

Minutes

June 2025



ORDER OF BUSINESS

- 1 DECLARATION OF OPENING**
- 2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER**
- 3 RECORD OF ATTENDANCE**
- 4 DECLARATION OF INTEREST BY MEMBERS**
 - 4.1 Declarations of Financial Interest
 - 4.2 Declarations of Proximity Interest
 - 4.3 Declarations of Impartiality Interest
 - 4.4 Declarations of Indirect Financial Interest
- 5 PUBLIC QUESTION TIME**
- 6 APPLICATIONS FOR LEAVE OF ABSENCE**
- 7 CONFIRMATION/RECEIVAL OF MINUTES OF PREVIOUS MEETINGS**
 - 7.1 Shire of Kulin Ordinary Minutes 21 May 2025
- 8 PRESENTATIONS / DEPUTATIONS**
- 9 AGENDA BUSINESS - MATTERS REQUIRING DECISION**
 - 9.1 List of Accounts Paid During the Month of May 2025
 - 9.2 Financial Reports – May 2025
 - 9.3 Adoption of Percentage and Value for the Reporting of Material Variances
 - 9.4 53 Johnston Street – Request to Write Off Rates and Other Charges
 - 9.5 Unbudgeted Reserve Transfers
 - 9.6 Acting Chief Executive Officer
 - 9.7 Adoption of Temporary Accommodation Policy – Shire of Kulin
 - 9.8 Adoption of Strategic Plan 2025 – 2035 – Shire of Kulin
 - 9.9 Appointment of Independent Presiding Member of Audit Committee
- 10 COMPLIANCE**
 - 10.1 Compliance Reporting – General Compliance May 2025
- 11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12 MOTIONS FROM MEMBERS WITHOUT NOTICE**
- 13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 14 MEETING IS CLOSED TO THE PUBLIC**
 - 14.1 Confidential Items - Meeting Closed to the Public)
 - 14.2 Confidential Item - Meeting Closed to the Public
- 15 CLOSURE / DATE AND TIME OF NEXT MEETING**

Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 25 June 2025 commencing at 4:03pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 4:03pm

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

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

3. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Attendance

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

Apologies

Nil

4. DECLARATIONS OF INTEREST BY MEMBERS

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION / RECEIVAL OF MINUTES OF PREVIOUS MEETINGS

Shire of Kulin Ordinary Meeting 25 May 2025

01/0625

Moved Cr Gangell Seconded Cr Smoker that the minutes of the Shire of Kulin Ordinary Meeting held on 21 May 2025 be confirmed as a true and correct record.

Carried 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

Against – Nil

8. PRESENTATIONS / DEPUTATIONS

Nil

9 AGENDA BUSINESS - MATTERS REQUIRING DECISION

9.1 List of Accounts Paid During the Month of May 2025

Responsible Officer:	Chief Executive Officer
File Reference:	12.06
Author:	Executive Manager Financial Services
Strategic Reference:	12.01
Disclosure of Interest:	Nil

SUMMARY:

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

BACKGROUND & COMMENT:

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

May 2025	
Fund	Amount
Municipal	\$1,467,618.21
Trust	\$0.00
Total	\$1,467,618.21

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

FINANCIAL IMPLICATIONS:

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

STATUTORY AND PLANNING IMPLICATIONS:

Local Government (Financial Management) Regulations 1996

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

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (3) A list prepared under subregulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

13A. Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment;
 - (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council note,

1. the list of accounts paid from the Municipal and Trust accounts during the month of May 2025, totalling \$1,467,618.21 as attached; and
2. the list of payments made using credit, debit and purchasing cards in May 2025.

VOTING REQUIREMENTS:

Simple majority required.

02/0625

Moved Cr Mullan Seconded Cr Noble that Council note,

1. the list of accounts paid from the Municipal and Trust accounts during the month of May 2025, totalling \$1,467,618.21 as attached; and
2. the list of payments made using credit, debit and purchasing cards in May 2025.

Carried 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

Against – Nil

9.2 Financial Reports – May 2025

Responsible Officer:	Chief Executive Officer
File Reference:	12.06
Author:	Executive Manager Financial Services
Strategic Reference:	12.01
Disclosure of Interest:	Nil

SUMMARY:

Council is provided with the monthly financial reports for the month ended 31 May 2025.

BACKGROUND & COMMENT:

The monthly financial reports includes:

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

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Local Government Act 1995 s6.4

Under the Local Government (Financial Management) Regulations 1996:

34. Financial activity statement required each month

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

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council in accordance with Regulations 34 and 35 of the Local Government (Financial Management) regulations 1996, receive the Statement of Financial Activity and Statement of Financial Position and supporting documentation for the period ending 31 May 2025, as presented.

VOTING REQUIREMENTS:

Simple majority required.

03/0625

Moved Cr Lucchesi Seconded Cr Miller that Council in accordance with Regulations 34 and 35 of the Local Government (Financial Management) regulations 1996, receive the Statement of Financial Activity and Statement of Financial Position and supporting documentation for the period ending 31 May 2025, as presented.

Carried 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

Against – Nil

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

Responsible Officer:	Chief Executive Officer
File Reference:	12.01 – Financial Reporting, Annual and Monthly
Author:	EMFS
Strategic Reference:	Nil
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.

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.

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. 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 financial statements.

WORKFORCE IMPLICATIONS:

Nil

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 2025/26.

VOTING REQUIREMENTS:

Simple majority.

04/0625

Moved Cr Noble Seconded Cr Gangell 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 2025/26.

Carried 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

Against – Nil

9.4 53 Johnston Street – Request to Write Off Rates and Other Charges

Responsible Officer: Chief Executive Officer
File Reference: 25.03
Author: EMFS
Strategic Reference: Nil
Disclosure of Interest: Nil

SUMMARY:

Legal action to collect outstanding rates and other charges related to 53 Johnston Street, Kulin (Lot 600 on Deposited Plan 301659) has been on-going for many years. As approved by Council in March 2025, the property has been sold by private contract with settlement taking place on 19 May 2025. The Shire's has received its portion of the proceeds of sale which do not cover the entire balance of rates, legal fees, other charges and penalty interest outstanding. The author requests that Council consider writing off this outstanding balance.

BACKGROUND & COMMENT:

The Shire engaged CS Legal to take legal action to sell 53 Johnston Street, Kulin under Part 6, Division 6, Subdivision 6 of the *Local Government Act 1995* (the Act) in November 2021. This has been a lengthy process, with significant legal fees and other costs incurred.

The property was sold by private contract in May 2025 with the proceeds being apportioned between the Shire, Water Corporation and the Fines and Enforcement Agency in accordance with the Act. The Shire's portion of the proceeds was \$22,290.77 plus conveyancing fees of \$1,214.82. The proceeds were insufficient to cover the total amount owing to the Shire.

The table below outlines how the proceeds have been allocated and the balance of rates and other charges outstanding.

Charge	Amount	Allocation of proceeds	Balance outstanding
Rates	\$6,435.78	\$2,573.89	\$3,861.89
Emergency Services Levy	\$707.00	\$236.63	\$470.37
Radio Re-broadcast Charge	\$17.20	\$17.20	\$0.00
Rubbish & Recycling	\$6,017.00	\$2,200.00	\$3,817.00
Legal & Selling Costs Fees	\$17,129.35	\$14,758.68	\$2,370.67
Interest & ESL Penalty	\$7,270.00	\$4.37	\$7,265.63
GST on sale	\$2,500.00	\$2,500.00	\$0.00
Total	\$40,076.33	\$22,290.77	\$17,785.56

As there is no way of recovering this amount from the new owner, it is requested that Council to consider writing off the final balance of \$17,785.56.

FINANCIAL IMPLICATIONS:

Unbudgeted expense of \$17,785.56. Council has also incurred other costs in relation to this property in 2024/25 for decommissioning underground fuel tanks and asbestos removal.

STATUTORY AND PLANNING IMPLICATIONS:

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.
- * Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

POLICY IMPLICATIONS:

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

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council write off the balance of rates and other charges totalling \$17,785.56 owing on 53 Johnston Street, Kulin (Lot 600/DP301569).

VOTING REQUIREMENTS:

Absolute Majority

05/0625

Moved Cr Miller Seconded Cr Mullan that Council write off the balance of rates and other charges totalling \$17,785.56 owing on 53 Johnston Street, Kulin (Lot 600/DP301569).

Carried by Absolute Majority 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

Against – Nil

9.5 Unbudgeted Reserve Transfers

Responsible Officer: Chief Executive Officer

File Reference: 12.02

Author: EMFS

Strategic Reference:

Disclosure of Interest: Nil

SUMMARY:

To review budgeted reserve transfers considering current financial circumstances and to seek Council approval for amendments in reserve transfers for 2024/25.

BACKGROUND & COMMENT:

Transfers to and from reserve accounts are adopted by Council in the annual budget and budget review. After consideration of both the financial position as at 31 May 2025 and projects that have or have not progressed as budgeted throughout the 2024/25 financial year, amendments to the budgeted reserve transfers are proposed.

The details of the budgeted and proposed transfers (excluding interest earnings) for the 2024/25 year are provided in the following table:

Reserve	Purpose & Explanatory Notes	Opening balance	Interest earned (approx.)	Original Budget & Budget Review Transfers To/(From)	Proposed Transfer To/(From)	Expected Closing Reserve Balance*
Leave	To fund annual and long service leave requirements	405,580	21,027	0	0	426,608
Plant	To fund the purchase of plant <i>Changeover of grader & crew cab postponed to 2025/26 due to longer than expected lead times – changeover price transferred to reserve.</i>	375,629	19,594	0	400,000	795,223
Building	To fund the construction of staff housing <i>Additional funds transferred to reserve for future housing projects</i>	513,009	26,627	50,000	100,000	639,635
Admin Equipment	To fund the purchase of administration equipment	81,911	4,262	50,000	50,000	136,172
Natural Disaster	To assist in the funding of preparations following a natural disaster	90,031	4,668	0	0	94,698
Joint Venture Housing Reserve	To fund the upkeep of JV Housing with the Department of Housing	83,126	4,298	(40,000)	(40,000)	47,423
FRC Surface & Equipment	To fund the replacement of equipment and the court surface at the FRC	46,814	2,427	0	0	49,241
Medical Services	To fund the upgrade of medical facilities & costs related to the recruitment of a doctor for the Shire	125,879	6,526	0	0	132,406
Fuel Facility	To fund the replacement of the fuel facility	29,727	1,544	10,000	10,000	41,271
Sportsperson Scholarship	To fund the development of local sportspersons	14,913	773	0	0	15,686
Freebairn Recreation	To fund the ongoing asset management of the FRC	225,888	11,711	0	0	237,599
Short Stay Accommodation	To fund the construction of short stay accommodation units at the caravan park	294,198	15,253	(25,000)	0	309,450
Bendering Tip Rehabilitation	To fund the rehabilitation of the Bendering Tip site	135,048	7,002	0	0	142,049
Independent Water Reserve	To fund the replacement and maintenance of water infrastructure within the Shire.	15,789	825	20,000	20,000	36,614
Total		2,437,539	126,537	65,000	540,000	3,104,075

FINANCIAL IMPLICATIONS:

Additional funds added to reserve for future projects.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council amend the budgeted transfers to and from reserves for 2024/2025 to be:

Reserve	Transfer Value
Leave	0
Plant	400,000
Building	100,000

Admin Equipment	50,000
Natural Disaster	0
Joint Venture Housing Reserve	(40,000)
FRC Surface Replacement	0
Medical Services	0
Fuel facility	10,000
Sportsperson Scholarship	0
Freebairn Recreation	0
Short Stay Accommodation	0
Bendering Tip Rehabilitation	0
Independent Water Reserve	20,000

VOTING REQUIREMENTS:

Absolute majority.

06/0625

Moved Cr Bowey Seconded Cr Smoker that amend the budgeted transfers to and from reserves for 2024/2025 to be:

Reserve	Transfer Value
Leave	0
Plant	400,000
Building	100,000
Admin Equipment	50,000
Natural Disaster	0
Joint Venture Housing Reserve	(40,000)
FRC Surface Replacement	0
Medical Services	0
Fuel facility	10,000
Sportsperson Scholarship	0
Freebairn Recreation	0
Short Stay Accommodation	0
Bendering Tip Rehabilitation	0
Independent Water Reserve	20,000

Carried by Absolute Majority 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

Against – Nil

CEO Alan Leeson declared an Impartiality Interest in Item 9.6 and completed the declaration form.

9.6 Acting Chief Executive Officer

Responsible Officer:	Shire President, Cr Grant Robins
File Reference:	22.00
Author:	Shire President, Cr Grant Robins
Strategic Reference:	
Disclosure of Interest:	Nil

SUMMARY:

To seek Council's approval for:

1. The appointment of Mr Peter Clarke as Acting Chief Executive Officer; and
2. The approval of extended leave for Mr Alan Leeson, Chief Executive Officer, for a period of six weeks.

BACKGROUND & COMMENT:

Mr Alan Leeson, Chief Executive Officer of the Shire of Kulin, has submitted a request to take extended leave from 8 September 2025 up to and including 17 October 2025, to travel interstate with his family during his wife's long service leave.

As per Council's governance protocols and CEO employment contract, leave of this nature requires Council approval. To ensure continuity of executive leadership during this period, Council must also appoint an Acting Chief Executive Officer.

It is recommended that Council appoint Mr Peter Clarke as Acting Chief Executive Officer. Mr Clarke is a highly experienced local government executive and has demonstrated capability in managing the operations of rural and regional local governments.

It is proposed that the Shire President be authorised to negotiate and finalise the terms and conditions of Mr Clarke's engagement for the six-week period.

Appointing an Acting Chief Executive Officer during the period of extended leave of the incumbent CEO ensures continuity in the day-to-day operations of the Shire of Kulin. It provides ongoing support and leadership to the Executive Management Team, maintains oversight of key projects and governance responsibilities, and ensures Council has access to high-level executive support and decision-making capacity. This approach safeguards the Shire's operational stability and upholds good governance practices during the CEO's absence, particularly while the CEO is on interstate leave with his family.

FINANCIAL IMPLICATIONS:

There will be remuneration costs associated with the engagement of an Acting CEO, which can be met from existing salary budget allocations. No additional remuneration is sought by the CEO for the leave period.

STATUTORY AND PLANNING IMPLICATIONS:

Local Government Act 1995

- Section 5.36 – Local government employees
- Section 5.39 – Contracts for CEO and senior employees

POLICY IMPLICATIONS:

In accordance with Policy A12 of the Shire of Kulin Policy Manual, where the Chief Executive Officer's period of leave exceeds four weeks, Council is required to formally appoint an Acting CEO. The policy outlines three options for appointment:

1. Appoint one Executive Manager, or multiple Executive Managers jointly or for defined periods, to act in the role of CEO;
2. Authorise the CEO, in consultation with the Shire President, to identify and engage a suitably qualified external candidate to be appointed as Acting CEO, in accordance with Section 5.36(2) of the *Local Government Act 1995*;
3. Undertake an external recruitment process to appoint a temporary Acting CEO.

COMMUNITY CONSULTATION:

Not applicable

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council:

1. Approves the request from Mr Alan Leeson, Chief Executive Officer, to take extended leave from 8 September 2025 up to and including 17 October 2025.
2. Appoints Mr Peter Clarke as Acting Chief Executive Officer of the Shire of Kulin for the period of Mr Leeson's leave.
3. In liaison with the Manager of Executive Support Services authorises the Shire President to finalise and execute the necessary contractual and remuneration arrangements with Mr Clarke. Remuneration shall be in line with that of the incumbent Chief Executive Officer, Mr Alan Leeson.
4. Notes that the period of Acting Chief Executive Officer appointment ensures continuity of operations during the CEO's absence.

VOTING REQUIREMENTS:

Simple majority.

07/0625

Moved Cr Gangell Seconded Cr Noble that Council;

1. Approves the request from Mr Alan Leeson, Chief Executive Officer, to take extended leave from 8 September 2025 up to and including 17 October 2025.
2. Appoints Mr Peter Clarke as Acting Chief Executive Officer of the Shire of Kulin for the period of Mr Leeson's leave.
3. In liaison with the Manager of Executive Support Services authorises the Shire President to finalise and execute the necessary contractual and remuneration arrangements with Mr Clarke. Remuneration shall be in line with that of the incumbent Chief Executive Officer, Mr Alan Leeson.
4. Notes that the period of Acting Chief Executive Officer appointment ensures continuity of operations during the CEO's absence.

Carried 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

Against – Nil

9.7 Adoption of Temporary Accommodation Policy – Shire of Kulin

Responsible Officer:	Chief Executive Officer
File Reference:	04.04
Author:	CEO
Strategic Reference:	
Disclosure of Interest:	Nil

SUMMARY:

Council is requested to consider and adopt the new Temporary Accommodation Policy, developed collaboratively through the Roe Regional Organisation of Councils (ROEROC), and formally endorsed at the ROEROC Meeting held on 5 June 2025. The Policy, supported by a Guideline and Application Form, aims to ensure consistent, transparent, and legally compliant regulation of temporary accommodation across the ROEROC member Shires: Corrigin, Kondinin, Kulin and Narembeen.

The Policy has been developed in response to a rise in unauthorised and non-compliant temporary accommodation and camping arrangements. A critical objective of the Policy is to preserve residential amenity and local aesthetics, which are often undermined by poorly managed or makeshift accommodation setups.

BACKGROUND:

Over the past 12 to 18 months, the Shire of Kulin and neighbouring Councils have experienced growing issues with indiscriminate and illegal camping and temporary accommodation. In many cases, makeshift living arrangements have been established without approval, resulting in concerns about public health, environmental safety, and fire risk.

This trend has been exacerbated by recent changes to the Caravan Parks and Camping Grounds Regulations 1997 (effective 1 September 2024), which extended permissible lengths of stay under certain conditions. These changes have inadvertently contributed to a public perception that temporary accommodation is a personal right, without regard for:

- Access to potable water and power
- Wastewater and rubbish disposal
- Cooking and laundry facilities
- Fire management and emergency access
- The broader impact on amenity, appearance, and neighbour expectations

To provide clarity and restore compliance, the ROEROC Shires have worked together to develop a consistent, robust Temporary Accommodation Policy.

COMMENT:

The Policy provides a clear and structured process to assess and regulate temporary accommodation proposals. It reinforces that approval is not automatic and must comply with minimum service, safety, and planning standards. Key considerations include:

- Preserving public health, environmental safety, and fire risk mitigation
- Ensuring residential amenity and visual appearance of localities are upheld
- Preventing long-term informal occupancy from becoming entrenched
- Aligning with relevant legislation, building codes, and the Shire's Local Planning Scheme

The inclusion of a supporting Guideline and Application Form will assist applicants in understanding their responsibilities. A uniform \$300 (GST exclusive) application fee is proposed to recover the administrative cost of processing these applications.

FINANCIAL IMPLICATIONS:

The introduction of an application fee of \$300 (GST exclusive) is proposed to recover the cost of assessment and administration. This will be reflected in the Shire's Schedule of Fees and Charges.

STATUTORY AND PLANNING IMPLICATIONS:

- Local Government Act 1995
- Caravan Parks and Camping Grounds Act 1995
- Caravan Parks and Camping Grounds Regulations 1997 (as amended 1 September 2024)
- Health (Miscellaneous Provisions) Act 1911
- Building Act 2011 / National Construction Code
- Shire of Kulin Local Planning Scheme No. 2

POLICY IMPLICATIONS:

This will become a new formal policy of Council and be integrated into the Shire's Policy Manual. It will inform all administrative assessments of temporary accommodation requests.

STRATEGIC IMPLICATIONS:

This Policy supports the following Strategic Community Plan outcomes:

- A Liveable and Safe Community
- Sustainable and Well-Regulated Development
- Enhanced Regional Collaboration (ROEROC)
- Protection of the Built and Natural Environment

COMMUNITY CONSULTATION:

Nil

RECOMMENDATION:

That Council:

1. Adopt the Temporary Accommodation Policy as presented;
2. Endorse the supporting Temporary Accommodation Guideline; and Application Form;
3. Approve the introduction of a \$300 (GST exclusive) application fee for temporary accommodation applications, to be included in the Shire of Kulin's Schedule of Fees and Charges; and
4. Authorise the Chief Executive Officer to implement the Policy and associated materials, including publication on the Shire's website and dissemination to relevant stakeholders.

VOTING REQUIREMENTS:

Simple majority.

08/0625

Moved Cr Miller Seconded Cr Mullan that Council

1. **Adopts the Temporary Accommodation Policy as presented;**
2. **Endorse the supporting Temporary Accommodation Guideline; and Application Form;**
3. **Approve the introduction of a \$300 (GST exclusive) application fee for temporary accommodation applications, to be included in the Shire of Kulin's Schedule of Fees and Charges; and**
4. **Authorise the Chief Executive Officer to implement the Policy and associated materials, including publication on the Shire's website and dissemination to relevant stakeholders.**

Carried 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

Against – Nil

9.8 Adoption of Strategic Plan 2025 – 2035 – Shire of Kulin

Responsible Officer:	Chief Executive Officer
File Reference:	04.06
Author:	CEO
Strategic Reference:	As per attached plan
Disclosure of Interest:	Nil

SUMMARY:

Council is requested to formally adopt the Shire of Kulin Strategic Integrated Plan 2025–2035. This comprehensive document outlines the long-term vision, priorities and service delivery framework for the district. It also incorporates the Shire's Corporate Business Plan 2025–2029 to ensure clear alignment between strategic direction and operational implementation.

BACKGROUND:

Under Section 5.56 of the Local Government Act 1995, all local governments are required to plan for the future of their district. The Shire of Kulin has prepared a Strategic Integrated Plan for the period 2025–2035, which integrates the statutory requirements of a Strategic Community Plan and a Corporate Business Plan. This integrated approach maximises community engagement and ensures a unified roadmap for strategic and operational planning.

Key community consultation activities to inform development of the Plan included Community Workshops held in Dudinin, Pingaring, Varley/Holt Rock and Kulin and engagement with sporting groups, businesses and residents and ratepayers through online/hard copy survey's.

Through this process, a total of 162 individual engagements were recorded, representing approximately 21% of the Shire's total resident population based on the 2021 ABS Census (769 residents). This level of engagement is considered very high by regional local government standards, particularly given the small and geographically dispersed nature of the Shire's population. It reflects a strong level of community interest and commitment to shaping the future of the Shire of Kulin.

COMMENT:

The Strategic Integrated Plan 2025–2035 sets the Shire's long-term direction around four Strategic Priority Areas, each underpinned by a clear objective:

1. Economic – Key enabling infrastructure and services to support the local and regional economy.
2. Community – Our communities have a sustainable population, whilst maintaining our community values.
3. Environment – Protection of the natural and built environment for future generations.
4. Civic Leadership – Responsible, accountable and transparent leadership to deliver our priorities.

By integrating the Corporate Business Plan, the document provides a clear operational roadmap that outlines the actions, responsibilities and timeframes required to deliver on these strategic priorities, supported by financial and asset planning.

FINANCIAL IMPLICATIONS:

Implementation of the Strategic Integrated Plan will be managed through the integrated Corporate Business Plan and Long-Term Financial Plan, ensuring alignment with the Shire's fiscal capacity and asset management obligations.

STATUTORY ENVIRONMENT:

Local Government Act 1995 – Section 5.56

Local Government (Administration) Regulations 1996 – Regulations 19C & 19DA

POLICY IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

This document forms the foundation of the Shire's Integrated Planning and Reporting Framework and will guide all future decisions, investments, policies and services

COMMUNITY CONSULTATION:

Not applicable

RECOMMENDATION:

That Council:

1. Adopts the Shire of Kulin Strategic Integrated Plan 2025–2035, which incorporates the Shire’s Corporate Business Plan 2025–2029.
2. Notes the four Strategic Priority Areas of the Plan being:
 - Economic: Key enabling infrastructure and services to support the local and regional economy
 - Community: Our communities have a sustainable population, whilst maintaining our community values
 - Environment: Protection of the natural and built environment for future generations
 - Civic Leadership: Responsible, accountable and transparent leadership to deliver our priorities
3. Acknowledges and thanks the community of the Shire of Kulin, for their strong participation in the community consultation process, which yielded 162 individual engagements — equivalent to 21% of the Shire’s 2021 Census resident population
4. Authorises the Chief Executive Officer to publish, distribute and promote the Plan through relevant communication platforms.

VOTING REQUIREMENTS:

Absolute majority.

09/0625

Moved Cr Bowey Seconded Cr Noble that Council:

1. **Adopts the Shire of Kulin Strategic Integrated Plan 2025–2035, which incorporates the Shire’s Corporate Business Plan 2025–2029.**
2. **Notes the four Strategic Priority Areas of the Plan being:**
 - Economic: Key enabling infrastructure and services to support the local and regional economy**
 - Community: Our communities have a sustainable population, whilst maintaining our community values**
 - Environment: Protection of the natural and built environment for future generations**
 - Civic Leadership: Responsible, accountable and transparent leadership to deliver our priorities**
3. **Acknowledges and thanks the community of the Shire of Kulin, for their strong participation in the community consultation process, which yielded 162 individual engagements — equivalent to 21% of the Shire’s 2021 Census resident population**
4. **Authorises the Chief Executive Officer to publish, distribute and promote the Plan through relevant communication platforms.**

Carried by Absolute Majority 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

Against – Nil

9.9 Appointment of Independent Presiding Member of Audit Committee

Responsible Officer:	Chief Executive Officer
File Reference:	13.03
Author:	CEO/EMFS
Strategic Reference:	Nil
Disclosure of Interest:	Nil
Attachment:	CV of Candidate (under separate cover)

SUMMARY:

To seek Council’s endorsement for the direct appointment of a suitably qualified and experienced Independent Chairperson to the Shire of Kulin’s Audit Committee, without calling for Expressions of Interest (EOI).

BACKGROUND:

The Shire of Kulin’s Audit Committee was established in accordance with the *Local Government Act 1995* (the Act) and the *Local Government (Audit) Regulations 1996*, which require local governments to maintain oversight of financial management, risk management and internal controls.

Recent reforms, proclaimed late last year, amended sections 5.12 and 5.13 of the Act. These changes require local governments to appoint a presiding member of committees, by absolute majority of Council, by no later than 1 July 2025.

In response to the recommendations of the Office of the Auditor General (OAG) and the Department of Local Government, Sport and Cultural Industries (DLGSC), many local governments are adopting enhanced governance structures, including the appointment of Independent Chairs to their Audit Committees. This approach strengthens transparency, objectivity, and the separation of powers between Council decision-making and audit oversight.

An independent Chair brings a non-partisan perspective, professional expertise, and is free of political or operational bias. This enhances community confidence, improves accountability, and aligns with emerging requirements under the *Local Government Amendment Act 2024*, which will mandate independent Chairs for all Audit, Risk and Improvement Committees.

In preparation for these future requirements, it is recommended that Council appoint an independent presiding member for the Audit Committee.

While the Shire could initiate a formal EOI process, a suitable and qualified individual has been identified, offering significant experience in governance, financial oversight, and risk management. A direct appointment is recommended in the interest of timely governance enhancement, resource efficiency, and readiness for future legislative compliance.

COMMENT:

While the Shire could initiate a formal EOI process, the candidate identified is both qualified and experienced. Given the Shire's limited resource environment and the benefit of timely progression, it is proposed that Council proceeds with a direct appointment.

The candidate has previously served in executive and governance roles in local government sectors and holds formal qualifications in accounting and risk management.

FINANCIAL IMPLICATIONS:

The role of Independent Chairperson will be remunerated within the existing governance budget. A modest sitting fee per meeting will be proposed in accordance with regional market practice

STATUTORY IMPLICATIONS:

Local Government Act 1995

5.12. Presiding members and deputies

- (1) The local government must appoint* a member of a committee to be the presiding member of the committee.
* *Absolute majority required.*
- (2) The local government may appoint* a member of a committee to be the deputy presiding member of the committee.
* *Absolute majority required.*

Schedule 9.3 – Transitional provision

67. Presiding members

- (1) In this clause —
amendment day means the day on which section 39 of the 2024 amendment Act comes into operation;
existing committee means a committee of the council of a local government that is in place immediately before amendment day;
new section 5.12(1) means section 5.12(1) as inserted by section 39 of the 2024 amendment Act.
- (2) For each of its existing committees, a local government must make its first appointment of the presiding member under new section 5.12(1) no later than 1 July 2025.
- (3) Until the first appointment is made, the person who, immediately before amendment day, is the presiding member of the existing committee may continue to be the presiding member.
- (4) If that person goes out of office before the first appointment is made, the person's replacement as presiding member must be appointed by the local government under new section 5.12(1) as soon as practicable (but no later than 1 July 2025).

Local Government (Audit) Regulations 1996

Department of Local Government: Operational Guidelines for Audit Committees

POLICY IMPLICATIONS:

There are no known Policy Implications in consideration of this matter.

COMMUNITY CONSULTATION:

Not applicable

WORKFORCE IMPLICATIONS:

There are no known Workforce Implications in consideration of this matter.

OFFICER'S RECOMMENDATION:

That Council:

1. Appoints Darren Mollenoyux as the Independent Chairperson of the Shire of Kulin Audit Committee, effective Immediately;
2. Notes that the appointment is made without a formal Expression of Interest process, based on the candidate's demonstrated qualifications, experience, and independence;
3. Approve that the remuneration of the Chairperson to be negotiated by the Chief Executive Officer, within existing budget provisions.

VOTING REQUIREMENTS:

Absolute Majority.

10/0625

Moved Cr Gangell Seconded Cr Mullan that Council:

1. Appoints Darren Mollenoyux as the Independent Chairperson of the Shire of Kulin Audit Committee, effective Immediately;
2. Notes the appointment is made without a formal Expression of Interest process, based on the candidate's demonstrated qualifications, experience, and independence;
3. Approve that the remuneration of the Chairperson to be negotiated by the Chief Executive Officer, within existing budget provisions.

Carried by Absolute Majority 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

Against – Nil

10 COMPLIANCE

10.1 Compliance Reporting – General Compliance May 2025

Responsible Officer:	Chief Executive Officer
File Reference:	12.07, 12.06
Author:	Chief Executive Officer
Strategic Reference:	CBP 4.1 Civic Leadership, 4.1.8 Compliance methods
Disclosure of Interest:	Nil

SUMMARY:

This report addresses General and Financial Compliance matters for May 2025. This process is not definitive, each month additional items and/or actions may be identified that are then added to the monthly checklist. Items not completed each month e.g. quarterly action - will be notations.

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

BACKGROUND & COMMENT:

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

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

Outstanding February 2025

Review Agreement with Kulin DHS - complete

Outstanding April

Staff Performance Reviews

Adjustment of KRA's for Senior Staff & Managers

Review of Portable & Attractive Asset Register - complete

FINANCIAL IMPLICATIONS:

In terms of meeting compliance - normal administration expense.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Identified as necessary – this report Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

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

VOTING REQUIREMENTS:

Simple majority required.

11/0625

Moved Cr Bowey Seconded Cr Lucchesi that Council receive the General & Financial Compliance Report for May 2025 and note the matters of non-compliance.

Carried 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

Against – Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 MOTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

14 MEETING IS CLOSED TO THE PUBLIC

14.1 Confidential Items (Meeting Closed to the Public)

Responsible Officer: Chief Executive Officer
File Reference: 13.03
Author: Chief Executive Officer
Strategic Reference:
Disclosure of Interest: Nil

SUMMARY:

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

BACKGROUND & COMMENT:

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

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

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

STATUTORY ENVIRONMENT:

Local Government Act 1995 Section 5.23 (2)

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

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

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

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

VOTING REQUIREMENTS:

Simple majority required

12/0625

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

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

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

Carried 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

Against – Nil

Meeting closed to the public at 4.20pm

14.2 Confidential Item (Meeting Closed to the Public)

Confidential Item - provided separately – matter relates to a contract which may be entered into

13/0625

Moved Cr Smoker Seconded Cr Mullan that Council adopt the recommendation as per the confidential report.

Carried by Absolute Majority 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

14/0625

Moved Cr Miller Seconded Cr Smoker that the meeting is re-opened to members of the public.

Carried 8/0

For – Cr Robins, Cr Smoker, Cr Gangell, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Lucchesi

Meeting re-opened to the public at 4.22pm

15 CLOSURE / DATE AND TIME OF NEXT MEETING

There being no further business the President declared the meeting closed at 4:22pm

Ordinary Meeting 23 July 2025 at 4:00pm

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2025

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
TRUST			
MUNICIPAL			
EFT23240	02/05/2025	AVON WASTE	\$280.00
EFT23241	02/05/2025	SERVICES AUSTRALIA CHILD SUPPORT	\$605.22
EFT23242	02/05/2025	ACRES OF TASTE	\$1,336.00
EFT23243	02/05/2025	ARC INFRASTRUCTURE	\$1,597.85
EFT23244	02/05/2025	BOC LIMITED - A MEMBER OF THE LINDE GROUP	\$6.90
EFT23245	02/05/2025	BJ & ME BOWEY	\$1,150.39
EFT23246	02/05/2025	HAYLEY BROWNING	\$109.62
EFT23247	02/05/2025	COUNTRY WIDE FRIDGE LINES PTY LTD	\$98.85
EFT23248	02/05/2025	CORSIGN WA PTY LTD	\$911.90
EFT23249	02/05/2025	HERSEY'S SAFETY PTY LTD	\$759.71
EFT23250	02/05/2025	HELLO PERTH	\$385.00
EFT23251	02/05/2025	INTELIFE GROUP LTD	\$93,835.50
EFT23252	02/05/2025	JAYDE LOUISE HOBSON	\$338.00
EFT23253	02/05/2025	KULIN TRANSPORT	\$2,587.20
EFT23254	02/05/2025	KULIN SOCIAL CLUB	\$435.00
EFT23255	02/05/2025	KULIN SHIRE TRUST FUND	\$600.00
EFT23256	02/05/2025	KULIN IGA	\$1,981.32
EFT23257	02/05/2025	LAKE GRACE TRANSPORT	\$64.63
EFT23258	02/05/2025	MODERN TEACHING AIDS PTY LTD	\$588.12
EFT23259	02/05/2025	MULLAN ELECTRICAL	\$3,199.96
EFT23260	02/05/2025	KIRRA PEDERICK	\$551.00
EFT23261	02/05/2025	SHIRE OF NAREMBEEN	\$12,035.00
EFT23262	02/05/2025	SULLIVAN LOGISTICS PTY LTD	\$156.51
EFT23263	02/05/2025	SAPIO	\$6,094.62
EFT23264	02/05/2025	SUPAGAS PTY LTD	\$301.98
EFT23265	02/05/2025	SOUTH REGIONAL TAFE	\$68.20
EFT23266	02/05/2025	TRUCK CENTRE (WA) PTY LTD	\$451.95
EFT23267	02/05/2025	OFFICEWORKS BUSINESS DIRECT	\$977.30
EFT23268	02/05/2025	VIZONA PTY LTD	\$35,013.55
EFT23269	02/05/2025	WESTRAC PTY LTD	\$1,310.09
EFT23270	02/05/2025	WA CONTRACT RANGER SERVICES	\$750.75
EFT23271	02/05/2025	WA DISTRIBUTORS PTY LTD	\$976.95
EFT23272	08/05/2025	AIR LIQUIDE WA	\$21.00
EFT23273	08/05/2025	ACRES OF TASTE	\$92.00
EFT23274	08/05/2025	BEST OFFICE SYSTEMS	\$1,863.99
EFT23275	08/05/2025	COUNTRY WIDE FRIDGE LINES PTY LTD	\$230.40
EFT23276	08/05/2025	LANDGATE	\$8,057.40
EFT23277	08/05/2025	DEPT OF MINES, INDUSTRY REGULATION AND SAFETY	\$1,271.30
EFT23278	08/05/2025	FUEL DISTRIBUTORS OF WA PTY LTD	\$53,257.15
EFT23279	08/05/2025	GANGELLS AGSOLUTIONS	\$13.20
EFT23280	08/05/2025	GREAT SOUTHERN FUEL SUPPLIES	\$228.64
EFT23281	08/05/2025	KULIN MUSEUM SOCIETY INC	\$1,800.00
EFT23282	08/05/2025	KULIN LIBRARY, POST OFFICE AND MAIL	\$1,370.90
EFT23283	08/05/2025	SHIRE OF KONDININ	\$8,206.69
EFT23284	08/05/2025	MULLAN ELECTRICAL	\$270.05
EFT23285	08/05/2025	NEWGROUND WATER SERVICES PTY LTD	\$25.06
EFT23286	08/05/2025	EXURBAN RURAL & REGIONAL PLANNING	\$527.43
EFT23287	08/05/2025	PORTER CONSULTING ENGINEERS	\$10,670.00
EFT23288	08/05/2025	THERMONMIX	\$2,579.00
EFT23289	08/05/2025	WA DISTRIBUTORS PTY LTD	\$1,259.50
EFT23290	12/05/2025	CHAS COLLARD	\$300.00
EFT23291	13/05/2025	OCEAN BLU POOLS & SPA	\$46,090.00
EFT23292	15/05/2025	AVON WASTE	\$15,249.61
EFT23293	15/05/2025	SERVICES AUSTRALIA CHILD SUPPORT	\$302.61
EFT23294	15/05/2025	AUSTRALIAN TAXATION OFFICE	\$21,507.00
EFT23295	15/05/2025	AFGRI EQUIPMENT AUSTRALIA	\$919.05
EFT23296	15/05/2025	TEAM GLOBAL EXPRESS	\$566.59
EFT23297	15/05/2025	ESSENTIAL RESOURCES	\$73.95
EFT23298	15/05/2025	FUELQUIP INDUSTRIES	\$442.75
EFT23299	15/05/2025	FUEL DISTRIBUTORS OF WA PTY LTD	\$63,414.87
EFT23300	15/05/2025	GA POWER EQUIPMENT SPARES	\$404.76

EFT23301	15/05/2025	GARRETTS CARPET CLEAN NARROGIN	\$429.00
EFT23302	15/05/2025	KULIN HARDWARE & RURAL	\$2,538.79
EFT23303	15/05/2025	KLEENHEAT GAS	\$598.00
EFT23304	15/05/2025	KULIN SOCIAL CLUB	\$210.00
EFT23305	15/05/2025	KULIN SHIRE TRUST FUND	\$200.00
EFT23306	15/05/2025	KONDININ BUILDING SERVICE	\$2,318.25
EFT23307	15/05/2025	KEY CIVIL PTY LTD	\$19,250.00
EFT23308	15/05/2025	MODERN TEACHING AIDS PTY LTD	\$249.15
EFT23309	15/05/2025	A & M MEDICAL SERVICES PTY LTD	\$80.25
EFT23310	15/05/2025	MARKET CREATIONS AGENCY PTY LTD	\$2,805.00
EFT23311	15/05/2025	M2 TECHNOLOGY GROUP	\$330.00
EFT23312	15/05/2025	NAPA KEWDALE	\$1,875.88
EFT23313	15/05/2025	SHIRE OF CORRIGIN	\$4,585.40
EFT23314	15/05/2025	SYRED MECHANICAL SERVICES	\$1,298.00
EFT23315	15/05/2025	SUPAGAS PTY LTD	\$835.95
EFT23316	15/05/2025	T-QUIP	\$306.01
EFT23317	15/05/2025	TRUCKLINE	\$583.91
EFT23318	15/05/2025	VIZONA PTY LTD	\$5,909.75
EFT23319	16/05/2025	CREDIT CARD - MASTER CARD	\$1,952.91
EFT23320	22/05/2025	BIG ASS FANS AUSTRALIA PTY LIMITED	\$30,751.60
EFT23321	22/05/2025	CORSIGN WA PTY LTD	\$1,172.60
EFT23322	22/05/2025	CATERLINK	\$3,787.08
EFT23323	22/05/2025	DAIMLER TRUCKS PERTH	\$59.80
EFT23324	22/05/2025	INTELIFE GROUP LTD	\$55,390.50
EFT23325	22/05/2025	MCINTOSH & SON	\$197.85
EFT23326	22/05/2025	MARKETFORCE	\$249.35
EFT23327	22/05/2025	MARKET CREATIONS AGENCY PTY LTD	\$2,075.70
EFT23328	22/05/2025	FIONA MURPHY	\$199.80
EFT23329	22/05/2025	OCEAN BLU POOLS & SPA	\$3,862.00
EFT23330	22/05/2025	PARKER BLACK AND FORREST	\$137.50
EFT23331	22/05/2025	QUEST PAYMENT SYSTEMS	\$418.00
EFT23332	22/05/2025	THE ROYAL LIFE SAVING SOCIETY WA	\$27.50
EFT23333	22/05/2025	RAW CREATIVE	\$6,304.00
EFT23334	22/05/2025	SAPIO	\$6,469.99
EFT23335	22/05/2025	TOTAL TOOLS MIDLAND	\$584.00
EFT23336	22/05/2025	WA DISTRIBUTORS PTY LTD	\$169.10
EFT23337	30/05/2025	SERVICES AUSTRALIA CHILD SUPPORT	\$302.61
EFT23338	30/05/2025	ACRES OF TASTE	\$750.00
EFT23339	30/05/2025	AFGRI EQUIPMENT AUSTRALIA	\$1,112.80
EFT23340	30/05/2025	ASPHALT IN A BAG	\$3,575.00
EFT23341	30/05/2025	BEST OFFICE SYSTEMS	\$868.99
EFT23342	30/05/2025	BITUTEK PTY LTD	\$473,820.30
EFT23343	30/05/2025	COUNTRY WIDE FRIDGE LINES PTY LTD	\$340.49
EFT23344	30/05/2025	TEAM GLOBAL EXPRESS	\$687.88
EFT23345	30/05/2025	COONARA (WA) PTY LTD	\$69,451.80
EFT23346	30/05/2025	DUN DIRECT NORTHAM	\$53,727.73
EFT23347	30/05/2025	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	\$6,079.53
EFT23348	30/05/2025	FRONTLINE FIRE & RESCUE	\$4,697.55
EFT23349	30/05/2025	HOUSING AUTHORITY	\$22.02
EFT23350	30/05/2025	JAMIESON ENGINE ENGINEERING	\$728.90
EFT23351	30/05/2025	KULIN SOCIAL CLUB	\$210.00
EFT23352	30/05/2025	NAPA KEWDALE	\$1,248.66
EFT23353	30/05/2025	SHERIDAN'S BADGES AND ENGRAVING	\$922.35
EFT23354	30/05/2025	SUPAGAS PTY LTD	\$461.76
EFT23355	30/05/2025	SOLID DISPLAY SYSTEMS PTY LTD	\$1,900.00
EFT23356	30/05/2025	PROMPT SAFETY SOLUTIONS	\$4,947.36
EFT23357	30/05/2025	TIN HORSE AUTOMOTIVE	\$2,131.86
EFT23358	30/05/2025	OFFICEWORKS BUSINESS DIRECT	\$742.78
EFT23359	30/05/2025	WESTRAC PTY LTD	\$1,630.92
EFT23360	30/05/2025	WA CONTRACT RANGER SERVICES	\$721.87
EFT23361	30/05/2025	WA DISTRIBUTORS PTY LTD	\$1,301.65
EFT23362	30/05/2025	WATTLEUP TRACTORS	\$13,200.00
DD9377.1	01/05/2025	BENDIGO BANK	\$3.59
DD9377.2	01/05/2025	ST.GEORGE BANK	\$881.21
DD9377.3	02/05/2025	BENDIGO BANK	\$4.80
DD9377.4	02/05/2025	CRISP WIRELESS PTY LTD	\$99.00
DD9377.5	06/05/2025	HOUSING AUTHORITY	\$400.00
DD9377.6	08/05/2025	SYNERGY	\$1,228.35
DD9377.7	08/05/2025	BENDIGO BANK	\$2.70

DD9385.1	11/05/2025	MERCER SUPER TRUST	\$276.91
DD9385.2	11/05/2025	CBUS SUPER	\$300.96
DD9385.3	11/05/2025	MACQUARIE INVESTMENT MANAGEMENT	\$42.85
DD9385.4	11/05/2025	AWARE SUPER	\$13,271.27
DD9385.5	11/05/2025	AUSTRALIAN SUPERANNUATION	\$865.66
DD9385.6	11/05/2025	BENDIGO SMART START SUPERANNUATION FUND	\$245.61
DD9385.7	11/05/2025	HOSTPLUS SUPERANNUATION FUND	\$602.42
DD9385.8	11/05/2025	MLC MASTERKEY SUPERANNUATION	\$476.79
DD9385.9	11/05/2025	AUSTRALIAN RETIREMENT TRUST	\$1,153.64
DD9389.1	09/05/2025	SYNERGY	\$8,199.27
DD9389.2	15/05/2025	WATER CORPORATION	\$777.37
DD9389.3	15/05/2025	AUSTRALIAN LIQUOR MARKETERS PTY. LIMITED	\$2,299.31
DD9389.4	15/05/2025	CARLTON & UNITED BREWERIES	\$1,412.63
DD9389.5	15/05/2025	BENDIGO BANK	\$4.05
DD9389.6	16/05/2025	TYRO PAYMENTS	\$221.28
DD9389.7	12/05/2025	BENDIGO BANK	\$0.15
DD9389.8	12/05/2025	CARLTON & UNITED BREWERIES	\$1,412.63
DD9389.9	13/05/2025	BENDIGO BANK	\$0.15
DD9392.1	16/05/2025	TYRO PAYMENTS	\$228.76
DD9397.1	19/05/2025	LION - BEER, SPIRITS & WINE PTY LTD	\$2,376.33
DD9397.2	19/05/2025	CARLTON & UNITED BREWERIES	\$1,204.69
DD9397.3	19/05/2025	TELSTRA	\$668.17
DD9397.4	20/05/2025	HOUSING AUTHORITY	\$400.00
DD9397.5	22/05/2025	BENDIGO BANK	\$2.55
DD9400.1	25/05/2025	MERCER SUPER TRUST	\$80.20
DD9400.2	25/05/2025	AUSTRALIAN RETIREMENT TRUST	\$1,159.04
DD9400.3	25/05/2025	MACQUARIE INVESTMENT MANAGEMENT	\$80.94
DD9400.4	25/05/2025	SUNSUPER SUPERANNUATION FUND	\$208.16
DD9400.5	25/05/2025	AWARE SUPER	\$13,559.29
DD9400.6	25/05/2025	AUSTRALIAN SUPERANNUATION	\$878.94
DD9400.7	25/05/2025	BENDIGO SMART START SUPERANNUATION FUND	\$246.19
DD9400.8	25/05/2025	HOSTPLUS SUPERANNUATION FUND	\$899.22
DD9400.9	25/05/2025	MLC MASTERKEY SUPERANNUATION	\$425.37
DD9405.1	26/05/2025	SYNERGY	\$3,154.07
DD9405.2	28/05/2025	SYNERGY	\$2,242.75
DD9405.3	28/05/2025	BENDIGO BANK	\$7.95
DD9405.4	27/05/2025	SYNERGY	\$935.73
DD9408.1	29/05/2025	TELSTRA	\$539.50
DD9408.2	30/05/2025	BENDIGO BANK	\$3.90
DD9385.10	11/05/2025	PRIME SUPERANNUATION	\$469.73
DD9385.11	11/05/2025	REST SUPERANNUATION	\$807.58
DD9389.10	14/05/2025	BENDIGO BANK	\$7.65
DD9389.11	15/05/2025	SYNERGY	\$568.15
DD9389.12	15/05/2025	TELAIR PTY LTD	\$1,158.15
DD9400.10	25/05/2025	PRIME SUPERANNUATION	\$468.21
DD9400.11	25/05/2025	REST SUPERANNUATION	\$807.58
DD9400.12	25/05/2025	CBUS SUPER	\$306.61
9392678	14/05/2025	BENDIGO BANK BULK PAYMENT	\$90,898.14
94214441	28/05/2025	BENDIGO BANK BULK PAYMENT	\$94,270.66
Sub-total: EFT & Chq Payments			\$1,467,618.21
TOTAL PAYMENTS FOR MONTH ENDING 31 May 2025			\$1,467,618.21

CREDIT & BP CARDS SUMMARY 31/05/2025			
Transaction Date	Officer	Creditor	Amount
29/04/2025	ALAN LEESON	LANDGATE	\$94.80
		Certificate of Title, 89/91 Johnston Street	
1/05/2025	TARYN SCADDING	BIGW	\$203.75
		Nappy Bags, Kitchen Items, Wipes - Child Care Centre	
1/05/2025	JUDD HOBSON	BORA HEALTH	\$958.00
		SureSafeGO 4 G Personal Alarm	
1/05/2025	JUDD HOBSON	SP TRAILLSURVIVOR	\$41.90
		Self Defence Alam	
1/05/2025	JUDD HOBSON	VIMEL TECHNOLOGY	\$723.13
		Solar Security Camera 4G Optical Zoom	
1/05/2025	TARYN SCADDING	SP BOOK GROCER	\$41.24
		Storytime Books, Child Care Centre	
1/05/2025	JUDD HOBSON	FANTASTIC FUNITURE	\$1,008.00
		Reed Cupboard 2 Door Base White	
2/05/2025	ALAN LEESON	RURAL HEALTH WEST	\$100.00
		Annual Subscription	
2/05/2025	TARYN SCADDING	DEPARTMENT OF COMMUNITIES	\$130.00
		Kulin Child Care Waiver	
2/05/2025	ALAN LEESON	LANDGATE	\$63.20
		Certificater of Title, 138 Jilakin Street (Dams)	
5/05/2025	TARYN SCADDING	GADGETS 4 GEEKS	\$134.75
		Ipad Cover and Screen Protector, Child Care Centre	
5/05/2025	TARYN SCADDING	KMART	\$120.00
		Toys, Child Care Centre	
6/05/2025	JUDD HOBSON	CONPLANT PTY LTD	\$1,312.47
		Bolt Exhuast Manifold, Spacer, Gasket, Hose Joiner, Hose Air Conditioner	
7/05/2025	TARYN SCADDING	VACCUM SPOT	\$57.83
		Vaccum Replacement Heads, Child Care Centre	
9/05/2025	FIONA MURPHY	AQUASTREAM.COM.AU	\$2,751.50
		2 Drinking Fountains for FRC	
12/05/2025	FIONA MURPHY	NISBETS CROCKERY	\$296.78
		Bins for FRC Changerooms	
13/05/2025	FIONA MURPHY	NISBETS CROCKERY	\$566.61
		Crockery, Freebairn Centre	
13/05/2025	TARYN SCADDING	APPLE	\$12.99
		Monthly Subscription, Child Care Music	
14/05/2025	JUDD HOBSON	JAMIESON ENGINE	\$728.90
		Specialist Labour and Machining	
14/05/2025	TARYN SCADDING	FARREN STREET EDUCATION	\$247.50
		Child Care Staff Training, Sue Knapp	
15/05/2025	TARYN SCADDING	GOUGH PLASTICS	\$2,394.21
		Pingaring Dump Point	
15/05/2025	TARYN SCADDING	PINJARRA BAKERY	\$144.00
		Catering - Council Meeting & RTA	
16/05/2025	FIONA MURPHY	CITY OF PERTH PARKING	\$19.18
		Parking Fee	
19/05/2025	TARYN SCADDING	MAILCHIMP	\$81.09
		Subscription	
21/05/2025	ALAN LEESON	APPLE	\$59.99
		Scanner Application & Annual Subcription	
23/05/2025	JUDD HOBSON	BELVEDERE	\$1,848.64
		Variety of Plants	
26/05/2025	JUDD HOBSON	CALTEX KARRAGULLEN	\$86.38
		Diesel	
30/05/2025		BENDIGO BANK	\$20.00
		Card Fee	
31/05/2025	FIONA MURPHY	IKEA	\$904.00
		Mirrors, FRC Changerooms	
			\$15,150.84
BP CARD PURCHASE			
18/05/2025	ALAN LEESON	BP CORRIGIN	\$42.61
		25.08 Litres Diesel	
21/05/2025	JUDD HOBSON	BP CANNINGTON	\$191.34
		103.56 Litres Diesel	
22/05/2025	JUDD HOBSON	BP CARLISLE	\$115.39
		63.40 Litres Diesel	
			\$349.34

/5408 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 2025 - 31 May 2025
Statement number	240
Opening balance on 1 May 2025	\$1,952.91
Payments & credits	\$1,952.91
Withdrawals & debits	\$15,130.84
Interest charges & fees	\$20.00
Closing Balance on 31 May 2025	\$15,150.84

Account details

Credit limit	\$30,000.00
Available credit	\$14,849.16
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

Payment details

Minimum payment required	\$454.52
Payment due	14 Jun 2025

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).

Stay alert.
Avoid a scam.

Learn more at
bendigobank.com.au/security/scams

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 **20 years and 9 months**

And you will pay an estimated total of interest charges of **\$9,509.96**

If you make no additional charges using this card and each month you pay **\$727.36**

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 **\$2,305.80, a saving of \$7,204.16**

Having trouble making payments?

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

Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
Opening balance				\$1,952.91
2 May 25	LANDGATE, MIDLAND AUS RETAIL PURCHASE 29/04 CARD NUMBER 552638XXXXXXX832 1	94.80		2,047.71
2 May 25	BIGW ONLINE, BELLA V ISTA AUS RETAIL PURCHASE 01/05 CARD NUMBER 552638XXXXXXX021 1	203.75		2,251.46
3 May 25	BORA HEALTH, 0468485 040 AUS RETAIL PURCHASE 01/05 CARD NUMBER 552638XXXXXXX706 1	958.00		3,209.46
3 May 25	SP TRAILSURVIVOR, PA RKVILLE AUS RETAIL PURCHASE 01/05 CARD NUMBER 552638XXXXXXX706 1	41.90		3,251.36
3 May 25	VIMEL TECHNOLOGY, CA STEL HILL AUS RETAIL PURCHASE 01/05 CARD NUMBER 552638XXXXXXX706 1	723.13		3,974.49
3 May 25	SP BOOK GROCER, TULL AMARINE AUS RETAIL PURCHASE 01/05 CARD NUMBER 552638XXXXXXX021 1	41.24		4,015.73
3 May 25	FANTASTIC FURNITUR1, CANNINGTON AUS RETAIL PURCHASE 01/05 CARD NUMBER 552638XXXXXXX706 1	1,008.00		5,023.73
3 May 25	RURAL HEALTH WEST, N EDLANDS AUS RETAIL PURCHASE 02/05 CARD NUMBER 552638XXXXXXX832 1	100.00		5,123.73
4 May 25	DEPARTMENT OF COMMUN , PERTH AUS RETAIL PURCHASE 02/05 CARD NUMBER 552638XXXXXXX021 1	130.00		5,253.73

Date Paid ____ / ____ / ____ Amount \$ _____

Business Credit Card - Payment options



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



Internet banking: Pay your credit card using ebanking 24 hours a day, 7 days a week.
www.bendigobank.com.au



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



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

Bill code: 342949
Ref: 691211254



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	\$454.52
Closing Balance on 31 May 2025	\$15,150.84
Payment due	14 Jun 2025
Date	
Payment amount	

Drawer	Chq No	BSB	Account No	\$	¢

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

Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
4 May 25	LANDGATE, MIDLAND AUS RETAIL PURCHASE 02/05 CARD NUMBER 552638XXXXXXX832 1	63.20		5,316.93
6 May 25	GADGETS 4 GEEKS P1,G ladesville AUS RETAIL PURCHASE 05/05 CARD NUMBER 552638XXXXXXX021 1	134.75		5,451.68
6 May 25	KMART, Mulgrave AUS RETAIL PURCHASE 05/05 CARD NUMBER 552638XXXXXXX021 1	120.00		5,571.68
8 May 25	CONPLANT PTY LTD, IN GLEBURN AUS RETAIL PURCHASE 06/05 CARD NUMBER 552638XXXXXXX706 1	1,312.47		6,884.15
8 May 25	VacuumSpot, Thomasto wn AUS RETAIL PURCHASE 07/05 CARD NUMBER 552638XXXXXXX021 1	57.83		6,941.98
11 May 25	WWW.AQUASTREAM.COM.A ,TOOWOOMBA AUS RETAIL PURCHASE 09/05 CARD NUMBER 552638XXXXXXX716 1	2,751.50		9,693.48
13 May 25	NISBETS AUSTRALI,SME ATON GRANG AUS RETAIL PURCHASE 12/05 CARD NUMBER 552638XXXXXXX716 1	296.78		9,990.26
14 May 25	PERIODIC TFR 00074214151201 00000000000		1,952.91	8,037.35
14 May 25	NISBETS AUSTRALI,SME ATON GRANG AUS RETAIL PURCHASE 13/05 CARD NUMBER 552638XXXXXXX716 1	566.61		8,603.96
15 May 25	APPLE.COM/BILL, SYDN EY AUS RETAIL PURCHASE 13/05 CARD NUMBER 552638XXXXXXX021 1	12.99		8,616.95
15 May 25	JAMIESON ENGINE ENGI N,NARROGIN AUS RETAIL PURCHASE 14/05 CARD NUMBER 552638XXXXXXX706 1	728.90		9,345.85
16 May 25	PAYPAL *FARRANSTRE1, 4029357733 AUS RETAIL PURCHASE 14/05 CARD NUMBER 552638XXXXXXX021 1	247.50		9,593.35
16 May 25	WWW.GOUGH.COM.AU, TO WNSVILLE AUS RETAIL PURCHASE 14/05 CARD NUMBER 552638XXXXXXX021 1	2,394.21		11,987.56
17 May 25	PINJARRA BAKERY, PIN JARRA AUS RETAIL PURCHASE 15/05 CARD NUMBER 552638XXXXXXX021 1	144.00		12,131.56
18 May 25	CPP Terrace Road, Pe rth AUS RETAIL PURCHASE 16/05 CARD NUMBER 552638XXXXXXX716 1	19.18		12,150.74

Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
20 May 25	Intuit Mailchimp, Sydney AUS RETAIL PURCHASE 19/05 CARD NUMBER 552638XXXXXX021 1	81.09		12,231.83
23 May 25	APPLE.COM/BILL, SYDNEY AUS RETAIL PURCHASE 21/05 CARD NUMBER 552638XXXXXX832 1	59.99		12,291.82
24 May 25	SQ *BELVEDERE HOMEST E,NARROGIN AUS RETAIL PURCHASE 23/05 CARD NUMBER 552638XXXXXX706 1	1,848.64		14,140.46
27 May 25	CALTEX KARRAGULLEN,KARRAGULLEN AUS RETAIL PURCHASE 26/05 CARD NUMBER 552638XXXXXX706 1	86.38		14,226.84
30 May 25	CARD FEE 5 @ \$4.00	20.00		14,246.84
31 May 25	IKEA PTY LIMITED, TEMPE AUS RETAIL PURCHASE 30/05 CARD NUMBER 552638XXXXXX716 1	904.00		15,150.84
Transaction totals / Closing balance		\$15,150.84	\$1,952.91	\$15,150.84

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED FOR YOUR ACCOUNT.

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

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

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

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

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

Card Security

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



Shire of Kulin

MONTHLY FINANCIAL REPORT

For the period ended 31 May 2025

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

TABLE OF CONTENTS

Statement of Financial Activity

Statement of Financial Position

Note 1 Basis of Preparation

Note 2 Net Current Assets

Note 3 Explanation of Material Variances

Note 4 Cash & Financial Assets

Note 5 Reserve Accounts

Note 6 Asset Information

Note 7 Receivables

Note 8 Payables

Note 9 Borrowings

Note 10 Rate Revenue

Note 11 Grants

Shire of Kulin
STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2025

	Ref Note	Adopted Budget (a) \$	Amended Budget (c) \$	YTD Budget (b) \$	YTD Actual (c) \$	Variance (c) - (b) \$	Variance ((c) - (b))/(b) %
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	2,451,414	2,442,379	2,451,414	2,453,336	1,922	0%
Rates excluding general rates (inc discount & write offs)	10	(49,785)	(40,751)	(49,785)	(40,751)	9,034	(18%)
Grants, subsidies & contributions	11	1,089,353	1,014,353	1,014,228	1,059,541	45,313	4%
Fees and charges		1,998,822	1,998,823	1,841,014	1,889,761	48,747	3%
Interest revenue		248,877	248,877	186,355	190,994	4,639	2%
Other revenue		169,386	169,386	154,073	187,777	33,704	22%
Profit on asset disposals	7	73,400	76,400	76,400	22,691	(53,709)	(70%)
Share of net profit of associates accounted for using the equity method		0	0	0	0	0	
Fair value adjustments to financial assets at fair value through project or loss		0	0	0	(3,551)	(3,551)	
		5,981,467	5,909,467	5,673,699	5,759,798	86,099	
Expenditure from operating activities							
Employee costs		(3,062,931)	(3,062,930)	(2,825,242)	(2,702,802)	122,440	(4%)
Materials and contracts		(2,528,237)	(2,528,237)	(2,249,494)	(1,874,881)	374,613	(17%)
Utility charges		(384,469)	(384,469)	(356,762)	(330,384)	26,378	(7%)
Depreciation		(3,638,292)	(3,638,292)	(3,335,101)	(3,325,103)	9,998	(0%)
Interest expenses	9	(28,526)	(28,526)	(25,997)	(13,448)	12,549	(48%)
Insurance		(277,621)	(277,621)	(275,821)	(277,594)	(1,773)	1%
Other expenditure		0	0	0	0	0	0%
Loss on asset disposals	7	(10,682)	(10,682)	(10,682)	(21,099)	(10,417)	98%
		(9,930,757)	(9,930,756)	(9,079,100)	(8,545,312)	533,788	
Non-cash amounts excluded from operating activities	2	3,575,573	3,572,574	3,269,383	3,327,062	57,679	2%
Amount attributable to operating activities		(373,718)	(448,715)	(136,017)	541,548	677,568	
INVESTING ACTIVITIES							
Capital grants, subsidies and contributions	11	4,365,339	4,565,339	3,259,060	3,811,623	552,563	17%
Proceeds from disposal of assets	7	444,318	444,318	261,318	363,572	102,254	39%
Payments for property, plant and equipment and infrastructure	7	(7,121,642)	(7,211,642)	(4,823,785)	(5,730,743)	(906,957)	19%
Amount attributable to investing activities		(2,311,985)	(2,201,985)	(1,303,407)	(1,555,548)	(252,140)	
FINANCING ACTIVITIES							
Transfers from reserves	5	65,000	65,000	0	0	0	0%
Repayment of borrowings	9	(102,201)	(102,201)	(50,713)	(50,713)	0	0%
Transfers to reserves	5	(251,877)	(251,877)	(60,938)	(61,186)	(248)	0%
Amount attributable to financing activities		(289,078)	(289,078)	(111,651)	(111,898)	(247)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2	3,059,332	2,896,762	2,896,762	2,896,764	2	0%
Amount attributable to operating activities		(373,718)	(448,715)	(136,017)	541,548	677,565	(498%)
Amount attributable to investing activities		(2,311,985)	(2,201,985)	(1,303,407)	(1,555,548)	(252,140)	19%
Amount attributable to financing activities		(289,078)	(289,078)	(111,651)	(111,898)	(247)	100%
Surplus or deficit after imposition of general rates	2	84,551	(43,016)	1,345,687	1,770,867	425,180	32%

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

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

Shire of Kulin
STATEMENT OF FINANCIAL POSITION
For the period ended 31 May 2025

	30-Jun-24 \$	31-May-25 \$
CURRENT ASSETS		
Cash at Bank	2,885,819	2,101,951
Cash at Bank (Reserves & Restricted Funds)	2,437,539	2,498,725
Trade and other receivables	86,995	139,909
Sundry Debtors - Rates	26,237	25,469
Inventories	126,454	71,411
Accrued income & prepayments	56,851	22,344
Contract Assets	1,321,035	298,791
TOTAL CURRENT ASSETS	6,940,931	5,158,599
CURRENT LIABILITIES		
Sundry Creditors	(216,840)	(265,808)
Accruals	(127,326)	0
ATO Liabilities	(70,039)	(75,274)
Bonds & deposits held	(102,486)	(104,806)
Contract Liabilities	(647,119)	(304)
Borrowings	(102,201)	(102,201)
Employee Provisions	(442,817)	(442,817)
TOTAL CURRENT LIABILITIES	(1,708,828)	(991,210)
TOTAL NET CURRENT ASSETS	5,232,103	4,167,389
NON-CURRENT ASSETS		
Investment in Associate	65,977	65,977
Work in Progress	238,223	-
Inventories - Land for Resale	610,000	549,000
Land & Buildings	22,261,647	22,679,502
Plant & Equipment	3,567,039	3,362,314
Furniture & Equipment	257,150	267,277
Motor Vehicles	1,286,328	1,121,690
Infrastructure	76,264,685	78,548,947
Shares - Kulin Community Financial Services	5,000	5,000
Units Held - Local Government House Trust	83,171	79,620
TOTAL NON-CURRENT ASSETS	104,639,218	106,679,327
NON CURRENT LIABILITIES		
Borrowings	(682,357)	(631,644)
Employee Provisions	(17,817)	(17,817)
TOTAL NON-CURRENT LIABILITIES	(700,173)	(649,461)
NET ASSETS	109,171,148	110,197,255
Asset Revaluation - Infrastructure	37,546,160	37,546,160
Asset Revaluation - Property, Plant & Equipment	1,461,803	1,461,803
Asset Revaluation - Land & Buildings	14,753,878	14,753,878
Accumulated Reserves	2,437,539	2,498,725
Accumulated Surplus	52,971,768	53,936,691
TOTAL EQUITY	109,171,148	110,197,256

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

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2025

Note 1 - Basis of Preparation & Significant Accounting Policies

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Notes 4-11 do not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2025

Note 2 - Net Current Assets Composition

	Adopted Budget Opening 30-Jun-24	Last Year Closing 30-Jun-24	Year to Date 31-May-25
Current Assets			
Cash and Cash Equivalents	5,323,358	5,323,358	4,600,675
Accounts Receivable - Rates	26,237	26,237	25,469
Trade & Other Receivables	86,994	86,994	139,909
Prepaid Assets	33,577	33,577	22,344
Accrued Income	19,803	23,274	0
Inventories	95,918	126,454	71,411
Contract Assets	1,299,114	1,321,035	298,791
	<u>6,885,001</u>	<u>6,940,930</u>	<u>5,158,599</u>
Less: Current Liabilities			
Sundry Creditors	(216,840)	(216,840)	(265,808)
Payroll Accruals	(54,391)	(54,391)	0
Accrued expenses	(65,199)	(72,934)	0
ATO Liability	(70,039)	(70,039)	(75,274)
Contract Liabilities	(440,944)	(647,119)	(304)
Provision for Annual Leave	(224,433)	(224,433)	(224,433)
Provision for Long Service Leave	(213,797)	(218,384)	(218,384)
Bonds & deposits held	(102,486)	(102,486)	(104,806)
Borrowings	(102,201)	(102,201)	(102,201)
	<u>(1,490,330)</u>	<u>(1,708,828)</u>	<u>(991,210)</u>
Net current assets	5,394,671	5,232,103	4,167,389
Adjustments to Current Assets			
Less: Reserves	(2,437,539)	(2,437,539)	(2,498,725)
Add: Borrowings	102,201	102,201	102,201
Closing funding surplus/(deficit)	<u>3,059,333</u>	<u>2,896,764</u>	<u>1,770,866</u>

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2025

Note 3 - Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2024/25 year is \$10,000 and 10.00%.

Revenue from operating activities	Var \$	Var %	Explanation
General Rates	1,922	0%	Under \$10,000 and 10% threshold
Rates excluding general rates (inc discount & write offs)	9,034	-18%	Under \$10,000 and 10% threshold
Grants, subsidies and contributions	45,313	4%	Under \$10,000 and 10% threshold
Fees and charges	48,747	3%	Under \$10,000 and 10% threshold
Interest earnings	4,639	2%	Under \$10,000 and 10% threshold
Other revenue	33,704	22%	Budgeted for Blazing Swan income of \$15,000 being 1,250 tickets at \$12 each. Actual ticket sales higher with income being \$29,974. In addition, insurance claim income of \$6k not budgeted for.
Profit on asset disposals	(53,709)	-70%	Grader & Crew Cab Truck budgeted to be traded in October. Neither have been sold with trades now expected in 2025/26.
Expenditure from operating activities	Var \$	Var %	Explanation
Employee costs	122,440	-4%	Significant variances - Admin salaries & allowances - \$30k underbudget. CRC salaries & allowances \$56k underbudget. FBT expense of \$21k budgeted for May - actual expense incurred in June. Budgeted for two works employees to take long service leave - only one employee took long service leave this year.
Materials and contracts	374,613	-17%	Various line items underbudget - significant variances include Contract Employment is \$117k underbudget. Fuel purchase cost for public sales \$58k under budget - average cost price 20c below budget however sales volume on 25k overbudget. Plant related material costs \$53k underbudget and road maintenance (including chemical for spraying road verges etc) \$31k underbudget. Rubbish collection costs under budget - waiting on invoice from Avon Waste for May. Medical Centre \$33k overbudget - costs budgeted as capital recorded as operating as individual assets under \$5k & additional costs incurred related to the doctor.
Utility charges	26,378	-7%	Under \$10,000 and 10% threshold
Depreciation	9,998	0%	Under \$10,000 and 10% threshold
Interest expenses	12,549	-48%	Timing difference with interest on reserves recorded when term deposit matures in June.
Insurance	(1,773)	1%	Under \$10,000 and 10% threshold
Loss on asset disposals	(10,417)	98%	Disposal of additional blocks of land.
Investing activities	Var \$	Var %	Explanation
Proceeds from capital grants, subsidies and contributions	552,563	17%	Actual revenue recognition matched to expenditure on capital projects. Refer to Grants note
Proceeds from disposal of assets	102,254	39%	Additional sale of land and trade in of Works Manager vehicles.
Payments for property, plant and equipment and infrastructure	(906,957)	19%	Budget spread evenly over full year. Timing difference. Refer to Assets note
Financing activities	Var \$	Var %	Explanation
Transfer from reserves	0	0%	Under \$10,000 and 10% threshold
Repayment of borrowings	0	0%	Under \$10,000 and 10% threshold
Transfer to reserves	(248)	0%	Under \$10,000 and 10% threshold
Surplus or (deficit) at the start of the financial year	2	0%	Under \$10,000 and 10% threshold

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2025

Note 4 - Cash & Financial Assets

	General Ledger Balance 31-May-25	Bank Statement Balance 31-May-25
Cash at Bank - Unrestricted		
Municipal Funds	305,898	306,253
Freebairn Recreation Centre	10,573	10,264
Trust (restricted muni funds)	104,806	104,806
Investments	1,677,075	1,677,075
Till Float	3,100	-
Petty Cash	500	-
	2,101,951	2,098,397
Cash at Bank - Restricted		
Reserve Funds	2,498,725	2,498,725
	2,498,725	2,498,725

Note 5 - Reserve Accounts

Reserve	Full year Budget				Amended Budget			
	Opening Balance	Transfer to	Transfer from	Closing Balance	Opening Balance	Transfer to	Transfer from	Closing Balance
Leave	405,580	20,279	0	425,859	405,580	20,279	0	425,859
Plant	375,629	18,781	0	394,410	375,629	18,781	0	394,410
Building	513,009	75,650	0	588,659	513,009	75,650	0	588,659
Admin Equipment	81,910	54,096	0	136,006	81,910	54,096	0	136,006
Natural Disaster	90,031	4,502	0	94,533	90,031	4,502	0	94,533
Joint Venture Housing	83,125	4,156	(40,000)	47,281	83,125	4,156	(40,000)	47,281
FRC Surface & Equipment	46,814	2,341	0	49,155	46,814	2,341	0	49,155
Medical Services	125,879	6,294	0	132,173	125,879	6,294	0	132,173
Fuel Facility	29,727	11,486	0	41,213	29,727	11,486	0	41,213
Sportsperson Scholarship	14,913	746	0	15,659	14,913	746	0	15,659
Freebairn Rec Centre	225,888	11,294	0	237,182	225,888	11,294	0	237,182
Bendering Tip Reserve	135,047	6,752	0	141,799	135,047	6,752	0	141,799
Short Stay Accommodation	294,198	14,710	(25,000)	283,908	294,198	14,710	(25,000)	283,908
Independent Water Reserve	15,789	20,790	0	36,579	15,789	20,790	0	36,579
	2,437,539	251,877	(65,000)	2,624,416	2,437,539	251,877	(65,000)	2,624,416

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 plant.	-	350,000	-
Building	To fund the construction of staff housing	-	-	-
Admin Equipment	To fund the replacement of administration equipment.	-	50,000	100,000
Natural Disaster	To assist in the funding of preparations following a natural	-	-	-
Joint Venture Housing	To fund the upkeep of JV housing with the Department of	-	-	-
FRC Surface & Equipment	To fund the replacement of equipment and sports surfaces at the Freebairn Recreation Facility	-	-	-
Medical Services	To fund the upgrade of medical facilities & costs related to the recruitment of a doctor for the Shire	-	100,000	150,000
Fuel Facility	To fund the replacement of the equipment at the fuel facility. Net profit from the sale of fuel is transferred to this reserve.	-	75,000	200,000
Sportsperson Scholarship	To fund scholarships for local sportspersons	-	-	15,000
Freebairn Rec Centre	To fund the ongoing asset management of the FRC	-	100,000	-
Short Stay Accommodation	To fund the construction of short stay accommodation units	-	-	250,000
Bendering Tip Reserve	To fund the rehabilitation of the Bendering Tip site	-	-	-
Independent Water Reserve	To fund the replacement and maintenance of water infrastructure within the Shire	-	-	-

Shire of Kulin								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the period ended 31 May 2025								
Note 6 - Asset information								
Note 6 (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	40,000	40,000	36,571	F&E		Y
E077110	Nurses station window and upgrades	17,313	17,313	-	-	L&B	Y	
E091107	Units 5/25 Johnston Street renovation	15,308	15,308	-	12,650	L&B	Y	
E091107	Exterior painting Johnston Street units	25,154	25,154	-	27,588	L&B	Y	
E091113	38 Day Street bathroom	20,308	20,308	-	19,470	L&B	Y	
E091115	14 Stewart Street renovation	51,606	51,606	-	60,793	L&B	Y	
E091117	81 Johnston Street bathroom	10,308	10,308	-	1,358	L&B	Y	
E107131	Cemetery Toilets	32,390	32,390	-	33,881	L&B		Y
E101100	Transfer Station	19,740	19,740	-	22,280	L&B		Y
E110100	Tennis court resurfacing	221,919	221,919	203,412	190,671	L&B	Y	
E112100	Aquatic Centre - South side shade	12,123	12,123	-	12,123	Inf	Y	
E112101	Aquatic Centre - Splashdown pool	200,627	200,627	35,000	56,263	Inf		Y
E113700	FRC Car Park	17,444	17,444	-	-	Inf	Y	
E113900	FRC Server Replacement	16,205	16,205	-	19,923	F&E	Y	
E113901	Bowling Green Lighting	40,000	40,000	-	64,048	L&B	Y	
E113905	FRC Kitchen Upgrades	102,313	102,313	-	83,005	L&B	Y	
E113908	FRC Changeroom upgrades	42,313	62,313	60,000	61,907	L&B	Y	
E113909	FRC Court Fans	40,000	40,000	-	28,066	L&B		Y
E117100	Old Skate Park Redevelopment	69,572	69,572	-	3,626	Inf	Y	
E117110	Johnston Street Playground Shade Sail	10,000	10,000	-	9,247	Inf	Y	
E117040	Pingaring Golf Club Air Conditioning & Upgrades	15,000	15,000	-	9,897	L&B	Y	
E122222	Fleet management software	-	-	-	6,573	L&B	Y	
E123100	Grader (PE55)	460,000	460,000	-	-	P&E	Y	
E123100	Posi Track & Mulcher	175,000	175,000	-	173,000	P&E		Y
E123100	Compact Roller	-	50,000	-	48,700			
E123100	Tandem Axle Flat Top Trailer	10,000	10,000	-	-	P&E		Y
E123100	Truck scan tool & fleet management software	20,000	20,000	-	-	P&E		Y
E123100	Subsite Standard Utiliguard Cable Locating System	11,000	11,000	-	8,574	P&E		Y
E123100	2018 Pegasus Mower	-	-	-	12,000	P&E		Y
E123100	Sundry Plant	10,000	10,000	-	-	P&E		Y
E123105	Ford Everest (CEO)	75,000	75,000		73,405	MV	Y	
E123105	Isuzu D-Max (Works Supervisor)	50,000	50,000		49,772	MV	Y	
E123105	Ford Everest (Works Manager)	70,000	70,000	307,065	188,507	MV	Y	
E123105	Mitsubishi Fuso 4T Single Cab	100,000	100,000		-	MV	Y	
E123105	Admin Shared Vehicle	40,000	40,000		33,082	MV	Y	
E121500	RRG Road Construction	799,416	799,416	799,416	633,240	Inf	Y	
E121520	R2R Road Construction	730,004	730,004	669,174	649,421	Inf	Y	
E121550	Own Resource Road Construction	225,180	225,180	-	11,236	Inf	Y	
E121551	WSFN Road Construction	1,867,492	1,867,492	1,556,243	1,483,322	Inf	Y	
E121552	RRUPP Road Construction	1,063,954	1,063,954	1,063,954	1,170,296	Inf	Y	
E121553	LRCIP Road Construction	89,520	89,520	89,520	97,433	Inf	Y	
E121750	Black Spot Road Construction	-	-	-	11,835	Inf	Y	
E121580	Footpath Construction	95,312	95,312	-	57,534	Inf	Y	
E121570	Depot Crib Room	111,995	111,995	-	162,089	L&B		Y
E121593	Speed signs at Town Entries	15,000	15,000	-	17,191	Inf		Y
E121605	Tourism project - Macrocarpa Trail Gazebo & seating	-	-	-	17,880	Inf		Y
E122220	Fence between Depot & Lot 229 & 230 Day Street	8,077	8,077	-	-	L&B	Y	
E132500	Caravan Park Camp Kitchen Outdoor Blinds	9,477	9,477	-	8,615	L&B		Y
E132710	Jilakin Rock Gazebo & Interpretation	25,572	25,572	-	-	L&B		Y
E136116	Purchase of Lots 106 & 109 Day & Beard Streets	60,000	60,000	-	63,672	L&B		Y
		7,121,642	7,211,642	4,823,785	5,730,743			
0A01195	Add Work in Progress at 30 June 2024							
	Aquatic Centre Shade Sails				22,727			
	SF003 Gravel crushing & screening				215,495			
					238,223			
					5,968,965			
Note 6 (b) - Disposal of Assets		Budgeted WDV	Budgeted Proceeds	Budgeted Profit/(loss) on sale	Actual WDV	Actual Proceeds	Actual Profit/(loss) on Sale	
	PE177 CAT 12M Grader (PE55)	121,000	150,000	29,000				0 Oct
	MV173 Holden Colorado (MV117)	11,200	15,000	3,800	11,867	15,000	3,133	Aug
	MV199 Toyota Prado (CEO) (MV27)	54,000	60,000	6,000	54,645	58,182	3,537	Dec
	MV197 Ford Everest (Works Manager) (MV30)	53,600	60,000	6,400	57,626	63,636	6,010	Dec
	MV201 Ford Everest (Works Manager) (MV30)	-	-	0	60,716	63,636	2,920	Jan
	MV203 Ford Everest (Works Manager) (MV30)	-	-	0	56,328	54,545	(1,782)	Feb
	MV187 Toyota Prado (Admin) (MV120)	34,500	47,000	12,500	38,364	45,455	7,090	Dec
	MV178 Mitsubishi Canter Single Cab (MV81)	19,300	35,000	15,700				0 Oct
	PE141 Hino Cement truck (PE141)	12,000	16,000	3,000	12,187	9,276	(2,911)	Feb
	PE192 Concrete Batching Plant (PE165)	-	-	0	5,929	5,831	(99)	Feb
		305,600	383,000	76,400	297,662	315,561	17,899	
	Land sales							
	3 Rankin Street, Kulin	41,000	61,318	20,318	30,536	30,536	(0)	Aug
	8 Bowey Way, Kulin	-	9,000	9,000	11,000	8,718	(2,282)	
	31 Ellson Street, Kulin	-	9,000	9,000	10,000	8,758	(1,242)	
	15 Rankin Street, Kulin	-	31,000	31,000	40,000	30,536	(9,464)	
		\$41,000	\$110,318	\$69,318	\$91,536	\$78,547	(\$12,989)	
		346,600	444,318	145,718	328,198	363,572	4,909	

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2025

Note 7 - Receivables

Rates receivable	30-Jun-24	31-May-25
	\$	\$
Opening arrears previous years	45,423	45,034
Levied this year	2,566,820	2,717,138
Less - collections to date	(2,567,209)	(2,717,906)
Equals current outstanding	45,034	44,266
Net rates collectable	45,034	44,266
% Collected	98.28%	100.03%

Trade Receivables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(679)	93,446	26,032	0	1,000	119,799
Percentage	-0.6%	78.0%	21.7%	0.0%	0.8%	
Allowance for impairment of receivables						0
Total receivables general outstanding						119,799
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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

Note 8 - Payables

Payables - general	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Sundry Creditors	256,981	4,616	1,900	1,488	264,984
Percentage	0.0%	0.0%	0.0%	0.0%	
Balance per trial balance					264,984
ATO liabilities	6,050				6,050
Total payables general outstanding					271,034
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the period that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Note 9 - Borrowings

	Budget				Actual			
	Principal 01/07/2024	Principal Repayments	Principal 30/06/2025	Interest Repayments	Principal 01/07/2024	Principal Repayments	Principal 30/06/2024	Interest Repayments
Loan 1 Administration Building	785,095	102,201	682,894	28,526	785,095	50,713	734,382	13,448
	785,095	102,201	682,894	28,526	785,095	50,713	734,382	13,448

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 May 2025

Note 10 - Rate Revenue

Rate Type	Rate in \$	Number of properties	Rateable Value	Budgeted Rate Revenue	Actual Rate Revenue
General Rate					
Gross Rental Value					
Residential	0.111592	136	1,371,293	153,025	153,092
Industrial	0.111592	12	115,443	12,883	12,882
Commercial	0.111592	28	435,496	48,598	48,235
Rural	0.111592	11	102,750	11,466	13,062
Unimproved Value					
Rural	0.005757	342	386,562,685	2,225,442	2,226,065
Mining	0.005757	0		-	-
Sub-total		529	388,587,667	2,451,414	2,453,336
Minimum Payment					
Gross Rental Value					
Residential	540.77	9	11,173	4,867	5,898
Industrial	540.77	5	11,452	2,704	2,704
Commercial	540.77	4	8,282	2,163	2,163
Rural	540.77	7	8,127	3,785	3,785
Unimproved Value					
Rural	540.77	20	1,098,515	10,815	10,815
Mining	540.77	32	224,144	17,305	18,528
		77	1,361,693	41,639	43,894
		606	389,949,360	2,493,053	2,497,230
Discount				(108,489)	(102,138)
Concessions/Write-offs				(11,259)	(10,830)
Total raised from general rates				2,373,305	2,384,262
Ex-Gratia Rates				28,324	28,324
Total Rates				2,401,629	2,412,586

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 2025

Note 11 - Grants

Operating Grants

Grant Source	Purpose	Original Budget	Amended Budget	YTD Budget	YTD Actual	
Grants Commission	Federal financial assistance grants	455,277	380,277	380,277	382,935	
DFES	Emergency Services Levy Operating Grant	45,000	45,000	45,000	40,823	
DFES	ESL Admin Contribution	-	-	-	4,000	
Community Childcare Fund Grant	KCCC Operations	145,962	145,962	145,962	145,961	
Department of Training & Workforce Development	KCCC Staff Training Grant	-	-	-	22,278	
Water Corporation	Contribution to Cemetery Toilets project due to no available potable water on site	-	-	-	7,365	
Main Roads	State Direct Grant (Untied Road Funding)	327,614	327,614	327,614	327,614	
Department of Primary Industries & Regional Development	Community Resource Centre Funding	114,000	114,000	114,000	119,428	
CRC Community Christmas Party Grant	Community Christmas Party	-	-	-	4,700	
Other CRC Grants & Contributions	Kulin Triathlon & Other sponsorships	1,500	1,500	1,375	4,437	
		1,089,353	1,014,353	1,014,228	1,059,541	

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	662,774	662,774	571,720	446,373	540,900
Kulin Bowling Club	Bowling Green Lights	5,000	5,000	5,000	5,000	5,000
Community Night Lights Program	Bowling Green Lights	13,333	13,333	13,333	16,305	16,305
Kulin Junior Basketball Club	FRC Court Fans	5,000	5,000	5,000	-	-
Kulin Netball Club	FRC Court Fans	5,000	5,000	5,000	-	-
Kulin Sporting Clubs	FRC Electronic Honour Board	3,000	3,000	3,000	-	-
Kulin Tennis Club	Tennis Court Resurfacing	30,000	30,000	30,000	43,301	43,301
Kulin Bush Races	Tennis Court Resurfacing	80,000	80,000	80,000	72,727	72,728
Colts Carnival	FRC Changeroom Upgrades	40,000	40,000	-	-	-
Main Roads - Regional Road Group	Road Construction	521,194	521,194	40,647	422,161	416,956
Federal - Wheatbelt Secondary Freight Network	Road Construction	1,730,792	1,930,792	1,810,000	1,584,976	1,557,899
Federal - Remote Roads Upgrade Pilot Program	Road Construction	573,886	573,886	-	567,733	614,400
Federal - Roads to Recovery	Road Construction	695,360	695,360	695,360	645,187	522,877
Federal - Black Spot	Road Construction	-	-	-	7,860	7,860
		4,365,339	4,565,339	3,259,060	3,811,623	3,798,226

Axxx TEMPORARY ACCOMMODATION

Administration

PREAMBLE: This policy provides guidance to support applications seeking an approval for temporary accommodation on private property or in an area other than a caravan park or camping ground.

OBJECTIVE: A person may stay in temporary accommodation on a property for up to 5 nights per 28-day consecutive period without Shire approval. A person staying in temporary accommodation on a property for more than 5 nights per 28 days consecutive period requires Shire approval.

The Shire can approve one temporary accommodation application for up to 24 months per allotment. An applicant may reapply after 24 months to renew their application.

The Shire may consider an additional temporary accommodation application on the same lot, but the maximum term for any additional application is 3 months. Any period longer than 3 months is required from the Minister for Local Government, Sport and Cultural Industries.

If an applicant is seeking to camp on a State or Federal reserve, approval must be obtained from the relevant authority who manages that land.

PRACTICE/PROCESSES:

This policy is supported by the Shires temporary accommodation guidelines, application and assessment process. For applications to be considered, the requirements detailed in the guidelines must be adhered to.

The applicant must own or have a legal right to occupy the land and is to complete the application form [\(insert link\)](#) and submit to the Shire with the applicable fee.

Applications will not be considered outside the following zoned areas;

- Residential
- Rural Townsite
- Rural
- General Industry
- Commercial

Any camp is to be located wholly on the property and be at least 1 metre from the property boundary, at least 1 metre from vehicle access areas, and at least 1.8 metres from structures. Occupiers of adjacent properties will be notified in writing and the responses will be considered prior to the approval of any application.

Approvals will only be granted where health, safety and hygiene requirements have been met. This includes the following requirements;

- power
- potable water
- waste water management
- cooking and laundry facilities
- emergency management (fire suppression and smoke detection)
- waste and recycling (rubbish collection service or waste management plan is required)
- any other requirement at the request of the Shire.

Upon receipt of an application and fee, the Environmental Health Officer will assess the application, conduct an evaluation of the site, and issue a permit where the application is approved. Follow-up site

assessments may be conducted throughout the duration of the approval period by an authorised officer.

Approval can be for a maximum period for 24 months, and any reapplication will require the completion of a new form, fee payable and be accompanied by a structural report confirming the integrity of the habitable camp.

The temporary accommodation cannot be used as holiday rental or for tourism purposes.

Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified. No refund is applicable.

The Shire reserves the right to withdraw an approval, where a breach of an approval condition has occurred.

DELEGATION:

HEAD OF POWER:

Local Government Act 1995

Caravan and Camping Ground Act 1995

Caravan and Camping Ground Regulations 1997 (as amended 1 September 2024)

Health (Miscellaneous Provisions) Act 1911

Building Code of Australia / National Construction Code

Shire of Kulin Local Planning Scheme No 2



SHIRE OF KULIN

Temporary Accommodation Guidelines

Contents

1.	Introduction	2
2.	Objectives	2
3.	Who do the Guidelines apply to?	2
4.	What is the application process?	3
4.1.	Submission Process	3
5.	Are there any fees payable?	4
6.	Permit Duration	4
6.1.	Conditions of Permit	5
6.2.	Cancellation of Permit	5
6.3.	Change of Ownership	5
7.	Compliance and Enforcement	5
7.1.	Revoking of approval	5
8.	Guidelines	6
8.1.	Amenity	6
8.2.	Keeping of Animals	6
8.3.	Renting out Temporary Accommodation	6
8.4.	Number of People and Camps	7
8.5.	Mobility and Habitable Condition	7
8.6.	Kitchen Facilities	7
8.7.	Toilets and Showers	8
8.8.	Laundry Facilities	8
8.9.	Waste Management	9
8.10.	Wastewater Management	9
8.11.	Water Supply	9
8.12.	Emergency Management and Safety	10
8.13.	Access Roads	10
8.14.	Communication	11
	Revision History	11

1. Introduction

On 1 September 2024 the Department of Local Government, Sport and Cultural Industries introduced reforms for the *Caravan Parks and Camping Grounds Regulations 1997*. The reforms aim to create a streamlined application process for individuals seeking temporary accommodation approvals.

The reforms provided local governments with the opportunity to-

- Approve camping applications on private property or property other than a caravan park for up to 24 months
- Extend existing approvals
- Revoke approvals if there is a failure to comply with conditions

The Temporary Accommodation Guidelines (Guidelines) have been established and endorsed via **POL (#)**:Temporary Accommodation, to ensure a consistent and transparent process when issuing approvals for temporary accommodation. It is important to read through and understand the Guidelines and policy prior to submitting your application.

2. Objectives

To provide information and outline the requirements for applicants to seek an approval for temporary accommodation.

3. Who do the Guidelines apply to?

The Guidelines apply to anyone wishing to utilise land they own or have the right to occupy for a period greater than 5 consecutive days. The Shire will receive applications from the following -

- Residential
- Rural Townsite
- Rural
- General Industry
- Commercial

The Shire will not consider any applications for camping outside of these zones.

4. What is the application process?

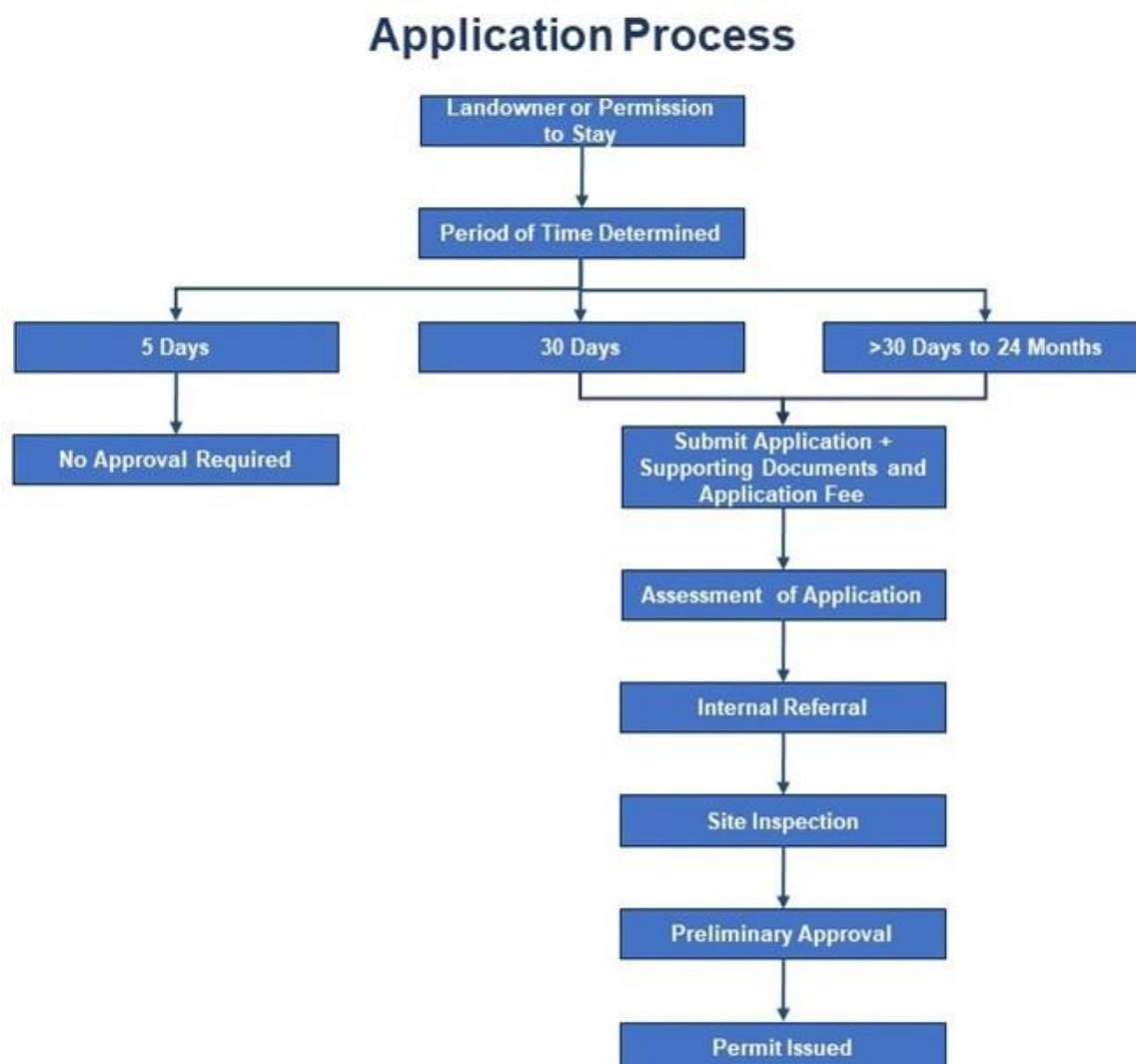
To apply for a permit for temporary accommodation, you will need to apply using the Temporary Accommodation form and meet the following Guidelines.

Prior to making the application you will need to ensure

1. You are the owner of the land or have permission to camp on the land
2. Length of stay
3. The proposed camp is suitable and safe to reside in
4. You can meet the requirements of the Guidelines and Policy
5. Your proposed camp is suitable for the proposed timeframe

4.1. Submission Process

The following decision tree outlines the application process, expected timeframes and requirements based on your proposed length of stay. Further details are stepped out below and provided within the guidelines.



Please take the following steps when preparing and submitting your application-

1. Read through the Policy and Guidelines and ensure you can meet the requirements
2. Choose an appropriate site, based on the parameters within the Guidelines
3. Prepare site plans. Site plans can be hand drawn but need to be neat and legible
4. Prepare supporting documentation, please use the checklist with the application form to ensure all necessary items are provided
5. Submit the application with supporting documentation
6. The Shire will generate an invoice for the application, and email this to you with an acknowledgement receipt
7. Shire officers will assess the application once payment has been received. The application will be referred internally for comment, neighbour referrals will be completed and we may request a preliminary onsite inspection
8. Missing information - A request for further information will be sent, this will place the application on hold until the information is provided
9. Application complete – Preliminary approval will be issued with conditions
10. Permit issued; it is the responsibility of the applicant to ensure the permit conditions are complied with

5. Are there any fees payable?

There is an application and permit fee. The fees are set by Council.

If the proposed lot is located within a kerbside waste collection area, the Shire will require the permit holder to access this bin service. Note this will be issued through rates and charged to the property owner. If you are not the property owner, please advise the owner prior to this request.

6. Permit Duration

An application can be made for up to 24 consecutive months subject to the proposed temporary accommodation (see Table 1) with the option to renew for a further 24 months. Any reapplication will require the completion of a new form, fee and be accompanied by a structural report confirming the integrity of the temporary accommodation.

Table 1: Temporary Accommodation Type and Permitted Length of Stay

Temporary Accommodation Type	Permitted Length of Stay
Tent, swag, roof top or similar	Maximum 30 consecutive days in any 12-month period subject to provision of amenities
Camper trailer and non-self-contained van	Up to 24 months subject to the provision of services and amenities OR when accompanied with a dwelling
Self-contained caravan, RV, Bus or Tiny Home on Wheels	Up to 24 months

6.1. Conditions of Permit

The Shire will place conditions on the permit. The conditions will be based on the Policy, Guidelines, the *Caravan Park and Camping Ground Regulations 1997* and any other applicable legislation.

6.2. Cancellation of Permit

If you cease to use the permit, the local government must be notified in writing by the permit holder. Any fees paid in respect to the cancelled application or permit will be forfeited.

6.3. Change of Ownership

The permit for Temporary Accommodation is non-transferable to another person or property. Notification of cancellation of the existing permit is to be submitted and a new application received.

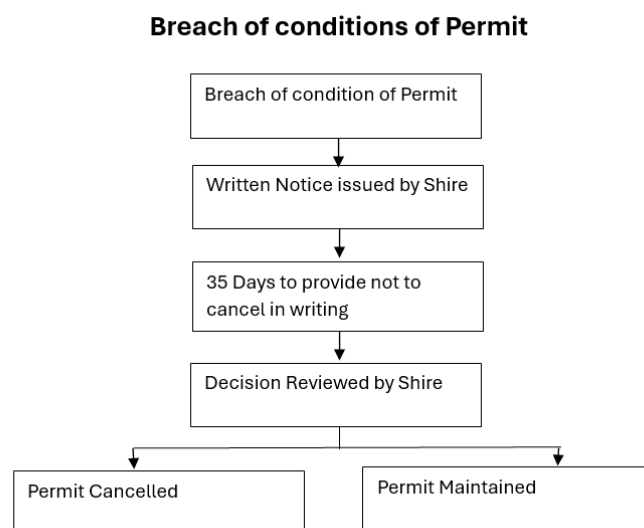
Any fees paid in respect to the existing permit will be considered forfeited. All relevant fees will apply to the new application.

7. Compliance and Enforcement

Temporary Accommodation is governed by the *Caravan Parks and Camping Grounds Regulations 1997*. Penalties for failure to comply are set within the legislation and will be enforced by authorised officers.

7.1. Revoking of approval

As per the *Caravan Parks and Camping Grounds Regulations 1997, r11A (5)* the local government can revoke a permit if a condition of the approval has been breached. Written notice will be given to the permit holder notifying the intention of the Shire to revoke the approval within 35 days after the notice is given unless the holder shows cause as to why the approval should not be revoked. The Shire will consider any written response as to why the permit should not be cancelled during this time period. A response and final decision will be provided in writing.



8. Guidelines

The following sections outline the parameters to be considered and complied with when seeking approval for temporary accommodation.

Amenity

Any external fixtures, utilities and facilities such as aerials, satellite dishes, clothes lines or other external fixtures are to be situated so they are not visually obtrusive and where possible located out of view from the primary street or any public area.

Temporary accommodation is to be maintained, as not to cause a nuisance or become injurious or dangerous to the health of the occupants and the neighbouring properties.

8.1. Keeping of Animals

Dogs and animals are permitted with the temporary accommodation but must be kept in accordance with:

- Shire of Kulin Local Planning Scheme Number 2
- Shire of Kulin Health Local Law 2016
- Dog Act 1976 and the Shire of Kulin Dogs Local Law 2020
- Cat Act 2011

8.2. Renting out Temporary Accommodation

The approval to reside in temporary accommodation is provided to the applicant, whose name/s will appear on the permit only. If you wish to rent out the temporary accommodation, the individual who wishes to reside will need to make an application.

8.3. Number of People and Camps

The permit to camp is issued to the individual/s wishing to reside in a temporary accommodation camp therefore any additional camps aren't permitted under the permit. The number of people to be considered will be based on the availability and number of amenities to support the camp.

Under the *Caravan Parks and Camping Grounds Regulations 1997*, only one temporary accommodation will be approved per lot, if you are intending to have friends or family stay in another caravan, you will need to seek approval from the Shire for up to 3 months and from the Minister for Local Government, Sport and Cultural Industries for greater than 3 months.

8.4. Mobility and Habitable Condition

The temporary accommodation will need to be maintained in a habitable state with access to approved water, wastewater disposal and rubbish disposal at all times. A habitable state means in a good state of repair with no major maintenance concerns that would render it unsafe to reside within.

Any handrails and balustrades are to be in place for stairs. All stairs are to be slip resistance.

Safety glazing installed where necessary for impact resistance. Electrical and plumbing certifications are to be provided where relevant.

All construction and materials are to meet the requirements of the Australian Standards. Structural certifications and engineer tie downs may be required, depending on choice and duration of temporary accommodation.

The mobility of the temporary accommodation is to be maintained to ensure it can be moved under its own power or be towed within 24 hours of any services being disconnected. All road registered temporary accommodation is to be maintained to a road worthy state and all vehicle registrations are to be maintained.

8.5. Kitchen Facilities

Cooking facilities must be provided for use with the temporary accommodation. Ensure your camp has the following-

- Dishwashing sink with hot and cold water
- All wastewater connected to an approved disposal method
- Approved cooking apparatus
- All cooking areas adequately ventilated
- Note - gas and plumbing must comply with relevant Australian Standards and maintained in a sound condition

If your camp has cooking facilities outside the temporary accommodation, the applicant must comply with any prohibited burning period or total fire ban. An alternate cooking method is to be described and utilised during these time periods and outlined within the [Bushfire Action Plan](#).

8.6. Toilets and Showers

All temporary accommodation arrangements are to have access to an adequate number of toilets and showers for the number of people proposed to reside.

If the proposal is for a vacant lot, the following arrangements would be considered adequate-

- 1 toilet and shower contained within the temporary accommodation such as a self-contained caravan, tiny home on wheels or Recreational Vehicle (RV)
- An ablution block built either within an existing shed or separate – subject to Planning and Building approval
- Temporary ablution subject to length of stay and, if self-contained, a pump out contract signed and submitted for the duration of the permit period. Please note the production of receipts will be requested as part of the permit condition
- All wastewater connected to an approved disposal method

If the proposal is for temporary accommodation on a lot with an inhabited dwelling, consideration needs to be given to the number of bedrooms and ablutions within the dwelling, and the additional loading placed on them if the temporary accommodation intends to utilise them. The following arrangements would be considered adequate-

- 1 toilet and shower contained within the temporary accommodation such as a self-contained caravan, tiny home on wheels or RV
- Access to existing toilets and showers subject to the quantity of bedrooms and available ablutions

8.7. Laundry Facilities

There are two options available for laundry facilities-

- The provision of a laundry is not a condition of the permit, but consideration must be given to how the storage of clothing and bedding is to be maintained and managed. A person shall not wash or permit the keeping of any soiled clothing or bedding within an area where food is being kept, prepared or served;

OR

- A laundry facility is to be provided but not situated within a room in which food is stored, prepared, served or consumed. All wastewater from the laundry is to be connected to an approved wastewater receptacle.

8.8. Waste Management

All rubbish and recycling are to be managed as to not create a nuisance, odorous or become a breeding area or attractant to vermin.

If a kerbside general rubbish or recycling service is available, the applicant must apply and utilise this service and pay the fees as per the endorsed Fees and Charges. Be mindful the fees will be issued via the Shire rates to the landowner not the applicant.

If a kerbside service isn't available, the applicant will need to provide a suitable receptacle for depositing rubbish and recyclables and maintain the receptacle in a sound condition. All rubbish will need to be deposited at the Shire of Corrigin refuse site on a weekly basis and recyclables on a fortnightly basis.

8.9. Wastewater Management

No wastewater from temporary accommodation shall be discharged onto the ground surface. All wastewater is to be disposed of in an approved receptacle as per below-

- Approved connection to reticulated sewerage
- Connection to an approved onsite wastewater system

8.10. Water Supply

If scheme water connection is available, the temporary accommodation must be connected or have access to this supply. Otherwise, a storage supply of up to 100,000 litres is to be provided subject to length of stay, please see below for a guide-

Table 2: Temporary Accommodation Length of Stay and Potable Water Supply

Temporary Accommodation Type	Permitted Length of Stay
Maximum 30 consecutive days in any 12-month period	Access to a scheme water supply tap outlet or containerised water supply
Up to 24 Months	Access to a scheme water supply tap outlet or 100,000L potable water storage tank ¹

¹The installation of rainwater tanks may be subject to Planning and Building approval.

All drinking water connection pipework must be suitable for potable water supply.

8.11. Emergency Management and Safety

To ensure the safety of occupants, the following will need to be considered and form part of the permit to reside in temporary accommodation.

The lot is to be adequately identified at the temporary accommodation access road to ensure emergency services can easily find the property. For rural and rural residential areas, this can be via a road side identifier number, to be applied for through the Shire. For residential areas in town this can be via a visible number.

Fire safety is critical to ensure the temporary accommodation doesn't endanger the occupants or surrounding areas. All temporary accommodation is to have the following-

- Accessible and in-service fire extinguisher and fire blanket
- Smoke alarm either hard wired or battery operated
- Compliant fire breaks and asset protection zones – [website link here](#)
- Bushfire Action Plan
- Subscribed to the [Emergency WA website](#)

No outside cooking or naked flames are permitted during the prohibited burning period as set out in the Fire Hazard Reduction Notice [website link here](#)

All temporary accommodation is to be situated outside of flood prone areas and protected from stormwater runoff.

All temporary accommodation is to have an emergency kit to assist in an emergency the following links outline what can be contained within an emergency kit-

- [Bushfire Prepare - DFES](#)
- [Flood Prepare - DFES](#)

All temporary accommodation is to have access to a suitable first aid kit.

All temporary accommodation is to be adequately screened to prevent insects particularly mosquitoes from entering the accommodation.

8.12. Access Roads

Access roads to the temporary accommodation must be constructed and maintained for a 2-wheel drive vehicle. This is to ensure emergency services can easily access the temporary accommodation.

8.13. Communication

Ensuring adequate communication can be maintained in an emergency the following would suffice-

- Mobile phone with adequate reception
- Satellite phone

On the application form a primary contact must be nominated and is responsible for all communications in relation to the permit.

Application for Temporary Accommodation (Up to 24 months)

Caravan Park and Camping Grounds Act 1995, Caravan Park and Camping Ground Regulations 1997

Applicant Details

Applicant Name			
Other Camp Occupant Name		Age	
Other Camp Occupant Name		Age	
Residential Address			
Postal Address (if different from above)			
Preferred Contact Name			
Preferred Contact Number			
Email Address			

Property Address for this Approval

Lot No.		Street No.	
Street Name		Locality	
Zoning	☐ Residential	☐ Rural	☐ Rural Residential
☐ Other, Specify:			

Details for this Approval

What is the reason for needing a temporary camp? e.g. workers accommodation, recreation/holiday, hardship etc.	
Dates of Stay	
Describe Accommodation	
Will you be keeping any animals?	

Kitchen Facilities

Describe the kitchen facilities available for campers to use?	
---	--

Toilets and Showers

What facilities will be provided for campers to use?

Describe toilet and shower facilities

How many toilets/showers/hand basins?

Laundry Facilities

What laundry facilities will be provided for campers to use?

Are these new facilities or existing facilities?

Waste and Waste Water Management

Wastewater managed on the site

☐ Grey water

☐ Wastewater

☐ Toilet cassette waste

How will grey water/wastewater be disposed of?

If Water Closet (WC) provided within the caravan, how will cassette waste be disposed of?

What measures are in place to manage general waste and recyclables?

Water Supply

Potable Water - Describe potable water arrangements

☐ Scheme Water

☐ Bore/Ground Water

☐ Rainwater Tank

☐ Other, specify

What is the rainwater tank capacity in litres?

Emergency Management and Safety

Have you completed a Bushfire Management Plan?

☐ Yes

☐ No

For further information, see [My Bushfire Plan WA: Prepare for an Emergency - DFES](#)

What is the volume of water tanks dedicated to fire safety?

Does your accommodation have smoke alarms?

☐ Hard wired

☐ Battery Operated

Does your accommodation have

☐ Fire Extinguisher

☐ Fire Blanket

☐ Other, specify:

Do you have an emergency kit for flood and fire?

☐ Yes

☐ No

Is the temporary accommodation situated in an area where it won't be impacted by flood or stormwater inundation?

☐ Yes

☐ No

Is there screening on the accommodation to prevent access by mosquitoes?

☐ Yes

☐ No

Is there a rural identification number in place?

☐ Yes

☐ No

Is the access road two-wheel drive (2WD)?

☐ Yes

☐ No

Communication

What communication options are available?

☐ Mobile

☐ Satellite Phone

☐ Radio

☐ Other, specify

Have you subscribed to the Shire alert SMS?

☐ Yes

☐ No

Are you able to access emergency warnings?

☐ Yes

☐ No

Declaration

I/We declare that all details in this form are true and correct.

Signature of Applicant

Date

Owner of Property Approval

Name of Owner

Signature of Owner

Date

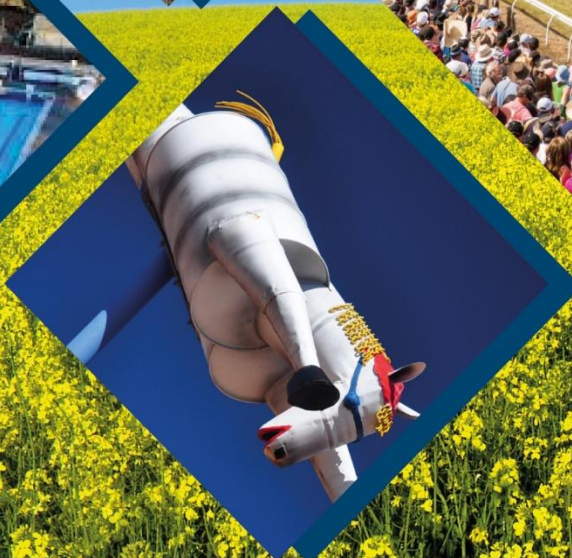
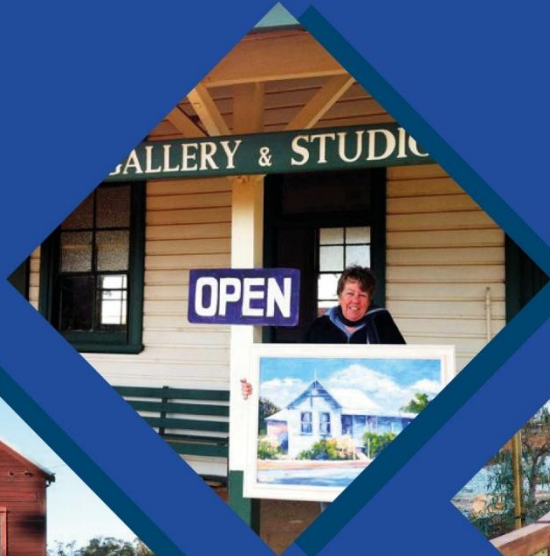
Attach the following supporting documents

1. To scale site plan including:

a) Location and setbacks from all developments e.g. dwelling, outbuilding, waste water disposal areas, ablutions, camp kitchens, caravans, camps

b) Location of natural features e.g. water bodies, contours, and bushland
2. Floor Plan of Accommodation
3. Bushfire Management Plan
4. Bushfire Action Plan
5. Flood Action Plan

Strategic Integrated Plan 2025 - 2035



Introduction

This Strategic Integrated Plan 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 long-term plan (2025– 2035) and 4yr Delivery Plan (2025/26 – 30/31) that sets out Council's strategies to achieve it.

The Strategic Integrated Plan has been developed using previous plans, data, and surveys as its foundation. It has been 'checked' and priorities reconfirmed by the community and Council to ensure continuity and demonstrated progress towards our vision and purpose.

Our Vision

A healthy, harmonious and progressive community where all people are willing to contribute and enjoy opportunities to be successful.

For the Shire of Kulin to play a significant role in assisting the community to achieve this vision, it will be: A professional and progressive organisation where people enjoy working together to serve the community

Achievements Since the Last Strategic Plan

Our Shire has achieved the following since our last major Strategic Community Plan (2018):

Economic	• Kulin Caravan Park Upgrades • RV 72 Hour free parking • Advocacy for Telecommunications • Member of Wheatbelt Secondary Freight Network • Development of Visit Kulin Branding • Supporting Kulin Child Care Centre to assist local families work in the region
Community	• Kulin Aquatic Centre and Waterslide upgrades • Freebairn Recreation Centre Court Resurfacing • Hockey and Bowling Club Lighting • Kulin Tennis Club Court Resurfacing • All Ages Precinct • Footpath improvements
Environment	• Community Garden • Solar Panels at Freebairn Recreation Centre and Shire of Kulin Administration building • Water catchment improvements • Installation of Generator at Emergency Services Building
Civic Leadership	• Annual Compliance Audit Returns submitted • Audits successfully completed by Auditor General • Asset Revaluations undertaken • Social media presence to promote Council awareness in community • Staff and Councillor training

Shire of Kulin Profile

The Shire of Kulin is an 'outer regional' Local Government area, located 283 kilometres east of Perth. The Shire covers an area of 4790 square kilometres with the main residential centre being the town of **Kulin**.

Dudin is located 37kms south of the Kulin town site. It was developed as a result of the railway line construction and it's Aboriginal name means 'place of much water'. It has a tennis club, cemetery, grain receival site, hall, and public toilets.

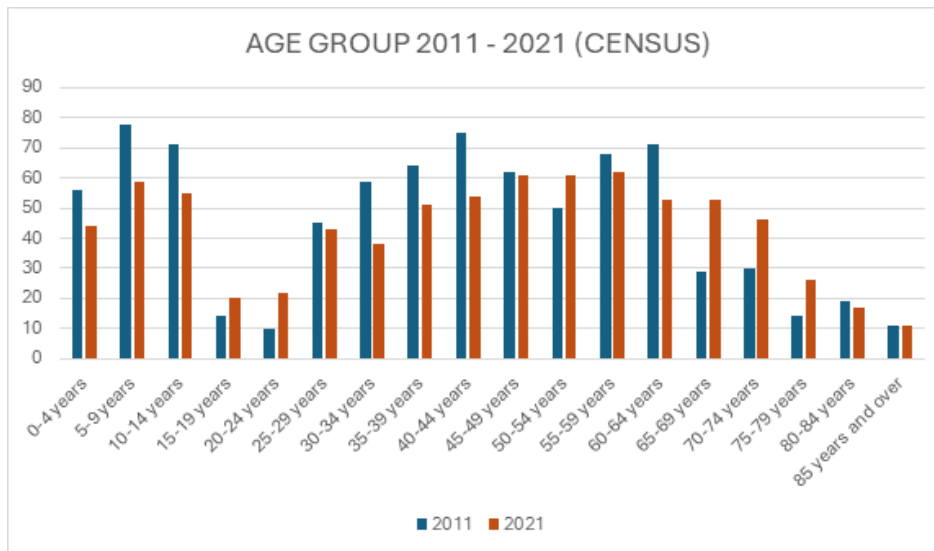
Holt Rock is located 149km east of Kulin, in the eastern point of the Shire. It is situated between Hyden (Shire of Kondinin) and Varley (Shire of Lake Grace). The town is named after the nearby geographical feature that was named by the explorer Frank Hann in 1901. Holt Rock has a grain receival site.

Pingaring is a small town in the Shire of Kulin, it also falls in the Shire of Lake Grace. The name of the town is the Indigenous Australian name of a nearby spring that was first recorded by surveyors in 1926. Pingaring has a grain receival site, general store, agricultural supplies, golf course, hall, public toilets and community centre.

Jitarning is located 22km south west from Kulin and was proclaimed a town in 1917. It has a grain receival site.

10yr Snapshot

	2011	2021
Population	826	769
Median age	41yrs	44yrs
Families	226	196
Number of indigenous residents	3.14%	2.99%
Median weekly household income	\$918	\$1,820
Primary school students	116	84
Secondary school students	29	24
Population employed full time	46%	63%
Population employed part time	43%	27.5%
Unemployed	2.8%	1.5%
Occupations (top 3)	Managers, laborers, professionals	Managers, laborers, professionals
Main industries	Sheep / beef and grain farming, school education, local government	Grain-Sheep / Grain-Beef, other grain growing, local government
% of people that volunteer	44.1%	41.1%
SEIFA		1045 (below 1000 is disadvantaged)



How we developed this Plan

The purpose of this document is to provide a clear purpose and strategic direction for our Shire, and to source the funding and support required to address the community priorities detailed later in this document.

This Plan includes the Strategic Community Plan (10yrs) and Corporate Business Plan (4yr deliverables).

The plan was developed based on community engagement with priorities identified by the people who live within the Shire; input from Elected Members and Staff based on feedback they have received and their strong desire to deliver positive outcomes for their community; and current partnerships and projects already being delivered.

This Plan is part of the Integrated Planning and Reporting Framework that all Local Governments in Western Australia adhere to and is illustrated below:



Strategic Priorities

From the voices of the community in 2025 the following priorities were highlighted as the most important and have been continued into this Strategic Integrated Plan:

ECONOMIC	COMMUNITY
▪ Roads can accommodate the freight task ▪ Housing options and availability ▪ Reliable power at telecommunication towers ▪ Delivery of events that are not relied upon by volunteers ▪ Main street aesthetics ▪ Activation of Shire owned assets ▪ Building the visitor experience ▪ Assembly of residential and industrial land ▪ Childcare services	▪ Population retention and attraction ▪ Reducing number of volunteers to lead community and business groups ▪ Joint partnerships with sports clubs for renewal or upgrade to recreation facilities ▪ Facilitation of visiting primary health care and retention of a GP service
ENVIRONMENT	CIVIC LEADERSHIP
▪ Disaster preparedness and response ▪ Water infrastructure and supply ▪ Waste management in outlying towns	▪ Attraction and retention of skilled local workforce ▪ Collaboration amongst ROEROC ▪ Cybersecurity ▪ Technology integration into Council processes and services

Community Voices

Activity	Participants
Community Workshops (Dudinin, Kulin, Holt Rock, Pingaring)	91
Sporting and Community Groups Workshop	21
Sporting / Community Groups Survey	15
Resident and Ratepayer Survey	30
Business Survey	5
Total engagement	162

Our 10 Year Plan on a Page

There are four strategic pillars to our Strategic Integrated Plan. Within each pillar, there is a statement of strategic outcome and there are details of what we will focus on (strategic priorities), aside from our 'business as usual' approach and desire for continuous improvement. We will report against the strategic priorities.

Strategic Pillar	Economy	Community	Environment	Civic Leadership
Statement of Strategic Outcome	Key enabling infrastructure and services to support the local and regional economy.	Our communities have a sustainable population, whilst maintaining our community values.	Protection of the natural and built environment for future generations.	Responsible, accountable and transparent leadership to deliver our priorities
Goals	1. Safe, capable and efficient transport network 2. Increase awareness and visitation to our communities 3. Collaborate to grow our local economy 4. Increase housing and land options	5. Provide opportunity to grow our resident population 6. Safe, caring and healthy lifestyle 7. Young people can stay to learn and grow in our community	8. Sustainable Council and community practices 9. Protection of natural and built assets 10. Reduced impact of pests and weeds on the environment and economy	11. High standard of governance 12. Accurate forward planning to achieve community priorities 13. Residents, businesses and community groups feel heard
SGD Alignment	8 9 17	3 4 17	6 12 13 15	16
4yr Delivery Plan				

Australia was one of 193 countries to commit to the Sustainable Development Goals (SDGs) by the United Nations to provide a global roadmap for all countries to work toward a better world for current and future generations. Implementation of the Goals at a local level can enhance services to meet the needs of local communities. Each of the Shire of Kulin's goals are aligned to the SDGs.



Current informing corporate documents to this Plan:

- Annual Budget
- Asset Management Plan
- Workforce Plan
- Long Term Financial Plan
- Local Planning Strategy and Scheme

Key assumptions and associated challenges in this Plan:

- Our population and rate base will remain stable;
- CPI will not exceed a 10yr average of 4%;
- We can attract external funding from Federal and State Government for capital projects;
- We can attract and retain a local, skilled workforce and the wages remain stable;
- Volunteers continue to offer their time and energy towards community priorities and emergency services;
- Agricultural production will be average;
- Average to increasing number of local natural disasters (bushfire, flood, storms);
- The provision of GP and childcare costs do not rise disproportionately;

We fulfill our vision, mission and purpose through the following roles:

Advocate: We lead and represent the community on key issues

Partner: We collaborate with other organisations to deliver services and projects

Deliver: We provide services and infrastructure

Facilitate: We coordinate and enable other organisations

Regulate: We enforce statutory requirements

Progress Reporting

The Shire of Kulin has adopted a traffic light based quarterly update to report progress, which will be shared via a Council Item and on the Shire website.

In addition, results are formally communicated to the community annually via the legislated Annual Report.

Integrated Planning and Review Cycle

Strategic Integrated Plan	2027 (minor)	2029 (major)
Long Term Financial Plan		
Asset Management Plan		
Workforce Plan		

Strategic Pillar 1: Economy

Statement of Strategic Outcome: *Key enabling infrastructure and services to support the local and regional economy.*

GOAL 1. Safe, capable and efficient transport network		DELIVERY YEAR			
PRIORITY STRATEGIES	OUR ROLE	25/26	26/27	27/28	28/29
1.1 Deliver and monitor a 10year Road Management Program	Deliver	●	●	●	●
1.2 Review road asset management, including hierarchy of road network to deliver a sustainable RAV network considerate of future rating increases	Deliver	●	●	●	●
1.3 Review community feedback on the road network and align to Council's road management plans, budget and external funding	Deliver	●	●	●	●
1.4 Develop and implement a Gravel Source Strategy and Policy	Deliver	●			
1.5 Maximise funding for roads through external funding opportunities	Deliver and Partner	●	●	●	●
1.6 Advocate for reduced the freight burden on local road networks, including the re-establishment of Tier 3 rail.	Advocate	●	●	●	●

GOAL 2. Increase awareness and visitation to our communities		DELIVERY YEAR			
PRIORITY STRATEGIES	OUR ROLE	25/26	26/27	27/28	28/29
2.1 Maintain membership with Roe Tourism and actively engage in tourism initiatives and partnerships that benefit both local and regional tourism.	Partner and Deliver	●	●	●	●
2.2 Enhance the Pingaring RV stop over.	Deliver	●			
2.3 Enhance the Holt Rock visitor experience whilst protecting natural bushland.	Deliver	●			
2.4 Investigate heritage, walk and bike trail development across the Shire	Deliver		●		●
2.5 Develop an events plan and accompanying marketing strategy for current and new events.	Partner and Deliver	●	●	●	●
2.6 Promote the Kulin Aquatic Centre as part of the visitor experience.	Deliver	●	●	●	●
2.7 Increase promotion of sport and recreation facilities to drive community participation and usage.		●	●	●	●
2.8 Coordinate planning and delivery of main street enhancements in each town.	Deliver			●	
2.9 Investigate strategies to activate, increase usage or repurpose Shire owned assets.	Deliver	●	●	●	●
2.10 Undertake a review of the Dudinin, Pingaring and Kulin Halls, in consultation with the community, to inform future planning and decision-making.	Deliver	●			
2.11 Provide support for the Dudinin Tennis Club Centenary	Deliver	●			

GOAL 3. Collaborate to grow our local economy.		DELIVERY YEAR			
PRIORITY STRATEGIES	OUR ROLE	25/26	26/27	27/28	28/29
3.1 Collaborate with key stakeholders to advance economic and community priorities.	Deliver and Partner	●	●	●	●
3.2 Investigate a business incubation hub in Kulin.	Deliver		●		
3.3 Consult with the community and businesses to develop a community benefit framework for renewable energy and mining projects.	Deliver	●	●		
3.4 Advocate for telecommunications infrastructure to eliminate blackspots, improve power reliability to towers and digital access throughout the Shire.	Advocate	●	●	●	●
3.5 Deliver local access to high standard childcare services.	Deliver	●	●	●	●

GOAL 4. Increase housing and land options.		DELIVERY YEAR			
PRIORITY STRATEGIES	OUR ROLE	25/26	26/27	27/28	28/29
4.1 Update the Town Planning Scheme.	Deliver	●	●		
4.2 Identify and coordinate residential and industrial land assembly and headworks.	Deliver and Partner		●	●	
4.3 Develop and implement a Shire housing strategy to maintain, enhance, and expand Shire housing stock	Deliver	●	●		
4.4 Seek opportunities, funding and partnerships for the delivery of worker housing options.	Deliver and Partner	●	●	●	●

Strategic Pillar 2: Community

Statement of Strategic Outcome: *Our communities have a sustainable population, whilst maintaining our community values.*

GOAL 5. Provide opportunity to grow our resident population		DELIVERY YEAR			
PRIORITY STRATEGIES	OUR ROLE	25/26	26/27	27/28	28/29
5.1 Develop and implement a population strategy to attract, retain and stabilise our population, local workforce and to support the volunteer base and their leaders in our communities.	Deliver and Partner		●		

GOAL 6. Safe, caring and healthy lifestyle		DELIVERY YEAR			
PRIORITY STRATEGIES	OUR ROLE	25/26	26/27	27/28	28/29
6.1 Continue the provision of a GP service for two days in Kulin	Partner and Deliver	●	●	●	●
6.2 Facilitate opportunities for visiting ancillary health services in Kulin	Facilitate	●	●	●	●
6.3 Investigate the Staying in Place aged care model	Facilitate			●	
6.4 Develop an Aged Friendly Community Plan	Deliver		●		
6.5 Develop a sport and recreation facilities plan for facility renewal and upgrades in partnership with clubs, across all towns.	Deliver and Partner	●	●		
6.6 Develop and implement a 10-year bike and footpath plan inclusive of ramp access at identified sites	Deliver		●		
6.7 Safe and inclusive public open spaces and streets	Deliver and Partner	●	●	●	●

GOAL 7. Young people can stay to learn and grow in our community		DELIVERY YEAR			
PRIORITY STRATEGIES	OUR ROLE	25/26	26/27	27/28	28/29
7.1 Advocate to retain the highest level of education at Kulin DHS.	Advocate	●	●	●	●
7.2 Develop and implement a Youth Plan.	Deliver		●		
7.3 Supporting the delivery of family friendly and youth focused community events through the CRC.	Deliver	●	●	●	●

Strategic Pillar 3: Environment

Statement of Strategic Outcome: *Protection of the natural and built environment for future generations.*

GOAL 8. Sustainable Council and community practices		DELIVERY YEAR			
PRIORITY STRATEGIES	OUR ROLE	25/26	26/27	27/28	28/29
8.1 Deliver a high standard of waste management services and infrastructure across townsites.	Deliver	●	●	●	●
8.2 Continue to conduct public education on recycling and waste reduction.	Deliver	●	●	●	●
8.3 Deliver EHO services.	Deliver	●	●	●	●

GOAL 9. Protection of natural and built assets		DELIVERY YEAR			
PRIORITY STRATEGIES	OUR ROLE	25/26	26/27	27/28	28/29
9.1 Advocate for a CESM	Advocate	●			
9.2 Map and continue to improve water infrastructure and supply for emergency preparedness and response	Deliver	●	●	●	●
9.3 Ensure currency of the LEMA and undertake regular scenario planning.	Partner and Deliver	●	●	●	●
9.4 Facilitate opportunities to ensure emergency service volunteers are trained and resourced across towns.	Facilitate and Partner	●	●	●	●
9.5 Drought preparedness (Pingaring)	Partner and Deliver	●	●	●	●

GOAL 10. Reduced impact of pests and weeds on the environment and economy		DELIVERY YEAR			
PRIORITY STRATEGIES	OUR ROLE	25/26	26/27	27/28	28/29
10.1 Participation in the Eastern Wheatbelt Biosecurity Group	Partner and Deliver	●	●	●	●
10.2 Deliver ranger services	Deliver	●	●	●	●

Strategic Pillar 4: Civic Leadership

Statement of Strategic Outcome: *Responsible, accountable and transparent leadership to deliver our priorities*

GOAL 11. High standard of governance		DELIVERY YEAR			
PRIORITY STRATEGIES	OUR ROLE	25/26	26/27	27/28	28/29
11.1 Report to the community on progress of our Integrated Strategic Plan (six monthly)	Deliver	●	●	●	●
11.2 Develop a Workforce Plan	Deliver	●			
11.3 Offer opportunities and learning that fosters future elected members	Deliver	●	●	●	●
11.4 Implement mitigation strategies for our workforce that lead essential and key Shire services	Deliver	●	●	●	●
11.5 Continue to collaborate and investigate shared services and resourcing through ROEROC	Partner and Deliver	●	●	●	●
11.6 Implement, improve and monitor mitigation systems for potential corporate cybersecurity breaches, subject to the budget	Deliver	●	●	●	●

GOAL 12. Accurate forward planning to achieve community priorities		DELIVERY YEAR			
PRIORITY STRATEGIES	OUR ROLE	25/26	26/27	27/28	28/29
12.1 Ensure Council's Long Term Financial Plan aligns with our strategic priorities	Deliver	●			
12.2 Investigate the best option and budget for financial management systems for effective governance and administration of Council.	Deliver	●	●	●	●
12.3 Assess and implement community infrastructure consolidation following comprehensive engagement with the local community.	Deliver			●	●

GOAL 13. Residents, businesses and community groups feel heard		DELIVERY YEAR			
PRIORITY STRATEGIES	OUR ROLE	25/26	26/27	27/28	28/29
13.1 Develop and implement a Community Engagement Framework	Deliver			●	

Strategic Risks for the Shire of Kulin

The following risks were identified by Council and mitigation of these risks are included in the Strategic Community Plan, Corporate Business Plan, Workforce Plan and Long-term Financial Plan.

Community	Economy
• Population stabilisation and growth • Availability of volunteers and the number is reducing • Sustaining our positive culture in Council and in our not for profit clubs and associations • Succession planning at Council and in community leadership positions • Children boarding away and families spending increased time in Perth • Retention of a local GP • Reliance on partnering with State Government for primary health care access	• Secure supply of gravel • Freight task • Closure of the rail line • Currency of Town Planning Scheme • Impact of tree planting and carbon farming on productive land • Accommodation shortfall (Shire and local businesses) • Upkeep and expansion of Shire housing stock
Environment	Civic Leadership
• Impact of renewable energy projects on the community and productive agricultural land • Disaster preparedness and response • Water infrastructure and supply	• ERP cost • Cybersecurity threats • Increased compliance in the sector • Maintenance costs for facilities • Unused buildings that could be activated • Attraction of staff with specific skill sets for roles • Ability of staff to take leave with adequate cover • Our success; we have set a high standard to maintain • Reputational risk with key services/facilities (childcare, pool etc)

GENERAL COMPLIANCE CHECKLIST MAY 2025

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Bush Fire Control - Dual Officers Appointment	1/05/2025	Annual	Advise surrounding Shires of Dual FCO appointments following BFB AGM	No
Governance	Bush Fire Control Officers Appointment	1/05/2025	Annual	Determine to allow information to be included with annual fire break/prevention notice	No
Governance	Integrated Planning Review	31/05/2025	Quarterly	Quarterly review due this month if not already completed - Corporate Plan	N/A
Governance	Delegation Manual Review	31/05/2025	Annual	Annual Review (ensure agenda item includes 'Absolute Majority')	Yes
CEO	Equal Employment Management Plan review	May	Annual	Review Equal Employment Management Plan and forward copy to Director of Equal Opportunity	No
EMFS	Analysis of Standpipe Water	May	Annual	Analysis of Standpipe Water Income and Expenditure for Council	Yes
EMFS	Letters to tenants regarding Shire Housing Rental increases	April May		After Fees & Charges adopted	Yes
EMW	Road Construction & Maintenance Review	01/05/25	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	1/06/2025			Yes
EMW	Varley Airstrip	30/11/2025	Monthly	Is the strip in good condition? Note last date it was checked and report.	Yes
EMCS	Kulin Child Care Centre Fees & Charges	May		Determine fee structure to be included with Fees & Charges	Yes
OHS	Administration Building Monthly Inspection	31/05/2025		Jayde	Yes
EHO	Transfer Station - DWER Annual License Fee		Annual	EHO to apply online to obtain a license fee invoice from DWER	Yes