arrangements.

7.4 Authority and Planning Responsibility

This plan is part of the Shire of Kulin's Local Emergency Management Arrangements, the authority for which is vested in the *Emergency Management Act 2005*.

The preparation, maintenance and testing of these Recovery Arrangements is the responsibility of the Local Emergency Management Committee

The Shire of Kulin Local Recovery Arrangements has been endorsed by the:

- Shire of Kulin LEMC on _____
- Shire of Kulin Council on _____
- District Emergency Management Committee on _____

7.5 Recovery Management Principles and Concepts

The arrangements in this plan comply with the recovery principles and concepts detailed in the State Emergency Management Recovery Plan and in the Australian Emergency Manual “Disaster Recovery’. Both of these documents are available from the Shire’s Recovery Coordinator.

As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this plan:

- a. The community has a right to be involved in the decision making and management of all aspects of the recovery process;
- b. The community has a ‘right to know’, as information is an essential part of the recovery process;
- c. Every person has a right to effective assistance until long-term recovery is achieved;
- d. Both the affected person and the community have a responsibility to account for financial and material resources used;
- e. The community has a right to know the criteria for the determination of financial support and grants; and
- f. The community has a right to expect the maintenance of family cohesion.

7.6 Organisation and Responsibilities

The recovery management organisation for the Shire of Kulin is based on the following:

- a. Local Recovery Coordinator;
- b. Local Recovery Committee; and
- c. Other participating organisations and community groups.

7.7 Appointment

7.7.1 Local Recovery Coordinator

The role of the Local Recovery Coordinator will be undertaken by Shire of Kulin Chief Executive Officer.

7.7.2 Deputy Local Recovery Coordinator

The role of the Deputy Local Recovery Coordinator will be undertaken by Shire of Kulin Manager of Works.

7.7.3 Recovery Committee Members

The appointment of the Recovery Committee will be undertaken by Council resolution and include representatives detailed as the “Core Group” in section “1.5 Organisational Structure” of this document. Other members will be co-opted by the Core Group as required depending on the scale and nature of the event or emergency.

7.8 Responsibilities

7.8.1 Shire of Kulin

The Shire of Kulin will undertake the following;

- Be responsible for ensuring a co-ordinated recovery;
- Prepare, maintain and test these arrangements (via the LEMC sub-committee);
- Ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements;
- Appoint the Local Recovery Coordinator and Deputy Local Recovery Coordinator;
- Provide Executive & Communications Support to the Recovery Coordinating Committee;
- Provide Staff and Equipment for the Recovery Coordination Centre as required;
- Provide Financial Management support to the Recovery Coordinating Committee; and
- Prepare Business Continuity Plan to accommodate a protracted Recovery process.

Execution of the above responsibilities will result in the following tasks being undertaken;

- Manage the activities of the Local Recovery Coordination Committee;
- Provide secretariat and administrative support to the Local Recovery Coordination Committee;
- Provide the Local Recovery coordination Centre; and
- Ensures the restoration or reconstruction of Local Government services/facilities.

7.8.2 Local Recovery Coordinator / Deputy Local Recovery Coordinator

The Local Recovery Coordinator has two broad areas of responsibilities and will undertake the following;

In conjunction with the Local Recovery Committee, the Local Recovery Coordinator is responsible for the development & implementation of recovery arrangements for the Shire including the following:

- Assist in the preparation, maintenance and testing of the local recovery plan;
- Ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements; and
- Coordinate the promotion of community awareness with respect to the recovery arrangements.

During recovery operations:

- In liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies, determine the need to activate this Recovery Plan and convene the Local Recovery Committee;
- Assess the recovery requirements for each event and ensure that appropriate strategies are put in place;
- Facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery process;
- Contribute to the resolution of community and political problems which emerge during the recovery process;
- Ensure maximum community involvement and long-term individual and community needs are met in the recovery process;
- Coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Committee;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Committee; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down and submission of post operations report.

Execution of the above responsibilities may result in the following tasks being undertaken;

- Organise and manage the resources, staff and systems necessary for the immediate and long term recovery;
- Advocate on behalf of the affected community with government departments, voluntary organisations, local government, the wider community, businesses and other organisations involved in the recovery process;
- Liaise, consult and, where necessary coordinate or direct voluntary agencies and community groups and the wider community in order to achieve the most effective and appropriate recovery;
- Liaise, consult and coordinate local government departments in order to achieve the most effective and appropriate recovery;
- Provide information to the government, bureaucracy, community and media;
- Mediate where conflicts occur during the relief and recovery process;
- Develop a close and positive working relationship with the key individuals and groups in the affected community; and
- Be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements

7.8.3 Deputy Local Recovery Coordinator

The Deputy Local Recovery Coordinator will undertake the following;

- To support the Local Recovery Coordinator with the Local Recovery Coordinator duties listed above; and
- In the absence of the Local Recovery Coordinator, to act in that position until such time as they can resume their role as LRC.

7.8.4 Local Recovery Coordinating Committee

The Local Recovery Coordination Committee (LRCC) is to coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC policies and the Local Recovery Arrangements.

The Local Recovery Coordinating Committee is responsible for:

- Maintaining the recovery process in accordance with SEMP 4.4 which includes the National Disaster recovery Principles.

And:

- Appointment of key positions within the committee and the sub-committees;
- Assessing requirements for the restoration of the Social, Infrastructure, Physical, Health, Environmental, and Economic wellbeing of the community;
- Establish sub-committees as required;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Making recommendations to LEMC to improve the community's recovery preparedness.

The functions of the LRCC include the following;

(a) assist the Local Recovery Coordinator prepare, maintain and test the Local Recovery Plan

(b) following the impact of an event requiring recovery, to develop a tactical recovery plan that-

- meets the immediate needs of the community;
- takes accounts of Local Government long term planning and goals;
- includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;
- develops a time table for completing the major functions;
- considers the needs of youth, aged, disabled and non-English speaking people;
- allows for the monitoring of the progress of recovery;
- allows full community participation and access;
- effectively uses the State and Commonwealth agencies;
- provides for public access to information on the proposed programs and subsequent decisions and actions; and allows consultation with all relevant community groups.

7.9 Responsibilities of Participating Organisations

7.9.1 Hazard Management Agency

- a. Provide a representative to the Local Recovery Committee where possible;
- b. Advise the Local Recovery Coordinator when an event threatens or has impacted the community;
- c. Initiate the recovery process;
- d. Participate in the development of the recovery plan; and
- e. Advise the Recovery Coordinator when withdrawing from the recovery process.

7.9.2 Department for Child Protection

- a. Provide a representative to the Local Recovery Committee where possible;
- b. Provide the welfare components of the recovery process including emergency accommodation, emergency catering, emergency clothing and personal requisites, personal services, registration and inquiry and financial assistance.

7.9.3 Lifeline Agencies

- a. Provide a representative to the Local Recovery Committee where possible;
- b. Undertake repairs and restoration of services;
- c. Assist the recovery effort with resources and expertise available from within the service.

7.10 Management Arrangements

7.10.1 Local Recovery Coordination Centre

The Local Recovery Coordination Centre is where the Local Recovery Committee is based during an emergency and recovery phase, and provides a focal point for a coordinated approach to recovery services.

The following communication systems are desirable when setting up an LRCC (dependant on the scale of the incident):

- Phone;
- Internet;
- Email.

It is preferred that each LRCC will have the following facilities available (dependant on the scale of the incident):

- Meeting Rooms;
- Ablutions; and
- Kitchen/Food Preparation Area.

7.10.2 Advice

The warning of an impending emergency or one that has already occurred will come from the Emergency Coordinator or the Hazard Management Agency to the Local Recovery Coordinator who will in turn alert the Local Recovery Committee.

7.10.3 Activation

- a. In order to facilitate the effective coordination of the recovery process, it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of an event. This will be undertaken by the Local Recovery Coordinator, in liaison with the Hazard Management Agency, the Local Emergency Coordinator and appropriate recovery organisations.
- b. Based upon the assessment of the recovery and restoration requirements and the advice of the Hazard Management Agency and the Local Emergency Coordinator and the Local Recovery Coordinator will advise the Chairman of the Local Recovery Committee as to whether the recovery plan should be activated and the Local Recovery committee convened.

- c. Where the decision is taken not to activate the plan or convene the Local Recovery Committee because statutory agencies are coping with the situation, the local Recovery Coordinator will monitor the situation and keep the Local Recovery Committee advised accordingly.

7.10.4 Method of Operations

- a. Recovery arrangements will normally be instigated by the Hazard Management Agency, in the first instance, with statutory organisations providing recovery services that are part of their everyday responsibilities. The Local Recovery Coordinator will monitor these activities and keep the Local Recovery Committee advised accordingly.
- b. In major events, recovery management may be passed to the Shire of Kulin via the Local Recovery Committee working through the designated Local Recovery Coordinator.
- c. It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Committee, twice a day initially, to ensure development, implementation and monitoring of the tactical recovery plan.

7.10.5 Recovery Activities and Strategies

To assist the Local Recovery Coordinator and the Local Recovery Committee a listing of recovery activities that may have to be undertaken together with suggested strategies has been listed below:

7.10.6 Activities

- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/Town Planning schemes

7.11 Strategies

7.11.1 Community Involvement Strategies

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

7.11.2 Recovery Information Strategies

- Provide regular updates on –
 - current state & extent of the disaster,
 - actual and proposed official response
 - desired community response
 - advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations. Information may be made available to the public using a combination of the methods such as;

- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets
- Community Newsletters

7.11.3 Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc.
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

7.11.4 Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

7.11.5 Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

7.11.6 Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

7.12 Financial Arrangements

7.12.1 Financial Arrangements During An Emergency Situation

It should be recognised that in the event of an emergency there may be a need for the Shire of Kulin to undertake essential recovery activities during the emergency event, or as soon as possible after the emergency.

On these occasions the Shire will need to act in its capacity as the agency responsible for Recovery without funding allocated within Council's Budget. Under Section 6.8 of the *Local Government Act 1995*, the Shire President may approve emergency expenditure where requested by the Chief Executive Officer or Recovery Committee:

"A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –

- *is incurred in a financial year before the adoption of the annual budget by the local government;*
- *is authorised in advance by resolution*;* or
- *is authorised in advance by the mayor or president in an emergency."*

7.12.2 Appeals and Donations

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

Donations of Cash

The Local Recovery Committee will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations (Ref SEMP OP 19).

Donations of Service and Labour

Any donations of services or labour to assist with the recovery process should be administered by the affected Local Government or if established the Local Recovery Committee. Where the State Government level recovery coordination arrangements are activated under WESTPLAN – RECOVERY COORDINATION, the Recovery Services Sub Committee may arrange the administration of donations of services and labour.

Donations of Goods

The donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

7.12.3 Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a *natural disaster*, the State Government has established the WANDRRA, providing a range of *eligible measures* designed to help those within disaster affected communities.

Assistance is NOT provided as compensation for damage/losses sustained, or as a disincentive to self-help by way of commercial insurance and/or other appropriate strategies of *disaster mitigation*. Insurable assets such as houses and vehicles will not be eligible under the WANDRRA.

7.12.4 Declaration of Eligible Natural Disasters

Before any WANDRRA relief or recovery measures can be accessed, a disaster must be declared a “*natural disaster*”, in accordance with the criteria specified under the WANDRRA.

The WANDRRA criteria for the declaration of an *eligible disaster* are as follows:

Must be an ***eligible event***; and

The anticipated cost to the State of ***eligible measures*** must exceed the ***small disaster criterion***, being the amount of \$240,000.

(Further information concerning the terms '*eligible event*' and '*eligible measures*' follow.)

Eligible Events

The WANDRRA **ONLY** apply for those events resulting from any one, or a combination of, the following natural hazards: *Bushfire; Cyclone; Earthquake; Flood; Landslide; Meteorite Strike; Storm; Storm Surge; Tornado or Tsunami.*'

Eligible Measures

The WANDRRA comprises a range of *eligible measures* that have been approved by the State Government. An *eligible measure* means an act of relief or recovery that is: carried out to alleviate damage or distress arising as a direct result of a *natural disaster*; **and** of a type described below as a Category A, B, C or D measure.

Category A Measure - is a form of emergency assistance that is given to *individuals* to alleviate their personal hardship or distress arising as a direct result of a *natural disaster*.

Category B measure - is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster;
Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of a natural disaster, or counter disaster operations for the protection of the general public.

Category C measure - is a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a *natural disaster*.

Category D measure - is an act of relief or recovery carried out to alleviate distress or damage in circumstances that are 'exceptional'.

7.12.5 Administration and Management of the WANDRRA

The Fire and Emergency Services Authority is responsible for the overall administration of the WANDRRA.

FESA is assisted by a number of State Government agencies that manage specific components of the WANDRRA (e.g., Personal Hardship or Distress measures by the Department for Child Protection).

FESA is also the contact point for the Australian Government in respect of the NDRRA.

7.13 Stand Down

The Recovery Management structure will gradually be stood-down as the Shire statutory authorities' capability to manage the services improves.

7.13.1 Post Recovery Analysis

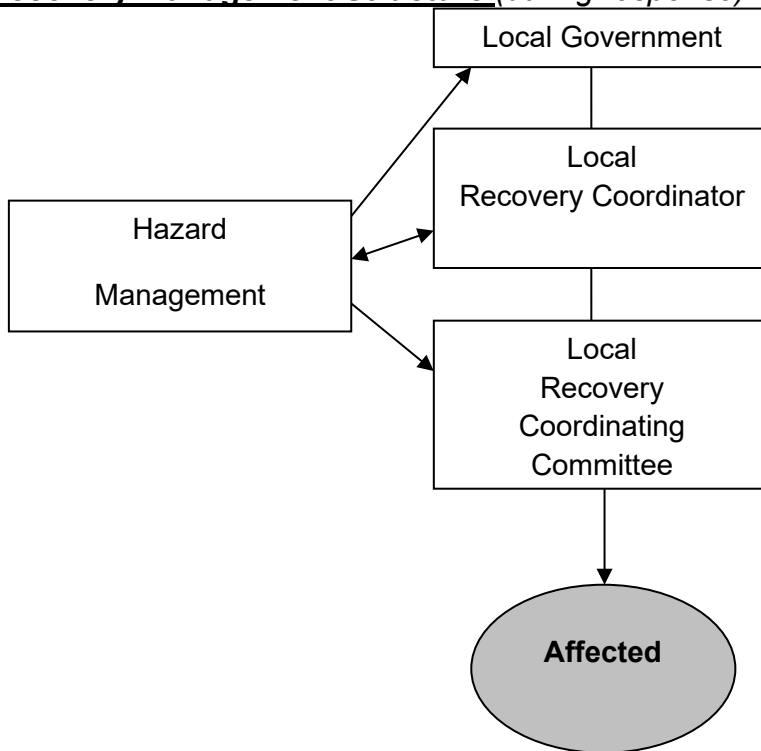
The Recovery Coordinator will hold a Post Recovery Analysis (PRA) of recovery agencies and the provision of a post operation report to the Hazard Management Agency to form part of the overall report for the event.

7.13.2 Post Recovery Reports

The Recovery Coordinator with the assistance of the Shire of Kulin will produce a Post Recovery Report (PRR) to the Hazard Management Agency to form part of the overall report for the event.

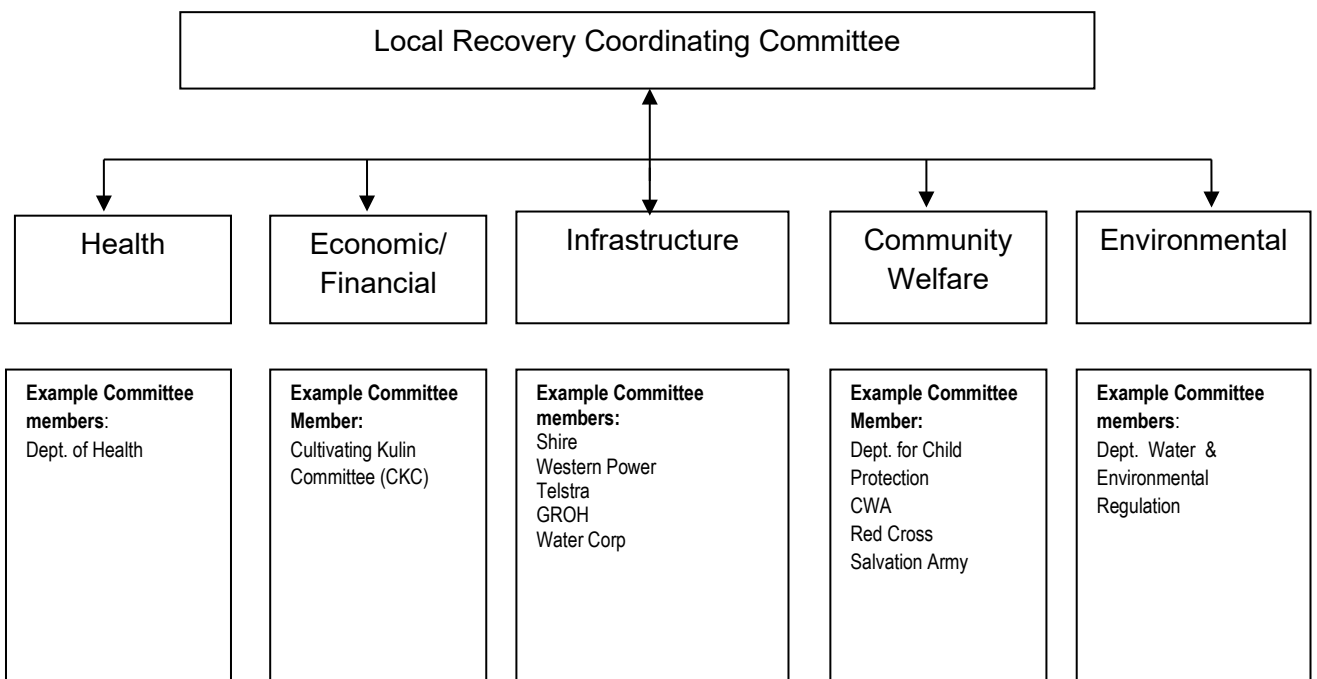
Annex 1 Local Recovery Organisation

Initial Recovery Management Structure (during response)



Recovery Committee Structures (following handover from HMA to LRC)

(depending upon community impact and complexity of event)



Annex 2 Contacts (Recovery Specific)

Refer to Local Emergency Managements Arrangements document.

Annex 3 Local Recovery Coordinator/ Coordinating Committee

Transition From Response:	OK
IC shall include the LRC in critical response briefings	
LRCC shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the state of emergency	
LRCC shall ensure that agencies with response and recovery obligations are aware of their continuing role	
LRCC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.	
LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
Management Structure (the LRCC Shall):	
Ensure of the appointment of an LRC has occurred	
Activate a recovery coordination centre if required	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required	
Ensure and facilitate the completion of the impact assessment	
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media	
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote Community Involvement (the LRCC shall):	
Work within existing community organizations	
Recruit representatives of the affected community into recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide information centres for advice, information and assistance during the recovery period	
Establish mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters).	
Impact Assessment -managerial issues (the LRCC shall):	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues	
Link with parallel data-gathering work	
Identify and close information gaps (establish the "big picture")	
Assess the financial and insurance requirements of affected parties	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments - technical focus (the LRCC shall):	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
Collect and analyse data	
Establish a method/process to determine the type of information needed for this recovery operation, defining:	

<ul style="list-style-type: none"> • how and who will gather the information (single comprehensive survey) • how information will be shared • how information will be processed and analysed • how the data will be verified (accuracy, currency and relevance) 	
Manage the process to minimise calling back	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
Data Management (the LRCC shall):	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	
State Government Involvement (the LRCC shall):	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate ERC Sub-committees, as appropriate	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Local Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
Public Information (the LRCC shall):	
Appoint spokespeople to deal with the media	
Manage public information following the handover from response to recovery by the HMA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: <ul style="list-style-type: none"> • Recovery Coordination centre • spokesperson/s • identifying and adopting key message priorities • using a single publicised website for all press releases 	
Develop processes for: <ul style="list-style-type: none"> • media liaison and management (all forms e.g. print, and electronic) • briefing politicians • alternative means of communication e.g. public meetings, mailbox fliers, advertising • communicating with community groups • meeting specialist needs • formatting press releases • developing and maintaining a website • ensuring feedback is sought, integrated and acknowledged 	
Monitor print and broadcast media, and counter misinformation.	
Rehabilitation and Assistance LRCC Shall:	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	
Prioritise recovery assistance	
Prioritise public health to restore health services and infrastructure	
Assist and liaise with businesses to re-establish and reopen	
Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment	
Facilitate emergency financial assistance through the Department for Child protection	
Adjust capital works and maintenance programs.	

Implementation of Reduction Measures LRC shall plan to:	
Take the opportunity, while doing the hazard analysis, to:	
<ul style="list-style-type: none"> • identify essential services and facilities in high-risk areas • consider the restoration options in the event of their becoming dysfunctional 	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan.	
Financial Management LRCC shall:	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent.	
Reporting LRCC Shall Plan:	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal LRCC Shall Plan:	
Continually review the recovery management process with a view to withdrawing as the community takes over	
Identify long term recovery activities and agency responsible for management	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
Stage a public event of acknowledgement and community closure.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events	

Annex 4 Transition from Response to Recovery Form

The purpose of this form is to document the effect the emergency has had on the community at the time of handover from Response to Recovery.

This document will assist the Local Recovery Coordination Committee (LRCC) in the commencement of the recovery process.

The document is also regarded as the official handover from Incident Management Team and the LRCC by the Incident Controller and the Local Recovery Coordinator.

RESPONSE TO RECOVERY HAND OVER FORM

1: Incident details

Incident Name:	
Incident Number:	
Hazard Management Agency:	
Local Government Affected:	
Final Situation Report Provided:	YES / NO
Maps Attached:	YES / NO
Has the ISG been stood down	YES / NO

- Essential public services are restored to an adequate level **YES / NO**
 - If **NO** which ones have not?
- Is the area safe for the community to return? **YES / NO**
- Have all rescues been completed? **YES / NO**
- Are there any road blocks in place? **YES / NO**
- Displaced people provided with shelter? **YES / NO**

2: Impact Assessment

1. Number of **residential** properties **destroyed**?
2. Number of **residential** properties **damaged**?
3. Number of **commercial or industrial** properties **destroyed**?
4. Number of **commercial or industrial** properties **damaged**?
5. Number of **rural, pastoral or primary producer** properties **affected**?

Impact assessment information can be provided via the final HMA situation report

3: Relocation/Evacuation

6. Estimated number of people **Relocated / Evacuated**?

7. Has the public been informed it is safe to return **YES / NO**

4: Confirmation

This is a FULL / PARTIAL handover. If PARTIAL what will the HMA remain responsible for:

HANDED OVER BY:
Incident Controller

Name: _____

Agency: _____

Date: _____

Time: _____

Signature: _____

HAND OVER ACCEPTED BY:
Local Government CEO

Name: _____

Local Government: _____

Date: _____

Time: _____

Signature: _____

Operational Sequence Guide/Checklist

SITUATION	ORGANISATION/ACTION
<p>ALERT (Transition)</p> <p>On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities</p>	<p>HMA</p> <ul style="list-style-type: none"> • Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements. • Include Local Recovery Coordinators/local governments in briefings/Incident Management Group. <p>LOCAL GOVERNMENT</p> <ul style="list-style-type: none"> • Establish liaison with Local Recovery Coordinator/Committee (LRC) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support. • Advise and liaise with LRCC members.
<p>ACTIVATION</p> <p>Requirement for Local level coordination of recovery identified/requested</p>	<p>LOCAL GOVERNMENT</p> <ul style="list-style-type: none"> • When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCC and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees. <p>LRC</p> <ul style="list-style-type: none"> • Arrange for conduct of on-site assessment, if appropriate. • Maintain links with affected organisations for the identification and coordination of the provision of recovery support.
<p>STAND DOWN</p> <p>On completion of Local coordinated recovery activities.</p>	<p>LOCAL GOVERNMENT/LRC</p> <ul style="list-style-type: none"> • Ensure handover of responsibility for ongoing recovery activities to a managing agency. • Advise LEC and LRC members of stand-down • Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group • Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.

SHIRE OF KULIN
Local Recovery Coordinating Committee
Action Recovery Plan

Emergency: _____
(type and location)

Date of Emergency: _____

Section 1	Introduction
<p>Background on the nature of the emergency or incident</p> <ul style="list-style-type: none"> • Aim or purpose of the plan • Authority for plan 	
Section 2	Assessment of Recovery Requirements
<ul style="list-style-type: none"> • Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure) • Estimates of costs of damage • Temporary accommodation requirements (includes details of evacuation centres) • Additional personnel requirements (general and specialist) • Human services (personal and psychological support) requirements • Other health issues 	
Section 3	Organisational Aspects
<ul style="list-style-type: none"> • Details the composition, structure and reporting lines of the groups/committees and sub-committees set up to manage the recovery process • Details the inter-agency relationships and responsibilities • Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator. 	
Section 4	Operational Aspects
<ul style="list-style-type: none"> • Details resources available and required • Redevelopment Plans (includes mitigation proposals) • Reconstruction restoration programme and priorities, (including estimated timeframes) • Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies • Includes the local government program for community services restoration • Financial arrangements (assistance programs (NDRA), insurance, public appeals and donations (see also Section 4 below)Public information dissemination. 	
Section 5	Administrative Arrangements
<ul style="list-style-type: none"> • Administration of recovery funding and other general financial issues • Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel). 	
Section 6	Conclusion
<p>Summarises goals, priorities and timetable of plan.</p>	

Local Recovery Committee Standard Reporting

SHIRE OF KULIN Local Recovery Coordinating Committee

RECOVERY REPORT

(Emergency Situation)

Report No:

To: Chairman, SRCC/State Recovery Coordinator

Situation Update: *Should include: full damage report (once only) and estimated amount in \$, work in progress including estimated completion dates, details of difficulties or problems being experienced.*

Proposed Activities: *Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.*

Special Assistance:

Requirements: Includes support from other agencies, LRCC intervention with priorities.

Financial Issues: May include support from LRCC for additional funding from Treasury.

Recommendations:

Signature: _____

Name: _____

Title: _____

Date: _____

Local Recovery Committee Post Incident Analysis Proforma

ISSUE	COMMENT	RECOMENDATIONS
MANAGEMENT		
Was notification/mobilisation satisfactory/appropriate?		
Was the Management / Administration structure effective?		
Reporting relationships clear? (Did you know who to report to?)		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		
Were Recovery Arrangements useful or require review/upgrade?		
Inter-agency liaison Were there any issues working / liaising with other organisations?		
Emergency Management – Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current?		

GENERAL COMPLIANCE CHECKLIST MAY 2023

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Bush Fire Control - Dual Officers Appointment	1/05/2023	Annual	Advise surrounding Shires of Dual FCO appointments following BFB AGM – to be held in August	No
Governance	Bush Fire Control Officers Appointment	1/05/2023	Annual	Determine to allow information to be included with annual fire break/prevention notice – August	No
Governance	Integrated Planning Review	31/05/2023	Quarterly	Quarterly review due this month if not already completed - Corporate Plan	Yes
Governance	Delegation Manual Review	31/05/2023	Annual	Ensure agenda item includes 'Absolute Majority'	Yes
Governance	Delegations Review - Purchasing	1/06/2023	Annual	LG Financial Regs 1996 - Reg. 5	Yes
CEO	Plus all the reviews for Integrated Planning Documents	May	Annual	June	Yes
CEO	Equal Employment Management Plan review	May	Annual	Review Equal Employment Management Plan and forward copy to Director of Equal Opportunity	Yes
CEO	Annual Performance Review	May	Annual	On Anniversary - report to Council – Alan Leeson 6 month review due September 2023	N/A
EMCGR	Housing Inspections			CSO sends letters	Yes
EMFS	Analysis of Standpipe Water	May	Annual	Analysis of Standpipe Water Income and Expenditure for Council	Yes
EMCGR	Letters to tenants regarding Shire Housing Rental increases	April May		After Fees & Charges adopted	No
EMFS	Complete Form A - ESL Annual Service Levy Billing	31/07/2023		FESA Act 1998, manual of Operations S5 - part 6A Div5	No – July
WMW	Road Construction & Maintenance Review	01/05/23	Monthly	Review previous month road construction and maintenance - complete recoups, MRD line marking requests, MRD Form 8 etc. as required - Advise DCEO of invoices required for MRD and private works recovery - complete report to CEO/Council	Yes
EMW	Traffic Signs (Stock in Depot) May – June	1/06/2023			Yes
OHS	Administration Building Monthly Inspection	31/05/2023		Taryn	Yes
EHO	Transfer Station - DWER Annual License Fee		Annual	EHO to apply online to obtain a license fee invoice from DWER	Yes

SHIRE OF KULIN STRATEGIC COMMUNITY PLAN

2021-2031



Kulin SCP 25 - Strategic Community Plan Overview

This Kulin Strategic Community Plan 2025 (Kulin SCP 25) is based on a shared vision between the Shire's communities (Kulin, Dudinin, Holt Rock and Pingaring) and Council for the Shire of Kulin local government area. It focuses on a 4-year period from 2021 to 2025, as well as a long-term plan (2021 – 2031) that sets out the communities' vision and Council's strategies to achieve it. The terminology Kulin SCP 25 focuses on 2025 being the final year of this plan with 25 being a recurring theme throughout the IPR documents.

Kulin SCP 25 is the culmination of a process of identifying current and emerging issues facing the communities within the Shire, as well as making approaches to improve the overall wellbeing of the Council area. It is a collective community vision that focuses not only on the physical infrastructure but also on the ideals of the community, way of living, doing business and the sense of community and wellbeing. The aim of the Kulin SCP 25 process was to allow the whole community to share in their vision for the Shire of Kulin, by outlining the strategic priorities, community captured initiatives, endorsed projects and broad strategies related to their achievement. The Kulin SCP 25 document belongs to the community and the community engagement process provided opportunities to participate in achieving determining the Kulin SCP 25 – Strategic Priorities.

A requirement of the WA's Integrated Planning and Reporting Framework, the original SCP was adopted by the Kulin Shire Council in 2013. Desktop reviews are undertaken every two years to enabling Council to report to the community on its activities and workings towards the strategic goals. Additionally, every 4 years the Council is required to undertake a review which incorporates community consultation processes. This will be the third major revision following the initial SCP development in 2013 and review in 2017.



Message from the President

Welcome to the 2021 Strategic Community Plan for the Shire of Kulin. This Plan clearly outlines the Community's strategic priorities and vision for Kulin for the next 10 years and beyond.

The original plan was adopted by Council in 2013.

The extensive community and stakeholder consultation and community engagement undertaken by the Shire of Kulin included the 'Community Health Check' in February 2020, community and business meetings, written submissions and a community survey. The Shire of Kulin was able to reach up to 15% of the population, resulting in a diverse and constructive representation of the community's views being incorporated into the Plan.

The Plan reflects the community's needs and aspirations and will be the framework for determining the Shire of Kulin's activities and services over the next ten years.

The Plan considers the undertakings required to ensure optimum social, economic and environmental development under effective governance. We will continue to work with the community on the ongoing development and implementation of plans, and remain focused on our vision of a healthy, harmonious and progressive community where all people are encouraged to contribute. Our mission is to sustain and further develop the Kulin region through the provision of infrastructure, services and opportunities for businesses and quality of life for residents.

I would like to thank all members of our community who took the time to attend any of the meetings and contributed to the Strategic Community Plan.

Cr Grant Robins
Shire President



Kulin SCP 25 - Community Engagement Process

The Shire of Kulin recognises that prolonged community development comes from positive engagement with its residents and stakeholders. Conversation will form the basis from where all community engagement begins.

The process for the 2021 update of the Plan commenced in February 2021 with:

- Business Workshop
- Community Workshops
- Community Survey
- Council Workshops
- Community Capture Survey



Consideration was also given to input received during the development of the Forward Capital Works Plan 2021 – 2025 and the previous Shire of Kulin Plan for the Future 2017 - 2021.

From the information gathered, Council was able to develop an understanding of what the community identified as priorities for the Shire of Kulin. To build upon the background information, further consultations were held with the Council.

Kulin SCP 25 – Strategic Priorities

Previously Council's IPR documents categorised the information into four Strategic Priorities; Social, Economic, Environment and Civic Leadership in line with the WA Local Government Integrated Planning guidelines. During this review process the Strategic Priorities have been re-categorised with the themes more in line with how Council conducts its day-to-day business.

1. Corporate
2. Infrastructure
3. Community
4. Regulatory
5. Recreation & Culture

Classifying these 5 Business Units as Council's Strategic Priorities further enabled the development of a subset of 25 specific strategic priorities entitled KULIN SCP 25 – Strategic Priorities. Council can then use KULIN SCP 25 – Strategic Priorities to reference its Core Business Functions, Community Initiatives and Strategic Projects. The individual Initiatives or Projects also refer back to Social, Economic, Environment and Civic Leadership themes in line with the WA Local Government Integrated Planning guidelines.



Kulin SCP 25 – Strategic Priorities

Corporate Governance	Infrastructure Transport	Community Development	Regulatory Planning	Recreation & Culture Recreation Facilities
KULIN Shire Council provides good strategic decision making, governance, leadership and professional management.	KULIN has connected communities through a safe and efficient transport network throughout the Shire.	KULIN is a strong and supportive community with a recognisable identity of being proactive, inclusive, resilient and welcoming.	KULIN will continue to deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance.	KULIN's offers a variety of high-quality recreation and sporting facilities that provide accessible infrastructure meeting the changing needs of the growing and active communities.
Finance KULIN Shire Council manages the organisation in a responsible, accountable and consultative manner ensure Council decision making supports fair allocation of resources, services and facilities across the Shire.	Water KULIN ensures quality, long term water supply to meet the demands of existing industry requirements, future growth and challenging climatic conditions.	Economic Development KULIN has a thriving, diverse and growing economy that provides commercial and industrial infrastructure aligned to economic needs and growth, offering a diverse range of job opportunities to actively support, develop and attract local as well as new businesses and new services to Kulin.	Building KULIN will ensure effective and efficient development and building services	Aquatic Centre The KULIN Shire Council will work with the community to maintain the Aquatic Centre and water slide.
Communication and Customer Service A range of effective communication tools engage the KULIN community to support transparent and accountable decision making and high standard customer service.	Waste KULIN is committed to sustainable waste management focusing on waste minimisation and resource recovery.	Tourism KULIN offers a positive visitor experience founded on iconic major events, distinct local attractions and a collaborative approach to heritage, our stories and tourism.	Public Health KULIN will provide environmental health and safety services.	Community Facilities KULIN provides a variety of community facilities to meet the current and future needs and expectations of the community.
Information Technology KULIN advocates and lobbies for telecommunications infrastructure that is progressive and facilitates business growth and meets the needs of our community.	Housing KULIN will facilitate diverse, inclusive housing options via encouraging the provision of affordable housing stock and investigating incentive or joint venture partnership arrangements to create private/community investment in quality housing.	Education KULIN is focused on lifelong learning with improved access to education, training and leadership development via opportunities to network, learn and share skills and experience through a range of local training and education pathways.	Ranger Services KULIN is a liveable and safe community where people are safe in their homes and in public.	Public Open Space KULIN offers a functional mix of open space and invites and promote the community to take a proactive role in improving the aesthetics of each town site.
Human Resources KULIN Shire Council provides a safe, healthy and inclusive work environment that supports and enhances the productivity of Shire staff via provision of regular training opportunities and implementation of collaborative partnerships that support efficient use of resources.	Environment KULIN is an environmentally aware community that endeavours to protect and value the natural environment and investigate sustainable alternative energy solutions.	Health KULIN provides access to a high standard of health and family support services to address the needs of all sectors of the community whilst embracing and providing for older residents.	Emergency Services KULIN has a community wide emergency management and recovery plan and encourages community participation in emergency service organisations.	Arts & Culture KULIN support access to cultural and artistic activities and facilities in the community.

Kulin SCP 25 - Community Capture Survey



The KULIN 25 SCP – Community Capture provides a comprehensive list of specific projects / initiatives / ideas captured during the 2021 IPR community engagement process, via either Workshops, Community Survey or Direct Community Contact. This is a live document that can be added to as and when community members, community groups, Council or staff develop an initiative to be considered by Council as part of the IPR process. As of September 2021, there are 94 Strategic Projects “captured”.

The KULIN Community were asked to choose their Top 25 Strategic Projects listed in in Community Capture, by allocating 25 votes to their preferred projects for implementation. These did not need to be ranked 1 to 25. These were then be considered along with Council's Top 25, as well as consideration against what is already considered within Council's Long Term Financial Plan. The information was used to collate a final list of KULIN 25 – Strategic Projects.

Kulin SCP 25 Strategic Projects

The KULIN 25 – Strategic Projects is a list of 25 Strategic Projects to be included in the Strategic Community Plan and Corporate Business Plan for implementation between 2021 and 2025. The Corporate Business Plan 2021 links directly with the SCP and informs the Shire’s annual budget and resourcing.



INITIATIVE	DETAILS	BUSINESS UNIT	PROJECT / DISCUSSION / ADVOCACY	SOC / ECO / ENV / CIVIC
1. Takeaway Food Outlet	7 Days a Week	Community	Discussion	Economic
2. Mobile Phone Towers	Fix Black Spots	Corporate	Advocacy	Social / Economic
3. Internet	Wireless Internet - Kulin Townsite Fibre Optic internet	Corporate	Advocacy	Social / Economic
4. Transport	Rail to Kulin reopened Johnston Street resurfacing	Infrastructure	Advocacy	Economic
5. Medical	GP Health Clinic Allied Health Child health	Community	Advocacy	Social
6. Accommodation	Short Stay at Caravan Park Workers Style Maintenance Safety Improvements	Community	Project / Discussion	Economic
7. Tin Horse Highway	Empty Commercial Buildings Historic Photographs on shop front windows Communal Office Space Old Administration Building	Community	Project / Discussion / Advocacy	Economic
8. Commercial Buildings	Jliakin Rock – Toilets & BBQs Holt Rock RV	Community	Project	Economic / Environmental
9. Tourist Amenities	Audit Improvement	Infrastructure	Project / Advocacy	Social
10. Town Street Lighting	Improved Network Pram / Gopher Ramps	Infrastructure / Community	Project	Social / Economic
11. Footpaths and Trails	Town circuit walk and bike trails East Pingaring West Kulin	Infrastructure	Project	Economic / Environmental
12. Water Non-Potable	Kulin Townsite Sports Lighting Upgrade Hockey/Cricket - Shade shelter / Scorers Hut / Tech bench	Recreation & Culture	Project	Social
13. Recreation Precinct	Tennis Court Relocation Recreation Amenities Slide Structure Repairs	Recreation & Culture	Project	Social
14. Aquatic Centre	Medical Centre FRC Aquatic Centre	Infrastructure	Project	Social
15. Car Parks	Town Entry Statements New Business signage in town Tourist town signage	Community	Project / Discussion	Economic
16. Signage	Staff Housing - long term housing plan Public Incentives Business Incentives JV / State Govt / Nursing Housing Financial Sustainability REED	Corporate / Infrastructure	Project / Discussion	Social / Economic
17. Housing	Co-located Early Childhood Centre	Community	Discussion	Social / Economic
18. Childcare	HACC Community Aged Care Facility (fully staffed) Containers for Change Collection Point	Community	Discussion	Social
19. Aged Care	Tyres Glass	Infrastructure	Discussion	Environmental
20. Recycling	Shelter over Card Reader Shelter over Bowers	Infrastructure	Project	Social
21. Fuel Facility	Local Traineeships / Apprenticeships CRC Training Courses	Community	Project / Discussion	Social
22. Training	Communications Strategy Marketing Campaign	Corporate / Community	Project	Civic Leadership
23. Communications	Hit Up Wall Mural CBH / Silo Street Art	Recreation & Culture	Discussion	Social / Economic
24. Public Art	All Ages Precinct Nature Playground Oval Playground	Community / Recreation & Culture	Project	Social
25. Playgrounds				



Shire of Kulin
38 Johnston Street
Kulin WA 6365
08 9880 1204
admin@kulin.wa.gov.au

Kulin Aquatic Centre
Kulin – Lake Grace Road
Kulin WA 6365
08 9880 1222
pool@kulin.wa.gov.au



Kulin Community Resource Centre and
Visitor Centre
38 Johnston Street
Kulin WA 6365
08 9880 1021
crccounter@kulin.wa.gov.au

Your local connection



Freebairn Recreation Centre
Kulin – Lake Grace Road
Kulin WA 6365
08 9880 1000
reccentre@kulin.wa.gov.au

