

Notice of Meeting

Councillors: Please be advised that the next meeting of the

Kulin Shire Council

will be held on **Wednesday 17 May 2023**

Afternoon Tea	2:00pm
<i>Guest - Lisa Biglin Health Service Manager Kondinin MPS</i>	
Council Meeting	3:00pm
<i>Concept Forum to follow</i>	
Dinner	6:30pm



Alan Leeson
Chief Executive Officer
12 May 2023



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

ORDER OF BUSINESS

- 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS - COUNCIL CHAMBERS**
- 2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
- 3 PUBLIC QUESTION TIME**
- 4. DECLARATIONS OF INTEREST BY MEMBERS**
 - 4.1 Declarations of Financial Interest
 - 4.2 Declarations of Proximity Interest
 - 4.3 Declarations of Impartiality Interest
- 5. APPLICATIONS FOR APPROVED LEAVE OF ABSENCE**
- 6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
 - 6.1 Shire of Kulin Ordinary Meeting 19 April 2023
 - 6.2 RoeROC Minutes 16 March 2023 Attachment 1
- 7 MATTERS REQUIRING DECISION**
 - 7.1 List of Accounts April 2023 Attachment 2
 - 7.2 Financial Reports & Operating Income and Expenditure Details – April 2023 Attachment 3
 - 7.3 53 Johnston Street – Proposed Debt Collection Action
 - 7.4 Councillor Allowances – Sitting Fees & Allowances
 - 7.5 Adoption of Fees and Charges 2023 – 2024 Attachment 4
 - 7.6 Naming of All Ages Precinct
 - 7.7 Kulin Bush Races Funding Application
- 8 COMPLIANCE**
 - 8.1 Compliance Reporting – General Compliance April 2023 Attachment 5
 - 8.2 Compliance Reporting – Delegations Exercised April 2023
 - 8.3 Register of Delegations – Review Attachment 6
 - 8.4 Review of APOG & Policy Manual Attachments 7 & 8
- 9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
- 11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**
- 13 DATE AND TIME OF NEXT MEETING**
- 14 CLOSURE OF MEETING**

1 DECLARATION OF OPENING

The President declares the meeting open

2 RECORD OF ATTENDANCE

ATTENDANCE

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

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

3 PUBLIC QUESTION TIME

Nil

4 DECLARATION OF INTEREST BY MEMBERS

Nil

5 APPLICATIONS FOR APPROVED LEAVE OF ABSENCE

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

- 6.1 Shire of Kulin Ordinary Meeting 19 April 2023
- 6.2 RoeROC Minutes 16 March 2023

7 MATTERS REQUIRING COUNCIL DECISION

7.1 List of Accounts – April 2023

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

SUMMARY:

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

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

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

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That April payments being cheque no.'s 488 – 490 (Trust), 37479 – 37482; cheque no. 37483, EFT No's 20425 - 20515, direct deposits DD8498.1 - DD8518.12 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$1,085,136.30 be received.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 2

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

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

SUMMARY:

Attached are the financial reports for the period ending 30 April 2023. In addition to the financial reports the Operating Income and Expenditure details are provided for information is the Shire's detailed accounts.

BACKGROUND & COMMENT:

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

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

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

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council endorse the monthly financial statements for the period ending 30 April 2023 and that Council receive the attached accounts for information.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 3

7.3 53 Johnston Street – Proposed Debt Collection Action

NAME OF APPLICANT: EMFS
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 25.03
AUTHOR: EMFS
DISCLOSURE OF INTEREST: Nil

SUMMARY:

The author is seeking approval from Council to re-commence legal action to collect outstanding rates and other charges related to 53 Johnston Street, Kulin (lot 600/DP301659), commonly known as the Woolshed (the Woolshed). Legal action is likely to involve sale of the property under Part 6, Division 6, Subdivision 6 of the *Local Government Act 1995*. The cost of this legal action is expected to be more than the debt owing.

BACKGROUND & COMMENT:

Debt collection against the owner of the Woolshed has been ongoing for many years, including the Local Government Act sale of 8 Day Street, Kulin last financial year. Debt collection for the Woolshed was put on hold whilst the sale of 8 Day Street took place.

The breakdown of the rates and other charges owing on the property is as follows:

Description	Amount	Notes
Rates	\$4,728.42	
Rubbish & Recycling Charges	\$4,648.00	
Emergency Services Levy	\$506.00	
Radio Re-broadcast Charges	\$17.20	
Interest and ESL penalties	\$3,505.47	
Legal charges	\$1,978.80	Cost agreement with CS Legal was signed in November 2021. File was reviewed and work done to start legal proceedings for a Local Government Act sale however this was put on hold due to sale of 8 Day Street and staffing restraints at the Shire.
TOTAL	\$15,383.89	

Please note that 2023/24 rates, rubbish and Emergency Services Levy will also be added to this balance in August 2023 adding approximately \$1,800 to the balance outstanding.

A Local Government Act sale (LGA Sale) of the property is the preferred means of debt collection for this matter. An LGA sale is a statutory power of sale, allowing local governments to sell property where arrears of rates and service charges are outstanding for more than three years. It is a two-step process whereby the Shire takes possession of the property and then attempts to sell the property within 1 year, usually by public auction.

The other option is to sell the property using a *Property (Seizure and Sale) Order (PSSO)* through the Magistrate's Court. An LGA Sale is preferable because:

- the Shire's debts (including legal fees) take priority over almost all other interest holders including registered mortgagees.
- the sale is not conditional on the bailiff's equity assessment.
- the process usually happens faster than a PSSO.

More than three years of rates are owing on the Woolshed. The Shire will need to make a fresh recovery attempt as the last judgement is more than three years old. Once this is completed, the LGA Sale action can proceed almost immediately.

The estimated cost of legal action for the Woolshed is likely to exceed the value of rates and other charges owing on the property. It is suspected that the property is currently occupied, and therefore eviction proceedings will also be required prior to the sale of the property.

An estimate of the legal costs based on the cost agreement with CS Legal and the Shire's experience at 8 Day Street is outlined in the table below. This estimate is based on the matter proceeding in a similar manner to the sale of 8 Day Street and being sold at auction:

Description of action	Amount
General Procedure Claim (attempt to recover outstanding balance required as our current judgement is over three years old)	\$500
Default Judgement	\$300
Professional fees - cost of preparing initial notices for possession and sale	\$2,000
Process server to affix notices	\$500
Application for substituted service if owner cannot be served	\$500
Eviction proceedings including notices, application for recovery of possession of land, supporting affidavit and attending lodgement, attending hearing and obtain orders.	\$2,000
Court application fee for eviction proceedings	\$2,000
Process server to serve occupiers	\$500
Forced eviction by bailiff	\$1,000
Locksmith	\$600
Form 5 Advertising	\$600
Cost of briefing, engaging and liaising with Agent & Valuer, coordinating the marketing and auction date, preparation of notices and registration of Memorial on the title	\$2,000
Valuation	\$1,500
Agent – marketing costs plus estimated settlement commission	\$4,500
Auctioneer	\$1,500
Pest inspection & treatment	\$400
Electrical checks (RCDs)	\$500
Property clean up costs prior to sale	\$1,000
Liaising with conveyancing team to transfer property to new owner	\$1,000
TOTAL	\$22,900

The total of rates, other charges, interest and legal fees owing is likely to be around \$40,000 when the Woolshed is sold.

The Shire is a first priority creditor along with the Water Corporation and the Fines Enforcement Agency. A significant balance is also owing to Water Corporation. Depending on the sale price we may not recover the full amount owing (including legal fees). The proceeds from the sale of the Woolshed will be proportionately applied to the creditors with first priority, based on the value of the debt owed to each party.

It should be noted that if the Shire does not take legal action, the rates and charges owing on the property will continue to grow. The author does not anticipate that the owner will ever pay the balance owing without the need for legal action.

This matter is sensitive due to the likely eviction of the occupier of the Woolshed. The occupier has been offered housing by the Kulin Retirement Homes Committee in the past.

Given the likely significant cost to be incurred and eviction action to be taken, the author would like approval to proceed with legal action to recover rates and other charges owing on the Woolshed.

FINANCIAL IMPLICATIONS

Potential write off of a portion of the debt owing on the Woolshed. The write off amount is currently unknown.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council approve the commencement of legal action to recover rates and other charges owing on 53 Johnston Street, Kulin (lot 600/DP DP301659), commonly known as the Woolshed (the Woolshed), by way of obtaining default judgement and then proceeding with sale of the property under Part 6, Division 6, Subdivision 6 of the *Local Government Act 1995*.

VOTING REQUIREMENTS:

Simple majority required.

7.4 Councillor Allowances – Sitting Fees & Allowances

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

SUMMARY:

As part of the annual Compliance Calendar work, a review of the Councillor and Presidential Allowances and Sitting Fees is open for consideration in May each year. The Shire of Kulin sitting fees and allowances have not changed since June 2020.

BACKGROUND & COMMENT:

The Shire of Kulin currently pay sitting fees, President and Deputy President allowance, and reimburse some expenditure for Elected Members twice yearly, in arrears, for meetings attended. The Shire of Kulin have not reviewed these fees since June 2020.

The Salaries and Allowances Tribunal determines the remuneration to be provided to Local Government Chief Executive Officers and Elected Members. Kulin has been designated Band 4 in relation to these payment schedules.

To determine the proposed Elected Member’s fees for the 2023/2024 financial year the officer has used the June 2021 and June 2022 Consumer Price Index figure of 3.8% and 6.1% respectfully. The table below outlines the Shire of Kulin’s current payment, proposed payment and the minimum and maximum payments as outlined in the State Administration Tribunal’s Local Government Chief Executive Officers and Elected Members Determination No 1 of 2023.

	Kulin Current	Kulin Proposed	SAT Min.	SAT Max
President’s Allowance	\$ 7,000	\$ 7,700	\$ 535	\$ 20,875
Deputy President’s Allowance	\$ 1,750	\$ 1,925	\$ 134	\$ 8,675
President’s Sitting Fee	\$ 420	\$ 460	\$ 95	\$ 510
Elected Member Sitting Fee	\$ 210	\$ 230	\$ 95	\$ 250
President’s Sitting Fee (Committee)	\$ 110	\$ 125	\$ 50	\$ 125
Elected Member Sitting Fee (Committee)	-	\$ 125	\$ 50	\$ 125
Travel (Reimbursement of Expenses)	\$ 0.91/km	\$0.955/km	\$ 0.567*/km	\$ 0.955*/km
ICT Expenses (in lieu of provision of equip)	-	\$ 500	\$ 500	\$ 3,500
Childcare Expenses	-	As req.	\$ 35/hr	\$ 35/hr

*min 1600cc, max 2600cc+

STATUTORY AND PLANNING IMPLICATIONS:

The allowances and sitting fees are set by Council (Elected Members Allowance Policy) within the guidelines of the Western Australian Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members. Pursuant to Section 7B of the Salaries & Allowances Act 1975

POLICY IMPLICATIONS:

No Shire policy exists, Shire has typically passed resolutions in relation to Sitting Fees and Allowances. Council also has an APOG procedure (G7) that outlines the support services that can be provided to Councillors and the President – e.g. lpad/Tablet/Notebook and support, name badges and hard copy materials etc.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council endorse the following 2023/2024 Sitting Fees and Allowances for elected members;

- a) Council Members other than the President be paid \$230 per meeting plus reimbursement for travel for attending a Council meeting.
- b) Council Members other than the President be paid \$125 per meeting plus reimbursement for travel for attending a Committee meeting of a type prescribed by Council.
- c) The President be paid \$460 per meeting plus reimbursement for travel for attending a Council meeting.
- d) The President be paid \$125 per meeting plus reimbursement for travel for attending a Committee meeting of a type prescribed by Council.
- e) The President be paid an additional allowance of \$7,700 per annum or Council nominate an alternate amount.
- f) The Deputy President be paid an additional allowance of \$1,925 per annum or Council nominate an alternate amount.
- g) An APOG procedure for the Calculation of Presidential and Councillor Allowances be drafted reflecting Council's decision.

VOTING REQUIREMENTS:

Absolute Majority Required

7.5 Adoption of Fees and Charges 2023 – 2024

RESPONSIBLE OFFICER: DCEO

FILE REFERENCE: 12.04

AUTHOR: DCEO

STRATEGIC REFERENCE/S:

DISCLOSURE OF INTEREST: Nil

SUMMARY:

A schedule of proposed fees & charges for the 2023/2024 financial year is attached to the agenda.

BACKGROUND & COMMENT:

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

The schedule of User Fees & Charges 2023/2024 has been provided as an attachment to the agenda. There is a column showing last year's charge next to a column showing the 2023/2024 proposed charge.

FINANCIAL IMPLICATIONS:

The schedule of fees and charges has been reviewed with the view of maintaining revenues at the required level to meet service needs and community expectations.

STATUTORY AND PLANNING IMPLICATIONS:

Section 6.16 of the *Local Government Act 1995*

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Advertising period is for a minimum of 4 weeks.

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

1. That Council adopt and incorporate the proposed schedule of fees and charges.
2. That the proposed fees and charges take effect 1 July 2023.

VOTING REQUIREMENTS:

Absolute majority required.

Attachment 4

7.6 Naming of All Ages Precinct

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 05.10
AUTHOR: EMCS
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

A formal endorsement of the naming of the All Ages Precinct as suggested by Cultivating Kulin Committee is required. This will allow staff to progress with signage and interpretation at this location. The signage will be installed on top of the mural wall.

BACKGROUND & COMMENT:

The naming of the all ages precinct has been discussed over the past 12 – 18 months with Cultivating Kulin Committee (CKC) originally proposing **Bush Races Community Park** to recognise the significant contributions volunteers of the Kulin Bush Races have to our community.

At the March Concept Forum Council agreed to support the proposed name as well as the suggestion from Cr Varone of **Bush Races Community Precinct**. Both names were considered the CKC AGM held on 26 April, with the committee voting to formally propose to Council that the All Ages Precinct be named **Bush Races Community Precinct**.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Cultivating Kulin Committee

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council agree to name the All Ages Precinct 'Bush Races Community Precinct' in recognition of the significant contributions made by volunteers of the Kulin Bush Races over many years.

VOTING REQUIREMENTS:

Simple majority required.

7.7 Kulin Bush Races Funding Application

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 02.06.01
AUTHOR: EMCS
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Kulin Bush Races (KBR) have advertised their 2023 Funding Round which is open to community groups and organisations. Applications close 31 May. Staff have identified two projects which align well with KBR funding guidelines and will provide great benefit to a broad group of community members:-

1. Kulin Aquatic Centre - Additional Shade
2. Kulin Child Care Centre – Equipment Upgrades

There is no current budget allowance for either of these projects in Council's 2022/23 budget.

BACKGROUND & COMMENT:

Kulin Aquatic Centre - Additional Shade

Aquatic Centre Manager, Mark (Jones) Gillbard has requested shade over the grassed area on the south side of the pool for a number of years. It is considered a high priority due to the limited available shade when high numbers of patrons attend. Quotes have been requested with two companies visiting the site.

Kulin Child Care Centre – Equipment Upgrades

The centre is actually nearing its 20th year and still have some of the original equipment which is no longer in good condition and requires replacement. Items such as linen, some bikes and cars (toddler), new chook pen and bike track are needed and do not fit with any available childcare funding. Overall funding sought will be in the vicinity of \$10,000.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council apply to the Kulin Bush Races 2023 Funding Round requesting funds to purchase and install shade on the south side of the pool at the Kulin Aquatic Centre; and to upgrade a range of new equipment at the Kulin Child Care Centre.

VOTING REQUIREMENTS:

Simple majority required.

8 COMPLIANCE

8.1 Compliance Reporting – General Compliance April 2023

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

SUMMARY:

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

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

BACKGROUND & COMMENT:

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

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

Outstanding – February

Local Government CEO & Elected Members Remuneration Survey

Outstanding – March

Annual Building Inspections – completed 26 & 27 April

Roads Inspections – postponed until September

FINANCIAL IMPLICATIONS:

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

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Identified as necessary – this report Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER’S RECOMMENDATION:

That Council receive the General & Financial Compliance Report for April 2023 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 5

8.2 Compliance Reporting – Delegations Exercised – April 2023

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

SUMMARY:

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

BACKGROUND & COMMENT:

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

ADMINISTRATION

Policy	Delegation	Officers
A1	Acting Chief Executive Officer	(CEO)
A2	Agreements for Payments of Debts to Council	(CEO/DCEO)
A3	Casual Hirer's Liability	(CEO)
A4	Complaint Handling	(CEO)
A5	Fees & Charges – Discounts	(CEO/DCEO/MW/MLS/CRC)
A6	Investment of Surplus Funds	(CEO/DCEO)
A7	IT & Social Media – Use of	(CEO)
A8	Legal Advice, Representation & Cost Reimbursement	(CEO)
A9	Payments from Municipal and Trust Funds	(CEO-to numerous staff – purchase orders)
A10	Use of Common Seal	(CEO)
A11	Writing Off Debts	(CEO)
A12	Housing	(CEO)
A13	Procedure for Unpaid Rates Finance	(CEO)

GOVERNANCE

G1	Applications for Planning Consent	(CEO)
G2	Building Licences and Swimming Pools	(EHO/Building Surveyor)
G3	Cemeteries Act 1986	(CEO)
G4	Health Act 1911 Provisions	(EHO)

HUMAN RESOURCES

H1	Grievance Procedures	(CEO)
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COMMUNITY SERVICES

CS1	Bushfire Control – Shire Plant for Use of	(CEO)
CS2	Bushfire Control – Plant Use for Adjoining Shires	(CEO)
CS3	Bushfire Prohibited / Restricted Burning Periods – Changes	(Shire President/CEO)
CS4	Bushfire Training Administration	(CEO)
CS5	Cat Ownership Limit – Cat Control	(CEO)
CS6	Dog Control – Attacks	(CEO)
CS7	Dog Ownership Limit – Dog Control	(CEO)
CS8	Sea Containers Use of – Town Planning	(CEO)
CS9	Second Hand Dwellings	(CEO)
CS10	Temporary Accommodation	(CEO)
CS11	Unauthorised Structures – Building Control	(CEO)
CS13	Freebairn Recreation Club Committee	(FRC Club Committee)
CS14	Kulin Child Care Centre Management Committee	(KCCC Mgmt. Committee)
CS15	General – Community Services Practices	(CEO)
CS16	Bushfire Control – Appointment of Dual Fire Control Officers	(CEO)
CS17	Seed Collection	(CEO)

WORKS

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

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

COMMENT:

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

A2 Agreements for Payments of Debts to Council

Debtors Payment Arrangement - Sharyce Groves

A6 Investment of Surplus Funds

Nil

A7 IT & Social Media – Use of

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

G1 Applications for Planning Consent – Development Applications/Approvals

Owner	Builder	Address	Project	Value
Bernard Mullan	Crisp Wireless	Kulin-Dudinin Rd, Dudinin WA	Communications Tower	\$19,750
Frank Varone	Crisp Wireless	Holland Track, Holt Rock	Communications Tower	\$19,750
McIntosh Property P/L	Prices Fabrication Steel	Lot 294 Pump Rd Kulin	Extension of shed for washdown bay	\$192,465

G2 Building Permits

Name	Builder	Address	Project	Value
J & Y Bowey	GPS	888 Colbourne Rd, Walyurin	Storage Farm Shed	\$200,000
Sergio Lucchesi	Perth Patio Magic	15 Bull Street Kulin	Carport	\$19,500

CS16 Bushfire Control – Appointment of Dual Fire Control Officers

Shire of Corrigin 2023/24 Season – Greg Doyle & Bryce Nicholls

STATUTORY ENVIRONMENT:

Building Act 2011
Bushfires Act 1954
Cemeteries Act 1986
Health (Asbestos) Regulations 1992;
Health (Miscellaneous Provisions) Act 1911;
Local Government Act 1995
Public Health Act 2016
Shire of Kulin TPS2
Town Planning Development Act
Town Planning Scheme
Trustees Act, Part III,
Criminal Procedure Act 2004;

FINANCIAL IMPLICATIONS:

Nil in terms of exercising delegation and reporting to Council though there may be financial implications in the case of each delegation exercised.

STATUTORY AND PLANNING IMPLICATIONS:

Sections 5.18 and 5.46 of the Local Government Act 1995

POLICY IMPLICATIONS:

There are no known policy implications relating to this report.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council receive the Delegation Exercised Report for April 2023.

VOTING REQUIREMENTS:

Simple majority required.

8.3 Register of Delegations – Review

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.04
AUTHOR: EMCGR
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Council is to consider amendments to the Shire's Delegated Authority Register, following a review as required under Sections 5.18 and 5.46 of the Local Government Act 1995 (Act).

BACKGROUND & COMMENT:

All delegations made under the Act must be made by absolute majority and recorded in a register. Sections 5.18 and 5.46 of the Act require that at least once every financial year, delegations are to be reviewed by the delegator for those delegations under the Act, but also presents an opportunity to review delegations made under other legislation. Council undertook its last annual review of delegations in May 2022.

The purpose of delegating power is to enable routine decision making to be undertaken in a cost effective and efficient manner, or rapidly where a time imperative may be involved.

There are limitations to the types of decisions which can be delegated to the Chief Executive Officer and these remain the responsibility of Council. However, Council has discretionary functions that involve making routine decisions that are high frequency and low risk. It is appropriate for Council to delegate these functions to the CEO. The Register of Delegations sets out the powers and functions delegated from Council to the CEO.

The table below identifies changes made to the previously reviewed Register of Delegations. The Register of Delegations in its entirety is included at attachment 6.

Delegation	Delegation Name	Action	Detail
A.1	Acting Chief Executive Officer	Amend	Include other Executive Managers
A.9	Payments from Municipal and Trust Funds	Amend	Align purchasing limits among Executive Managers, adjust purchasing limits of other Officers, remove delegated authority to admin officers, childcare administrator. Include an exclusion to purchasing limits for fuel purchases.
A.14	Disposal of Vacant Land	New	Provide delegated authority to the CEO to sell vacant residential land within Kulin Townsite in line with the requirements of s3.58 of LG Act
C.3	Bushfire Prohibited/Restricted Burning Periods – Changes to	Amend	Include delegation to CEO (in consultation with CBFCO) to vary the prohibited and restricted burning period.
C.14	Remove delegate authority from Childcare Committee	Remove	
-	Generally, throughout the Register of Delegations	Amend	Position titles, as appropriate, due to the most reason change to organisational structure.

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Sections 5.18 and 5.46 of the Local Government Act 1995
 Regulation 13 of the Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS:

Review of Register of Delegations is required on an annual basis.

COMMUNITY CONSULTATION:

Not applicable – Council function.

WORKFORCE IMPLICATIONS:

Nil

OFFICER’S RECOMMENDATION:

That Council:

1. Notes the annual review of its delegations in accordance with Section 5.46(2) of the Local Government Act 1995, as outlined in this report; and
2. Delegated the local government functions listed in the Shire’s Register of Delegations included as Attachment 6.

VOTING REQUIREMENTS:

Absolute majority required.

Attachment 6 – Register of Delegations 2023

8.4 Review of APOG & Policy Manual

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.04 Corporate Management – Policy Adoption
AUTHOR: EMCGR
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Section 2.7 of the Local Government Act 1995 outlines that part of the role of Council is to determine the local government’s policies. As such, the Shire of Kulin present for review the Shire’s Policy Manual and Administrative Procedures and Operation Guidelines (APOG) for review on an annual basis.

The policy manual and APOG were last reviewed, in their entirety, at the May 2022 Council Meeting.

An updated electronic copy of the Administrative Procedures and Operational Guidelines (APOG) Manual will be sent out separately (due to size), procedures that have been highlighted by staff as requiring review are attached individually, however if Councillors wish to raise any proposed changes from the APOG they are welcome to.

The full Policy Manual document is attached.

BACKGROUND & COMMENT:

The Shire of Kulin policies and procedures are split into two documents. The Policy Manual which contains formal over-arching policy items and the APOG which contains formalised procedures and guidelines of a day-to-day, operational nature.

The objectives of the Council’s Policy Manual and APOG are to provide Council with a formal written record of all policy decisions, provide staff with guidelines in which to act in accordance with Council’s wishes and to enable staff to act promptly in accordance with Council’s requirement, but without continual reference to Council.

Throughout the year staff have conducted minor reviews of existing policies as detailed in the table below:

Policy No.	Policy Name	Action	Meeting Date
CS13	General - Community Services Practices	Amend	Oct 2022 (06/1022)
HR21	Salary Packaging	Amend	Nov 2022 (07/1122)
W1	General – Works Practices	Amend	Mar 2023 (06/0323)
W11	Deep Drainage Road Crossings	New	Mar 2023 (06/0323)

Staff have conducted a full review of the Policy Manual and APOG and propose the following changes:

Policy No.	Policy Name	Action	Detail
A1	Acting Chief Executive Officer	Amend	Include other Executive Managers to allow for CEO to appoint Acting CEO during periods where Exec Manager of Financial Services is unavailable or the appointment would be inappropriate due to workload.
A14	Housing	Amend	Redefine Housing Levels, review value of market rent & housing allowance
A14a	Housing	Amend	Remove the section which references staff buying a shire property. Will be dealt with on a case by case basis.
A17	Key to Kulin	Amend	Simplify listing of sporting clubs to be "Local sporting clubs – Employees are entitled to two full or one full and one social membership to any local sporting club using Council facilities." Childcare benefits increase, not previously reviewed in the last 10+years.
A18	Mobile Phones – Use of	Amend	Include positions currently receiving phone allowance.
A19	Motor Vehicles		Adjust to reflect removal of DCEO position and include allowance/vehicle for the employees related to new position.
HR8	Long Service Recognition & Staff Retirement	Amend	Include value for gift value of 20+year staff members to \$200
HR12	Relocation Expenses	Amend	Include additional staff and extend to officer level staff.
HR18	Workplace Bullying	Amend	Remove Works Technical Officer for perceived conflict of interest.
HR22	Employee Remuneration & Incentive Policy	New	

In addition to the policy changes outlined above a desktop review was undertaken which identified minor updates to position titles and grammatical and formatting errors that have also been made to ensure the manual remains current.

FINANCIAL IMPLICATIONS:

The financial impact of the increase in housing allowance is approximately \$30,000 if there is full uptake.
The financial impact of the inclusion of reward based incentives, if all officer level staff were to receive the incentive (possible but unlikely), is approximately \$33,000.
This expenditure will be included in the 2023/2024 Annual Budget and will be provided to Council in detail.

STATUTORY AND PLANNING IMPLICATIONS:

Section 2.7 (2) (b) of the Local Government Act 1995 states that one of the roles of a Council is to determine the Local Government's policies.

Review of the Policy Manual and APOG is conducted on an annual basis as per operational compliance requirements.

POLICY IMPLICATIONS:

As outlined above.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Improvement of remuneration conditions.

OFFICER'S RECOMMENDATION:

That Council approve the review and subsequent amendments to the Policy Manual and APOG for May 2023 as detailed.

VOTING REQUIREMENTS:

Absolute majority required.

Attachment 7 - Combined APOG policy changes

Attachment 8 – Policy Manual

9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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

12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

13 DATE AND TIME OF NEXT MEETING

Ordinary Meeting Wednesday 21 June 2023 at 1:00pm

Proposed change to July Meeting from 19 July to 26 July to allow budget to be finalised after EOFY.

14 CLOSURE OF MEETING

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

Minutes

ROE ROC Meeting

Shire of Corrigin

Council Chambers

Thursday 16 March 2023

TERMS OF REFERENCE

1.0 NAME

The Committee shall be known as the Roe Regional Organisation of Councils (Roe ROC).

2.0 ROLE OF THE COMMITTEE

To undertake projects, deliver services and share resources where there are common interests to provide financial benefit to the Member Councils

3.0 OBJECTIVES OF THE COMMITTEE

The objectives of Roe ROC are:

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

4.0 MEMBERSHIP

The membership of the Roe ROC is governed by a Memorandum of Understanding with the current term expiring 30 June 2023.

Membership of the Committee shall be:

- President of the member Council.
- Deputy Delegate - one elected member from each member Council
- Chief Executive Officer of the member shire.
- Deputy Officer –one officer from each member Council

5.0 HOST COUNCIL

The indicative host council rotation will be as follows:

March 2015-2018-	Shire of Narembeen
March 2018-2020	Shire of Kulin
March 2020-2023	Shire of Kondinin *
March 2023-2025	Shire of Corrigin
March 2025-2027	Shire of Narembeen
March 2027-2029	Shire of Kulin

* Shire of Kondinin extra year to assist Shire of Corrigin after fire in 2022

Roe ROC Dinner

Member councils generally organise a dinner each year on a rotational basis which is usually held during Local Government Convention.

2018	Shire of Narembeen
2019	Shire of Kulin
2020	Shire of Corrigin
2021	Shire of Kondinin
2022	Shire of Narembeen
2023	Shire of Kulin
2024	Shire of Corrigin
2025	Shire of Kondinin

6.0 PRESIDING MEMBER

The members of the Roe ROC shall elect a Chairperson, Deputy Chairperson on a rotational basis as decided by Member Councils following the bi-annual local government elections.

7.0 CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on the third Thursday of the month commencing at 1pm generally in March, June, September and November each year or as otherwise determined by the Presiding Member. Written notice shall be given to all Committee members, at least 7 days

prior to the meeting.

The host council will be responsible for administration support and providing lunch for delegates prior to the meeting.

Each meeting should consider, but not be restricted to, the following matters:

Every meeting

- Confirmation of financial reports for Roe Environmental Health Scheme and Bending Waste Facility.

March Meeting

- Business Case for potential joint projects for coming year and grant funding.
- Fees and charges for Bending Tip
- Invitation to Shire of Lake Grace - Roe Health Environmental Health Scheme.

June Meeting

- Invitation to Avon Waste as waste contractor.

September Meeting

- Update on joint projects

November Meeting

- Identify potential joint projects for coming year and grant funding.
- Licences, contracts and agreements due to expire.

8.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to member Councils only.

9.0 EXISTING AGREEMENTS AND DOCUMENTS

Roe Regional Organisation of Councils Memorandum of Understanding (MOU)

Agreement between Shires of Corrigin, Kondinin, Kulin and Narembeen.

Current MOU commenced on 1 July 2018 and expires on 30 June 2023.

Roe Health Scheme Memorandum of Understanding

Agreement between Shires of Corrigin, Kondinin, Kulin, Lake Grace and Narembeen.

Current MOU commenced on 1 July 2018 and expires on 30 June 2023 unless otherwise agreed or extended by the Member Councils in writing.

To be reviewed 6-12 months prior to the expiration of the term.

The MOU includes Operational Guidelines and is currently administered by the Shire of Corrigin including the employment of 1.2 Full time equivalent Environmental Health Officers.

Bending Waste Facility Land Details Avon Location 23945 Kondinin-Narembeen Road, Bending Deposited Plan 151345 CT 1044/171

Licence to Use Land – Lot 23495 on DP 151345

Agreement with Notting Nominees Pty Ltd for *Licence to Use Land* expired October 2019 and was not renewed.

Deed of Easement

Between Notting Nominees Pty Ltd and Shires of Corrigin, Kondinin, Kulin and Narembeen

Certificate of Registration Environmental Protection (Rural Landfill) Regulations 2002

Contract for the Supply of Waste Disposal Goods and Services – Avon Waste

Individual contracts between Avon Waste and shires of Corrigin, Kondinin, Kulin and Narembeen expires 30 June 2025 with extension of 3 x 1 year periods.

Avon Waste responsible for management of Bending Tip Facility.

Waste disposal contract supersedes Regional Waste Site Agreement

Bending Landfill Report

Site selection and geotechnical assessment for proposed regional landfill June 2007

Bending Landfill Management Plan

Completed in July 2022 by Talis Consultants in conjunction with Roe EHO. Replaces previous 20 year plan.

1. Opening And Announcements

The RoeROC chair, Cr S. Jacobs opened the meeting at 1.00pm

2. Attendance

Cr S Jacobs	Councillor, Shire of Corrigin
N Manton	CEO Shire of Corrigin
Cr K Mortimore	President Shire of Narembeen
P Sheedy	Acting CEO, Shire of Narembeen
Cr B Smoker	Deputy President Shire of Kulin
A Leeson	Acting CEO, Shire of Kulin
Cr D. Pool	Councillor Shire of Kondinin
David Burton	CEO, Shire of Kondinin
Brendon Gerrard	Roe EHO
Maddi Andrews	Administration Officer Shire of Corrigin (Minutes)
Samantha Dawes	Customer Service Officer Shire of Corrigin (Minutes)

3. Apologies

Cr D Hickey	President, Shire of Corrigin
Ashley Fisher	Avon Waste
Alan George	CEO Lake Grace
Cr K Mouritz	President Shire of Kondinin
Cr B. Gangell	Deputy President, Shire of Kondinin

4. Guests

Nil

5. Minutes Of Meeting

RoeROC Council Meeting – 29 September 2022

Minutes of the Roe ROC Meeting held 29 September 2022 (Attachment 5.1).

RESOLUTION

Moved: Cr. Smoker **Seconded** Cr Mortimore

That the Minutes of the Roe ROC Meeting held on 29 September 2022 (Attachment 5.1) be confirmed as a true and correct record.

Carried

6. Presentations

Nil

7. Matters For Decision

7.1. Financial Report

Financial report for Roe Health Scheme and Bending Waste Site are provided in Attachment 7.1.

RESOLUTION

Moved: Cr. Mortimore **Seconded** Cr. Pool

That the financial report for the Roe Health Scheme and Bending Waste Site prepared by the Shire of Corrigin for the period July 2022 be received.

Carried

7.2. Fees and Charges

Delegates reviewed the fees and charges below and recommended they be included in 2023/24 budget workings.

	Per	G/L Code	GST CODE	Fees Exc GST	GST	Total Fee GST inc
Bending Waste Site						
Bulk Commercial/Industrial inert waste - per tonne	Per tonne	07850	C	\$ 47.27	\$ 4.73	\$ 52.00
Bulk Demolition waste - per tonne	Per tonne	07850	C	\$ 47.27	\$ 4.73	\$ 52.00
Wrapped Asbestos Waste - per cubic mtr and part of thereof	Per cubic mtr	07850	C	\$ 104.55	\$ 10.45	\$ 115.00
Contaminated waste soil	Per cubic mtr	07850	C	\$ 104.55	\$ 10.45	\$ 115.00
Contaminated asbestos soil	Per cubic mtr	07850	C	\$ 42.73	\$ 4.27	\$ 47.00
Minimum charge for wrapped asbestos waste		07850	C	\$ 42.73	\$ 4.27	\$ 47.00
Plus Asbestos mobilisation / treatment fee (or cost price plus 30% which ever is greater		07850	C	\$ 199.09	\$ 19.91	\$ 219.00
Gravel	Per cubic mtr	07850	C	\$ 1.00	\$ 0.10	\$ 1.10
Refuse delivery - Western Areas - Rubbish	Per tonne	07850	C	\$ 51.82	\$ 5.18	\$ 57.00
Refuse Delivery - Skip Bins - 3m3	Per Bin	07850	C	\$ 19.09	\$ 1.91	\$ 21.00
Refuse Delivery - Skip Bins - 4.5m3	Per Bin	07850	C	\$ 23.64	\$ 2.36	\$ 26.00
Refuse Delivery - Hook Bins - 10m3	Per Bin	07850	C	\$ 47.27	\$ 4.73	\$ 52.00
Refuse Delivery - Hook Bins - 12m3	Per Bin	07850	C	\$ 57.27	\$ 5.73	\$ 63.00
Refuse Delivery - Hook Bins - 15m3	Per Bin	07850	C	\$ 70.91	\$ 7.09	\$ 78.00
Power Poles (with and without butt ends)	Per pole	07850	C	\$ 51.82	\$ 5.18	\$ 57.00
Putrescible waste	per 1m3	07850	C	\$ 14.55	\$ 1.45	\$ 16.00
Admin / Supervision fee	Per Hour	07850	C	\$ 90.00	\$ 9.00	\$ 99.00

RESOLUTION

Moved: Cr. Smoker **Seconded** Cr Mortimore

That the 2023/24 Fees and Charges for Bending Waste Site to be increased by the Perth March 2023 annual CPI (7.6%) and rounded to the nearest dollar.

Carried

7.3. Bending Waste Site Report

Report on recent activities and waste volume tracking at Bending Waste Site.

Year to date general waste of 603 tonnes with a large increase in asbestos waste of 645 tonnes mainly due to Corrigin fire.

Approximately 10 months left in current general waste trench before moving to stage 2.

Some issues in the past few years with water and demolition waste in trenches.

Need a separate area for scrap metal and timber which are difficult to compact.

Moved: Cr. Smoker

Seconded: Cr. Pool

1. *That the Works Managers, EHO's and CEO's to plan and move gravel from stage 2 (pit 2.1 and 2.10) to stage 1 with the cost split between each council Corrigin, Kulin, Narembeen 22% and the Shire of Kondinin 34% in recognition of the former asbestos pit that was filled in.*

2 *That each council seek a budget amendment for a contribution towards digging new asbestos pit, general waste pit, construction of stock proof fence and surface water pond in stage 2 of approximately \$10,000 each.*

7.4. BENDERING WASTE SITE LEASE AGREEMENT

Applicant:	Shire of Corrigin
Date:	16/03/2023
Reporting Officer:	Natalie Manton, David Burton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	WM.0013
Attachment Ref:	

SUMMARY

This item seeks Roe ROC endorsement of the proposal to enter into a lease agreement for the land at the Bending Waste Site.

BACKGROUND

The Shires of Kondinin, Corrigin, Kulin and Narembeen purchased 64 hectares of freehold land in the Shire of Kondinin for the Bending Tip in 2007 as joint tenants. The Shires also entered into a Licence to Use Land agreement with the former owner of the land on 1 October 2009 for the use of part of the land for a period of 10 years expiring on 1 October 2019.

The renewal of the lease was discussed at the Roe Regional Organisation of Councils (Roe ROC) meeting on 28 April 2022 and the following resolution was passed:

That the CEO's establish a new lease agreement to be signed by all Roe ROC shires with the Kondinin Community Recreation Council for a cropping program on the remainder of the Bending tip site for 2022.

An indicative value of the lease of \$4,670 per annum was obtained in October 2021.

It is proposed that the land is leased to a local community group for a five year period with an option to renew for a further five years.

COMMENT

The reason for entering into the licence agreement, or leasing the land, for farming purposes is to ensure the land is free of weeds and maintained without any further expense to the Shire's. The current arrangement has been working very well and the site is well maintained and requires very little input from the shires.

The property is surrounded by the current lessee's farming land and it is likely to be difficult for another company to lease the property due to small size and location.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.58. Disposing of property

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s.3.58

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if—

(a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and—

(i) its market value is less than \$5,000; and

(ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;

or

(b) the land is disposed of to a body, whether incorporated or not—

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

or

Local Government Act 1995

Section 5.43(d)

A local government cannot delegate to a CEO any of the following powers or duties —

(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The value of the lease is offset by the value of the land management activities.

The cost of advertising and legal fees for the drafting of the agreement of approximately \$2,500 is to be shared equally between the four shires.

VOTING REQUIREMENT

Simple Majority

RESOLUTION

Moved: Cr. Pool

Seconded: Cr. Mortimore

That Roe ROC delegate authority to the CEO's to advertise and enter into a lease arrangement for approximately 40 hectare portion of Lot 23945 on Deposit Plan 151345 on Kondinin-Narembreen Road, Kondinin (Bendering Waste Site) to a local community group at nil cost

7.5. Roe Regional Organisation of Councils – Renewal of the MOU

The Roe Regional Organisation of Councils (RoeROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin and Narembeen. Since its establishment RoeROC has worked to deliver a number of shared services to its member Councils.

Delegates are asked to consider extending of changing the existing MOU before being endorsing at the June meeting.

7.6. Roe Regional Environmental Health Services Scheme – Renewal of the MOU

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

Delegates are asked to consider extending of changing the existing MOU before being endorsing at the June meeting.

7.7. Potential Joint Projects - Work Health and Safety Compliance Officer

At its February 2023 Council meeting the Shire of Narembeen passed the following resolution to investigate the appointment of a Work Health and Safety Compliance Officer.

That Council request that the CEO investigate the appointment of a full time Work Health and Safety Compliance Officer, commencing in the 2023/24 financial year, to oversee and implement the new Work Health and Safety Act 2020 and Regulations 2022, including the sharing of the position with other Roe ROC local governments, or other identified local government/s, and provide a report back to the April 2023 Council meeting.

RESOLUTION

Moved: Cr. Smoker

Seconded: Cr. Mortimore

Request the CEO's investigate the feasibility of a full time Work Health and Safety Compliance Officer as a stand alone Roe ROC employee and/or options to outsource to a contractor as a combined contract.

8. Other Matters

8.1. Glass Crusher

The Shire of Corrigin is preparing to advertise the glass crusher for sale.

Delegates confirmed agreement for the Shire of Corrigin to accept the best price offered without requiring approval from Roe ROC.

8.2. Executive and Project Officer

Bring back to June Roe ROC meeting for further discussion.

9. NEXT MEETING

The next meeting is to be held on 15 June 2023 commencing at 1pm at Shire of Corrigin

10. Closure

Meeting closed at 2.35pm

11. STATUS REPORT

The following provides a status report as at 10 March 2022.

MINUTES REFERENCE/ DATE	DETAIL	RESPONSIBLE OFFICER	STATUS	ANTICIPATED COMPLETION DATE
27 March 2018	Member shires agreed to allocate \$5,000 to a reserve fund to be included in each shire's annual budget		Proceeds from Bending Tip fees after expenses distributed to shires and can be used for reserves. Bending Waste Site Management Plan identified a need for each shire to have a reserve of approximately \$83,000 by 2026 to cap stage 1	
1 July 2018	Avon Waste Operations Plan outlining procedures for the management of the RoeROC regional landfill site at Bending	Ashley Fisher Avon Waste EHO's	Draft prepared to be finalised in conjunction with Management Plan	Originally June 2021 Sept 2022
18 June 2020	Public Health Plans	Roe EHO's	Public health plan endorsed Corrigin, Kondinin, Kulin and Narembeen	Corrigin Oct 2022 Kulin Feb 2022 Kondinin April 2022 Narembeen ??
	Joint Projects for further discussion	CEO's		
22 July 2021	That the following Strategic Projects be listed as a priority for RoeRoc: A Securing Water resources (CEO) Kulin B Waste Strategies (CEO) Corrigin C Aged Care Services (CEO) Narembeen D Business/Industrial Development (CEO) Kondinin	N Manton	Investigated funding to review Towards Xero Waste Strategy and Operations plan for Bending Waste Facility Housing proposal tabled	July 2022
November 2021	That Council: 1. Authorise the CEO to carry out the process of sale and disposal of the Komplet Glass Recycling System Glass Crusher on behalf of the members of ROE Roc as required by Section 3.58 (3) of the Local Government Act 1995. 2. Distribute the proceeds of the sale equally between the Roe ROC member Councils being the Shires of Corrigin, Kondinin, Kulin and Narembeen.	N Manton	To be included with next round of plant disposals	February 2023

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28 April 2022	That RoeROC delegates support the development of an Operations Plan and Policies for improved management of the waste facility and incorporating waste reduction strategies subject to confirmation of costs.	N Manton EHO's Avon Waste	Investigated funding for consultant to complete Operations plan for Bending Waste Facility
28 April 2022	That the CEO's provide a list of issues with government housing and draft a letter to the Minister of Housing with recommendations for improvements.	D Burton	
21 July 2022	RoeROC source funds for the purpose of conducting a housing needs analysis for member shires.	D Burton	
21 July 2022	The CEO's create a list of projects suitable for RoeROC to be presented to the RoeROC meeting in November 2022	D Burton	
21 July 2022	The final Bending Landfill Management Plan prepared by Talis Consultants for the Roe Regional Organisations of Councils (RoeROC) be received	N Manton	Resolution passed at Corrigin, Kondinin, Kulin, Narembeen Council Corrigin 19 July 2022
29 Sept 2022	RoeROC consider the local Government Reforms to look at benefits that can be gained by the member shires	D Burton	
29 Sept 2022	RoeROC refund, on application, 50% of asbestos disposal fees for those land owners affected by 6 February 2022 bushfires, whom have not otherwise been compensated as a result of an approved insurance claim.	L Pitman	Letters sent to property owners showing fees for asbestos disposal at Bending Nov 2022
16 March 2023	That the 2023/24 Fees and Charges for Bending Waste Site to be increased by the Perth March 2023 annual CPI and rounded to the nearest dollar.	N Manton	
16 March 2023	Delegates are asked to consider extending of changing the existing MOU before being endorsing at the June meeting.		
16 March 2023	That Roe ROC delegate authority to the CEO's to advertise and enter into a lease arrangement for approximately 40 hectare portion of Lot 23945 on Deposit Plan 151345 on Kondinin-Narembeen Road, Kondinin (Bending Waste Site) to a local community group at nil cost	D Burton	
16 March 2023	1. That the Works Managers, EHO's and CEO's to plan and move gravel from stage 2 (pit 2.1 and 2.10) to stage 1 with the cost split between each council Corrigin, Kulin, Narembeen 22% and the Shire of Kondinin 34% in recognition of the former asbestos pit that was filled in.	B Gerrard	

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16 March 2023	2 That each council seek a budget amendment for a contribution towards digging new asbestos pit, general waste pit, construction of stock proof fence and surface water pond in stage 2 of approximately \$10,000 each.	
16 March 2023	Delegates confirmed agreement for the Shire of Corrigin to accept the best price offered	N Manton
16 March 2023	Request the CEO's investigate the feasibility of a full time Work Health and Safety Compliance Officer as a stand alone Roe ROC employee and/or options to outsource to a contractor as a combined contract.	P Sheedy
16 March 2023	Executive Officer / Project Officer for further discussion at June meeting.	

Shire of Kulin

EFT & Chq Listing for period ended 30 April 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
TRUST			
488	27/04/2023	MADDISON MCLEISH	\$200.00
		Refund of Pet Bond Unit 7 Kulinda Village	
489	28/04/2023	NARELLE DUCKWORTH	\$750.00
		Refund of Balance Owing Housing Bond Unit 2 Johnston St	
490	28/04/2023	SHIRE OF KULIN	\$50.00
		Cleaning Charges Deducted from Housing Bond Unit 2	
			\$1,000.00
MUNICIPAL			
EFT20425	06/04/2023	AIR LIQUIDE WA	\$21.70
		Cylinder Rent	
EFT20426	06/04/2023	ALLOY & STAINLESS PRODUCTS PTY LTD	\$452.85
		Hoe Blades	
EFT20427	06/04/2023	BEST OFFICE SYSTEMS	\$4,020.60
		Office, CRC Printing Charges March 2023	
EFT20428	06/04/2023	TEAM GLOBAL EXPRESS	\$205.41
		Freight	
EFT20429	06/04/2023	WINC AUSTRALIA LTD	\$195.64
		Stationery	
EFT20430	06/04/2023	DEPT OF MINES, INDUSTRY REGULATION AND SAFETY	\$1,271.28
		Building Services Levy	
EFT20431	06/04/2023	FEGAN BUILDING SURVEYING	\$657.25
		Contract Building Surveying	
EFT20432	06/04/2023	JOHN MERRICK CONSULTING	\$6,600.00
		Governance & Advisory Consulting Services & Travel	
EFT20433	06/04/2023	KULIN SOCIAL CLUB	\$130.00
		Payroll Deductions	
EFT20434	06/04/2023	KULIN LIBRARY, POST OFFICE AND MAIL	\$1,323.30
		Library Service Fee March 2023	
EFT20435	06/04/2023	SHIRE OF KONDININ	\$220.00
		Doctors Report for Jonathon Quinn	
EFT20436	06/04/2023	LAKE GRACE TRANSPORT	\$104.94
		Freight	
EFT20437	06/04/2023	EXURBAN RURAL & REGIONAL PLANNING	\$2,019.21
		Town Planning Consulting Services March 2023	
EFT20438	06/04/2023	THE ROYAL LIFE SAVING SOCIETY WA	\$159.00
		Pool Lifeguard Licence Renewal for Mark Gillbard	
EFT20439	06/04/2023	SWAN BREWERY COMPANY PTY LTD	\$2,951.10
		Bar Purchase	
EFT20440	06/04/2023	SCHORER & SONS	\$4,977.50
		Wet Truck Hire at Fence Road	
EFT20441	06/04/2023	TRUCKLINE	\$1,707.03
		Trailer Coupling 50mm Rockinger	
EFT20442	06/04/2023	OFFICEWORKS BUSINESS DIRECT	\$1,221.34
		Stationery	
EFT20443	06/04/2023	LUCIA VARONE	\$2,512.16
		Councillor Sitting Fees & Travel Expense -Previous Payment Cancelled due to Cheque Error	
EFT20444	06/04/2023	VIZONA PTY LTD	\$59,977.50
		Supply & Installation of Hockey Lights	
EFT20445	06/04/2023	WESTERN STABILISERS PTY LTD	\$67,552.06
		Wet Mix 250mm Depth at Fence Road	
EFT20446	06/04/2023	WA CONTRACT RANGER SERVICES	\$574.75
		Ranger Service for March 2023	
EFT20447	06/04/2023	WA DISTRIBUTORS PTY LTD	\$969.65
		Bar Purchase	
EFT20448	13/04/2023	AVON WASTE	\$14,148.74
		Refuse Service for March 2023	
EFT20449	13/04/2023	ACRES OF TASTE	\$525.00
		Catering: Floral & Xero Workshops & Staff Christmas Voucher	

Shire of Kulin

EFT & Chq Listing for period ended 30 April 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT20450	13/04/2023	COUNTRY WIDE FRIDGE LINES PTY LTD	\$100.79
		Freight on Bar Purchase	
EFT20451	13/04/2023	COUPLERS PTY LTD	\$778.43
		Parts	
EFT20452	13/04/2023	GANGELLS AGSOLUTIONS	\$12,750.24
		Various Depot & Road Maintenance Supplies & White Goods for 12 Bowey Way	
EFT20453	13/04/2023	KULIN HARDWARE & RURAL	\$4,669.21
		Various Depot & Road Maintenance Supplies	
EFT20454	13/04/2023	KULIN IGA	\$136.25
		Child Care Statement March 2023	
EFT20455	13/04/2023	KAITLYN WATERS	\$160.00
		Reimbursement for First Aid Course - Aquatic Centre	
EFT20456	13/04/2023	NEWDEGATE STOCK & TRADING CO	\$68,817.23
		Bulk Purchase Diesel & ULP	
EFT20457	13/04/2023	POOLSHOP ONLINE PTY LTD	\$275.00
		Hypoclear	
EFT20458	13/04/2023	RURAL TRAFFIC SERVICES PTY LTD	\$18,209.30
		Traffic Management at Fence Road	
EFT20459	13/04/2023	SAFESTART TEST & TAG	\$203.50
		Fire Extinguisher Hoses	
EFT20460	13/04/2023	THE REMEDY PHYSIO & PILATES	\$85.00
		Physiotherapy Consulting for Lesley Trouchet	
EFT20461	13/04/2023	WESTRAC PTY LTD	\$1,611.06
		Troubleshoot Speed Control on Steel Roller	
EFT20462	13/04/2023	WA DISTRIBUTORS PTY LTD	\$982.99
		Bar Purchase	
EFT20463	18/04/2023	AUSTRALIA POST	\$492.10
		Postage & Freight	
EFT20464	18/04/2023	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	\$391.75
		BCITF Levy Payment	
EFT20465	18/04/2023	BITUTEK PTY LTD	\$361,816.57
		95/5 Cutback Bitumen at Fence Road	
EFT20466	18/04/2023	RA & RJ BOWEY	\$245.70
		Reimbursement for Travel Expense - Kulin/Dryandra	
EFT20467	18/04/2023	BRANDIS CARPENTRY	\$10,890.00
		Renovations 12 Bowey Way	
EFT20468	18/04/2023	BARTCO TRAFFIC EQUIPMENT PTY LTD	\$65,010.00
		Solar Powered Variable Message Sign	
EFT20469	18/04/2023	COUNTRY WIDE FRIDGE LINES PTY LTD	\$364.00
		Freight on Bar Purchase	
EFT20470	18/04/2023	CORSIGN WA PTY LTD	\$1,045.00
		Temporary Raised Pavement Markers	
EFT20471	18/04/2023	LANDGATE	\$42.15
		Mining Tenements Chargeable	
EFT20472	18/04/2023	FEGAN BUILDING SURVEYING	\$558.25
		Contract Building Surveying	
EFT20473	18/04/2023	FLORALS BY LONDA	\$1,540.40
		Fresh Floral Workshop March 2023	
EFT20474	18/04/2023	G & M DETERGENTS	\$151.62
		Cleaning Supplies for Day Care	
EFT20475	18/04/2023	HERSEY'S SAFETY PTY LTD	\$848.10
		Depot Supplies	
EFT20476	18/04/2023	HELLO PERTH	\$385.00
		Airport Brochure Stand Fees for April/June 2023	
EFT20477	18/04/2023	SOUTH WEST ISUZU	\$805.71
		Exhaust Pipe & Gasket	
EFT20478	18/04/2023	KULIN IGA	\$610.67
		Freebairn Statement March 2023	
EFT20479	18/04/2023	KULIN TYRE SERVICE	\$6,710.00
		Tyres, Tubes, Batteries & Tyre Repairs	

Shire of Kulin

EFT & Chq Listing for period ended 30 April 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT20480	18/04/2023	KULIN MUSEUM SOCIETY INC Refuse Site Maintenance	\$125.00
EFT20481	18/04/2023	MOORE AUSTRALIA WA PTY LTD Registration for Financial & Management Reporting - F Murphy	\$2,596.00
EFT20482	18/04/2023	QUEST PAYMENT SYSTEMS OPT Monthly Maintenance Fee for March 2023	\$418.00
EFT20483	18/04/2023	RURAL TRAFFIC SERVICES PTY LTD Traffic Management at Fence Road	\$315.04
EFT20484	18/04/2023	SHIRE OF CORRIGIN ROE Regional Environmental Health Scheme March 2023	\$2,707.44
EFT20485	18/04/2023	NM & MA SCADDING Hire of Form Work for Footpaths Construction	\$2,156.00
EFT20486	18/04/2023	SAPIO IT Support Monthly Support Feb 2023	\$4,828.14
EFT20487	18/04/2023	THE REMEDY PHYSIO & PILATES Physiotherapy Consulting for Lesley Troughton	\$85.00
EFT20488	18/04/2023	ULTIMO PARTNERS PTY LTD Water Truck Hire & Damage Parts Left Hand Mirror	\$7,447.00
EFT20489	18/04/2023	OFFICEWORKS BUSINESS DIRECT Stationery	\$969.54
EFT20490	18/04/2023	VOCATIONAL TRAINING SERVICES Enrolment Fee - CRC Trainee	\$72.75
EFT20491	18/04/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION Registration for Meeting Practices for Good Governance Outcomes - Nicole Thompson	\$638.00
EFT20492	18/04/2023	SYNERGY Electricity, 38 Day Street	\$81.88
EFT20493	18/04/2023	WA DISTRIBUTORS PTY LTD Cleaning Supplies	\$48.15
EFT20494	27/04/2023	BROAD ELECTRICAL AND AIR CONDITIONING Deposit for Ducted System at 12 Bowey Way	\$10,000.00
EFT20495	27/04/2023	TEAM GLOBAL EXPRESS Freight	\$421.38
EFT20496	27/04/2023	LANDGATE Copy of Certificate of Title	\$28.20
EFT20497	27/04/2023	DAIMLER TRUCKS PERTH LH/RH Window Switch & Regulator	\$807.36
EFT20498	27/04/2023	DEPT OF WATER AND ENVIRONMENTAL REGULATION Rubbish Tip Annual Licence Fee	\$347.60
EFT20499	27/04/2023	DUN DIRECT NORTHAM Bulk Purchase Diesel & ULP	\$70,077.27
EFT20500	27/04/2023	SOUTH WEST ISUZU Bearing	\$39.18
EFT20501	27/04/2023	KLEENHEAT GAS Yearly Facility Fee 14 Stewart Street	\$38.49
EFT20502	27/04/2023	KULIN SOCIAL CLUB Payroll Deductions	\$130.00
EFT20503	27/04/2023	KULIN COMMUNITY HUB PTY LTD Councillors Dinner & Drinks April 2023 Meeting	\$416.00
EFT20504	27/04/2023	KULIN IGA Office Statement March 2023	\$1,736.56
EFT20505	27/04/2023	SHIRE OF KONDININ Surgery Consultation for Leonard Cutforth	\$80.00
EFT20506	27/04/2023	KULIN DISTRICT HIGH SCHOOL CANBERRA CAMP 2023 Blazing Swan Rubbish Collection Fund Raiser - Shire's EFTPOS Machine was Used	\$1,220.50
EFT20507	27/04/2023	LINEMARKING WA PTY LTD Line Marking at Dudinin Jitarning Road	\$21,686.28
EFT20508	27/04/2023	NARROGIN CARPETS & CURTAINS Supply & Installation of Blinds at 10 Price Street	\$4,264.70

Shire of Kulin

EFT & Chq Listing for period ended 30 April 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT20509	27/04/2023	O'ROURKE TRANSPORT	\$1,827.76
		Transport of Bomag Loader from Guildford to Fence Rd	
EFT20510	27/04/2023	SWAN BREWERY COMPANY PTY LTD	\$1,117.31
		Bar Purchase	
EFT20511	27/04/2023	STATEWIDE BEARINGS	\$290.40
		Chain & Sprocket	
EFT20512	27/04/2023	SULLIVAN LOGISTICS PTY LTD	\$264.04
		Freight	
EFT20513	27/04/2023	SAPIO	\$4,380.11
		Monthly IT Support March 2023	
EFT20514	27/04/2023	TIN HORSE AUTOMOTIVE	\$546.99
		Replace & Fit RH Outer Mirror	
EFT20515	27/04/2023	WA DISTRIBUTORS PTY LTD	\$1,164.50
		Cleaning Supplies	
37483	06/04/2023	WATER CORPORATION	\$857.35
		Water Usage & Rates at Tarin Rock Standpipe	
DD8498.1	02/04/2023	AWARE SUPER	\$12,814.46
		Payroll Deductions	
DD8498.2	02/04/2023	AUSTRALIAN RETIREMENT TRUST	\$112.12
		Superannuation Contributions	
DD8498.3	02/04/2023	AMP SUPERLEADER	\$266.19
		Superannuation Contributions	
DD8498.4	02/04/2023	HOSTPLUS SUPERANNUATION FUND	\$827.84
		Superannuation Contributions	
DD8498.5	02/04/2023	AUSTRALIAN SUPERANNUATION	\$573.01
		Superannuation Contributions	
DD8498.6	02/04/2023	MLC MASTERKEY SUPERANNUATION	\$303.77
		Superannuation Contributions	
DD8498.7	02/04/2023	PRIME SUPERANNUATION	\$235.80
		Superannuation Contributions	
DD8498.8	02/04/2023	ASB MARKETING	\$300.45
		Superannuation Contributions	
DD8498.9	02/04/2023	REST SUPERANNUATION	\$698.90
		Superannuation Contributions	
DD8502.1	02/04/2023	BENDIGO BANK	\$284.14
		Bank Charges	
DD8514.1	01/04/2023	BENDIGO BANK	\$1.40
		Bank Transfer Fees	
DD8514.2	12/04/2023	SYNERGY	\$833.53
		Electricity, Caravan Park & Hostel Laundry	
DD8514.3	13/04/2023	BENDIGO BANK	\$2.25
		Bank Direct Debit Fee	
DD8514.4	14/04/2023	SYNERGY	\$1,161.92
		Electricity, Freebairn Centre	
DD8514.5	02/04/2023	BENDIGO BANK	\$206.91
		Bank Merchant Fee	
DD8514.6	03/04/2023	BENDIGO BANK	\$3.75
		Bank Charges Process GST Fee	
DD8514.7	03/04/2023	ST.GEORGE BANK	\$594.24
		Bank Merchant Fee	
DD8514.8	03/04/2023	WESTNET INTERNET SERVICES	\$179.90
		Westnet Service	
DD8514.9	05/04/2023	BENDIGO BANK	\$8.70
		Bank Direct Debit Fee	
DD8518.1	16/04/2023	AWARE SUPER	\$13,018.63
		Payroll Deductions	
DD8518.2	16/04/2023	BENDIGO SUPERANNUATION PLAN	\$144.33
		Superannuation Contributions	
DD8518.3	16/04/2023	AUSTRALIAN RETIREMENT TRUST	\$107.24
		Superannuation Contributions	

Shire of Kulin

EFT & Chq Listing for period ended 30 April 2023

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD8518.4	16/04/2023	AMP SUPERLEADER Superannuation Contributions	\$133.10
DD8518.5	16/04/2023	AUSTRALIAN SUPERANNUATION Superannuation Contributions	\$711.92
DD8518.6	16/04/2023	BENDIGO SMART START SUPERANNUATION FUND Superannuation Contributions	\$52.00
DD8518.7	16/04/2023	HOSTPLUS SUPERANNUATION FUND Superannuation Contributions	\$838.27
DD8518.8	16/04/2023	MLC MASTERKEY SUPERANNUATION Superannuation Contributions	\$252.02
DD8518.9	16/04/2023	PRIME SUPERANNUATION Superannuation Contributions	\$232.57
DD8525.1	17/04/2023	TELAIR PTY LTD Monthly Access Fee	\$614.90
DD8525.2	17/04/2023	TELSTRA Office Phone Usage & Equipment Rent	\$1,665.66
DD8525.3	17/04/2023	AUSTRALIAN LIQUOR MARKETERS PTY. LIMITED Bar Purchase	\$4,611.33
DD8525.4	18/04/2023	BENDIGO BANK Bank Charges Direct Debit Fee	\$4.65
DD8525.5	18/04/2023	TELSTRA ADSL Service	\$63.96
DD8525.6	19/04/2023	BENDIGO BANK Bank Direct Debit Fee	\$8.70
DD8525.7	24/04/2023	SYNERGY Street Light & Information Bay Electricity	\$1,590.71
DD8531.1	27/04/2023	BENDIGO BANK Bank Direct Debit Fee	\$3.30
DD8498.10	02/04/2023	CBUS SUPER Superannuation Contributions	\$60.19
DD8498.11	02/04/2023	BENDIGO SUPERANNUATION PLAN Superannuation Contributions	\$145.97
DD8514.10	06/04/2023	BENDIGO BANK Bank Direct Debit Fee	\$3.45
DD8514.11	11/04/2023	TELSTRA Integrated Messaging	\$457.22
DD8514.12	11/04/2023	CARLTON & UNITED Bar Purchase	\$1,841.82
DD8518.10	16/04/2023	ASB MARKETING Superannuation Contributions	\$298.46
DD8518.11	16/04/2023	REST SUPERANNUATION Superannuation Contributions	\$698.90
DD8518.12	16/04/2023	CBUS SUPER Superannuation Contributions	\$59.29
7850897	05/04/2023	BENDIGO BULK PAYMENT Payroll	\$80,718.07
7878210	19/04/2023	BENDIGO BULK PAYMENT Payroll	\$76,976.41
Sub-total: EFT & Chq Payments			\$1,084,136.30
TOTAL PAYMENTS FOR MONTH ENDING 30 APRIL 2023			\$1,085,136.30

CREDIT CARD SUMMARY**Sunday, 30 April 2023**

Transaction Date	Officer	Creditor	Amount
1/04/2023	ALAN LEESON	CITY OF PERTH PARKING	\$5.05
		Parking Fee	
3/04/2023		FIONA MURPHY	-\$12.50
		Payment Reimbursement	
14/04/2023	JUDD HOBSON	UNITED PETROLEUM	\$119.71
		Fuel Purchase	
16/04/2023	JUDD HOBSON	BP DENMARK	\$30.92
		Fuel Purchase	
16/04/2023	FIONA MURPHY	SIMPLEINOUT	\$30.76
		Monthly Subscription	
21/04/2023	CASSI LEWIS	TELSTRA	\$49.95
		Aquatic Centre Internet Fee	
26/04/2023	CASSI LEWIS	ACRES OF TASTE	\$57.60
		Meals, Building Inspections	
27/04/2023	CASSI LEWIS	ACRES OF TASTE	\$22.00
		Coffee, Building Inspection	
27/04/2023	CASSI LEWIS	ACRES OF TASTE	\$59.10
		Meals, Building Inspections	
28/04/2023		BENDIGO BANK	\$20.00
		Card Fees	
			\$382.59

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 Apr 2023 - 30 Apr 2023
Statement number	215
Opening balance on 1 Apr 2023	\$5,613.76
Payments & credits	\$5,626.26
Withdrawals & debits	\$374.19
Interest charges & fees	\$20.90
Closing Balance on 30 Apr 2023	\$382.59

Account details

Credit limit	\$10,000.00
Available credit	\$9,617.41
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

Payment details

Minimum payment required	\$11.47
Payment due	14 May 2023

Any questions?

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

Keeping your details accurate is essential for secure banking.



540BH102 / E-0 / S-18 / I-18 / 0007421415000807

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 4 years and 2 months	And you will pay an estimated total of interest charges of \$122.39
If you make no additional charges using this card and each month you pay \$18.36	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 \$58.05, a saving of \$64.34

Having trouble making payments?

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

Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
Opening balance				\$5,613.76
1 Apr 23	CITY OF PERTH PARKIN G-, PERTH AUS RETAIL PURCHASE 31/03 CARD NUMBER 552638XXXXXXXX832 1	5.05		5,618.81
3 Apr 23	OSKO PAYMENT T J & F E MURPHY Fiona Murphy reimbursement		12.50	5,606.31
14 Apr 23	PERIODIC TFR 00074214151201 00000000000		5,613.76	-7.45
14 Apr 23	UNITED PETROLEUM AUS TR, DENMARK AUS RETAIL PURCHASE 12/04 CARD NUMBER 552638XXXXXXXX706 1	119.71		112.26
16 Apr 23	BP DENMARK 6660, DEN MARK AUS RETAIL PURCHASE 13/04 CARD NUMBER 552638XXXXXXXX706 1	30.92		143.18
16 Apr 23	SIMPLEINOUT.COM, FAR GO US RETAIL PURCHASE-INTERNATIONAL 15/04 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXXX418 1	29.86		173.04
16 Apr 23	INTERNATIONAL TRANSACTION FEE	0.90		173.94
21 Apr 23	Telstra Direct Debit , AUSTRALIA AUS RETAIL PURCHASE 19/04 CARD NUMBER 552638XXXXXXXX823 1	49.95		223.89
27 Apr 23	SQ *ACRES OF TASTE, Kulin AUS RETAIL PURCHASE 26/04 CARD NUMBER 552638XXXXXXXX823 1	57.60		281.49
28 Apr 23	SQ *ACRES OF TASTE, Kulin AUS RETAIL PURCHASE 27/04 CARD NUMBER 552638XXXXXXXX823 1	22.00		303.49

540BH102 / E-0 / S-19 / I-19 / 0007421415000807

Date Paid ___ / ___ / ___ Amount \$ _____

Business Credit Card - Payment options



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



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



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



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



Bill code: 342949
Ref: 691211254

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

Business Credit Card

BSB number 633-000
Account number 691211254
Customer name SHIRE OF KULIN
Minimum payment required \$11.47
Closing Balance on 30 Apr 2023 \$382.59
Payment due 14 May 2023

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
28 Apr 23	SQ *ACRES OF TASTE, Kulin AUS RETAIL PURCHASE 27/04 CARD NUMBER 552638XXXXXXXX823 1	59.10		362.59
29 Apr 23	CARD FEE 5 @ \$4.00	20.00		382.59
Transaction totals / Closing balance		\$395.09	\$5,626.26	\$382.59

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.

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.

Resolving Complaints

If you have a complaint, please contact us on 1300 361 911 to speak to a member of our staff. If the matter has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers. You can contact AFCA at:

Website: www.afca.org.au

Telephone: 1800 931 678 (free call)

Email: info@afca.org.au

In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

Update your details in branch or inside e-banking.
bendigobank.com.au/locate-us





Shire of Kulin

MONTHLY FINANCIAL REPORT

For the period ended 30 April 2023

Presented to Ordinary Council Meeting

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LOCAL GOVERNMENT ACT 1995

Shire of Kulin
STATEMENT OF FINANCIAL ACTIVITY
(Nature & Type)
For the period ended 30 April 2023

	Ref Note	Original Budget	Amended Budget	YTD Budget \$	YTD Actual \$	Var. \$	Var. %
Opening Funding Surplus/(Deficit)	1(a)	2,526,120	2,514,929	2,526,120	2,514,929	(11,191)	(0%)
OPERATING ACTIVITIES							
Revenue from operating activities (excluding rates)							
Ex gratia rates	2	25,633	25,633	25,633	25,633	0	0%
Operating grants, subsidies and contributions	5	993,437	1,285,217	1,008,945	1,090,258	81,313	8%
Fees and charges		2,024,018	2,024,018	1,707,833	1,592,611	(115,222)	(7%)
Interest earnings		78,344	119,344	76,205	115,059	38,854	51%
Other revenue		145,344	158,578	111,355	119,651	8,296	7%
Profit on asset disposals	3	62,480	62,480	62,480	32,502	(29,978)	(48%)
		3,329,256	3,675,270	2,992,450	2,975,714	(16,736)	
Expenditure from operating activities							
Employee costs		(2,259,943)	(2,382,443)	(1,976,862)	(2,027,581)	(50,719)	3%
Materials and contracts		(2,603,609)	(3,008,609)	(2,468,548)	(2,255,597)	212,951	(9%)
Utility charges		(328,412)	(328,412)	(278,992)	(175,048)	103,944	(37%)
Depreciation on non-current assets		(3,102,295)	(3,102,295)	(2,585,246)	(2,654,636)	(69,390)	3%
Interest expenses	6	(36,259)	(36,259)	(21,989)	(16,720)	5,269	(24%)
Insurance expenses		(309,419)	(309,419)	(309,419)	(311,227)	(1,809)	1%
Loss on asset disposals	3	(32,100)	(68,830)	(68,830)	(36,791)	32,039	(47%)
		(8,672,038)	(9,236,268)	(7,709,886)	(7,477,600)	232,285	
Non-cash amounts excluded from operating activities		3,071,914	3,071,914	2,591,596	2,658,925	67,329	3%
Amount attributable to operating activities		255,252	25,845	400,281	671,967	67,329	
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions	5	6,210,263	6,380,670	4,832,955	4,426,442	(406,513)	(8%)
Payments for property, plant and equipment and infrastructure	3	(9,893,073)	(9,564,264)	(7,994,390)	(5,893,945)	2,100,445	(26%)
Proceeds from disposal of assets	3	367,450	367,450	307,450	228,850	(78,600)	(26%)
Amount attributable to investing activities		(3,315,360)	(2,816,144)	(2,853,985)	(1,238,652)	1,615,333	
FINANCING ACTIVITIES							
Repayment of borrowings	6	(96,179)	(96,179)	(46,297)	(47,724)	(1,427)	3%
Transfers to cash backed reserves (restricted assets)	4	(69,744)	(198,328)	(34,872)	(59,111)	(24,239)	70%
Transfers from cash backed reserves (restricted assets)	4	1,138,000	763,000	0	628,000	628,000	100%
Amount attributable to financing activities		972,077	468,493	(81,169)	521,165	602,334	
Budgeted deficiency before general rates		(2,088,031)	(2,321,806)	(2,534,874)	(45,520)		
Total amount raised from rates	2	2,150,462	2,150,462	2,150,462	2,148,751	(1,711)	(0%)
Closing Funding Surplus/(Deficit)		62,431	(171,344)	(384,412)	2,103,230		

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

Shire of Kulin
STATEMENT OF FINANCIAL POSITION
For the period ended 30 April 2023

	2022	2023
	\$	\$
CURRENT ASSETS		
Cash at Bank	2,050,457	1,755,067
Cash at Bank (Reserves & Restricted Funds)	2,283,326	1,714,436
Trade and other receivables	597,272	29,521
Contract Assets	876,756	1,047,820
Sundry Debtors - Rates	82,401	50,173
Inventories	56,786	70,540
TOTAL CURRENT ASSETS	5,946,998	4,667,557
CURRENT LIABILITIES		
Contract Liabilities	(326,996)	(139,589)
Sundry Creditors	(154,332)	(113,907)
Accruals	(144,391)	(92,981)
Employee Provisions (Current)	(458,599)	(458,599)
ATO Liabilities	(64,426)	(44,814)
Borrowings (Current)	(96,179)	(96,179)
TOTAL CURRENT LIABILITIES	(1,244,923)	(946,069)
TOTAL NET CURRENT ASSETS	4,702,075	3,721,488
NON-CURRENT ASSETS		
Investment in Associate	48,097	48,097
Work in Progress	90,666	-
Land & Buildings	20,881,126	20,993,928
Construction other than Buildings	1,112,962	-
Plant & Equipment	3,426,497	3,514,051
Furniture & Equipment	254,198	223,479
Motor Vehicles	1,273,984	1,447,843
Infrastructure	110,846,947	114,713,250
Shares - Kulin (Bendigo) Bank	5,000	5,000
Units Held - Local Government House Trust	77,804	77,804
TOTAL NON-CURRENT ASSETS	138,017,281	141,023,450
NON CURRENT LIABILITIES		
Borrowings (Non-Current)	(883,702)	(835,978)
Employee Provisions (Non-Current)	(49,951)	(49,951)
TOTAL NON-CURRENT LIABILITIES	(933,653)	(885,929)
TOTAL NET CURRENT ASSETS	141,785,703	143,859,009
Asset Revaluation - Infrastructure	80,027,800	80,027,800
Asset Revaluation - Property, Plant & Equipment	1,851,617	1,851,617
Asset Revaluation - Land & Buildings	11,639,170	11,639,170
Accumulated Reserves	2,283,326	1,714,436
Accumulated Surplus	45,983,791	48,625,986
TOTAL EQUITY	141,785,703	143,859,009

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

Note 1(a) - Net Current Assets Composition

	Budget Last Year Closing 30-Jun-22	Actual Last Year Closing 30-Jun-22	Year to Date 30-Apr-23
Current Assets			
Cash and Cash Equivalents	2,394,574	4,333,783	3,469,503
Accounts Receivable - Rates	38,738	71,093	36,725
Accounts Receivable - Sundry	329,951	607,662	42,106
Inventories	60,711	56,786	70,540
Other (Accrued Income & Contract Assets)	0	876,756	1,047,820
Land held for resale	0	687,000	687,000
Less: Current Liabilities			
Contract Liabilities	0	(326,996)	(139,589)
Sundry Creditors	(429,510)	(153,414)	(113,044)
Payroll Accruals	(30,895)	(48,005)	(92,981)
Accrued expenses	0	(96,386)	0
Provision for Annual Leave	(186,833)	(181,222)	(181,222)
Provision for Long Service Leave (Current)	(262,812)	(277,376)	(277,376)
ATO Liability	(21,220)	(64,426)	(44,814)
Borrowings (Current)	(90,511)	(96,179)	(96,179)
Adjustments to Current Assets			
Less: Reserves (Restricted Cash)	(1,843,461)	(2,283,326)	(1,714,436)
Add: Borrowings (Current)	90,511	96,179	96,179
Less: Land Held for resale	0	(687,000)	(687,000)
Closing funding surplus/(deficit)	49,243	2,514,929	2,103,230

Current And Non-Current Classification

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

Note 1(b) - Banking Information

	General Ledger Balance 30-Apr-23	Bank Statement Balance 30-Apr-23
Cash at Bank - Unrestricted		
Municipal Funds	419,023	420,239
Freebairn Recreation Centre	11,035	10,808
Investments	1,321,410	1,321,410
Till Float	3,100	-
Petty Cash	500	-
	1,755,067	1,752,456
Cash at Bank - Restricted		
Reserve Funds	1,714,436	1,714,436
	1,714,436	1,714,436

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

Note 2 - Rating information

Rate Type	Rate in \$	Number of properties	Rateable Value	Budgeted Rate Revenue	Actual Rate Revenue
General Rate					
Gross Rental Value					
Residential	0.100855	136	1,370,046	138,176	138,750
Industrial	0.100855	12	115,443	11,643	11,643
Commercial	0.100855	28	441,634	44,541	43,786
Rural	0.100855	11	101,710	10,258	10,258
Unimproved Value					
Rural	0.00838	342	240,282,458	2,013,567	2,013,542
Mining	0.00838	1	59,095	495	495
Sub-total		530	242,370,386	2,218,680	2,218,474
Minimum Payment					
Gross Rental Value					
Residential	489.38	9	11,172	4,404	4,404
Industrial	489.38	6	11,902	2,936	2,936
Commercial	489.38	4	8,280	1,958	1,958
Rural	489.38	7	8,127	3,426	3,426
Unimproved Value					
Rural	489.38	16	528,142	7,830	7,830
Mining	489.38	31	268,592	15,171	16,840
		73	836,215	35,725	37,393
		603	243,206,601	2,254,405	2,255,867
Discount				(94,120)	(95,866)
Concessions/Write-offs				(9,823)	(11,251)
Total raised from general rates				2,150,462	2,148,751
Ex-Gratia Rates				25,633	25,633
Total Rates				2,176,095	2,174,384

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

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

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

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

Note 3 - Asset information

Note 3(a) - Asset Acquisitions

Description	Original Budget	Amended Budget	YTD Budget	YTD Actual	Category	Renewal/ Replace	New Asset
E041100 AV equipment for Chambers & meeting room	20,000	20,000	24,990	-	F&E		Y
E041110 Councillor Online Software	10,000	10,000			F&E		Y
E053730 FRC & Aquatic Centre CCTV	10,000	10,000	8,330	6,917	COB		Y
E084105 KCCC Flooring, curtains & outdoor blinds	30,000	30,000	25,000	-	L&B	Y	
E091100 Housing Construction	523,332	23,332	19,430	-	L&B		Y
E091114 6 Bowey Way Renovation	62,085	52,085	43,380	25,015	L&B	Y	
E091115 14 Stewart Street laundry	22,238	22,238	18,520	-	L&B	Y	
E091116 12 Bowey Way Renovation	-	125,000	104,170	90,515	L&B	Y	
E091107 Unit 4/25 Johnston Street renovation	32,238	12,238	10,190	-	L&B	Y	
E107131 Cemetery Toilets	33,438	33,438	27,850	-	L&B		Y
E112100 Aquatic Centre - Slide structure	200,000		14,500	-	Inf	Y	
E112100 Aquatic Centre - Filter replacement	15,000	15,000		10,832	Inf	Y	
E112100 Aquatic Centre - Slide pool sofffall, shade, cricket net etc.	37,325	2,407		-	Inf		Y
E113940 FRC Generator	40,000	40,000	41,660		P&E		Y
E113940 Cricket pitch covers	10,000	10,000		12,300	P&E		Y
E113600 Hockey oval lights	115,000	115,000	95,830	73,897	Inf		Y
E113907 FRC Playground shade & Tennis club playground	30,000	30,000	25,000	-	P&E	Y	
E113905 FRC Changeroom upgrades	51,182	51,182	42,640	5,350	L&B	Y	
E117100 AAP Footpaths & fence	50,200	50,200	41,820	34,134	COB		Y
E123100 Grader (PE25)	420,000	420,000			P&E	Y	
E123100 Side Tipper (PE142)	120,000	120,000		119,505	P&E		Y
E123100 Dolly (new)	32,000	32,000		33,700	P&E		Y
E123100 Tractor (PE15)	82,000	82,000	603,330		P&E	Y	
E123100 Sundry Plant	10,000	10,000			P&E		Y
E123100 Variable messaging trailers	-	60,000		59,100	MV	Y	
E123105 Toyota Prado (WM)	68,000	68,000		61,862	MV	Y	
E123105 4x2 Utility (MV22 - Dozer)	33,000	33,000		34,078	MV	Y	
E123105 Toyota Prado (CEO)	65,000	65,000			MV	Y	
E123105 SR5 Hilux 4x4 Dual Cab (DCEO)	59,000	59,000	566,910	58,266	MV	Y	
E123105 Prime Mover (MV41)	300,000	300,000		315,700	MV	Y	
E123105 Town Utility 4x2 (new - MV127)	34,000	34,000		32,548	MV	Y	
E123105 Crew cab Town (MV26)	69,330	69,330		70,043	MV	Y	
E123105 Dual cab 4x4 Leading Hand (MV117)	52,000	52,000			MV	Y	
E121260 HSVPP Road Construction	118,181	118,181	98,470	121,306	Inf	Y	
E121500 RRG Road Construction	581,141	649,336	541,080	633,135	Inf	Y	
E121520 R2R Road Construction	534,265	550,179	483,040	548,248	Inf	Y	
E121551 WSN Road Construction	3,227,995	3,407,995	2,839,980	2,851,746	Inf	Y	
E121552 RRUPP Road Construction	1,001,212	1,001,212	834,320	311,455	Inf	Y	
E121750 BS Road Construction	842,938	842,938	702,420	30,769	Inf	Y	
E121550 Own Resource Road Construction	98,467	98,467	82,000	45,654	Inf	Y	
E121580 Footpath Construction	150,000	150,000	124,990	20,083	Inf	Y	
E121570 Depot Crib Room	200,000	200,000	166,670	112,010	L&B		Y
E132600 Caravan Park Disabled Ablutions	12,938	12,938	10,770	35,382	L&B		Y
E132650 Short stay accommodation	338,000	338,000	281,650	-	L&B		Y
E137600 Old Admin Building roof & bathroom	111,566	111,566	92,950	93,722	L&B	Y	
E139200 Fuel Facility OPT Shelter & Tank Guaging equipment	40,000	27,000	22,500	46,673	P&E	Y	
	9,893,073	9,564,264	7,994,390	5,893,945			

Note 3(b) - Disposal of Assets	Budgeted	Budgeted	Budgeted	Actual WDV	Actual	Actual
	WDV	Proceeds	Profit/(loss) on sale			
PE124 CAT 12H Grader (PE25)	58,000	65,000	7,000			0
PE132 New Holland TS100A Tractor (PE15)	10,700	22,000	11,300			0
MV165 Isuzu Giga CXZ Prime Mover (MV41)	87,000	60,000	(27,000)	90,970	90,909	(61)
MV135 Holden Colorado Single Cab (MV22 Dozer)	8,100	3,000	(5,100)	7,946	10,510	2,564
Mitsubishi Triton Single Cab (MV56)	-	2,000	2,000	0	1,455	1,455
MV173 Holden Colorado Dual Cab (MV117)	19,000	32,000	13,000			0
MV190 Toyota Prado MW (MV30)	57,000	60,000	3,000	56,700	57,886	1,186
MV181 Toyota Hilux SR5 (MV126 Shared)	-	-	0	36,730	-	(36,730)
MV187 Toyota Prado CEO (MV27)	56,400	58,000	1,600			0
MV175 Mitsubishi Canter Town (MV26)	25,070	35,450	10,380	24,793	39,000	14,207
MV167 Holden Trailblazer (MV54)	15,800	30,000	14,200	16,000	29,091	13,091
	337,070	367,450	30,380	233,140	228,850	(4,289)

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

Note 4 - Cash Backed Reserves

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

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

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

Note 5 - Operating Grants

Grant Source	Purpose	Original Budget	Amended Budget	YTD Budget	YTD Actual
Grants Commission	Federal financial assistance grants	550,000	806,780	605,085	605,086
Fire & Emergency Services	Emergency Services Levy Operating Grant	25,000	60,000	45,000	60,222
KCCC Sustainability Grant	Childcare Sustainability Grant	65,000	65,000	32,500	65,000
KCCC Traineeship Grant	Childcare Traineeship Grant	1,500	1,500	1,250	-
Main Roads	State Direct Grant (Untied Road Funding)	243,626	243,626	243,626	248,867
Department of Primary Industries & Regional Development	Community Resource Centre Funding	105,311	105,311	78,984	109,028
	Support Grant & Video Conferencing Grant	3,000	3,000	2,500	1,368
		993,437	1,285,217	1,008,945	1,089,571

Capital Grants

Grant Source	Purpose	Original Budget	Amended Budget	YTD Budget	YTD Actual (Income recognised)	Grant income received
Local Roads & Community Infrastructure Program	Federal Government Stimulus to deliver priority local roads and community infrastructure projects	770,000	770,000	641,667	519,434	203,511
CSRFF	Hockey Oval Lights	33,000	33,000	48,000	-	-
Hockey Club	Hockey Oval Lights	5,000	5,000	-	-	-
Colts Carnival Trust	Cricket pitch mats	10,000	10,000	-	12,300	12,300
Businesses	Contribution to Short Term Accommodation	50,000	50,000	-	-	-
Main Roads - Regional Road Group	Road Construction	375,000	395,807	296,856	395,936	385,380
Federal - Heavy Vehicle Safety & Productivity Program	Heavy Vehicle Road Construction	31,355	-	-	-	110,000
Federal - Wheatbelt Secondary Freight Network	WSFN Road Construction	3,045,687	3,213,087	3,213,087	2,664,472	2,436,150
Federal - Remote Roads Upgrade Pilot Program	Road Construction	800,000	800,000	-	249,164	-
Federal - Roads to Recovery	Road Construction	534,904	548,459	411,345	548,459	534,904
Federal - Black Spot Program	Road Construction on Dangerous Roads	555,317	555,317	222,000	36,677	173,380
		6,210,263	6,380,670	4,832,955	4,426,442	3,855,625

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

Note 6 - Borrowings

	Budget				Actual			
	Principal 01/07/2022	Principal Repayments	Principal 30/06/2023	Interest Repayments	Principal 01/07/2022	Principal Repayments	Principal 30/06/23	Interest Repayments
Loan 1 Administration Building	979,881	96,179	883,702	36,259	979,881	47,724	932,157	16,720
	979,881	96,179	883,702	36,259	979,881	47,724	932,157	16,720

Note 7 - Receivables

Rates receivable	2021/22	
	Full year	2022/23 YTD
	\$	\$
Opening arrears previous years	57,236	88,600
Levied this year	2,191,470	2,255,867
Less - collections to date	(2,160,106)	(2,290,411)
Equals current outstanding	88,600	54,056
Net rates collectable	88,600	54,056
% Collected	96.1%	97.7%

Trade Receivables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(242)	36,780	5,498	20	50	42,106
Percentage	-0.6%	87.4%	13.1%	0.0%	0.1%	
Allowance for impairment of receivables						0
Total receivables general outstanding						42,106
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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

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

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

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

The material variance adopted by Council for the 2022-23 year is \$10,000 and 10.00%.

Revenue from operating activities	Var \$	Var %	Explanation
Ex gratia rates	0	0%	Below 10% & \$10,000 threshold
Operating grants, subsidies and contributions	81,313	8%	Timing difference related to CRC Operational Grant and KCCC Sustainability Grant - final payments received earlier than budgeted.
Fees and charges	(115,222)	-7%	Childcare fees \$51k underbudget (mostly offset by lower salaries & other costs); Standpipe water \$33k underbudget due to wet winter; Fuel sales \$36k underbudget - sales volume is 66,161L above budget but the sales price is an average of \$1.83/L compared to budget of \$2.25/L.
Interest earnings	38,854	51%	Interest on municipal investments \$16k overbudget and interest on reserves received earlier than budgeted.
Other revenue	8,296	7%	Below 10% & \$10,000 threshold
Profit on asset disposals	(29,978)	-48%	Timing differences. Sale of utility MV173 (Plant MV117) budgeted to happen in November and Tractor in February. Neither have been traded yet. Refer to Note 3 for detail.
Expenditure from operating activities	Var \$	Var %	Explanation
Employee costs	(50,719)	3%	Direct employee costs are \$90k underbudget due to unfilled positions: KCCC Co-ordinator; Community Development Officer (now filled); plus Truck driver/plant operators. This is offset by the allocation of overheads in the budget - not enough allocated to road maintenance causing a large variance. Actual overheads have now been fully allocated to jobs.
Materials and contracts	212,951	-9%	Significant variances to budget are our plant fuel and oil costs & public fuel cost (currently \$190k under as we budgeted for cost of over \$2/L, actual around \$1.70/L); parts & repair costs are \$40k underbudget - plant hours are much lower than budgeted; contract employment \$84k underbudget. Offset by plant op costs allocated to jobs much lower than budgeted.
Utility charges	103,944	-37%	Electricity at the pool \$36k underbudget - there was an issue with the meter so we haven't been charged since May 22. We have now received an invoice - this has been processed in May and is consistent with the budget. Standpipe water usage underbudget \$40k- due to wet winter.
Depreciation on non-current assets	(69,390)	3%	Depreciation of All Ages Precinct not included in the budget.
Interest expenses	5,269	-24%	Below 10% & \$10,000 threshold
Insurance expenses	(1,809)	1%	Below 10% & \$10,000 threshold
Loss on asset disposals	32,039	-47%	Budgeted a loss on sale of MV165 Isuzu Prime Mover of \$27,000. Actual loss only \$61. Refer to Asset Information Page for more detail.
Investing activities	Var \$	Var %	Explanation
Non-operating grants, subsidies and contributions	(406,513)	-8%	Timing differences, mainly related to WSFN Funding. We have received first 80% of WSFN funding but are recognising income in line with expenditure and project milestones. Refer to Note 5 for breakdown.
Payments for property, plant and equipment and infrastructure	2,100,445	-26%	Refer to Note 3 page for individual differences in budget v actual expenditure.
Proceeds from disposal of assets	(78,600)	-26%	Timing differences - grader, tractor, utility & CEO Prado haven't been traded yet, however prime mover has been. Refer to Note 3 for detail.
Financing activities	Var \$	Var %	Explanation
Repayment of borrowings	(1,427)	3%	Below 10% & \$10,000 threshold
Transfer to reserves	(24,239)	70%	Interest received on early on reserves
Transfer from reserves	628,000	100%	Funds transferred out of reserves early
Rates	(1,711)	0%	Below 10% & \$10,000 threshold

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 30 April 2023								
COA	Description			Original Budget	Amended budget	YTD Budget	YTD Actual	Var.
				\$	\$	\$	\$	\$
E030100	Discount Allowed on Rates	01	Rates	\$94,120	\$94,120	\$94,120	\$95,866	\$1,746
E030110	RATES WRITTEN OFF	01	Rates	\$9,823	\$9,823	\$9,823	\$11,251	\$1,428
I030001	General Rate - GRV	01	Rates	(\$204,618)	(\$204,618)	(\$204,618)	(\$204,618)	\$0
I030101	General Rate - UV	01	Rates	(\$2,014,062)	(\$2,014,062)	(\$2,014,062)	(\$2,014,062)	(\$0)
I030105	Interim Rates - GRV/UV	01	Rates	\$0	\$0	\$0	(\$1,462)	(\$1,462)
I030131	Minimum Rates- GRV	01	Rates	(\$12,724)	(\$12,724)	(\$12,724)	(\$12,724)	\$0
I030133	Minimum Rates - UV	01	Rates	(\$23,001)	(\$23,001)	(\$23,001)	(\$23,001)	\$0
I030150	EX GRATIA RATES	01	Rates	(\$25,633)	(\$25,633)	(\$25,633)	(\$25,633)	(\$0)
			Rates Total	(\$2,176,094)	(\$2,176,094)	(\$2,176,094)	(\$2,174,384)	\$1,711
I030142	Admin Charge for Instalments	02	User Charges	(\$650)	(\$650)	(\$542)	(\$539)	\$3
I030160	Information & Search Fees	02	User Charges	(\$3,000)	(\$3,000)	(\$2,500)	(\$3,333)	(\$833)
I030170	LEGAL FEES RECOVERED	02	User Charges	\$0	\$0	\$0	(\$325)	(\$325)
I042040	SUNDRY INCOME	02	User Charges	\$0	\$0	\$0	(\$0)	(\$0)
I052400	FINES AND PENALTIES	02	User Charges	(\$200)	(\$200)	(\$167)	(\$600)	(\$433)
I052420	DOG REGISTRATION FEES	02	User Charges	(\$2,200)	(\$2,200)	(\$2,200)	(\$1,956)	\$244
I052430	CAT REGISTRATION FEE INCOME	02	User Charges	(\$200)	(\$200)	(\$200)	(\$600)	(\$400)
I074100	OTHER INCOME	02	User Charges	\$0	\$0	\$0	(\$776)	(\$776)
I074410	OTHER LICENSES	02	User Charges	\$0	\$0	\$0	(\$1,722)	(\$1,722)
I084010	Fees & Charges	02	User Charges	(\$296,000)	(\$296,000)	(\$246,667)	(\$195,486)	\$51,181
I084040	FUNDRAISING - GST	02	User Charges	(\$5,000)	(\$5,000)	(\$4,167)	(\$149)	\$4,017
I101400	CHARGES - REFUSE REMOVAL	02	User Charges	(\$88,628)	(\$88,628)	(\$88,628)	(\$88,677)	(\$49)
I102410	CHARGES - REFUSE REMOVAL	02	User Charges	(\$17,152)	(\$17,152)	(\$17,152)	(\$17,302)	(\$150)
I106110	Planning Approvals	02	User Charges	(\$1,000)	(\$1,000)	(\$833)	(\$8,637)	(\$7,804)
I107400	CHARGES - CEMETERY FEES	02	User Charges	(\$2,000)	(\$2,000)	(\$1,667)	(\$2,455)	(\$788)
I111022	RENTAL FROM MEMORIAL HALL	02	User Charges	(\$4,656)	(\$4,656)	(\$3,880)	\$0	\$3,880
I112405	Pool Admission - Adults	02	User Charges	(\$8,100)	(\$8,100)	(\$8,100)	(\$7,684)	\$416
I112410	Pool Admission - Children	02	User Charges	(\$6,250)	(\$6,250)	(\$6,250)	(\$5,426)	\$824
I112450	Pool Slide Income	02	User Charges	(\$20,000)	(\$20,000)	(\$20,000)	(\$22,888)	(\$2,888)
I112480	SEASON PASS	02	User Charges	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,109)	(\$109)
I112600	EVENTS	02	User Charges	(\$1,000)	(\$1,000)	(\$1,000)	(\$2,027)	(\$1,027)
I113050	MEMBERSHIPS - CORPORATE	02	User Charges	\$0	\$0	\$0	(\$109)	(\$109)
I113100	Memberships - Adult	02	User Charges	(\$11,865)	(\$11,865)	(\$9,888)	(\$10,996)	(\$1,109)
I113110	Memberships - Children	02	User Charges	(\$545)	(\$545)	(\$545)	(\$873)	(\$327)
I113120	Memberships - Social	02	User Charges	(\$818)	(\$818)	(\$818)	(\$1,070)	(\$252)
I113130	MEMBERSHIPS - SHORT TERM	02	User Charges	(\$200)	(\$200)	(\$200)	(\$396)	(\$196)
I113150	EVENTS AND CATERING	02	User Charges	(\$2,000)	(\$2,000)	(\$1,667)	(\$2,414)	(\$748)
I113300	Hire - Indoor Courts	02	User Charges	(\$500)	(\$500)	(\$417)	(\$182)	\$235
I113320	Hire - Kitchen	02	User Charges	(\$4,000)	(\$4,000)	(\$3,333)	(\$3,564)	(\$231)
I113351	HIRE - TENNIS COURTS	02	User Charges	\$0	\$0	\$0	\$0	\$0
I113380	Hire - Golf/Tennis Pavilion	02	User Charges	(\$800)	(\$800)	(\$667)	(\$267)	\$399
I113390	Hire - Function Rooms	02	User Charges	(\$1,500)	(\$1,500)	(\$1,250)	(\$6,107)	(\$4,857)
I113500	BAR SALES	02	User Charges	(\$120,000)	(\$120,000)	(\$100,000)	(\$123,914)	(\$23,914)
I113505	Canteen Sales	02	User Charges	(\$2,500)	(\$2,500)	(\$2,083)	(\$1,504)	\$579
I132409	HOSTEL CHARGES	02	User Charges	(\$10,000)	(\$10,000)	(\$8,333)	(\$5,982)	\$2,352
I132410	Caravan Park Charges	02	User Charges	(\$35,000)	(\$35,000)	(\$29,167)	(\$36,711)	(\$7,544)
I132430	MERCHANDISE SALES	02	User Charges	(\$1,000)	(\$1,000)	(\$833)	(\$1,007)	(\$173)
I132450	SALE OF THH SOUVENIRS (DO NOT USE)	02	User Charges	\$0	\$0	\$0	\$0	\$0
I133410	BUILDING PERMITS	02	User Charges	(\$4,000)	(\$4,000)	(\$3,333)	(\$5,046)	(\$1,712)
I133420	BCITF LEVY COLLECTION	02	User Charges	(\$500)	(\$500)	(\$417)	(\$1,120)	(\$704)
I133425	BUILDING SERVICES LEVY COLLECTION	02	User Charges	(\$1,000)	(\$1,000)	(\$833)	(\$3,521)	(\$2,687)
I134010	CRC MEMBERSHIPS	02	User Charges	(\$300)	(\$300)	(\$250)	(\$77)	\$173
I134070	PHOTOCOPYING/PRINTING	02	User Charges	(\$9,500)	(\$9,500)	(\$7,917)	(\$12,040)	(\$4,124)
I134100	INTERNET/COMPUTER USAGE	02	User Charges	(\$300)	(\$300)	(\$250)	(\$55)	\$195
I134120	STAFF ASSISTANCE/LABOUR	02	User Charges	(\$3,000)	(\$3,000)	(\$2,500)	(\$602)	\$1,898
I134130	KULIN UPDATE	02	User Charges	(\$8,000)	(\$8,000)	(\$6,667)	(\$4,206)	\$2,460
I134140	Laminating	02	User Charges	(\$750)	(\$750)	(\$625)	(\$494)	\$131
I134150	Equipment Hire	02	User Charges	(\$500)	(\$500)	(\$417)	(\$27)	\$389
I134160	KULIN PHONE DIRECTORY	02	User Charges	(\$1,500)	(\$1,500)	(\$1,250)	(\$182)	\$1,068
I134170	BUILDING/ROOM HIRE	02	User Charges	(\$800)	(\$800)	(\$667)	(\$286)	\$380
I134180	PUBLIC TRAINING/COURSES	02	User Charges	(\$20,000)	(\$20,000)	(\$16,667)	(\$423)	\$16,244
I134185	EVENT INCOME & SPONSORSHIP (GST)	02	User Charges	(\$5,000)	(\$5,000)	(\$4,167)	(\$268)	\$3,899
I134186	EVENT INCOME & SPONSORSHIP (GST F)	02	User Charges	(\$1,000)	(\$1,000)	(\$833)	(\$6,820)	(\$5,987)
I134190	Commissions	02	User Charges	(\$8,640)	(\$8,640)	(\$7,200)	(\$7,200)	\$0
I134215	SUNDRY SERVICES	02	User Charges	(\$1,000)	(\$1,000)	(\$833)	\$0	\$833
I134220	BINDING	02	User Charges	(\$2,000)	(\$2,000)	(\$1,667)	(\$55)	\$1,612
I134225	TRAINEESHIP REIMBURSEMENTS	02	User Charges	(\$4,500)	(\$4,500)	(\$3,750)	\$0	\$3,750
I136010	SALE OF STANDPIPE WATER	02	User Charges	(\$50,000)	(\$50,000)	(\$41,667)	(\$8,611)	\$33,056
I136115	Community Cropping Program	02	User Charges	(\$1,217)	(\$1,217)	(\$1,217)	(\$1,227)	(\$10)
I137010	RENTAL INCOME - OLD ADMIN BUILDING	02	User Charges	(\$6,720)	(\$6,720)	(\$5,600)	\$0	\$5,600
I139010	SALES - PUBLIC	02	User Charges	(\$1,003,650)	(\$1,003,650)	(\$832,050)	(\$795,672)	\$36,378
I141410	Private Works	02	User Charges	(\$50,000)	(\$50,000)	(\$41,667)	(\$23,791)	\$17,876
I142100	Hire of Bus & Trailer	02	User Charges	(\$12,000)	(\$12,000)	(\$10,000)	(\$7,791)	\$2,209
I143046	CONTRIBUTION FOR VEHICLE	02	User Charges	(\$5,200)	(\$5,200)	(\$4,333)	\$0	\$4,333
			User Charges Total	(\$1,857,842)	(\$1,857,842)	(\$1,569,928)	(\$1,445,303)	\$124,625
I030140	Interest on Instalments	03	Interest	(\$1,100)	(\$1,100)	(\$917)	(\$922)	(\$5)
I030141	PENALTY INTEREST	03	Interest	(\$3,500)	(\$3,500)	(\$2,917)	(\$3,119)	(\$202)
I032100	INTEREST ON MUNICIPAL	03	Interest	(\$4,000)	(\$4,000)	(\$3,500)	(\$53,653)	(\$16,153)
I032110	INTEREST ON PLANT RESERVE	03	Interest	(\$10,867)	(\$10,867)	(\$5,433)	(\$8,837)	(\$3,403)
I032120	Interest on LSL & AL Reserve	03	Interest	(\$13,588)	(\$13,588)	(\$6,794)	(\$11,049)	(\$4,255)
I032130	INTEREST ON BUILDING RESERVE	03	Interest	(\$16,546)	(\$16,546)	(\$8,273)	(\$13,455)	(\$5,182)
I032140	Interest on Admin Equip Reserv	03	Interest	(\$909)	(\$909)	(\$454)	(\$739)	(\$285)
I032150	Interest on Freebairn Recreation Centre Rese	03	Interest	(\$6,432)	(\$6,432)	(\$3,216)	(\$5,231)	(\$2,015)
I032160	Interest on Joint Venture Reserve	03	Interest	(\$2,367)	(\$2,367)	(\$1,184)	(\$1,925)	(\$741)

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 30 April 2023								
COA	Description		Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	\$	\$
1032170	INTEREST ON FRC SURFACE & EQUIP RE	03	Interest	(\$1,333)	(\$1,333)	(\$667)	(\$1,084)	(\$417)
1032180	INTEREST ON NATURAL DISASTER RESE	03	Interest	(\$4,437)	(\$4,437)	(\$2,219)	(\$3,608)	(\$1,390)
1032185	INTEREST ON FREEBAIRN SPORTSPERS	03	Interest	(\$425)	(\$425)	(\$212)	(\$345)	(\$133)
1032197	INTEREST ON MEDICAL SERVICES RESE	03	Interest	(\$3,584)	(\$3,584)	(\$1,792)	(\$2,915)	(\$1,123)
1032198	INTEREST ON FUEL FACILITY RESERVE	03	Interest	(\$823)	(\$823)	(\$411)	(\$1,320)	(\$908)
1032199	INTEREST ON SHORT STAY ACCOMMOD	03	Interest	(\$8,434)	(\$8,434)	(\$4,217)	(\$6,859)	(\$2,642)
			Interest Total	(\$78,344)	(\$119,344)	(\$76,205)	(\$115,059)	(\$38,854)
1031102	LRCIP GRANT	04	Asset Grants	(\$770,000)	(\$770,000)	(\$641,667)	(\$519,434)	\$122,233
1113334	GRANTS - SPORTING PROJECTS	04	Asset Grants	(\$48,000)	(\$48,000)	(\$48,000)	(\$12,300)	\$35,700
1121260	HSVPP	04	Asset Grants	(\$31,355)	\$0	\$0	\$0	\$0
1121500	REGIONAL ROAD GROUP	04	Asset Grants	(\$375,000)	(\$395,807)	(\$296,856)	(\$395,936)	(\$99,080)
1121520	ROADS TO RECOVERY	04	Asset Grants	(\$534,904)	(\$548,459)	(\$411,345)	(\$548,459)	(\$137,114)
1121530	WSFN FUNDING	04	Asset Grants	(\$3,045,687)	(\$3,213,087)	(\$3,213,087)	(\$2,664,472)	\$548,615
1121540	RRUPP GRANT INCOME	04	Asset Grants	(\$800,000)	(\$800,000)	\$0	(\$249,164)	(\$249,164)
1121750	BLACK SPOT	04	Asset Grants	(\$555,317)	(\$555,317)	(\$222,000)	(\$36,677)	\$185,323
1132412	CARAVAN PARK RELOCATION GRANTS	04	Asset Grants	(\$50,000)	(\$50,000)	\$0	\$0	\$0
			Asset Grants Total	(\$6,210,263)	(\$6,380,670)	(\$4,832,955)	(\$4,426,442)	\$406,513
1031100	Grants Commission	05	Operating Grants, Subsidies & Contr	(\$550,000)	(\$806,780)	(\$605,085)	(\$605,086)	(\$1)
1052100	GRANT INCOME	05	Operating Grants, Subsidies & Contr	\$0	\$0	\$0	(\$687)	(\$687)
1053010	ESL Bush Fires Allocation	05	Operating Grants, Subsidies & Contr	(\$25,000)	(\$60,000)	(\$45,000)	(\$60,222)	(\$15,222)
1084020	Family & Childrens Grant	05	Operating Grants, Subsidies & Contr	(\$65,000)	(\$65,000)	(\$32,500)	(\$65,000)	(\$32,500)
1084030	TRAINEESHIPS	05	Operating Grants, Subsidies & Contr	(\$1,500)	(\$1,500)	(\$1,250)	\$0	\$1,250
1122360	Government Grants	05	Operating Grants, Subsidies & Contr	(\$243,626)	(\$243,626)	(\$243,626)	(\$248,867)	(\$5,241)
1134500	GRANTS - CRC OPERATIONAL	05	Operating Grants, Subsidies & Contr	(\$105,311)	(\$105,311)	(\$78,984)	(\$109,028)	(\$30,044)
1134510	OTHER GRANTS	05	Operating Grants, Subsidies & Contr	(\$3,000)	(\$3,000)	(\$2,500)	(\$1,368)	\$1,132
			Operating Grants, Subsidies & Co	(\$993,437)	(\$1,285,217)	(\$1,008,945)	(\$1,090,258)	(\$81,313)
1042040	SUNDRY INCOME	06	Other Revenue	\$0	\$0	\$0	(\$500)	(\$500)
1042440	PHOTOCOPYING & PRINTING	06	Other Revenue	\$0	\$0	\$0	(\$0)	(\$0)
1074100	OTHER INCOME	06	Other Revenue	\$0	\$0	\$0	(\$91)	(\$91)
			Other Revenue Total	\$0	\$0	\$0	(\$591)	(\$591)
1113335	Community Contributions	07	Non-Cash Contributions	(\$20,000)	(\$20,000)	(\$16,667)	(\$28,421)	(\$11,754)
			Non-Cash Contributions Total	(\$20,000)	(\$20,000)	(\$16,667)	(\$28,421)	(\$11,754)
1042297	PROFIT ON SALE OF ASSET	08	Profit On Asset Disposal	(\$15,800)	(\$15,800)	(\$15,800)	(\$13,091)	\$2,709
1122299	Proceeds on Sale of Asset	08	Profit On Asset Disposal	\$0	\$0	\$0	\$0	\$0
1123297	Profit on Sale of Asset	08	Profit On Asset Disposal	(\$46,680)	(\$46,680)	(\$46,680)	(\$19,411)	\$27,269
			Profit On Asset Disposal Total	(\$62,480)	(\$62,480)	(\$62,480)	(\$32,502)	\$29,978
1092100	RENTAL - OTHER HOUSING	10	Rental Income	(\$22,013)	(\$22,013)	(\$17,940)	(\$20,840)	(\$2,900)
1092110	Rental - GEHA Housing	10	Rental Income	(\$52,284)	(\$52,284)	(\$43,570)	(\$35,547)	\$8,023
1092150	RENTAL - JOINT VENTURE	10	Rental Income	(\$48,304)	(\$48,304)	(\$39,997)	(\$37,691)	\$2,306
1111022	RENTAL FROM MEMORIAL HALL	10	Rental Income	\$0	\$0	\$0	(\$3,327)	(\$3,327)
1112510	STAFF RENT	10	Rental Income	(\$5,850)	(\$5,850)	(\$4,875)	(\$4,920)	(\$45)
1134170	BUILDING/ROOM HIRE	10	Rental Income	\$0	\$0	\$0	(\$2,195)	(\$2,195)
1137010	RENTAL INCOME - OLD ADMIN BUILDING	10	Rental Income	\$0	\$0	\$0	(\$2,482)	(\$2,482)
1143100	STAFF HOUSING RENTAL	10	Rental Income	(\$17,725)	(\$17,725)	(\$14,856)	(\$11,884)	\$2,972
			Rental Income Total	(\$146,176)	(\$146,176)	(\$121,238)	(\$118,887)	\$2,351
1030170	LEGAL FEES RECOVERED	11	Reimbursements, Donations And Co	(\$4,000)	(\$4,000)	(\$3,333)	\$0	\$3,333
1030171	LEGAL FEES RECOVERED (NO GST)	11	Reimbursements, Donations And Co	(\$6,500)	(\$6,500)	(\$5,417)	\$0	\$5,417
1041045	Reimbursements	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$21)	(\$21)
1042015	LSL TRANSFERRED FROM OTHER SHIRE	11	Reimbursements, Donations And Co	(\$4,687)	(\$17,921)	(\$17,921)	(\$17,922)	(\$1)
1042040	SUNDRY INCOME	11	Reimbursements, Donations And Co	(\$1,200)	(\$1,200)	(\$1,000)	(\$54)	\$946
1042045	REIMBURSEMENTS	11	Reimbursements, Donations And Co	(\$1,000)	(\$1,000)	(\$833)	\$0	\$833
1042046	CONTRIBUTION TO VEHICLES	11	Reimbursements, Donations And Co	(\$25,675)	(\$25,675)	(\$21,396)	(\$9,885)	\$11,511
1042051	VEHICLE CONTRIBUTION - NOVATED LEA	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$3,645)	(\$3,645)
1051100	FIRE CONTRIBUTIONS	11	Reimbursements, Donations And Co	(\$100)	(\$100)	(\$83)	\$0	\$83
1053030	ESL ADMINISTRATION	11	Reimbursements, Donations And Co	(\$4,000)	(\$4,000)	(\$4,000)	(\$4,000)	\$0
1053050	SALE OF PROTECTIVE CLOTHING	11	Reimbursements, Donations And Co	(\$500)	(\$500)	(\$417)	(\$981)	(\$564)
1080100	REIMBURSEMENT FROM SCHOOL	11	Reimbursements, Donations And Co	(\$10,000)	(\$10,000)	(\$8,333)	(\$6,747)	\$1,586
1082100	KULIN RETIREMENT HOMES ADMIN REIM	11	Reimbursements, Donations And Co	\$0	\$0	\$0	\$0	\$0
1084040	FUNDRAISING - GST	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$1,164)	(\$1,164)
1091930	Insurance claim	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$1,364)	(\$1,364)
1092391	Reimbursements - General	11	Reimbursements, Donations And Co	(\$250)	(\$250)	(\$208)	\$0	\$208
1102030	Drum Muster Reimbursement	11	Reimbursements, Donations And Co	(\$1,000)	(\$1,000)	(\$833)	(\$1,654)	(\$820)
1102420	SALE OF BINS	11	Reimbursements, Donations And Co	(\$200)	(\$200)	(\$167)	(\$100)	\$67
1111021	MEMORIAL HALL DONATIONS/GRANTS	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$1,000)	(\$1,000)
1112491	REIMBURSEMENTS LSL POOL MANAGER	11	Reimbursements, Donations And Co	(\$14,486)	(\$14,486)	\$0	\$0	\$0
1113150	EVENTS AND CATERING	11	Reimbursements, Donations And Co	\$0	\$0	\$0	\$0	\$0
1113270	REIMBURSEMENT	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$3,600)	(\$3,600)
1113410	SUNDRY DONATIONS	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$3,472)	(\$3,472)
1113510	Reimbursements	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$115)	(\$115)
1122500	Miscellaneous Income	11	Reimbursements, Donations And Co	(\$2,000)	(\$2,000)	\$0	\$0	\$0
1125000	WSFN PROGRAM ADMINISTRATION INCO	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$2,099)	(\$2,099)
1132100	Grants	11	Reimbursements, Donations And Co	(\$1,000)	(\$1,000)	(\$833)	\$0	\$833
1134185	EVENT INCOME & SPONSORSHIP (GST)	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$591)	(\$591)
1134186	EVENT INCOME & SPONSORSHIP (GST F	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$780)	(\$780)
1134225	TRAINEESHIP REIMBURSEMENTS	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$1,169)	(\$1,169)
1138020	OTHER RACES INCOME	11	Reimbursements, Donations And Co	(\$15,000)	(\$15,000)	\$0	(\$439)	(\$439)
1139090	REIMBURSEMENTS	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$16,187)	(\$16,187)
1143046	CONTRIBUTION FOR VEHICLE	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$4,400)	(\$4,400)
1143160	Subsidies Reimbursed	11	Reimbursements, Donations And Co	(\$10,746)	(\$10,746)	(\$10,746)	(\$10,292)	\$454
1143390	REIMBURSEMENTS	11	Reimbursements, Donations And Co	(\$7,500)	(\$7,500)	(\$6,250)	(\$6,805)	(\$555)
1144100	DIESEL REBATE	11	Reimbursements, Donations And Co	(\$35,000)	(\$35,000)	(\$29,167)	(\$20,428)	\$8,738
1144300	WATER REIMBURSEMENT	11	Reimbursements, Donations And Co	\$0	\$0	\$0	(\$148)	(\$148)
1147360	SALE OF PARTS/SCRAP	11	Reimbursements, Donations And Co	(\$500)	(\$500)	(\$417)	\$0	\$417

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 30 April 2023								
COA	Description		Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	\$	\$
			Reimbursements, Donations And	(\$145,344)	(\$158,578)	(\$111,355)	(\$119,060)	(\$7,705)
I102410	CHARGES - REFUSE REMOVAL	13	Service Charges	\$0	\$0	\$0	\$0	\$0
			Service Charges Total	\$0	\$0	\$0	\$0	\$0
E042010	SALARIES	30	Employee Costs	\$650,006	\$750,006	\$625,010	\$635,967	\$10,957
E042015	Admin Long Service Leave	30	Employee Costs	\$58,685	\$81,185	\$67,650	\$57,642	(\$10,008)
E042020	SUPERANNUATION	30	Employee Costs	\$99,946	\$99,946	\$83,288	\$89,400	\$6,112
E042025	ADMINISTRATION HOUSING ALLOWANCE	30	Employee Costs	\$25,480	\$25,480	\$21,233	\$17,640	(\$3,593)
E042046	STAFF HOUSING	30	Employee Costs	\$8,235	\$8,235	\$6,862	\$10,229	\$3,367
E042050	OFFICE MAINTENANCE	30	Employee Costs	\$2,993	\$2,993	\$2,494	\$707	(\$1,786)
E042120	Cleaning	30	Employee Costs	\$15,353	\$15,353	\$12,794	\$11,415	(\$1,379)
E042170	CONTRACT EMPLOYMENT	30	Employee Costs	\$0	\$0	\$0	\$0	\$0
E042190	KEY TO KULIN	30	Employee Costs	\$3,200	\$3,200	\$2,667	\$1,890	(\$777)
E051070	SUNDRY FIRE PREVENTION COSTS	30	Employee Costs	\$0	\$0	\$0	\$1,677	\$1,677
E052010	Dog Control Costs	30	Employee Costs	\$0	\$0	\$0	\$26	\$26
E052020	CAT CONTROL COSTS	30	Employee Costs	\$0	\$0	\$0	\$52	\$52
E053051	EMERGENCY BUILDING MAINTENANCE	30	Employee Costs	\$2,993	\$2,993	\$2,494	\$357	(\$2,137)
E074040	GROUP/REGIONAL SCHEME	30	Employee Costs	\$0	\$0	\$0	\$0	\$0
E075020	Mosquito Control	30	Employee Costs	\$989	\$989	\$824	\$238	(\$586)
E077020	MEDICAL CENTRE	30	Employee Costs	\$6,245	\$6,245	\$5,204	\$4,110	(\$1,094)
E080100	Contribution to School	30	Employee Costs	\$3,955	\$3,955	\$3,296	\$4,572	\$1,276
E084010	Salaries	30	Employee Costs	\$244,969	\$244,969	\$204,141	\$168,892	(\$35,249)
E084012	SALARIES - GARDENING	30	Employee Costs	\$2,602	\$2,602	\$2,169	\$1,935	(\$233)
E084013	SUPERANNUATION	30	Employee Costs	\$28,973	\$28,973	\$24,144	\$16,563	(\$7,581)
E084014	CLEANING SALARIES	30	Employee Costs	\$11,849	\$11,849	\$9,874	\$8,405	(\$1,470)
E084061	STAFF HOUSING	30	Employee Costs	\$7,280	\$7,280	\$6,067	\$2,940	(\$3,127)
E084070	REPAIRS & MAINTENANCE	30	Employee Costs	\$1,339	\$1,339	\$1,116	\$1,399	\$284
E084075	STAFF EXPENSES	30	Employee Costs	\$984	\$984	\$820	\$300	(\$520)
E092050	OTHER HOUSING MAINTENANCE	30	Employee Costs	\$788	\$788	\$656	\$2,502	\$1,846
E092060	KULIN RETIREMENT HOMES	30	Employee Costs	\$10,123	\$10,123	\$8,436	\$6,162	(\$2,273)
E092148	GEHA HOUSING - COSTS	30	Employee Costs	\$4,177	\$4,177	\$3,481	\$4,390	\$909
E092150	JOINT VENTURE HOUSING - COSTS	30	Employee Costs	\$15,543	\$15,543	\$12,952	\$8,795	(\$4,158)
E092170	COMMUNITY BANK HOUSE COSTS	30	Employee Costs	\$1,339	\$1,339	\$1,116	\$3,203	\$2,087
E101020	DOMESTIC REFUSE COLLECTION	30	Employee Costs	\$2,602	\$2,602	\$2,169	\$2,921	\$753
E101021	DUDININ REFUSE COLLECTION	30	Employee Costs	\$1,952	\$1,952	\$1,626	\$1,638	\$12
E101030	REFUSE SITE MAINTENANCE	30	Employee Costs	\$21,078	\$21,078	\$17,565	\$17,854	\$288
E102020	Commercial Refuse Collection	30	Employee Costs	\$10,149	\$10,149	\$8,457	\$7,350	(\$1,107)
E102030	Drum Muster	30	Employee Costs	\$520	\$520	\$434	\$138	(\$296)
E104010	Urban Stormwater Drainage	30	Employee Costs	\$0	\$0	\$0	\$951	\$951
E105051	Reinstatement of Gravel Pits	30	Employee Costs	\$318	\$318	\$265	\$0	(\$265)
E107031	KULIN CEMETERY	30	Employee Costs	\$1,353	\$1,353	\$1,128	\$1,424	\$296
E107032	DUDININ CEMETERY	30	Employee Costs	\$0	\$0	\$0	\$1,121	\$1,121
E107033	Pingaring Cemetery	30	Employee Costs	\$0	\$0	\$0	\$1,148	\$1,148
E107050	PUBLIC CONVENIENCES	30	Employee Costs	\$16,393	\$16,393	\$13,661	\$15,163	\$1,502
E107052	PUBLIC CONVENIENCES DUDININ	30	Employee Costs	\$1,353	\$1,353	\$1,128	\$1,367	\$239
E107053	PUBLIC CONVENIENCES PINGARING	30	Employee Costs	\$0	\$0	\$0	\$227	\$227
E107060	WAR MEMORIAL	30	Employee Costs	\$1,353	\$1,353	\$1,128	\$153	(\$975)
E111021	MEMORIAL HALL	30	Employee Costs	\$2,119	\$2,119	\$1,766	\$1,686	(\$80)
E111031	PINGARING HALL	30	Employee Costs	\$0	\$0	\$0	\$317	\$317
E112021	Salaries	30	Employee Costs	\$113,485	\$113,485	\$94,571	\$79,373	(\$15,198)
E112022	Superannuation	30	Employee Costs	\$9,882	\$9,882	\$8,235	\$7,207	(\$1,028)
E112026	MAINTENANCE	30	Employee Costs	\$8,978	\$8,978	\$7,482	\$8,650	\$1,168
E112028	OTHER MINOR EXPENDITURE	30	Employee Costs	\$400	\$400	\$400	\$0	(\$400)
E112029	STAFF HOUSING	30	Employee Costs	\$1,339	\$1,339	\$1,116	\$134	(\$982)
E113137	DAM EXPENSES	30	Employee Costs	\$0	\$0	\$0	\$39	\$39
E113270	REPAIRS AND MAINTENANCE	30	Employee Costs	\$12,101	\$12,101	\$10,084	\$2,334	(\$7,750)
E113280	Superannuation	30	Employee Costs	\$12,312	\$12,312	\$10,260	\$12,860	\$2,600
E113300	Wages - Centre Manager	30	Employee Costs	\$54,250	\$54,250	\$45,208	\$42,471	(\$2,737)
E113310	WAGES - BAR STAFF CASUALS	30	Employee Costs	\$66,652	\$66,652	\$55,543	\$73,629	\$18,086
E113315	EVENTS	30	Employee Costs	\$0	\$0	\$0	\$1,793	\$1,793
E113320	WAGES - CLEANER	30	Employee Costs	\$1,561	\$1,561	\$1,301	\$1,750	\$449
E113330	OTHER ALLOWANCES	30	Employee Costs	\$400	\$400	\$333	\$2,100	\$1,767
E113331	BOWLING GREENS	30	Employee Costs	\$260	\$260	\$217	\$368	\$151
E113332	OVAL	30	Employee Costs	\$14,313	\$14,313	\$11,927	\$15,723	\$3,796
E113333	GOLF TENNIS PAVILION	30	Employee Costs	\$5,205	\$5,205	\$4,337	\$7,479	\$3,141
E113334	GOLF COURSE	30	Employee Costs	\$6,506	\$6,506	\$5,421	\$5,475	\$54
E117029	OFFICE GARDENS	30	Employee Costs	\$13,011	\$13,011	\$10,843	\$10,661	(\$181)
E117030	PUBLIC PARKS GDNS & RESERVES	30	Employee Costs	\$51,447	\$51,447	\$42,873	\$44,602	\$1,730
E117031	RESERVES - OTHER	30	Employee Costs	\$9,108	\$9,108	\$7,590	\$8,686	\$1,096
E117052	DUDININ SPORTSGROUND	30	Employee Costs	\$0	\$0	\$0	\$514	\$514
E117056	OTHER SPORTING CLUBS	30	Employee Costs	\$0	\$0	\$0	\$57	\$57
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGF	30	Employee Costs	\$0	\$0	\$0	\$244	\$244
E117520	PINGARING GOLF CLUB	30	Employee Costs	\$0	\$0	\$0	\$353	\$353
E121602	Traffic Signs	30	Employee Costs	\$0	\$0	\$0	\$28	\$28
E122010	ROAD MAINTENANCE	30	Employee Costs	\$284,342	\$284,342	\$236,953	\$234,618	(\$2,336)
E122022	FLOOD DAMAGE - NORMAL	30	Employee Costs	\$0	\$0	\$0	\$6,984	\$6,984
E122121	KULIN DEPOT	30	Employee Costs	\$15,689	\$15,689	\$13,074	\$17,179	\$4,105
E122122	HOLT ROCK DEPOT	30	Employee Costs	\$788	\$788	\$656	\$269	(\$387)
E122150	STREET LIGHTING	30	Employee Costs	\$1,301	\$1,301	\$1,084	\$970	(\$114)
E122160	Street Cleaning	30	Employee Costs	\$1,822	\$1,822	\$1,518	\$1,453	(\$65)
E122161	DUDININ CLEANING	30	Employee Costs	\$2,602	\$2,602	\$2,169	\$1,700	(\$469)
E122180	Street Trees	30	Employee Costs	\$2,602	\$2,602	\$2,169	\$1,234	(\$935)
E122190	Streetscape Maintenance	30	Employee Costs	\$5,725	\$5,725	\$4,771	\$13,151	\$8,380
E125010	PROGRAM ADMINISTRATION SALARIES E	30	Employee Costs	\$0	\$0	\$0	\$56	\$56

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 30 April 2023								
COA	Description		Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	\$	\$
E126280	Airstrip Maintenance	30	Employee Costs	\$520	\$520	\$434	\$1,642	\$1,208
E131040	Noxious Weeds/Pest Plants	30	Employee Costs	\$1,301	\$1,301	\$1,084	\$0	(\$1,084)
E132030	CARAVAN PARK	30	Employee Costs	\$26,874	\$26,874	\$22,395	\$28,349	\$5,954
E132040	KULIN HOSTEL	30	Employee Costs	\$3,230	\$3,230	\$2,692	\$3,685	\$993
E132060	Tidy Towns	30	Employee Costs	\$0	\$0	\$0	\$13	\$13
E132100	Tourism & Area Promotion	30	Employee Costs	\$0	\$0	\$0	\$119	\$119
E134010	Wages	30	Employee Costs	\$88,177	\$88,177	\$73,481	\$40,371	(\$33,110)
E134020	Superannuation	30	Employee Costs	\$9,259	\$9,259	\$7,716	\$3,324	(\$4,391)
E134115	Cleaning	30	Employee Costs	\$0	\$0	\$0	\$0	\$0
E134120	CENTRE MAINTENANCE	30	Employee Costs	\$0	\$0	\$0	\$161	\$161
E134135	EVENTS	30	Employee Costs	\$0	\$0	\$0	\$39	\$39
E134190	KEY TO KULIN	30	Employee Costs	\$800	\$800	\$667	\$0	(\$667)
E136040	WATER SUPPLY (STANDPIPES)	30	Employee Costs	\$0	\$0	\$0	\$487	\$487
E137060	BUILDING MAINTENANCE	30	Employee Costs	\$0	\$0	\$0	\$416	\$416
E137120	CLEANING	30	Employee Costs	\$1,561	\$1,561	\$1,301	\$336	(\$965)
E138015	BLAZING SWAN EXPENDITURE	30	Employee Costs	\$1,301	\$1,301	\$1,084	\$571	(\$514)
E138040	BUSH RACES CONTRIBUTION	30	Employee Costs	\$6,506	\$6,506	\$5,421	\$7,601	\$2,180
E139050	MAINTENANCE & REPAIRS	30	Employee Costs	\$1,301	\$1,301	\$1,084	\$1,343	\$259
E141010	PRIVATE WORKS	30	Employee Costs	\$8,164	\$8,164	\$6,804	\$4,993	(\$1,811)
E143010	ENGINEERS SALARY	30	Employee Costs	\$140,314	\$140,314	\$116,928	\$65,994	(\$50,934)
E143025	WORKERS COMPENSATION INSURANCE	30	Employee Costs	\$0	\$0	\$0	\$10,772	\$10,772
E143030	OFFICE EXPENSES	30	Employee Costs	\$0	\$0	\$0	\$182	\$182
E143040	Superannuation	30	Employee Costs	\$188,461	\$188,461	\$157,051	\$146,505	(\$10,546)
E143050	Sick & Holiday Pay	30	Employee Costs	\$102,736	\$102,736	\$85,614	\$146,290	\$60,676
E143070	Long Service leave	30	Employee Costs	\$77,161	\$77,161	\$64,301	\$49,230	(\$15,070)
E143075	FBT EXPENSE	30	Employee Costs	\$0	\$0	\$0	(\$1,778)	(\$1,778)
E143090	Award Allowances	30	Employee Costs	\$96,786	\$96,786	\$80,655	\$57,444	(\$23,211)
E143125	STAFF HOUSING	30	Employee Costs	\$12,172	\$12,172	\$10,144	\$16,773	\$6,629
E143140	Seminar Expenses	30	Employee Costs	\$0	\$0	\$0	\$4,261	\$4,261
E143150	HEALTH & SAFETY PROGRAM	30	Employee Costs	\$0	\$0	\$0	\$740	\$740
E144000	Plant Repair Wages	30	Employee Costs	\$91,869	\$91,869	\$76,558	\$46,109	(\$30,449)
E144010	Parts & Repairs	30	Employee Costs	\$6,506	\$6,506	\$5,421	\$14,527	\$9,106
E144700	PLANT OPERATION COSTS	30	Employee Costs	\$0	\$0	\$0	\$46	\$46
E146010	Gross Total For Year	30	Employee Costs	\$3,148,147	\$3,148,147	\$2,623,456	\$2,430,303	(\$193,153)
E146020	Workers Compensation	30	Employee Costs	\$0	\$0	\$0	\$0	\$0
E146200	Salaries & Wages Allocated	30	Employee Costs	(\$3,148,147)	(\$3,148,147)	(\$2,623,456)	(\$2,430,303)	\$193,153
			Employee Costs Total	\$2,828,317	\$2,950,817	\$2,459,083	\$2,369,552.86	(\$89,531)
E030111	LEGAL FEES - RATES DEBT COLLECTION	31	Materials & Contracts	\$4,000	\$4,000	\$3,333	\$101	(\$3,232)
E030112	LEGAL FEES - RATES DEBT COLLECTION	31	Materials & Contracts	\$6,500	\$6,500	\$5,417	\$380	(\$5,037)
E030130	TITLE SEARCHES	31	Materials & Contracts	\$0	\$0	\$0	\$56	\$56
E030140	Valuation Expenses	31	Materials & Contracts	\$10,000	\$10,000	\$0	\$776	\$776
E030150	Printing & Stationery	31	Materials & Contracts	\$1,200	\$1,200	\$0	\$601	\$601
E032100	BANK CHARGES	31	Materials & Contracts	\$4,500	\$4,500	\$3,750	\$2,978	(\$772)
E041020	MEMBERS TRAVELLING	31	Materials & Contracts	\$3,574	\$3,574	\$1,787	\$2,310	\$523
E041030	CONFERENCE EXPENSES	31	Materials & Contracts	\$16,800	\$16,800	\$16,800	\$4,412	(\$12,388)
E041050	SITTING FEES	31	Materials & Contracts	\$23,100	\$23,100	\$11,550	\$12,180	\$630
E041060	PRESIDENTIAL ALLOWANCE	31	Materials & Contracts	\$8,750	\$8,750	\$4,375	\$4,375	\$0
E041070	DRESS SHIRTS FOR COUNCILLORS	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$0	(\$833)
E041090	LEGAL FEES	31	Materials & Contracts	\$0	\$150,000	\$150,000	\$147,236	(\$2,764)
E041110	REFRESHMENTS & GOODWILL	31	Materials & Contracts	\$19,260	\$19,260	\$16,050	\$11,969	(\$4,081)
E041111	MEAL ENTERTAINMENT	31	Materials & Contracts	\$2,000	\$2,000	\$1,667	\$3,051	\$1,385
E041160	Subscriptions & Donations	31	Materials & Contracts	\$28,699	\$28,699	\$28,699	\$26,799	(\$1,900)
E041161	Printing & Stationery	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$18	(\$815)
E041165	Advertising	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$0	(\$833)
E041180	Chamber Maintenance	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$0	(\$833)
E042035	STAFF UNIFORMS	31	Materials & Contracts	\$3,500	\$3,500	\$2,917	\$531	(\$2,385)
E042040	STAFF TRAINING	31	Materials & Contracts	\$14,500	\$14,500	\$6,550	\$6,984	\$434
E042041	CONFERENCES	31	Materials & Contracts	\$13,000	\$13,000	\$11,917	\$581	(\$11,336)
E042045	RELOCATION COSTS	31	Materials & Contracts	\$5,000	\$5,000	\$4,167	\$0	(\$4,167)
E042046	STAFF HOUSING	31	Materials & Contracts	\$6,500	\$6,500	\$5,417	\$1,565	(\$3,852)
E042050	OFFICE MAINTENANCE	31	Materials & Contracts	\$7,500	\$7,500	\$6,250	\$5,350	(\$900)
E042055	NOVATED LEASE PAYMENTS	31	Materials & Contracts	\$16,611	\$16,611	\$13,843	\$8,306	(\$5,537)
E042060	MEMBERSHIPS & SUBSCRIPTIONS	31	Materials & Contracts	\$3,000	\$3,000	\$2,500	\$1,301	(\$1,199)
E042070	Printing and Stationery	31	Materials & Contracts	\$19,000	\$19,000	\$15,833	\$12,364	(\$3,469)
E042075	FBT EXPENSE	31	Materials & Contracts	\$4,500	\$4,500	\$0	\$0	\$0
E042090	Postage and Freight	31	Materials & Contracts	\$2,400	\$2,400	\$2,000	\$2,326	\$326
E042100	ADVERTISING	31	Materials & Contracts	\$9,000	\$9,000	\$7,500	\$2,975	(\$4,525)
E042110	Office Equipment Maintenance	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$1,000	\$167
E042115	BAD DEBTS EXPENSE	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$0	(\$833)
E042120	Cleaning	31	Materials & Contracts	\$3,500	\$3,500	\$2,917	\$5,371	\$2,454
E042130	Computer Maintenance	31	Materials & Contracts	\$32,877	\$32,877	\$32,044	\$35,093	\$3,049
E042135	IT Support	31	Materials & Contracts	\$48,000	\$48,000	\$40,000	\$34,899	(\$5,101)
E042140	Staff Amenities	31	Materials & Contracts	\$2,000	\$2,000	\$1,667	\$2,553	\$887
E042170	CONTRACT EMPLOYMENT	31	Materials & Contracts	\$240,000	\$240,000	\$220,379	\$136,096	(\$84,282)
E042200	Audit Fees	31	Materials & Contracts	\$46,000	\$46,000	\$0	\$300	\$300
E051040	OFFICE EXPENSES	31	Materials & Contracts	\$7,000	\$7,000	\$5,833	\$200	(\$5,633)
E051055	Protective Clothing	31	Materials & Contracts	\$5,000	\$5,000	\$4,167	\$5,864	\$1,697
E051060	Communication Maintenance	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$0	(\$833)
E051070	SUNDRY FIRE PREVENTION COSTS	31	Materials & Contracts	\$2,000	\$2,000	\$1,667	\$1,773	\$106
E052010	Dog Control Costs	31	Materials & Contracts	\$3,000	\$3,000	\$2,500	\$2,578	\$78
E052020	CAT CONTROL COSTS	31	Materials & Contracts	\$5,000	\$5,000	\$4,167	\$3,973	(\$194)
E052040	Pest Control	31	Materials & Contracts	\$500	\$500	\$417	\$0	(\$417)
E053010	ESL BUSH FIRE BRIGADES	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$0	(\$833)

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 30 April 2023								
COA	Description		Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	\$	\$
E053051	EMERGENCY BUILDING MAINTENANCE	31	Materials & Contracts	\$2,000	\$2,000	\$1,750	\$1,053	(\$697)
E053400	CCTV MAINTENANCE	31	Materials & Contracts	\$6,520	\$6,520	\$5,520	\$5,717	\$197
E074040	GROUP/REGIONAL SCHEME	31	Materials & Contracts	\$39,000	\$39,000	\$39,000	\$23,591	(\$15,409)
E074100	OTHER EXPENDITURE	31	Materials & Contracts	\$2,500	\$2,500	\$2,083	\$0	(\$2,083)
E075020	Mosquito Control	31	Materials & Contracts	\$2,500	\$2,500	\$2,083	\$621	(\$1,462)
E076020	ANALYTICAL EXPENSES	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$360	(\$473)
E077010	COMMUNITY NURSES	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$0	(\$833)
E077020	MEDICAL CENTRE	31	Materials & Contracts	\$49,250	\$49,250	\$37,104	\$26,310	(\$10,795)
E077030	AMBULANCE SERVICES	31	Materials & Contracts	\$100	\$100	\$83	\$0	(\$83)
E080100	Contribution to School	31	Materials & Contracts	\$600	\$600	\$500	\$657	\$157
E080110	DONATIONS	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$0	(\$833)
E083100	CARE GROUP DONATIONS	31	Materials & Contracts	\$2,500	\$2,500	\$2,500	\$2,375	(\$125)
E084020	MEMBERSHIPS AND SUBSCRIPTIONS	31	Materials & Contracts	\$7,700	\$7,700	\$6,417	\$1,539	(\$4,877)
E084025	Advert/Printing/Promotion	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$0	(\$833)
E084030	Computer Exp	31	Materials & Contracts	\$2,000	\$2,000	\$1,667	\$1,536	(\$130)
E084035	EQUIPMENT UPGRADES	31	Materials & Contracts	\$5,000	\$5,000	\$4,167	\$299	(\$3,868)
E084045	GARDENING AND YARD MAINTENANCE	31	Materials & Contracts	\$2,000	\$2,000	\$1,667	\$576	(\$1,091)
E084055	OUTDOOR EQUIPMENT AND UPGRADES	31	Materials & Contracts	\$5,000	\$5,000	\$4,167	\$72	(\$4,094)
E084060	BUILDING LEASE	31	Materials & Contracts	\$800	\$800	\$667	\$0	(\$667)
E084065	Postage & Stationery	31	Materials & Contracts	\$3,000	\$3,000	\$2,500	\$1,027	(\$1,473)
E084070	REPAIRS & MAINTENANCE	31	Materials & Contracts	\$1,500	\$1,500	\$1,250	\$6,385	\$5,135
E084075	STAFF EXPENSES	31	Materials & Contracts	\$9,000	\$9,000	\$7,500	\$513	(\$6,987)
E084085	Sundry & Other	31	Materials & Contracts	\$1,500	\$1,500	\$1,250	\$113	(\$1,137)
E084086	FUNDRAISING	31	Materials & Contracts	\$2,000	\$2,000	\$1,667	\$0	(\$1,667)
E084090	Consumables	31	Materials & Contracts	\$4,000	\$4,000	\$3,333	\$2,174	(\$1,159)
E084095	CLEANING CONSUMABLES	31	Materials & Contracts	\$3,500	\$3,500	\$2,917	\$3,763	\$846
E092050	OTHER HOUSING MAINTENANCE	31	Materials & Contracts	\$1,500	\$1,500	\$1,250	\$10,034	\$8,784
E092060	KULIN RETIREMENT HOMES	31	Materials & Contracts	\$500	\$500	\$417	\$0	(\$417)
E092148	GEHA HOUSING - COSTS	31	Materials & Contracts	\$5,000	\$5,000	\$4,167	\$8,511	\$4,345
E092150	JOINT VENTURE HOUSING - COSTS	31	Materials & Contracts	\$21,000	\$21,000	\$17,500	\$7,356	(\$10,144)
E092170	COMMUNITY BANK HOUSE COSTS	31	Materials & Contracts	\$10,000	\$10,000	\$8,333	\$1,528	(\$6,805)
E101020	DOMESTIC REFUSE COLLECTION	31	Materials & Contracts	\$114,259	\$114,259	\$95,216	\$92,234	(\$2,982)
E101021	DUDININ REFUSE COLLECTION	31	Materials & Contracts	\$2,500	\$2,500	\$2,083	\$0	(\$2,083)
E101022	PINGARING REFUSE COLLECTION	31	Materials & Contracts	\$12,764	\$12,764	\$10,637	\$10,445	(\$192)
E101030	REFUSE SITE MAINTENANCE	31	Materials & Contracts	\$3,000	\$3,000	\$2,500	\$4,302	\$1,802
E101040	ROEROC	31	Materials & Contracts	\$10,000	\$10,000	\$0	\$0	\$0
E102020	Commercial Refuse Collection	31	Materials & Contracts	\$44,086	\$44,086	\$36,739	\$30,560	(\$6,179)
E102030	Drum Muster	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$1,476	\$643
E102420	PURCHASE OF BINS	31	Materials & Contracts	\$200	\$200	\$167	\$330	\$163
E106020	Town Planning Advice	31	Materials & Contracts	\$8,000	\$8,000	\$6,667	\$12,544	\$5,877
E106030	Town Planning Other	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$0	(\$833)
E107031	KULIN CEMETERY	31	Materials & Contracts	\$500	\$500	\$417	\$38	(\$378)
E107032	DUDININ CEMETERY	31	Materials & Contracts	\$500	\$500	\$417	\$0	(\$417)
E107033	Pingaring Cemetery	31	Materials & Contracts	\$500	\$500	\$417	\$0	(\$417)
E107050	PUBLIC CONVENIENCES	31	Materials & Contracts	\$6,000	\$6,000	\$5,000	\$3,731	(\$1,269)
E107052	PUBLIC CONVENIENCES DUDININ	31	Materials & Contracts	\$700	\$700	\$583	\$265	(\$318)
E107053	PUBLIC CONVENIENCES PINGARING	31	Materials & Contracts	\$4,780	\$4,780	\$4,613	\$3,681	(\$932)
E107060	WAR MEMORIAL	31	Materials & Contracts	\$1,500	\$1,500	\$1,250	\$1,000	(\$250)
E111021	MEMORIAL HALL	31	Materials & Contracts	\$1,500	\$1,500	\$1,250	\$2,651	\$1,401
E111031	PINGARING HALL	31	Materials & Contracts	\$2,000	\$2,000	\$1,667	\$307	(\$1,360)
E111032	DUDININ HALL	31	Materials & Contracts	\$2,000	\$2,000	\$1,667	\$436	(\$1,231)
E112023	CHEMICALS	31	Materials & Contracts	\$1,200	\$1,200	\$1,200	\$4,549	\$3,349
E112026	MAINTENANCE	31	Materials & Contracts	\$19,150	\$261,150	\$217,630	\$257,210	\$39,580
E112028	OTHER MINOR EXPENDITURE	31	Materials & Contracts	\$3,480	\$3,480	\$3,480	\$3,893	\$413
E112029	STAFF HOUSING	31	Materials & Contracts	\$2,000	\$2,000	\$1,667	\$93	(\$1,574)
E112600	EVENTS	31	Materials & Contracts	\$1,350	\$1,350	\$1,350	\$659	(\$691)
E113060	Advertising and Promotion	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$0	(\$833)
E113100	BANK CHARGES	31	Materials & Contracts	\$1,680	\$1,680	\$1,400	\$1,485	\$85
E113104	CATERING COSTS	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$487	(\$346)
E113120	Cleaning Supplies	31	Materials & Contracts	\$3,000	\$3,000	\$2,500	\$2,346	(\$154)
E113130	IT MAINTENANCE	31	Materials & Contracts	\$4,400	\$4,400	\$3,667	\$5,792	\$2,125
E113190	FREIGHT - NON-BAR	31	Materials & Contracts	\$0	\$0	\$0	\$14	\$14
E113210	GAS SUPPLIES	31	Materials & Contracts	\$0	\$0	\$0	\$451	\$451
E113218	Minor Equipment	31	Materials & Contracts	\$1,500	\$1,500	\$1,250	\$3,996	\$2,746
E113220	INSURANCE	31	Materials & Contracts	\$0	\$0	\$0	\$0	\$0
E113240	LICENCING COSTS	31	Materials & Contracts	\$440	\$440	\$367	\$1,824	\$1,457
E113243	Kitchen Consumables	31	Materials & Contracts	\$1,500	\$1,500	\$1,250	\$853	(\$397)
E113250	Printing,Stationery and Post	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$637	(\$196)
E113270	REPAIRS AND MAINTENANCE	31	Materials & Contracts	\$31,853	\$31,853	\$29,269	\$24,039	(\$5,230)
E113272	Security Costs	31	Materials & Contracts	\$450	\$450	\$375	\$311	(\$65)
E113285	STAFF TRAINING	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$625	(\$208)
E113295	UNIFORMS	31	Materials & Contracts	\$800	\$800	\$667	\$0	(\$667)
E113315	EVENTS	31	Materials & Contracts	\$2,000	\$2,000	\$1,667	\$1,751	\$85
E113331	BOWLING GREENS	31	Materials & Contracts	\$0	\$0	\$0	\$159	\$159
E113332	OVAL	31	Materials & Contracts	\$10,000	\$10,000	\$8,333	\$15,028	\$6,694
E113333	GOLF TENNIS PAVILION	31	Materials & Contracts	\$15,000	\$15,000	\$12,500	\$1,055	(\$11,445)
E113334	GOLF COURSE	31	Materials & Contracts	\$2,000	\$2,000	\$1,667	\$0	(\$1,667)
E113500	Bar Purchases	31	Materials & Contracts	\$48,000	\$48,000	\$40,000	\$57,467	\$17,467
E113501	Ice and Sundry Supplies	31	Materials & Contracts	\$200	\$200	\$150	\$151	\$1
E113502	FREIGHT	31	Materials & Contracts	\$2,400	\$2,400	\$2,000	\$2,632	\$632
E113540	STOCK WRITTEN OFF	31	Materials & Contracts	\$400	\$400	\$333	\$0	(\$333)
E114280	EQUIPMENT MAINTENANCE	31	Materials & Contracts	\$0	\$0	\$0	\$45	\$45
E114290	CONT TO VARLEY RADIO	31	Materials & Contracts	\$1,000	\$1,000	\$1,000	\$761	(\$239)

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 30 April 2023								
COA	Description		Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	\$	\$
E117029	OFFICE GARDENS	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$85	(\$748)
E117030	PUBLIC PARKS GDNS & RESERVES	31	Materials & Contracts	\$20,000	\$20,000	\$16,667	\$8,266	(\$8,401)
E117031	RESERVES - OTHER	31	Materials & Contracts	\$500	\$500	\$417	\$0	(\$417)
E117032	PLAYGROUND INSPECTIONS	31	Materials & Contracts	\$5,750	\$5,750	\$2,500	\$0	(\$2,500)
E117054	DUDININ TENNIS CLUB	31	Materials & Contracts	\$2,500	\$2,500	\$2,083	\$658	(\$1,425)
E117056	OTHER SPORTING CLUBS	31	Materials & Contracts	\$0	\$0	\$0	\$268	\$268
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGR	31	Materials & Contracts	\$1,250	\$1,250	\$0	\$1,097	\$1,097
E117059	PINGARING PLAYGROUND	31	Materials & Contracts	\$0	\$0	\$0	\$575	\$575
E117520	PINGARING GOLF CLUB	31	Materials & Contracts	\$3,000	\$3,000	\$2,500	\$1,379	(\$1,121)
E121602	Traffic Signs	31	Materials & Contracts	\$7,000	\$7,000	\$5,833	\$900	(\$4,933)
E122010	ROAD MAINTENANCE	31	Materials & Contracts	\$75,000	\$75,000	\$62,500	\$47,747	(\$14,753)
E122022	FLOOD DAMAGE - NORMAL	31	Materials & Contracts	\$0	\$0	\$0	\$713	\$713
E122121	KULIN DEPOT	31	Materials & Contracts	\$20,000	\$20,000	\$16,667	\$20,533	\$3,866
E122122	HOLT ROCK DEPOT	31	Materials & Contracts	\$1,500	\$1,500	\$1,250	\$2,822	\$1,572
E122160	Street Cleaning	31	Materials & Contracts	\$3,500	\$3,500	\$2,917	\$1,485	(\$1,432)
E122180	Street Trees	31	Materials & Contracts	\$0	\$0	\$0	\$1,823	\$1,823
E122190	Streetscape Maintenance	31	Materials & Contracts	\$8,500	\$8,500	\$7,083	\$2,531	(\$4,552)
E122200	Roman Road System	31	Materials & Contracts	\$8,853	\$8,853	\$8,853	\$8,853	\$0
E125015	PROGRAM ADMINISTRATION EXPENSES	31	Materials & Contracts	\$0	\$0	\$0	\$4,912	\$4,912
E125030	WSFN HOUSING EXPENSES	31	Materials & Contracts	\$0	\$0	\$0	\$183	\$183
E126280	Airstrip Maintenance	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$1,460	\$627
E131040	Noxious Weeds/Pest Plants	31	Materials & Contracts	\$5,000	\$5,000	\$4,167	\$0	(\$4,167)
E132030	CARAVAN PARK	31	Materials & Contracts	\$6,500	\$6,500	\$5,417	\$5,885	\$469
E132040	KULIN HOSTEL	31	Materials & Contracts	\$13,500	\$13,500	\$11,250	\$4,219	(\$7,031)
E132050	INFORMATION BAY	31	Materials & Contracts	\$0	\$0	\$0	\$16	\$16
E132100	Tourism & Area Promotion	31	Materials & Contracts	\$33,050	\$33,050	\$28,133	\$19,698	(\$8,435)
E132130	Donations	31	Materials & Contracts	\$0	\$0	\$0	\$0	\$0
E133010	Group Building Scheme	31	Materials & Contracts	\$7,500	\$7,500	\$6,250	\$7,563	\$1,313
E133420	BCITF levy payment	31	Materials & Contracts	\$500	\$500	\$417	\$1,013	\$596
E133425	BUILDING SERVICES LEVY PAYMENT	31	Materials & Contracts	\$1,000	\$1,000	\$833	\$3,450	\$2,617
E134040	UNIFORMS	31	Materials & Contracts	\$800	\$800	\$800	\$369	(\$431)
E134050	STAFF TRAINING	31	Materials & Contracts	\$4,800	\$4,800	\$4,000	\$973	(\$3,027)
E134080	Printing & Stationery	31	Materials & Contracts	\$20,000	\$20,000	\$16,667	\$19,913	\$3,246
E134100	Advertising and Promotion	31	Materials & Contracts	\$2,500	\$2,500	\$2,083	\$0	(\$2,083)
E134110	IT MAINTENANCE & SUPPORT	31	Materials & Contracts	\$12,500	\$12,500	\$10,417	\$7,969	(\$2,448)
E134120	CENTRE MAINTENANCE	31	Materials & Contracts	\$3,000	\$3,000	\$2,500	\$287	(\$2,213)
E134130	COURSES & EVENTS	31	Materials & Contracts	\$30,000	\$30,000	\$25,000	\$25,004	\$4
E134135	EVENTS	31	Materials & Contracts	\$2,500	\$2,500	\$2,083	\$3,355	\$1,272
E134140	Library Freight	31	Materials & Contracts	\$700	\$700	\$583	\$0	(\$583)
E134150	LIBRARY COSTS	31	Materials & Contracts	\$14,000	\$14,000	\$11,667	\$12,080	\$413
E134200	GRANT FUNDING EXPENDITURE	31	Materials & Contracts	\$2,000	\$2,000	\$1,667	\$0	(\$1,667)
E134300	SUNDRY EXPENSES	31	Materials & Contracts	\$2,000	\$2,000	\$1,667	\$140	(\$1,526)
E136040	WATER SUPPLY (STANDPIPES)	31	Materials & Contracts	\$19,200	\$19,200	\$16,000	\$12,448	(\$3,552)
E136047	WATER SUPPLY MAINTENANCE	31	Materials & Contracts	\$0	\$0	\$0	\$316	\$316
E136050	FARM WATER SUPPLIES & MAINTENANCE	31	Materials & Contracts	\$0	\$0	\$0	\$45	\$45
E137060	BUILDING MAINTENANCE	31	Materials & Contracts	\$4,500	\$4,500	\$3,750	\$2,234	(\$1,516)
E137120	CLEANING	31	Materials & Contracts	\$500	\$500	\$417	\$46	(\$371)
E138015	BLAZING SWAN EXPENDITURE	31	Materials & Contracts	\$15,000	\$15,000	\$0	\$1,000	\$1,000
E138040	BUSH RACES CONTRIBUTION	31	Materials & Contracts	\$0	\$0	\$0	\$1,439	\$1,439
E139010	FUEL PURCHASES	31	Materials & Contracts	\$937,050	\$937,050	\$776,550	\$744,630	(\$31,920)
E139030	INSURANCE & LICENSING	31	Materials & Contracts	\$0	\$0	\$0	\$819	\$819
E139040	IT MAINTENANCE	31	Materials & Contracts	\$5,760	\$5,760	\$4,800	\$4,196	(\$604)
E139045	BANK CHARGES	31	Materials & Contracts	\$6,600	\$6,600	\$5,500	\$5,745	\$245
E139050	MAINTENANCE & REPAIRS	31	Materials & Contracts	\$5,400	\$5,400	\$2,000	\$5,134	\$3,134
E141010	PRIVATE WORKS	31	Materials & Contracts	\$0	\$0	\$0	\$30,794	\$30,794
E142020	Community Bus Shed	31	Materials & Contracts	\$0	\$0	\$0	\$93	\$93
E143010	ENGINEERS SALARY	31	Materials & Contracts	\$0	\$0	\$0	\$2,325	\$2,325
E143025	WORKERS COMPENSATION INSURANCE	31	Materials & Contracts	\$0	\$0	\$0	\$81	\$81
E143030	OFFICE EXPENSES	31	Materials & Contracts	\$5,000	\$5,000	\$4,167	\$6,348	\$2,182
E143075	FBT EXPENSE	31	Materials & Contracts	\$1,500	\$1,500	\$0	\$1,778	\$1,778
E143090	Award Allowances	31	Materials & Contracts	\$0	\$0	\$0	\$672	\$672
E143120	PROTECTIVE CLOTHING	31	Materials & Contracts	\$10,000	\$10,000	\$8,400	\$8,277	(\$123)
E143125	STAFF HOUSING	31	Materials & Contracts	\$19,500	\$19,500	\$16,250	\$20,502	\$4,252
E143130	Removal Expenses	31	Materials & Contracts	\$5,000	\$5,000	\$4,167	\$0	(\$4,167)
E143140	Seminar Expenses	31	Materials & Contracts	\$15,000	\$15,000	\$12,500	\$4,481	(\$8,019)
E143150	HEALTH & SAFETY PROGRAM	31	Materials & Contracts	\$15,000	\$15,000	\$12,500	\$15,325	\$2,825
E143152	CONSULTING	31	Materials & Contracts	\$20,000	\$20,000	\$16,667	\$570	(\$16,097)
E144005	Tyres & Tubes	31	Materials & Contracts	\$45,000	\$45,000	\$37,500	\$35,275	(\$2,225)
E144010	Parts & Repairs	31	Materials & Contracts	\$160,000	\$160,000	\$133,333	\$92,391	(\$40,942)
E144020	Fuel & Oil	31	Materials & Contracts	\$599,050	\$599,050	\$495,983	\$329,250	(\$166,733)
E144030	BLADES & TYNES	31	Materials & Contracts	\$12,000	\$12,000	\$10,000	\$726	(\$9,274)
E144060	Expendable Tools	31	Materials & Contracts	\$2,400	\$2,400	\$2,000	\$0	(\$2,000)
E144070	OFFICE EXPENSES	31	Materials & Contracts	\$5,000	\$5,000	\$4,167	\$0	(\$4,167)
E144180	Other Minor Expenditure	31	Materials & Contracts	\$2,400	\$2,400	\$2,000	\$0	(\$2,000)
E144190	M.V. INSURANCE CLAIMS	31	Materials & Contracts	\$1,000	\$1,000	\$1,000	\$0	(\$1,000)
E144700	PLANT OPERATION COSTS	31	Materials & Contracts	\$0	\$0	\$0	\$179	\$179
I122299	Proceeds on Sale of Asset	31	Materials & Contracts	\$0	\$0	\$0	\$0	\$0
			Materials & Contracts Total	\$3,437,397	\$3,829,397	\$3,155,729	\$2,692,994	(\$462,735)
E041150	INSURANCES	32	Insurance Expenses	\$4,624	\$4,624	\$4,624	\$4,624	\$0
E042030	INSURANCE	32	Insurance Expenses	\$27,719	\$27,719	\$27,719	\$28,104	\$384
E042046	STAFF HOUSING	32	Insurance Expenses	\$2,222	\$2,222	\$2,222	\$2,444	\$222
E051050	FIRE INSURANCE	32	Insurance Expenses	\$30,065	\$30,065	\$30,065	\$30,065	\$0
E053010	ESL BUSH FIRE BRIGADES	32	Insurance Expenses	\$1,500	\$1,500	\$1,500	\$1,500	\$0

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 30 April 2023								
COA	Description		Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	\$	\$
E053051	EMERGENCY BUILDING MAINTENANCE	32	Insurance Expenses	\$1,959	\$1,959	\$1,959	\$1,960	\$0
E053400	CCTV MAINTENANCE	32	Insurance Expenses	\$161	\$161	\$161	\$80	(\$80)
E084016	Insurance - Workers Comp	32	Insurance Expenses	\$5,469	\$5,469	\$5,469	\$5,469	\$0
E084050	Insurance	32	Insurance Expenses	\$2,372	\$2,372	\$2,372	\$2,372	\$0
E092050	OTHER HOUSING MAINTENANCE	32	Insurance Expenses	\$668	\$668	\$668	\$808	\$140
E092148	GEHA HOUSING - COSTS	32	Insurance Expenses	\$2,094	\$2,094	\$2,094	\$2,303	\$209
E092150	JOINT VENTURE HOUSING - COSTS	32	Insurance Expenses	\$3,697	\$3,697	\$3,697	\$4,067	\$370
E092170	COMMUNITY BANK HOUSE COSTS	32	Insurance Expenses	\$1,225	\$1,225	\$1,225	\$1,347	\$123
E101030	REFUSE SITE MAINTENANCE	32	Insurance Expenses	\$194	\$194	\$194	\$194	\$0
E106030	Town Planning Other	32	Insurance Expenses	\$2,279	\$2,279	\$2,279	\$2,279	\$0
E107031	KULIN CEMETERY	32	Insurance Expenses	\$140	\$140	\$140	\$140	\$0
E107050	PUBLIC CONVENIENCES	32	Insurance Expenses	\$297	\$297	\$297	\$297	\$0
E107052	PUBLIC CONVENIENCES DUDININ	32	Insurance Expenses	\$126	\$126	\$126	\$126	\$0
E107053	PUBLIC CONVENIENCES PINGARING	32	Insurance Expenses	\$349	\$349	\$349	\$349	\$0
E111021	MEMORIAL HALL	32	Insurance Expenses	\$907	\$907	\$907	\$907	(\$0)
E111031	PINGARING HALL	32	Insurance Expenses	\$469	\$469	\$469	\$655	\$186
E111032	DUDININ HALL	32	Insurance Expenses	\$959	\$959	\$959	\$959	(\$0)
E111033	JITARNING HALL	32	Insurance Expenses	\$384	\$384	\$384	\$384	\$0
E112027	INSURANCE	32	Insurance Expenses	\$17,886	\$17,886	\$17,886	\$17,886	\$0
E112029	STAFF HOUSING	32	Insurance Expenses	\$699	\$699	\$699	\$734	\$35
E113220	INSURANCE	32	Insurance Expenses	\$25,209	\$25,209	\$25,209	\$24,422	(\$788)
E113331	BOWLING GREENS	32	Insurance Expenses	\$774	\$774	\$774	\$774	\$0
E113333	GOLF TENNIS PAVILION	32	Insurance Expenses	\$1,617	\$1,617	\$1,617	\$1,617	(\$0)
E113350	WORKERS COMPENSATION	32	Insurance Expenses	\$2,503	\$2,503	\$2,503	\$2,503	\$0
E116100	KULIN MUSEUM	32	Insurance Expenses	\$281	\$281	\$281	\$281	\$0
E117030	PUBLIC PARKS GDNS & RESERVES	32	Insurance Expenses	\$278	\$278	\$278	\$278	\$0
E117054	DUDININ TENNIS CLUB	32	Insurance Expenses	\$2,996	\$2,996	\$2,996	\$2,996	\$0
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGR	32	Insurance Expenses	\$2,132	\$2,132	\$2,132	\$2,132	\$0
E117520	PINGARING GOLF CLUB	32	Insurance Expenses	\$1,349	\$1,349	\$1,349	\$1,349	\$0
E122121	KULIN DEPOT	32	Insurance Expenses	\$5,371	\$5,371	\$5,371	\$5,324	(\$47)
E122122	HOLT ROCK DEPOT	32	Insurance Expenses	\$462	\$462	\$462	\$0	(\$462)
E132030	CARAVAN PARK	32	Insurance Expenses	\$491	\$491	\$491	\$491	\$0
E132040	KULIN HOSTEL	32	Insurance Expenses	\$3,621	\$3,621	\$3,621	\$3,621	\$0
E134030	INSURANCE	32	Insurance Expenses	\$14,618	\$14,618	\$14,618	\$14,618	\$0
E137030	INSURANCE	32	Insurance Expenses	\$793	\$793	\$793	\$793	\$0
E138020	INSURANCE & LICENSING.	32	Insurance Expenses	\$0	\$0	\$0	\$23	\$23
E139030	INSURANCE & LICENSING	32	Insurance Expenses	\$814	\$814	\$814	\$814	\$0
E142020	Community Bus Shed	32	Insurance Expenses	\$59	\$59	\$59	\$59	\$0
E143025	WORKERS COMPENSATION INSURANCE	32	Insurance Expenses	\$37,580	\$37,580	\$37,580	\$37,580	\$0
E143030	OFFICE EXPENSES	32	Insurance Expenses	\$0	\$0	\$0	\$593	\$593
E143060	Insurance on Works	32	Insurance Expenses	\$25,659	\$25,659	\$25,659	\$25,065	(\$593)
E143125	STAFF HOUSING	32	Insurance Expenses	\$6,561	\$6,561	\$6,561	\$7,651	\$1,090
E144015	INSURANCE & LICENCE	32	Insurance Expenses	\$67,787	\$67,787	\$67,787	\$68,190	\$403
			Insurance Expenses Total	\$309,419	\$309,419	\$309,419	\$311,227	\$1,809
E041020	MEMBERS TRAVELLING	33	Contributions/Donations/Grants	\$0	\$0	\$0	\$0	\$0
E041110	REFRESHMENTS & GOODWILL	33	Contributions/Donations/Grants	\$8,500	\$8,500	\$8,500	\$7,500	(\$1,000)
E041160	Subscriptions & Donations	33	Contributions/Donations/Grants	\$1,500	\$1,500	\$0	\$0	\$0
E041270	Community Contributions	33	Contributions/Donations/Grants	\$20,000	\$20,000	\$16,667	\$28,421	\$11,754
E083100	CARE GROUP DONATIONS	33	Contributions/Donations/Grants	\$0	\$0	\$0	\$242	\$242
E113247	GRANTS / PROJECTS	33	Contributions/Donations/Grants	\$0	\$0	\$0	\$456	\$456
E117056	OTHER SPORTING CLUBS	33	Contributions/Donations/Grants	\$2,000	\$2,000	\$1,667	\$0	(\$1,667)
E136100	OTHER EXPENDITURE	33	Contributions/Donations/Grants	\$30,000	\$30,000	\$30,000	\$30,000	\$0
			Contributions/Donations/Grants Total	\$62,000	\$62,000	\$56,833	\$66,619	\$9,785
E042047	Depreciation CEO Housing	34	Depreciation	\$3,600	\$3,600	\$3,000	\$2,998	(\$2)
E042048	Depreciation DCEO Housing	34	Depreciation	\$6,000	\$6,000	\$5,000	\$4,997	(\$3)
E042053	CEO VEHICLE COSTS	34	Depreciation	\$0	\$0	\$0	\$11,370	\$11,370
E042054	DCEO VEHICLE COSTS	34	Depreciation	\$0	\$0	\$0	\$7,279	\$7,279
E042298	Office Depreciation	34	Depreciation	\$18,350	\$18,350	\$15,292	\$21,360	\$6,068
E051298	Depreciation	34	Depreciation	\$79,058	\$79,058	\$65,882	\$49,188	(\$16,694)
E053298	Depreciation	34	Depreciation	\$14,390	\$14,390	\$11,992	\$19,221	\$7,229
E084298	Depreciation	34	Depreciation	\$0	\$0	\$0	\$73	\$73
E092160	Depreciation - Joint Venture	34	Depreciation	\$5,409	\$5,409	\$4,508	\$4,923	\$415
E092180	Depreciation Community Bank Hs	34	Depreciation	\$5,279	\$5,279	\$4,399	\$4,331	(\$68)
E092298	Depreciation	34	Depreciation	\$9,136	\$9,136	\$7,613	\$9,979	\$2,366
E101298	Depreciation	34	Depreciation	\$706	\$706	\$588	\$580	(\$9)
E107298	Depreciation	34	Depreciation	\$15,477	\$15,477	\$12,898	\$12,855	(\$42)
E110298	Depreciation	34	Depreciation	\$43,151	\$43,151	\$35,959	\$34,776	(\$1,183)
E111298	Depreciation	34	Depreciation	\$39,339	\$39,339	\$32,783	\$32,275	(\$507)
E112298	Depreciation	34	Depreciation	\$70,518	\$70,518	\$58,765	\$58,340	(\$425)
E113298	Depreciation	34	Depreciation	\$143,120	\$143,120	\$119,267	\$129,518	\$10,251
E116298	DEPRECIATION	34	Depreciation	\$1,675	\$1,675	\$1,396	\$1,374	(\$22)
E117298	Depreciation	34	Depreciation	\$13,230	\$13,230	\$11,025	\$64,643	\$53,618
E121298	Depreciation	34	Depreciation	\$2,017,971	\$2,017,971	\$1,681,642	\$1,652,398	(\$29,244)
E122298	Depreciation	34	Depreciation	\$11,940	\$11,940	\$9,950	\$18,538	\$8,588
E126298	Depreciation	34	Depreciation	\$7,382	\$7,382	\$6,152	\$6,663	\$511
E132298	Depreciation	34	Depreciation	\$38,417	\$38,417	\$32,014	\$31,796	(\$218)
E134298	Depreciation	34	Depreciation	\$63,102	\$63,102	\$52,585	\$51,772	(\$813)
E136298	DEPRECIATION	34	Depreciation	\$2,141	\$2,141	\$1,784	\$11,889	\$10,105
E137298	DEPRECIATION	34	Depreciation	\$8,306	\$8,306	\$6,922	\$7,337	\$415
E139298	DEPRECIATION	34	Depreciation	\$9,014	\$9,014	\$7,512	\$8,684	\$1,173
E142298	Depreciation	34	Depreciation	\$1,238	\$1,238	\$1,032	\$6,873	\$5,841
E143298	Depreciation	34	Depreciation	\$30,187	\$30,187	\$25,156	\$39,778	\$14,622
E144298	Depreciation	34	Depreciation	\$444,159	\$444,159	\$370,133	\$348,829	(\$21,304)

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 30 April 2023								
COA	Description		Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	\$	\$
			Depreciation Total	\$3,102,295	\$3,102,295	\$2,585,246	\$2,654,636	\$69,390
E042051	INTEREST ON LOAN 1 (ADMINSTRATION	35	Interest Expenses	\$36,259	\$36,259	\$21,989	\$16,720	(\$5,269)
			Interest Expenses Total	\$36,259	\$36,259	\$21,989	\$16,720	(\$5,269)
E053010	ESL BUSH FIRE BRIGADES	36	Utilities	\$0	\$0	\$0	\$201	\$201
E136040	WATER SUPPLY (STANDPIPES)	36	Utilities	\$0	\$0	\$0	\$6,742	\$6,742
			Utilities Total	\$0	\$0	\$0	\$6,942	\$6,942
E042160	OTHER EXPENSES	37	Other Expenses	\$0	\$0	\$0	\$648	\$648
			Other Expenses Total	\$0	\$0	\$0	\$648	\$648
E030999	General Admin Allocated	39	Activity Based Costing	\$66,656	\$66,656	\$55,547	\$55,989	\$442
E032999	General Admin Allocated	39	Activity Based Costing	\$5,732	\$5,732	\$4,777	\$5,030	\$253
E041999	General Admin Allocated	39	Activity Based Costing	\$111,751	\$111,751	\$93,126	\$93,931	\$805
E042999	General Admin Allocated	39	Activity Based Costing	(\$1,454,567)	(\$1,454,567)	(\$1,212,139)	(\$1,224,260)	(\$12,121)
E051999	General Admin Allocated	39	Activity Based Costing	\$16,014	\$16,014	\$13,345	\$13,470	\$125
E052999	General Admin Allocated	39	Activity Based Costing	\$11,184	\$11,184	\$9,320	\$9,393	\$73
E053999	General Admin Allocated	39	Activity Based Costing	\$6,354	\$6,354	\$5,295	\$5,363	\$68
E074999	General Admin Allocated	39	Activity Based Costing	\$3,215	\$3,215	\$2,679	\$2,702	\$22
E075999	General Admin Allocated	39	Activity Based Costing	\$3,215	\$3,215	\$2,679	\$2,690	\$11
E076999	General Admin Allocated	39	Activity Based Costing	\$3,215	\$3,215	\$2,679	\$2,690	\$11
E077999	General Admin Allocated	39	Activity Based Costing	\$8,880	\$8,880	\$7,400	\$7,451	\$51
E080999	General Admin Allocated	39	Activity Based Costing	\$4,990	\$4,990	\$4,158	\$4,148	(\$10)
E082999	General Admin Allocated	39	Activity Based Costing	\$9,794	\$9,794	\$8,162	\$8,179	\$17
E084999	General Admin Allocated	39	Activity Based Costing	\$53,775	\$53,775	\$44,812	\$45,134	\$322
E092999	General Admin Allocated	39	Activity Based Costing	\$11,506	\$11,506	\$9,588	\$9,636	\$48
E101999	General Admin Allocated	39	Activity Based Costing	\$7,482	\$7,482	\$6,235	\$6,235	\$0
E102999	General Admin Allocated	39	Activity Based Costing	\$7,482	\$7,482	\$6,235	\$6,235	\$0
E106999	General Admin Allocated	39	Activity Based Costing	\$13,980	\$13,980	\$11,650	\$11,744	\$94
E107999	General Admin Allocated	39	Activity Based Costing	\$9,532	\$9,532	\$7,943	\$8,103	\$160
E110999	General Admin Allocated	39	Activity Based Costing	\$10,730	\$10,730	\$8,941	\$9,045	\$104
E111999	General Admin Allocated	39	Activity Based Costing	\$8,171	\$8,171	\$6,809	\$6,858	\$49
E112999	General Admin Allocated	39	Activity Based Costing	\$17,896	\$17,896	\$14,914	\$15,038	\$124
E113999	General Admin Allocated	39	Activity Based Costing	\$16,864	\$16,864	\$14,054	\$14,179	\$125
E116999	General Admin Allocated	39	Activity Based Costing	\$3,636	\$3,636	\$3,030	\$3,055	\$25
E117999	GENERAL ADMIN ALLOCATED	39	Activity Based Costing	\$15,301	\$15,301	\$12,751	\$12,876	\$125
E122999	General Admin Allocated	39	Activity Based Costing	\$643,018	\$643,018	\$535,848	\$541,607	\$5,759
E123999	General Admin Allocated	39	Activity Based Costing	\$18,654	\$18,654	\$15,545	\$15,665	\$119
E126999	General Admin Allocated	39	Activity Based Costing	\$2,936	\$2,936	\$2,447	\$2,447	\$1
E131999	General Admin Allocated	39	Activity Based Costing	\$3,215	\$3,215	\$2,679	\$2,690	\$11
E132999	General Admin Allocated	39	Activity Based Costing	\$62,199	\$62,199	\$51,832	\$52,313	\$481
E133999	General Admin Allocated	39	Activity Based Costing	\$12,116	\$12,116	\$10,097	\$10,112	\$16
E134999	General Admin Allocated	39	Activity Based Costing	\$63,823	\$63,823	\$53,186	\$53,449	\$263
E136999	General Admin Allocated	39	Activity Based Costing	\$15,423	\$15,423	\$12,853	\$12,894	\$42
E137999	General Admin Allocated	39	Activity Based Costing	\$7,426	\$7,426	\$6,188	\$6,195	\$7
E138999	General Admin Allocated	39	Activity Based Costing	\$21,309	\$21,309	\$17,758	\$17,868	\$110
E139999	GENERAL ADMIN ALLOCATED	39	Activity Based Costing	\$23,811	\$23,811	\$19,842	\$20,068	\$225
E141999	General Admin Allocated	39	Activity Based Costing	\$7,050	\$7,050	\$5,875	\$5,924	\$49
E142999	General Admin Allocated	39	Activity Based Costing	\$4,473	\$4,473	\$3,728	\$3,766	\$38
E143999	General Admin Allocated	39	Activity Based Costing	\$114,193	\$114,193	\$95,161	\$96,721	\$1,560
E144999	General Admin Allocated	39	Activity Based Costing	\$27,566	\$27,566	\$22,972	\$23,365	\$393
			Activity Based Costing Total	(\$0)	(\$0)	(\$0)	(\$0)	\$0
E042046	STAFF HOUSING	41	Overheads	\$6,999	\$6,999	\$5,833	\$7,105	\$1,272
E042050	OFFICE MAINTENANCE	41	Overheads	\$2,544	\$2,544	\$2,120	\$689	(\$1,431)
E051070	SUNDRY FIRE PREVENTION COSTS	41	Overheads	\$0	\$0	\$0	\$1,633	\$1,633
E052010	Dog Control Costs	41	Overheads	\$0	\$0	\$0	\$25	\$25
E052020	CAT CONTROL COSTS	41	Overheads	\$0	\$0	\$0	\$51	\$51
E053051	EMERGENCY BUILDING MAINTENANCE	41	Overheads	\$2,544	\$2,544	\$2,120	\$120	(\$2,000)
E075020	Mosquito Control	41	Overheads	\$840	\$840	\$700	\$231	(\$469)
E077020	MEDICAL CENTRE	41	Overheads	\$0	\$0	\$0	\$129	\$129
E080100	Contribution to School	41	Overheads	\$3,362	\$3,362	\$2,802	\$4,312	\$1,511
E084011	Salaries - Building Maintenance	41	Overheads	\$0	\$0	\$0	\$0	\$0
E084012	SALARIES - GARDENING	41	Overheads	\$2,212	\$2,212	\$1,843	\$1,884	\$41
E084070	REPAIRS & MAINTENANCE	41	Overheads	\$1,138	\$1,138	\$948	\$1,362	\$414
E092050	OTHER HOUSING MAINTENANCE	41	Overheads	\$669	\$669	\$558	\$1,828	\$1,271
E092060	KULIN RETIREMENT HOMES	41	Overheads	\$8,604	\$8,604	\$7,170	\$6,000	(\$1,171)
E092148	GEHA HOUSING - COSTS	41	Overheads	\$3,551	\$3,551	\$2,959	\$3,321	\$362
E092150	JOINT VENTURE HOUSING - COSTS	41	Overheads	\$13,212	\$13,212	\$11,010	\$5,049	(\$5,960)
E092170	COMMUNITY BANK HOUSE COSTS	41	Overheads	\$1,138	\$1,138	\$948	\$2,430	\$1,481
E101020	DOMESTIC REFUSE COLLECTION	41	Overheads	\$2,212	\$2,212	\$1,843	\$2,844	\$1,001
E101021	DUDININ REFUSE COLLECTION	41	Overheads	\$1,659	\$1,659	\$1,383	\$1,595	\$212
E101030	REFUSE SITE MAINTENANCE	41	Overheads	\$17,917	\$17,917	\$14,931	\$17,301	\$2,371
E102020	Commercial Refuse Collection	41	Overheads	\$8,627	\$8,627	\$7,189	\$7,945	\$756
E102030	Drum Muster	41	Overheads	\$442	\$442	\$369	\$131	(\$238)
E104010	Urban Stormwater Drainage	41	Overheads	\$0	\$0	\$0	\$925	\$925
E105051	Reinstatement of Gravel Pits	41	Overheads	\$270	\$270	\$225	\$0	(\$225)
E107031	KULIN CEMETERY	41	Overheads	\$1,150	\$1,150	\$959	\$1,386	\$428
E107032	DUDININ CEMETERY	41	Overheads	\$0	\$0	\$0	\$1,091	\$1,091
E107033	Pingaring Cemetery	41	Overheads	\$0	\$0	\$0	\$1,118	\$1,118
E107050	PUBLIC CONVENIENCES	41	Overheads	\$0	\$0	\$0	\$648	\$648
E107052	PUBLIC CONVENIENCES DUDININ	41	Overheads	\$1,150	\$1,150	\$959	\$1,331	\$372
E107053	PUBLIC CONVENIENCES PINGARING	41	Overheads	\$0	\$0	\$0	\$221	\$221
E107060	WAR MEMORIAL	41	Overheads	\$1,150	\$1,150	\$959	\$149	(\$810)
E111021	MEMORIAL HALL	41	Overheads	\$1,138	\$1,138	\$948	\$1,005	\$57
E111031	PINGARING HALL	41	Overheads	\$0	\$0	\$0	\$309	\$309
E112021		41	Overheads	\$0	\$0	\$0	\$355	\$355

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 30 April 2023								
COA	Description		Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	\$	\$
E112026	MAINTENANCE	41	Overheads	\$7,631	\$7,631	\$6,359	\$7,088	\$729
E112029	STAFF HOUSING	41	Overheads	\$1,138	\$1,138	\$948	\$101	(\$847)
E113137	DAM EXPENSES	41	Overheads	\$0	\$0	\$0	\$38	\$38
E113270	REPAIRS AND MAINTENANCE	41	Overheads	\$10,285	\$10,285	\$8,571	\$2,204	(\$6,367)
E113310	WAGES - BAR STAFF CASUALS	41	Overheads	\$0	\$0	\$0	\$2,112	\$2,112
E113315	EVENTS	41	Overheads	\$0	\$0	\$0	\$1,746	\$1,746
E113320	WAGES - CLEANER	41	Overheads	\$0	\$0	\$0	\$25	\$25
E113331	BOWLING GREENS	41	Overheads	\$221	\$221	\$184	\$358	\$174
E113332	OVAL	41	Overheads	\$12,166	\$12,166	\$10,138	\$15,308	\$5,169
E113333	GOLF TENNIS PAVILION	41	Overheads	\$4,424	\$4,424	\$3,687	\$6,401	\$2,714
E113334	GOLF COURSE	41	Overheads	\$5,530	\$5,530	\$4,608	\$5,331	\$723
E117029	OFFICE GARDENS	41	Overheads	\$11,060	\$11,060	\$9,216	\$10,380	\$1,164
E117030	PUBLIC PARKS GDNS & RESERVES	41	Overheads	\$43,730	\$43,730	\$36,442	\$43,050	\$6,608
E117031	RESERVES - OTHER	41	Overheads	\$7,742	\$7,742	\$6,452	\$8,387	\$1,936
E117052	DUDININ SPORTSGROUND	41	Overheads	\$0	\$0	\$0	\$355	\$355
E117056	OTHER SPORTING CLUBS	41	Overheads	\$0	\$0	\$0	\$56	\$56
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGF	41	Overheads	\$0	\$0	\$0	\$237	\$237
E117520	PINGARING GOLF CLUB	41	Overheads	\$0	\$0	\$0	\$344	\$344
E121602	Traffic Signs	41	Overheads	\$0	\$0	\$0	\$27	\$27
E122010	ROAD MAINTENANCE	41	Overheads	\$52,694	\$52,694	\$43,909	\$137,373	\$93,464
E122022	FLOOD DAMAGE - NORMAL	41	Overheads	\$0	\$0	\$0	\$5,260	\$5,260
E122121	KULIN DEPOT	41	Overheads	\$13,336	\$13,336	\$11,113	\$16,701	\$5,588
E122122	HOLT ROCK DEPOT	41	Overheads	\$669	\$669	\$558	\$262	(\$296)
E122150	STREET LIGHTING	41	Overheads	\$1,106	\$1,106	\$922	\$945	\$23
E122160	Street Cleaning	41	Overheads	\$1,548	\$1,548	\$1,290	\$1,414	\$124
E122161	DUDININ CLEANING	41	Overheads	\$2,212	\$2,212	\$1,843	\$1,179	(\$664)
E122180	Street Trees	41	Overheads	\$2,212	\$2,212	\$1,843	\$1,201	(\$642)
E122190	Streetscape Maintenance	41	Overheads	\$4,866	\$4,866	\$4,055	\$12,804	\$8,748
E126280	Airstrip Maintenance	41	Overheads	\$442	\$442	\$369	\$1,599	\$1,230
E131040	Noxious Weeds/Pest Plants	41	Overheads	\$1,106	\$1,106	\$922	\$0	(\$922)
E132030	CARAVAN PARK	41	Overheads	\$11,180	\$11,180	\$9,317	\$14,126	\$4,810
E132040	KULIN HOSTEL	41	Overheads	\$1,138	\$1,138	\$948	\$1,236	\$288
E132060	Tidy Towns	41	Overheads	\$0	\$0	\$0	\$13	\$13
E132100	Tourism & Area Promotion	41	Overheads	\$0	\$0	\$0	\$116	\$116
E134135	EVENTS	41	Overheads	\$0	\$0	\$0	\$38	\$38
E136040	WATER SUPPLY (STANDPIPES)	41	Overheads	\$0	\$0	\$0	\$474	\$474
E137060	BUILDING MAINTENANCE	41	Overheads	\$0	\$0	\$0	\$127	\$127
E138015	BLAZING SWAN EXPENDITURE	41	Overheads	\$1,106	\$1,106	\$922	\$555	(\$366)
E138040	BUSH RACES CONTRIBUTION	41	Overheads	\$5,530	\$5,530	\$4,608	\$6,777	\$2,169
E139050	MAINTENANCE & REPAIRS	41	Overheads	\$1,106	\$1,106	\$922	\$1,307	\$386
E141010	PRIVATE WORKS	41	Overheads	\$6,940	\$6,940	\$5,783	\$3,777	(\$2,006)
E143090	Award Allowances	41	Overheads	\$0	\$0	\$0	\$500	\$500
E143125	STAFF HOUSING	41	Overheads	\$10,346	\$10,346	\$8,622	\$13,292	\$4,670
E143140	Seminar Expenses	41	Overheads	\$0	\$0	\$0	\$1,268	\$1,268
E143150	HEALTH & SAFETY PROGRAM	41	Overheads	\$0	\$0	\$0	\$721	\$721
E143290	ALLOCATED TO WORKS & SERVICES	41	Overheads	(\$955,985)	(\$955,985)	(\$805,228)	(\$802,246)	\$2,981
E144000	Plant Repair Wages	41	Overheads	\$78,089	\$78,089	\$65,074	\$44,891	(\$20,183)
E144010	Parts & Repairs	41	Overheads	\$5,530	\$5,530	\$4,608	\$14,213	\$9,605
E144700	PLANT OPERATION COSTS	41	Overheads	\$0	\$0	\$0	\$39	\$39
			Overheads Total	(\$568,374)	(\$568,374)	(\$482,221)	(\$341,972)	\$140,250
E042046	STAFF HOUSING	42	Plant Operating Costs	\$0	\$0	\$0	\$468	\$468
E042053	CEO VEHICLE COSTS	42	Plant Operating Costs	\$10,000	\$23,000	\$19,170	\$20,855	\$1,685
E042054	DCEO VEHICLE COSTS	42	Plant Operating Costs	\$10,000	\$10,000	\$8,333	\$4,103	(\$4,230)
E051070	SUNDRY FIRE PREVENTION COSTS	42	Plant Operating Costs	\$0	\$0	\$0	\$1,556	\$1,556
E053051	EMERGENCY BUILDING MAINTENANCE	42	Plant Operating Costs	\$500	\$500	\$417	\$0	(\$417)
E053700	Plant Operation Costs	42	Plant Operating Costs	\$2,000	\$2,000	\$1,833	\$5,915	\$4,082
E075020	Mosquito Control	42	Plant Operating Costs	\$500	\$500	\$417	\$0	(\$417)
E080100	Contribution to School	42	Plant Operating Costs	\$1,000	\$1,000	\$833	\$567	(\$266)
E084012	SALARIES - GARDENING	42	Plant Operating Costs	\$0	\$0	\$0	\$15	\$15
E092050	OTHER HOUSING MAINTENANCE	42	Plant Operating Costs	\$0	\$0	\$0	\$475	\$475
E092060	KULIN RETIREMENT HOMES	42	Plant Operating Costs	\$0	\$0	\$0	\$145	\$145
E092170	COMMUNITY BANK HOUSE COSTS	42	Plant Operating Costs	\$0	\$0	\$0	\$913	\$913
E101020	DOMESTIC REFUSE COLLECTION	42	Plant Operating Costs	\$0	\$0	\$0	\$130	\$130
E101030	REFUSE SITE MAINTENANCE	42	Plant Operating Costs	\$500	\$500	\$417	\$1,141	\$724
E105051	Reinstatement of Gravel Pits	42	Plant Operating Costs	\$843	\$843	\$703	\$0	(\$703)
E107031	KULIN CEMETERY	42	Plant Operating Costs	\$2,000	\$2,000	\$1,667	\$276	(\$1,391)
E107032	DUDININ CEMETERY	42	Plant Operating Costs	\$0	\$0	\$0	\$361	\$361
E107033	Pingaring Cemetery	42	Plant Operating Costs	\$0	\$0	\$0	\$380	\$380
E112026	MAINTENANCE	42	Plant Operating Costs	\$0	\$0	\$0	\$467	\$467
E113331	BOWLING GREENS	42	Plant Operating Costs	\$0	\$0	\$0	\$50	\$50
E113332	OVAL	42	Plant Operating Costs	\$2,000	\$2,000	\$1,667	\$1,404	(\$263)
E113333	GOLF TENNIS PAVILION	42	Plant Operating Costs	\$0	\$0	\$0	\$245	\$245
E113334	GOLF COURSE	42	Plant Operating Costs	\$7,000	\$7,000	\$5,833	\$1,740	(\$4,093)
E113701	PLANT OPERATION COSTS	42	Plant Operating Costs	\$3,000	\$3,000	\$2,500	\$5,849	\$3,349
E117029	OFFICE GARDENS	42	Plant Operating Costs	\$250	\$250	\$208	\$0	(\$208)
E117030	PUBLIC PARKS GDNS & RESERVES	42	Plant Operating Costs	\$1,500	\$1,500	\$1,250	\$255	(\$995)
E121602	Traffic Signs	42	Plant Operating Costs	\$0	\$0	\$0	\$30	\$30
E122010	ROAD MAINTENANCE	42	Plant Operating Costs	\$510,009	\$510,009	\$425,011	\$318,272	(\$106,739)
E122022	FLOOD DAMAGE - NORMAL	42	Plant Operating Costs	\$0	\$0	\$0	\$16,745	\$16,745
E122121	KULIN DEPOT	42	Plant Operating Costs	\$0	\$0	\$0	\$355	\$355
E122122	HOLT ROCK DEPOT	42	Plant Operating Costs	\$0	\$0	\$0	\$50	\$50
E122190	Streetscape Maintenance	42	Plant Operating Costs	\$0	\$0	\$0	\$143	\$143
E126280	Airstrip Maintenance	42	Plant Operating Costs	\$0	\$0	\$0	\$437	\$437

Shire of Kulin								
STATEMENT OF OPERATING								
(Nature & Type)								
For the period ended 30 April 2023								
COA	Description		Original Budget	Amended budget	YTD Budget	YTD Actual	Var.	
			\$	\$	\$	\$	\$	\$
E132030	CARAVAN PARK	42	Plant Operating Costs	\$0	\$0	\$0	\$470	\$470
E132100	Tourism & Area Promotion	42	Plant Operating Costs	\$0	\$0	\$0	\$105	\$105
E136040	WATER SUPPLY (STANDPIPES)	42	Plant Operating Costs	\$0	\$0	\$0	\$500	\$500
E138015	BLAZING SWAN EXPENDITURE	42	Plant Operating Costs	\$0	\$0	\$0	\$350	\$350
E138040	BUSH RACES CONTRIBUTION	42	Plant Operating Costs	\$5,000	\$5,000	\$4,167	\$4,974	\$807
E141010	PRIVATE WORKS	42	Plant Operating Costs	\$7,200	\$7,200	\$6,000	\$9,792	\$3,792
E142700	Plant Operation Costs	42	Plant Operating Costs	\$6,000	\$6,000	\$5,000	\$8,155	\$3,155
E143095	WORKS MANAGER, WORKS SUPERVISOR	42	Plant Operating Costs	\$20,000	\$20,000	\$16,667	\$31,477	\$14,811
E143125	STAFF HOUSING	42	Plant Operating Costs	\$0	\$0	\$0	\$285	\$285
E144010	Parts & Repairs	42	Plant Operating Costs	\$0	\$0	\$0	\$1,335	\$1,335
E144290	ALLOCATED TO WORKS & SERVICES	42	Plant Operating Costs	(\$1,093,097)	(\$1,093,097)	(\$922,487)	(\$637,865)	\$284,621
E148299	LESS DEPRECIATION ALLOCATED	42	Plant Operating Costs	(\$444,159)	(\$444,159)	(\$370,133)	(\$348,829)	\$21,304
			Plant Operating Costs Total	(\$947,953)	(\$934,953)	(\$790,527)	(\$545,912)	\$244,616
E122010	ROAD MAINTENANCE	44	Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0
			Non-Operating Expenses Total	\$0	\$0	\$0	\$0	\$0
E042297	LOSS ON SALE OF ASSET	45	Loss Asset Disposal	\$0	\$36,730	\$36,730	\$36,730	\$0
E123297	LOSS ON SALE OF ASSET	45	Loss Asset Disposal	\$32,100	\$32,100	\$32,100	\$61	(\$32,039)
			Loss Asset Disposal Total	\$32,100	\$68,830	\$68,830	\$36,791	(\$32,039)
E042049	CEO UTILITIES	47	Telephone & Internet	\$1,250	\$1,250	\$1,042	\$2,268	\$1,227
E042080	TELEPHONE	47	Telephone & Internet	\$13,400	\$13,400	\$11,167	\$8,429	(\$2,737)
E051040	OFFICE EXPENSES	47	Telephone & Internet	\$0	\$0	\$0	\$3,272	\$3,272
E053010	ESL BUSH FIRE BRIGADES	47	Telephone & Internet	\$0	\$0	\$0	\$868	\$868
E077020	MEDICAL CENTRE	47	Telephone & Internet	\$3,000	\$3,000	\$2,500	\$1,791	(\$709)
E084080	TELEPHONE	47	Telephone & Internet	\$1,000	\$1,000	\$833	\$350	(\$484)
E112030	TELEPHONE	47	Telephone & Internet	\$1,800	\$1,800	\$1,500	\$1,040	(\$460)
E113290	TELEPHONE	47	Telephone & Internet	\$2,100	\$2,100	\$1,750	\$1,583	(\$167)
E113332	OVAL	47	Telephone & Internet	\$0	\$0	\$0	\$150	\$150
E122122	HOLT ROCK DEPOT	47	Telephone & Internet	\$400	\$400	\$333	\$318	(\$16)
E132030	CARAVAN PARK	47	Telephone & Internet	\$500	\$500	\$417	\$319	(\$98)
E134060	TELEPHONE	47	Telephone & Internet	\$1,500	\$1,500	\$1,250	\$1,082	(\$168)
E139040	IT MAINTENANCE	47	Telephone & Internet	\$0	\$0	\$0	\$999	\$999
E139050	MAINTENANCE & REPAIRS	47	Telephone & Internet	\$600	\$600	\$500	\$166	(\$334)
E143030	OFFICE EXPENSES	47	Telephone & Internet	\$2,500	\$2,500	\$2,083	\$1,032	(\$1,051)
E144061	TELEPHONE	47	Telephone & Internet	\$2,400	\$2,400	\$2,000	\$1,061	(\$939)
			Telephone & Internet Total	\$30,450	\$30,450	\$25,375	\$24,729	(\$646)
E042046	STAFF HOUSING	48	Electricity	\$8,500	\$8,500	\$7,083	\$3,351	(\$3,733)
E042049	CEO UTILITIES	48	Electricity	\$0	\$0	\$0	\$3,053	\$3,053
E042180	UTILITIES	48	Electricity	\$3,500	\$3,500	\$2,917	\$2,793	(\$124)
E077020	MEDICAL CENTRE	48	Electricity	\$3,800	\$3,800	\$3,167	\$2,439	(\$728)
E084040	ELECTRICITY/GAS/WATER	48	Electricity	\$5,500	\$5,500	\$4,583	\$2,367	(\$2,216)
E092050	OTHER HOUSING MAINTENANCE	48	Electricity	\$1,500	\$1,500	\$1,250	\$1,193	(\$57)
E092150	JOINT VENTURE HOUSING - COSTS	48	Electricity	\$1,000	\$1,000	\$833	\$1,375	\$542
E092170	COMMUNITY BANK HOUSE COSTS	48	Electricity	\$0	\$0	\$0	\$224	\$224
E107050	PUBLIC CONVENIENCES	48	Electricity	\$2,000	\$2,000	\$1,667	\$1,969	\$302
E107052	PUBLIC CONVENIENCES DUDININ	48	Electricity	\$550	\$550	\$458	\$529	\$70
E107053	PUBLIC CONVENIENCES PINGARING	48	Electricity	\$1,000	\$1,000	\$833	\$532	(\$301)
E111021	MEMORIAL HALL	48	Electricity	\$2,000	\$2,000	\$1,667	\$1,154	(\$512)
E111031	PINGARING HALL	48	Electricity	\$500	\$500	\$417	\$0	(\$417)
E111032	DUDININ HALL	48	Electricity	\$900	\$900	\$750	\$0	(\$750)
E112024	ELECTRICITY	48	Electricity	\$39,000	\$39,000	\$37,000	\$754	(\$36,246)
E113180	ELECTRICITY	48	Electricity	\$15,000	\$15,000	\$12,500	\$13,769	\$1,269
E113332	OVAL	48	Electricity	\$4,500	\$4,500	\$3,750	\$3,313	(\$437)
E122121	KULIN DEPOT	48	Electricity	\$3,500	\$3,500	\$2,917	\$3,321	\$404
E122122	HOLT ROCK DEPOT	48	Electricity	\$1,000	\$1,000	\$833	\$1,021	\$188
E122150	STREET LIGHTING	48	Electricity	\$20,000	\$20,000	\$16,667	\$15,340	(\$1,327)
E132030	CARAVAN PARK	48	Electricity	\$9,000	\$9,000	\$7,500	\$5,359	(\$2,141)
E132040	KULIN HOSTEL	48	Electricity	\$1,500	\$1,500	\$1,250	\$548	(\$702)
E132050	INFORMATION BAY	48	Electricity	\$400	\$400	\$333	\$284	(\$49)
E134070	ELECTRICITY	48	Electricity	\$3,500	\$3,500	\$2,917	\$3,248	\$332
E136040	WATER SUPPLY (STANDPIPES)	48	Electricity	\$0	\$0	\$0	\$1,101	\$1,101
E137050	ELECTRICITY	48	Electricity	\$2,500	\$2,500	\$2,083	\$1,744	(\$340)
E139050	MAINTENANCE & REPAIRS	48	Electricity	\$1,500	\$1,500	\$1,250	\$1,247	(\$3)
E143125	STAFF HOUSING	48	Electricity	\$11,100	\$11,100	\$9,250	\$10,002	\$752
			Electricity Total	\$143,250	\$143,250	\$123,875	\$82,031	(\$41,844)
E042046	STAFF HOUSING	49	Water	\$7,000	\$7,000	\$5,833	\$4,768	(\$1,065)
E042180	UTILITIES	49	Water	\$1,300	\$1,300	\$1,083	\$873	(\$211)
E051070	SUNDRY FIRE PREVENTION COSTS	49	Water	\$0	\$0	\$0	\$12	\$12
E053051	EMERGENCY BUILDING MAINTENANCE	49	Water	\$650	\$650	\$542	\$280	(\$262)
E077020	MEDICAL CENTRE	49	Water	\$500	\$500	\$417	\$291	(\$126)
E084040	ELECTRICITY/GAS/WATER	49	Water	\$0	\$0	\$0	\$2,085	\$2,085
E092050	OTHER HOUSING MAINTENANCE	49	Water	\$1,500	\$1,500	\$1,250	\$2,876	\$1,626
E092148	GEHA HOUSING - COSTS	49	Water	\$5,100	\$5,100	\$4,250	\$4,217	(\$33)
E092150	JOINT VENTURE HOUSING - COSTS	49	Water	\$16,000	\$16,000	\$13,333	\$11,257	(\$2,076)
E092170	COMMUNITY BANK HOUSE COSTS	49	Water	\$7,000	\$7,000	\$5,833	\$2,160	(\$3,673)
E107052	PUBLIC CONVENIENCES DUDININ	49	Water	\$200	\$200	\$167	\$84	(\$83)
E107053	PUBLIC CONVENIENCES PINGARING	49	Water	\$200	\$200	\$167	\$75	(\$91)
E107060	WAR MEMORIAL	49	Water	\$500	\$500	\$417	\$305	(\$112)
E111021	MEMORIAL HALL	49	Water	\$500	\$500	\$417	\$51	(\$366)
E111031	PINGARING HALL	49	Water	\$300	\$300	\$250	\$0	(\$250)
E111032	DUDININ HALL	49	Water	\$240	\$240	\$200	\$61	(\$139)
E112025	WATER	49	Water	\$15,700	\$15,700	\$13,900	\$7,602	(\$6,298)
E112029	STAFF HOUSING	49	Water	\$5,000	\$5,000	\$4,167	\$2,014	(\$2,153)
E113332	OVAL	49	Water	\$10,000	\$10,000	\$8,333	\$4,212	(\$4,121)



SHIRE OF KULIN - USER FEES & CHARGES For the financial year ending 30 June 2024

NOTES:

There are four categories of GST treatment for fees & charges which are as follows:

- | | | |
|---|----------------------------|---|
| 1 | Taxable | GST is payable on the supply made. GST is normally 1/11th of the price. |
| 2 | GST Free | No GST is payable on the supply of the GST free goods or services
An input tax credit may be claimed (via the BAS) for anything acquired (or imported) to make this supply |
| 3 | Input Taxed | An input taxed supply is not subject to GST and input tax credit cannot be claimed. Eg. Residential rent |
| 4 | Outside the Scope / Exempt | A fee or charge will be outside the scope of GST if it does not meet one or more of the elements necessary to make a taxable supply. Fees & charges outside of the scope of GST under Division 81 are more commonly referred to as 'exempt' |

SHIRE OF KULIN FEES & CHARGES						
For the financial year ending 30 June 2024						
					5.80%	
GENERAL PURPOSE FUNDING						
	GL Code	GST treatment		2022-23	2023-24	Comment
RATES						
Instalment interest	I030140	No	- Input	3.0%	5.5%	Set by Reg 68 Local Government (Financial Management) Regulations 1996
Penalty interest	I030141	No	- Input	7.0%	11.0%	Set by Reg 70 Local Government (Financial Management) Regulations 1996
Instalment administration fee (per instalment)	I030142	No	per assessment	11.00	11.60	FM Reg 67
Payment plan administration fee	I030142	No	per assessment	no charge	no charge	
Copies of Rate Notices	I030160	No	each	8.00	8.50	
OWNERSHIP ENQUIRY FEE						
Statement of rates (financial) - written	I030160	No	per assessment	70.00	74.10	
Confirmation of orders & requisitions - written	I030160	No	per assessment	100.00	105.80	
Combined statement & confirmation	I030160	No	per assessment	170.00	180.00	
GOVERNANCE						
	GL Code	GST treatment		2022-23		Comment
OWNERS & OCCUPIERS ROLL						
Copy of roll - email	I041040	No	each	10.00	10.60	
Copy of roll - hard copy	I041040	No	each	25.00	26.50	
ELECTORAL ROLL						
Copy of roll - email	I041040	No	each	8.00	8.50	
Copy of roll - hard copy	I041040	No	each	20.00	21.20	
Election Nomination Fee	I041041	No		80.00	80.00	Local Government (Elections) Regulations 1997
COUNCIL MINUTES & AGENDAS						
All agendas and minutes are available for download at kulin.wa.gov.au If you require a printed copy the Shire will charge for photocopying at the rates outlined in the Economic Services section of this Booklet.						
DELIVERY, PACKAGING & POSTAGE	I041045	Yes	per envelope/parcel	Actual cost		
FREEDOM OF INFORMATION						
Freedom of Information Application Fee	I041045	No	Per application	35.00	35.00	FOI Act 1992 s12 (1)(e)
Labour Charges Relating to Freedom of Information Applications (including supervision)	I041045	No	per hour	35.00	35.00	s16 (1)
Photocopying per page	I041045	No	per page			To be charged at rates per Community Resource Centre photocopying charges in Economic Services Section of this booklet.
Delivery, packaging & postage	I041045			Actual cost		

SHIRE OF KULIN FEES & CHARGES						
For the financial year ending 30 June 2024						
					5.80%	
LAW, ORDER & PUBLIC SAFETY						
	GL Code	GST treatment		2022-23	2023-24	Comment
FIRE PENALTIES						
Fire Break Penalty	I051400	No		250.00	250.00	Bush Fires (Infringements) Regulations 1978
All other penalties	I051400	No		as per	as per	Bush Fires (Infringements) Regulations 1978
ANIMAL CONTROL						
Dog Registration Sterilised Dog						
Normal Fee - 1 year	I052420	No	per dog	20.00	20.00	Dog Regulations 2013 s17
Dangerous Dog - 1 year	I052420	No	per dog	50.00	50.00	Dog Regulations 2013 s17. Dog Act 1976
Normal Fee - 3 year	I052420	No	per dog	42.50	42.50	Dog Regulations 2013 s17
Normal Fee - Lifetime	I052420	No	per dog	100.00	100.00	Dog Regulations 2013 s17
Pensioner Concession	I052420	No	per dog	50% of fee	50% of fee	Dog Regulations 2013 s17
Working Dog	I052420	No	per dog	25% of fee	25% of fee	Dog Act 1976 s15
Dog Registration Unsterilised Dog						
Normal Fee - 1 year	I052420	No	per dog	50.00	50.00	Dog Regulations 2013 s17
Normal Fee - 3 year	I052420	No	per dog	120.00	120.00	Dog Regulations 2013 s17
Normal Fee - Lifetime	I052420	No	per dog	250.00	250.00	Dog Regulations 2013 s17
Pensioner Concession	I052420	No	per dog	50% of fee	50% of fee	Dog Regulations 2013 s17
Working Dog	I052420	No	per dog	25% of fee	25% of fee	Dog Act 1976 s15
Cat Registration						
Normal Fee - 1 year	I052420		per dog	20.00	20.00	Cat Regulations 2012 Sch 3 Cats must be microchipped & sterilised.
Normal Fee - 3 year	I052420	No	per dog	42.50	42.50	Cat Regulations 2012 Sch 3 Cats must be microchipped & sterilised.
Normal Fee - Lifetime	I052420	No	per dog	100.00	100.00	Cat Regulations 2012 Sch 3 Cats must be microchipped & sterilised.
Pensioner Concession	I052420	No	per dog	50% of fee	50% of fee	Cat Regulations 2012 Sch 3 Cats must be microchipped & sterilised.
Replacement Dog/Cat Tags						
Impounding Fees	I052400	No	per day	65.00	68.80	
Infringements						
Infringements will be issued as per the penalty prescribed in the Dog Act 1976 and relevant Regulations.						
Destruction of dog	I052400	Yes	per dog	Actual cost	Actual cost	CEO's discretion
Cat Traps						
Hire Fee		Yes		No Fee	No Fee	
Bond	hold	No		50.00	50.00	If bond not refunded then GST applicable
HEALTH SERVICES						
	GL Code	GST treatment		2022-23	2023-24	Comment
ASBESTOS DISPOSAL						
Fee for asbestos disposal	I141410	Yes	per m ³	Cost + 10%	Cost + 10%	As per charge imposed by Shire of Corrigin (Bendering Tip)
EFFLUENT DISPOSAL						
Application for the approval of an apparatus for the treatment of sewage	I074410	No	per apparatus	118.00	118.00	Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations
Permit to use an apparatus for the treatment of sewage	I074410	No	per apparatus	118.00	118.00	Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations
Application for the approval of an apparatus by the Chief Health Officer with a local government report	I074410	No	per apparatus	79.00	79.00	Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations
Application for the approval of an apparatus by the Chief Health Officer without a local government report	I074410	No	per apparatus	110.00	110.00	Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations
ITINERENT FOOD VENDOR						
Per Day	I074410			50.00	50.00	
Per Day (Community group)	I074410			-	-	
Annual Permit	I074410	No	per year	300.00	300.00	
OTHER HEALTH FEES						
Inspection Fee (as requested by settlement agents)	I074410	No	per premises	Cost + 10%	Cost + 10%	
Offensive Trade - Piggeries	I074410	No	per premises	as per Health Local Laws	as per Health Local Laws	Health Local Laws
Inspection - Public Buildings	I074410	No	per premises	100.00	100.00	Health Local Laws
Inspection - Food Businesses	I074410	No	per premises	50.00	50.00	Health Local Laws
Registration - Food Businesses	I074410	No	per premises	50.00	50.00	Health Local Laws
Registration - Lodging House (And Renewal)	I074410	No	per year	180.00	180.00	Health Local Laws

SHIRE OF KULIN FEES & CHARGES						
For the financial year ending 30 June 2024						
					5.80%	
EDUCATION & WELFARE						
	GL Code	GST treatment		2022-23	2023-24	Comment
KULIN CHILD CARE CENTRE						
Full Day	I084010	No	Per child	125.00	132.00	To be updated in October 2023
Half Day (morning)	I084010	No	Per child	89.00	94.00	
Half Day (afternoon)	I084010	No	Per child	94.00	99.00	
Before School	I084010	No	Per child	21.00	22.00	
After School (Wednesday)	I084010	No	Per child	42.00	44.00	
After School (M, T, T, F)	I084010	No	Per child	32.00	34.00	
Short Notice	I084010	No	Per child	26.00	28.00	
HOUSING						
	GL Code	GST treatment		2022-23	2023-24	Comment
RESIDENTIAL						
Staff Rentals						
Level 1 - Housing (As defined in APOG)	see DCEO	No - input	per week			Refer to APOG
Level 2 - Housing (As defined in APOG)	see DCEO	No - input	per week	112.50	112.50	Deducted through pay
Level 3 - Housing (As defined in APOG)	see DCEO	No - input	per week	82.00	82.00	Deducted through pay
Level 4 - Housing (As defined in APOG)	see DCEO	No - input	per week	71.00	71.00	Deducted through pay
Private Rentals						
Joint Venture Units on Johnston Street	I092150	No - input	per week	177.50	180.00	
19 Wright Street - Joint Venture Housing	I092150	No - input	per week	180.00	191.00	
1/21 Ellson Street	I092150	No - input	per week	190.00	201.00	
19 McInnes Street	I092150	No - input	per week	190.00	201.00	
5 Bowey Way	I092150	No - input	per week	210.00	265.00	
38 Day Street	I092150	No - input	per week	250.00	265.00	
6 Bowey Way	I092150	No - input	per week	280.00	297.00	
12 Bowey Way	I092150	No - input	per week	280.00	339.00	
Other private rentals	see DCEO	No - input	per week			
Bonds						
Staff Rentals	Trust	No		800.00	800.00	
Private Rentals	Trust	No		4 weeks rer	4 weeks rent	
Pet Bond	Trust	No		200.00	200.00	
VEHICLE CONTRIBUTIONS						
Lot 4 Bull Street - CEO	I042045	No	per week	50.00	53.00	Deducted through pay
9 Rankin Street - Deputy CEO	I042045	No	per week	50.00	53.00	Deducted through pay
3 Hodgson Street - Works Manager	I042045	No	per week	50.00	53.00	Deducted through pay
14 Stewart Street - Mechanic	I042045	No	per week	50.00	53.00	Deducted through pay

COMMUNITY AMENITIES		GL Code	GST treatment	2022-23	2023-24	Comment
PUBLIC CEMETERIES						
All interments in Grave	I107400	Yes	per interment	800.00	846.00	
Re-Opening of an ordinary grave - as for interment	I107400	Yes	per interment	800.00	846.00	
Re-Opening of an ordinary grave - as for exhumation	I107400	Yes	per exhumation	800.00	846.00	
Interment of Ashes in family grave	I107400	Yes	per interment	200.00	212.00	
Permission to erect Headstone	I107400	No		80.00	85.00	
Interment in Niche Wall - single	I107400	Yes		100.00	106.00	
Interment in Niche Wall - double	I107400	Yes		200.00	212.00	
Niche Wall Reservation Fee	I107400	No		50.00	53.00	
Annual Funeral Director Licence Fee	I107400	No		100.00	106.00	
Reservation Fee	I107400			50.00	53.00	
TOWN PLANNING						
Planning Application Fees based on the cost of development						
value < or = \$50,000	I106110	No	per application	147.00	147.00	Planning and Development Regulations 2009
value > \$50,000 and or = \$500,000	I106110	No	per application			0.32% of the estimated cost of development
value > \$500,000 and < or = \$2.5M	I106110	No	per application	1,700.00	1,700.00	plus 0.257% for every \$1 in excess of \$500,000
value > \$2.5M and < or = \$5M	I106110	No	per application	7,161.00	7,161.00	plus 0.206% for every \$1 in excess of \$2.5M
All other fees	I106110	No	per application			As per the Planning and Development Regulations 2009
Sale of Publications						
Scheme Text	I106110	Yes	per copy			
REFUSE						
Domestic bin charges	I101400	No		268.00	284.00	
Commercial bin charges	I101400	No		268.00	284.00	
Recycling bin charges	I101400	No		158.00	167.00	
Recycle Bin charge (non-townsite residents only)	I102410	Yes	per bin	5.00	5.00	

SHIRE OF KULIN FEES & CHARGES										
For the financial year ending 30 June 2024									5.80%	
RECREATION & CULTURE										
	GL Code	GST treatment		2022-23		2023-24		Comment		
PUBLIC HALLS										
Memorial Hall Office Hire	I111022	Yes	per month	145.00		153.00		Ian Bailey - Invoiced six monthly		
Memorial Hall Room Hire	I111022	Yes	per week	65.00		69.00		Maureen Gillbard (pays fortnightly by direct deposit)		
AQUATIC CENTRE ENTRY FEES										
Adult	I112405	Yes	per day	4.50		4.50				
Child	I112410	Yes	per day	2.50		2.50				
Slide	I112450	Yes	per day	10.00		10.00				
School Carnivals	I112410	Yes	per day	2.50		2.50		Faction carnivals free entry, interschool carnivals competitors and staff free, spectators \$2.50		
Spectators	I112410	Yes	per day	2.50		2.50				
Opening of pool out of normal opening hours including Shire of Kulin slide attendants	I112600	Yes	per hour	150.00		150.00				
Opening of pool out of normal opening hours to use slide supplying own qualified slide attendants.	I112600	Yes	per hour	100.00		100.00				
AQUATIC CENTRE SEASON PASS										
Not including slide										
Adult	I112480	Yes	per season	80.00		85.00		Season tickets half price after 31 January		
Child	I112480	Yes	per season	50.00		53.00		Season tickets half price after 31 January		
Family (2 Adults & 2 Children or 1 Adult & 3 Children)	I112480	Yes	per season	150.00		159.00		Season tickets half price after 31 January		
Each Additional Child	I112480	Yes	per season	50.00		53.00		Season tickets half price after 31 January		
Summer Holiday Family Season Pass	I112480	Yes	per season	90.00		95.00		Last day of term 4 to first day of term 1 the following year		
Each Additional Child	I112480	Yes	per season	25.00		26.00				
Including Slide										
Adult	I112480	Yes	per season	170.00		180.00		Season tickets half price after 31 January		
Child	I112480	Yes	per season	105.00		111.00		Season tickets half price after 31 January		
Family (2 Adults & 2 Children or 1 Adult & 3 Children)	I112480	Yes	per season	300.00		317.00		Season tickets half price after 31 January		
Each Additional Child	I112480	Yes	per season	105.00		111.00		Season tickets half price after 31 January		
Summer Holiday Family Season Pass	I112480	Yes	per season	180.00		190.00		Last day of term 4 to first day of term 1 the following year		
Each Additional Child	I112480	Yes	per season	60.00		63.00				
RECREATION & CULTURE - FRC										
	GL Code	GST treatment		2022-23 Member	2022-23 Non Member	2023-24 Member	2023-24 Non Member	Comments		
MEMBERSHIP										
Corporate Member	I113050	Yes	Annual	120.00		127.00				
Ordinary Member	I113100	Yes	Annual	72.50		77.00				
Junior Member (over 13 yrs)	I113110	Yes	Annual	20.00		21.00				
Temporary Member	I113130	Yes	3 months or less	40.00		42.00				
Social Member	I113120	Yes	Annual	30.00		32.00				
FRC HIRE CHARGES										
Kath Freebairn Room	I113390	Yes	Per Hour	23.00	45.00	24.00	48.00			
Kath Freebairn Room	I113390	Yes	Half Day	38.00	65.00	40.00	69.00			
Kath Freebairn Room	I113390	Yes	Whole Day	55.00	90.00	58.00	95.00			
Phil Freebairn Room	I113390	Yes	Per Hour	31.00	62.00	33.00	66.00			
Phil Freebairn Room	I113390	Yes	(1-60 Persons)	65.00	90.00	69.00	95.00			
Phil Freebairn Room	I113390	Yes	(61-100 persons)	88.00	112.00	93.00	118.00			
Phil Freebairn Room	I113390	Yes	(101+ persons)	155.00	235.00	164.00	249.00			
Hire of Indoor Courts	I113300	Yes	Per hour	70.00	100.00	74.00	106.00			
Hire of Indoor Courts	I113300	Yes	Full Day	150.00	200.00	159.00	212.00			
Hire of FRC Meeting Room	I113400	Yes	Per hour	20.00	35.00	21.00	37.00			
Hire of FRC Meeting Room	I113400	Yes	Half Day	25.00	50.00	26.00	53.00			
Hire of FRC Meeting Room	I113400	Yes	Whole Day	45.00	90.00	48.00	95.00			
BBQ Hire only	I113320	Yes		5.00	10.00	5.00	11.00	Canteen - Hotdog paper		
Event Set up fee	I113150	Yes	per hour		Cost +10%		Cost +10%			
Labour rate for use of FRC Audio Visual Equipment	I113336	Yes	Per Hour	55.00	77.00	58.00	81.00			
FRC KITCHEN HIRE										
Junior sports training canteen hire	I113320	Yes		20.00	N/A	20.00	N/A	Including funerals		
1/2 Day	I113320	Yes		70.00	105.00	74.00	111.00			
Full Day	I113320	Yes		105.00	140.00	111.00	148.00	Function - coffee, tea, sugar, salt, pepper and 4L milk included. Additional milk requirements to be purchased by persons hiring the kitchen		
Special Events	I113320	Yes		POA	POA	POA	POA	Price on Application		
Tea & Coffee 5-15 persons (for functions - no kitchen hire)	I113320	Yes		17.00	28.00	18.00	30.00	Coffee, tea, sugar and 4L milk included. No kitchen hire.		
OTHER HIRE CHARGES										
Extended Liquor License Application - additional	I113510	No	Per licence	0.00	POA	0.00	POA	Price on Application - dependent on type of Liquor Licence required.		
Pool Table	I113394	Yes	Per game	1.00	1	1.00	1			
Bowling Green	I113340	Yes	Per Person	NA	10.00	NA	11.00			
Bowling Green	I113340	Yes	Per Group	NA	50.00	NA	53.00			
Gymnasium - Personal Training	I113393	Yes	Per Hour	0.00	0.00	55.00	NA			
Oval	I113370	Yes	Per Session	NA	130.00	NA	138.00			
Golf Course	I113350	Yes	Per Person	NA	10.00	NA	11.00			
Golf Course	I113350	Yes	Per Group	NA	50.00	NA	53.00			
Tennis Courts	I113351	Yes	Per Person	NA	10.00	NA	11.00			
Tennis Courts	I113351	Yes	Per Group	NA	50.00	NA	53.00			
Golf/Tennis Clubhouse Function Room Only	I113380	Yes	Per Hour	16.00	30.00	16.00	32.00			
Golf/Tennis Clubhouse Function Room & Kitchen	I113380	Yes		POA	POA	POA	POA	Only available for hire if FRC booked		
Golf Club Kitchen (not available unless FRC already booked for function)										

SHIRE OF KULIN FEES & CHARGES						
For the financial year ending 30 June 2024						5.80%
ECONOMIC SERVICES						
	GL Code	GST treatment		2022-23	2023-24	Comment
STANDPIPE WATER						
Standpipe water access cards	I136010	Yes	per card	25.00	25.00	
Non-ratepayer additional charge (per kilolitre)	I136010	No	per kilolitre	1.00	1.00	Including lessees leasing property in the Kulin Shire
Fotheringhame Rd	I136010	No	per kilolitre	2.73	2.73	Fee charged by Water Corp to be passed on to user
Yealering Kulin Rd	I136010	No	per kilolitre	2.73	2.73	
Dandagin Rd	I136010	No	per kilolitre	2.73	2.73	
Pederah Rd	I136010	No	per kilolitre	2.73	2.73	
Dudinin Lot 83	I136010	No	per kilolitre	2.73	2.73	
High St Kulin	I136010	No	per kilolitre	9.00	9.00	
Kulin-Lake Grace Rd	I136010	No	per kilolitre	2.73	2.73	
Commonwealth Rd	I136010	No	per kilolitre	2.73	2.73	
Eighty Six Gate Rd	I136010	No	per kilolitre	5.40	5.40	
Luke Price St Pingaring	I136010	No	per kilolitre	2.73	2.73	
Williams Kondinin Rd	I136010	No	per kilolitre	5.40	5.40	
FUEL FACILITY						
Margin on fuel (determining the price of fuel)	I139010	Yes	per litre			Cost plus margin as per Council APOG Manual - Policy A13a
LEASE OF CROPPING LAND						
Airport Land	I136115	Yes	per hectare	10.00	11.00	
Prouds Land	I136115	Yes	per hectare	10.00	11.00	
CARAVAN PARK						
Camp site powered - 2 People own van/tent (TOURISTS) for a maximum of five nights	I132410	Yes	per day	Pay what you think	Pay what you think	Tourists only
Camp site powered - 2 People own van/tent (OTHER THAN TOURISTS ie Workers, Western Power etc)	I132410	Yes	per day	32.00	34.00	
Extra Person powered site	I132410	Yes	per day	10.00	11.00	
Camp site unpowered - per person	I132410	Yes	per day	10.00	11.00	
Nightly rates for guests staying more than five nights (to a maximum of 28 nights)	I132410	Yes	per day	30.00	32.00	
Vans Parked / Stored (Unpowered)	I132410	Yes	per week	25.00	26.00	
Vans Parked / Stored (Powered)	I132410	Yes	per week	80.00	85.00	
Use of showers at Caravan Park	I132410	Yes	per wash	10.00	11.00	
HOSTEL						
Per Night without linen	I132409	Yes	per person	25.00	26.00	Minimum 8 people (guests provide linen)
First Night with linen	I132409	Yes	per person	40.00	42.00	Minimum 8 people (linen provided)
Subsequent nights with linen	I132409	Yes	per person	25.00	26.00	
School groups per Night	I132409	Yes	per person	20.00	21.00	
Laundry - Washer & Dryer	I132409	Yes	per wash	3.00	3.00	

SHIRE OF KULIN FEES & CHARGES						
For the financial year ending 30 June 2024						
					5.80%	
ECONOMIC SERVICES						
	GL Code	GST treatment	2022-23	2023-24	Comment	
BUILDING						As per Building Regulations 2012
Certified						
Building Permit - Class 1 or Class 10	I133410	No	per permit	0.19%	0.19%	of the estimated value of the building work (min \$110)
Building Permit - Class 2 to 9	I133410	No	per permit	0.09%	0.09%	of the estimated value of the building work (min \$110)
Uncertified						
Building Permit	I133410	No	per permit	0.32%	0.32%	of the estimated value of the building work (min \$110)
Demolition						
Permit - Class 1 or Class 10	I133410	No	per permit	110.00	110.00	
Permit - Class 2 to 9	I133410	No	each storey	110.00	110.00	
Application to extend licence	I133410	No	per permit	110.00	110.00	
Occupancy Permits						
Completed Building	I133410	No	per permit	110.00	110.00	
Temporary for incomplete building	I133410	No	per permit	110.00	110.00	
Modification of permit for additional use	I133410	No	per permit	110.00	110.00	
Replacement of permit for permanent change	I133410	No	per permit	110.00	110.00	
For a building in respect of which unauthorised work has been done	I133410	No	per permit	0.18%	0.18%	of the estimated value of the unauthorised work as determined by the relevant permit
Replace permit for an existing building	I133410	No	per permit	110.00	110.00	
Application for extension of time	I133410	No	per permit	110.00	110.00	
Building Approval Certificate						
For a building in respect of which unauthorised work has been done	I133410	No	per permit	0.38%	0.38%	of the estimated value of the unauthorised work as determined by the relevant permit authority (min \$110)
For a building in respect of which unauthorised work has been done	I133410	No	per permit	110.00	110.00	
Application for extension of time	I133410	No	per permit	110.00	110.00	
Building Inspection Fees & Travel						
Building Inspection Fee - Kulin townsite & 10km radius	I133410	Yes	per inspection	60.00	60.00	
Building Inspection Fee - outside 10km radius of Kulin	I133410	Yes	per inspection	48.00	48.00	Plus Travel
Building Inspection Travel - outside 10km radius of Kulin	I133410	Yes	per km	0.93	0.93	
Building Services Levy						
Building Permit	I133425	No		\$61.65	\$61.65	\$45,000 or less
Demolition Permit	I133425	No		\$61.65	\$61.65	\$45,000 or less
Occupancy Permit for approved building work	I133425	No		\$61.65	\$61.65	\$45,000 or less
Building Approval Certificate for approved building work	I133425	No		\$61.65	\$61.65	\$45,000 or less
Occupancy Permit for Unauthorised Building Work	I133425	No		\$123.30	\$123.30	\$45,000 or less
Building Approval Certificate for Unauthorised Building Work	I133425	No		\$123.30	\$123.30	\$45,000 or less
Building Permit	I133425	No		0.137%	0.137%	of the value of the work (if over \$45,000)
Demolition Permit	I133425	No		0.137%	0.137%	of the value of the work (if over \$45,000)
Occupancy Permit for approved building work	I133425	No		\$61.65	\$61.65	over \$45,000
Building Approval Certificate for approved building work	I133425	No		\$61.65	\$61.65	over \$45,000
Occupancy Permit for Unauthorised Building Work	I133425	No		0.274%	0.274%	of the value of the work (if over \$45,000)
Building Approval Certificate for Unauthorised Building Work	I133425	No		0.274%	0.274%	of the value of the work (if over \$45,000)
Building Construction Industry Training Fund						
BCITF Levy	I113420	No				0.2% of the total value of construction, for all works value at more than \$20,000.
BUILDING / ROOM HIRE						
Meeting Room						
Per day	I134170	Yes		90.00	95.00	
Per half day	I134170	Yes		50.00	53.00	
Evening (only with a senior staff member present)	I134170	Yes		50.00	53.00	
Student Exams (Per Hour)	I134170	Yes		80.00	85.00	Higher per hour charge as a staff member is required to attend and is unable to complete work throughout the exam.
1 hour	I134170	Yes		35.00	37.00	
Council Chambers						
Per day	I134170	Yes		115.00	122.00	
Per half day	I134170	Yes		60.00	63.00	
Evening (only with a senior staff member present)	I134170	Yes		60.00	63.00	
1 hour	I134170	Yes		35.00	37.00	
Old Shire Admin Building Offices						
Month	I137010	Yes		400.00	423.00	
Week	I137010	Yes		130.00	138.00	
Day	I137010	Yes		95.00	101.00	
1/2 Day	I137010	Yes		58.00	61.00	

SHIRE OF KULIN FEES & CHARGES								5.80%
For the financial year ending 30 June 2024								
ECONOMIC SERVICES								
	GL Code	GST treatment		2022-23 Non Member	2022-23 Member (20% discount)	2023-24 Non Member	2023-24 Member (20% discount)	Comment
COMMUNITY RESOURCE CENTRE								
PHOTOCOPIING/PRINTING								
LARGE PROJECTS WILL ATTRACT A LABOUR CHARGE								
Paper 80gsm								
A4 single sided - black & white	I134070	Yes	Per page	0.40	0.32	0.40	0.32	
A4 double sided - black & white	I134070	Yes	Per page	0.60	0.48	0.60	0.48	
A4 single sided - colour	I134070	Yes	Per page	0.60	0.48	0.60	0.48	
A4 double sided - colour	I134070	Yes	Per page	0.80	0.64	0.80	0.64	
A3 single sided - black & white	I134070	Yes	Per page	0.50	0.40	0.50	0.40	
A3 double sided - black & white	I134070	Yes	Per page	0.75	0.60	0.80	0.64	
A3 single sided - colour	I134070	Yes	Per page	1.10	0.88	1.20	0.96	
A3 double sided - colour	I134070	Yes	Per page	1.50	1.20	1.60	1.28	
A4 single sided own paper supplied - black & white	I134070	Yes	Per page	0.25	0.20	0.30	0.24	
A4 double sided own paper supplied - black & white	I134070	Yes	Per page	0.50	0.40	0.50	0.40	
A4 single sided own paper supplied - colour	I134070	Yes	Per page	0.30	0.24	0.30	0.24	
A4 double sided own paper supplied - colour	I134070	Yes	Per page	0.60	0.48	0.60	0.48	
Card paper 200gsm								
A4 single sided - black & white	I134070	Yes	Per page	0.90	0.72	1.00	0.80	
A4 double sided - black & white	I134070	Yes	Per page	1.00	0.80	1.10	0.88	
A4 single sided - colour	I134070	Yes	Per page	1.20	0.96	1.30	1.04	
A4 double sided - colour	I134070	Yes	Per page	1.30	1.04	1.40	1.12	
LAMINATING								
A4	I134140	Yes	Per page	2.50	2.00	3.00	2.40	
A3	I134140	Yes	Per page	5.00	4.00	5.00	4.00	
Large (per metre)	I134140	Yes		20.00	16.00	21.00	16.80	
BINDING								
Plastic combs up to 20 pages	I134220	Yes		3.50	2.80	4.00	3.20	
Plastic combs 20-50 pages	I134220	Yes		5.50	4.40	6.00	4.80	
Plastic combs 50-100 pages	I134220	Yes		7.50	6.00	8.00	6.40	
Plastic combs 100+ pages	I134220	Yes		9.50	7.60	10.00	8.00	
EQUIPMENT HIRE								
Bond	I134150	No		50.00	50.00	50.00	50.00	If bond not refunded then GST applicable
LCD Projector & Screen - 1 day	I134150	Yes	per day	50.00	40.00	53.00	42.40	
Projector screen only	I134150	Yes	per day	30.00	24.00	32.00	25.60	
iPad	I134150	Yes	per day	30.00	24.00	32.00	25.60	
Laptop (only for local use)	I134150	Yes	per day	30.00	24.00	32.00	25.60	
Digital camera	I134150	Yes	per day	50.00	40.00	53.00	42.40	
CRC MEMBERSHIPS								
Business & Organisations	I134010	Yes	per year		50.00		50.00	Membership entitles users to a 20% discount on the above CRC charges
Family	I134010	Yes	per year		50.00		50.00	No discount on any charges below.
Single	I134010	Yes	per year		35.00		35.00	
Concession	I134010	Yes	per year		20.00		20.00	
Kulin Community & Sporting Clubs	I134010	Yes	per year		25.00		25.00	
KULIN UPDATE ADVERTISING								
Quarter Page	I134130	Yes	per edition	20.00		21.00		Advertising only, content and notices (such as AGM) for local groups is free.
Half Page	I134130	Yes	per edition	25.00		26.00		
Full page BW	I134130	Yes	per edition	40.00		42.00		
Full page Colour	I134130	Yes	per edition	80.00		85.00		
Front or Back page	I134130	Yes	per edition	100.00		106.00		
Advertising Package (0-6 months)	I134130	Yes	per edition	5% discount	5% discount	5% discount	5% discount	
Advertising Package (6-12 months)	I134130	Yes	per edition	10% discount	10% discount	10% discount	10% discount	
LABOUR CHARGE								
Send e-mail	I134120	Yes		3.50		4.00		
Scan document & send e-mail	I134120	Yes		4.00		4.00		
Send fax - first page	I134120	Yes		1.50		2.00		
Send fax - additional Page	I134120	Yes		0.50		1.00		
Receive fax	I134120	Yes		0.50		1.00		
Administrative/secretarial (computer assistance, phone calls, typing, scanning, folding, cutting, collating etc.)								
- 5 minutes (minimum charge)	I134120			6.50		7.00		
- 15 minutes	I134120			16.00		17.00		
- 30 minutes	I134120			30.00		32.00		
- per hour	I134120			50.00		53.00		
INTERNET/COMPUTER USAGE								
15 minutes	I134100	Yes		2.00		2.00		
30 minutes	I134100	Yes		4.00		4.00		
Per hour	I134100	Yes		7.00		7.00		
Seniors	I134100	Yes		2.00		2.00		
Hotspot access - 1/2 hour	I134100	Yes		1.50		2.00		
Hotspot access - 1 hour	I134100	Yes		2.00		2.00		
KULIN PHONE DIRECTORY								
A4 Colour	I134160	Yes	each	20.00		21.00		
A4 B&W	I134160	Yes	each	15.00		16.00		
A5 Colour	I134160	Yes	each	15.00		16.00		
A5 B&W	I134160	Yes	each	10.00		11.00		
MERCHANDISE								
Magnet	I132430	Yes	each	4.95		5.00		
Postcard	I132430	Yes	each	2.00		2.00		
Pen	I132430	Yes	each	2.95		3.00		
Key ring	I132430	Yes	each	4.95		5.00		
Colouring book	I132430	Yes	each	5.00		5.00		
Wrapping paper	I132430	Yes	each	2.50		3.00		
History Book (Soft cover)	I132430	Yes	each	20.00		21.00		Plus Postage
Much More Than Metal Book	I132430	Yes	each	10.00		11.00		Plus Postage
Fly & mosquito book	I132430	Yes	each	5.00		5.00		

SHIRE OF KULIN FEES & CHARGES						
For the financial year ending 30 June 2024						
PRIVATE WORKS	GL Code	GST treatment		2022-23	2023-24	Comment
PLANT HIRE						
Bulldozer	I141410	Yes	per hour	275.00	275.00	
Pushing Gravel – Dozer	I141410	Yes	per m³	4.75	4.75	
Bulldozer (tree lines/rubbish holes)	I141410	Yes	per hour	232.00	232.00	
Grader	I141410	Yes	per hour	188.00	188.00	
Grader (water)	I141410	Yes	per hour	174.00	174.00	
Prime Mover/Low Loader	I141410	Yes	per hour	180.00	195.00	
Loader- alternative Long haul rate	I141410	Yes	per km	6.80	6.80	
Road Train	I141410	Yes	per hour	205.00	205.00	
Prime Mover/Side Tipper	I141410	Yes	per hour	180.00	195.00	
Truck 10T	I141410	Yes	per hour	163.00	163.00	
Truck 3T	I141410	Yes	per hour	137.00	137.00	
Bomag/Pacific Roller	I141410	Yes	per hour	169.00	169.00	
Backhoe	I141410	Yes	per hour	169.00	169.00	
Loader	I141410	Yes	per hour	179.00	179.00	
Tractor & Broom Roller	I141410	Yes	per hour	155.00	155.00	
Bobcat	I141410	Yes	per hour	163.00	163.00	
Wood Chipper	I141410	Yes	per hour	95.00	95.00	Check availability with Works Manager
Cherry Picker	I141410	Yes	per hour	79.00	79.00	Check availability with Works Manager
Jack Hammer	I141410	Yes	per day	84.00	84.00	Check availability with Works Manager
Plate Compactor	I141410	Yes	per day	84.00	84.00	Check availability with Works Manager
Cement Mixer	I141410	Yes	per day	84.00	84.00	Check availability with Works Manager
Scaffold Hire	I141410	Yes	per day	16.00	16.00	Check availability with Works Manager
Tandem Trailer	I141410	Yes	per day	79.00	79.00	
Car Trailer	I141410	Yes	1/2 day or less	63.00	63.00	
Car Trailer	I141410	Yes	per day	110.00	110.00	
LABOUR CHARGE						
Mechanical repairs labour	I141410	Yes	per hour	100.00	100.00	
Labour - gardening & town maintenance	I141410	Yes	per hour	58.00	62.00	
Leading hand labour - gardening & town maintenance	I141410	Yes	per hour	70.00	75.00	
Tractor & mower charge	I141410	Yes	per hour	70.00	75.00	
Building Maintenance Officer	I141410	Yes	per hour	-	82.50	
Cleaner	I141410	Yes	per hour	-	70.00	
Small motors charge	I141410	Yes	per hour	12.00	12.00	
COMMUNITY BUS HIRE						
Bus Hire	I142100	Yes	c/km	1.30	1.30	
Trailer	I142100	Yes	per day	65.00	65.00	
MATERIALS						
Sand/Gravel	I141410	Yes	m3	23.00	23.00	
Blue Metal	I141410	Yes	m3	85.00	85.00	
Blue Metal 2nd's	I141410	Yes	m3	63.00	63.00	
Black Sand (includes \$10 to owner)	I141410	Yes	m3	33.00	33.00	Check availability with Works Manager
Mulch	I141410	Yes	m3	12.00	12.00	Check availability with Works Manager
Woodchips	I141410	Yes	m3	12.00	12.00	Check availability with Works Manager
Woodchips - delivered	I141410	Yes	m3	23.00	23.00	Check availability with Works Manager

GENERAL COMPLIANCE CHECKLIST APRIL 2023

Class	Task	Date	Frequency	Detail	Yes/No
Governance/MESS	Freedom of Information Statement	1/04/2023	Annual	Freedom of Information Statement to be published annually in Update	Yes
Governance	Presidents Allowance Review	April	Annual	Report to Council for review – May agenda item	Yes
Governance	Commence Integrated Planning Review	31/05/2023	Quarterly	Quarterly review due May - if not already commenced	In progress
Governance	Policy Manual review	30/06/2023	Annual	Annual Policy manual review	Yes
Governance/MESS	Gifts Register - reminder	30/04/2023	Twice Yearly	Council members & CEO are required to disclose gifts received in their capacity as a Councillor or CEO	Yes
Governance/MESS	Create Election Timeline	April	Biennial	Available from Electoral Commission	Yes
EMCGR	Update Records Management Disaster Plan	April	As required	Submit to State Records by Sept	N/A
CEO	Performance Review	1/04/2023	Annual	Report to Council to select Panel for Performance review in May. Alan Leeson 6 month probation due in September	N/A
CEO	Staff Performance Reviews	19/06/2023	6 monthly	Administration staff, DCEO and Managers.	No
CEO	Adjust KRA's for Senior staff and Managers	19/06/2023	6 monthly	Administration staff, DCEO and Managers.	No
EMFS	Conduct staff performance reviews and report to CEO	19/06/2023	6 monthly		No
EMCGR	Budget Review	30-May-23	Annual	the review and the determination (council's decision on the review) submitted to the Department within 30 days.	Yes
EMFS	FBT Return Due	April	Annual	Due in May	In progress
EMFS	Interim Audit	April	Annual	Confirm Interim Audit	Yes
EMFS	Fuel Facility Audit	April	Annual	Fuel Facility Audit – due June 2027	N/A
EMCGR	Rents, Fees & Charges Review	1/04/2023	Annual	Fees and charges are to be reviewed at least annually. If fees and charges are set after the Budget is struck, advertising is required before implementing	Yes
EMFS	Rates - Pensioners	1/04/2023	Annual	Send letters to pensioners who have not paid their rates reminding of rebate option which will expire on 30 June	Yes
MESS	Key to Kulin reimbursement	April	Quarterly		Yes
EMW	R2R Draft Budget Inclusions	April	Annual	Identify R2R projects for inclusion in draft Budget	Yes
EMW	R2R Projects	April	Annual	Prepare submissions for RRG - list of projects due July	Yes
EMW	Road Construction & Maintenance Review	01/04/23	Monthly	Review previous month road construction and maintenance - complete recoups, MRD line marking requests, MRD Form 8 etc. as required - Advise DCEO of invoices required for MRD and private works recovery - complete report to CEO/Council	Yes

GENERAL COMPLIANCE CHECKLIST APRIL 2023

EMW	Spray Water Catchments	April	Biennial	As required to improve run-off	Yes
EMW	Take down shade sails at pool - end of pool season	April	Annual	Assist Pool Manager with removal of shade sails	Yes
EMW	Occupational Health & Safety	April	Tri-annual	Hold committee meeting and toolbox meeting	Yes
EMW	Air-conditioner filters	1/04/2023	Biannual	Liaise with Building Maintenance to clean filters in air-conditioner	
EMW	Spray caltrop golf course	Summer rain		As required	Yes
OHS	Administration Building Monthly Inspection	30/04/2023	Monthly	Foops	Yes
EMCS	Conduct staff performance reviews and report to CEO	19/12/2023	6 monthly		No
EMCS	Kulin Child Care Centre Management Committee	1/10/2023	Annual	Positions to be advertised In consultation with KCCC Management Committee	
EMCS	Kulin Child Care Centre budget finalised	April		Will be completed in May	No
EHO	Waste Water Recycling Scheme		Monthly	If scheme is in use into May	N/A
Build Mtce	Smoke Detector Batteries	1/04/2023	Annual	Replace batteries	



Shire of Kulin

Register of Delegations

May 2023

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INTRODUCTION

The Local Government Act 1995 (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.

All delegations made by the Council must be by absolute majority decision. The following are functions that cannot be delegated to the Chief Executive Officer:

- any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act relating to the payment of fees to council members;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of his powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if he desires.

A register of delegations to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty.

1. ADMINISTRATION

A.1 Acting Chief Executive Officer

Delegation: That Council delegate authority to the Chief Executive Officer to appoint either the Deputy Chief Executive Officer, Executive Manager of Financial Services, Executive Manager of Corporate Governance & Risk, Executive Manager of Works or the Executive Manager of Community Services as Acting CEO during a period of absence.

CEO

Delegates to: Nil

Reference: Local Government Act 1995 section 5.36 and 5.42

History: Reviewed ~~18 May 2022~~ 17 May 2023

A.2 Agreements for Payments of Debts to Council

Delegation: The CEO is authorised to make agreements with debtors for the re-payment of debts to Council, including rates and other debts.

CEO

Delegates to: ~~Deputy CEO~~ Executive Manager of Financial Services

Reference: Local Government Act 1995 section 6.49

History: Reviewed ~~18 May 2022~~ 17 May 2023

A.3 Casual Hirers Liability

Delegation: That Council delegate authority to the Chief Executive Officer to ensure that hirers of Council facilities carry adequate insurance before hire takes place.

CEO

Delegates to: Nil

Reference: Local Government Act 1995 section 2.7 (2) (b)

History: Reviewed ~~18 May 2022~~ 17 May 2023

A.4 Complaint Handling

Delegation: That Council delegate authority to the Chief Executive Officer to seek legal advice in respect to the implications of suspected malicious, frivolous, unreasonable, persistent or vexatious complaint.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

A.5 Fees & Charges - Discounts

Delegation: That Council delegate authority to the Chief Executive Officer, to offer up to a 30% reduction of the hire fee or charge without reference to Council.

The CEO then delegates authority to ~~DCEO~~ Executive Manager of Financial Services, Executive Manager of Corporate Governance & Risk, Executive Manager of Works, Executive Manager of Community Services, - to offer a 10% discount on the fees and charges applicable to their services, as a direct response to a request by the payee, correcting a service or expectation requirement (CRC Manager, Freebairn Recreation Centre Manager, Aquatic Centre Manager, Works Manager and front counter staff members (named) as described and in accordance with Council decision 14/0517 May 2017.

CEO

Delegates to: As above

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

A.6 Investment of Surplus Funds

Delegation: The CEO is authorised to invest money held in any Council fund that is not required for immediate use, in an approved investment as defined by the Trustees Act, Part III, provided that sufficient working funds are retained at all times.

Where possible, preference is to be given to investing in local bank branches.

CEO

Delegates to: ~~Deputy CEO~~ Executive Manager of Financial Services

Reference: Local Government Act 1995, section 6.14. Financial Management Regulations Section 19c

History: Reviewed ~~18 May 2022~~ 17 May 2023

A.7 IT & Social Media – Use Of

Delegation: That Council delegate authority to the Chief Executive Officer to authorise officers of the Council to access and maintain social media sites.

CEO

Delegates to: ~~Deputy CEO~~ Executive Manager of Financial Services, Executive Manager of Community Services and the Manager of Executive Services ~~Service Manager, Executive Support Officer~~

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

A.8 Legal Advice, Representation & Cost Reimbursement

Delegation: That Council delegate authority to the Chief Executive Officer (with conditions) to seek legal advice in connection with the proper legal administration of the Shire and to support urgent responses to claims for financial assistance to members and staff, advice to the value of \$5,000, without reference to Council.

CEO

Delegates to: Nil

Reference: Local Government Act 1995 Section 5.42

History: Reviewed ~~18 May 2022~~ 17 May 2023

A.9 Payments from Municipal and Trust Funds

Delegation: The CEO is authorised to make payments from the Municipal and Trust Funds. This includes the authority to sign cheques and permit EFT payments.

- Conditions:**
1. That an order be issued for the purchase of goods and services except in the case of small purchases from Petty Cash;
 2. That where feasible and practical, a price be negotiated in advance of purchase and recorded on the order form;
 3. That invoices, where practicable, be certified by the person who placed the order so as to indicate:
 - a. That the purchase was under an authority delegated to that person
 - b. That the goods and services were received in a satisfactory condition, or to a satisfactory standard, and the price and computations are correct;

4. That the Chief Executive Officer continue to place a list of creditors before the Council on a monthly basis together with vouchers and invoices;
 - a. For the recording in the minutes after payment for those accounts paid by the Chief Executive Officer under delegated authority.
5. That at least two (2) signatories be required on all cheques or online authorisations;

For those paid by the Chief Executive Officer under delegated authority either the CEO, or Deputy CEO Executive Manager of Financial Services, jointly with either the Executive Support Officer Manager of Executive Services or Accounts Payable Officer.

CEO

Delegates: The authority to issue Municipal Fund purchase orders only. As follows;

<u>Executive Manager of Financial Services (including trust)</u>	<u>\$50,000</u>
<u>Executive Manager of Works</u>	<u>\$50,000</u>
<u>Executive Manager of Corporate Governance & Risk</u>	<u>\$50,000</u>
<u>Executive Manager of Community Services</u>	<u>\$50,000</u>
<u>Manager of Executive Support Services</u>	<u>\$5,000</u>
<u>Plant Mechanic</u>	<u>\$5,000</u>
<u>Freebairn Recreation Centre Manager</u>	<u>\$5,000</u>
<u>Aquatic Centre Manager</u>	<u>\$5,000</u>
<u>Works Supervisor</u>	<u>\$1,000</u>
<u>Technical Officer</u>	<u>\$1,000</u>
<u>Environmental Health Officer</u>	<u>\$1,000</u>
<u>Building Maintenance Officer</u>	<u>\$1,000</u>

Deputy CEO	\$100,000*	(Also authorised to make Trust Fund payments)
Manager of Works	\$50,000*	
Plant Mechanic	\$5,000 *	
Community Services Manager	\$10,000*	
Freebairn Rec Manager	\$1,000 plus \$2,000 bar stock	
Executive Support Officer	\$1,000 *	
Tech Officer	\$1,000	
Child Care Administrator	\$1,000 *	
Administration Officers	\$ 200	
Environmental Health Officer	\$ 200	
Aquatic Centre Manager	\$1,000	
Building Maintenance Officer	\$1,000	
Senior Finance Officer	\$1,000	

* Orders for items of a capital nature, or major operational items such as fuel that have been dealt with at a Council level (e.g. tenders) may be signed /authorised by the above employees an Executive Manager in excess of the purchase orders limit.

Reference: Local Government (Financial Management) Regulations 1996, Regulation 12

History: Reviewed 18 May 2022 17 May 2023

A.10 Use of Common Seal

Delegation: That Council delegate authority to the Chief Executive Officer to permit the affixing of the Common Seal when required.

CEO

Delegates to: Nil

Reference: Local Government Act 1995 section 9.49A (4)

History: Reviewed ~~18 May 2022~~ 17 May 2023

A.11 Writing Off Debts

Delegation: That Council delegate authority to the Chief Executive Officer to write off debts where the individual debt is not more than \$100. In exercising this authority, the Chief Executive Officer is to take into consideration Council Policy and the prospects of recovering the debt.

CEO

Delegates to: Nil

Reference: Local Government Act 1995 section 6.12

History: Reviewed ~~18 May 2022~~ 17 May 2023

A.12 Housing

Delegation: To the Chief Executive Officer to;

- to recover from bonds the cost of damage repair, cleaning and carpet cleaning from tenants of they fail to do such;
- take action to recover costs of water usage if other reduction remedies have failed to reduce consumption;
- determine applications from tenants to allow a pet in the residence;
- determine applications from staff to receive the "own your own residence" allowance;

CEO

Delegates to: ~~Deputy CEO~~ Executive Manager of Financial Services

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

A.13 Procedure for Unpaid Rates

Delegation: To the Chief Executive Officer to determine the granting of an extension of time to pay rates.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

A.14 Disposal of Vacant Land

Delegation: That Council delegate authority to the Chief Executive Officer to dispose of vacant land specified below:

<u>Proudview Estate</u>
<u>15 Hodgson Street (Lot 114 Hodgson Street Lifestyle Subdivision)</u>
<u>9 Hodgson Street (Lot 113 Hodgson Street Lifestyle Subdivision)</u>
<u>3 Hodgson Street (Lot 112 Hodgson Street Lifestyle Subdivision)</u>
<u>31 Kulin West Road (Lot 110 Kulin West Road Lifestyle Subdivision)</u>
<u>25 Kulin West Road (Lot 111 Kulin Road West Lifestyle Subdivision)</u>
<u>21 Kulin West Road (Lot 103 Kulin Road West Lifestyle Subdivision)</u>
<u>15 Kulin West Road (Lot 102 Kulin Road West Lifestyle Subdivision)</u>
<u>8 Hodgson Street (Lot 104 Hodgson Street Lifestyle Subdivision)</u>
<u>15 Rankin Street (Lot 107 Rankin Street Lifestyle Subdivision)</u>

9 Rankin Street (Lot 108 Rankin Street Lifestyle Subdivision)
3 Rankin Street (Lot 109 Rankin Street Lifestyle Subdivision)
9 Kulin West Road (Lot 101 Kulin Road West Lifestyle Subdivision)
3 Kulin West Road (Lot 100 Kulin Road West Lifestyle Subdivision)
15 Hodgson Street (Lot 114 Hodgson Street Lifestyle Subdivision)
20 Kulin Rd West (Lot 106 Hodgson Street Lifestyle Subdivision)
<u>Robertson Estate</u>
16 Ellson Street (Lot 6 Ellson Street Residential Subdivision)
14 Ellson Street (Lot 7 Ellson Street Residential Subdivision)
12 Ellson Street (Lot 8 Ellson Street Residential Subdivision)
8 Ellson Street (Lot 10 Ellson Street Residential Subdivision)
6 Ellson Street (Lot 11 Ellson Street Residential Subdivision)
4 Ellson Street (Lot 12 Ellson Street Residential Subdivision)
2 Ellson Street (Lot 13 Ellson Street Residential Subdivision)
35 Price Street (Lot 16 Price Street Residential Subdivision)
37 Price Street (Lot 17 Price Street Residential Subdivision)
39 Price Street (Lot 18 Price Street Residential Subdivision)
<u>Other</u>
27 Ellson Street (Lot 42 Ellson Street Residential Subdivision)
29 Ellson Street (Lot 43 Ellson Street Residential Subdivision)
31 Ellson Street (Lot 44 Ellson Street Residential Subdivision)
8 Bowey Way (Lot 34 Bowey Way Residential Subdivision)
19 Ellson Street (Lot 38 Ellson Street Residential Subdivision)

Conditions: 1.) Requirements of Section 3.58 of the Local Government Act must be met
2.) Disposal value must not be less than 10% of the current market valuation

Delegates to: Nil

Reference: Local Government Act 1995 section 3.58

History: Reviewed 17 May 2023

2. GOVERNANCE

G.1 Applications for Planning Consent

Delegation: The CEO is authorised to issue planning consent for development applications that fully comply with all requirements. The CEO is authorised to reduce or waive development application fees where:-

- the development has a perceived benefit to the community, and
- the application is of such a nature that very little investigate work is required prior to the application being submitted to Council for consideration.

Compliance with the Town Planning Scheme, Regulations and Codes, and Council's Planning Policies, is mandatory. Any application not complying is to be referred to Council for decision.

Conditions: No officer other than the CEO is permitted to authorise expenditure by outside agencies for development applications.

CEO

Delegates to: Nil

Reference: Town Planning Development Act and Town Planning Scheme No 2, 2017

History: Reviewed ~~18 May 2022~~ 17 May 2023

G.2 Building Licences and Swimming Pools

Delegation: The CEO is authorised to approve or not approve plans submitted and issue building licences. This includes the authority to conduct inspections and issue orders for private swimming pools.

Conditions: The authority does not include approval of development applications as required under Council's Town Planning Scheme, nor the expenditure of money prior to consultation with the CEO. All building applications must conform with the Building Code of Australia and all other relevant legislation.

CEO

Delegates to: Environmental Health Officer/Building Officer

Reference: Local Government (Miscellaneous Provisions) Act 1960 section 374

History: Reviewed ~~18 May 2022~~ 17 May 2023

G.3 Cemeteries Act 1986

Delegation: The CEO is authorised to carry out all of the powers and duties conferred to Council by section 6 of the Cemeteries Act 1986 and carry out in accordance with this section, when required, the exhumation of a body buried in the Kulin, Dudinin or Pingaring cemeteries and the reburial of the body in the Kulin, Dudinin or Pingaring cemeteries.

CEO

Delegates to: Nil

Reference: Cemeteries Act 1986 sections 6 and 59

History: Reviewed ~~18 May 2022~~ 17 May 2023

G.4 Public Health Act 2016

Delegation:

1. Delegation to the Chief Executive Officer for the appointment of 'authorised officer/s' under section 9.10(1) including the authority to the giving of infringement notice/s under section 9.16 by the authorised officer/s pursuant to the *Local Government Act 1995* for the purpose of the administration of the *Shire of Kulin Animal Environment and Nuisance Local law 2016*;
2. That pursuant to the *Local Government Act 1995* Subdivision 2 - Infringement notices, the Shire of Kulin appoints the Chief Executive Officer as an authorised officer for the functions of:
 - i. Section 9.17. Notice, content of – to authorise persons for the purposes of receiving payment of modified penalties;
 - ii. Section 9.19. Extension of time; and
 - iii. Section 9.20. Withdrawal of notice.This appointment is to be affected by instrument in writing and signed by the Shire President;
3. Delegation to the Chief Executive Officer for the purpose of designating authorised officers, appointing environmental health officers and the appointment of authorised officers to issue infringement notices pursuant to the *Health (Asbestos) Regulations 1992*; and
4. The appointment of the Chief Executive Officer as an 'approved officer' pursuant to Regulation 15D(5) of the *Health (Asbestos) Regulations 1992* for the purposes of Part 2 of the *Criminal Procedure Act 2004* as the person authorised to extend the period to pay or withdraw an infringement notice. This appointment is to be affected by instrument in writing and signed by the Shire President. **(Note: Adopted by Council resolution 11/0217)**

CEO

Delegates to: Environmental Health Officer, Various Authorised Officers

Reference: Public Health Act 2016, Health (Miscellaneous Provisions) Act 1911, Health (asbestos) Regulations 1994, Food Act 2008

History: Reviewed ~~18 May 2022~~ 17 May 2023

G.5 Various Acts and Local Laws

Delegation: To the Chief Executive Officer for the appointment of 'authorised officer/s' required by the Shire of Kulin under;
Local Government Act (Miscellaneous Provisions) 1960, Part XX (Ranger/Pound Keeper);
Local Government Act 1995, Part 3, Subdivision 4 and part 9 Division 2 – Executive Functions of Local Government and Part 9 Miscellaneous Provisions;
s. 17(1) Caravan Parks and Camping Grounds Act 1995;
s. 29 (1) Dog Act 1976 and Regulations;
s. 48 Cat Act 2011 and Regulations;
s. 59(3) Bush Fires Act 1954 and Regulations;
s. 26 of the Litter Act 1979 and Regulations;
s. 38(3) Control of Vehicles (Off Road Areas) Act 1978 and Regulations;
All Shire of Kulin Local Laws.
All appointments to be advertised annually in the Government Gazette or by local circulation for interim or part year appointments.

CEO

Delegates to: Nil

Reference: Local Government Act 1995 and Various Acts as detailed

History: Adopted by Council Resolution 06/0818

3. HUMAN RESOURCES

H.1 Grievance Procedures

Delegation: To the Chief Executive Officer to engage a competent human resource professional to hear and determine a grievance against the CEO or where a grievance requires specialist mediation or assistance because the topic is outside the knowledge or capacities of Shire staff.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

4. COMMUNITY SERVICES

C.1 Bushfire Control – Shire Plant for Use Of

Delegation: To the Chief Executive Officer to spend up to \$5,000 to hire plant or equipment (above positioning and mobilisation costs) if and when a bushfire cannot be effectively controlled by other means, or where it is considered necessary to engage additional resources to protect life or property.

CEO

Delegates to: ~~Manager of Works~~ Executive Manager of Works

Reference: Local Government Act sections 5.42 and 5.44
Bush Fires Act section 38 (3) (4) (5)

History: Reviewed ~~18 May 2022~~ 17 May 2023

C.2 Bushfire Control – Plant Use for Adjoining Shires

Delegation: To the Chief Executive Officer to spend up to \$5,000 to hire plant or equipment (above positioning and mobilisation costs) if and when a bushfire cannot be effectively controlled by other means, or where it is considered necessary to engage additional resources to protect life or property.

CEO

Delegates to: ~~Manager of Works~~Executive Manager of Works

Reference: Local Government Act sections 5.42 and 5.44
Bush Fires Act section 38 (3) (4) (5)

History: Reviewed ~~18 May 2022~~17 May 2023

C.3 Bushfire Prohibited/Restricted Burning Periods – Changes to

Delegation: In accordance with Section 17(10) of the Bush Fires Act 1954 (as amended), Council delegate it's power to the Chief Executive Officer, who will consult with the Chief Bush Fire Control Officer ~~and Shire President be delegated authority~~ to vary the "Prohibited Burning ~~Time~~Period".
In accordance with the Bush Fires Act 1954 (as amended), the Chief Bush Fire Control Officer and the Chief Executive Officer are delegated authority to vary the "Restricted Burning Period".

CEO

Delegates to: Nil

Reference: Local Government Act 1995 & Bush Fires Act 1954

History: Reviewed ~~18 May 2022~~17 May 2023

C.4 Bushfire Training Administration

Delegation: To the Chief Executive Officer and the Bush Fire Brigades Advisory Committee to incur expenditure for the planning and development of training opportunities without reference to Council for volunteers, Fire Control Officers and Captains. Costs associated with training programs to be allocated to Council's Emergency Services Levy.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~17 May 2023

C.5 Cat Ownership Limit – Cat Control

Delegation: To the Chief Executive Officer to determine applications to keep cats under the Cat Foster Carer provision as per Council policy.

CEO

Delegates to: Nil

Reference: Local Government Act 1995
Cat Act 2011 and Cat Regulations 2012

History: Reviewed ~~18 May 2022~~17 May 2023

C.6 Dog Control - Attacks

Delegation: Without reference to the Council the Chief Executive Officer is delegated authority to instigate legal and/or infringement proceedings against the owner of a dog involved in a dog attack on a person or other animal.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Dog Act 1976
Reviewed ~~18 May 2022~~ 17 May 2023

C.7 Dog Ownership Limit – Dog Control

Delegation: Without reference to the Council the Chief Executive Officer is delegated authority to determine applications in the first instance.

CEO

Delegates to: Nil

Reference: Local Government Act 1995
Dog Act 1976

History: Reviewed ~~18 May 2022~~ 17 May 2023

C.8 Sea Containers Use Of – Town Planning

Delegation: To the Chief Executive Officer for the approval of applications for the use of sea containers.

CEO

Delegates to: Nil

Reference: Local Government Act 1995
Shire of Kulin Town Planning Scheme No. 2
Shire Policy

History: Reviewed ~~18 May 2022~~ 17 May 2023

C.9 Second Hand Dwellings – Use of – Building Control

Delegation: To the Chief Executive Officer to approve Development Applications for the use of second hand relocated or transportable dwellings.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

C.10 Temporary Accommodation

Delegation: To the Chief Executive Officer to approve applications for temporary accommodation in caravans that meet the guideline conditions.

CEO

Delegates to: Nil

Reference: Local Government Act 1995
Caravan and Camping Ground Regulations 1997: Regulation 6 and 11(2)(a)

History: Reviewed ~~18 May 2022~~ 17 May 2023

C.11 Unauthorised Structures – Building Control

Delegation: To the Chief Executive Officer to seek legal advice or to prepare a “Stop Work” order where Notice to the owner fails to illicit any response or results in the hastening of action to complete the structure.

CEO

Delegates to: Nil

Reference: Local Government Act 1995
Building Regulations 1989

History: Reviewed ~~18 May 2022~~ 17 May 2023

C.13 Freebairn Recreation Centre Club Committee

Delegation: That Council delegate authority to the Freebairn Recreation Centre Club Committee to manage all aspects of the Freebairn Recreation Centre on behalf of Council, subject to budget constraints and under the constraints imposed by the Local Government Act 1995 and other relevant legislation.

Conditions: The following areas remain the responsibility of Council:-

- Staffing
- Liquor licence
- Capital Expenditure Purchases
- Sale of Assets
- Waiver of Hire Charges

CEO

Delegates to: Freebairn Recreation Centre Club Committee

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

C.14 Kulin Child Care Management Committee

Delegation: That Council delegate authority to the Kulin Child Care Management Committee to manage all aspects of the Kulin Child Care Centre on behalf of Council, subject to budget constraints, and under those constraints imposed by the Local Government Act 1995 and other relevant legislation.

Conditions: The following areas remain the responsibility of Council:-

- Staffing
- Capital expenditure purchases
- Sale of Assets

CEO

Delegates to: Kulin Child Care Centre Management Committee

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

C.15 General – Community Services Practices

Delegation: To the Chief Executive Officer to;

- appoint officers for the purpose of infringement notices and administration of;
 - the Shire of Kulin Animal Environment and Nuisance Local Law; Health (Asbestos) regulation 1992.
- appoint officers for the purposes of the Caravan and Camping Grounds Act 1995;
 - Power of Entry and inspection and,
 - The issue of Infringement Notices.

approve or reject applications to consume liquor in Shire buildings or on Shire controlled reserves.

approve applications to hire the Kulin Bush Races facility in accordance with terms and conditions.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

C.16 Bushfire Control – Confirmation Appointment of Dual Fire Control Officers

Delegation: That Council delegate to the Chief Executive Officer that following receipt of correspondence or a written email request from a neighbouring Shire, the Chief Executive Officer under delegation made possible by the Bush Fires Act 1954, S.48 (1) is granted the authority to confirm the appointment of Dual Fire Control Officer applications from neighbouring Shires without reference to Council.

CEO

Delegates to: Nil

Reference: Local Government Act sections 5.42 and 5.44
Bush Fires Act section 48 (1)

History: Added ~~18 May 2022~~ 17 May 2023

C.17 Seed Collection – Issue of Approval to Collect Seeds

Delegation: That Council delegate to the Chief Executive Officer approval to determine requests to collect seeds from Shire of Kulin managed and controlled land without reference to Council in accordance with the guidelines of APOG CS 20.

CEO

Delegates to: Nil

Reference: Local Government Act

History: Added ~~18 May 2022~~ 17 May 2023

5. WORKS

W.1 Gravel Supplies

Delegation: To the Chief Executive Officer and the ~~Manager of Works~~ Executive Manager of Works & Services to negotiate the supply of gravel with landholders, which may incur a quid pro quo cost to the Shire and to initiate the resumption of land for the purpose of obtaining gravel where no alternate suitable supplies exist.

CEO

Delegates to: ~~Manager of Works~~ Executive Executive Manager of Works

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

W.2 Roads - Clearing

Delegation: To the Chief Executive Officer the power to;

- consider and authorise the removal of vegetation from fence lines;
- to issue approval to service authorities to remove vegetation on Shire roads in relation to their works;
- to determine the suitability of roadside vegetation planting applications submitted by community groups or individuals.

CEO

Delegates to: Nil

Reference: Local Government Act 1995
Soil and Land Conservation Act 1945. (Agriculture WA)
Wildlife Conservation Act 1950 – 1979
Aboriginal Heritage Act 1972
Agriculture and Related Resources Protection Act 1976
Bush Fires Act 1954
Conservation and Land Management Act 1984

Environmental Protection and Biodiversity Conservation Act 1999
Environmental Protection Act 1986
Heritage of WA Act 1990
Land Act 1933
Main Roads Act 1930
Mining Act 1978
State Energy Commission Supply Act 1979
Water Authority Act 1987

History: Reviewed ~~18 May 2022~~ 17 May 2023

W.3 Roads – Damage To

Delegation: To the Chief Executive Officer to take action to recover the cost of damage to a Shire road or verge asset and issue Notice to request the return of the road or verge to a clean and tidy condition.

CEO

Delegates to: ~~Manager of Works~~ Executive Manager of Works & Services

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

W.4 Roads – Roadside Markers – Management Of

Delegation: To the Chief Executive Officer to determine roadside markers applications.

CEO

Delegates to: ~~Manager of Works~~ Executive Manager of Works & Services

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

W.5 Stormwater Drainage

Delegation: To the Chief Executive Officer to approve applications for connection to the Shire stormwater drainage from landowners on advice from the ~~Manager of Works~~ Executive Manager of Works & Services.

CEO

Delegates to: ~~Manager of Works~~ Executive Manager of Works & Services

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

W.6 Street Trees

Delegation: To the Chief Executive Officer to determine applications for approval to plant street trees in accordance with this guideline.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

W.7 Streetscape – Improvements

Delegation: To the Chief Executive Officer to approve streetscape improvements.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

W.8 Roadside Vegetation Management

Delegation: To the Chief Executive Officer for the burning or spraying of road verges following agreement of the ~~Manager of Works~~ Executive Manager of Works & Services in accordance with the listed conditions.

CEO

Delegates to: ~~Manager of Works~~ Executive Manager of Works & Services

Reference: Local Government Act 1995

Bush Fires Act 1954 25

Occupational Health & Safety

Road Traffic Act 1974

History: Reviewed ~~18 May 2022~~ 17 May 2023

W.9 Temporary Road Closures

Delegation: The Chief Executive Officer is authorised to temporarily close thoroughfares to vehicles.

CEO

Delegates to: ~~Manager of Works~~ Executive Manager of Works & Services

Reference: Local Government Act 1995 section 3.50

Bush Fires Act 1954 25

Occupational Health & Safety

Road Traffic Act 1974

History: Reviewed ~~18 May 2022~~ 17 May 2023

W.10 General – Works Practices

Delegation: To the Chief Executive Officer to;

- Determine applications to beautify grave sites at Shire Cemetery's;
- Approve Niche Wall plaque design and placement;
- Approve the use of the depot for the servicing of private vehicles and equipment;
- Determine requests from local Clubs and Organisations to use Shire plant;
- To issue heavy Haulage Vehicle Permits.

To the Deputy Chief Executive Officer to;

- Approve the use of the depot for the servicing of private vehicles and equipment;
- Determine requests from local Clubs and Organisations to use Shire plant.

To the ~~Manager of Works~~ Executive Manager of Works & Services to;

- Approve the use of the depot for the servicing of private vehicles and equipment;
- Determine requests from local Clubs and Organisations to use Shire plant.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed ~~18 May 2022~~ 17 May 2023

A1 ACTING CHIEF EXECUTIVE OFFICER

Administration

PREAMBLE: When the Chief Executive Officer takes annual or other Leave the Chief Executive Officer is to appoint either the ~~Deputy CEO~~Executive Manager of Financial Services as Acting Chief Executive Officer.

OBJECTIVE: To ensure the Shire has an appropriate officer at all times to be acting in the legal position of CEO, taking into account the ~~DCEO~~Executive Manager of Financial Services workload and the availability and access to the CEO during the period of absence.

PRACTICE:—That the CEO ensure that the position of Acting CEO be filled as judiciously as possible when a known absence will occur.

That the authority to appoint the ~~Deputy CEO~~Executive Manager of Financial Services to be Acting Chief Executive Officer during the absence of the Chief Executive Officer on leave or other extended periods be delegated to the CEO for times when there is not an immediately available Ordinary Council meeting to report to seeking Council resolution for this appointment.

When exercising the delegation, the Shire President is to be consulted and Council is to be provided with notice of the Acting appointment as soon as possible, or practicable. In the event that the Chief Executive Officer cannot appoint ~~ment~~ the ~~Deputy CEO~~Executive Manager of Financial Services as Acting Chief Executive Officer, the Council ~~will be required to authorise any alternative appointment~~give the Chief Executive Officer the authority to appoint either the Executive Manager of Corporate Governance & Risk, Executive Manager of Works or the Executive Manager of Community Services to the position of Acting Chief Executive Officer.

PROCESS: Appointment of an Acting CEO by the CEO or Council is to be in writing.

DELEGATION: To CEO to appoint ~~DCEO~~Executive Manager of Financial Services as Acting CEO during period of absence.

HEAD OF POWER: Local Government Act 1995 5.36 and 5.42

A14 HOUSING

Administration

PREAMBLE: As the owner of a variety of housing stock, the Shire of Kulin is required to adopt a practice and guidelines with which it can to manage its housing stock.

OBJECTIVE: To make clear and simple statements about how the Shire of Kulin requires tenants to act and behave in use of its housing stock.

PRACTICE/PROCESSES:

Rental Rates and Charges

The Shire housing rental rates are set under the following principles:

Executive Homes – 10-20% of Kulin Market rentals

Standard Homes – 40-50% of housing equivalents in Kulin market rentals

The Shire rental fees and charges for staff will generally be increased by the Consumer Price Index for Perth (for the preceding 12 months) and adopted as part of the Shire of Kulin Fees and Charges Schedule in the annual budget adoption process, usually in June each year for commencement at July 1 each year.

No charges will be made for the rubbish and recycling collection services and television supply services.

The Shire has identified 4 levels of accommodation and charges accordingly, these are updated annually in accordance with the fees & charges.

Level 1 (Executive Level Homes)				
Address	Nominal Officer Position	Market Rent	Shire Rent	Subsidy
<u>12 Bowey Way</u>	<u>Chief Executive Officer</u>	<u>339</u>	<u>50</u>	<u>15,038</u>
<u>9 Rankin Street</u>	<u>Manager of Corp Governance</u>	<u>318</u>	<u>50</u>	<u>13,936</u>
<u>3 Hodgson Street</u>	<u>Manager of Works</u>	<u>297</u>	<u>50</u>	<u>12,834</u>
<u>6 Bowey Way</u>	<u>Plant Mechanic</u>	<u>297</u>	<u>50</u>	<u>12,834</u>
<u>38 Day Street</u>	<u>Not Assigned</u>	<u>297</u>	<u>50</u>	<u>12,834</u>
<u>10 Price Street</u>	<u>Privately Rented</u>	<u>450</u>		
Level 2 (Management Level Homes)				
Address	Nominal Officer Position	Market Rent	Shire Rent	Subsidy
<u>10 Ellson Street</u>	<u>Aquatic Centre Manager</u>	<u>265</u>	<u>113</u>	<u>7,930</u>
<u>5 Bowey Way</u>	<u>Works Supervisor</u>	<u>265</u>	<u>82</u>	<u>9,516</u>
<u>17 McInnes Street</u>	<u>Not Assigned</u>	<u>265</u>	<u>82</u>	<u>9,516</u>
Level 3 (Officer Level Homes)				
Address	Nominal Officer Position	Market Rent	Shire Rent	Subsidy
<u>81 Johnston Street</u>	<u>Plant Operator/Town Maintenance</u>	<u>201</u>	<u>87</u>	<u>5,953</u>
<u>21 Bull Street</u>	<u>Not Assigned</u>	<u>201</u>	<u>82</u>	<u>6,209</u>
<u>19 McInnes Street</u>	<u>Privately Rented</u>	<u>201</u>	<u>82</u>	<u>6,209</u>
<u>Unit 1 / 21 Ellson St</u>	<u>Privately Rented</u>	<u>201</u>	<u>82</u>	<u>6,209</u>
<u>Unit 2 / 21 Ellson St</u>	<u>Privately Rented</u>	<u>201</u>	<u>82</u>	<u>6,209</u>
Level 4 (Lower Quality Homes)				
Address	Nominal Officer Position	Market Rent	Shire Rent	Subsidy
<u>Unit 1 / 25 Johnston St</u>	<u>Plant Operator/Town Maintenance</u>	<u>180</u>	<u>82</u>	<u>5,096</u>
<u>Unit 2 / 25 Johnston St</u>	<u>Privately Rented</u>	<u>180</u>	<u>82</u>	<u>5,096</u>
<u>Unit 3 / 25 Johnston St</u>	<u>Privately Rented</u>	<u>180</u>	<u>82</u>	<u>5,096</u>

<u>Unit 4 / 25 Johnston St</u>	<u>Privately Rented</u>	<u>180</u>	<u>82</u>	<u>5,096</u>
<u>Unit 5 / 25 Johnston St</u>	<u>Plant Operator/Town Maintenance</u>	<u>180</u>	<u>82</u>	<u>5,096</u>
<u>Unit 6 / 25 Johnston St</u>	<u>Plant Operator/Town Maintenance</u>	<u>180</u>	<u>82</u>	<u>5,096</u>
<u>3 Bull Street</u>	<u>Plant Operator/Town Maintenance</u>	<u>191</u>	<u>82</u>	<u>5,658</u>
<u>14 Stewart Street</u>	<u>Plant Operator/Town Maintenance</u>	<u>191</u>	<u>71</u>	<u>6,230</u>
<u>19 Wright Street</u>	<u>Privately Rented</u>	<u>191</u>	<u>82</u>	<u>5,658</u>

~~Level 1— Executive Homes— 17 McInnes St (CEO), 9 Rankin St (DCEO) and 3 Hodgson St (WM)
Rate: \$84 f/n after tax (FBT purposes) being approx. 10% of the Kulin market rental for a similar standard residence i.e. \$420 week.~~

~~Level 2— Senior Quality Homes— 6 Bowey Way (nominally— BMO) and 12 Bowey Way (nominally— SFO), ? Day St
Rate: \$200f/n being approx. 40% of the Kulin market rental for a similar standard residence i.e. \$270 week.~~

~~Level 3— Standard Quality Homes/Units— 1 Stewart St, 25 Johnston St Units, 3 Bull St, 81 Johnston St, 21 Ellson St.
Rate: \$140f/n being approx. 40% of the Kulin market rental for a similar standard of residence or unit i.e. \$175 week.~~

~~Level 4— Low Quality Homes— 8 Wright St, 23 Bull St, 21 Bull St.
Rate: \$120f/n being approx. 40% of the Kulin market rental for a similar standard of residence i.e. \$150 week~~

Tenancy Agreement

All tenants of Shire housing are to sign and enter into a standardised tenancy agreement. Occupancy will not be permitted in any Shire house until the tenancy agreement has been signed and countersigned.

Should a local business require a shire owned residence for a member of their staff; the lease agreement will be drawn up so that the employer is the lessee.—This ensures that the responsibility for rent and condition of the property lies with the local business.—Direct crediting of the Shire of Kulin bank account for rental payments is also encouraged

The limited Shire Inspection report (upon commencement) can be signed and returned to the Shire Office within 10 working days.

Bond for Staff Housing

The Shire of Kulin has a system of bonds for damage/cleaning and pets.

All tenants are to pay a damage/cleaning bond equivalent to 4 weeks rent, or \$800 (whichever is greater), upon moving into a Shire house. For Shire staff, the bond can be deducted from fortnightly payment of salaries and wages, on the basis of 4 equal payments, or by other payment arrangements made by agreement of the Chief Executive Officer only. Bonds are held in trust for return to the tenant when vacating, subject to terms and conditions.

For non-Shire staff, payment of 100% of the bond is required upon signing of the tenancy agreement.

The damage/cleaning bond is repayable on moving from the residence if the premises are left in a satisfactory condition and all terms and conditions of the tenancy agreement have been met.

Vacating Shire Houses

All tenants of Shire owned houses and flats are to have the carpets professionally cleaned prior to vacating the residence.—Failure to do so will mean that the cost of the carpet cleaning will be removed from the damage/cleaning bond.

Water Consumption and payment of Accounts

The Shire will pay all water rates and consumption accounts for Shire houses and flats.—This practice is undertaken to ensure that tenants maintain the gardens to a satisfactory standard. If it becomes obvious that tenants are not maintaining the gardens at a residence to the Shire standard, the Chief Executive Officer is authorised to advise the tenant immediately of this requirement. Should the advised tenant/faults not be remedied, the Chief Executive Officer shall arrange to have the work completed by Shire staff at the occupier's expense.—The Chief executive Officer can then consider if consumption costs may then become the responsibility of the tenant.

The Chief Executive Officer is to monitor annual consumption figures for each of the residences and manage overall use considering that each residence has particular circumstances that dictate usage patterns. The level of usage should be consistent with similar residences and annualised costs, and indicate sound water usage practices are being considered by each tenant. On this basis, tenants are supported in overall usage. Where it is evident that patterns of overuse are occurring, the Chief Executive Officer is authorised to take action to bring usage into standardised limits. This action may include recovery of costs for excessive usage.

Annual Inspection of Shire Residences

An annual inspection of all Shire houses and flats is to be carried out in March/April to ascertain the housing maintenance items that are needed to be included in the following year budget. At this time, tenants are invited to offer their comments as to what items of maintenance or improvements they would like to see at each residence.

Dogs, Cats and Pets in Shire residences

The Shire guideline is that no cats, dogs or pets be permitted at Shire residences. Should employees have pets, then application is to be made in writing to the Chief Executive Officer or an indication be made on the tenancy agreement application.—The decision to allow pets at a residence is solely at the discretion of the Chief Executive Officer and is subject to the payment of a bond for such to occur.

No smoking in residences

As part of its obligation to employee's health and welfare, the Shire of Kulin's position is that smoking will not be permitted in Shire residences. If smoking is to be conducted outside the residence, the tenant will make arrangements to ensure the residence yard is free of cigarette butts.

Keys

The Deputy CEO Executive Manager of Financial Services is responsible for the issuing of all Shire housing keys. Any deadbolt, lock or security change or the theft or loss of Shire housing keys, should be reported immediately.

Keys issued are recorded on the Shire key register and against the individual being issued with the key. Keys are non-transferable between staff and are not, under any circumstances, to be lent to the public.

All keys must be returned immediately upon termination of occupation of a Shire residence.—Failure to do so will result in the cost of replacement locks being taken from available bond monies.

Incentive for Staff owning their own residence

The Shire recognises that long term employment will be encouraged if staff own their own residences and that ownership promotes a greater sense of community for employees.

The Shire will pay a Housing Incentive Allowance of \$70120 per week to permanent employees who own their own home, or are privately renting a home, as opposed to occupying a Shire residence.

Eligibility

- This includes those employees who live with a spouse or partner who locally own a residence. It does not apply where a parent, who is an employee, lives with a child and vice versa.
- The allowance will be payable to any permanent employees who work a minimum of 25 hours per week.
- The allowance will not apply to non-Kulin Shire owners.

- The allowance can apply to farm housing-based employees.

~~An employee privately renting or leasing housing where no suitable, equivalent Shire housing is available shall also be entitled to the Housing Incentive Allowance of \$70 per week—effective immediately upon commencement.~~

The Shire reserves the right to reassess each individual employee's entitlement to this Housing Incentive Allowance from time to time.

The Housing Incentive Allowance shall be determined solely by the Chief Executive Officer and will depend on the individual's circumstances, employment contract arrangements and changing circumstances of the rental and housing marketplace as they impact on staff rentals.

The Shire will permit employees receiving this incentive to establish payroll deductions for the payment of their annual rates. Deductions will be placed into the Shire Trust account for annual payment of rates after rate notices have been levied.

DELEGATION: To the Chief Executive Officer to;

- to recover from bonds the cost of damage repair, cleaning and carpet cleaning from tenants of they fail to do such;
- take action to recover costs of water usage if other reduction remedies have failed to reduce consumption;
- determine applications from tenants to allow a pet in the residence;
- determine applications from staff to receive the "own your own residence" Housing Incentive Allowance;

HEAD OF POWER: Local Government Act 1995, Residential Tenancies Act 1987

~~Policy updated May 2020—Council Resolution 09/0520—removes the two-year time period (expired as at June 2020) that employees could receive the \$70 Housing Initiative Allowance.~~

A14A SALE OF LAND and HOUSING

Administration

PREAMBLE: As the owner of a variety of residential and semi-rural land, benefits accrue to the Shire with every lot sold. In terms of housing stock, the Shire of Kulin has adopted a practice of turning over nominated housing stock on a regular basis, with an aim of maintaining the asset class at the lowest life cycle cost.

OBJECTIVE: To clearly detail the processes of sale.

PRACTICE/PROCESSES:

The CEO shall report regularly to the Council opportunities for the sale of land or housing. The report shall contain the proposed reserve or disposal price for each category of asset, set equal to or approximately equivalent to the current market valuation provided by the relevant state government authority Valuation Services or an independent Valuer for that asset class.

Adoption of the report sets the reserve price for each asset class.

Where a property is to be sold by private treaty or public tender, provisions relating to the giving of public notification of the proposed disposition as required by Section 3.58 (3) of the Local Government Act 1995 (public notice) will apply:

- The offer will be in a form that can be accepted;
- An offer may not be accepted if it is less than the Council determined agreed disposal price for that asset class, unless agreed by Council to determine a rate otherwise,
- A deposit amount of \$10,000 is to be paid by the prospective purchaser upon acceptance of the offer to purchase being made with the balance payable upon settlement;
- Where land is sold by private treaty, the provisions of 3.58 LG Act still apply.

Sale of land – additional incentives. The Shire of Kulin offers up to \$10,000 private works site preparations with every semi-rural lot sold and up to \$5,000 of private works site preparations for each residential lot sold. Sale incentives to be recorded as contributions by Shire.

DELEGATION: Nil – All sale offers to be determined by Council.

HEAD OF POWER: Local Government Act 1995

A14A Land and Housing Incentive Options –

<p>2-Year Sale Option – Purchase Now For staff wanting to purchase an existing Shire residence the following be offered;</p> <ul style="list-style-type: none"> ● Shire valuation based on fair value records; ● Discount on sale price based on the equivalent of 2 year's rent calculated on the current rents; ● no further repairs and maintenance – presale; ● LG sale of asset processes completed; ● Sale of Land processes apply (Offer acceptance/advertising); ● 1-year qualification period. <p>Note: Purchase now option offering reduction of 2 years rent is aimed at attracting buyer in a quiet market. Discounts make Shire properties attractive for staff member anticipating longer term stay at Shire.</p>	<p>4-Year Sale Option – Save to Buy For staff wanting to purchase an existing Shire residence the following be offered;</p> <ul style="list-style-type: none"> ● Shire valuation based on fair value records; ● rent deducted at current applicable rate plus nominated saving amount to be held in Trust. After 4 years accumulated savings, amount deducted from purchase price. ● Shire pay 3% interest on savings total calculated quarterly; ● purchase transacted within or at end of 4 years; ● Discount on sale price based on the equivalent of 2 year's rent calculated on the current rents; ● failure to purchase – forfeit 5% of savings. ● no further repairs and maintenance – presale; ● Sale of Land processes apply (Offer acceptance/advertising); ● 1-year qualification period. <p>Note: 4 Year Save to buy option is proposed because obtaining finance to purchase property may be difficult with low valuation</p>
<p>Sale of Land for Housing – Proudview Estate Lots would be sold at current fair value valuation (\$35,000);</p> <ul style="list-style-type: none"> ● Shire discount of \$15,000 returned after build (sale price to \$20,000) if local purchaser and purchaser substantially commences build within 18 months. ● Site works up to a value of \$10,000 be offered on construction (pads, earthworks and septic etc.) if works commenced within 18 months; 	<p>Sale of Land for Housing – All other Shire land Lots would be sold at current fair value valuation;</p> <ul style="list-style-type: none"> ● Shire discount of \$5,000 if local purchaser, or purchaser agreeing to substantially commence build within 18 months; ● Site works up to a value of \$5,000 be offered on construction (pads, earthworks, sewer trenching or septic) if works commenced within 18 months.

A17 KEY TO KULIN

Administration

PREAMBLE: The Key to Kulin is a concept introduced by the Shire where employees are reimbursed for costs, they incur in accessing sporting groups and facilities operating within by the Shire.

OBJECTIVE: The purpose of the Key to Kulin is to add benefit to employees employment packages by reimbursing staff the cost to themselves and their families' when becoming members of clubs and or accessing community or Shire operated facilities. Higher levels of participation are seen as a health and welfare incentive for the employee and families and memberships are paid to encourage community participation.

PRACTICE:

To claim entitlements under the scheme employees must;

Pay for their membership as normal

Obtain a receipt for the membership

Present the receipt to the payroll officer for quarterly reimbursement.

For ease of administration purposes, reimbursements will be made quarterly on the 31 March, 30 June, 30 September and 31 December of each calendar year.

ELIGIBLE FACILITIES:-

Swimming Pool - Each employee and their immediate family* are entitled to full use of the pool and pool slide facilities for the entire season.

Resource Centre - Each employee and their immediate family* are entitled to membership at the Community Resource Centre and the facilities offered via teleconferencing.

Freebairn Recreation Centre - Each employee and their immediate family* are entitled to membership at the Freebairn Recreation Centre.

~~**Golf Club** - Each employee and their partner* are entitled to two (2) full adult playing memberships. (Kulin & Pingaring)~~

~~**Bowling Club** - Each employee and their partner* are entitled to two (2) full adult playing memberships.~~

~~**Tennis Club** - Each employee and their partner* are entitled to two (2) full adult playing memberships. (Kulin & Dudinin)~~

~~**Hockey Club** - Each employee and their partner* are entitled to two (2) full adult playing memberships.~~

~~**Kulin Kondinin Football Club** - Each employee and their partner* are entitled to either two (2) full adult memberships or one (1) adult playing membership and 1 social membership.~~

~~**Netball Club** - Each employee and their partner* are entitled to either two (2) full adult memberships or one (1) adult playing membership and 1 social membership.~~

Local sporting clubs – Employees are entitled to two full or one full and one social membership to any local sporting club using Council facilities.

Childcare- Employees are entitled to child care benefits* up to an amount not exceeding \$~~400~~650.
Signature Required

~~Kondinin Kulin Cricket Club – Each employee and their partner* are entitled to either two (2) full adult memberships or one (1) adult playing membership and 1 social membership.~~

HEAD OF POWER: Council decision - Local Government Act 1995

A18 MOBILE PHONES – USE OF

Administration

PREAMBLE: Shire provided mobile phones are issued to ensure relevant staff are accessible, that communications are enhanced and responses to customers are timely. Mobile phones provided by the Shire are to be used primarily for the conduct of Shire related business and employees issued a mobile phone will assume personal responsibility for their appropriate use.

OBJECTIVE: Mobile phones are provided to employees as a work tool and will be provided where the requirement for a mobile telephone service is of an essential tool in the conduct of Shire business and meets justifiable business criteria.

PRACTICE: All mobile phone handsets, SIM Cards, accessories and service numbers are Shire property and must be used in accordance with this policy, employment contracts, agreements, applicable legislation and the Shire's Code of Conduct.

The issuance of mobile phones to employees is at the discretion of the Chief Executive Officer but as a general rule in terms of allocation and costs, the Shire will bear the following costs in relation to mobile telephone expenses:-

- CEO – provided with a mobile phone and the Shire pays for calls and data.
— DCEO Executive Manager of Financial Services - provided with a mobile phone and the Shire
- pays for calls and data.
- Executive Manager of Governance and Risk - provided with a mobile phone and the Shire pays for calls and data
- Executive Manager of Community Services - provided with a mobile phone and the Shire pays for calls and data or allowance of \$600pa
- Executive Manager of Works - provided with a mobile phone and iPad and Shire pays for calls and data.
- Caravan Park Manager - provided with a mobile phone and the Shire pays for calls and data.
- Building Maintenance Employee-Officer - allowance for calls - \$600pa.
- Town Crew Supervisor - allowance for calls - \$600pa.
- Works Supervisor - allowance for calls - \$600pa.

PROCESS:

Employee Responsibilities

The following guidelines have been prepared to assist employees with the acquiring, use and care of a Shire issued mobile phone:

- Supply of mobile handsets and services will only be made by the direct agreement of the CEO;
- Employees must use issued mobile phones in accordance with manufacturer's instructions. Faults or damage should be reported to your Manager as soon as possible, so repairs or replacement can be arranged;
- Employees must observe all statutory requirements relating to mobile phone usage whilst driving a motor vehicle;
- In the event that an issued mobile phone is noticed as lost or stolen, the respective phone service provider shall be contacted immediately to have the account closed and/or services stopped;
- Any work-related images or recordings taken on the issued mobile phone are corporate records and employees using these functions should ensure images are downloaded for the Shire's records;
- Employees who are careless or negligent in the use of an issued mobile phone may incur the cost of repairs, replacement of the phone, or reimbursement to the Shire for any insurance excess;
- Employees must return any issued mobile phone on resignation or termination of employment;
- Reasonable Personal Use is permitted. Excessive personal use will result in the employee being billed for usage in the first instance. Ongoing excessive use will result in disciplinary action being taken against the employee;

- In the case of phone packages that provide bulked free calls, calls to 1300 or 13 numbers are still regarded as inappropriate phone use unless the use can be directly related to Shire business;
- Mobile phones with access to the Internet and Email must also comply with the Shire's policy on email and internet usage;

Billing and Charging

Monthly summary reports of individual mobile phone charges will be forwarded to each month to the CEO. Excessive personal use of the mobile phone without reasonable explanation will result in the employee being billed for their usage or the service being withdrawn.

Emergency Usage

In the event of an emergency, the CEO reserves the right to reallocate any Shire mobile phone for the purpose of assisting in emergency management and relief operations.

Breaches

The Shire may withdraw the use of an issued mobile phone at any time if the Chief Executive Officer determines that the basis for issuing the phone is no longer relevant, there are health and safety concerns around the use of the phone, or where the Chief Executive Officer reasonably determines that there has been misuse of the phone.

HEAD OF POWER: Local Government Act 1995

A19 MOTOR VEHICLES

Administration

PREAMBLE: To provide a framework of rules and conditions upon which the Shire use of vehicles can occur.

OBJECTIVE: To ensure staff of the Shire of Kulin use Shire vehicles in accordance with generally accepted practices; whilst still providing incentives for use and maintenance. To ensure that all use agreements or contract provisions across all levels of staffing are consistent to accepted practice.

PRACTICE:

This guideline applies to employees to whom vehicles are either allotted as part of works processes or who have in accordance with their negotiated employment contracts receive a Shire vehicle for their own private use. Use can include after work hours, weekends and/or annual and long service leave periods. Use can also include that where fuel is provided by the Shire or paid for by the employee.

Excepting for negotiated contract employees where the contract states otherwise, it is the Shire's practice not to make works processes vehicles available for periods of long service leave.

Shire vehicles may be driven by the following persons:

- The authorised officer of the Shire or outside of normal working hours, by the spouse or partner of the employee allocated the use of the vehicle.
- The holder of an appropriate current driver's licence when accompanied by an authorised officer.
- Other such persons as are authorised by the Chief Executive Officer.

Employee allocated vehicles are to be brought onto the job every working day (except those days the officer concerned is on paid leave) and the vehicle is to be made available for use by other Shire staff during normal working hours as business dictates. On occasions this may include Shire use outside of normal working hours.

In terms of the extent of use of the vehicles (subject to refinement under contract/appointment documents) but generally limited by;

- Chief Executive Officer - Unrestricted use of the vehicle, in the South West Land Division of Western Australia, except on long service leave (unless approval is given by Council).
- ~~Deputy Chief Executive Officer~~Executive Manager of Financial Services - Unrestricted use of the vehicle, in the South West Land Division of Western Australia, except on long service leave (unless approval is given by Council). Does not apply when employee paid vehicle allowance in lieu of the provision of a motor vehicle.
- Executive Manager of Corporate Governance & Risk - Unrestricted use of the vehicle, in the South West Land Division of Western Australia, except on long service leave (unless approval is given by Council). Does not apply when employee paid vehicle allowance in lieu of the provision of a motor vehicle.
- Executive Manager of Works - Unrestricted use of the vehicle, in the South West Land Division of Western Australia, except on long service leave (unless approval is given by Council).
- Works Supervisor – Restricted private use of the vehicle, in the South West Land Division of Western Australia, except on long service leave (unless approval is given by Council).
- Technical Officer – Localised use of the vehicle in the Shire of Kulin, except on long service leave.
- Shire Mechanic – Localised use of the vehicle within the Shire of Kulin, except on annual leave and long service leave.
- Building Maintenance Officer - Localised use of the vehicle within the Shire of Kulin, except on annual leave and long service leave.
- Leading Hand/s – Localised use of the vehicle within the Shire of Kulin, except on annual leave and long service leave.

Provided that during work hours all vehicles are available to other staff for work related use and this use not causing the employee assigned the vehicle unreasonable inconvenience.

The Chief Executive Officer is to ensure that negotiated terms and conditions for the use of vehicles across the different employment levels in the Shire reflect generally accepted standards of use commensurate to status and position. Even so, terms and conditions should reflect an acceptable standard of maintenance, responsibility and accountability for the negotiated use of the vehicle.

PROCESS:

All employees to whom vehicles are allotted are responsible for the care, including interior and exterior cleaning and subject to the approval of the Chief Executive Officer may have the vehicle detailed by professional cleaners once per annum as part of a maintenance regime.

No modifications are to be made to the vehicle without the approval of the Chief Executive Officer.

The vehicles will not be used to compete in any car rally or competition.

An authorised person is to report to the Chief Executive Officer any conviction or potential for conviction immediately. An officer convicted of drink, drugs, careless, dangerous or reckless driving following an accident in a Shire vehicle will be required to pay the cost of associated repairs, including the insurance excess (in the event that the Shire's insurer will cover any resulting claim) or those costs not covered by the Shire's insurance in the event of a conviction. The Shire reserves the right to discipline employees in addition to what may occur at a conviction level. The Chief Executive Officer will report and make recommendation to the Council, as a result of any conviction where additional penalty is to be imposed. Appeal rights may apply.

Shire vehicles allocated to the Chief Executive Officer, the Deputy CEO and Executive Manager of Works (after consulting with the officer) may be used by other staff in the conduct of Shire business.

Shire personnel are encouraged to use Shire vehicles during work hours as private vehicles are not covered by the Shires insurance policy in the case of damage or accident.

It is a condition of service that staff who require a motor vehicle driver's license for work purposes, advise their supervisor of any changes to their current driver's licence approval (disqualification or likely conviction) immediately, failure to do so may result in disciplinary action. Guidelines relating to the loss of motor vehicle driver's license apply.

In the event of an accident, a full report is to be made to the Chief Executive Officer and all relevant insurance claim forms completed within 24 hours of the incident.

HEAD OF POWER: Local Government Act 1995

HR8 LONG SERVICE RECOGNITION & STAFF RETIREMENT

Human Resources

PREAMBLE: To provide a framework for the recognition of long service at the Shire of Kulin.

OBJECTIVE: To clarify the methodology behind the Shire of Kulin long service awards and recognition functions

PRACTICE:

Employees who serve the Shire of Kulin continuously for twenty (20) years or more, will be presented with a Certificate at a suitable Shire reception as an acknowledgement and act of appreciation to employee for extended service.

STAFF RETIREMENT *(also included in Policy Manual at HR1)*

In recognition of length of service staff members will be paid by the Shire a gratuity on their retirement. The amount of the gratuity is determined by the length of service:

0 – 5 years	Nil
6 – 9 years	\$25 per year
10+ years	\$50 per year

PROCESS:

The presentation will include:

- An appropriate framed Certificate & Gift (to the value of \$200) will be presented at the completion of twenty (20) years' service and on the completion of every (10) years thereafter;
- The employee and their partner will be invited to a light supper and drinks in the Chambers or Committee Room, at which time the presentation will be made. Such function to be arranged at the discretion of the Chief Executive Officer.
- The Chief Executive Officer will offer a recognition of service function to the employee, where all staff & elected members are invited, with the type of function being at the discretion of the CEO in consultation with the employee.
- Where possible, the Chief Executive Officer will arrange a combined function where several employees achieve long serving anniversaries within three (3) months of each other
- At the discretion of the Chief Executive Officer, the employee shall be given the opportunity to nominate family members or friends to be invited to the presentation.

HEAD OF POWER: Local Government Act 1995, Shire procedures.

HR12 RELOCATION EXPENSES

Human Resources

PREAMBLE: To provide guidance to CEO and Managers in terms of the offer that can be made in assisting with relocation costs for successful appointees to a position vacant for the Shire of Kulin.

OBJECTIVE: To be clear but helpful to staff and to clearly state the requirements of the Shire for this financial assistance.

PRACTICE: Relocation expenses for employees will be paid for by the Shire. As a guide the following amounts (subject to two quotes being received under the Shire's purchasing practice), shall be used when considering the payment of relocation expenses.

<u>Chief Executive Officer</u>	<u>\$3,000 - \$5,000</u>
<u>Executive Managers</u>	<u>\$3,000 - \$5,000</u>
<u>Managers</u>	<u>\$2,000 - \$4,000</u>
<u>Other Staff</u>	<u>\$1,000\$0 - \$3,000</u>

~~Chief Executive Officer ————— \$3,000 to \$5,000~~
~~Deputy Chief Executive Officer ————— \$3,000 to \$5,000~~
~~Aquatic Centre Manager ————— \$2,000 to \$4,000~~
~~Manager of Works ————— \$3,000 to \$5,000~~

All other employees at the discretion of the Chief Executive Officer.

Where the Shire has paid relocation expenses the following shall apply.

If the employee leaves the Shire of his/her own choice:

- Prior to 1 years' service the employee shall reimburse the Shire the full cost of the original expense.
- between 1 year and 2 years' service the employee shall reimburse the Shire one half of the cost of the original expense, and
- After 2 years' service no repayment of costs is required.

The offer of relocation expenses will be indicated on all recruitment documentation and at interview so that prospective employees are aware of the "repayment" requirement.

PROCESS:

The CEO at his/her discretion will determine the payment process applicable for each employee accessing the benefits provided by this practice, either pre-payment of costs, ordering/invoice for the relocation or reimbursement to the employee if paid in advance.

The CEO at his/her discretion will indicate what private expenses will/will not apply under this practice; though general procurement rules will apply to ordering or via the production of receipts.

HEAD OF POWER: Shire Policy; Procurement Practice

HR18 WORKPLACE BULLYING

Human Resources

PREAMBLE: The Shire of Kulin has a duty under Occupational Safety and Health laws to protect workers from workplace bullying.

OBJECTIVE: To ensure that anti bullying strategies are in place with an aim to eliminate workplace bullying.

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

Shire of Kulin believes all employees should be able to work in an environment free of bullying. Managers and supervisors must ensure employees are not bullied. Shire of Kulin has grievance and investigation procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.

Shire of Kulin encourages all employees to report workplace bullying in accordance with the Commission for Occupational Health & Safety Guidelines. Managers and supervisors must ensure employees who make complaints, or witness complaints are not victimised.

Disciplinary action will be taken against anyone who bullies a co-employee. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

The equity contact officers for this Workplace ~~are is~~ the ~~Works Technical Officer and Deputy CEO~~ Executive Manager of Financial Services and, in the event, that the complaint is against them, the CEO will appoint an independent contact officer.

PROCESS: The Shire of Kulin is to identify bullying risks in the workplace and assess and control risks associated with those matters identified and by reducing the risk of exposure to workplace bullying by providing safe and healthy systems of work with adequate information, instruction, training and supervision for employees.

HEAD OF POWER: Local Government Act 1995; Occupational Safety and Health Act 1984; Shire of Kulin - Equal Opportunity and Diversity Plan

HR23 EMPLOYEE REMUNERATION & INCENTIVE POLICY

PREAMBLE: The Shire of Kulin pay staff a competitive salary to ensure they are an employer of choice within the Local Government Industry. While the terms and conditions of an individual's employment is underpinned by the Local Government Industry Award 2020 Industrial Agreement the Shire offer additional financial benefits and amenities above the minimum requirements to ensure staff are rewarded financially for their contribution to our workplace.

OBJECTIVE: The purpose of this policy is to streamline the payroll process for all permanent, officer level staff, be able to identify why an individual's total remuneration package differs from another, include all existing payroll incentives in one policy and to have information regarding remuneration readily available to give to staff.

PRACTICE:

Financial Incentives

Attraction & Retention Allowance \$3.25/hr

The Shire of Kulin will offer all staff an attraction and retention allowance as an incentive for full-time and part-time employees who choose to work at the Shire of Kulin.

Experience & Qualifications

The Shire will recognise staff, beyond the rate described by their level, who have specialised knowledge or qualifications.

<u>Award Allowances</u>	<u>Hourly</u>	<u>Annually</u>
<u>Recognition of Qualifications & Experience A</u>	<u>0.75</u>	<u>1,482</u>
<u>Recognition of Qualifications & Experience B</u>	<u>1.00</u>	<u>1,976</u>
<u>Recognition of Qualifications & Experience C</u>	<u>2.00</u>	<u>3,952</u>
<u>Recognition of Qualifications & Experience D</u>	<u>3.00</u>	<u>5,928</u>
<u>Recognition of Qualifications & Experience E</u>	<u>5.50</u>	<u>10,868</u>

Service Pay

To recognise the contribution of staff who have worked with the Shire of Kulin a service pay allowance will be paid based on the length of service provided by the employee. Currently these rates are:

<u>Length of Service</u>	<u>Annual Payment</u>
<u>1+ years</u>	<u>\$800</u>
<u>2+ years</u>	<u>\$1,200</u>
<u>5+ years</u>	<u>\$1,600</u>

Superannuation (Refer HR17 for detail)

In addition to the Superannuation Guarantee Charge (SGC) the Shire will provide additional superannuation payments to match voluntary payments made by an employee up to a maximum of 19% (including the SGC).

<u>Length of Service</u>	<u>Matching Rate</u>	<u>Total Contribution inc SGC</u>
<u>1+ years</u>	<u>5%</u>	<u>16%</u>
<u>2+ years</u>	<u>8%</u>	<u>19%</u>

Housing Allowance (Refer A14 for detail)

Staff at the Shire of Kulin will be provided a housing subsidy by way of a Council provided premises or a housing allowance equal to the subsidy provided to those in Council provided houses. For those staff who rent or own their own property within the Shire of Kulin a housing allowance of \$6,209 annually will be paid.

Key to Kulin (Refer A17 for detail)

The Key to Kulin is a concept introduced by Council where employees are reimbursed for costs they have incurred in accessing any facilities solely operated by the Shire. The purpose of the Key to Kulin is to add benefits provided to employees by entitling staff and their families' access to these Shire operated facilities. To claim entitlements under the scheme employees must;

- Personally pay for their membership
- Obtain a receipt for the payment
- Present the receipt to the payroll officer for reimbursement

Eligible Facilities:-

- Swimming Pool - Each employee and their immediate family are entitled to full use of the pool and pool slide facilities for the entire season.
- Freebairn Recreation Centre - Each employee and their immediate family are entitled to membership at the Freebairn Recreation Centre.
- Local sporting clubs – Employees are entitled to two full or one full and one social membership to any local sporting club using Council facilities.
- Childcare- Employees are entitled to child care benefits up to an amount not exceeding \$650.

Overtime (included at HR5)

Outdoor staff will be paid one hour of overtime, at time and a half, each day.

Relocation Allowance (in addition to HR12)

A relocation allowance of up to \$5,000 may be offered to new appointments in excess of the reimbursement of relocation expenses outlined at procedure HR12.

Reward Based Incentives

The Shire of Kulin recognise staff who exceed expectations and continually display attributes which align with organisational and personal goals. The incentives are paid to those who demonstrate desirable attributes and who have contributed to the achievement of organisational goals following bi-annual reviews conducted in November and May each year.

A tiered bonus will be paid biannually up to a maximum of \$500.

Casual childcare staff who have worked consistently for more than six months will be eligible for reward based incentives.

Health & Wellbeing Incentives

Flu Vaccinations

Annual flu vaccinations are provided free of charge to employees at the Shire.

Skin Cancer Screening

Skin cancer screenings are provided to all staff free of charge biennially, in alternate years to hearing tests.

Hearing Tests

Hearing tests are provided to all staff free of charge biennially, in alternate years to

Personal Protective Equipment

PPE is provided to all employees to ensure you are working in a safe and healthy environment.

Uniform Allowance (Refer HR14 for detail)

On appointment staff will be eligible to receive \$600 of uniform allowance from an approved Local Government uniform supplier.

Leave Incentives

Annual Leave

Four paid weeks per annum including leave loading of 17.5% (pro rata for part time workers and does not apply to casuals).

Rostered Days Off

An RDO system is in place for eligible Shire employees. Full time administration staff will be entitled to one day off per month and full-time outdoor employees will be entitled to one day off per fortnight as per Council policy.

Leave Loading

The Shire of Kulin will pay leave loading of 17.5% on four weeks of annual leave annually.

Two additional days of paid leave

In lieu of repealed public service holidays, full time employees receive an additional two (2) days of paid leave in lieu of repealed public service holidays. Part time employees receive the same benefit in a pro rata amount.

Unpaid Leave

This entitlement may be accessed upon agreement with management after all annual leave has been exhausted.

Maternity Leave

Employees are entitled to up to 12 months of unpaid parental leave.

HEAD OF POWER: Shire Procedure.



SHIRE OF KULIN

POLICY MANUAL

~~Adopted June 2017~~

~~Original Author
Noel Mason – CEO
June 2017~~

~~Reviewed May 2022~~

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<u>Reviewed</u>	<u>June 2022</u>
<u>Reviewed</u>	<u>June 2023</u>

Adoption Date – 14 June 2017

Next Review Date – May 2023

Shire President Initial _____ Chief Executive Officer Initial _____

Date 18/05/2022

INTRODUCTION

This Shire of Kulin Policy Manual has been prepared to assist Council and staff to administer the Shire.

The manual is a compilation of policy on subject matters that form the basis of administrative decision making without the need to refer matters to the Council for a decision, before it can be enacted. It also enables Councillors and staff to readily answer questions raised by electors, the public and stakeholders about the usual business of the Shire.

As new policies are adopted, or existing policies are amended, the Manual is updated, maintaining the Shire’s most recent view on how it will conduct business. Obviously, time changes the need for and relevance of policy responses. The Policy Manual framework allows the Council to design, recreate or update policy, without being overly influenced by current hot topics as it develops the best Shire response to matters at a policy level.

The use of policy in Local Government (LG) sits between statute and legislative requirements or the ‘must do’s and must comply” elements of its business and the operational procedures that provide a guide on the best way to conduct the operations. Therefore, in some ways it can sometimes be an expression of principle, culture and process and not a direct account of what the Council believes must be the order of the day.

Policy sometimes can be misinterpreted as having firm legal status like a statute or local law but this is not the case. More accurately, it is a stated combination of the what/how/where and when that the Council would like to see in its business practice and whilst case law may apply to some of these elements, policy is only a past resolution of the Council. Whilst having the status of a Council resolution, the effect of such can be changed by a new resolution or revision motion.

Policy’s true purpose is to provide an outline and guidance of the Council expectation and response so that consistency of decision making can be achieved.

If the interpretation of policy identifies that the matter cannot be accurately understood or addressed, or that the policy takes away from the cultural or principled positions of the Council – then at those times review is required to again clarify what the Council’s intent would be in those circumstances.

The Policy Manual therefore is reviewed annually by the Council and tested against live examples and current trends to ensure that the policies are still consistent with Council’s current stance and preference.

Garrick Yandle
Chief Executive Officer
May 2022

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A1 CODE OF CONDUCT - MEMBERS AND STAFF

Administration

PREAMBLE: The Shire of Kulin has adopted the model Code of Conduct which provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments. The Model Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in:-

- a) better decision making by Local Governments;
- b) greater community participation in the decisions and affairs of Local Governments;
- c) greater accountability of Local Governments to their communities; and
- d) more efficient and effective Local Government.

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

POLICY:

Role of Elected Members

A Councillor's primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future, for the Local Government will be the focus of the Councillor's public life.

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, elected members' activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Councillors and on Local Governments.

1. Conflict and Disclosure of Interest

1.1 Conflict of Interest

- (a) Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Members and Staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing which may otherwise be in conflict with the Council's functions.

Adoption Date – 14 June 2017

Next Review Date – May 2023

Shire President Initial _____ Chief Executive Officer Initial _____

Date 18/05/2022

(d) Members and Staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

(e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

1.2 Pecuniary Interest

Members and staff will adopt the principles of disclosure of pecuniary interest as contained within the Local Government Act.

1.3 Disclosure of Interests Affecting Impartiality

Members are required to disclose any conflicts of interest of a non-financial nature that they may have that could be perceived as likely to affect the judgement of that person to act impartially. Details of the nature of the disclosure by the member must be recorded in the minutes of the meeting.

Staff and consultants who are providing advice to the meeting must make the disclosure at the time of giving such advice.

1.4 Disclosure of Interest

(a) Members and appropriate staff will disclose, in a written return or at the relevant meeting, the interests which might be in conflict with their public or professional duties.

(b) Whenever disclosure is required, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing within the register provided.

2. Personal Benefit

2.1 Use of Confidential Information

Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

2.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

2.3 Improper or Undue Influence

Members and staff will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

2.4 Gifts and Bribery

(a) Members and staff will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit (other than gifts of a token kind, or moderate acts of hospitality) for themselves or for any other person or body, relating to their status with the Local Government or their performance of any duty or work which touches or concerns the Local Government.

- (b) If any gift, reward or benefit is offered and is in excess of \$300 (other than gifts of a token kind, or moderate acts of hospitality), disclosure will be made in a prompt and full manner and in writing in the appropriate register.

3. Conduct of Members and Staff

3.1 Personal Behaviour

- (a) Members and staff will:
 - (i) act, and be seen to act properly and in accordance with the requirements of the law and the terms of this Code;
 - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
 - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
 - (iv) make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
 - (v) always act in accordance with their obligation of fidelity to the Local Government.
- (b) Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

3.2 Honesty and Integrity

Members and Staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee, to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

3.3 Performance of Duties

- (a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as possible about the functions of the Council and treat all members of the community honestly and fairly.

3.4 Compliance with Lawful Orders

- (a) Members and Staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Members and Staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

3.5 Administrative and Management Practices

Members and staff will ensure compliance with proper and reasonable administrative practices and conduct professional and responsible management practices.

3.6 Corporate Obligations

- (a) Standard of Dress:-
Staff are expected to comply with neat and responsible dress standards at all times.
Management reserves the right to raise the issue of dress with individual staff.
- (b) Communication and Public Relations:
- (i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities, should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
- (ii) As a representative of the community, Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so, Members should acknowledge that:
- as a member of the Council there is respect for the decision-making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not to be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

3.7 Relationships between Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Members and Staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position Members, need to:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility.

3.8 Appointments to Committees

As part of their representative role Members are often asked to represent the Council on external organisations. It is important that Members:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

4. Dealing with Council Property

4.1 Use of Local Government Resources

Members and staff will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the local Government resources entrusted to them effectively and economically in the course of their duties and
- (c) not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

4.2 Travelling and Sustenance Expenses

Members and staff will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provision of the Local Government Act.

4.3 Access to Information

Staff will ensure that members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members.

Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

HEAD OF POWER: Local Government Act 1995

A2 COMMON SEAL – AFFIXING OF

Administration

PREAMBLE: Numerous agreements and contracts require the affixing of the Common Seal. This Policy and delegation to the CEO and the Shire President apply the affixing of the Common Seal as and when required.

OBJECTIVE: The Policy sets out the conditions that apply to the use of the Common Seal.

POLICY: The Shire President and Chief Executive Officer are authorised, when the situation demands, to sign and affix the Common Seal of the Shire of Kulin to documents. Where the contract or agreement is a continuation of an existing arrangement or previous Council resolution, Council's prior resolution is not required. Where a matter has not been before the Council on any previous occasion, Council resolution to affix the Common Seal is required.

All uses of the Common Seal including contracts or agreements of any nature are to be recorded in the Delegations Register and reported monthly to Council in the Compliance - Delegations Exercised Report.

PROCESS: Prior to the Common Seal being used for the first time on a contract or agreement, Council is to have resolved to enter into a contract or agreement.

The CEO is charged with the care of the Common Seal and is only to apply the Common Seal to documents at the same time and sitting as the Shire President.

Details of when the Common Seal has been used are to be recorded in the Delegation Register, and the Compliance - Delegations Exercised Report submitted for information monthly to the Council.

HEAD OF POWER: Local Government Act 1995 Section 9.49A

DELEGATION: To the CEO to permit the affixing of the Common Seal when required.

A3 CORPORATE CREDIT CARDS – USE

Administration

PREAMBLE: Credit Cards are being used within Government as a purchasing resource. They can however expose the Shire to significant risk if not properly controlled and managed.

OBJECTIVE: To ensure the proper use and control of Corporate Credit and to comply with s6.5 (a) Local Government Act 1995 and regulation 11 (1) (a) of the Local Government (Financial Management) Regulations.

POLICY: The use of Corporate Credit cards is at the Chief Executive Officer's discretion and shall not be used as a means to supersede the Shire's purchasing system and procedures; use of credit is a complimentary function of purchasing.

Credit Cards shall only be used for purchasing goods or services where expediency and processes do not allow the normal purchasing practices to apply e.g. over the phone purchases, payment for goods where seller requests immediate payment. In the case of purchases where it is still appropriate to issue a Shire order to record details of the purchase this should also be undertaken – indicating that payment has already been made by credit card.

Credit cards will not be used for cash purchases.

Credit cards will not be used for personal purchases, and if this occasion arises by error, immediate repayment is required.

Credit cards will only be issued with the approval of the Chief Executive Officer and in the case of the CEO, following a report and approval of the Council by resolution.

A "non-reward" business credit card shall be the preferred option offered by the Shire's banker, and if rewards are offered, all rewards remain the property of the Shire.

Card holders are responsible for the physical and information security of the card in their possession and in the case of a lost or misplaced card, the cardholder shall notify the Bank and the DCEO-Executive Manager of Financial Services immediately.

All expenditure on corporate credit cards shall comply with delegation limits for Shire officers and GST Invoices and receipts of transactions shall be obtained by the card holder for monthly acquittal.

PROCESS: Upon receipt of monthly corporate credit card statements, the officer will acquit all expenditure made by producing all receipts. It is the responsibility of the card holder to obtain documentation to acquit the credit card transactions.

A register of card purchases shall be maintained by the card holder and submitted with monthly receipts (a purchase order and credit card expense form are still required to be completed).

As part of the monthly accounts for payment processes, the DCEO-Executive Manager of Financial Services will present the Credit Card Statement detailing acquittal transactions and balances to the Council as part of the monthly meeting Agenda.

Non-compliance with the intent, principles and acquittal of this policy will result in withdrawal of the credit card and at the discretion of the Chief executive Officer, disciplinary action.

HEAD OF POWER: Local Government Act 1995, Section 2.7(2) (a) & (b) and Section 6.5(a). Local Government (Financial Management) Regulations 11(1) (a).

Adoption Date – 14 June 2017

Next Review Date – May 2023

Shire President Initial _____ Chief Executive Officer Initial _____

Date 18/05/2022

A4 DISABILITY ACCESS AND INCLUSION

Administration

PREAMBLE: The Shire of Kulin is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers. Having an adopted Disability Access and Inclusion Plan (DAIP) of action forms part of this commitment.

OBJECTIVE: The Shire of Kulin interprets an accessible and inclusive community as one in which all Council functions, facilities and services (both in house and contracted) are open, available and accessible to people with disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

POLICY: The Shire of Kulin:

- recognises that people with disability are valued members of the community who make a variety of contributions to local, social, economic and cultural life;
- believes that a community that recognises its diversity and supports the participation and inclusion of all its members makes for a richer community life;
- believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice;
- is committed to consulting with people with disability, their families and carers and where required, disability organisations to ensure that barriers to access are addressed appropriately;
- will ensure its agents and contractors work towards the desired outcomes in the DAIP;
- is committed to supporting local community groups and businesses to provide access and inclusion of people with disability.

PROCESS: The Shire of Kulin is also committed to achieving the seven desired outcomes of its DAIP. These are:

1. People with disability have the same opportunities as other people to access the services of, and any event by a public authority;
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority;
3. People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it;
4. People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority;
5. People with disability have the same opportunities as other people to make complaints to a public authority;
6. People with disability have the same opportunities as other people to participate in any public consultation by a public authority;
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

The CEO is authorised to review the DAIP and implement those actions that support the principles outlined and accommodate annual actions in the Budget and operational strategies of the Shire.

HEAD OF POWER: Local Government Act 1995; Disability Services Act 1993 and Shire of Kulin Disability Access and Inclusion Plan (DAIP) 2020 – 2025.

Adoption Date – 14 June 2017

Next Review Date – May 2023

Shire President Initial _____ Chief Executive Officer Initial _____

Date 18/05/2022

A5 EQUAL OPPORTUNITY and HARASSMENT

Administration

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

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

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

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

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

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

PROCESS: The Shire will promote change and application by;

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

HEAD OF POWER: Local Government Act 1995

The WA Equal Opportunity Act 1984

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

Adoption Date – 14 June 2017

Next Review Date – May 2023

Shire President Initial _____ Chief Executive Officer Initial _____

Date 18/05/2022

A6 LEGAL ADVICE, REPRESENTATION & COST REIMBURSEMENT

Administration

PREAMBLE: This policy is designed to protect the interests of Council, members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

OBJECTIVE: To provide security, that in the event of legal proceedings or claims being taken against a Council member or staff member in the legal conduct of their duty, Council will financially support their response to the claims and or proceedings.

POLICY: General Principles

The Chief Executive Officer is authorised to obtain from Solicitors such legal advice and opinions as deemed necessary to enable the proper legal administration of Council's business. The CEO is delegated under the Local Government Act 1995, section 5.42 the authority to engage solicitors following consultation with the Shire President an authorisation to the value of \$5000 for legal advice in relation to the proper legal administration of the Shire.

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly or against the interests of the local government and/or in bad faith.

The local government may provide such assistance in the following types of legal proceedings:

1. Proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
2. Proceedings brought against members or employees, this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions); and
3. Statutory or other inquiries where representation of members or employees is justified.

The local government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

Repayment of Assistance

Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the local government.

Adoption Date – 14 June 2017

Next Review Date – May 2023

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Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.

Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

PROCESS:

Applications for Financial Assistance

Decisions as to financial assistance under this policy are to be made by the Council.

A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.

Applications for financial support to the Council are to be accompanied by an assessment of the request along with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).

A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.

Where there is a need for the provision of urgent legal services before an application for financial assistance can be considered by Council, the CEO is delegated under the Local Government Act 1995, section 5.42 the authority to engage solicitors following consultation with the Shire President (and in the case of the Shire President seeking the financial support – the Deputy Shire President) an authorisation to the value of \$5000.

Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

HEAD OF POWER: Shire of Kulin - Local Government Act 1995 Financial Provisions,

DELEGATION: To the CEO under LGA Section 5.42, authorisation (with conditions) to seek legal advice in connection with the proper legal administration of the Shire and to support urgent responses to claims for financial assistance to members and staff, advice to the value of \$5000, without reference to Council.

A7 OCCUPATIONAL SAFETY & HEALTH POLICY

Administration

PREAMBLE: The Shire of Kulin Occupational Safety and Health Manual provides the physical collection of processes, practice and procedures relating to health and safety at the Shire. As a governance commitment, the Council's adopted Shire Safety & Health Policy Statement details its obligation and duties towards Shire employees from the highest level in the organisation.

OBJECTIVE: To detail the Shire of Kulin Occupational Safety and Health Policy commitment and performance.

POLICY: The following statement forms the Shire of Kulin policy.

SAFETY AND HEALTH POLICY STATEMENT

The Shire of Kulin acknowledges its moral and legal responsibility to provide and maintain a work environment in which employees, contractors, customers and visitors are not exposed to hazards. This commitment extends to ensuring that the organisation's operations do not place the local community and visitors at risk of injury, illness or property damage.

The Shire of Kulin will:

- *Provide and maintain safe workplaces, safe plant and safe systems of work;*
- *Provide written procedures and instructions to ensure safe systems of work;*
- *Provide information, instruction, training and supervision to employees, contractors and customers to ensure that they are not exposed to hazards;*
- *Ensure compliance with legislative requirements and current industry standards;*
- *Provide support and assistance to employees.*

All levels of management are accountable for implementing this policy in their area of responsibility and implementation of this policy will be measured by annual performance reviews. Management responsibilities include the following:

- *The provision and maintenance of the workplace in a safe condition.*
- *Involvement in the development, promotion and implementation of safety and health policies and procedures with regular reviews of these.*
- *Training employees in the safe performance of assigned tasks.*
- *The provision of resources to meet the safety and health commitment.*

Employees are to:

- *Follow all safety and health policies and procedures and acknowledge their duty of care to themselves, their co-workers and the general public.*
- *Ensure Shire procedures for accident and incident reporting are followed, reporting potential and actual hazards/accidents/incidents to your supervisor and elected safety and health representatives.*

This policy is applicable to contractors and employees in all its operations and functions including those situations where employees are required to work off site.

Garrick Yandle

CHIEF EXECUTIVE OFFICER

Adoption Date – 14 June 2017

Next Review Date – May 2023

Shire President Initial _____ Chief Executive Officer Initial _____

Date 18/05/2022

PROCESS: The Shire of Kulin Occupational Safety and Health Manual provides information on processes, reporting requirements, inspection schedules and review mechanisms.

The Occupational Safety & Health Manual is provided to all employees of the Shire and as a working document will receive formal review every two years as a minimum.

Specific sections of the Manual shall be updated and reviewed as required.

The processes allow for immediate amendment of the Manual if identified shortcomings require such, or as the 2-yearly review of the Occupational Safety & Health Manual takes place, under the authorisation of the CEO.

HEAD OF POWER: Local Government Act 1995, Occupational Health and Safety Act 1984

A8 PRIMARY DOCUMENTS

Administration

PREAMBLE: To detail the primary source documents of the Administrative Guidelines and Operational Practices used by the Shire in the conduct of its business.

OBJECTIVE: To provide accurate reference to the documents and their updates, changes and reviews, presented in a concise accurate listing of the operationally preferred processes of the Shire. To have Council support and awareness for the majority of processes used by staff.

PRACTICE: The Primary Documents are to be regarded as the operational rules, administrative procedure, staff instructions, guidelines and reference material that apply to the conduct of Shire business. Whilst not backed with the direct authority of adoption as would Shire policy, the Primary Documents do have the standing of authority of the Council, having passed a resolution accepting the documents as working materials.

The Primary Documents impose procedural and administrative intent and requirements on the Shire staff, Shire residents, contractors and stakeholders alike, and may also contain reference to other legal obligations, applicable statutes, Shire policy, adopted Codes, Circulars and case law decisions.

The Primary Documents for the Shire of Kulin are;

Shire of Kulin Administrative Procedures and Operational Guidelines (APOG) Manual 2017
Shire of Kulin Employee Safety Manual – Policies and Procedures 2017
Shire of Kulin Employee Induction Manual 2018

It is not the intention that the Primary Documents policy captures all operational and support documentation that applies to the business of the Shire as many additional documents are generated under other statutes. E.g. Town Planning Scheme No 2, Shire of Kulin Health Local Law.

Nothing in this policy prevents the Primary Documents from being amended, updated, altered, added to or changed as requirements of law may in fact require such. Any change must be consistent with the intent of producing sufficient documentation to allow staff to legally perform their duties and for the Council to express their desired operational approach.

Changes proposed that deliver consequences that vary from the general thrust of the Primary Documents, require reference to Council for approval.

PROCESS: The Shire of Kulin will table the Primary Documents every two years in June for the Council to adopt. The noted delegations and the detailed authorities would then be confirmed via the adoption by Council resolution of the Delegation Register.

NOTE: The CEO will maintain a listing of all Primary and Secondary Documents that impact on the operations of the Shire and table this at Policy Review.

HEAD OF POWER: Local Government Act 1995

Adoption Date – 14 June 2017

Next Review Date – May 2023

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POLICY MANUAL PRIMARY AND SECONDARY DOCUMENTS LISTING

PRIMARY DOCUMENTS - SHIRE OF KULIN

Shire of Kulin Policy Manual 2017 - adopted 14th June 2017, reviewed May 2022
Shire of Kulin Administrative Procedures & Operational Guidelines (APOG) Manual 14th June 2017, reviewed May 2022
Shire of Kulin Community Strategic Plan 2017 ed. Review June 2021
Shire of Kulin Corporate Business Plan 2017 ed. Minor Review June 2019
Shire of Kulin Employee Safety Manual – Policies and Procedures 2017
Shire of Kulin Employee Induction Manual (ed. Aug 2016) 2018

SECONDARY DOCUMENTS – SHIRE OF KULIN

Shire of Kulin Workforce Plan 2017 ed.
Shire of Kulin Asset Management Plan 2017 ed.
Shire of Kulin Long Term Financial Plan 2017 ed.
Shire of Kulin Contracts and Legal Documents Register
Shire of Kulin Complaints Register
Shire of Kulin Corporate Style Guide
Shire of Kulin Customer Service Charter
Shire of Kulin Delegation Register June 2018.
Shire of Kulin Disability Access and Inclusion Plan (DAIP) 2014-2019;
Shire of Kulin Equal Employment Opportunity Plan (2019);
Shire of Kulin Freedom of Information Statement 2021;
Shire of Kulin Gifts Register
Shire of Kulin Incident Investigation Procedure ed. 2017;
Shire of Kulin Induction and Training Procedure ed. 2017;
Shire of Kulin – Kulin Aquatic Centre Operations Manual for Pool Plant, Equipment & Slide (ed. May 2014);
Shire of Kulin Management Orders (Landholdings) & Vesting Orders Register
Shire of Kulin Pecuniary Interest Register
Shire of Kulin Recordkeeping Management Plan March 2019
Shire of Kulin Safe Work Method Statements (as listed) 108, 109, 110.
Shire of Kulin Town Planning Scheme No 2 2017ed.
Shire of Kulin Classification Guide
Kulin Child Care Management Committee Policies & Procedures
Freebairn Recreation Centre Club Policy Manual & Constitution
Kulin Community Resource Centre Australia Day Event Procedure
OPSSC Public Interest Disclosure Act 2003 Guidelines

Adoption Date – 14 June 2017

Next Review Date – May 2023

Shire President Initial _____ Chief Executive Officer Initial _____

Date 18/05/2022

A9 PUBLIC INTEREST DISCLOSURE

Administration

PREAMBLE: The Shire of Kulin is committed to the aims and objectives of the Public Interest Disclosure Act 2003. To support Staff who make Public Interest Disclosures the Shire has both Policy and Practice adopted to encompass its commitment to the Act.

OBJECTIVE:

The object of the Act is to:

- facilitate the disclosure of public interest information;
- provide protection for those who make disclosures; and
- provide protection for those who are the subject of a disclosure.

This is achieved by:

- protecting the person making the disclosure from legal or other action;
- providing for the confidentiality of the identity of the person making the disclosure and a person who is the subject of a disclosure.

POLICY:

The Shire of Kulin does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Kulin and its officers, employees and contractors.

It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff as to corrupt or other improper conduct.

The Shire of Kulin will take all reasonable steps to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure. The Shire of Kulin does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

The Shire has adopted internal procedures to provide for the manner in which the Shire of Kulin will comply with its obligations under the Public Interest Disclosure Act 2003. They provide for the manner in which:

- disclosures of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer should be a senior officer within the Shire of Kulin).
- the PID Officer shall investigate the information disclosed, or cause that information to be investigated.
- the PID Officer may take action following the completion of the investigation.
- the PID Officer shall report to the discloser as to the progress and outcome of that investigation and the action taken as a consequence.
- the confidentiality of the discloser, and any person who may be the subject of a public interest disclosure, shall be maintained.
- records as to public interest disclosures shall be maintained and reporting obligations complied with.
- providing remedies for acts of reprisal and victimisation that occur substantially because the person has made a disclosure.

The rights and obligations created by the PID Act are described in the Shire of Kulin Public Interest Disclosure Procedures document detailed in the Primary Document policy.

Note: PID Act procedure manual can be found in the Primary and Secondary Documents listing.

HEAD OF POWER: Local Government Act 1995

Adoption Date – 14 June 2017

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Shire President Initial _____ Chief Executive Officer Initial _____

Date 18/05/2022

A10 REGIONAL PRICE PREFERENCE POLICY

Administration

PREAMBLE: To provide for a price preference framework for the purchase of goods and services from local Shire of Kulin suppliers.

OBJECTIVE: The policy aims to deliver a higher than average take-up of local supply, by detailing the extent of consideration the local suppliers will receive as opposed to non-local supply.

In terms of definition; local versus non-local can be determined from the originating source of the goods or service, as opposed to the Shire of Kulin based supplier of such goods and service.

PRACTICE:

General Purchasing (other than Tenders)

When officers seek quotations or purchase goods or services, quotes must be obtained from businesses (if in existence) that could provide the goods or services required that are located within the Shire of Kulin.

Tenders – Regional Price Preference

That a Regional Price Preference will be provided to businesses operating within the boundary of the Shire of Kulin for all goods and services in accordance with Regulation 24D of the Local Government (Function and General) Regulations 1996.

- Up to 10%-where the contract is for goods and services, up to a maximum reduction of \$50,000 on total cost.
- Up to 5%-where the contract is for construction (building) services, up to a maximum price reduction of \$50,000, or
- Up to 10% where the contract is for goods or services (including construction services), up to a maximum price reduction of \$500,000 if the Local Government is seeking tenders for the first time, due to goods or services previously being undertaken by the Shire of Kulin.

A copy of this policy must be supplied with each tender document.

The Regional Price Preference Policy will apply to all tenders unless otherwise resolved by Council and information that outlines the power of the Council to make that decision is to be included in the Tender advertising and specifications. (i.e. the lowest or any Tender not necessarily accepted)

Other

When the provision of goods or services is not being sought by tender the following preference will be provided to local suppliers whose business is based within the Shire of Kulin and the product quality is comparable.

5% for any purchase up to \$3,000

2% for any purchase between \$3,001 and \$49,999

HEAD OF POWER: Local Government Act 1995, Regulation 24D of the Local Government (Function and General) Regulations 1996.

Note: Regional Price Preference Policy was advertised in the Narrogin Observer in July 2017 accordance with the requirements of the Local Government Act 1995 and formally adopted by resolution 12/0917.

Adoption Date – 14 June 2017

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A11 PROCUREMENT PURCHASING AND TENDERS

Policy originally A21 in APOG Manual

Administration

PREAMBLE: The Shire of Kulin is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This practice statement provides the Shire of Kulin with a more effective way of purchasing goods and services, ensures that purchasing transactions are carried out in a fair and equitable manner and strengthens integrity and confidence in the purchasing system.

The practice should deliver value for money, compliance, heightened governance, environmental impact analysis and when followed offer a degree of risk minimisation via sound probity principles.

OBJECTIVE: Firstly, to provide compliance with the Local Government Act 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007) and to deliver a best practice approach and procedures to internal purchasing for the Shire of Kulin.

PRACTICE: ETHICS & INTEGRITY

All officers and employees of the Shire of Kulin shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Kulin.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Kulin Regional Price Preference Policy and the Code of Conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Kulin by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Kulin. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);

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- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Kulin is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Kulin sustainability objectives.

Practically, sustainable procurement means the Shire of Kulin shall endeavour at all times to identify and procure products and services that:

- have been determined as necessary;
- demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- demonstrate environmental best practice in water efficiency;
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.

For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;

For new buildings and refurbishments – where available use renewable energy and technologies.

PROCESS:

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Model Policy
Up to \$5,000	Direct purchase from suppliers not requiring any quotations, although one verbal quote could be obtained in most instances.
\$5,001 - \$19,999	Obtain at least two written quotations
\$20,000 - \$49,999	Obtain at least two written quotations but where suppliers/contractors are available a minimum of three is required.
\$50,000 - \$249,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$250,000 and above	Conduct a public tender process.

* Note: For purchase of specific plant and machinery parts up to value of \$5,000 refer to “Sole Source of Supply” criteria.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

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Up to \$5,000

Goods and services valued at up to \$5,000 do not require the conduct of a competitive process, although one verbal quote could be obtained in most instances, and the purchase must represent value for money.

However, it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains a sample form for recording verbal quotations.

\$5,001 to \$19,999

This category is for the procurement of goods or services where the value of such procurement ranges between \$5,001 and \$19,999. At least two written or verbal quotations are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- ensure that the requirement / specification is clearly understood by the Shire of Kulin employee seeking the verbal quotations;
- ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote;
- read back the details to the Supplier contact person to confirm their accuracy;
- written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.

\$20,000 to \$49,999

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$49,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase). Where sufficient suppliers or contractors are unavailable the requirement shall be two written quotations.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

NOTES: The general principles relating to written quotations are;

- an appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion;
- the request for written quotation should include as a minimum:
 - Written Specification/Scope of Work;
 - Selection Criteria to be applied;
 - Price Schedule;
 - Conditions of responding
 - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

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Note: *The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.*

\$50,000 to \$249,999+

For the procurement of goods or services where the value exceeds \$50,000 but is less than \$249,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

NOTES: The general principles relating to written quotations are;

- an appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion;
- the request for written quotation should include as a minimum:
 - Written Specification/Scope of Work;
 - Selection Criteria to be applied;
 - Price Schedule;
 - Conditions of responding
 - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

Note: *The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.*

Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- an emergency situation as defined by the Local Government Act 1995;
- the purchase from a prequalified panel of suppliers, a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- the purchase is under auction which has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines;

Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

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Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Shire of Kulin shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000 thereby avoiding the need to publicly tender.

Tender Criteria

The Shire of Kulin shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include;

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;

Detailed information shall include;

- such information as the Shire of Kulin decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;
- the criteria for deciding which tender should be accepted;
- whether or not the Shire of Kulin has decided to submit a tender; and
- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Kulin not to compromise its duty to be fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Shire of Kulin. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire of Kulin Officers present at the opening of tenders.

No Tenders Received

Where the Shire of Kulin has invited tenders, however no compliant submissions have been received; direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$50,000 & \$250,000 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire of Kulin by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Kulin may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Kulin and tenderer have entered into a Contract, a minor variation may be made by the Shire of Kulin

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- the name of the successful tenderer
- the total value of consideration of the winning offer
- the details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- tender documentation;
- internal documentation;
- evaluation documentation;
- enquiry and response documentation;
- notification and award documentation.

For a direct purchasing process this includes:

- quotation documentation;
- internal documentation;

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- order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Kulin internal records management policy.

HEAD OF POWER:

Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).

SHIRE OF Shire of Kulin		
VERBAL & WRITTEN QUOTATION FORM (\$5,000 - \$19,999)		
Action REQUIRED		
Procurement Description Description of purchase/service _____		
Project Number (If applicable): _____		
Quotation and Evaluation Selection Criteria (Note – at this level, it may be sufficient to just quote ‘value for money’)		
The following suppliers were asked to quote as per Shire policy		
Date	Company/Contact Name/Contact Number	Amount Quoted
		\$
		\$
		\$
		\$
The recommended quote is from _____ For an amount of \$ _____		
Justification: _____		
Signed _____	Date / /	
Name / Title Contract Officer / s		
Contract Award		
Purchase Order Issued. (Goods/minor services only) or Purchase Order Number: _____		
Letter of Appointment (Services) Acknowledged by Contractor & filed) or Yes <input type="checkbox"/>		
Letter of Engagement (Consultancy) (Acknowledged by Consultant & filed). Yes <input type="checkbox"/>		
Is the Contractor a small business? (i.e. employs less than 20 people) Yes/No		
Other _____		
Signed _____	Date / /	
Approving Officer		

G1 LOCAL GOVERNMENT ELECTIONS

Governance

PREAMBLE: ~~The Shire of Kulin is required to determine the basis for the conduct of local government elections, either in person elections and/or elections by post. In doing so, the appointment of the necessary staff to conduct the elections is required.~~

OBJECTIVE: ~~To formalise the Shire of Kulin election process as defined under the Local Government Act 1995.~~

POLICY: ~~The Shire of Kulin has determined under the Local Government Act by resolution that “in person” elections are the preferred electoral process for local government elections in the Shire.~~

~~By resolution determined by the Council, the Chief Executive Officer (CEO) has been appointed as the electoral Returning Officer and the Deputy Chief Executive Officer (DCEO) will act as the Presiding Officer at all Shire of Kulin Council Elections.~~

~~The Council in accordance with the Local Government Act 1995, could change the electoral process by rescission and subsequent adoption of alternate resolutions.~~

PROCESS: ~~The Shire of Kulin by resolution has determined the nature of elections to be conducted in the Shire and in doing so has determined that the Returning Officer will be the CEO. The CEO and DCEO to sign the required appointment forms prior to the commencement of the electoral cycle processes.~~

HEAD OF POWER: Local Government Act 1995;

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HR1 TERMINATION PAYMENTS – SEVERANCE PAYMENTS

Human Resources

PREAMBLE: Section 5.50(1) of the Local Government Act 1995, requires that a Council prepare a policy in relation to employees whose employment with the local government is finishing.

The policy is to set out:

- a) the circumstances in which the Shire of Kulin will pay an employee an amount in addition to any amount which the employee is entitled under a contract of employment or award relating to the employee; and
- b) the manner of assessment of the additional amount.

OBJECTIVE: As required under Section 5.50(1) of the Local Government Act 1995 this severance payment policy outlines the circumstances and manner of assessment upon which the Shire of Kulin will pay an employee an amount (severance payment) in addition to any amount to which the employee is entitled under a contract of employment, award, industrial agreement, or order by a Court or Tribunal.

PRACTICE:

Application

This policy applies to all employees of the Shire of Kulin.

Decisions under this policy are to be made;

- a) By Council where decision involves a severance payment to the CEO;
- b) By the CEO where the decision involves a severance payment to any other employee of the Shire of Kulin.

Circumstances for Severance Payment

The Shire of Kulin may pay a severance payment in the following circumstances;

- a) Redundancy.
- b) Local Government boundary change and amalgamations.
- c) Any other termination matter that does not relate to an employee being made redundant (e.g. dismissal).

Exclusions

A severance payment will not be made to an employee who;

- a) Is redeployed within the Shire of Kulin;
- b) Is dismissed for misconduct;
- c) Is employed on either a temporary or casual basis;
- d) Is under probation.

STAFF RETIREMENT *(also included in APOG)*

In recognition of length of service staff members will be paid by the Shire a gratuity on their retirement. The amount of the gratuity is determined by the length of service:

0 – 5 years	Nil
6 – 9 years	\$25 per year
10+ years	\$50 per year

Settlements and other terminations

For the purposes of determining the amount of severance payment in respect of settling a matter under this policy, the following may be taken into account;

- a) advice of an industrial advocate or legal practitioner on the strength of the case of respective parties in any litigation or claim in an industrial tribunal;
- b) the cost of any industrial advocate or legal advice support;
- c) the general costs associated with the hearing including witness fees, travel costs;
- d) disruption to operations.

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Additional Payment

Council may pay to an employee whose employment with the Shire of Kulin is finishing an additional severance payment over and above that prescribed in this policy to the maximum severance payment made allowable under the Local Government Act 1995.

19A. Payments to employee in addition to contract or award s. 5.50(3)

(1) The value of a payment or payments made under section 5.50(1) and

(2) to an employee whose employment with a local government finishes after 1 January 2010 is not to exceed in total;

(a) if the person accepts voluntary severance by resigning as an employee, the value of the person's final annual remuneration; or

(b) in all other cases, \$5 000.

An additional payment made under clause 4.3 will require local public notice to be made in relation to this payment.

HEAD OF POWER: Local Government Act 1995 and Shire of Kulin policy.

HR2 STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

Policy Purpose:

This Policy is adopted in accordance with section 5.39B of the *Local Government Act 1995*.

Division 1 — Preliminary provisions

1. Citation

These are the *Shire of Kulin* Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the *Shire of Kulin*;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

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5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —

independent person means a person other than any of the following —

 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and

- (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —

commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —

- (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

- (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
- (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —

- (a) the process by which the CEO's performance will be reviewed; and
- (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

- (3) The matters referred to in subclause (1) must be set out in a written document.

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17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO’s performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO’s performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO’s employment, including —
 - (a) informing the CEO of the CEO’s rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO’s performance.
- (2) The local government must not terminate the CEO’s employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO’s performance referred to in subclause (3) or any other review of the CEO’s performance, identified any issues (the performance issues) related to the performance of the CEO; and

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- (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.