

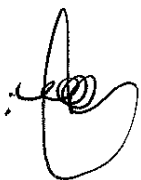
# Notice of Meeting

Councillors: Please be advised that the next meeting of the

## Kulin Shire Council

will be held on **Wednesday 19<sup>th</sup> October 2022**

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



Alan Leeson  
Acting Chief Executive Officer  
14 October 2022



**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 21 September 2022
  - 6.2 RoeROC Minutes (Unconfirmed) 29 September 2022 Attachment 1
- 7 MATTERS REQUIRING DECISION**
  - 7.1 List of Accounts – September 2022 Attachment 2
  - 7.2 Financial Reports – September 2022 Attachment 3
  - 7.3 Write Off Memorial Hall Rent
  - 7.4 Policy Amendment – CS13 General - Community Services Practices Attachment 4
  - 7.5 Local Government Reform – Election Transition Arrangements Attachment 5
  - 7.6 Request for Tender 06 -2022-2023 – New dwelling – Kulin Attachment 6
  - 7.7 Kulin Shire Administration Centre - Kulin Childcare Centre – Approved Opening / Closure Hours - Christmas – New Year Period 2022 - 2023
- 8 COMPLIANCE**
  - 8.1 Compliance Reporting – General Compliance September 2022 Attachment 7
  - 8.2 Compliance Reporting – Delegations Exercised September 2022
- 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 at

## 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
A Leeson	Acting Chief Executive Officer	
F Murphy	Deputy Chief Executive Officer	
T Scadding	Community Services Manager	
G Jenks	Works Supervisor	

### APOLOGIES

Nil

### LEAVE OF ABSENCE

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## 3 PUBLIC QUESTION TIME

## 4 DECLARATION OF INTEREST BY MEMBERS

## 5 APPLICATIONS FOR APPROVED LEAVE OF ABSENCE

Nil

## 6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

- 6.1 Shire of Kulin Ordinary Meeting 21 September 2022
- 6.2 RoeROC Meeting 29 September 2022

## **7 MATTERS REQUIRING COUNCIL DECISION**

### **7.1 List of Accounts – September 2022**

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

**SUMMARY:**

Attached is the list of accounts paid during the month of September 2022, 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 September payments being cheque no.'s 479 (Trust); 37442 - 37446; EFT No's 19605 – 19703, DD8278.1 – DD8291.17 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$610,617.96 be received.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 2

## **7.2 Financial Reports & Operating Income and Expenditure Details – September 2022**

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

**SUMMARY:**

Attached are the financial reports for the periods ending 30 September 2022. 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 periods ending 30 September 2022 and that Council receive the attached accounts for information.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 3

### **7.3 Write Off Memorial Hall Rent**

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**NAME OF APPLICANT:** Amara Aija Wellness  
**FILE REFERENCE:** 05.07  
**STRATEGIC REFERENCE/S:**  
**AUTHOR:** DCEO

**SUMMARY:**

The Shire has received a request to write off rent at the Kulin Memorial Hall.

**BACKGROUND & COMMENT:**

The owner of Amara Aija Wellness currently rents a back room at the Memorial Hall for the operation of her business. The current rental agreement is \$60 rent per week.

This year the owner of the business suffered health complications which resulted in her being unable to work for the six months between March and September 2022. The owner did not earn an income during this time and has requested that Council consider writing off her rent for the months of August and September 2022.

Review of rental payments indicates rent has been paid up to 5 July 2022 and again from 3 October 2022. Therefore, there is currently 12 weeks of unpaid rent.

Section 6.12(1)(c) of the Local Government Act 1995 gives Council the power to write off any amount of money owing to the Shire.

The Shire's Delegation Register provides the CEO authority to write off individual sundry debts up to \$100, all sundry debts more than \$100 are to be written off by Council resolution.

**FINANCIAL IMPLICATIONS**

Reduction in rental income: 12 weeks of rental income totalling \$720.

**STATUTORY AND TOWN PLANNING IMPLICATIONS:**

Section 6.12(1) of the Local Government Act 1995

**POLICY IMPLICATIONS:**

Delegation A.11 Writing off debts

**COMMUNITY CONSULTATION:**

Nil

**RECOMMENDATION:**

That Council write off \$720 in rental income owing by the owner of Amara Aija Wellness covering the 12-week period from 5 July 2022.

**VOTING REQUIREMENTS**

Simple majority required.

## **7.4 Policy Amendment – CS13 General - Community Services Practices**

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**NAME OF APPLICANT:** DCEO  
**FILE REFERENCE:** 04.04  
**STRATEGIC REFERENCE/S:** Nil  
**AUTHOR:** DCEO  
**DISCLOSURE OF INTEREST:** Nil

### **SUMMARY:**

Proposed policy amendment to limit the length of hire of the Community Bus by commercial school bus owners and other businesses to 7 days unless approved by the CEO.

### **BACKGROUND & COMMENT:**

In recent years, the Community Bus has been hired for long periods of time by commercial school bus operators. This usually occurs when repairs are required to their privately owned school buses.

The purpose of the community bus is to provide a bus for local community groups and residents.

Commercial hire of the Community Bus for long periods of time has the following repercussions for the Shire:

- the bus is not available for community groups and residents to use during this period; and
- the changeover date for replacement of the community bus is brought forward.

Hire of the Community Bus is covered in APOG CS13 General – Community Services Practices. To ensure the availability of the Community Bus to local community groups and residents it is proposed that CS13 be amended to include the following paragraph:

*To ensure the availability of the Community Bus to local community groups and residents the maximum length of hire by commercial school bus operators and other businesses is seven days. Any request from a business to hire the Community Bus for longer than seven days must be approved by the CEO.*

Limiting the maximum length of hire to seven days will allow the business hirer to source a bus from elsewhere but reduce the longer-term impact on the Shire.

Refer to policy CS13 attached for amendments marked in yellow.

### **FINANCIAL IMPLICATIONS:**

Nil

### **STATUTORY AND PLANNING IMPLICATIONS:**

Nil

### **POLICY IMPLICATIONS:**

Amendment of policy CS13 General – Community Services Practices

### **COMMUNITY CONSULTATION:**

Nil

### **WORKFORCE IMPLICATIONS:**

Nil.

### **OFFICER'S RECOMMENDATION:**

That amended Policy CS13 General – Community Service Practices be adopted and that the CEO be authorised to approve requests by commercial school bus operators and businesses to hire the Community Bus for periods longer than seven days.

### **VOTING REQUIREMENTS:**

Simple majority required

Attachment 4

## 7.5 Local Government Reform – Election Transition Arrangements

<b>NAME OF APPLICANT:</b>	Hon John Carey MLA, Minister for Housing; Lands; Homelessness; Local Government
<b>RESPONSIBLE OFFICER:</b>	Acting Chief Executive Officer – Alan Leeson
<b>FILE REFERENCE:</b>	25.03
<b>AUTHOR:</b>	Acting Chief Executive Officer – Alan Leeson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>ATTACHMENT/S:</b>	Letter from Minister Hon John Carey MLA

### SUMMARY:

For Council to consider correspondence from the Hon John Carey MLA with respect to proposed Local Government Reforms, Election Transition Arrangements (Abolish Wards and Change Number of Council (Elected) Members))

### BACKGROUND:

On the 3 July 2022, Minister Carey announced the final package of proposed local government reforms, following a review of public submissions. The stated objectives of the proposed reforms were to strengthen local government democracy and increase community engagement. Key components of the reforms were to provide for;

- The introduction of optional preferential voting;
- Directly elected Mayors and Presidents for Band 1 and Band 2 local governments (Shire of Kulin – Band 4);
- Councillor numbers to be based on thresholds of populations; and
- The removal of wards for band 3 and 4 local governments.

Subsequently the Shire of Kulin received a letter from Minister Carey on the 28 September 2022. In summary Minister Carey advised that the Shire of Kulin is captured by the following two key components of the proposed reforms.

- Need to abolish wards;
- Need to reduce the number of council members down from nine to not more than seven. (under the reforms, local governments with a population less than 5000 will have the option to have 5,6 or 7 council members).

### COMMENT:

Notwithstanding Council's agreement or otherwise to the proposed election reforms advised by Minister Carey, the author recommends Council advise the Department of Local Government, Sport and Cultural Industries that in the event of implementation of the proposed local government election reforms, the Shire of Kulin's preferred pathway is the "Voluntary Pathway".

As such the Shire of Kulin would commit to undertaking a Ward and Representation Review to be completed by 14 February 2023. As per Minister Carey's letter of 20 September 2022, any changes as a result of the review should not diverge from the proposed election reforms. Therefore in effect, the Review from a practical sense is purely about the Shire of Kulin determining the number total number of council members it wishes to maintain and what the transitional strategy is to reduce the number of council members down from the current number of nine council members down to the proposed reform threshold being (minimum of five and not more than seven council members)

### FINANCIAL IMPLICATIONS

Currently the Shire of Kulin budgets \$52,224 across the following expenses areas;

- Members travelling: \$3,574
- Conference: \$16,800
- Sitting fees: \$23,100
- President / Deputy President allowance: \$8,750

In the authors view the financial implications as a result of reducing the number of council members will be relatively immaterial in the context of the Shire of Kulin's overall municipal budget.

### STATUTORY AND PLANNING IMPLICATIONS:

This report is premised on proposed changes to the Local Government Act 1995 and associated regulations. It is somewhat ironic and hypocritical of Minister Carey that proposed reform package presented to Local Governments is premised on strengthening local government democracy and increasing community engagement, yet key aspects of a Ward and Representation Review have been encumbered from the outset by Minister Carey in that the Shire of Kulin has been advised not to diverge from the proposed reforms; i.e.

- Reduce the number of Council members down from nine to not less than five and not more than seven;
- Abolish wards.

### POLICY IMPLICATIONS:

Nil



**COMMUNITY CONSULTATION:**

At this juncture there are no implications relating to community consultation. If Council elects to nominate the voluntary pathway, there will be a high level of community consultation associated with the Ward and Representation Review.

**WORKFORCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council in response to the proposed Local Government Reforms: Election Transition Arrangements (Abolish Wards and Change Number of Council Members) advised by Honourable John Carey MLA, Minister for Housing; Lands; Homelessness and Local Government;

- Provides formal written advice to the Department of Local Government, Sport and Cultural Industries that its preferred pathway is the Voluntary Pathway
- Provide confirmation to the Department of Local Government, Sport and Cultural Industries that the Shire of Kulin will commit to undertaking a Ward and Representation Review and have the completed review to the Local Government Advisory Board by the 14 February 2023;
  
- Confirm to the Department of Local Government, Sport and Cultural Industries that the Shire of Kulin's preferred number of Council members is no less than seven.
- Formally advise Honourable John Carey MLA, Minister for Housing; Lands; Homelessness and Local Government of its dismay as to the hypocritical way any Ward and Representation Review process will be premised in that it should not diverge from the proposed election reforms.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 5

## 7.6 Request for Tender 06 - 2022-2023 – New dwelling - Kulin

**RESPONSIBLE OFFICER:** Acting CEO  
**FILE REFERENCE:** 23.05  
**AUTHOR:** Acting CEO – Alan Leeson  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:**  
**ATTACHMENTS:** Tender submission/Tender criteria

### SUMMARY:

For Council to consider the single tender submission received for the construction of one executive residence in Kulin – Request for Tender 06 -2022/2023 – Proposed Location of new residence – 31 Bowey Way, Kulin

### BACKGROUND & COMMENT:

Tender submissions closed on Monday 12<sup>th</sup> September 2022. One tender was received from CLPM Pty Ltd (circulated under separate cover)

### STATUTORY AND PLANNING IMPLICATIONS:

Construction of the new residence would be in accordance with relevant statutory requirements health, building and planning requirements.

### Local Government Act 1995:

#### 3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

### Local Government (Function & General Regulations) 1996

#### Part 4 — Provision of goods and services

#### 11. When tenders have to be publicly invited

(1A) In this regulation —

**state of emergency declaration** has the meaning given in the *Emergency Management Act 2005* section 3.

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
  - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
  - (aa) the supply of the goods or services is associated with a state of emergency; or
  - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
  - [(ba) *deleted*]
  - (c) within the last 6 months —
    - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
    - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;
  - or
  - (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
  - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
  - (ea) the goods or services are to be supplied —
    - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
    - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;
  - or
  - (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
  - (g) the goods to be supplied under the contract are —
    - (i) petrol or oil; or
    - (ii) any other liquid, or any gas, used for internal combustion engines;
  - or

- (h) the following apply —
    - (i) the goods or services are to be supplied by —
      - (I) a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited ABN 96 929 977 985; or
      - (II) a person registered with the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) ABN 50 134 720 362;
    - and
    - (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
    - (iii) the local government is satisfied that the contract represents value for money;
  - or
  - (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
  - (j) the contract is a renewal or extension of the term of a contract (the **original contract**) where —
    - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
    - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
    - (iii) the original contract contains an option to renew or extend its term; and
    - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;
  - or
  - (ja) the contract is a renewal or extension of the term of a contract (the **original contract**) where —
    - (i) the original contract is to expire within 3 months; and
    - (ii) the renewal or extension is for a term of not more than 12 months from the expiry of the original contract; and
    - (iii) the contract for renewal or extension is entered into at a time when there is in force a state of emergency declaration applying to the district, or part of the district, of the local government;
  - or
  - (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.
- (3) For the purposes of subregulation (2)(aa) a supply of goods or services is associated with a state of emergency if —
- (a) the contract for the supply is entered into while there is in force a state of emergency declaration applying to the district, or part of the district, of the local government; and
  - (b) the local government considers that the goods or services are required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency declaration relates.

*[Regulation 11 amended: Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6; 18 Sep 2015 p. 3804-6; SL 2020/35 r. 8; SL 2020/55 r. 5.]*

**12. Anti-avoidance provision for r. 11(1)**

- (1) This regulation applies if a local government intends to enter into 2 or more contracts (the **contracts**) in circumstances such that the desire to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract.
  - (2) If this regulation applies, tenders are to be publicly invited according to the requirements of this Division before the local government enters into any of the contracts regardless of the consideration.
- [Regulation 12 inserted: Gazette 18 Sep 2015 p. 3806.]*

**13. Requirements when local government invites tenders though not required to do so**

If a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited according to the requirements of this Division.

*[Regulation 13 amended: Gazette 2 Feb 2007 p. 245-6.]*

**14. Publicly inviting tenders, requirements for**

- (1) When regulation 11(1), 12(2) or 13 requires tenders to be publicly invited, Statewide public notice of the invitation is to be given.
- (2) If the CEO has, under regulation 23(4), prepared a list of acceptable tenderers, instead of giving Statewide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed.
- (2a) If a local government —
  - (a) is required to invite a tender; or
  - (b) not being required to invite a tender, decides to invite a tender,
 the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.
- (3) The notice, whether under subregulation (1) or (2), is required to include —
  - (a) a brief description of the goods or services required; and
  - (b) particulars identifying a person from whom more detailed information as to tendering may be obtained; and
  - (c) information as to where and how tenders may be submitted; and
  - (d) the date and time after which tenders cannot be submitted.
- (4) In subregulation (3)(b) a reference to detailed information includes a reference to —
  - (a) such information as the local government decides should be disclosed to those interested in submitting a tender; and
  - (b) detailed specifications of the goods or services required; and
  - (c) the criteria for deciding which tender should be accepted; and
  - (d) whether the local government has decided to submit a tender.

*[(e) deleted]*
- (5) After a notice has been given under subregulation (1) or (2), a local government may vary the information referred to in subregulation (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation.

*[Regulation 14 amended: Gazette 29 Jun 2001 p. 3130; 18 Sep 2015 p. 3806.]*

**15. Minimum time to be allowed for submitting tenders**

- (1) If a notice under regulation 14(1) is given, the date and time referred to in regulation 14(3)(d) has to be at least 14 days after the notice is —
  - (a) published on the local government's official website; and
  - (b) published in at least 3 of the ways prescribed in the *Local Government (Administration) Regulations 1996* regulation 3A(2).
- (2) If a notice under regulation 14(2) is given to a person listed as an acceptable tenderer, the date and time referred to in regulation 14(3)(d) has to be at least 14 days after the notice is given.

*[Regulation 15 inserted: Gazette 18 Sep 2015 p. 3806-7; amended: SL 2020/213 r. 35.]*

**16. Receiving and opening tenders, procedure for**

- (1) The CEO is responsible for keeping any tender submitted including a tender submitted by facsimile or other electronic means in safe custody, and for ensuring that it remains confidential.
- (2) Tenders are not to be opened, examined, or assessed until the time after which further tenders cannot be submitted.
- (3) When tenders are opened —
  - (a) there must be present —
    - (i) at least 2 employees of the local government; or
    - (ii) one employee of the local government and at least one person authorised by the CEO to open tenders;
  - and
  - (b) members of the public are entitled to be present; and
  - (c) details of the tenders (other than the consideration sought in the tender) are to be immediately recorded in a register to be known as the tenders register.

*[Regulation 16 amended: Gazette 29 Jun 2001 p. 3131; 31 Mar 2005 p. 1055; 18 Sep 2015 p. 3807.]*

**17. Tenders register**

- (1) The CEO is responsible for keeping the tenders register and making it available for public inspection.
- (1A) The CEO must publish the tenders register on the local government's official website.
- (2) The tenders register is to include, for each invitation to tender —
  - (a) a brief description of the goods or services required; and
  - [(b) deleted]*
  - (c) particulars of —
    - (i) any notice by which expressions of interests from prospective tenderers was sought; and
    - (ii) any person who submitted an expression of interest; and
    - (iii) any list of acceptable tenderers that was prepared under regulation 23(4);
  - and
  - (d) a copy of the notice of the invitation to tender; and
  - (e) the name of each tenderer whose tender has been opened; and
  - (f) the name of any successful tenderer.

- (3) The tenders register is to include for each invitation to tender the amount of the consideration or a summary of the amount of the consideration sought in the tender accepted by the local government.

*[Regulation 17 amended: Gazette 29 Jun 2001 p. 3131; 18 Sep 2015 p. 3807; SL 2020/213 r. 36.]*

**18. Rejecting and accepting tenders**

- (1) A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.
- (2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.
- (3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.
- (4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.
- (4A) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.
- (5) The local government may decline to accept any tender.
- (6) If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.
- (7) If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

*[Regulation 18 amended: Gazette 29 Jun 2001 p. 3131-2; 18 Sep 2015 p. 3807.]*

**19. Tenderers to be notified of outcome**

The CEO is to give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted.

*[Regulation 19 amended: Gazette 29 Jun 2001 p. 3132.]*

**FINANCIAL IMPLICATIONS:** Council budgeted \$523,332 (ex GST) in 2022-2023 toward the cost of construction of a new executive residence. The breakdown of the budgeted amount is:

**External costs**

- Contract -Supplier expenses \$ 500,000

**In-house (internal Shire costs)**

- Employee Costs -Wages \$ 6,482
- Employee Overheads \$ 5,510
- Plant Operation Costs \$ 11,340

**Total costs \$ 523,332**

The single tender submission received by the Shire was a price of \$649,850 (Ex GST). This price exceeded the Shire’s budgeted contract-supplier costs of \$500,000 by \$149,850. Please refer to tender submission (**under separate cover at Attachment 6a**).

The main exclusions within the tender submission which have not been costed as external supplier costs which would be additional costs to the tendered price of \$649,850 are:

- Landscaping/reticulation
- Fencing
- Sheds
- Water/plumbing/sewer headwork costs – connections
- Electrical power supply connections/headworks

**POLICY IMPLICATIONS:**

**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 offered 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);

- 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.

**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.

*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.

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 whom 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;
- 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).

**COMMUNITY CONSULTATION:**

Not applicable to this item

**WORKFORCE IMPLICATIONS:**

Not applicable to this item

**OFFICER'S RECOMMENDATION:**

That Council;

1. Does not accept the tender submission received CLPM Pty Ltd for the construction of one new executive residence (31 Bowey Way, Kulin) as per tender RFT 06-2022-2023 due to insufficient budgeted funds;
2. Request the Housing Committee to review and reprioritise Council's budgeted funds (\$523,332) for the 2022/2023 financial year with a view to assessing the cost and benefit of investing funds into the upgrade of the Shires existing housing stock.

**VOTING REQUIREMENTS:**

Simple Majority.

Attachment 6

Attachment 6a – Under Separate Cover

## **7.7 Kulin Shire Administration Centre - Kulin Childcare Centre – Approved Opening / Closure Hours - Christmas – New Year Period 2022 - 2023**

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**NAME OF APPLICANT:** CEO  
**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 22.16  
**AUTHOR:** Acting CEO – Alan Leeson  
**DISCLOSURE OF INTEREST:** Nil

### **SUMMARY:**

As has been the case in past years Council has approved annually the opening closure hours of the Shire Administration Centre and Kulin Childcare Centre over the Christmas / New Year period.

The following opening / closure hours are submitted for Council's consideration and approval.

### **Shire Administration Centre**

Friday 23 December (staff leave) – to allow for travel  
Monday 26 December 2022 Christmas Day Public Holiday  
Tuesday 27 December Boxing Day Public Holiday  
Wednesday 28 – Friday 30 December – closed (staff leave)  
Monday 2 January – New Year's Public Holiday

Re-open Tuesday 3 January 2023.

During this period, 3 days are public holidays, with the remaining to be taken as either LG Industry Public Holidays, annual, or unpaid leave, RDO or TIL (depending on an individual's accumulated entitlement).

### **Kulin Childcare Centre**

Monday 19 & Tuesday 20 December – Centre Open  
Wednesday 21 & Thursday 22 December – Centre closed to children. Staff pack up centre  
Friday 23 December – 15 January – Centre closed  
Monday 16 and Tuesday 17 January – Centre closed to children. Staff set up centre  
Centre Opens for bookings Wednesday 18 January 2023.

### **BACKGROUND & COMMENT:**

The December Ordinary Meeting of Council is scheduled to be held on Wednesday 21 December 2022.

In order to provide adequate time for end of year tasks and administrative follow up from the December Council Meeting, it is recommended Council change the date of the December Council meeting to Tuesday 20 December 2022.

It is proposed to hold the annual Shire Christmas Party on the same day at the Freebairn Recreation Centre from 6.00pm.

It is normal practice over the Christmas / New Year period to have coverage by senior staff in order to ensure there is adequate coverage and management of Harvest and Vehicle Movement Bans and any other weather bans that may occur. Staff will resolve who these contacts will be closer to the closure when all staff Christmas movements are known.

### **FINANCIAL IMPLICATIONS**

Payroll is due on Wednesday 28 December 2022. Staff will present leave forms and timesheets in advance of this period and DCEO will ensure all staff fortnightly pay is processed as normal.

### **STATUTORY AND TOWN PLANNING IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS:**

Nil

### **COMMUNITY CONSULTATION:**

Community will be advised in Update and on Notice Boards of the closure.

### **WORKFORCE IMPLICATIONS:**

Staff will establish emergency contacts for Administration, Works, Bushfire and Ranger services during the period.

The FRC and Aquatic Centre will operate as normal during this time period, with specific operating times advertised in advance.

**RECOMMENDATION**

That Council;

1. Change the December 2022 Ordinary Council Meeting date from Wednesday 21 December 2022 to Tuesday 20 December 2022.
2. Approve the opening / closure hours of the Shire Administration Centre for 2022/2023 Christmas / New Year period from Friday 23 December 2022 to Monday 2 January 2023 (inclusive), with the Shire Administration Centre to reopen on Tuesday 3 January 2023.
3. Approve the opening / closure hours of the Kulin Childcare Centre closure for 2022/2023 Christmas / New Year period as follows
  - Monday 19 & Tuesday 20 December 2022 – Centre Open
  - Wednesday 21 & Thursday 22 December 2022 – Centre closed to children. Staff pack up centre
  - Friday 23 December 2022 – 15 January 2023 – Centre closed
  - Monday 16 and Tuesday 17 January 2023 – Centre closed to children. Staff set up centre
  - Centre Opens for bookings Wednesday 18 January 2023.

**VOTING REQUIREMENTS**

Simple majority required

## 8 COMPLIANCE

### 8.1 Compliance Reporting – General Compliance September 2022

**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 September 2022. 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 eg. quarterly action - will be notations.

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

**BACKGROUND & COMMENT:**

The Compliance team and works staff commence the monthly compliance effort immediately after the Shire meeting each month. At that time, the Executive Support Officer will email the assigned staff member their compliance requirements for the coming month. As the month progresses, staff in conjunction with their manager, the CEO or DCEO will determine the extent of work/action needed to complete items. During Agenda week, the Compliance Team again meets to ensure the monthly report/list is reviewed and that compliance items are completed. In preparing the Agenda report, the CEO or DCEO will sign off on completed items.

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

**Outstanding August**

Annual Road Inspection – won't happen this year  
 Staff Uniform Requirements – order to be placed if required  
 Quotes for Spraying of Council Buildings  
 Water Reuse Licenses

**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 September 2022 and note the matters of non-compliance.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 7

## 8.2 Compliance Reporting – Delegations Exercised – August 2022

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

### SUMMARY:

To report back to Council actions performed under delegated authority for the periods ending 30 September 2022. To provide a comprehensive report listing of the delegations able to be exercised following adoption of a more substantial array of delegations in June 2017.

### BACKGROUND & COMMENT:

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

### ADMINISTRATION

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

### GOVERNANCE

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

### HUMAN RESOURCES

H1	Grievance Procedures	(CEO)
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### COMMUNITY SERVICES

CS1	Bushfire Control – Shire Plant for Use of	(CEO)
CS2	Bushfire Control – Plant Use for Adjoining Shires	(CEO)
CS3	Bushfire Prohibited / Restricted Burning Periods – Changes	(Shire President/CEO)
CS4	Bushfire Training Administration	(CEO)
CS5	Cat Ownership Limit – Cat Control	(CEO)
CS6	Dog Control – Attacks	(CEO)
CS7	Dog Ownership Limit – Dog Control	(CEO)
CS8	Sea Containers Use of – Town Planning	(CEO)
CS9	Second Hand Dwellings	(CEO)
CS10	Temporary Accommodation	(CEO)
CS11	Unauthorised Structures – Building Control	(CEO)
CS13	Freebairn Recreation Club Committee	(FRC Club Committee)
CS14	Kulin Child Care Centre Management Committee	(KCCC Mgmt. Committee)
CS15	General – Community Services Practices	(CEO)
CS20	Seed Collection	(CEO)

### WORKS

W1	Gravel Supplies	(MW)
W2	Roads – Clearing	(CEO)
W3	Roads – Damage to	(MW)

W4	Roads – Roadside Markers – Management of	(MW)
W5	Stormwater Drainage	(MW)
W6	Street Trees	(CEO)
W7	Streetscape – Improvements	(CEO)
W8	Roadside Burning	(MW)
W9	Temporary Road Closures	(MW)
W10	General – Works Practices Approvals	

**COMMENT:**

The following details the delegations exercised within the Shire relative to the delegated authority for the month of September 2022 and are submitted to Council for information (excluding delegations under A9, Payments – refer to individual order and payment listed in Accounts paid).

**A7 IT & Social Media – Use of**

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

**G1 Applications for Planning Consent**

Lot 2452 Aylmore Rd Pingaring WA	Communications Tower: CRISP Wireless	Vernon & Janet Brown	Approved 29/09/22
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**G2 Building Licences**

196 Gnarming West Rd Kulin WA 6365	Communications Tower: CRISP Wireless	Jarron Noble	Permit 13/22 Approved 05/09/22
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**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 September 2022.

**VOTING REQUIREMENTS:**

Simple majority required.

**9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Meeting may adjourn to move into Concept Forum.

**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**

Wednesday 16 November 2022 at 3:00pm

**14 CLOSURE OF MEETING**

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

***RoeROC  
Roe Regional Organisation of Councils  
Corrigin – Kondinin – Kulin - Narembeen***

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## **COUNCIL MINUTES**

**Shire of Kondinin  
Council Chambers  
Thursday 29 September 2022**

Unconfirmed



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## 1. Opening and Announcements

RoeROC Chair, Cr B. Gangell opened the meeting at 1:00pm.

## 2. Record of Attendance

Cr B. Gangell	Deputy President, Shire of Kondinin (Chair)
Cr D Hickey	President, Shire of Corrigin
Cr S Jacobs	Councillor, Shire of Corrigin
Cr M Currie	Councillor, Shire of Narembeen
Cr R Bowey	Councillor, Shire of Kulin

David Burton	CEO, Shire of Kondinin
David Blurton	CEO, Shire of Narembeen
Alan Leeson	CEO, Shire of Kulin

Leandré Genis	ESO, Shire of Kondinin (Minutes)
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Lauren Pitman	Roe EHO
Brendon Gerrard	Roe EHO

## 3. Apologies

Cr K Mortimore	President, Shire of Narembeen
Cr G Robins	President, Shire of Kulin
Cr B Smoker	Deputy President, Shire of Kulin
Cr B West	Councillor, Shire of Kulin
Cr W Milner	Councillor, Shire of Narembeen
Natalie Manton	CEO, Shire of Corrigin
Cr K Mouritz	President, Shire of Kondinin
Cr B Browning	Councillor, Shire of Kondinin

## 4. Guests

NIL

## 5. Minutes of Meetings

### RoeROC Council Meeting – 21<sup>st</sup> July 2022

#### COMMENT:

Minutes of the RoeROC Meeting held 21<sup>st</sup> July 2022 are attached.

#### RESOLUTION:

**Moved: Cr D Hickey**

**Seconded: Cr S Jacobs**

That the Minutes of the RoeROC Meeting held on 21<sup>st</sup> July 2022 be confirmed as a true and correct record.

**Carried: 5/0**

### 5.1 Business Arising from the Minutes

NIL

**6. Presentations**

NIL

**7. Matters for Decision****7.1 Finances – presented by Shire of Corrigin***Financial Report to 31<sup>st</sup> August 2022***RESOLUTION:****Moved: Cr D Hickey****Seconded: Cr M Currie**That the Financial Reports to 31<sup>st</sup> August 2022 be received.**Carried: 5/0***Lauren Pitman arrives as the meeting at 1:05pm.***7.2 LG Reforms**

Applicant:	Shire of Kondinin
Date:	22/09/2022
Reporting Officer:	David Burton, Chief Executive Officer
Disclosure of Interest:	NIL

**SUMMARY**

For RoeROC to consider the Local Government Reforms and regional implications.

**BACKGROUND**

As all Shires are aware, the Department of Local Government is bringing in many reforms for Local Government. Some of these changes may impact regional councils such as ROEROC

**COMMENT**

While each Shire in RoeROC has most likely submitted input into the Local Government Reforms, it has not been discussed.

Within the reforms are items that RoeROC may wish to discuss further such as:

- 2.1 Resource Sharing - CEOs may wish to discuss further first.
- 2.3 Innovations – RoeROC joint project
- 2.7 Regional Subsidiaries

Other areas are likely to impact local governments in this area and a joint consideration may be discussed if possible.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Nil, however outcomes may need funding.

**RESOLUTION:****Moved: Cr D Hickey****Seconded: Cr R Bowey**

That RoeROC consider the Local Government Reforms to look at benefits that can be gained by the Member Shires.

**Carried: 5/0****7.3 Entry Signage for bendering landfill**

Applicant:	Shire of Corrigin
Date:	15 September 2022
Reporting Officer:	Lauren Pitman
Disclosure of Interest:	No interest to disclose

**SUMMARY**

Updates to signage are required for the Bendering Landfill and specific wording needs to be decided and agreed upon by the RoeROC Shires.

**BACKGROUND**

The Bendering Landfill is shared by the four Shires and run by Avon Waste. The location of the gate to the landfill on the Kondinin-Narembreen Road is not signposted, this is intentional as it is not a public landfill and by not having directional signage prevents people from stopping there.

The gate however should have some signage to inform users of the landfill such as contractors or people that have come across the landfill, of the conditions of entry and prevention of unauthorised access. Not having a sign at the driveway gate may present liability issues if there was ever any incidents at the landfill involving access.

**COMMENT**

It is proposed that a sign with the following wording or similar effect is approved to be erected on the inside of the driveway gate, so that visitors may read it:

RoeROC Bendering  
Regional Waste Management Site  
{Site managed by Avon Waste}  
**NO UNAUTHORISED ACCESS**  
All site enquiries to Shire of Corrigin  
Office Hours: 9063 2203  
Urgent A/H: 0409 770 824 (EHO)  
In case of fire or any other emergency please call 000

This is pretty much the same as what is on the sign at the shed as you enter the actual landfill area (except for the Avon Waste mention), however it was put up when the landfill was first established and the details highlighted above are filled with The Shire of Kondinin's details. For the new sign, do we want to proceed with the change of contact details?

We need to agree to change the detail and decide on what the content of the new sign will be before it is ordered and erected.

A second sign to replace the original sign on the side of the shed should also be ordered to keep the information relevant.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

**FINANCIAL IMPLICATIONS**

A budget for the signwriting will need to be established.

**VOTING REQUIREMENT**

Simple Majority

**RESOLUTION:**

**Moved: Cr M Currie**

**Seconded: Cr R Bowey**

That RoeROC confirm new Bendering signage details as decided above.

**Carried: 5/0**

**7.4 Bendering asbestos disposal fees for fire affected properties**

Applicant:	Shire of Corrigin
Date:	27 September 2022
Reporting Officer:	Lauren Pitman
Disclosure of Interest:	No interest to disclose

**SUMMARY**

There have been 14 farming properties affected by the February 2022 bushfires in Corrigin, where assets containing asbestos material were burnt. Due to the nature of burnt asbestos, the waste left behind has had to be removed by unrestricted licenced asbestos removalists. The costs of removal work is huge for those affected.

**BACKGROUND**

All affected farmers that have had their properties remediated have used the same contractor who has been in the area since May. Over 400m<sup>3</sup> of asbestos contaminated soil and waste asbestos material has been disposed of at the Bendering Landfill.

The cost of disposal for some of the affected farmers that were not insured is significant. The Shire would like to do something to help reduce the financial pressure on these people. One thing that came up was the cost of disposal at the landfill.

The Shire of Bruce Rock waived the tip fees for those property owners that had to dispose of asbestos contaminated waste at their landfill.

The Shire of Corrigin would like to help our affected residents through a partial refund of tip fees if an application is lodged by the affected person.

**COMMENT**

It is proposed that the RoeROC group consider making a decision that as a group they will agree to partially refund some fees of uninsured farmers if possible, once costs of disposal and digging of an asbestos trench are covered, if an application is received by the Shire of Corrigin.

This decision could also stand for future events of this nature in any of the RoeROC Shires.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

**FINANCIAL IMPLICATIONS**

Estimated upon application (up to total of approximately \$12,000)

**VOTING REQUIREMENT**

Simple Majority

**RESOLUTION:**

**Moved: Cr D Hickey**

**Seconded: Cr R Bowey**

That RoeROC refund, on application, 50% of Asbestos disposal fees of those land owners affected by the 6<sup>th</sup> February 2022 bushfires, whom have not otherwise been compensated as a result of an approved insurance claim.

**Carried: 5/0**

**8. Other Matters**

Update EHO Matters – EHO to provide information at the meeting.

1. Update on Bending Tip information.

Any other items for discussion.

**9. Closure**

9.1 Next Meeting: 17 November 2022

Meeting closed at 2:19pm.

# Shire of Kulin

EFT & Chq Listing for period ended 30 September 2022

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
<b>TRUST</b>			
479	05/09/2022	THE LISTER SPECIALIST PTY LTD Generator Repairs, Camp Hart	\$1,400.00
<b>MUNICIPAL</b>			
EFT19605	08/09/2022	AVON WASTE Refuse Service August 2022	\$16,244.57
EFT19606	08/09/2022	AIR LIQUIDE WA Cylinder Rent	\$21.70
EFT19607	08/09/2022	BOC LIMITED - A MEMBER OF THE LINDE GROUP Depot Supplies	\$179.07
EFT19608	08/09/2022	BEST OFFICE SYSTEMS CRC Printing Charges	\$2,062.79
EFT19609	08/09/2022	BLACKWOODS Fire Extinguishers for Administration Building	\$799.19
EFT19610	08/09/2022	YVONNE BOWEY CONSULTING Contract Accountant, Budget Preparation	\$10,632.88
EFT19611	08/09/2022	COURIER AUSTRALIA Freight	\$225.28
EFT19612	08/09/2022	COUPLERS PTY LTD Hydraulic Hoses	\$621.51
EFT19613	08/09/2022	ENGINE PROTECTION EQUIPMENT PTY LTD Parts	\$172.90
EFT19614	08/09/2022	FEGAN BUILDING SURVEYING Contract Building Surveying	\$682.00
EFT19615	08/09/2022	FUELQUIP INDUSTRIES Fuel Facility Audit & Repairs	\$7,078.50
EFT19616	08/09/2022	GANGELLS AGSOLUTIONS Various Depot, Buildings & Road Maintenance Supplies	\$11,696.92
EFT19617	08/09/2022	GREAT SOUTHERN FUEL SUPPLIES Diesel, CEO Fuel	\$183.38
EFT19618	08/09/2022	GALVIN CONCRETE & SHEETMETAL PTY LTD 100MM PVC Dome Grate & Freight	\$51.15
EFT19620	08/09/2022	HALLITE SEALS AUSTRALIA PTY LIMITED Seal Kit	\$52.84
EFT19621	08/09/2022	IMAGINATION WORKSHOP PTY LTD Balance Owing of Performance Fee Faulty Towers	\$3,080.00
EFT19622	08/09/2022	INTELIIFE GROUP LTD Tree Pruning and Mulching, Fence Road North	\$14,014.00
EFT19623	08/09/2022	KLEENHEAT GAS Gas	\$672.08
EFT19624	08/09/2022	KULIN SOCIAL CLUB Payroll Deductions	\$130.00
EFT19625	08/09/2022	KULIN COMMUNITY HUB PTY LTD Accommodation, 8 Nights 2 Adults, Skywalker	\$1,900.00
EFT19626	08/09/2022	KULIN IGA Office, FRC & Child Care Statements August 2022	\$1,244.41
EFT19627	08/09/2022	KULIN TYRE SERVICE Supply & Repair Tyres	\$1,793.00
EFT19628	08/09/2022	KULIN LIBRARY, POST OFFICE AND MAIL Library Service Fee August 2022	\$1,323.30
EFT19629	08/09/2022	KONDININ MEDICAL CENTRE Workers Compensation Consultation, Patricia Mahe	\$73.65
EFT19630	08/09/2022	MULLAN ELECTRICAL PTY LTD Supply & Fit New Air Conditioner, 5 Bowey Way	\$2,264.90
EFT19631	08/09/2022	MCINTOSH & SON Parts	\$1,012.03

# Shire of Kulin

EFT & Chq Listing for period ended 30 September 2022

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT19632	08/09/2022	MARKETFORCE	\$1,831.99
		Housing Tender Advertising	
EFT19633	08/09/2022	MC CIVIL CONTRACTORS	\$17,965.75
		Mulching Trees & Batters, Fence Road North	
EFT19634	08/09/2022	NEU-TECH AUTO ELECTRICS	\$374.00
		12 V Flojet Pump	
EFT19635	08/09/2022	NARROGIN CARPETS & CURTAINS	\$10,900.50
		Blinds, 6 Bowey Way	
EFT19636	08/09/2022	EXURBAN RURAL & REGIONAL PLANNING	\$1,727.34
		Town Planning Consulting Services	
EFT19637	08/09/2022	PINGARING PROGRESS ASSOCIATION	\$3,600.00
		Cleaning & Maintaining of Pingaring Buildings	
EFT19638	08/09/2022	QUALITY PRESS	\$92.40
		DEFES Vehicle Identifier Stickers	
EFT19639	08/09/2022	EB & OM SLOGGETT	\$850.61
		Air Conditioner Repairs: Hall, Hodgson St, Unit 3 Johnston St, & Old Office	
EFT19640	08/09/2022	SWAN BREWERY COMPANY PTY LTD	\$614.57
		Bar Purchase	
EFT19641	08/09/2022	TAMORA PLUMBING AND GAS	\$231.00
		Clear Blocked Drain, 81 Johnston Street	
EFT19642	08/09/2022	OFFICEWORKS BUSINESS DIRECT	\$1,028.42
		Various Stationery	
EFT19643	08/09/2022	WA CONTRACT RANGER SERVICES	\$757.63
		Ranger Monthly Service	
EFT19644	08/09/2022	WA DISTRIBUTORS PTY LTD	\$1,094.60
		Various Cleaning Supplies	
EFT19645	16/09/2022	ACRES OF TASTE	\$266.00
		Catering Bush Fire Brigade Meeting & Coffee Beans	
EFT19646	16/09/2022	BT EQUIPMENT P/L	\$447.96
		Fuel Pipe	
EFT19647	16/09/2022	BLACKWOODS	\$805.68
		High Bay Lights	
EFT19648	16/09/2022	ASHLEY BYRES	\$250.00
		Carpet Cleaning, 6 Bowey Way	
EFT19649	16/09/2022	COUNTRY WIDE FRIDGE LINES PTY TLD	\$234.55
		Freight on Bar Purchase	
EFT19650	16/09/2022	COURIER AUSTRALIA	\$518.24
		Freight	
EFT19651	16/09/2022	CHIP MANAGEMENT CONSULTING	\$7,700.00
		Acting CEO Fee for 29/08/2022 - 09/09/2022	
EFT19652	16/09/2022	DEPT MINES, INDUSTRY REGULATION AND SAFETY	\$113.30
		Building Services Levy	
EFT19653	16/09/2022	EASIFLEET MANAGEMENT	\$1,522.68
		Staff Novated Lease Monthly Payment	
EFT19654	16/09/2022	L HOBSON & SM HOBSON	\$1,012.50
		Consulting	
EFT19655	16/09/2022	ITR WESTERN AUSTRALIA	\$714.82
		Overlay End Bit	
EFT19656	16/09/2022	JTAGZ	\$105.60
		Dog & Cat Tags	
EFT19657	16/09/2022	KULIN TRANSPORT	\$33,320.09
		Supply & Cartage 461.05 Tonne 5mm Blue Metal	
EFT19658	16/09/2022	KLEENHEAT GAS	\$147.73
		Gas	
EFT19659	16/09/2022	LAKE GRACE COMMUNITY RESOURCE CENTRE	\$50.00
		Advertising	
EFT19660	16/09/2022	TRINITEQ INTERNATIONAL PTY LTD	\$363.00
		IT Quarterly Maintenance Support, FRC	



# Shire of Kulin

EFT & Chq Listing for period ended 30 September 2022

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT19661	16/09/2022	<b>NUTRIEN AG SOLUTIONS LIMITED</b>	\$1,375.00
		Wara Black Star Posts	
EFT19662	16/09/2022	<b>MCINTOSH &amp; SON</b>	\$22.07
		Ball Bearings	
EFT19663	16/09/2022	<b>NEU-TECH AUTO ELECTRICS</b>	\$294.80
		Solenoid	
EFT19664	16/09/2022	<b>NARROGIN FURNISHINGS</b>	\$6,450.00
		Vinyl 5mm Planks, 6 Bowey Way	
EFT19665	16/09/2022	<b>OIL TECH FUEL</b>	\$70,565.46
		Bulk Fuel Purchase Unleaded & Diesel	
EFT19666	16/09/2022	<b>SHIRE OF CORRIGIN</b>	\$1,455.30
		ROE EHO ROE Regional Environmental Health Scheme Final Expenses June 30	
EFT19667	16/09/2022	<b>SWAN BREWERY COMPANY PTY LTD</b>	\$612.48
		Bar Purchase	
EFT19668	16/09/2022	<b>TAMORA PLUMBING AND GAS</b>	\$502.70
		Clear Blocked Drain, Unit 1 Johnston Street	
EFT19669	16/09/2022	<b>SW TAYLOR</b>	\$1,210.00
		Prompt Safety Solutions Quarterly OSH Service	
EFT19670	16/09/2022	<b>LAKE VARLEY &amp; DISTRICTS PROGRESS ASSOCIATION</b>	\$837.08
		2021 Electricity & Insurance (1/3 Share) Lake Varley FM Radio Transmission Site	
EFT19671	16/09/2022	<b>WESTRAC PTY LTD</b>	\$405.50
		Coolant	
EFT19672	16/09/2022	<b>WA DISTRIBUTORS PTY LTD</b>	\$315.65
		Various Bar Purchase	
EFT19673	23/09/2022	<b>A.R.M SECURITY</b>	\$100.10
		Alarm Monitoring Charges, Oct/Nov/Dec 2022	
EFT19674	23/09/2022	<b>AUSTRALIAN TAXATION OFFICE</b>	\$54,567.00
		Business Activity Statement August 2022	
EFT19675	23/09/2022	<b>BEST OFFICE SYSTEMS</b>	\$149.00
		Staple Refill, Photocopier	
EFT19676	23/09/2022	<b>YVONNE BOWEY CONSULTING</b>	\$2,950.75
		Contract Accountant, Budget Preparation	
EFT19677	23/09/2022	<b>COURIER AUSTRALIA</b>	\$22.02
		Freight	
EFT19678	23/09/2022	<b>COUPLERS PTY LTD</b>	\$721.38
		Hoses	
EFT19679	23/09/2022	<b>ENVIRO PIPES PTY LTD</b>	\$23,886.28
		Pipes, WSNF - Fence Road	
EFT19680	23/09/2022	<b>HERSEY'S SAFETY PTY LTD</b>	\$1,415.85
		Depot Supplies	
EFT19681	23/09/2022	<b>I SWEEP TOWN &amp; COUNTRY</b>	\$1,633.50
		Sweeping of Town	
EFT19682	23/09/2022	<b>KULIN HARDWARE &amp; RURAL</b>	\$5,978.71
		Various Depot, Buildings & Road Maintenance Supplies	
EFT19683	23/09/2022	<b>KLEENHEAT GAS</b>	\$1,644.39
		Yearly Facility Fees	
EFT19684	23/09/2022	<b>KULIN SOCIAL CLUB</b>	\$120.00
		Payroll Deductions	
EFT19685	23/09/2022	<b>KULIN SHIRE TRUST FUND</b>	\$200.00
		Payroll Deductions	
EFT19686	23/09/2022	<b>KULIN DISTRICT HIGH SCHOOL</b>	\$500.00
		Wait Staff at Faulty Towers Event - 10 Students	
EFT19687	23/09/2022	<b>KEY CIVIL PTY LTD</b>	\$12,360.61
		Culvert Works, Dudinin Jitarning Road	
EFT19688	23/09/2022	<b>KULIN ERINDALE UNITS</b>	\$145.00
		Accommodation, 1 Night, Community Builders	
EFT19689	23/09/2022	<b>MULLAN ELECTRICAL PTY LTD</b>	\$231.00
		Repair Damaged Power Bollard at Caravan Park	

# Shire of Kulin

EFT & Chq Listing for period ended 30 September 2022

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT19690	23/09/2022	MARK GILLBARD Staff Uniform - Shoes	\$170.99
EFT19691	23/09/2022	MCKENZIE CONCRETE CO Supply & Lay Cement at Caravan Park	\$3,340.15
EFT19692	23/09/2022	MERREDIN REFRIGERATION & AIR CONDITIONING Air Conditioners Pre-Season Services, Buildings/Houses	\$4,170.10
EFT19693	23/09/2022	NAPA KEWDALE Gold-Flo Solid State Fuel Pump	\$227.70
EFT19694	23/09/2022	QUEST PAYMENT SYSTEMS Fuel Facility OPT Monthly Maintenance Fee	\$418.00
EFT19695	23/09/2022	THE ROYAL LIFE SAVING SOCIETY WA Pool Lifeguard Requalification Enrolment Fee, Mark Gillbard	\$159.00
EFT19696	23/09/2022	RURAL TRAFFIC SERVICES PTY LTD Traffic Control Services, Rabbit Proof Fence Road North	\$9,114.48
EFT19697	23/09/2022	SWAN BREWERY COMPANY PTY LTD Bar Purchase	\$614.57
EFT19698	23/09/2022	OFFICEWORKS BUSINESS DIRECT Various Stationery	\$436.12
EFT19699	23/09/2022	SYNERGY Electricity & Supply Charge, Unit 3 25 Johnston Street	\$344.18
EFT19700	23/09/2022	WESTRAC PTY LTD Worm Gear & Circ Drive	\$6,770.71
EFT19701	23/09/2022	WA CONTRACT RANGER SERVICES Ranger Monthly Service	\$809.88
EFT19702	23/09/2022	WA DISTRIBUTORS PTY LTD Various Cleaning Supplies	\$507.30
EFT19703	29/09/2022	MCKENZIE CONCRETE CO Supply of Stabilised Sand & Cement, Dudinin Jitarning RD	\$17,858.50
37442	08/09/2022	KULIN MUSEUM SOCIETY INC Refuse Site Maintenance August 2022	\$625.00
37443	08/09/2022	WATER CORPORATION Rates	\$270.12
37444	16/09/2022	WATER CORPORATION Water Usage & Rates, Dudinin Standpipe	\$565.54
37445	23/09/2022	SHIRE OF BROOKTON Advertising, Job Positions	\$45.00
37446	23/09/2022	WATER CORPORATION Water Usage & Rates	\$336.31
DD8278.1	04/09/2022	AWARE SUPER Superannuation Contributions	\$13,489.47
DD8278.2	04/09/2022	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE PERSONAL SUPER Superannuation Contributions	\$905.41
DD8278.3	04/09/2022	AUSTRALIAN SUPERANNUATION Superannuation Contributions	\$410.16
DD8278.4	04/09/2022	HOSTPLUS SUPERANNUATION FUND Superannuation Contributions	\$878.56
DD8278.5	04/09/2022	PRIME SUPERANNUATION Superannuation Contributions	\$479.46
DD8278.6	04/09/2022	ASB MARKETING Superannuation Contributions	\$321.99
DD8278.7	04/09/2022	MLC MASTERKEY SUPERANNUATION Superannuation Contributions	\$224.71
DD8278.8	04/09/2022	REST SUPERANNUATION Superannuation Contributions	\$702.49
DD8278.9	04/09/2022	BENDIGO SUPERANNUATION PLAN Superannuation Contributions	\$156.09
DD8289.1	18/09/2022	AWARE SUPER Superannuation Contributions	\$12,970.73
DD8289.2	18/09/2022	AUSTRALIAN SUPERANNUATION Superannuation Contributions	\$447.94

# Shire of Kulin

EFT & Chq Listing for period ended 30 September 2022

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD8289.3	18/09/2022	<b>HOSTPLUS SUPERANNUATION FUND</b>	\$704.24
		Superannuation Contributions	
DD8289.4	18/09/2022	<b>PRIME SUPERANNUATION</b>	\$475.68
		Superannuation Contributions	
DD8289.5	18/09/2022	<b>ASB MARKETING</b>	\$321.29
		Superannuation Contributions	
DD8289.6	18/09/2022	<b>MLC MASTERKEY SUPERANNUATION</b>	\$224.71
		Superannuation Contributions	
DD8289.7	18/09/2022	<b>REST SUPERANNUATION</b>	\$702.49
		Superannuation Contributions	
DD8289.8	18/09/2022	<b>CBUS SUPER</b>	\$431.43
		Superannuation Contributions	
DD8289.9	18/09/2022	<b>BENDIGO SUPERANNUATION PLAN</b>	\$149.65
		Superannuation Contributions	
DD8291.1	01/09/2022	<b>BENDIGO BANK</b>	\$4.14
		Bank Charges, FTS DE Process GST	
DD8291.2	05/09/2022	<b>CARLTON UNITED BREWERIES PTY LTD</b>	\$611.99
		Bar Purchase	
DD8291.3	07/09/2022	<b>BENDIGO BANK</b>	\$8.55
		Bank Charges, Direct Debit Fee	
DD8291.4	15/09/2022	<b>TELSTRA</b>	\$63.96
		ADSL Service	
DD8291.5	15/09/2022	<b>AUSTRALIAN LIQUOR MARKETERS PTY LTD - METCASH TRADING LIMITED</b>	\$2,090.08
		Bar Purchase	
DD8291.6	15/09/2022	<b>SYNERGY</b>	\$3,904.34
		Electricity & Supply Charges Various Buildings	
DD8291.7	21/09/2022	<b>BENDIGO BANK</b>	\$8.40
		Bank Charges, Direct Debit Fee	
DD8291.8	19/09/2022	<b>TELSTRA</b>	\$1,722.08
		Phone Usage & Equipment Rent	
DD8291.9	16/09/2022	<b>BENDIGO BANK</b>	\$4.20
		Bank Charges, Direct Debit Fee	
DD8294.1	02/09/2022	<b>BENDIGO BANK</b>	\$195.69
		Bank Charges	
DD8297.1	04/09/2022	<b>BT PANORAMA SUPER</b>	\$905.41
		Superannuation Contributions	
DD8297.2	18/09/2022	<b>AWARE SUPER</b>	\$292.07
		Superannuation Contributions	
DD8299.1	29/09/2022	<b>TELSTRA</b>	\$185.17
		Mobile Phones Usage	
DD8299.2	29/09/2022	<b>BENDIGO BANK</b>	\$0.15
		Bank Charges, Direct Debit Fee	
DD8299.3	28/09/2022	<b>BENDIGO BANK</b>	\$0.30
		Bank Charges, Direct Debit Fee	
DD8299.4	26/09/2022	<b>CARLTON UNITED BREWERIES PTY LTD</b>	\$658.11
		Bar Purchase	
DD8299.5	26/09/2022	<b>BENDIGO BANK</b>	\$4.50
		Bank Charges, Direct Debit Fee	
DD8299.6	28/09/2022	<b>SYNERGY</b>	\$363.88
		Electricity & Supply Charges Various Buildings	
DD8299.7	23/09/2022	<b>SYNERGY</b>	\$1,760.01
		Street Lighting & Information Bay	
DD8301.1	31/08/2022	<b>CREDIT CARD - MASTER CARD</b>	\$2,627.07
		Statement August 2022	
DD8278.10	04/09/2022	<b>CBUS SUPER</b>	\$340.12
		Superannuation Contributions	
DD8291.10	20/09/2022	<b>TELAIR PTY LTD</b>	\$614.90
		Monthly Access Fee	
DD8291.11	20/09/2022	<b>SYNERGY</b>	\$5,158.22
		Electricity & Supply Charge Various Buildings	

# Shire of Kulin

EFT & Chq Listing for period ended 30 September 2022

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD8291.12	01/09/2022	ST.GEORGE BANK	\$544.08
		Bank Charges, Merchant fee	
DD8291.13	01/09/2022	WESTNET INTERNET SERVICES	\$179.90
		Westnet Service	
DD8291.14	02/09/2022	BENDIGO BANK	\$223.03
		Bank Charges, Merchant Fee	
DD8291.15	05/09/2022	SYNERGY	\$756.14
		Electricity & Supply Charge	
DD8291.16	08/09/2022	BENDIGO BANK	\$6.00
		Bank Charges, Direct Debit	
DD8291.17	08/09/2022	TELSTRA	\$349.97
		Integrated Messaging	
7437961	07/09/2022	BULK PAYMENT	\$76,704.13
		Payroll	
7465009	21/09/2022	BULK PAYMENT	\$70,626.58
		Payroll	
<b>Sub-total: EFT &amp; Chq Payments</b>			<b>\$610,617.96</b>
<b>TOTAL PAYMENTS FOR MONTH ENDING 30 September 2022</b>			<b>\$610,617.96</b>

**CREDIT CARD**  
**Friday, 30 September 2022**

Transaction Date	Officer	Creditor	Amount
30/08/2022	JUDD HOBSON	AHERN AUSTRALIA Handle Kit & Hardware Kit	\$30.34
31/08/2022	CASSI LEWIS	AMPOL NEDLANDS Diesel, DCEO	\$72.56
2/09/2022		BENDIGO BANK Over Charge on Cards Refunded	-\$32.00
14/09/2022	CASSI LEWIS	TELSTRA Aquatic Centre Internet	\$49.95
15/09/2022	GARRICK YANDLE	SIMPLEINOUT Monthly Subscription	\$30.71
19/09/2022	GARRICK YANDLE	MAILCHIMP Monthly Subscription	\$16.58
27/09/2022	JUDD HOBSON	REGENT PUMPS Mech, Seal & Gasket Kits - Aquatic Centre	\$572.00
27/09/2022	JUDD HOBSON	REGENT PUMPS Over Charge Refunded	-\$77.00
29/09/2022		BENDIGO BANK Card Fees	\$20.00
			\$683.14

009650



SHIRE OF KULIN  
PO BOX 125  
KULIN WA 6365

### Your details at a glance

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

### Account summary

Statement period	1 Sep 2022 - 30 Sep 2022
Statement number	208
Opening balance on 1 Sep 2022	\$2,627.07
Payments & credits	\$3,400.40
Withdrawals & debits	\$1,435.58
Interest charges & fees	\$20.89
<b>Closing Balance on 30 Sep 2022</b>	<b>\$683.14</b>

### Account details

Credit limit	\$10,000.00
Available credit	\$9,316.86
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

### Payment details

Minimum payment required	\$20.49
<b>Payment due</b>	<b>14 Oct 2022</b>

### Any questions?

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

Stay alert, stay safe.  
Avoid a scam.

[bendigobank.com.au/security/scams](https://bendigobank.com.au/security/scams)



### Business Credit Card

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

If you make no additional charges using this card and each month you pay the minimum payment

You will pay off the Closing Balance shown on this statement in about **6 years and 10 months**

And you will pay an estimated total of interest charges of **\$313.57**

If you make no additional charges using this card and each month you pay **\$32.79**

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 **\$103.82, a saving of \$209.75**

### 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
<b>Opening balance</b>				<b>\$2,627.07</b>
1 Sep 22	AHERN AUSTRALIA1,WET HERILL PAR AUS RETAIL PURCHASE 30/08 CARD NUMBER 552638XXXXXXXX706 1	30.34		2,657.41
2 Sep 22	CREDIT 8 @ \$4 CARD FEE REFUND		32.00	2,625.41
3 Sep 22	AMPOL NEDLANDS 55130 F,NEDLANDS AUS RETAIL PURCHASE 31/08 CARD NUMBER 552638XXXXXXXX823 1	72.56		2,697.97
8 Sep 22	Hotel at Booking.com , Sydney AUS RETAIL PURCHASE 07/09 CARD NUMBER 552638XXXXXXXX418 1	664.33		3,362.30
11 Sep 22	Hotel at Booking.com , Sydney AUS RETAIL PURCHASE RETURN 10/09 CARD NUMBER 552638XXXXXXXX418 1		221.44	3,140.86
11 Sep 22	Hotel at Booking.com , Sydney AUS RETAIL PURCHASE RETURN 10/09 CARD NUMBER 552638XXXXXXXX418 1		221.44	2,919.42
11 Sep 22	Hotel at Booking.com , Sydney AUS RETAIL PURCHASE RETURN 10/09 CARD NUMBER 552638XXXXXXXX418 1		221.45	2,697.97
14 Sep 22	PERIODIC TFR 00074214151201 00000000000		2,627.07	70.90
16 Sep 22	Telstra Direct Debit ,AUSTRALIA AUS RETAIL PURCHASE 14/09 CARD NUMBER 552638XXXXXXXX823 1	49.95		120.85


844BH102 / E-0 / S-93 / I-93 / 0007421415000827


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](http://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** \$20.49  
**Closing Balance on 30 Sep 2022** \$683.14  
**Payment due** 14 Oct 2022

Date  Payment amount

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

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

### Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
16 Sep 22	SIMPLEINOUT.COM, FAR GO US RETAIL PURCHASE-INTERNATIONAL 15/09 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXXX405 1	29.82		150.67
16 Sep 22	INTERNATIONAL TRANSACTION FEE	0.89		151.56
21 Sep 22	MAILCHIMP *MISC, MAI LCHIMP.COM AUS RETAIL PURCHASE-INTERNATIONAL 19/09 CARD NUMBER 552638XXXXXXXX405 1	16.58		168.14
28 Sep 22	REGENT PUMPS P/L, DI NGLY AUS RETAIL PURCHASE RETURN 27/09 CARD NUMBER 552638XXXXXXXX706 1		77.00	91.14
29 Sep 22	REGENT PUMPS P L, BI BRA LAKE AUS RETAIL PURCHASE 27/09 CARD NUMBER 552638XXXXXXXX706 1	572.00		663.14
29 Sep 22	CARD FEE 5 @ \$4.00	20.00		683.14
<b>Transaction totals / Closing balance</b>		<b>\$1,456.47</b>	<b>\$3,400.40</b>	<b>\$683.14</b>

#### 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](http://bendigobank.com.au/mycard) for all card related information. Business customers visit [mybusinesscard](http://mybusinesscard).

All card transactions made in currencies other than Australian dollars will incur a fee of 3% of the transaction value. (Additional charges may apply for cash transactions.)

#### Card Security

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

Telephone: 1800 931 678 (free call)

Email: [info@afca.org.au](mailto:info@afca.org.au)

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





## **Shire of Kulin**

### **MONTHLY FINANCIAL REPORT**

**For the period ended 30 September 2022**

**Presented to Ordinary Council Meeting**

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**LOCAL GOVERNMENT ACT 1995**

**Shire of Kulin**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the period ended 30 September 2022**

Ref Note	Original Budget	YTD Budget \$	YTD Actual \$	Var. \$	Var. %		
<b>Opening Funding Surplus(Deficit)</b>	1(a)	2,526,120	2,526,120	2,514,929	(11,191)	(0%)	
<b>Operating Revenues</b>							
General Purpose Funding		642,494	143,188	207,810	64,622	31%	▲
General Purpose Funding - Rates Governance	2	2,176,094	2,185,917	2,173,076	(12,842)	(1%)	
Law, Order and Public Safety		48,362	21,169	5,674	(15,495)	(273%)	
Health		32,200	6,450	15,918	9,468	59%	
Education and Welfare		0	0	1,564	1,564	100%	
Housing		379,500	78,125	91,038	12,913	14%	
Community Amenities		122,851	30,166	29,984	(182)	(1%)	
Recreation and Culture		109,980	106,830	111,228	4,398	4%	
Transport		235,070	40,452	54,690	14,239	26%	
Economic Services		292,306	261,006	250,966	(10,040)	(4%)	
Other Property and Services		1,304,188	302,531	290,260	(12,270)	(4%)	
<b>Total</b>		<b>5,481,717</b>	<b>3,207,658</b>	<b>3,255,976</b>	<b>48,318</b>		
<b>Operating Expense</b>							
General Purpose Funding		(98,588)	(21,847)	(15,844)	(6,003)	(38%)	
Governance		(300,919)	(129,109)	(122,542)	(6,567)	(5%)	
Law, Order and Public Safety		(202,393)	(60,015)	(34,722)	(25,293)	(73%)	
Health		(129,750)	(32,437)	(8,195)	(24,242)	(296%)	
Education and Welfare		(444,663)	(112,501)	(81,361)	(31,140)	(38%)	
Housing		(169,257)	(44,235)	(39,150)	(5,085)	(13%)	
Community Amenities		(368,775)	(93,375)	(91,064)	(2,311)	(3%)	
Recreation and Culture		(1,254,197)	(331,056)	(206,801)	(124,256)	(60%)	
Transport		(3,795,773)	(954,117)	(569,816)	(384,301)	(67%)	
Economic Services		(1,790,077)	(452,104)	(391,007)	(61,097)	(16%)	
Other Property and Services		(117,645)	(26,496)	(45,321)	18,825	42%	
<b>Total</b>		<b>(8,672,038)</b>	<b>(2,257,292)</b>	<b>(1,605,822)</b>	<b>(651,470)</b>		
<b>Funding Balance Adjustment</b>							
Add back Depreciation	3(c)	3,102,295	775,574	0	775,574	(100%)	
Adjust (Profit)/Loss on Asset Disposal	3(b)	(30,380)	(26,480)	0	(26,480)	(100%)	
<b>Total Adjustments</b>		<b>3,071,914</b>	<b>749,094</b>	<b>0</b>	<b>145,942</b>		
<b>Investing Activities</b>							
Proceeds from Capital Grants	5	6,210,263	1,631,638	200,444	(1,431,194)	(714%)	
Proceeds from disposal of assets	3(b)	367,450	30,000	29,091	(909)	-3%	
Payments for property, plant and equipment and infrastructure	3(a)	(9,893,073)	(2,465,130)	(794,036)	(1,671,094)	-210%	
		(3,315,360)	(803,492)	(564,501)			
<b>Financing Activities</b>							
Transfer from reserves	4	1,138,000	0	0	0	0%	
Repayment of debentures	6	(96,179)	0	0	0	0%	
Transfer to reserves	4	(69,744)	0	0	0	0%	
		972,077	0	0	0		
<b>Closing Funding Surplus/(Deficit)</b>	1(a)	<b>64,431</b>	<b>3,422,087</b>	<b>3,600,581</b>			

**Shire of Kulin**  
**STATEMENT OF FINANCIAL POSITION**  
For the period ended 30 September 2022

	2022	2023
	\$	\$
<b>CURRENT ASSETS</b>		
Cash at Bank	2,050,457	4,126,524
Cash at Bank (Reserves & Restricted Funds)	2,283,326	2,283,326
Trade and other receivables	597,272	1,454,342
Contract Assets	876,756	227,517
Sundry Debtors - Rates	82,401	278,270
Inventories	56,786	44,427
<b>TOTAL CURRENT ASSETS</b>	<b>5,946,998</b>	<b>8,414,406</b>
<b>CURRENT LIABILITIES</b>		
Contract Liabilities	(326,996)	(1,503,001)
Sundry Creditors	(154,332)	(434,906)
Accruals	(144,391)	0
Employee Provisions (Current)	(458,599)	(458,599)
ATO Liabilities	(64,426)	(133,994)
Borrowings (Current)	(96,179)	(96,179)
<b>TOTAL CURRENT LIABILITIES</b>	<b>(1,244,923)</b>	<b>(2,626,679)</b>
<b>TOTAL NET CURRENT ASSETS</b>	<b>4,702,075</b>	<b>5,787,728</b>
<b>NON-CURRENT ASSETS</b>		
Investment in Associate	48,097	48,097
Work in Progress	90,666	-
Land & Buildings	20,745,944	20,888,746
Construction other than Buildings	1,706,271	1,706,270
Plant & Equipment	3,218,257	3,189,166
Furniture & Equipment	254,198	254,198
Motor Vehicles	1,273,984	1,332,251
Infrastructure	110,597,061	111,280,694
Shares - Kulin (Bendigo) Bank	5,000	5,000
Units Held - Local Government House Trust	77,804	77,804
<b>TOTAL NON-CURRENT ASSETS</b>	<b>138,017,281</b>	<b>138,782,226</b>
<b>NON CURRENT LIABILITIES</b>		
Borrowings (Non-Current)	(883,702)	(883,702)
Employee Provisions (Non-Current)	(49,951)	(49,951)
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>(933,653)</b>	<b>(933,653)</b>
<b>TOTAL NET CURRENT ASSETS</b>	<b>141,785,703</b>	<b>143,636,300</b>
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	2,283,326
Accumulated Surplus	45,983,791	47,834,388
<b>TOTAL EQUITY</b>	<b>141,785,703</b>	<b>143,636,300</b>

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 30 September 2022**

**Note 1(a) - Net Current Assets Composition**

	<b>Budget Last Year Closing 30-Jun-22</b>	<b>Actual Last Year Closing 30-Jun-22</b>	<b>Year to Date 30-Sep-22</b>
<b>Current Assets</b>			
Cash and Cash Equivalents	2,394,574	4,333,783	6,409,850
Accounts Receivable - Rates	38,738	71,093	236,347
Accounts Receivable - Sundry	329,951	607,662	1,493,190
Inventories	60,711	56,786	44,427
Other (Accrued Income & Contract Assets)	0	876,756	227,517
<b>Less: Current Liabilities</b>			
Contract Liabilities	0	(326,996)	(1,503,001)
Sundry Creditors	(429,510)	(153,414)	(431,830)
Payroll Accruals	(30,895)	(48,005)	0
Accrued expenses	0	(96,386)	0
Provision for Annual Leave	(186,833)	(181,222)	(181,222)
Provision for Long Service Leave (Current)	(262,812)	(277,376)	(277,376)
ATO Liability	(21,220)	(64,426)	(133,994)
Borrowings (Current)	(90,511)	(96,179)	(96,179)
<b>Adjustments to Current Assets</b>			
Less: Reserves (Restricted Cash)	(1,843,461)	(2,283,326)	(2,283,326)
Add: Borrowings (Current)	90,511	96,179	96,179
<b>Closing funding surplus/(deficit)</b>	<b>49,243</b>	<b>2,514,929</b>	<b>3,600,581</b>

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**

	<b>General Ledger Balance 30-Sep-22</b>	<b>Bank Statement Balance 30-Sep-22</b>
<b>Cash at Bank - Unrestricted</b>		
Municipal Funds	815,307	813,725
Freebairn Recreation Centre	38,846	39,641
Investments	3,268,772	3,268,772
Till Float	3,100	3,100
Petty Cash	500	500
	<b>4,126,524</b>	<b>4,125,738</b>
<b>Cash at Bank - Restricted</b>		
Reserve Funds	2,283,326	2,283,326
	<b>2,283,326</b>	<b>2,283,326</b>

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 30 September 2022**

**Note 2 - Rating information**

<b>Rate Type</b>	<b>Rate in \$</b>	<b>Number of properties</b>	<b>Rateable Value</b>	<b>Budgeted Rate Revenue</b>	<b>Actual Rate Revenue</b>
<b>General Rate</b>					
Gross Rental Value					
Residential	0.100855	136	1,370,046	138,176	138,176
Industrial	0.100855	12	115,443	11,643	11,643
Commercial	0.100855	28	441,634	44,541	44,541
Rural	0.100855	11	101,710	10,258	10,258
Unimproved Value					
Rural	0.00838	342	240,282,458	2,013,567	2,013,567
Mining	0.00838	1	59,095	495	495
<b>Sub-total</b>		<b>530</b>	<b>242,370,386</b>	<b>2,218,680</b>	<b>2,218,680</b>
<b>Minimum Payment</b>					
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	15,171
		<b>73</b>	<b>836,215</b>	<b>35,725</b>	<b>35,725</b>
		<b>603</b>	<b>243,206,601</b>	<b>2,254,405</b>	<b>2,254,405</b>
Discount				(94,120)	(95,786)
Concessions/Write-offs				(9,823)	(11,176)
<b>Total raised from general rates</b>				<b>2,150,462</b>	<b>2,147,443</b>
Ex-Gratia Rates				25,633	25,633
<b>Total Rates</b>				<b>2,176,095</b>	<b>2,173,076</b>

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 September 2022

**Note 3 - Asset information**

**Note 3(a) - Asset Acquisitions**

Description	Original			Category	Renewal/ Replace	New Asset
	Budget	YTD Budget	YTD Actual			
E041100 AV equipment for Chambers & meeting room	20,000	7,497	-	F&E		Y
E041110 Councillor Online Software	10,000			F&E		Y
E053730 FRC & Aquatic Centre CCTV	10,000	2,499	-	COB		Y
E084105 KCCC Flooring, curtains & outdoor blinds	30,000	7,500	-	L&B	Y	
E091100 Housing Construction	523,332	130,827	-	L&B		Y
E091114 6 Bowey Way Renovation	62,085	15,513	25,015	L&B	Y	
E091115 14 Stewart Street laundry	22,238	5,556	-	L&B	Y	
E091107 Unit 4/25 Johnston Street renovation	32,238	8,055	-	L&B	Y	
E107131 Cemetery Toilets	33,438	8,355	-	L&B		Y
E112100 Aquatic Centre Infr & Equip Improvements	252,325	63,075	40,310	Inf	Y	
E113940 FRC Generator	40,000	12,498	-	P&E		Y
E113940 Cricket pitch covers	10,000			P&E		Y
E113600 Hockey oval lights	115,000	28,749	18,175	Inf		Y
E113907 FRC Playground shade & Tennis club playground	30,000	7,500	-	P&E	Y	
E113905 FRC Changeroom upgrades	51,182	12,792	5,350	L&B	Y	
E117100 AAP Footpaths & fence	50,200	12,546	-	COB		Y
E123100 Grader	420,000	157,998	-	P&E	Y	
E123100 Side Tipper	120,000		-	P&E		Y
E123100 Dolly	32,000		-	P&E		Y
E123100 Tractor	82,000		-	P&E	Y	
E123100 Sundry Plant	10,000		-	P&E		Y
E123105 Toyota Prado (WM)	68,000	170,073		MV	Y	
E123105 4x2 Utility	33,000			MV	Y	
E123105 Toyota Prado (CEO)	65,000			MV	Y	
E123105 SR5 Hilux 4x4 Dual Cab (DCEO)	59,000		58,267	MV	Y	
E123105 Prime Mover	300,000			MV	Y	
E123105 Town Utility 4x2	34,000			MV	Y	
E123105 Crew cab Town PMV26	69,330			MV	Y	
E123105 Dual cab 4x4 Leading Hand	52,000			MV	Y	
E121260 HSVPP Road Construction	118,181	29,541	120,577	Inf	Y	
E121500 RRG Road Construction	581,141	145,272	87,107	Inf	Y	
E121520 R2R Road Construction	534,265	133,563	176,635	Inf	Y	
E121551 WSFN Road Construction	3,227,995	806,994	110,349	Inf	Y	
E121552 RRUPP Road Construction	1,001,212	250,296	119,876	Inf	Y	
E121750 BS Road Construction	842,938	210,726	10,603	Inf	Y	
E121550 Own Resource Road Construction	98,467	24,600	-	Inf	Y	
E121580 Footpath Construction	150,000	37,497	-	Inf	Y	
E121570 Depot Crib Room	200,000	50,001	-	L&B		Y
E132600 Caravan Park Disabled Ablutions	12,938	3,231	20,452	L&B		Y
E132650 Short stay accommodation	338,000	84,495	-	L&B		Y
E137600 Old Admin Building roof & bathroom	111,566	27,885	1,319	L&B	Y	
E139200 Fuel Facility OPT Shelter & Tank Guaging equipment	40,000	9,996	-	P&E	Y	
	<b>9,893,073</b>	<b>2,465,130</b>	<b>794,036</b>			

Note 3(b) - Disposal of Assets	Budgeted			Actual WDV	Actual Proceeds	Actual Profit/(loss) on Sale
	Budgeted WDV	Budgeted Proceeds	Budgeted Profit/(loss) on sale			
MV165 Isuzu Giga CXZ Prime Mover	87,000	60,000	(27,000)			0
MV56 Mitsubishi Triton Single Cab	-	2,000	2,000			0
MV167 Holden Colorado Dual Cab	19,000	32,000	13,000			0
MV190 Toyota Prado MW	57,000	60,000	3,000			0
MV187 Toyota Prado CEO	56,400	58,000	1,600			0
MV175 Mitsubishi Canter Town	25,070	35,450	10,380			0
MV126 Holden Trailblazer	15,800	30,000	14,200	16,000	29,091	(13,091)
	<b>337,070</b>	<b>367,450</b>	<b>30,380</b>	<b>16,000</b>	<b>29,091</b>	<b>(13,091)</b>

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 30 September 2022**

**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	-	-	439,796
Plant	351,725	10,867	(355,000)	7,592	351,725	-	-	351,725
Building	535,537	16,546	(400,000)	152,083	535,537	-	-	535,537
Admin Equipment	29,411	909	0	30,320	29,411	-	-	29,411
Natural Disaster	143,614	4,437	(40,000)	108,051	143,614	-	-	143,614
Joint Venture Housing	76,614	2,367	0	78,981	76,614	-	-	76,614
FRC Surface & Equipment	43,147	1,333	0	44,480	43,147	-	-	43,147
Medical Services	116,019	3,584	0	119,603	116,019	-	-	116,019
Fuel Facility	52,525	823	(20,000)	33,348	52,525	-	-	52,525
Sportsperson Scholarship	13,744	424	0	14,168	13,744	-	-	13,744
Freebairn Rec Centre	208,194	6,432	0	214,626	208,194	-	-	208,194
Short Stay Accommodation	273,000	8,434	(273,000)	8,434	273,000	-	-	273,000
	<b>2,283,326</b>	<b>69,744</b>	<b>(1,138,000)</b>	<b>1,215,070</b>	<b>2,283,326</b>	<b>-</b>	<b>-</b>	<b>2,283,326</b>

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 September 2022**

**Note 5 - Operating Grants**

<b>Grant Source</b>	<b>Purpose</b>	<b>Original Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>
Grants Commission	Federal financial assistance grants	550,000	137,500	201,695
Fire & Emergency Services	Emergency Services Levy Operating Grant	25,000	6,250	15,056
KCCC Sustainability Grant	Childcare Sustainability Grant	65,000	-	32,500
KCCC Traineeship Grant	Childcare Traineeship Grant	1,500	375	-
Main Roads	State Direct Grant (Untied Road Funding)	243,626	243,626	248,867
Department of Primary Industries & Regional Development	Community Resource Centre Funding	105,311	26,328	26,999
	Support Grant & Video Conferencing Grant	3,000	750	-
		<b>993,437</b>	<b>414,829</b>	<b>525,117</b>

**Capital Grants**

<b>Grant Source</b>	<b>Purpose</b>	<b>Original Budget</b>	<b>YTD Budget</b>	<b>YTD Actual (Income recognised)</b>	<b>Grant income received</b>
Local Roads & Community Infrastructure Program	Federal Government Stimulus to deliver priority local roads and community infrastructure projects	770,000	192,500	5,350	203,511
CSRFF	Hockey Oval Lights	33,000	-	-	-
Hockey Club	Hockey Oval Lights	5,000	-	-	-
Colts Carnival Trust	Cricket pitch mats	10,000	-	-	-
Businesses	Contribution to Short Term Accommodation	50,000	-	-	-
Main Roads - Regional Road Group	Road Construction	375,000	93,750	87,106	158,374
Federal - Heavy Vehicle Safety & Productivity Program	Heavy Vehicle Road Construction	31,355	31,355	-	-
Federal - Wheatbelt Secondary Freight Network	WSFN Road Construction	3,045,687	1,180,307	106,103	-
Federal - Remote Roads Upgrade Pilot Program	Road Construction	800,000	-	-	-
Federal - Roads to Recovery	Road Construction	534,904	133,726	-	-
Federal - Black Spot Program	Road Construction on Dangerous Roads	555,317	-	1,885	173,380
		<b>6,210,263</b>	<b>1,631,638</b>	<b>200,444</b>	



**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the period ended 30 September 2022

**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 Repayment s	
Loan 1 Administration Building	979,881	96,179	883,702	36,259	979,881	-	979,881	-	0
	<b>979,881</b>	<b>96,179</b>	<b>883,702</b>	<b>36,259</b>	<b>979,881</b>	<b>-</b>	<b>979,881</b>	<b>-</b>	<b>0</b>

**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	2,254,405
Less - collections to date	(2,160,106)	(2,050,375)
Equals current outstanding	<b>88,600</b>	<b>292,630</b>
<b>Net rates collectable</b>	<b>88,600</b>	<b>292,630</b>
% Collected	96.1%	87.5%

Trade Receivables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables -	(81)	1,474,636	4,425	1,674	177	1,480,832
Percentage	0.0%	99.6%	0.3%	0.1%	0.0%	
Allowance for impairment of receivables						0
<b>Total receivables general outstanding</b>						<b>1,480,832</b>
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 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. 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 they will not be collectible.

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 30 September 2022**

**Note 8 - Explanation of Material Variances**

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

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

<b>Revenue from operating activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
General purpose funding - other	64,622	31%	Budgeted Financial Assistance Grant of \$137500 per quarter was based on the 75% advance grant received in 2021/22 and historical quarterly payments. Actual quarterly payments are \$201,500 - \$64,195 more than budgeted.
General purpose funding - rates	(12,842)	-1%	Timing difference - rates written off budgeted in October. Kulin Retirement Homes rates have been written off already as approved at September Council meeting.
Governance	(15,495)	-273%	Relates to profit on sale of DCEO Hilux. The actual profit on sale of this vehicle was \$13,091 - consistent with the budget. This difference will remain until the fixed asset register is updated after the 2021/22 Annual Report has been adopted.
Law, order and public safety	9,468	59%	Bush Fire Brigade and SES Operating Grant is higher than budgeted for. Quarterly payments of \$15k instead of \$6k
Health	1,564	100%	Below 10% & \$10,000 threshold
Education and welfare	12,913	14%	First half of KCCC Sustainability grant budgeted to be received in November, actually received in August. Offset by Childcare fees being \$16k underbudget.
Housing	(182)	-1%	Below 10% & \$10,000 threshold
Community amenities	4,398	4%	Below 10% & \$10,000 threshold
Recreation and culture	14,239	26%	Bar sales at the FRC up \$10.5k on budget due to a number of large events (funeral; Gala Ball; Sport semi-finals). Improved collection of FRC membership fees - invoiced football and netball clubs for outstanding membership fees, no change in policy just a change in timing.
Transport	(10,040)	-4%	Relates to profit on sale of plant which has not yet been traded.
Economic services	(12,270)	-4%	CRC income \$4k underbudget - KBR invoice raised in October which will reverse this. Standpipe water income \$7k underbudget - timing difference as budget spread over full year, when most water used over summer. Reflection of wet winter too. Fuel sales income look low compared to purchases - \$26k of sales from 29 & 30 September received in October.
Other property and services	(8,056)	-34%	Private works income \$8k underbudget. Budgeted to receive diesel fuel rebate of \$8.7k in first quarter - not available due to reduction in fuel excise. Offset by early reimbursement of Shire of Wandering and Westonia portions of Judd's long service leave (\$10k).
<b>Expenditure from operating activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
General purpose funding	(6,003)	-38%	Admin allocations under budget.
Governance	(6,567)	-5%	Below 10% & \$10,000 threshold
Law, order and public safety	(25,293)	-73%	\$20k timing difference for depreciation on the fire trucks - won't be recorded until the 21/22 Annual Report is adopted.
Health	(24,242)	-296%	Shire of Corrigin haven't yet invoiced for EHO costs & Shire of Kondinin haven't invoiced for Doctor this year.
Education and welfare	(31,140)	-38%	Employment costs for Childcare \$20k underbudget - no KCCC Co-ordinator. KCCC expenses generally under budget across the board.
Housing	(5,085)	-13%	\$5k timing difference for depreciation on houses - won't be recorded until the 21/22 Annual Report is adopted.
Community amenities	(2,311)	-3%	Below 10% & \$10,000 threshold
Recreation and culture	(124,256)	-60%	Depreciation \$78k underbudget - which can't be recorded until the Annual Report for 21/22 has been adopted. Aquatic Centre costs \$35k underbudget - will be timing differences which will correct over the pool season. FRC R&M \$10k underbudget - again this is a timing difference.
Transport	(384,301)	-67%	Mostly related to depreciation \$510k underbudget - which can't be recorded until the Annual Report for 21/22 has been adopted. Road maintenance is currently \$147k overbudget - consistent with prior years with budget spread evenly, with bulk of winter grading costs incurred already.
Economic services	(61,097)	-16%	Tourism expenditure \$10k underbudget - projects yet to start. CRC wages \$18k underbudget as we don't have a CDO. Fuel purchases \$13k overbudget. Depreciation also a factor here - \$30k underbudget.
Other property and services	18,825	42%	\$75k relates to allocation of public works overheads and plant costs - this is being monitored and has improved since last month. The allocation rates may need to be amended in the coming months. Plant costs are \$80k under budget - fuel cost per L is significantly less than budgeted. Offset by depreciation of \$111k - no depreciation will be recorded until 21/22 Annual Report is adopted.
<b>Investing activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 30 September 2022**

**Note 8 - Explanation of Material Variances**

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

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

<b>Revenue from operating activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
Proceeds from non-operating grants, subsidies and contributions	(1,431,194)	-714%	\$1.4m in capital road grant income budgeted in August. We either haven't started work on these projects or haven't had the final approval for funding. Income will be recognised in line with expenditure and project milestones. Budget of \$192k in LRCIP3 funding but we haven't started many of these projects. Refer to Grant Information page.
Proceeds from disposal of assets	(909)	-3%	Below 10% & \$10,000 threshold
Payments for property, plant and equipment and infrastructure	(1,671,094)	-210%	Refer to Asset Information page for individual differences in budget v actual expenditure.
<b>Financing activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
Transfer from reserves	0	0%	Below 10% & \$10,000 threshold
Repayment of debentures	0	0%	Below 10% & \$10,000 threshold
Transfer to reserves	0	0%	Below 10% & \$10,000 threshold

**Shire of Kulin**  
**STATEMENT OF OPERATING**  
**(Statutory Reporting Program)**  
**For the period ended 30 September 2022**

COA	Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Var.	Var.
		\$	\$	\$	\$	\$	%
<b>GENERAL PURPOSE FUNDING</b>							
<b>Rates</b>							
I030001	General Rate - GRV	204,618	204,618	204,618	204,618	(0)	0%
I030101	General Rate - UV	2,014,062	2,014,062	2,014,062	2,014,062	0	0%
I030105	Interim Rates - GRV/UV	0	0	0	0	0	
I030131	Minimum Rates- GRV	12,724	12,724	12,724	12,724	0	0%
I030133	Minimum Rates - UV	23,001	23,001	23,001	23,001	0	0%
I030140	Interest on Instalments	1,100	1,100	275	848	573	208%
I030141	PENALTY INTEREST	3,500	3,500	875	924	49	6%
I030142	Admin Charge for Instalments	650	650	163	595	432	266%
I030150	EX GRATIA RATES	25,633	25,633	25,633	25,633	0	0%
I030160	Information & Search Fees	3,000	3,000	750	945	195	26%
I030170	LEGAL FEES RECOVERED	4,000	4,000	1,000	325	(675)	-67%
I030171	LEGAL FEES RECOVERED (NO GST)	6,500	6,500	1,625	0	(1,625)	-100%
	<b>Total Revenue</b>	<b>2,298,787</b>	<b>2,298,787</b>	<b>2,284,725</b>	<b>2,283,674</b>	<b>(1,051)</b>	<b>-0.05%</b>
E030100	Discount Allowed on Rates	94,120	94,120	94,120	95,786	(1,666)	2%
E030110	RATES WRITTEN OFF	9,823	9,823	0	11,176	(11,176)	
E030130	TITLE SEARCHES	0	0	0	56	(56)	
E030111	LEGAL FEES - RATES DEBT COLLECTION LEGAL FEES - RATES DEBT COLLECTION (NO GST)	4,000	4,000	1,000	0	1,000	-100%
E030112	(NO GST)	6,500	6,500	1,625	0	1,625	-100%
E030140	Valuation Expenses	10,000	10,000	0	41	(41)	
E030150	Printing & Stationery	1,200	1,200	0	601	(601)	
E030999	General Admin Allocated	66,656	66,656	16,664	13,127	3,537	-21%
	<b>Total Expenditure</b>	<b>192,299</b>	<b>192,299</b>	<b>113,409</b>	<b>120,788</b>	<b>(7,379)</b>	
	<b>Sub-total Rates</b>	<b>(2,106,488)</b>	<b>(2,106,488)</b>	<b>(2,171,316)</b>	<b>(2,162,887)</b>	<b>(8,429)</b>	
<b>General Purpose Grants</b>							
I031100	Grants Commission	550,000	550,000	137,500	201,695	64,195	47%
I031102	LRICIP GRANT	770,000	770,000	192,500	5,350	(187,150)	-97%
	<b>Total Revenue</b>	<b>1,320,000</b>	<b>1,320,000</b>	<b>330,000</b>	<b>207,045</b>	<b>(122,955)</b>	<b>-37%</b>
	<b>Sub-total General Purpose Grants</b>	<b>(1,320,000)</b>	<b>(1,320,000)</b>	<b>(330,000)</b>	<b>(207,045)</b>	<b>(122,955)</b>	
<b>General Financing</b>							
I032100	Interest on Municipal	4,000	4,000	1,000	4,223	3,223	322%
I032110	INTEREST ON PLANT RESERVE	10,867	10,867	0	(269)	(269)	
I032120	Interest on LSL & AL Reserve	13,588	13,588	0	(336)	(336)	
I032130	INTEREST ON BUILDING RESERVE	16,546	16,546	0	(409)	(409)	
I032140	Interest on Admin Equip Reserv	909	909	0	(22)	(22)	
I032150	Interest on Freebairn Recreation Centre Reserve	6,432	6,432	0	(159)	(159)	
I032160	Interest on Joint Venture Reserve	2,367	2,367	0	(59)	(59)	
I032170	INTEREST ON FRC SURFACE & EQUIP REPLACEMENT	1,333	1,333	0	(33)	(33)	
I032180	INTEREST ON NATURAL DISASTER RESERVE	4,437	4,437	0	(110)	(110)	
I032185	INTEREST ON FREEBAIRN SPORTSPERSON SCHOOL	425	425	0	(11)	(11)	
I032198	INTEREST ON FUEL FACILITY RESERVE	823	823	0	(40)	(40)	
I032197	INTEREST ON MEDICAL SERVICES RESERVE	3,584	3,584	0	(89)	(89)	
I032199	INTEREST ON SHORT STAY ACCOMMODATION RESERVE	8,434	8,434	0	(209)	(209)	
	<b>Total Revenue</b>	<b>73,744</b>	<b>73,744</b>	<b>1,000</b>	<b>2,478</b>	<b>1,478</b>	
E032100	BANK CHARGES	4,500	4,500	1,125	638	487	-43%
E032999	General Admin Allocated	5,732	5,732	1,433	1,380	53	-4%
	<b>Total Expenditure</b>	<b>10,232</b>	<b>10,232</b>	<b>2,558</b>	<b>2,018</b>	<b>540</b>	
	<b>Sub-total General Financing</b>	<b>(63,512)</b>	<b>(63,512)</b>	<b>1,558</b>	<b>(460)</b>	<b>2,018</b>	
	<b>TOTAL GENERAL PURPOSE FUNDING</b>	<b>(3,490,000)</b>	<b>(3,490,000)</b>	<b>(2,499,758)</b>	<b>(2,370,392)</b>	<b>(129,366)</b>	
<b>GOVERNANCE</b>							
<b>Members of Council</b>							
I041045	Reimbursements	0	0	0	(15)	15	
E041020	MEMBERS TRAVELLING	3,574	3,574	0	0	0	
E041030	CONFERENCE EXPENSES	16,800	16,800	16,800	0	16,800	-100%
E041050	SITTING FEES	23,100	23,100	0	0	0	
E041060	PRESIDENTIAL ALLOWANCE	8,750	8,750	0	0	0	
E041070	DRESS SHIRTS FOR COUNCILLORS	1,000	1,000	250	0	250	-100%
E041090	LEGAL FEES	0	0	0	55,958	(55,958)	
E041110	REFRESHMENTS & GOODWILL	27,760	27,760	4,815	5,284	(469)	10%

## STATEMENT OF OPERATING

COA	Description	Original Budget \$	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %
E041111	MEAL ENTERTAINMENT	2,000	2,000	500	297	203	-41%
E041150	INSURANCES	4,624	4,624	2,312	2,312	0	0%
E041160	Subscriptions & Donations	30,199	30,199	28,699	24,699	4,000	-14%
E041161	Printing & Stationery	1,000	1,000	250	0	250	-100%
E041165	Advertising	1,000	1,000	250	0	250	-100%
E041180	Chamber Maintenance	1,000	1,000	250	0	250	-100%
E041270	Community Contributions	20,000	20,000	5,000	6,275	(1,275)	25%
E041999	General Admin Allocated	111,751	111,751	27,938	22,059	5,879	-21%
	<b>Total Expenditure</b>	<b>252,557</b>	<b>252,557</b>	<b>87,063</b>	<b>116,868</b>	<b>(29,805)</b>	
	<b>Sub-total Members of Council</b>	<b>252,557</b>	<b>252,557</b>	<b>87,063</b>	<b>116,868</b>	<b>(29,805)</b>	
	<b>General Administration</b>						
I042015	LSL TRANSFERRED FROM OTHER SHIRE	4,687	4,687	0	0	0	
I042040	SUNDRY INCOME	1,200	1,200	300	0	(300)	
I042045	REIMBURSEMENTS	1,000	1,000	250	0	(250)	-100%
I042046	CONTRIBUTION TO VEHICLES	25,675	25,675	6,419	4,592	(1,827)	-28%
I042051	VEHICLE CONTRIBUTION - NOVATED LEASES	0	0	0	1,082	1,082	
I042297	PROFIT ON SALE OF ASSET	15,800	15,800	14,200	0	(14,200)	-100%
	<b>Total Revenue</b>	<b>48,362</b>	<b>48,362</b>	<b>21,169</b>	<b>5,674</b>	<b>(15,495)</b>	
E042010	SALARIES	650,006	650,006	162,502	142,096	20,405	-13%
E042015	Admin Long Service Leave	58,685	58,685	14,671	4,865	9,807	-67%
E042020	SUPERANNUATION	99,946	99,946	24,987	27,342	(2,355)	9%
E042025	ADMINISTRATION HOUSING ALLOWANCES	25,480	25,480	6,370	4,200	2,170	-34%
E042030	INSURANCE	27,719	27,719	13,860	13,860	0	0%
E042035	STAFF UNIFORMS	3,500	3,500	875	0	875	-100%
E042040	STAFF TRAINING	14,500	14,500	0	950	(950)	
E042041	CONFERENCES	13,000	13,000	4,875	574	4,301	-88%
E042045	RELOCATION COSTS	5,000	5,000	1,250	0	1,250	-100%
E042046	STAFF HOUSING	40,956	40,956	10,795	10,070	724	-7%
E042047	Depreciation CEO Housing	3,600	3,600	900	0	900	-100%
E042048	Depreciation DCEO Housing	6,000	6,000	1,500	0	1,500	-100%
E042049	CEO UTILITIES	1,250	1,250	313	2,395	(2,083)	667%
E042050	OFFICE MAINTENANCE	13,036	13,036	3,259	3,430	(171)	5%
E042051	INTEREST ON LOAN 1 (ADMINSTRATION OFFICE)	36,259	36,259	3,547	(1,721)	5,269	-149%
E042053	CEO VEHICLE COSTS	10,000	10,000	2,500	7,600	(5,100)	204%
E042054	DCEO VEHICLE COSTS	10,000	10,000	2,500	2,131	369	-15%
E042055	NOVATED LEASE PAYMENTS	16,611	16,611	4,153	4,153	0	0%
E042060	MEMBERSHIPS & SUBSCRIPTIONS	3,000	3,000	750	848	(98)	13%
E042070	Printing and Stationery	19,000	19,000	4,750	3,758	992	-21%
E042075	FBT EXPENSE	4,500	4,500	0	0	0	
E042080	TELEPHONE	13,400	13,400	3,350	2,373	977	-29%
E042090	Postage and Freight	2,400	2,400	600	1,039	(439)	73%
E042100	ADVERTISING	9,000	9,000	2,250	2,347	(97)	4%
E042110	Office Equipment Maintenance	1,000	1,000	250	439	(189)	76%
E042115	BAD DEBTS EXPENSE	1,000	1,000	250	0	250	-100%
E042120	Cleaning	18,853	18,853	4,713	3,290	1,423	-30%
E042130	Computer Maintenance	32,877	32,877	29,127	29,490	(363)	1%
E042135	IT Support	48,000	48,000	12,000	8,500	3,500	-29%
E042140	Staff Amenities	2,000	2,000	500	1,036	(536)	107%
E042170	CONTRACT EMPLOYMENT	240,000	240,000	81,705	54,549	27,156	-33%
E042180	UTILITIES	4,800	4,800	1,200	1,080	120	-10%
E042190	KEY TO KULIN	3,200	3,200	800	0	800	-100%
E042200	Audit Fees	46,000	46,000	0	(36,600)	36,600	
E042298	Office Depreciation	18,350	18,350	4,588	0	4,588	-100%
E042999	General Admin Allocated	(1,454,567)	(1,454,567)	(363,642)	(288,420)	(75,222)	-21%
	<b>Total Expenditure</b>	<b>48,362</b>	<b>48,362</b>	<b>42,046</b>	<b>5,674</b>	<b>36,372</b>	
	<b>Sub-total General Administration</b>	<b>0</b>	<b>0</b>	<b>20,877</b>	<b>0</b>	<b>20,877</b>	
	<b>TOTAL GOVERNANCE</b>	<b>252,557</b>	<b>252,557</b>	<b>107,940</b>	<b>116,868</b>	<b>(8,928)</b>	
	<b>LAW,ORDER &amp; PUBLIC SAFETY</b>						
	<b>Fire Prevention</b>						
I051100	FIRE CONTRIBUTIONS	100	100	25	0	(25)	-100%
	<b>Total Revenue</b>	<b>100</b>	<b>100</b>	<b>25</b>	<b>0</b>	<b>(25)</b>	
E051040	OFFICE EXPENSES	7,000	7,000	1,750	604	1,146	-65%
E051050	FIRE INSURANCE	30,065	30,065	15,033	15,033	0	0%
E051055	Protective Clothing	5,000	5,000	1,250	0	1,250	-100%
E051060	Communication Maintenance	1,000	1,000	250	0	250	-100%
E051070	SUNDRY FIRE PREVENTION COSTS	2,000	2,000	500	634	(134)	27%
E051298	Depreciation	79,058	79,058	19,765	0	19,765	-100%
E051999	General Admin Allocated	16,014	16,014	4,004	3,176	828	-21%

## STATEMENT OF OPERATING

COA	Description	Original Budget \$	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %
	<b>Total Expenditure</b>	<b>140,138</b>	<b>140,138</b>	<b>42,551</b>	<b>19,447</b>	<b>23,104</b>	
	<b>Sub-total Fire Protection</b>	<b>140,038</b>	<b>140,038</b>	<b>42,526</b>	<b>19,447</b>	<b>23,079</b>	
	<b>Animal Control</b>						
I052100	GRANT INCOME	0	0	0	687	687	
I052400	FINES AND PENALTIES	200	200	50	0	(50)	-100%
I052430	CAT REGISTRATION FEE INCOME	200	200	0	150	150	
I052420	DOG REGISTRATION FEES	2,200	2,200	0	25	25	
	<b>Total Revenue</b>	<b>2,600</b>	<b>2,600</b>	<b>50</b>	<b>862</b>	<b>812</b>	
E052010	Dog Control Costs	3,000	3,000	750	801	(51)	7%
E052020	CAT CONTROL COSTS	5,000	5,000	1,250	841	409	-33%
E052040	Pest Control	500	500	125	0	125	-100%
E052999	General Admin Allocated	11,184	11,184	2,796	2,187	609	-22%
	<b>Total Expenditure</b>	<b>19,684</b>	<b>19,684</b>	<b>4,921</b>	<b>3,829</b>	<b>1,092</b>	
	<b>Sub-total Animal Control</b>	<b>17,084</b>	<b>17,084</b>	<b>4,871</b>	<b>2,966</b>	<b>1,905</b>	
	<b>Other Law &amp; Order</b>						
I053010	ESL Bush Fires Allocation	25,000	25,000	6,250	15,056	8,806	141%
I053030	ESL ADMINISTRATION	4,000	4,000	0	0	0	
I053050	SALE OF PROTECTIVE CLOTHING	500	500	125	0	(125)	-100%
	<b>Total Revenue</b>	<b>29,500</b>	<b>29,500</b>	<b>6,375</b>	<b>15,056</b>	<b>8,680</b>	
E053010	ESL BUSH FIRE BRIGADES	2,500	2,500	1,000	1,010	(10)	1%
E053051	EMERGENCY BUILDING MAINTENANCE	10,646	10,646	3,526	2,024	1,502	-43%
E053400	CCTV MAINTENANCE	6,681	6,681	1,580	4,837	(3,257)	206%
E053298	Depreciation	14,390	14,390	3,598	0	3,598	-100%
E053700	Plant Operation Costs	2,000	2,000	1,250	2,330	(1,080)	86%
E053999	General Admin Allocated	6,354	6,354	1,589	1,245	343	-22%
	<b>Total Expenditure</b>	<b>42,571</b>	<b>42,571</b>	<b>12,543</b>	<b>11,446</b>	<b>1,097</b>	
	<b>Sub-total Other Law &amp; Order</b>	<b>13,071</b>	<b>13,071</b>	<b>6,168</b>	<b>(3,609)</b>	<b>9,777</b>	
	<b>TOTAL LAW,ORDER &amp; PUBLIC SAFETY</b>	<b>170,193</b>	<b>170,193</b>	<b>53,565</b>	<b>18,804</b>	<b>34,760</b>	
	<b>HEALTH</b>						
	<b>Preventative Services</b>						
I074100	OTHER INCOME	0	0	0	786	786	
I074410	OTHER LICENSES	0	0	0	778	778	
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,564</b>	<b>1,564</b>	
E074040	GROUP/REGIONAL SCHEME	39,000	39,000	9,750	(1)	9,751	-100%
E074100	OTHER EXPENDITURE	2,500	2,500	625	0	625	
E074999	General Admin Allocated	3,215	3,215	804	643	161	-20%
	<b>Total Expenditure</b>	<b>44,715</b>	<b>44,715</b>	<b>11,179</b>	<b>642</b>	<b>10,537</b>	
	<b>Sub-total Other Law &amp; Order</b>	<b>44,715</b>	<b>44,715</b>	<b>11,179</b>	<b>(922)</b>	<b>(8,973)</b>	
	<b>Mosquito Control</b>						
E075020	Mosquito Control	4,829	4,829	1,207	0	1,207	-100%
E075999	General Admin Allocated	3,215	3,215	804	631	172	-21%
	<b>Total Expenditure</b>	<b>8,044</b>	<b>8,044</b>	<b>2,011</b>	<b>631</b>	<b>1,380</b>	
	<b>Sub-total Other Mosquito Control</b>	<b>8,044</b>	<b>8,044</b>	<b>2,011</b>	<b>631</b>	<b>1,380</b>	
	<b>Analytical Expenses</b>						
E076020	ANALYTICAL EXPENSES	1,000	1,000	250	360	(110)	44%
E076999	General Admin Allocated	3,215	3,215	804	632	172	-21%
	<b>Total Expenditure</b>	<b>4,215</b>	<b>4,215</b>	<b>1,054</b>	<b>992</b>	<b>62</b>	
	<b>Sub-total Other Analytical Expenses</b>	<b>4,215</b>	<b>4,215</b>	<b>1,054</b>	<b>992</b>	<b>62</b>	
	<b>Medical Centre</b>						
E077010	COMMUNITY NURSES	1,000	1,000	250	0	250	-100%
E077020	MEDICAL CENTRE	62,795	62,795	15,699	4,187	11,511	-73%
E077030	AMBULANCE SERVICES	100	100	25	0	25	-100%
E077999	General Admin Allocated	8,880	8,880	2,220	1,743	477	-21%
	<b>Total Expenditure</b>	<b>72,775</b>	<b>72,775</b>	<b>18,194</b>	<b>5,930</b>	<b>12,264</b>	
	<b>Sub-total Medical Centre</b>	<b>72,775</b>	<b>72,775</b>	<b>18,194</b>	<b>5,930</b>	<b>12,264</b>	
	<b>TOTAL HEALTH</b>	<b>129,750</b>	<b>129,750</b>	<b>32,437</b>	<b>6,631</b>	<b>4,733</b>	

## STATEMENT OF OPERATING

COA	Description	Original Budget \$	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %
<b>EDUCATION &amp; WELFARE</b>							
<b>Education</b>							
I080100	REIMBURSEMENT FROM SCHOOL	10,000	10,000	2,500	0	(2,500)	-100%
	<b>Total Revenue</b>	<b>10,000</b>	<b>10,000</b>	<b>2,500</b>	<b>0</b>	<b>(2,500)</b>	
E080100	Contribution to School	8,918	8,918	2,229	1,449	781	-35%
E080110	DONATIONS	1,000	1,000	250	0	250	-100%
E080999	General Admin Allocated	4,990	4,990	1,247	966	281	-23%
	<b>Total Expenditure</b>	<b>14,907</b>	<b>14,907</b>	<b>3,727</b>	<b>2,415</b>	<b>1,312</b>	
	<b>Sub-total Education</b>	<b>4,907</b>	<b>4,907</b>	<b>1,227</b>	<b>2,415</b>	<b>(1,188)</b>	
<b>Community Aged Care</b>							
I082100	KULIN RETIREMENT HOMES ADMIN REIMBURSEMENT	2,000	2,000	0	0	0	
	<b>Total Revenue</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
E082999	General Admin Allocated	9,794	9,794	2,449	1,908	540	-22%
	<b>Total Expenditure</b>	<b>9,794</b>	<b>9,794</b>	<b>2,449</b>	<b>1,908</b>	<b>540</b>	
	<b>Sub-total Community Aged Care</b>	<b>7,794</b>	<b>7,794</b>	<b>2,449</b>	<b>1,908</b>	<b>540</b>	
<b>Other Welfare</b>							
E083100	CARE GROUP DONATIONS	2,500	2,500	0	0	0	
E083999	General Admin Allocated	0	0	0	0	0	
	<b>Total Expenditure</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Sub-total Other Welfare</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Child Care Services</b>							
I084010	Fees & Charges	296,000	296,000	74,000	58,207	(15,793)	-21%
I084020	Family & Childrens Grant	65,000	65,000	0	32,500	32,500	
I084030	TRAINEESHIPS	1,500	1,500	375	0	(375)	-100%
I084040	FUNDRAISING - GST	5,000	5,000	1,250	331	(919)	-74%
I084100	Various Grants		0	0	0	0	
	<b>Total Revenue</b>	<b>367,500</b>	<b>367,500</b>	<b>75,625</b>	<b>91,038</b>	<b>15,413</b>	
E084010	Salaries	244,969	244,969	61,242	44,790	16,452	-27%
E084011	Salaries - Building Maintenance	0	0	0	953	(953)	
E084012	SALARIES - GARDENING	4,814	4,814	1,204	1,440	(236)	20%
E084013	SUPERANNUATION	28,973	28,973	7,243	4,367	2,876	-40%
E084014	CLEANING SALARIES	11,849	11,849	2,962	2,551	412	-14%
E084016	Insurance - Workers Comp	5,469	5,469	2,734	2,734	0	0%
E084020	MEMBERSHIPS AND SUBSCRIPTIONS	7,700	7,700	1,925	765	1,160	-60%
E084025	Advert/Printing/Promotion	1,000	1,000	250	0	250	-100%
E084030	Computer Exp	2,000	2,000	500	150	350	-70%
E084035	EQUIPMENT UPGRADES	5,000	5,000	1,250	0	1,250	-100%
E084040	ELECTRICITY/GAS/WATER	5,500	5,500	1,375	1,901	(526)	38%
E084045	GARDENING AND YARD MAINTENANCE	2,000	2,000	500	36	464	-93%
E084050	Insurance	2,372	2,372	1,186	1,186	0	0%
E084055	OUTDOOR EQUIPMENT AND UPGRADES	5,000	5,000	1,250	0	1,250	-100%
E084060	BUILDING LEASE	800	800	200	0	200	-100%
E084061	STAFF HOUSING	7,280	7,280	1,820	840	980	-54%
E084065	Postage & Stationery	3,000	3,000	750	88	662	-88%
E084070	REPAIRS & MAINTENANCE	3,977	3,977	994	2,176	(1,182)	119%
E084075	STAFF EXPENSES	9,984	9,984	2,496	176	2,320	-93%
E084080	TELEPHONE	1,000	1,000	250	104	146	-58%
E084085	Sundry & Other	1,500	1,500	375	0	375	-100%
E084086	FUNDRAISING	2,000	2,000	500	0	500	-100%
E084090	Consumables	4,000	4,000	1,000	886	114	-11%
E084095	CLEANING CONSUMABLES	3,500	3,500	875	1,385	(510)	58%
E084999	General Admin Allocated	53,775	53,775	13,444	10,508	2,936	-22%
	<b>Total Expenditure</b>	<b>417,462</b>	<b>417,462</b>	<b>106,326</b>	<b>77,038</b>	<b>29,288</b>	
	<b>Sub-total Child Care Services</b>	<b>49,962</b>	<b>49,962</b>	<b>30,701</b>	<b>(14,000)</b>	<b>44,701</b>	
	<b>TOTAL EDUCATION &amp; WELFARE</b>	<b>65,163</b>	<b>65,163</b>	<b>34,376</b>	<b>(9,677)</b>	<b>44,053</b>	
<b>HOUSING</b>							
<b>Housing - Other</b>							
I092100	RENTAL - OTHER HOUSING	22,013	22,013	6,110	8,860	2,750	45%
I092110	Rental - GEHA Housing	52,284	52,284	13,071	10,713	(2,358)	-18%
I092150	RENTAL - JOINT VENTURE	48,304	48,304	10,922	10,411	(511)	-5%
I092391	Reimbursements - General	250	250	62	0	(62)	-100%
	<b>Total Revenue</b>	<b>122,851</b>	<b>122,851</b>	<b>30,166</b>	<b>29,984</b>	<b>(182)</b>	

## STATEMENT OF OPERATING

COA	Description	Original Budget \$	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %
E092050	OTHER HOUSING MAINTENANCE	6,625	6,625	1,823	8,992	(7,168)	393%
E092060	KULIN RETIREMENT HOMES	19,227	19,227	4,807	2,345	2,462	-51%
E092148	GEHA HOUSING - COSTS	19,922	19,922	5,504	3,865	1,638	-30%
E092150	JOINT VENTURE HOUSING - COSTS	71,451	71,451	18,787	19,711	(924)	5%
E092160	Depreciation - Joint Venture	5,409	5,409	1,352	0	1,352	-100%
E092170	COMMUNITY BANK HOUSE COSTS	20,702	20,702	5,482	1,993	3,489	-64%
E092180	Depreciation Community Bank Hs	5,279	5,279	1,320	0	1,320	-100%
E092298	Depreciation	9,136	9,136	2,284	0	2,284	-100%
E092999	General Admin Allocated	11,506	11,506	2,876	2,243	633	-22%
	<b>Total Expenditure</b>	<b>169,257</b>	<b>169,257</b>	<b>44,235</b>	<b>39,150</b>	<b>5,085</b>	
	<b>Sub-total Housing - Other</b>	<b>46,406</b>	<b>46,406</b>	<b>14,069</b>	<b>9,166</b>	<b>4,903</b>	
	<b>TOTAL HOUSING</b>	<b>46,406</b>	<b>46,406</b>	<b>14,069</b>	<b>9,166</b>	<b>4,903</b>	
	<b>COMMUNITY AMENITIES</b>						
	<b>Sanitation - Household Refuse</b>						
I101400	CHARGES - REFUSE REMOVAL	88,628	88,628	88,628	88,677	49	0%
	<b>Total Revenue</b>	<b>88,628</b>	<b>88,628</b>	<b>88,628</b>	<b>88,677</b>	<b>49</b>	
E101020	DOMESTIC REFUSE COLLECTION	119,073	119,073	29,768	27,912	1,856	-6%
E101021	DUDININ REFUSE COLLECTION	6,111	6,111	1,528	916	611	-40%
E101022	PINGARING REFUSE COLLECTION	12,764	12,764	3,191	3,418	(227)	7%
E101030	REFUSE SITE MAINTENANCE	42,689	42,689	10,721	9,246	1,475	-14%
E101040	ROEROC	10,000	10,000	0	0	0	
E101050	Recycling Depot	0	0	0	0	0	
E101298	Depreciation	706	706	176	0	176	-100%
E101999	General Admin Allocated	7,482	7,482	1,870	1,462	408	-22%
	<b>Total Expenditure</b>	<b>198,825</b>	<b>198,825</b>	<b>47,255</b>	<b>42,955</b>	<b>4,300</b>	
	<b>Sub-total Sanitation - Household Refuse</b>	<b>110,197</b>	<b>110,197</b>	<b>(41,373)</b>	<b>(45,722)</b>	<b>4,349</b>	
	<b>Sanitation - Other</b>						
I102050	Grants - Transfer Station	0	0	0	0	0	
I102410	CHARGES - REFUSE REMOVAL	17,152	17,152	17,152	17,252	100	1%
I102420	SALE OF BINS	200	200	50	100	50	100%
	<b>Total Revenue</b>	<b>18,352</b>	<b>18,352</b>	<b>17,452</b>	<b>18,910</b>	<b>1,458</b>	
E102020	Commercial Refuse Collection	62,862	62,862	15,715	14,203	1,513	-10%
E102030	Drum Muster	1,963	1,963	491	1,639	(1,149)	234%
E102298	Depreciation	0	0	0	0	0	
E102420	PURCHASE OF BINS	200	200	50	155	(105)	209%
E102999	General Admin Allocated	7,482	7,482	1,870	1,462	408	-22%
	<b>Total Expenditure</b>	<b>72,506</b>	<b>72,506</b>	<b>18,127</b>	<b>17,459</b>	<b>667</b>	
	<b>Sub-total Sanitation - Other</b>	<b>54,154</b>	<b>54,154</b>	<b>675</b>	<b>(1,451)</b>	<b>2,126</b>	
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
E104010	Urban Stormwater Drainage	0	0	0	1,498	(1,498)	
E104999	General Admin Allocated	0	0	0	0	0	
E105051	Reinstatement of Gravel Pits	1,431	1,431	358	0	358	-100%
E105999	General Admin Allocated	0	0	0	0	0	
	<b>Total Expenditure</b>	<b>1,431</b>	<b>1,431</b>	<b>358</b>	<b>1,498</b>	<b>(1,141)</b>	
	<b>Sub-total Protection of Environment</b>	<b>1,431</b>	<b>1,431</b>	<b>358</b>	<b>1,498</b>	<b>(1,141)</b>	
	<b>Town Planning</b>						
I106110	Planning Approvals	1,000	1,000	250	1,232	982	393%
	<b>Total Revenue</b>	<b>1,000</b>	<b>1,000</b>	<b>250</b>	<b>1,232</b>	<b>982</b>	
E106020	Town Planning Advice	8,000	8,000	2,000	4,948	(2,948)	147%
E106030	Town Planning Other	3,279	3,279	1,389	1,139	250	-18%
E106999	General Admin Allocated	13,980	13,980	3,495	2,760	735	-21%
	<b>Total Expenditure</b>	<b>25,258</b>	<b>25,258</b>	<b>6,884</b>	<b>8,847</b>	<b>(1,963)</b>	
	<b>Sub-total Town Planning</b>	<b>24,258</b>	<b>24,258</b>	<b>6,634</b>	<b>7,615</b>	<b>(981)</b>	
	<b>Other Community Amenities</b>						
I107400	CHARGES - CEMETERY FEES	2,000	2,000	500	2,409	1,909	382%
	<b>Total Revenue</b>	<b>2,000</b>	<b>2,000</b>	<b>500</b>	<b>2,409</b>	<b>1,909</b>	
E107031	KULIN CEMETERY	5,144	5,144	1,321	1,935	(614)	46%
E107032	DUDININ CEMETERY	500	500	125	2,435	(2,310)	1848%



## STATEMENT OF OPERATING

COA	Description	Original Budget \$	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %
E107033	Pingaring Cemetery	500	500	125	1,732	(1,607)	1285%
E107050	PUBLIC CONVENIENCES	24,690	24,690	6,247	6,054	193	-3%
E107052	PUBLIC CONVENIENCES DUDININ	4,079	4,079	1,051	953	98	-9%
E107053	PUBLIC CONVENIENCES PINGARING	6,329	6,329	4,505	3,987	518	-12%
E107060	WAR MEMORIAL	4,503	4,503	1,126	1,283	(157)	14%
E107298	Depreciation	15,477	15,477	3,869	0	3,869	-100%
E107999	General Admin Allocated	9,532	9,532	2,383	1,926	457	-19%
	<b>Total Expenditure</b>	<b>70,755</b>	<b>70,755</b>	<b>20,752</b>	<b>20,304</b>	<b>448</b>	
	<b>Sub-total Other Community Amenities</b>	<b>68,754</b>	<b>68,754</b>	<b>20,252</b>	<b>17,895</b>	<b>2,357</b>	
	<b>TOTAL COMMUNITY AMMENITIES</b>	<b>258,795</b>	<b>258,795</b>	<b>(13,455)</b>	<b>(20,165)</b>	<b>6,710</b>	
	<b>RECREATION &amp; CULTURE</b>						
	<b>Sports Facilities - Various</b>						
I113334	GRANTS - SPORTING PROJECTS	48,000	48,000	0	0	0	
	<b>Total Revenue</b>	<b>48,000</b>	<b>48,000</b>	<b>0</b>	<b>0</b>		
E110298	Depreciation	43,151	43,151	10,788	0	10,788	-100%
E110999	General Admin Allocated	10,730	10,730	2,682	2,120	563	-21%
E113137	DAM EXPENSES	0	0	0	72	(72)	
E113331	BOWLING GREENS	1,256	1,256	508	576	(68)	13%
E113332	OVAL	52,978	52,978	13,245	7,309	5,936	-45%
E113333	GOLF TENNIS PAVILION	26,245	26,245	6,966	4,233	2,733	-39%
E113334	Golf Course	21,036	21,036	5,259	9,237	(3,978)	76%
E113701	Plant Operation Costs	3,000	3,000	750	947	(197)	26%
	<b>Total Expenditure</b>	<b>158,396</b>	<b>158,396</b>	<b>40,197</b>	<b>24,493</b>	<b>15,704</b>	
	<b>Sub-total Sports Facilities - Various</b>	<b>110,396</b>	<b>110,396</b>	<b>40,197</b>	<b>24,493</b>	<b>15,704</b>	
	<b>Public Halls</b>						
I111022	RENTAL FROM MEMORIAL HALL	4,656	4,656	1,164	1,118	(46)	-4%
	<b>Total Revenue</b>	<b>4,656</b>	<b>4,656</b>	<b>1,164</b>	<b>1,118</b>	<b>(46)</b>	
E111021	MEMORIAL HALL	8,164	8,164	2,268	3,602	(1,335)	59%
E111031	PINGARING HALL	3,269	3,269	934	420	514	-55%
E111032	DUDININ HALL	4,099	4,099	1,264	676	588	-47%
E111033	JITARNING HALL	384	384	192	192	0	0%
E111298	Depreciation	39,339	39,339	9,835	0	9,835	-100%
E111999	General Admin Allocated	8,171	8,171	2,043	1,618	425	-21%
	<b>Total Expenditure</b>	<b>63,426</b>	<b>63,426</b>	<b>16,536</b>	<b>6,509</b>	<b>10,027</b>	
	<b>Sub-total Public Halls</b>	<b>58,770</b>	<b>58,770</b>	<b>15,372</b>	<b>5,391</b>	<b>9,981</b>	
	<b>Swimming Pools</b>						
I112405	Pool Admission - Adults	8,100	8,100	0	0	0	
I112410	Pool Admission - Children	6,250	6,250	0	0	0	
I112450	Pool Slide Income	20,000	20,000	0	0	0	
I112480	SEASON PASS	10,000	10,000	0	0	0	
I112491	REIMBURSEMENTS LSL POOL MANAGER	14,486	14,486	0	0	0	
I112600	EVENTS	1,000	1,000	0	0	0	
I112620	SUNDRY INCOME	0	0	0	0	0	
I112510	STAFF RENT	5,850	5,850	1,463	1,320	(143)	-10%
	<b>Total Revenue</b>	<b>65,686</b>	<b>65,686</b>	<b>1,463</b>	<b>1,320</b>	<b>(143)</b>	
E112021	Salaries	113,485	113,485	28,371	16,280	12,091	-43%
E112022	Superannuation	9,882	9,882	2,470	1,829	642	-26%
E112023	CHEMICALS	5,702	5,702	1,325	1,134	191	-14%
E112024	ELECTRICITY	39,000	39,000	7,500	194	7,306	-97%
E112025	WATER	15,700	15,700	3,400	367	3,033	-89%
E112026	MAINTENANCE	35,759	35,758	9,127	3,055	6,072	-67%
E112027	INSURANCE	17,886	17,886	8,943	8,943	0	0%
E112028	OTHER MINOR EXPENDITURE	3,880	3,880	3,480	314	3,166	-91%
E112029	STAFF HOUSING	10,175	10,175	2,719	1,347	1,371	-50%
E112030	TELEPHONE	1,800	1,800	450	246	204	-45%
E112298	Depreciation	70,518	70,518	17,630	0	17,630	-100%
E112600	EVENTS	1,350	1,350	0	0	0	
E112999	General Admin Allocated	17,896	17,896	4,474	3,527	947	-21%
	<b>Total Expenditure</b>	<b>343,034</b>	<b>343,033</b>	<b>89,889</b>	<b>37,235</b>	<b>52,654</b>	
	<b>Sub-total Swimming Pools</b>	<b>277,348</b>	<b>277,347</b>	<b>88,427</b>	<b>35,915</b>	<b>52,511</b>	
	<b>Freebairn Recreation Centre</b>						
I113100	Memberships - Adult	11,865	11,865	0	1,402	1,402	
I113110	Memberships - Children	545	545	0	273	273	

## STATEMENT OF OPERATING

COA	Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Var.	Var.
		\$	\$	\$	\$	\$	%
I113120	Memberships - Social	818	818	0	182	182	
I113130	MEMBERSHIPS - SHORT TERM	200	200	0	36	36	
I113150	EVENTS AND CATERING	2,000	2,000	500	364	(136)	-27%
I113300	Hire - Indoor Courts	500	500	125	182	57	45%
I113320	Hire - Kitchen	4,000	4,000	1,000	1,131	131	13%
I113335	Community Contributions	20,000	20,000	5,000	6,275	1,275	25%
I113350	Hire - Golf Course	0	0	0	0	0	
I113380	Hire - Golf/Tennis Pavilion	800	800	200	31	(169)	-85%
I113390	Hire - Function Rooms	1,500	1,500	375	1,321	946	252%
I113500	BAR SALES	120,000	120,000	30,000	40,524	10,524	35%
I113505	Canteen Sales	2,500	2,500	625	532	(93)	-15%
	<b>Total Revenue</b>	<b>164,728</b>	<b>164,728</b>	<b>37,825</b>	<b>52,252</b>	<b>14,427</b>	
E113060	Advertising and Promotion	1,000	1,000	250	0	250	-100%
E113100	BANK CHARGES	1,680	1,680	420	450	(30)	7%
E113104	CATERING COSTS	1,000	1,000	250	18	232	-93%
E113120	Cleaning Supplies	3,000	3,000	750	1,273	(523)	70%
E113130	IT MAINTENANCE	4,400	4,400	1,100	1,252	(152)	14%
E113180	ELECTRICITY	15,000	15,000	3,750	3,971	(221)	6%
E113210	GAS SUPPLIES	1,870	1,870	467	1,244	(777)	166%
E113218	Minor Equipment	1,500	1,500	375	680	(305)	81%
E113220	INSURANCE	25,209	25,209	12,605	12,211	394	-3%
E113240	LICENCING COSTS	1,805	1,805	451	885	(434)	96%
E113243	Kitchen Consumables	1,500	1,500	375	162	213	-57%
E113250	Printing, Stationery and Post	1,000	1,000	250	73	177	-71%
E113270	REPAIRS AND MAINTENANCE	54,239	54,239	17,222	7,130	10,092	-59%
E113272	Security Costs	450	450	113	100	12	-11%
E113280	Superannuation	12,312	12,312	3,078	3,521	(443)	14%
E113285	STAFF TRAINING	1,000	1,000	250	361	(111)	44%
E113290	TELEPHONE	2,100	2,100	525	534	(9)	2%
E113295	UNIFORMS	800	800	200	0	200	-100%
E113298	Depreciation	143,120	143,120	35,780	0	35,780	-100%
E113300	Wages - Centre Manager	54,250	54,250	13,562	11,546	2,016	-15%
E113310	WAGES - BAR STAFF CASUALS	66,652	66,652	16,663	21,781	(5,118)	31%
E113315	EVENTS	2,000	2,000	500	3,347	(2,847)	569%
E113320	WAGES - CLEANER	1,561	1,561	390	508	(118)	30%
E113330	OTHER ALLOWANCES	400	400	100	0	100	-100%
E113350	WORKERS COMPENSATION	2,503	2,503	1,251	1,251	0	0%
E113500	Bar Purchases	48,000	48,000	12,000	16,571	(4,571)	38%
E113501	Ice and Sundry Supplies	200	200	50	91	(41)	82%
E113502	FREIGHT	2,400	2,400	600	672	(72)	12%
E113540	STOCK WRITTEN OFF	400	400	100	0	100	-100%
E113999	General Admin Allocated	16,864	16,864	4,216	3,323	893	-21%
	<b>Total Expenditure</b>	<b>468,216</b>	<b>468,216</b>	<b>127,644</b>	<b>92,957</b>	<b>34,687</b>	
	<b>Sub-total Freebairn Recreation Centre</b>	<b>303,488</b>	<b>303,488</b>	<b>89,819</b>	<b>40,705</b>	<b>49,114</b>	
	<b>Television Re-broadcasting</b>						
E114290	CONT TO VARLEY RADIO	1,000	1,000	1,000	761	239	-24%
E114999	General Admin Allocated	0	0	0	0	0	
	<b>Total Expenditure</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>761</b>	<b>239</b>	
	<b>Sub-total Television Re-broadcasting</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>761</b>	<b>239</b>	
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
E116100	KULIN MUSEUM	680	680	240	195	45	-19%
E116298	DEPRECIATION	1,675	1,675	419	0	419	-100%
E116999	General Admin Allocated	3,636	3,636	909	715	194	-21%
	<b>Total Expenditure</b>	<b>5,992</b>	<b>5,992</b>	<b>1,568</b>	<b>910</b>	<b>658</b>	
	<b>Sub-total Other Culture</b>	<b>5,992</b>	<b>5,992</b>	<b>1,568</b>	<b>910</b>	<b>658</b>	
I117056	OTHER SPORTING CLUBS		0	0	0	0	
E117029	OFFICE GARDENS	25,821	25,821	6,455	5,622	833	-13%
E117030	PUBLIC PARKS GDNS & RESERVES	119,955	119,955	30,058	22,807	7,251	-24%
E117031	RESERVES - OTHER	17,350	17,350	4,337	7,028	(2,690)	62%
E117032	PLAYGROUND INSPECTIONS	5,750	5,750	750	0	750	-100%
E117052	DUDININ SPORTSGROUND	1,500	1,500	375	220	155	-41%
E117054	DUDININ TENNIS CLUB	5,496	5,496	2,123	1,498	625	-29%
E117056	OTHER SPORTING CLUBS	2,000	2,000	500	374	126	-25%
E117058	ALL AGES PRECINCT/VDZ/TOWN PLAYGROUND	3,382	3,382	1,066	1,650	(584)	55%
E117520	PINGARING GOLF CLUB	4,349	4,349	1,425	1,686	(262)	18%
E117298	Depreciation	13,230	13,230	3,308	0	3,308	-100%
E117999	GENERAL ADMIN ALLOCATED	15,301	15,301	3,825	3,049	776	-20%

## STATEMENT OF OPERATING

COA	Description	Original Budget \$	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %
	<b>Total Expenditure</b>	<b>214,134</b>	<b>214,134</b>	<b>54,222</b>	<b>43,935</b>	<b>10,287</b>	
	<b>Sub-total Other Sport &amp; Recreation</b>	<b>214,134</b>	<b>214,134</b>	<b>54,222</b>	<b>43,935</b>	<b>10,287</b>	
	<b>TOTAL RECREATION &amp; CULTURE</b>	<b>971,127</b>	<b>971,126</b>	<b>290,605</b>	<b>152,110</b>	<b>138,495</b>	
	<b>TRANSPORT</b>						
	<b>Roadworks</b>						
I121500	REGIONAL ROAD GROUP	375,000	375,000	93,750	87,106	(6,644)	-7%
I121260	HSVPP	31,355	31,355	31,355	0	(31,355)	-100%
I121530	WSFN FUNDING	3,045,687	3,045,687	1,180,307	106,103	(1,074,204)	-91%
I121520	ROADS TO RECOVERY	534,904	534,904	133,726	0	(133,726)	-100%
I121540	RRUPP GRANT INCOME	800,000	800,000	0	0	0	
I121750	BLACK SPOT	555,317	555,317	0	1,885	1,885	
	<b>Total Revenue</b>	<b>5,342,263</b>	<b>5,342,263</b>	<b>1,439,138</b>	<b>195,094</b>	<b>(1,244,044)</b>	
E121298	Depreciation	2,017,971	2,017,971	504,493	0	504,493	-100%
E121602	Traffic Signs	7,000	7,000	1,750	0	1,750	-100%
	<b>Total Expenditure</b>	<b>2,024,971</b>	<b>2,024,971</b>	<b>506,243</b>	<b>0</b>	<b>506,243</b>	
	<b>Sub-total Roadworks</b>	<b>(3,317,292)</b>	<b>(3,317,292)</b>	<b>(932,895)</b>	<b>(195,094)</b>	<b>(737,801)</b>	
	<b>Road Maintenance</b>						
I122360	Government Grants	243,626	243,626	243,626	248,867	5,241	2%
I122500	Miscellaneous Income	2,000	2,000	0	0	0	
	<b>Total Revenue</b>	<b>245,626</b>	<b>245,626</b>	<b>243,626</b>	<b>248,867</b>	<b>5,241</b>	
E122010	ROAD MAINTENANCE	922,045	922,045	230,512	360,278	(129,766)	56%
E122022	FLOOD DAMAGE - NORMAL	0	0	0	17,298	(17,298)	
E122121	KULIN DEPOT	58,496	58,496	15,967	19,873	(3,906)	24%
E122122	HOLT ROCK DEPOT	5,418	5,418	1,470	2,443	(973)	66%
E122150	STREET LIGHTING	22,407	22,407	5,602	4,506	1,096	-20%
E122160	Street Cleaning	6,870	6,870	1,718	2,025	(308)	18%
E122161	DUDININ CLEANING	4,814	4,814	1,204	1,991	(787)	65%
E122180	Street Trees	4,814	4,814	1,204	2,481	(1,278)	106%
E122190	Streetscape Maintenance	19,091	19,091	4,773	12,442	(7,669)	161%
E122200	Roman Road System	8,853	8,853	8,853	8,853	0	0%
E122298	Depreciation	11,940	11,940	2,985	0	2,985	-100%
E122999	General Admin Allocated	643,018	643,018	160,754	127,685	33,069	-21%
	<b>Total Expenditure</b>	<b>1,707,767</b>	<b>1,707,767</b>	<b>435,040</b>	<b>559,876</b>	<b>(124,835)</b>	
	<b>Sub-total Road Maintenance</b>	<b>1,462,141</b>	<b>1,462,141</b>	<b>191,414</b>	<b>311,009</b>	<b>(119,594)</b>	
	<b>Road Plant Purchases</b>						
I123297	Profit on Sale of Asset	46,680	46,680	17,380	0	(17,380)	-100%
	<b>Total Revenue</b>	<b>46,680</b>	<b>46,680</b>	<b>17,380</b>	<b>0</b>	<b>(17,380)</b>	
E123297	LOSS ON SALE OF ASSET	32,100	32,100	5,100	0	5,100	-100%
E123999	General Admin Allocated	18,654	18,654	4,664	3,686	978	-21%
	<b>Total Expenditure</b>	<b>50,754</b>	<b>50,754</b>	<b>9,764</b>	<b>3,686</b>	<b>6,078</b>	
	<b>Sub-total Road Plant Purchases</b>	<b>4,074</b>	<b>4,074</b>	<b>(7,616)</b>	<b>3,686</b>	<b>(11,302)</b>	
	<b>Wheatbelt Secondary Freight Network</b>						
I125000	WSFN PROGRAM ADMINISTRATION INCOME	0	0	0	2,099	2,099	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>2,099</b>	<b>2,099</b>	
E125010	PROGRAM ADMINISTRATION SALARIES EXPENSE	0	0	0	56	(56)	
E125015	PROGRAM ADMINISTRATION EXPENSES	0	0	0	4,912	(4,912)	
E125030	WSFN HOUSING EXPENSES	0	0	0	183	(183)	
	<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,152</b>	<b>(5,152)</b>	
	<b>Sub-total WSFN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,053</b>	<b>(3,053)</b>	
	<b>Aerodomes</b>						
E126280	Airstrip Maintenance	1,963	1,963	491	527	(37)	7%
E126298	Depreciation	7,382	7,382	1,846	0	1,846	-100%
E126999	General Admin Allocated	2,936	2,936	734	576	158	-22%
	<b>Total Expenditure</b>	<b>12,281</b>	<b>12,281</b>	<b>3,070</b>	<b>1,103</b>	<b>1,967</b>	
	<b>Sub-total Aerodomes</b>	<b>12,281</b>	<b>12,281</b>	<b>3,070</b>	<b>1,103</b>	<b>1,967</b>	
	<b>TOTAL TRANSPORT</b>	<b>(1,838,796)</b>	<b>(1,838,796)</b>	<b>(746,027)</b>	<b>123,757</b>	<b>(866,730)</b>	

## STATEMENT OF OPERATING

COA	Description	Original Budget \$	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %
<b>ECOMONIC SERVICES</b>							
<b>Rural Services</b>							
E131040	Noxious Weeds/Pest Plants	7,407	7,407	1,852	0	1,852	-100%
E131999	General Admin Allocated	3,215	3,215	804	632	172	-21%
<b>Total Expenditure</b>		<b>10,622</b>	<b>10,622</b>	<b>2,656</b>	<b>632</b>	<b>2,024</b>	
<b>Sub-total Rural Services</b>		<b>10,622</b>	<b>10,622</b>	<b>2,656</b>	<b>632</b>	<b>2,024</b>	
<b>Tourism &amp; Area Promotion</b>							
I132100	Grants	1,000	1,000	250	0	(250)	-100%
I132409	HOSTEL CHARGES	10,000	10,000	2,500	1,652	(848)	-34%
I132410	Caravan Park Charges	35,000	35,000	8,750	9,359	609	7%
I132412	CARAVAN PARK RELOCATION GRANTS	50,000	50,000	0	0	0	
I132430	MERCHANDISE SALES	1,000	1,000	250	309	59	24%
I132450	SALE OF THH SOUVENIRS (DO NOT USE) USE I132	0	0	0	30	30	
<b>Total Revenue</b>		<b>97,000</b>	<b>97,000</b>	<b>11,750</b>	<b>11,349</b>	<b>698</b>	
E132030	CARAVAN PARK	54,546	54,546	13,759	15,849	(2,090)	15%
E132040	KULIN HOSTEL	29,490	29,490	8,278	3,995	4,282	-52%
E132050	INFORMATION BAY	400	400	100	191	(91)	91%
E132100	Tourism & Area Promotion	33,050	33,050	9,425	962	8,463	-90%
E132298	Depreciation	38,417	38,417	9,604	0	9,604	-100%
E132999	General Admin Allocated	62,199	62,199	15,550	12,259	3,290	-21%
<b>Total Expenditure</b>		<b>218,101</b>	<b>218,101</b>	<b>56,716</b>	<b>33,257</b>	<b>23,459</b>	
<b>Sub-total Toursim &amp; Area Promotion</b>		<b>121,101</b>	<b>121,101</b>	<b>44,966</b>	<b>21,908</b>	<b>24,156</b>	
<b>Building Control</b>							
I133410	BUILDING PERMITS	4,000	4,000	1,000	1,044	44	4%
I133420	BCITF LEVY COLLECTION	500	500	125	583	458	367%
I133425	BUILDING SERVICES LEVY COLLECTION	1,000	1,000	250	804	554	222%
<b>Total Revenue</b>		<b>5,500</b>	<b>5,500</b>	<b>1,375</b>	<b>2,431</b>	<b>1,056</b>	
E133010	Group Building Scheme	7,500	7,500	1,875	2,740	(865)	46%
E133420	BCITF levy payment	500	500	125	536	(411)	329%
E133425	BUILDING SERVICES LEVY PAYMENT	1,000	1,000	250	722	(472)	189%
E133999	General Admin Allocated	12,116	12,116	3,029	2,345	684	-23%
<b>Total Expenditure</b>		<b>21,116</b>	<b>21,116</b>	<b>5,279</b>	<b>6,344</b>	<b>(1,065)</b>	
<b>Sub-total Building Control</b>		<b>15,616</b>	<b>15,616</b>	<b>3,904</b>	<b>3,913</b>	<b>(9)</b>	
<b>Kulin Resource Centre</b>							
I134010	CRC MEMBERSHIPS	300	300	75	77	2	3%
I134070	PHOTOCOPYING/PRINTING	9,500	9,500	2,375	734	(1,641)	-69%
I134100	INTERNET/COMPUTER USAGE	300	300	75	19	(56)	-75%
I134120	STAFF ASSISTANCE/LABOUR	3,000	3,000	750	464	(286)	-38%
I134130	KULIN UPDATE	8,000	8,000	2,000	1,902	(98)	-5%
I134140	Laminating	750	750	188	24	(163)	-87%
I134150	Equipment Hire	500	500	125	27	(98)	-78%
I134160	KULIN PHONE DIRECTORY	1,500	1,500	375	55	(320)	-85%
I134170	BUILDING/ROOM HIRE	800	800	200	32	(168)	-84%
I134180	PUBLIC TRAINING/COURSES	20,000	20,000	5,000	0	(5,000)	-100%
I134185	EVENT INCOME & SPONSORSHIP (GST)	5,000	5,000	1,250	0	(1,250)	-100%
I134186	EVENT INCOME & SPONSORSHIP (GST FREE)	1,000	1,000	250	4,970	4,720	1888%
I134190	Commissions	8,640	8,640	2,160	2,160	0	0%
I134215	SUNDRY SERVICES	1,000	1,000	250	0	(250)	-100%
I134220	BINDING	2,000	2,000	500	44	(456)	-91%
I134225	TRAINEESHIP REIMBURSEMENTS	4,500	4,500	1,125	1,169	44	4%
I134500	GRANTS - CRC OPERATIONAL	105,311	105,311	26,328	26,999	671	3%
I134510	OTHER GRANTS	3,000	3,000	750	0	(750)	-100%
<b>Total Revenue</b>		<b>175,101</b>	<b>175,101</b>	<b>43,776</b>	<b>38,677</b>	<b>(4,349)</b>	
E134010	Wages	88,177	88,177	22,044	3,403	18,641	-85%
E134020	Superannuation	9,259	9,259	2,315	428	1,886	-81%
E134030	INSURANCE	14,618	14,618	7,309	7,309	0	0%
E134040	UNIFORMS	800	800	0	0	0	
E134050	STAFF TRAINING	4,800	4,800	1,200	0	1,200	-100%
E134060	TELEPHONE	1,500	1,500	375	327	48	-13%
E134065	WATER	0	0	0	0	0	
E134070	ELECTRICITY	3,500	3,500	875	1,231	(356)	41%
E134080	Printing & Stationery	20,000	20,000	5,000	7,287	(2,287)	46%
E134100	Advertising and Promotion	2,500	2,500	625	0	625	-100%
E134110	IT MAINTENANCE & SUPPORT	12,500	12,500	3,125	3,806	(681)	22%

## STATEMENT OF OPERATING

COA	Description	Original Budget \$	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %
E134115	Cleaning	0	0	0	780	(780)	
E134120	CENTRE MAINTENANCE	3,000	3,000	750	275	475	-63%
E134130	COURSES & EVENTS	30,000	30,000	7,500	8,613	(1,113)	15%
E134135	EVENTS	2,500	2,500	625	0	625	-100%
E134140	Library Freight	700	700	175	0	175	-100%
E134150	LIBRARY COSTS	14,000	14,000	3,500	2,456	1,044	-30%
E134190	KEY TO KULIN	800	800	200	0	200	-100%
E134200	GRANT FUNDING EXPENDITURE	2,000	2,000	500	0	500	-100%
E134298	Depreciation	63,102	63,102	15,776	0	15,776	-100%
E134300	SUNDRY EXPENSES	2,000	2,000	500	0	500	-100%
E134999	General Admin Allocated	63,823	63,823	15,956	12,365	3,590	-23%
	<b>Total Expenditure</b>	<b>339,579</b>	<b>339,579</b>	<b>88,349</b>	<b>48,279</b>	<b>40,070</b>	
	<b>Sub-total Kulin Resource Centre</b>	<b>164,478</b>	<b>164,478</b>	<b>44,574</b>	<b>9,603</b>	<b>35,721</b>	
	<b>Other Economic Services</b>						
I136010	SALE OF STANDPIPE WATER	50,000	50,000	12,500	5,223	(7,277)	
I136115	Community Cropping Program	1,217	1,217	0	0	0	
	<b>Total Revenue</b>	<b>51,217</b>	<b>51,217</b>	<b>12,500</b>	<b>5,223</b>	<b>(7,277)</b>	
E136040	WATER SUPPLY (STANDPIPES)	77,200	77,200	19,300	13,813	5,487	-28%
E136047	WATER SUPPLY MAINTENANCE	0	0	0	316	(316)	
E136100	OTHER EXPENDITURE	30,000	30,000	30,000	30,000	0	
E136298	DEPRECIATION	2,141	2,141	535	0	535	-100%
E136999	General Admin Allocated	15,423	15,423	3,856	2,975	881	-23%
	<b>Total Expenditure</b>	<b>124,765</b>	<b>124,765</b>	<b>53,691</b>	<b>47,104</b>	<b>6,588</b>	
	<b>Sub-total Other Economic Services</b>	<b>73,548</b>	<b>73,548</b>	<b>41,191</b>	<b>41,881</b>	<b>(689)</b>	
	<b>Old Admin Building</b>						
I137010	RENTAL INCOME - OLD ADMIN BUILDING	6,720	6,720	1,680	2,482	802	
	<b>Total Revenue</b>	<b>6,720</b>	<b>6,720</b>	<b>1,680</b>	<b>2,482</b>	<b>802</b>	
E137030	INSURANCE	793	793	397	397	(0)	0%
E137040	WATER	1,600	1,600	400	227	173	-43%
E137050	ELECTRICITY	2,500	2,500	625	496	129	-21%
E137060	BUILDING MAINTENANCE	4,500	4,500	1,125	1,643	(518)	46%
E137120	CLEANING	2,061	2,061	515	261	255	-49%
E137298	DEPRECIATION	8,306	8,306	2,077	0	2,077	-100%
E137999	General Admin Allocated	7,426	7,426	1,856	1,423	434	-23%
	<b>Total Expenditure</b>	<b>27,186</b>	<b>27,186</b>	<b>6,995</b>	<b>4,445</b>	<b>2,550</b>	
	<b>Sub-total Old Admin Building</b>	<b>20,466</b>	<b>20,466</b>	<b>5,315</b>	<b>1,963</b>	<b>3,351</b>	
	<b>Kulin Bush Races</b>						
I138020	OTHER RACES INCOME	15,000	15,000	0	0	0	
	<b>Total Revenue</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
E138015	BLAZING SWAN EXPENDITURE	17,407	17,407	602	0	602	-100%
E138020	INSURANCE & LICENSING.	0	0	0	23	(23)	
E138040	BUSH RACES CONTRIBUTION	17,036	17,036	4,259	5,745	(1,486)	35%
E138999	General Admin Allocated	21,309	21,309	5,327	4,205	1,123	-21%
	<b>Total Expenditure</b>	<b>55,752</b>	<b>55,752</b>	<b>10,188</b>	<b>9,972</b>	<b>216</b>	
	<b>Sub-total Kulin Bush Races</b>	<b>40,752</b>	<b>40,752</b>	<b>10,188</b>	<b>9,972</b>	<b>216</b>	
	<b>Fuel Facility</b>						
I139010	SALES - PUBLIC	1,003,650	1,003,650	231,450	230,098	(1,352)	-1%
	<b>Total Revenue</b>	<b>1,003,650</b>	<b>1,003,650</b>	<b>231,450</b>	<b>230,098</b>	<b>(1,352)</b>	
E139010	FUEL PURCHASES	937,050	937,050	214,800	228,187	(13,387)	6%
E139030	INSURANCE & LICENSING	814	814	407	407	0	0%
E139040	IT MAINTENANCE	5,760	5,760	1,440	1,532	(92)	6%
E139045	BANK CHARGES	6,600	6,600	1,650	1,491	159	-10%
E139050	MAINTENANCE & REPAIRS	9,907	9,907	1,727	4,637	(2,911)	169%
E139298	DEPRECIATION	9,014	9,014	2,254	0	2,254	-100%
E139999	GENERAL ADMIN ALLOCATED	23,811	23,811	5,953	4,720	1,233	-21%
	<b>Total Expenditure</b>	<b>992,956</b>	<b>992,956</b>	<b>228,230</b>	<b>240,974</b>	<b>(12,744)</b>	
	<b>Sub-total Fuel Facility</b>	<b>(10,694)</b>	<b>(10,694)</b>	<b>(3,220)</b>	<b>10,876</b>	<b>(14,096)</b>	
	<b>TOTAL ECONOMIC SERVICES</b>	<b>435,889</b>	<b>435,889</b>	<b>149,573</b>	<b>100,747</b>	<b>50,674</b>	
	<b>OTHER PROPERTY &amp; SERVICES</b>						
	<b>Private Works</b>						

## STATEMENT OF OPERATING

COA	Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Var.	Var.
		\$	\$	\$	\$	\$	%
I141410	Private Works	50,000	50,000	12,500	4,318	(8,182)	-65%
	<b>Total Revenue</b>	<b>50,000</b>	<b>50,000</b>	<b>12,500</b>	<b>4,318</b>	<b>(8,182)</b>	
E141010	PRIVATE WORKS	22,304	22,304	5,576	1,880	3,696	-66%
E141999	General Admin Allocated	7,050	7,050	1,762	1,432	331	-19%
	<b>Total Expenditure</b>	<b>29,353</b>	<b>29,353</b>	<b>7,338</b>	<b>3,311</b>	<b>4,027</b>	
	<b>Sub-total Private Works</b>	<b>(20,647)</b>	<b>(20,647)</b>	<b>(5,162)</b>	<b>(1,007)</b>	<b>(4,155)</b>	
	<b>Community Bus</b>						
I142100	Hire of Bus & Trailer	12,000	12,000	3,000	2,282	(718)	-24%
	<b>Total Revenue</b>	<b>12,000</b>	<b>12,000</b>	<b>3,000</b>	<b>2,282</b>	<b>(718)</b>	
E142020	Community Bus Shed	59	59	30	123	(93)	313%
E142105	LICENSING & INSURANCE	350	350	0	0	0	
E142298	Depreciation	1,238	1,238	310	0	310	-100%
E142700	Plant Operation Costs	6,000	6,000	1,500	5,871	(4,371)	291%
E142999	General Admin Allocated	4,473	4,473	1,118	865	254	-23%
	<b>Total Expenditure</b>	<b>12,121</b>	<b>12,121</b>	<b>2,958</b>	<b>6,858</b>	<b>(3,901)</b>	
	<b>Sub-total Community Bus</b>	<b>121</b>	<b>121</b>	<b>(43)</b>	<b>4,577</b>	<b>(4,619)</b>	
	<b>Public Works Overheads</b>						
I143100	STAFF HOUSING RENTAL	17,725	17,725	4,275	3,464	(811)	-19%
I143046	CONTRIBUTION FOR VEHICLE	5,200	5,200	1,300	1,200	(100)	-8%
I143160	Subsidies Reimbursed	10,746	10,746	0	10,292	10,292	
I143390	REIMBURSEMENTS	7,500	7,500	1,875	2,212	337	18%
	<b>Total Revenue</b>	<b>41,171</b>	<b>41,171</b>	<b>7,450</b>	<b>17,168</b>	<b>9,718</b>	
E143010	ENGINEERS SALARY	140,314	140,314	35,078	11,631	23,447	-67%
E143025	WORKERS COMPENSATION INSURANCE	37,580	37,580	18,790	18,790	0	0%
E143030	OFFICE EXPENSES	7,500	7,500	1,875	3,452	(1,577)	84%
E143040	Superannuation	188,461	188,461	47,115	38,297	8,818	-19%
E143050	Sick & Holiday Pay	102,736	102,736	25,684	31,319	(5,635)	22%
E143060	Insurance on Works	25,659	25,659	12,829	12,533	297	-2%
E143070	Long Service leave	77,161	77,161	19,290	32,608	(13,318)	69%
E143075	FBT EXPENSE	1,500	1,500	0	0	0	
E143090	Award Allowances WORKS MANAGER, WORKS SUPERVISOR &	96,786	96,786	24,197	16,063	8,133	-34%
E143095	MECHANIC VEHICLES	20,000	20,000	5,000	10,212	(5,212)	104%
E143120	PROTECTIVE CLOTHING	10,000	10,000	2,800	7,456	(4,656)	166%
E143125	STAFF HOUSING	90,079	90,079	24,160	23,453	707	-3%
E143130	Removal Expenses	5,000	5,000	1,250	0	1,250	-100%
E143140	Seminar Expenses	15,000	15,000	3,750	1,711	2,039	-54%
E143150	HEALTH & SAFETY PROGRAM	15,000	15,000	3,750	8,754	(5,004)	133%
E143152	CONSULTING	20,000	20,000	5,000	0	5,000	-100%
E143290	ALLOCATED TO WORKS & SERVICES	(955,985)	(955,985)	(259,214)	(193,484)	(65,730)	-25%
E143298	Depreciation	30,187	30,187	7,547	0	7,547	-100%
E143999	General Admin Allocated	114,193	114,193	28,548	23,257	5,291	-19%
	<b>Total Expenditure</b>	<b>41,171</b>	<b>41,171</b>	<b>7,450</b>	<b>46,053</b>	<b>(38,603)</b>	
	<b>Sub-total Public Works Overheads</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,885</b>	<b>(28,885)</b>	
	<b>Plant Operation</b>						
I144100	DIESEL REBATE	35,000	35,000	8,750	0	(8,750)	-100%
	<b>Total Revenue</b>	<b>35,000</b>	<b>35,000</b>	<b>8,750</b>	<b>0</b>	<b>(8,750)</b>	
E144000	Plant Repair Wages	169,958	169,958	42,489	29,575	12,914	-30%
E144005	Tyres & Tubes	45,000	45,000	11,250	8,597	2,654	-24%
E144010	Parts & Repairs	172,035	172,035	43,009	31,586	11,422	-27%
E144015	INSURANCE & LICENCE	87,787	87,787	54,091	47,834	6,256	-12%
E144020	Fuel & Oil	599,050	599,050	135,250	95,933	39,317	-29%
E144030	BLADES & TYNES	12,000	12,000	3,000	726	2,274	-76%
E144050	WATER USAGE	1,500	1,500	375	42	333	-89%
E144060	Expendable Tools	2,400	2,400	600	0	600	-100%
E144061	TELEPHONE	2,400	2,400	600	324	276	-46%
E144070	OFFICE EXPENSES	5,000	5,000	1,250	0	1,250	-100%
E144180	Other Minor Expenditure	2,400	2,400	600	0	600	-100%
E144190	M.V. INSURANCE CLAIMS	1,000	1,000	1,000	0	1,000	-100%
E144290	ALLOCATED TO WORKS & SERVICES	(1,093,097)	(1,093,097)	(291,655)	(175,518)	(116,138)	-40%
E144700	PLANT OPERATION COSTS	0	0	0	84	(84)	
E144999	General Admin Allocated	27,566	27,566	6,892	5,584	1,307	-19%
	<b>Total Expenditure</b>	<b>35,000</b>	<b>35,000</b>	<b>8,750</b>	<b>44,768</b>	<b>(37,325)</b>	
	<b>Sub-total Plant Operation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,768</b>	<b>(46,075)</b>	

## STATEMENT OF OPERATING

COA	Description	Original Budget \$	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %
<b>Salaries &amp; Wages</b>							
E146010	Gross Total For Year	3,148,147	3,148,147	787,037	608,177	178,860	-23%
E146020	Workers Compensation	0	0	0	74	(74)	
E146200	Salaries & Wages Allocated	-3,148,147	(3,148,147)	(787,037)	(608,177)	(178,860)	-23%
	<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74</b>	<b>(74)</b>	
	<b>Sub-total Salaries &amp; Wages</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74</b>	<b>(74)</b>	
<b>Unclassified</b>							
I147360	SALE OF PARTS/SCRAP	500	500	125	0	125	-100%
	<b>Total Revenue</b>	<b>500</b>	<b>500</b>	<b>125</b>	<b>0</b>	<b>125</b>	
	<b>Sub-total Unclassified</b>	<b>(500)</b>	<b>(500)</b>	<b>(125)</b>	<b>0</b>	<b>125</b>	
<b>Public Works Depreciation</b>							
E144298	Depreciation	444,159	444,159	111,040	0	111,040	-100%
E148299	LESS DEPRECIATION ALLOCATED	-444,159	(444,159)	(111,040)	(55,744)	(55,296)	-50%
	<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(55,744)</b>	<b>55,744</b>	
	<b>Sub-total Public Works Depreciation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(55,744)</b>	<b>55,744</b>	
	<b>TOTAL OTHER PROPERTY &amp; SERVICES</b>	<b>(21,026)</b>	<b>(21,026)</b>	<b>(5,329)</b>	<b>21,552</b>	<b>(27,939)</b>	
	<b>GRAND TOTAL</b>	<b>(3,019,943)</b>	<b>(3,019,944)</b>	<b>(2,582,003)</b>	<b>(1,850,597)</b>	<b>(748,636)</b>	

## **CS13 GENERAL – COMMUNITY SERVICES PRACTICES**

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### **Community Services**

**PREAMBLE:** Providing information on a variety of community services practices, guidelines and operational information, each insignificant to warrant individual record.

**OBJECTIVE:** To ensure individual minor items are not lost in the system of recording practices, procedures and guidelines.

### **PRACTICES:**

#### **Appointment of Authorised Officers**

- As the duly appointed Chief Executive Officer (CEO) of the Shire of Kulin the CEO has the delegated authority 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.

#### **Caravan Parks and Camping Grounds – Authorised Officers**

- As the duly appointed Chief Executive Officer (CEO) of the Shire of Kulin the CEO has the delegated authority of Council under the Caravan Parks and Camping Grounds Act 1995 to appoint officers for the purposes of;
- Power of Entry and inspection and,
- The issue of Infringement Notices.

This delegation remains current until revoked.

#### **Office Hours**

The Administration and Community Resource Centre office hours shall be from 8:30am to 4:30pm from Monday to Friday, excluding public holidays.

#### **Contribution to Kulin Herbarium**

The Shire will provide a venue free of charge to the Kulin Herbarium and cover the cost of insurance for contents. The Chief Executive Officer shall establish a user agreement with the Kulin Herbarium whereby the Herbarium will provide community education of its objectives.

#### **Kulin Combined Emergency Services Building**

The Shire will maintain the gardens and carry out minor building repairs to the Kulin Combined Emergency Services Building. Any items of a capital nature are the responsibility of the Kulin St John Ambulance Sub Centre, Kulin Volunteer Fire Brigade and Kulin Fire & Rescue.

#### **Shire Liquor Permits – Consumption of Alcohol**

The Chief Executive Officer is authorised to approve or reject applications to consume liquor in Shire buildings or on Shire controlled reserves without reference to Council. All applications to consume liquor are to be in writing and addressed to the Chief Executive Officer.

#### **Application for Use of Land - Shire of Kulin and Kulin Bush Races facility – Lucca Pty Ltd - Hire of Kulin Bush Races (KBR) facility**

The Chief Executive Officer is authorised to consider applications for approval to hold events under Schedule Item 4 of the Lucca Pty Ltd and Shire of Kulin License to Use Land Agreement (Kulin Bush Races facility) subject to compliance with the following terms and conditions;

#### **Public Functions**

- In the case of community, sporting or public functions and any other festival or event, only following an approval by the KBR Committee and following receipt of the Licensor's (Lucca Pty Ltd) approval; Council will consider the application via a report to a Council meeting from staff.

#### **Private Functions**

- In the case of private functions (where alcohol license is not required) by delegation to the CEO when approved by the Kulin Bush Races Committee and the Licensor;



- A copy of the Event License is to be sent to the applicant after Shire approval detailing any terms or conditions to be met;
- Event Application License will only be issued to a single applicant;
- Appropriate hygiene measures to be assessed and recommendations to be followed at all times;
- Appropriate licenses must be held for all licensable activities e.g. Fireworks
- All care will be taken to avoid damage to the KBR facility and no alterations or additions will be made to the facility without KBR Committee sanction;
- All care will be taken to avoid any major soil disturbance that will lead to soil degradation; and

Upon an applicant agreeing to the terms and conditions, the Chief Executive Officer will issue approval by letter.

**Management of Halls** – *MOU's to be investigated/created.*

### **Shire Buildings – Smoke Free Zones**

All public buildings under Shire control are to be established as Smoke Free Zones.

### **Aquatic Centre Opening Times**

As a guide to the Aquatic Centre opening times - Tuesday to Friday from 6:00 – 8:00am, 10:00am to 12:00 noon to 2:30pm to 6:30pm and on weekends and public holidays from 11:00am to 6:00pm.

Slide hours are from 4:00pm – 6:00pm Thursday & Friday (depending on numbers) and from 11:00am – 6:00pm on Saturday and Sundays. Appointments can be taken for group bookings.

The Aquatic Centre will be closed on Good Friday, Christmas Day and will only be opened for the afternoon session on New Year's Day.

The Manager may close the Aquatic Centre on cool days and during inclement weather after notification to the Chief Executive Officer or Deputy Chief Executive Officer. Generally, a pool temperature of 20 degrees Celsius is considered cold enough to warrant closure of the pool.

Subject to negotiation and in accordance with the Manager's contract, the CEO is authorised to allow the pool to close for one day per week during the season. The nominated days for closure in this case shall be a Monday or a Tuesday. The above may be subject to change as necessary.

### **Aquatic Centre Season Pass**

A family season ticket will apply for 2 adults and 2 children or 1 adult and 3 children. A child season ticket will apply to any person attending school on a full-time basis up to year 12. Season tickets will be half priced after 31st January.

For the purposes of determining entry fees a child is classified as:

1. a person who is 15 years or under, or
2. is a dependent attending school full time up to year 12.

Applicable fees are listed in the Shire of Kulin Fees & Charges each year.

### **School Use of Pool for Carnivals**

When the Kulin District High School is given exclusive use of the pool for faction carnivals, all children and adults will be allowed free entry to the pool.

### **Vacation Swimming Classes – Parents**

Parents accompanying children who are participating in vacation swimming classes and who are not swimming are permitted to enter at the same fee as a child.

### **Hire of Community Bus**

**The Community Bus is available for hire to local community groups and residents.** The Shire does not object to the hire of the community bus to people from outside the Shire of Kulin. If, however, the bus is booked to a person or organisation not usually associated with Kulin, and the bus is subsequently required by a local, the non-local will be advised that the bus is no longer available. At least **one** weeks' notice must be given to the non-local of the cancellation of the hire to enable them to make other arrangements.

The hire rates for the community bus and bus trailer are set out in the Shire of Kulin User Fees and Charges adopted each year. Users hiring the community bus must book usage in advance.

**To ensure the availability of the Community Bus to local community groups and residents the maximum length of hire by commercial school bus operators and other businesses is 7 days. Any request from a business to hire the Community Bus for longer than seven days must be approved by the CEO.**

Fuel will be reimbursed if receipts are provided.

Smoking is not to be permitted on the community bus.

If the bus is returned in an untidy state and it is not possible to contact the hirer responsible prior to the next hire of the bus, the bus will be cleaned, and the hirer will be responsible for the cost of the cleaning.

Failure to comply with any of the above conditions may result in refusal to hire the bus to that **individual or** organisation in the future.

### **Australia Day Event**

Kulin's Australia Day Celebration is to provide an opportunity for the community to come together to celebrate the community and privileged country in which we live. It brings to the forefront those who have significantly contributed to our community and recognise their efforts through one of the 4 categories of Australia Day Awards.

An event procedure has been created which outlines the tasks, timeline and responsibility for running the event and includes:-

- Event Planning
- Venue
- Marketing
- Catering
- Entertainment
- Audio / Visual & Other Technology
- Event Debrief

Australia Day Event Procedure included in Shire of Kulin Policy Manual A8 Primary Documents and listed as a Secondary Document.

**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.
- to approve or reject applications to consume liquor in Shire buildings or on Shire controlled reserves.
- to approve applications for private events at the KBR facility in accordance with terms and conditions.

**HEAD OF POWER:** Local Government Act 1995



**Hon John Carey MLA**  
**Minister for Housing; Lands; Homelessness; Local Government**

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Our Ref: 78-08502 (Category 6)

20 September 2022

Dear Local Government Chief Executive Officers

**MEMORANDUM TO CHIEF EXECUTIVE OFFICERS**  
**LOCAL GOVERNMENT REFORMS: ELECTION TRANSITION ARRANGEMENTS**  
**(ABOLISH WARDS AND CHANGE NUMBER OF COUNCIL MEMBERS)**

On 3 July 2022, I announced the final package of proposed local government reforms, following a review of public submissions. As part of the reforms to strengthen local democracy and increase community engagement, new requirements will be introduced to provide for:

- The introduction of optional preferential voting;
- Directly elected Mayors and Presidents for band 1 and 2 local governments;
- Councillor numbers based on population; and
- The removal of wards for band 3 and 4 local governments.

Work on a Bill to amend the *Local Government Act 1995* (the Act) is ongoing, and a Bill is expected to be introduced into Parliament in early 2023.

Many of the reform proposals related to council representation are based on recent trends, and are intended to provide greater consistency between districts. Accordingly, for more than half of all local governments across Western Australia, the reforms will not require any specific change to the size or structure of the council.

However, the reform proposals do require some local governments to:

- Reduce the number of elected members on council in accordance with population thresholds; or
- Change from a council elected mayor or president to a directly elected mayor or president (this reform affects only band 1 and 2 local governments); or
- Abolish wards (for band 3 and 4 local governments with wards); or
- Implement more than one of the above.

The Amendment Act will also provide that optional preferential voting will apply for all local government elections. As you may know, optional preferential voting means that all electors have the choice to number preferences for as many or as few candidates as they wish to.

I appreciate the significant interest in the reform proposals, and transitional arrangements for the upcoming 2023 ordinary elections.

Many councils have expressed a proactive intent to implement reforms as early as possible. I also acknowledge that, for some local governments, it may be desirable to implement changes to the size of the elected council over two ordinary election cycles.

**The Department of Local Government, Sport and Cultural Industries (DLGSC) has completed an initial review, and identified that your local government may need to abolish wards and change the number of council members under the proposed reforms.**

As you would know, the Act already provides that local governments may initiate proposals to change arrangements related to the size or structure of the council.

Accordingly, I write to advise of two pathways your local government may consider for making these election transition arrangements.

### **Voluntary Pathway**

Your local government may formulate a plan to implement these changes on a voluntary basis. This pathway will require your local government to make the steps outlined below, and could involve staging any larger changes in the number of councillors over two ordinary elections. This pathway provides the greatest possible lead time to plan for next year's ordinary elections.

If your council wishes to undertake this process, it should, by 28 October 2022:

- Advise the DLGSC of its intention to undertake a voluntary process. This advice should include a high-level plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023 (and in 2025, if applicable); and
- Initiate a Ward and Representation Review to determine the specific changes to the structure of the council for the 2023 and 2025 ordinary elections, to be completed by 14 February 2023.

I appreciate that significant effort is required to complete a Ward and Representation Review. The Ward and Representation Review would need to be initiated ahead of the 28 October 2022 date, and finalised by 14 February 2023, to ensure that the timeframes set out in the Act can be practically met.

While the Ward and Representation Review can consider the size of the council, any changes should not diverge from the proposed reforms.

Further information is attached to this letter to assist with this process.

### **Reform Election Pathway**

Alternatively, it is intended that the Amendment Act will provide for all changes to be implemented through reform elections in 2023.

This pathway would provide that all of the council's offices can be declared vacant, all wards can be abolished, and the number of council offices would be set based on the reform proposals. Elections would then be held to fill all council offices, with a split between two and four year terms as might be necessary to re-establish an ordinary election cycle.

Your council may specifically decide to follow the Reform Election Pathway. If this is the council's intention, I request that you advise the DLGSC by 28 October 2022.

It is also intended that the Amendment Act will contain provisions for the Reform Election Pathway to apply if a local government:

- Does not advise of an intention to follow the Voluntary Pathway, or
- Decides to follow the Voluntary Pathway, but does not suitably complete a Ward and Representation Review by the dates outlined in this letter.

### **Next Steps**

In line with the above, I request that your council considers these matters, and provides formal written advice on the preferred pathway to the DLGSC by 28 October 2022. Given the timeframes already established in the Act, no extension to the dates specified in this letter will be possible.

The DLGSC is available to assist with these election transition arrangements. If you require any assistance, please contact Ms Julie Craig, Strategy and Research Officer, on 6552 7300 or at [advisoryboard@dlgsc.wa.gov.au](mailto:advisoryboard@dlgsc.wa.gov.au).

I have also written a formal letter to the Mayor or President of your local government, which contains the same information as this memorandum. That letter should be received shortly.

Yours sincerely



**HON JOHN CAREY MLA  
MINISTER FOR LOCAL GOVERNMENT**

Att: Timeline and steps – local government ward and representation reviews

Timeline and steps – local government ward and representation reviews

The following steps will need to occur to allow all required local governments to meet the **30 June 2023** timeframe of publication in the Government Gazette of any proposed ward and representation review changes, ahead of the October 2023 local government elections. Please note that all stages that are currently followed for ‘regular’ reviews are included below.

Table 1 includes suggested timeframes which will need to be considered by all local governments that will be required to undertake a review ahead of the October 2023 elections.

All local governments should aim to have their completed reviews submitted to the Local Government Advisory Board (the Advisory Board) by no later than **14 February 2023**.

**Table 1 – proposed timeframes for local government actions**

<b>Due date (latest possible)</b>	<b>Requirements/actions</b>
28 October 2022	Council resolves to undertake a ward and representation review A comprehensive discussion paper is developed
December 2022	Completion of six-week consultation period
December 2022 - January 2023	Draft review report is prepared, considered and adopted by council
14 February 2023	Formal review report is submitted to the Advisory Board

Please note that the above dates are suggestions only, as each council will have to consider their own calendars for their monthly meetings. It is also possible that some affected councils will have an earlier meeting in December 2022, and then no meeting in January 2023. This is why mid to late December 2022 is suggested as the date by which the draft review report should be considered by council.

**Table 2 - Ward and representation review process – for local governments**

	<b>Existing requirements/actions</b>	<b>Timeframe</b>
1	The council resolves to undertake a ward and representation review	Variable
2	A comprehensive discussion paper is developed	Variable
3	Council advertises that it is conducting a review and the associated public submission period opens (minimum 6 weeks)	6 weeks
4	The discussion paper is made available to the community for consideration, and public submissions are invited on the matter	
5	Public submission period closes	
6	The Council assesses all submissions, considers options for change against the relevant factors to be considered, and drafts a report, which includes their decision, for the Local Government Advisory Board (the Advisory Board)	Variable
7	The formal report is presented to Council on the outcome of the public submissions and the proposed ward and/or boundary changes	Variable
8	Council resolves to adopt the report to the Advisory Board	Variable
9	The preferred option is submitted to the Advisory Board via the formal report, for the Board's consideration and recommendation	Variable
10	The Advisory Board considers the council's review report, and a recommendation is submitted to the Minister, which can either be accepted or rejected	Variable



**Hon John Carey MLA**  
**Minister for Housing; Lands; Homelessness; Local Government**

Our Ref: 78-08502 (6-3)

President Grant Robins  
Shire of Kulin  
PO Box 125  
KULIN WA 6365



20 SEP 2022

Dear President Robins

**LOCAL GOVERNMENT REFORMS: ELECTION TRANSITION ARRANGEMENTS (ABOLISH WARDS AND CHANGE NUMBER OF COUNCIL MEMBERS)**

On 3 July 2022, I announced the final package of proposed local government reforms, following a review of public submissions. As part of the reforms to strengthen local democracy and increase community engagement, new requirements will be introduced to provide for:

- The introduction of optional preferential voting;
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However, the reform proposals do require some local governments to:

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**The Department of Local Government, Sport and Cultural Industries (DLGSC) has completed an initial review, and identified that the Shire of Kulin (the Shire) may need to abolish wards and change the number of council members under the proposed reforms.**

As you would know, the Act already provides that local governments may initiate proposals to change arrangements related to the size or structure of the council.

Accordingly, I write to advise of two pathways the Shire may consider for making these election transition arrangements.

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The Shire may formulate a plan to implement these changes on a voluntary basis. This pathway will require the Shire to make the steps outlined below, and could involve staging any larger changes in the number of councillors over two ordinary elections. This pathway provides the Shire with the greatest possible lead time to plan for next year's ordinary elections.

If the Shire's council wish to undertake this process, the Shire should, by 28 October 2022:

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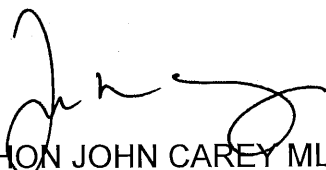
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**MINISTER FOR LOCAL GOVERNMENT**

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CLPM

Heritage Restoration

Special Constructions

# TENDER SUBMISSION

# SHIRE OF KULIN

Tender No: 06-22/23

Construction & Supply of one 4 bedroom, 2 bathroom dwelling on a fully serviced lot within the townsite of Kulin

## ELECTRONIC

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# TENDERER'S OFFER OFFER FORM

12th September 2022

Deputy Chief Executive Officer  
PO Box 125  
KULIN WA 6365

I/We CLPM Pty Ltd  
Of Unit 1, 2 Walcott Street, MOUNT LAWLEY WA 6050  
Details ABN: 15 063 674 386 GST Status Registered  
Phone 08 9371 3877 Email: estimating@clpm.com.au

In response to the Shire of Kulin's request for tender for the construction and supply of one dwelling to a fully serviced lot within the townsite of Kulin WA 6365.

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the tender closing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this 12th Day of September 20 22

Signature of Authorised Person



Name of Authorised Person

Paul Rees

Position of Authorised Person

Managing Director

Signature of Witness



Name of Witness

Danielle Clarke

Position of Witness

Business Admin/Finance Manager

## RESPONSE TO SELECTION CRITERIA

### COMPLIANCE CRITERIA

Have you complied with the specification contained in this request?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you complied with the conditions of tendering in this request?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you complied with the requirement to submit an anticipated delivery date?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you complied with and completed the price schedule?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you complied with and completed the checklist of specified construction items for the dwelling?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

### QUALITATIVE CRITERIA

- Before answering the qualitative criteria, Tenderers shall note the following:
- all information relevant to your answers should be contained within your Tender to each criterion;
- tenderers shall assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- tenderers shall provide full details for any claims, statements or examples used to address the qualitative criteria; and
- tenderers shall address each issue outlined within a qualitative criterion.

Demonstrated experience in completing similar type projects	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Detail of house plan submitted	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Detail of specifications submitted	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Time frame for completion (the length of time scheduled for construction will be considered)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Addressing specification checklist (the extent of inclusion of requested specification items in your submission will be considered)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

### PRICE SCHEDULE

\*CLPM notes a tender breakdown has not been requested. This can be supplied upon request.

	Model/Description	Floor Area	Anticipated Completion Period	Price (GST Inc.)
House 1	4 Bed x 2 Bath	177.2m2 Living	160 days	\$714,835.26
Option A		NA		
Option B		NA		
Option C		NA		



# APPENDIX 1

## CHECKLIST OF REQUESTED SPECIFICATION ITEMS

Specification Detail	Tick Yes if item is included in tender, otherwise tick No		Comments/Details
	Yes	No	
Has the appropriate Australian Standards been applied to this tender.	✓		
The dwelling is designed for class M soil type, climate zone 4 and wind region A	✓		
Installation of all sewerage works plumbing within the building to the building line to allow easy connection by others to the remainder of the sewerage system.	✓		
Installation of all electrical within the building and to the building line to allow for easy connection by others to the power facilities at the Lot (draw cords as example)	✓		
Roof framing to be of Steel or suitably treated wood construction and to Volume Two of the Building Code of Australia 2016 and referenced Australian Standards or other Standard where listed as suitable.	✓		STEEL FRAME CONSTRUCTION
External walls to be brick, weatherboard, hardiplank or similar, or a combination of either of these and horizontal colourbond sheeting. Detail to be provided with Tenderer's submission.	✓		COMBINATION OF COLORBOND & WEATHERBOARD
Roof sheeting to be tile or Colourbond (custom orb profile) with purlins or roof battens of sufficient material type, member size and spacing to support the roof sheeting as recommended by the sheeting manufacturer.	✓		COLORBOND CUSTOM ORB

Specification Detail	Tick Yes if item is included in tender, otherwise tick No		Comments/Details
	Yes	No	
Fascia, to be colourbond.	✓		
Under roof, external walls and ceiling to be insulated with fibreglass bats or similar approved insulation product to comply with part 3.12 of Volume Two of the Building Code of Australia 2016.	✓		BATT INSULATION
Aluminium windows and sliding doors with barrier doors fitted with security screens and security locks, to be fitted and keyed alike. Windows to have breeze locks fitted.	✓		
External Doors - Solid core weatherproof doors with aluminium security screen barrier doors and locks to be keyed. Doors to be constructed and positioned to facilitate good access and mobility to persons with disabilities and/or elderly. Doorways of 820mm width or greater where practical is the preferred option. Where practical sliding doors can be used.	✓		
Internal Doors - to be fitted flush panel.	✓		
Internal walls in non-wet areas to be lined with standard gyprock and neatly jointed and finished.	✓		
Internal walls in wet areas to be lined with water resistant gyprock (or similar) and neatly jointed, sealed and finished. Constructed as per part 3.8 of Volume Two of the Building Code of Australia 2016	✓		
Ceilings to 2.7m throughout & to have sufficient battens and be lined with standard gyprock and cornices and neatly jointed and finished.	✓		

Specification Detail	Tick Yes if item is included in tender, otherwise tick No		Comments/Details
	Yes	No	
Painting – fully painted internally and externally with 2 coats of light colour washable acrylic in a professional manner and in accordance with Australian Standard AS 2311.	✓		
Electric oven and 4 burner gas stove top and electric range hood over stovetop. A certified LPG gas regulator for 2 x 45kg LPG Gas bottles is to be fitted to the exterior of the house in a suitable location and in accordance with the Department of Commerce Western Australia Energy Safety and piping installed from this regulator to the 4 burner gas stove top.	✓		
A pantry with door is to be provided in the kitchen area and space to be left in kitchen area for fridge / freezer.	✓		
A linen cupboard with door is to be provided either in the Laundry or Passage.	✓		
Forty five (45) litre laundry trough inset and cupboard with laminated top and drain recess in top for washing machine waste water pipe. Automatic washing machine taps to be fitted to laundry. Chrome wall-fixed aerating tapware, including chromed extension arm to spout for trough.	✓		
Toilet to be fitted with suitable WC of a height not exceeding 480mm in height measured from the finished floor level to the top of seat, dual flush cistern and toilet roll holder to be fitted.	✓		
Exhaust fan to be fitted to toilet and bathroom and vented to open air or ceiling space if adequate ventilation is indicated.	✓		

Specification Detail	Tick Yes if item is included in tender, otherwise tick No		Comments/Details
	Yes	No	
Bathrooms to be fitted with metal towel rails (secured firmly to the stud wall) and full length mirror above laminated vanity. Shower to be of sufficient area	✓		
Built in robes with one shelf and hanging rail with sliding doors to be fitted to all bedrooms.	✓		
Roller blinds to be fitted to all windows and glass sliding doors (excluding bathroom and laundry).	✓		PROVISIONAL SUM ALLOWANCE FOR THIS
Quality floor coverings to be fitted throughout the house. Ceramic floor tiles to kitchen/dining and living areas, passage, storeroom and wet areas. Carpet to bedrooms.	✓		
Fully hardwired smoke detector(s) to be fitted in accordance with part 3.7.2 of Volume Two of the Building Code of Australia 2016.	✓		600x600 tiles to living areas. 300x300 tiles to wet areas Solution dyed nylon 30oz to all bedrooms
GPO, air-conditioning, ceiling fan, telephone and tv point requirements per room, as per table provided	✓		
<b>OPTIONS REQUESTED</b>			
Provision and erection of a rear patio with colourbond roof sheeting at a minimum depth of 3m	✓		PROVISIONAL SUM ALLOWANCE FOR THIS
Ducted reverse cycle air-conditioning to be installed in kitchen, dining, living areas and bedrooms as an alternative to the abovementioned air-conditioning requirements.	✓		PROVISIONAL SUM ALLOWANCE FOR THIS
Provision and erection of a double carport with colourbond roof sheeting at a minimum height of 2.4m	✓		CLPM cost includes a 6x6 garage For a carport in lieu of the garage the saving is \$7,200

## Tender Qualifications

**REQUEST NUMBER:** RFT 06-22/23

**REQUEST TITLE:** One 4 x 2 Residence

Dear Sir/Madam,

We take pleasure in submitting our tender for the above project. In doing so we confirm the following clarifications:

### INCLUSIONS:

1. Prices quoted include GST.
2. Design responsibility and fees are included.
3. BCITF/ training levies.
4. 100mm tick N25 concrete slab to house, garage, porch and alfresco
5. 2700mm high ceiling throughout the house
6. Standard Gyprock wall lining throughout and water resistance Gyprock lining to wet areas
7. 6 x 6 Garage with automatic panellift roller door
8. Entry porch and 25.5 sqm Alfresco area
9. Colorbond Skillion roof
10. Colorbond cladding with feature Hardiflex weatherboards to front façade
11. High quality aluminium windows
12. Sliding doors to Family room
13. Caroma
14. sanitary ware and taps
15. Tradelink Heat pump Hot Water System
16. 600 x 600 Porcelain gres tiles to all living areas
17. 300 x 300 porcelain gres tiles to wet areas
18. 200 x 400 white ceramic tiles to walls
19. 32oz Solution dye nylon carpets to all bedrooms and robes
20. LED lights throughout
21. Quality kitchen cabinets with soft closing mechanisms
22. Westinghouse appliances
23. Mitsubishi Industries (or equivalent) reverse cycle split air conditioning system to living area, family, and all bedrooms
24. Vertical block out blinds to all windows, bathroom and ensuite excluded.
25. Skirting boards throughout the house
26. Gainsborough door hardware or equivalent approved
27. Builders cleaning at completion of the works

#### EXCLUSIONS:

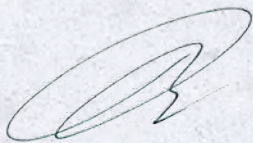
1. All Headworks fees and charges
2. All site works including compacted sand for the dwelling and any retaining wall that may be required are excluded
3. All landscaping works
4. Electrical connection from Western Power supply dome to the dwelling switchboard
5. Water connection from Water Corporation meter valve to water pipes at ground level on outside of the dwelling
6. Plumbing connections including connection of pipes across the splits, connection of drainage to sewer junction, or septic tanks system, connection of main and flush & test pipes and appliances
7. All sewerage works outside the building line
8. Soak wells & downpipes
9. Treatment or removal of hazardous materials, such as asbestos, unless specifically identified and quantified in the tender documents.
10. Supply and Installation of gas bottles and provision of gas bottle enclosures these can be provided as an additional option if required
11. Boundary fencing and gates
12. No provision has been made for fire water storage tanks or pumps should the supply water pressure be inadequate.

#### ADDITIONAL CONSIDERATIONS:

1. Any contractual Liquidated Damages agreed will be applicable to a maximum of 2.5% of the Contract Sum.
2. Rise and fall of material & cost of over 10% will be passed to the client at cost
3. CLPM 's daily stand-down rate is \$1,658.00 per calendar day + GST
4. CLPM will provide security by the way of insurance bonds in lieu of retention.
5. Defect's liability period to be 12 months from PC.
6. CLPM 's tender remains valid for 30 days only. Any request for extension to this period will be dealt with on a case-by-case basis. CLPM reserves the right to adjust the tendered price should extension beyond this time frame be required.
7. It is assumed that access to the site will be from an existing properly constructed road.
8. All trees and service lines to be cleared level by Client prior to CLPM commencing on site
9. CLPM will provide 2 off maintenance manuals on completion of works.
10. A cost saving of \$21,450 + GST can be provided if the garage is deleted altogether
11. A cost saving of \$7,200 can be provided if carport is required in lieu of garage

We trust you will find the above in order.

Yours faithfully,





## DEMONSTRATED EXPERIENCE



## Demonstrated Experience

Specific to REQUEST FOR TENDER 06-22/23, CLPM is pleased to present the following items for consideration and evaluation by the Shire.

1. Summary of Organisational Capacity
2. Overview of Key Personnel Proposed for the Undertaking of the Works
3. Recent Similar Projects
  - a. Laverton 2 Houses (Department of Communities) – J316, Drawings and brief project profile
  - b. Shire of Kent 3 Houses -
4. A Galati (Proposed Project Manager) – Remote Community Works Projects Listing
5. CLPM Completed Projects List

In the interests of providing further background detail on our works capacity, we have separately enclosed a copy of our Company Profile.

Review of the information provided herein will confirm our capacity towards the delivery of quality project outcomes, managing the logistics of remote construction projects, the overall depth of CLPM's experience and specifically, our proficiency in both design and construction of regional residential dwellings for State and Local Government clients.

A handwritten signature in black ink, appearing to be 'Paul Rees'.

Paul Rees  
*Managing Director, CLPM Pty Ltd*





## Demonstrated Experience

# 1. Summary of Organisational Capacity

Established in 1994 and based at 2 Walcott Street, Mount Lawley, CLPM Pty Ltd is a fully licensed Western Australian building and construction company (BC11085) accredited under ISO9001:2015 (Quality Management Systems) and ISO45001:2018 (OH&S Management Systems).

We have successfully delivered more than 150 projects to date (over \$64m works value Excl GST). Our operations extend from the Perth metropolitan area and throughout regional WA. CLPM is suitably resourced and adaptable to the undertaking of projects with values ranging from several thousand dollars in up to \$10million.

Additional to our management team, our company comprises Site Supervisors and skilled labour experienced in the delivery of rural and regional projects and in working on sites of cultural significance.

CLPM is currently prequalified at Level 2 Complex under Building Management and Works (BMW), Department of Finance and has demonstrated compliance with BCA 2016 (and the now *Amended Code* 2022) contracting requirements. We have worked with GreenStar Design and As Built Certification and our team are well versed in best practice Heritage Conservation principles as set out in the Burra Charter.

## Heritage Restoration and Conservation

CLPM specialises in conservation, restoration, and repurposing of commercial and public structures of historic and cultural significance. We take pride in servicing the heritage industry in the preservation and contemporary adaptation of many iconic buildings in and around Western Australia.

Our building practices and techniques are aligned with construction methodologies and the use of materials consistent with original design. Our specialist sub-contractors and employees are highly experienced in the work of heritage restoration and conservation. We have the capacity to manage varied and diverse projects such as the re-roofing of the York Courthouse with sheoak shingle tiles, and lead flashings at a project cost of \$35,000 through to the complete façade restorations and copper roof plumbing works of 4 major buildings in Perth CBD at a project cost of \$7million (A full list of projects are available on request).

## Special Constructions (including D&C and New Construction Works)

CLPM is positioned to meet a much broader spectrum of specialised construction - including new works. Our body of people with specific skills and specialised knowledge has expanded into a team with the capacity to service, not only the heritage sector but also those projects having high-end specialist content in design & construct works, new works, refurbishment, structural remediation requirements or significant structural modifications. Our expertise and depth of construction experience enable us to achieve competitive advantages across a diverse range of projects and scopes of works.

## Regional Projects

CLPM is a company that doesn't shy away from projects 'out of the norm'. In fact, these are our specialty. The culture amongst our team is one of 'can do' with a passion for projects that present unique challenges – wherever they may be.

We have completed projects in Kalgoorlie, Beverley, Pinjarra, York, Jurien Bay, Albany, Wiluna and in various remote areas as far away from Perth as Cue (in the upper Mid-West region of WA), Laverton (Goldfields), Pingrup and Nyabing (Great Southern region of Western Australia).

Please see attached our Company Profile, listing some of our previously completed projects and client references. Our Company website can be found at [www.clpm.com.au](http://www.clpm.com.au)



## Key Personnel

### **Managing Director:** Paul Rees MBA(UWA), GAICD

Paul has worked in the capacity of Managing Director at CLPM for 8 years and will be engaged directly in the development and implementation of operational strategy and the monitoring the delivery of desired outcomes of the present project.

Regional community project delivery has been identified as a key expansion initiative for CLPM drawing upon the company's administrative capacity and core values of ethical, culturally aware, and sustainable practice. Paul has researched and secured specifically qualified, culturally aligned, and experienced personnel and suppliers to resource this initiative.

### **Project Manager and Registered Building Practitioner:** Angelo Galati MBA(ECU), BP104066

Angelo Galati joined CLPM in February 2021 expanding the business' Special Construction divisional activities in regional and remote locations.

Through his previous work with Defence Housing Australia, Pindan Contracting and Perkins Builders, Angelo has extensive experience in the delivery of commercial and remote projects (please see Angelo's previous work history attached separately). Angelo is a registered Building Practitioner and has been appointed as a nominated practitioner of CLPM to those projects he manages.

Upon his arrival at CLPM, Angelo immediately took over the refurbishment project at Fremantle Hospital where has managed the construction program and delivered upon technical solutions for existing structural issues and demolition challenges. Angelo's knowledge of construction methodologies and safety management on-site has been well demonstrated. He has since undertaken remote housing construction work for the Department of Communities (Laverton) and the Shire of Kent (Nyabing and Pingrup).

### **Site Supervisor and Registered Building Practitioner:** Ash Pond BP104375

Ash completed his carpentry trade qualification in the UK where he worked on various projects throughout England and Europe. Making the move to Perth in 2014, Ash was working as a self-employed Commercial and Residential carpenter before commencing with CLPM in 2015. Ash has supervised some large projects for CLPM including the Greenstar rated Old Perth Boys School internal conservation & fitout, the Cloisters Building conservation and the new West Australian Museum.

Crossing. Importantly, David has a long-standing history of project delivery in collaboration with Angelo Galati and Angelo confirms his confidence and respect for the work David has completed whilst under his management.

Please find attached Curriculum Vitae for each of the **key personnel** nominated above for further information.



General Curriculum Vitae		
<b>Personal Details:</b>		
Name:	Paul Rees	
Position in Company:	Managing Director	
Period with company:	7 years	
Tenure:	Full Time	
<b>Academic Qualifications:</b>		
Year:		
1987	B.Pharm (Curtin), MPS	
2007	MBA (UWA)	
2007	GAICD	
2017	Diploma of Building & Construction	
<p><b>Relevant Experience:</b> 25 years' experience in managing and operating SME's and serving company boards, with strong corporate governance and strategic management skills ensuring the organisational culture necessary to sustain CLPM's reputation as a competent, respectful and ethical building company with specialist knowledge in the areas of Heritage Restoration and Specified Purpose construction projects. Knowledge of chemical interactions and surface effects encountered between heritage, common and specialised building materials and GBCA GreenStar Associate.</p>		
Date	Contract	Value
2021	Fremantle Hospital F Block – Structural & Masonry conservation works	\$840,000
2021	WA Maritime Training Centre – Recladding and window restoration	\$1.2m
2020	Managing Multiple Projects with Supervision Team	\$6M
2019	Managing Multiple Projects with Supervision Team	\$10M
2018	Former Maylands Post Office – Façade restoration & associated repairs	\$50,000
2018	City of Perth, Council House T's – Structural remediation & tiling to external façade	\$50,000
2018	Wesley Chapel, Porch replacement; MRA – Elizabeth Quay Brick Seat; Womens Health & Family Services; Delta Group – New Museum Project Heritage Stairs	\$55,000
2018	Manjimup Timber Museum – Adaptation & upgrade to heritage timber museum	\$250,000
2018	Spare Parts Puppet Theatre, Fremantle - Exoskeleton	\$350,000
2018	Scanlan Surveys, Midland – Masonry Restoration	\$60,000
2018	7 Rawson Street, Subiaco – Heritage Restoration	\$100,000
2018	26 Moir Street, Perth – Heritage Restoration	\$150,000
2017	27 Brookman Street, Perth – Heritage Restoration	\$130,000
2017	18 Moir Street, Perth – Heritage Restoration & Extension	\$360,000
2017	Willem de Vlamingh Memorial construction	\$220,000
2017	Cue Post Office – Heritage Restoration & Repurpose	\$1.1m
2017	Circles on Fitzgerald – Restoration and Fitout	\$340,000
2017	Onslow Primary – Asbestos encapsulation & fitout; Palms Community Centre – Toilet refurb; Cunderdin Pump Station – Masonry conserve.; St Aidan's Church, Claremont – Masonry Restoration; Bridgetown Uniting Church – Helibar Stitching	\$235,000
2016	City of Swan, Stafford Court, Midland – Roof Replacement	\$265,000
2016	Trayning Bowling Club Refurbishment and Extension	\$0.5m
2016	Old Fire Station, Fremantle Remedial Works and Extension	\$0.3m
2016	St Columba's Church, South Perth	\$500,000
2016	St Bartholomew's Church; Hannan's Club, Kalgoorlie; Subiaco Museum, Asbestos Removal & Ceiling Replacement; Midland Railway Workshops, Block 3 – Masonry & Structural	\$220,000
2016	Elizabeth Quay Food & Beverage Outlet FB05 construction	\$1.6m
2016	Old Perth Boys School, Stage 2 & 3 – Int. conservation & fitout	\$1.5m
2016	Florence Hummerston Kiosk, Elizabeth Quay – Reconstruction	\$3.7m
2015	Burt Street, Boulder – Façade Restoration & Upgrade	\$4.2m
2015	Domain Stadium Gate 19 Restoration & Repairs	\$40,000
2015	Bunbury War Memorial Restoration	\$70,000
2014	Next Generation Kings Park Refurbishments	\$0.4m
2014	Boulder War Museum	\$0.4m



<b>General Curriculum Vitae</b>		
<b>Personal Details:</b>		
Name:	Angelo Galati	
Position in Company:	Project Manager	
Period with company:	0.25 years	
Tenure:	Full Time	
<b>Academic Qualifications:</b>		
Year:		
1985	Advanced Diploma of Quantity Surveying	
1989	Certificate of Qualification as Master Builder (Italy)	
2007	Certificate of Attainment in Project Management	
2009	Graduate Certificate of Business Administration	
2010	Graduate Diploma of Business Administration	
2011	MBA ECU	
2020	Diploma of Building & Construction	
2021	Building Practitioner Licence	
<b>Relevant Experience:</b>		
<b>Date</b>	<b>Contract</b>	<b>Value</b>
2017 - 2020	Swanbourne – Upgrades of 153 houses for Defence members and their families	\$48.3m
2017	Learmonth – D&C of 4 houses for Defence members and their families	\$3.3m
2010 - 2016	NPARIH Program new houses – Construction of 207 new houses within the Kimberley Region of WA	\$100m+
2010 - 2016	NPARIH Program existing houses – Refurbishment of 228 dwellings (various communities)	\$35m+
2015	Fitzroy Crossing – Construction of Women’s Shelter	\$502,000
2015	Fitzroy Crossing – Construction of The ERA Study Accommodation	\$1.2m
2010	Fitzroy Crossing Construction Camp (56 man camp)	\$2.5m
2010	Yungngora Community – Upgrade of 16 houses	
2010	Yungngora Community – Construction Camp (24 man camp)	\$1.4m
2005	Thaymas Apartments – Thomas Street, Perth	
2003	ITC Vallauri Fossano (Italy) - School extension	A\$2.4m
2002	Universita’ di Torino – Upgrade of existing building to accommodate a new IT department	A\$2.3m
2002	Centro Protezione Civile Alba (Italy) – D&C new offices and depot	A\$2.6m
2002	Casino Bingo Big Turin (Italy) – Upgrade of existing building to accommodate player rooms	A\$6.2m
2001	Casino Bingo Massaua Upgrade of existing building to accommodate player rooms	A\$3.6m
2001	Roddi Council offices (Italy) – D&C New offices and Depot	A\$3.2m
2001	ATC Moncalieri (Italy) – D&C multi storey apartment building	A\$7.2m
2001	Beinasco via Mascagni (Italy) D&C multi storey apartment building	A\$2.3m
2001	Condominio Piazza Vittorio Turin (Italy) Heritage listed building - refurbishment of facades and apartments	A\$400,000
2000	Consorzio Villa Gualino Turin (Italy) Heritage listed building – Upgrade of hotel rooms	A\$1.3m
2000	ATM Directional Offices (Italy) – Refurbishment project	A\$900,000
2000	Frejus Road Tunnel, Control Room	A\$2.9m
2000	School Edmondo De Amicis, via Fossano – Turin	A\$1.7m
1999	Turin IACP (Department of Housing) nine storey apartment building	A\$2.4m
1990	Metro Shopping Centre - Brescia	A\$8.7m
1987	Strada Della Verna Complex (Italy) – D&C Residential Complex CIT - consisting of 173 apartments	A\$7.9m

<b>General Curriculum Vitae</b>		
<b>Personal Details:</b>		
Name:	Ashley Pond	
Position in Company:	Site Supervisor / Lead Carpenter	
Period with company:	6 years	
Tenure:	Full Time	
<b>Academic Qualifications:</b>		
Year:	Subject:	Qualification:      Comments:
2013	Carpenter	Full Trade Qualifications
2014	White Card	
2016	First Aid Training	
2016	Scaffold Appreciation Course – Master Builders WA	
2017	High Risk Licence      EWP	
<b>Relevant Experience:</b>		
<b>Date</b>	<b>Contract</b>	<b>Value</b>
2021	Redemptorist Monastery, North Perth – Replacement roofing and associated works	\$1m
2021	Old Mill & Cottage, South Perth – Masonry and carpentry conservation works	\$260,000
2020	No. 3 Pump Station, Cunderdin – Engine room floor area, structural remediation	\$130,000
2020	Old Abattoir Hillman – Conservation works. New roof structure and masonry conservation	\$130,000
2018-2020	Multiplex New Museum Project – Heritage carpentry and flooring. Supervisor/Carpenter	\$2.8m
2018	Manjimup Timber Museum – Stage 2	\$250,000
2018	Scanlan Surveys, Midland – Masonry Restoration	\$60,000
2018	7 Rawson Street, Subiaco – Heritage Restoration	\$100,000
2018	26 Moir Street, Perth – Heritage Restoration	\$150,000
2017	Manjimup Timber Museum – Adaptation and upgrade to heritage timber museum. Stage 1 – Oct.'17; Supervisor / Carpenter	\$250,000
2017	Cue Post Office – Conservation and adaptive reuse to community centre. Supervisor / Carpenter	\$1.1m
2017	St Columba's Presbyterian Church, Peppermint Grove – External stone conservation works and structural stabilisation. Carpenter	\$180,000
2017	The Cloisters Building, 200 St Georges Tce, Perth – External masonry conservation and roof replacement. Supervisor / Carpenter	\$500,000
2017	Cunderdin Pump Station, National Trust WA – Masonry conservation and roof plumbing. Supervisor / Carpenter	\$35,000
2017	Palms Community Centre, City of Subiaco – Toilet refurbishment. Supervisor / Carpenter	\$20,000
2017	10 Moir Street, Perth – Refurbishment and conservation of heritage home, including structural underpinning. Supervisor / Carpenter	\$125,000
2016	Old Fire Station, Fremantle – Rear roof/verandah repairs and shade works. Carpenter	\$200,000
2016	Trayning Bowling Club, Shire of Trayning – Renovations and upgrades to sporting club. Supervisor / Carpenter	\$500,000
2016	Gil Fraser Oval Grandstands, City of Fremantle – Conservation and structural remediation works.	\$120,000
2016	Old Perth Boys School Stage 2 & 3, National Trust WA – Internal conservation and fitout. Greenstar rated project. Supervisor / Carpenter	\$1.8m
2016	Elizabeth Quay Food & Beverage Outlet FB05 construction Carpenter	\$1.6m
2015	Florence Hummerston Kiosk, Elizabeth Quay – Reconstruction Carpenter	\$3.7m
2014 to 2015	Commercial and Residential Carpenter: Self Employed – Perth	
2007 to 2013	Structural Carpenter: Westwind Oak Building – Bristol, England Various projects throughout England and Europe	



## Recent Similar Projects

## Client

The Department of Communities tendered for the Document and construction of one (1) three-bedroom two bathroom dwelling, and one (1) two-bedroom one bathroom dwelling at lot 219, 5 Duketon St Laverton. The tender was awarded to CLPM and commenced in September 2021.

## Scope

The Department wanted to ensure that there was an acceptable level of flexibility with respect to the design and specification parameters and therefore expected CLPM to deliver innovation and creativity which was responsive to its market context with respect to built-form, value and development risk mitigation.

The design and construct solutions needed to address the design brief, guidelines and specification identified within the tender documentation.

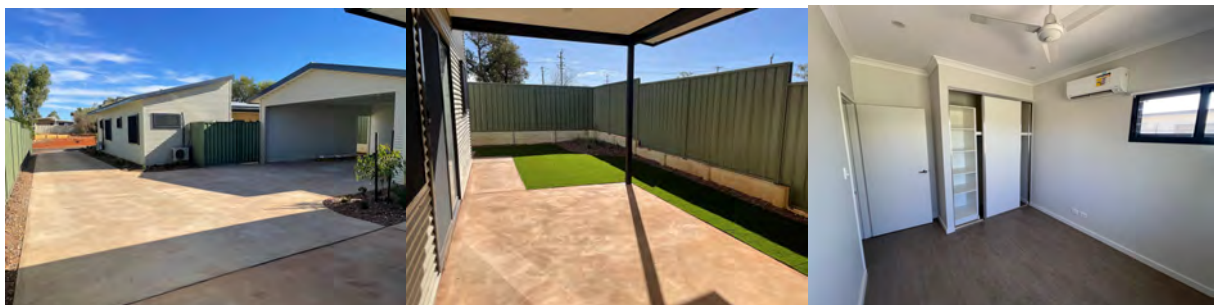
The houses were to be constructed to the Government Regional Officer Housing specifications (GROH) and in accordance to the requirements of the Residential Design Codes and the Building Code of Australia and be constructed in accordance with all relevant Federal, State, Local Government, service supply authority laws, by-laws and regulations and all relevant Australian Standards.

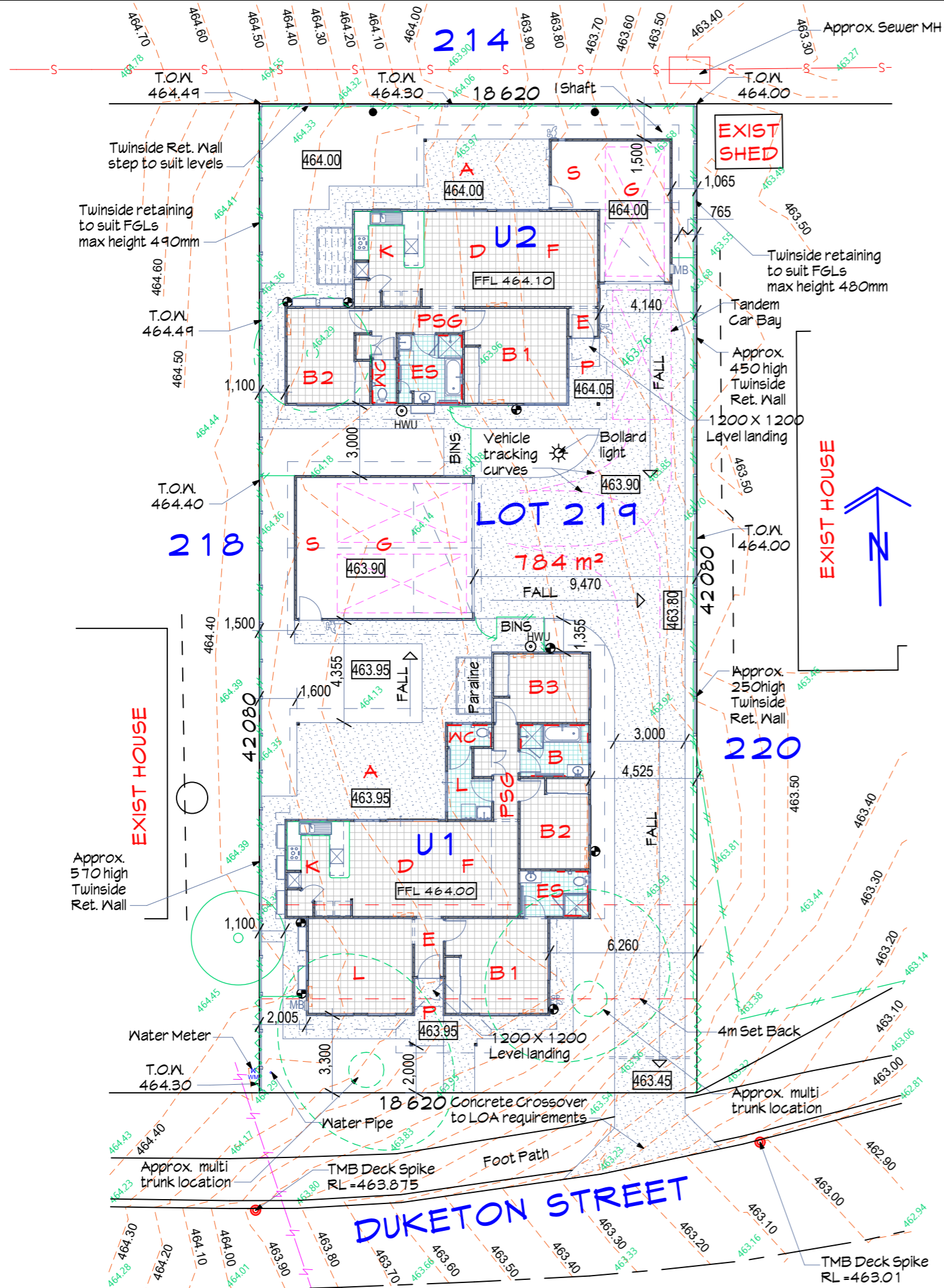
Project value: \$1,021,159.83

Completed: March 2022

## Outcome

With comprehensive communication between CLPM, consultants and the Department of Communities throughout the project, the works have progressed within the allocated time frame and with good quality. The project is forecast to be handed over on time and to the satisfaction of the Department of Communities.





### LEGEND

- FFL 45.50 Finished floor level
- 45.30 Finished ground level
- Existing ground level
- Existing Contours
- Existing tree to be removed
- Existing tree to be retained
- Post & 3 rail Colorbond fencing 1800m high
- Post & 3 rail Colorbond fencing 1200m high
- Concretework to engineer's drawing
- Step in retaining wall

## SITE PLAN

## Broadhurst & Bott Architects



Kenneth Broadhurst Architects Pty Ltd  
trading as Broadhurst & Bott Architects  
ABN 83 009 273 812  
ACN 009 273 812

20A Blackwall Reach Parade, BICTON WA 6157  
Mobile 0403 243 075 email mike@bbarc.com.au  
1 Megalong Street, NEDLANDS WA 6009  
Mobile 0427 887 720 email john@bbarc.com.au

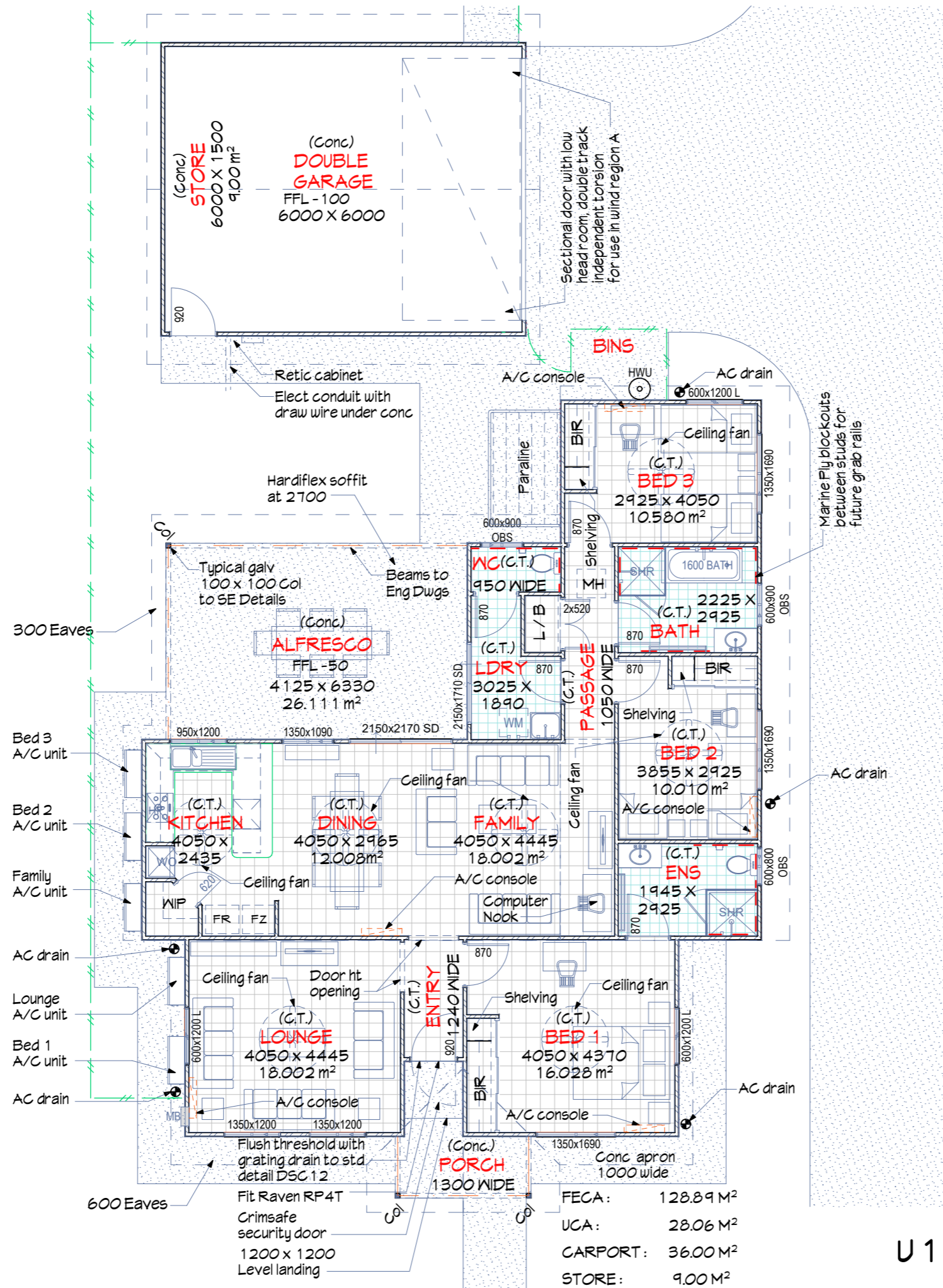
PROJECT  
1 X 2BED & 1 X 3BED DWELLINGS  
LOT 219 (5) DUKETON ST  
LAVERTON  
FOR Department of Communities

DATE	FEBRUARY 2021
SCALE	1:200
DRAWN	CB
JOB No.	21_101
CHECKED	MB
APPROVED	JB

DRAWING No. **A-02**

REVISION No.	A	Page 20
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UCA:	28.06 M <sup>2</sup>
CARPORY:	36.00 M <sup>2</sup>
STORE:	9.00 M <sup>2</sup>

U1 FLOOR PLAN

# Broadhurst & Bott Architects



Kenneth Broadhurst Architects Pty Ltd  
trading as Broadhurst & Bott Architects  
ABN 83 009 273 812  
ACN 009 273 812

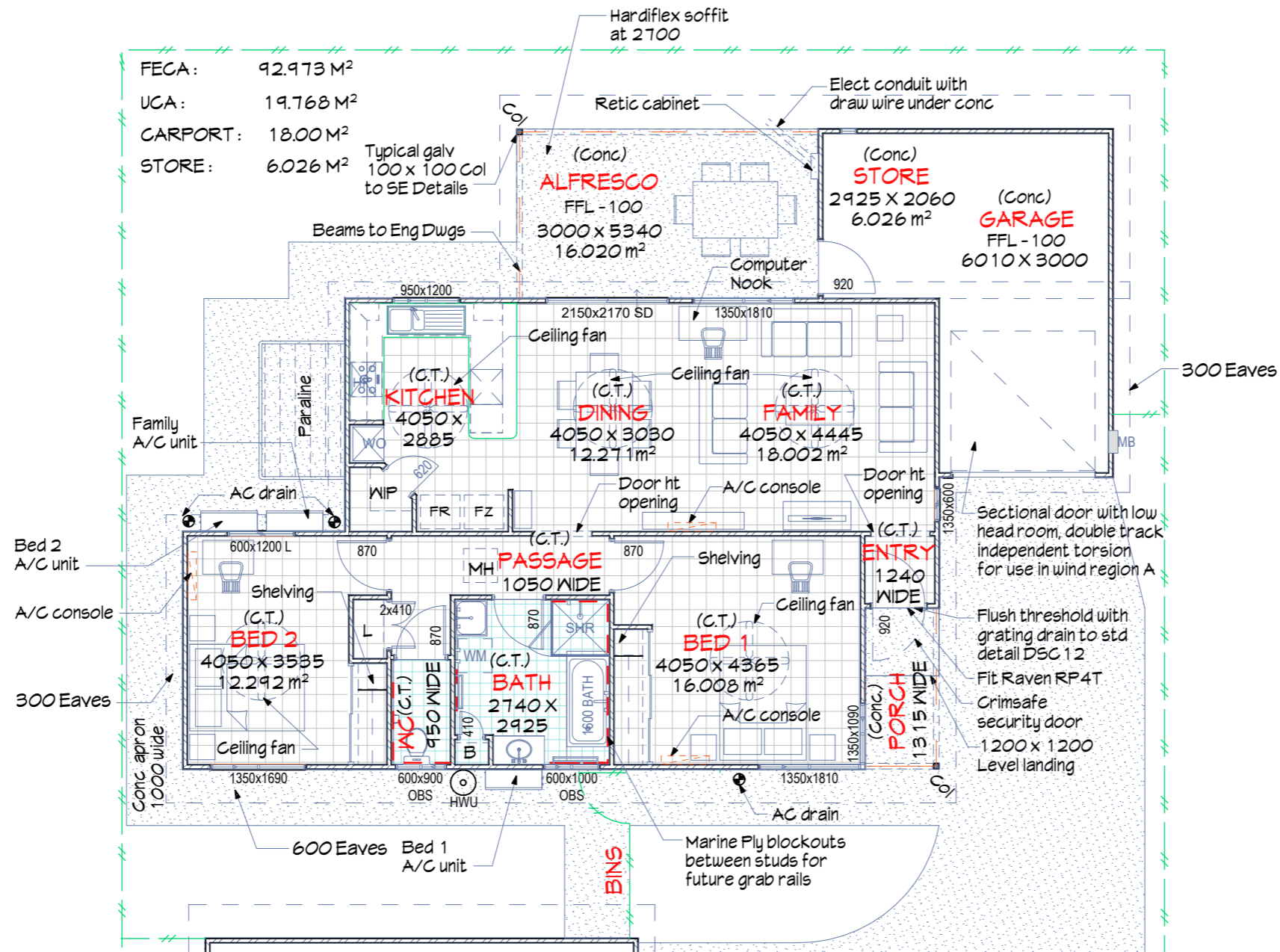
20A Blackwall Reach Parade, BICTON WA 6157  
Mobile 0403 243 075 email mike@bbarc.com.au  
1 Megalong Street, NEDLANDS WA 6009  
Mobile 0427 887 720 email john@bbarc.com.au

PROJECT  
1 X 2BED & 1 X 3BED DWELLINGS  
LOT 219 (5) DUKETON ST  
LAVERTON  
FOR Department of Communities

DATE	FEBRUARY 2021
SCALE	1:100
DRAWN	CB
JOB No.	21_101
CHECKED	MB
APPROVED	JB

DRAWING No. **A-03**

REVISION No.	A									
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U2 FLOOR PLAN

**Broadhurst & Bott  
Architects**



Kenneth Broadhurst Architects Pty Ltd  
 trading as Broadhurst & Bott Architects  
 ABN 83 009 273 812  
 ACN 009 273 812

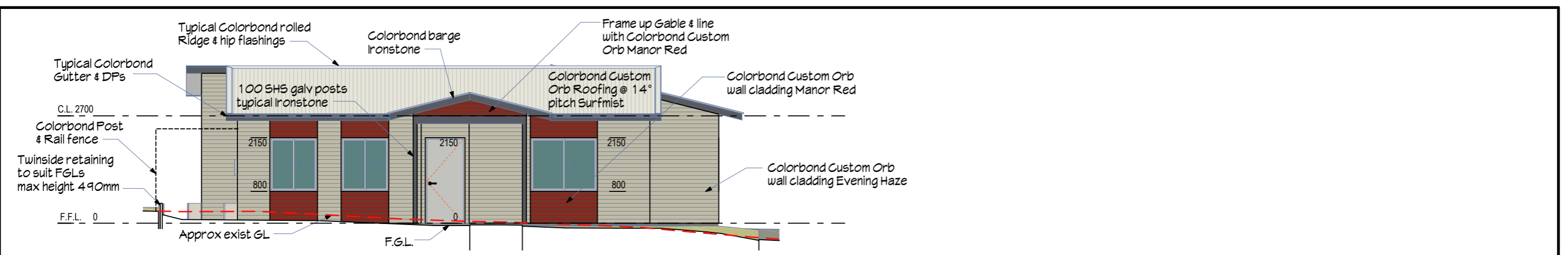
20A Blackwall Reach Parade, BICTON WA 6157  
 Mobile 0403 243 075 email mike@bbarc.com.au  
 1 Megalong Street, NEDLANDS WA 6009  
 Mobile 0427 887 720 email john@bbarc.com.au

PROJECT  
 1 X 2BED & 1 X 3BED DWELLINGS  
 LOT 219 (5) DUKETON ST  
 LAVERTON  
 FOR Department of Communities

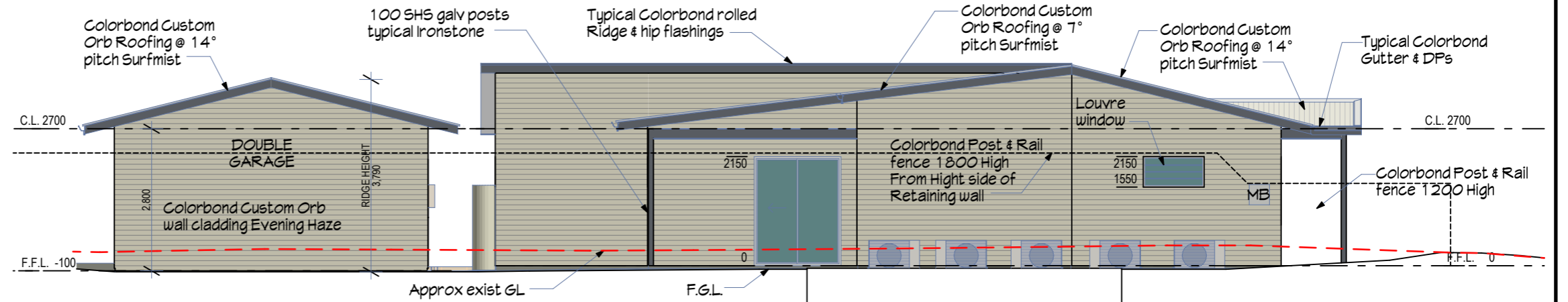
DATE	FEBUARY 2021
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DRAWN	CB
JOB No.	21_101
CHECKED	MB
APPROVED	JB

DRAWING No. **A-04**

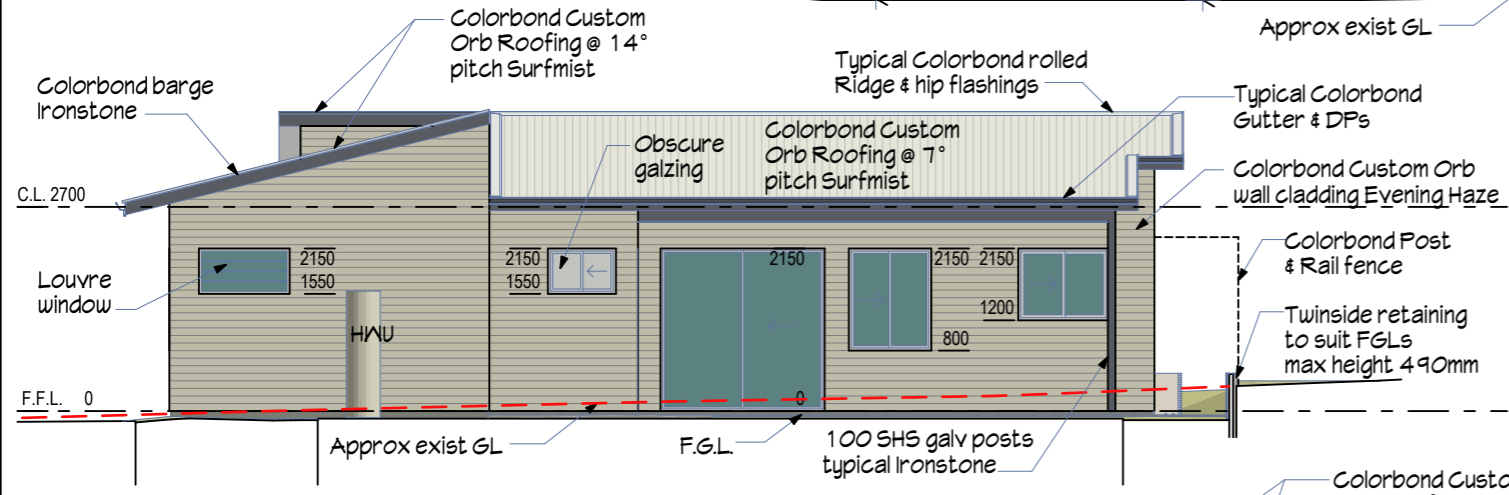
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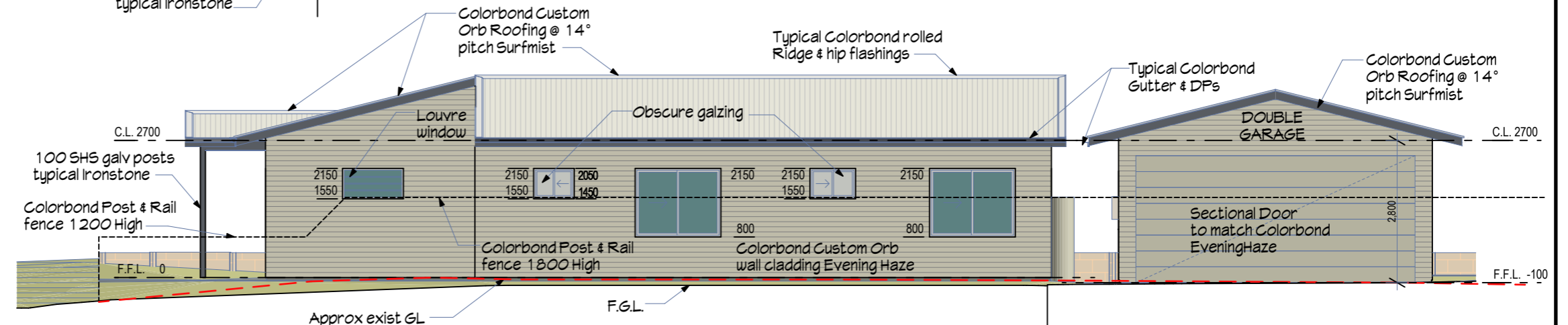
**SOUTH ELEVATION**



**WEST ELEVATION**




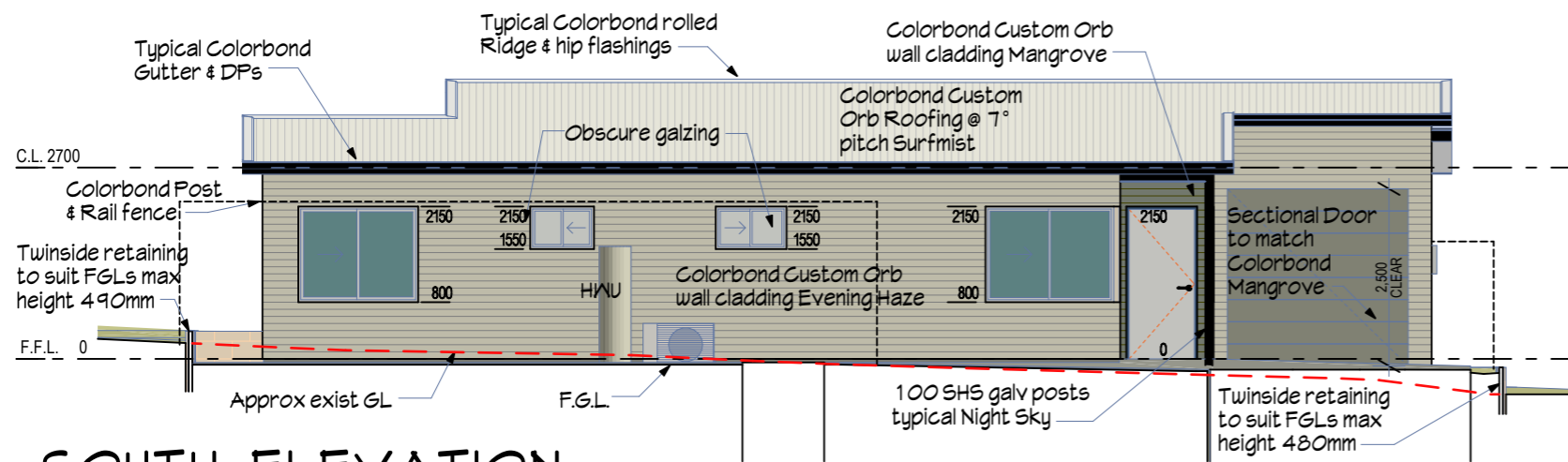
**NORTH ELEVATION**



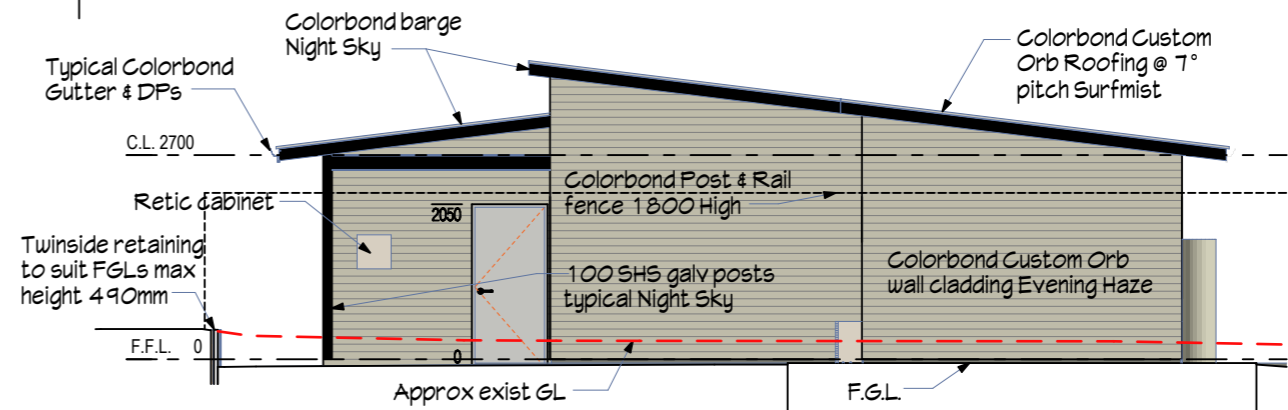
**EAST ELEVATION**

**U1 ELEVATIONS**

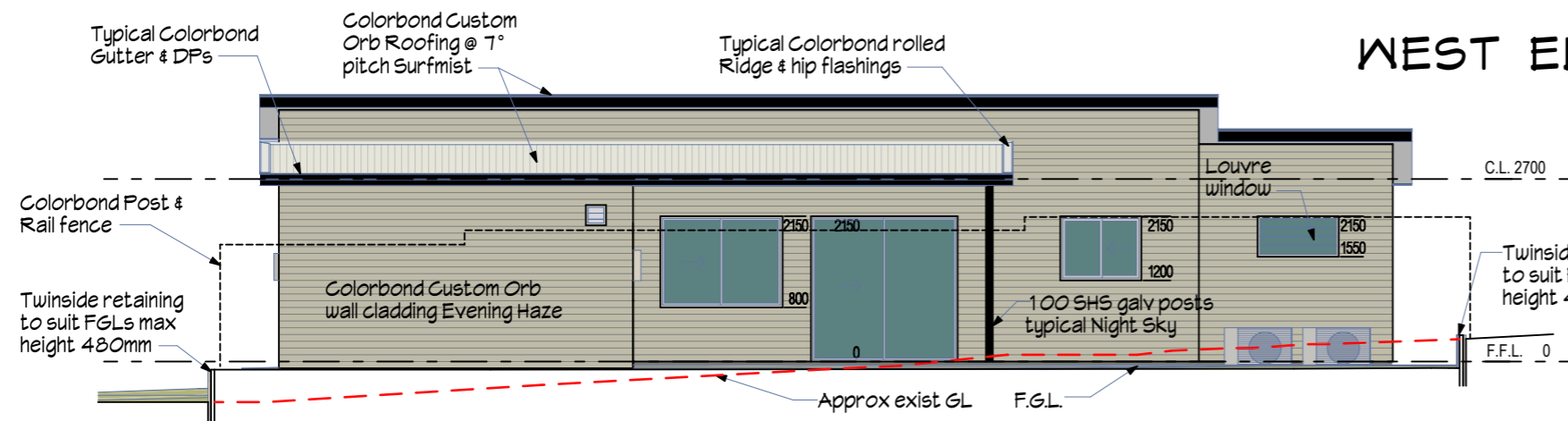
 <p><b>Broadhurst &amp; Bott Architects</b>          20A Blackwall Reach Parade, BICTON WA 6157          1 Megalong Street, NEDLANDS WA 6009          Kenneth Broadhurst Architects Pty Ltd trading as Broadhurst &amp; Bott Architects</p>	<p>ABN 83 009 273 812          ACN 009 273 812          Mobile 0403 243 075 email mike@bbarc.com.au          Mobile 0427 887 720 email john@bbarc.com.au</p>	<p>PROJECT 1 X 2BED &amp; 1 X 3BED DWELLINGS          LOT 219 (5) DUKETON ST          LAVERTON          FOR Department of Communities</p>	<p>DATE FEBRUARY 2021</p>	<p>DRAWING No. <b>A-05</b></p>
			<p>SCALE 1:100</p>	
<p>CHECKED MB</p>	<p>APPROVED JB</p>	<p>JOB No. 21_101</p>	<p>DRAWN CB</p>	<p>REVISION No. A Page 23</p>
			<p>LOCAL GOVT. COUNCIL SHIRE OF LAVERTON</p>	



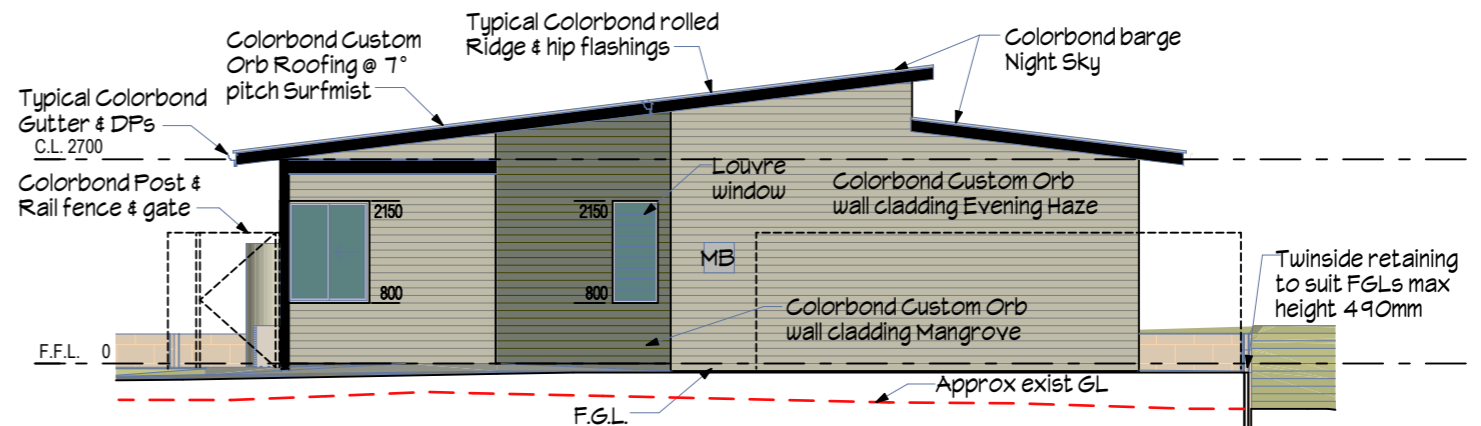
**SOUTH ELEVATION**



**WEST ELEVATION**



**NORTH ELEVATION**



**EAST ELEVATION**

**U2 ELEVATIONS**



**Broadhurst & Bott**

**Architects**

20A Blackwall Reach Parade, BICTON WA 6157  
1 Megalong Street, NEDLANDS WA 6009  
Kenneth Broadhurst Architects Pty Ltd trading as Broadhurst & Bott Architects

ABN 83 009 273 812  
ACN 009 273 812  
Mobile 0403 243 075 email mike@bbarc.com.au  
Mobile 0427 887 720 email john@bbarc.com.au

PROJECT 1 X 2BED & 1 X 3BED DWELLINGS  
LOT 219 (5) DUKETON ST  
LAVERTON  
FOR Department of Communities

CHECKED MB

APPROVED JB

DATE FEBRUARY 2021

SCALE 1:100

DRAWN CB

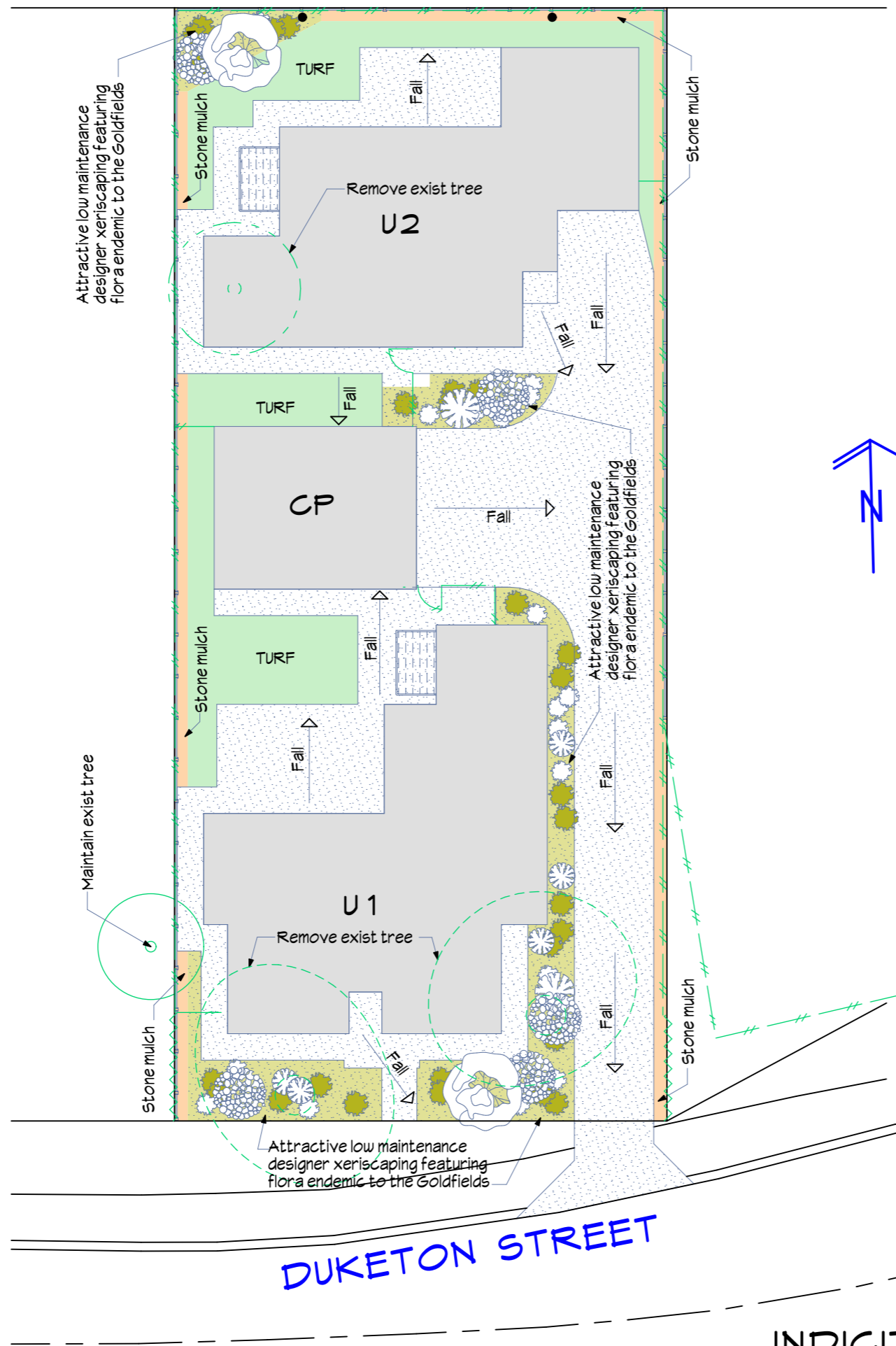
JOB No. 21\_101

DRAWING No.

**A-06**

REVISION No.

A Page 24



## Broadhurst & Bott Architects



Kenneth Broadhurst Architects Pty Ltd  
trading as Broadhurst & Bott Architects  
ABN 83 009 273 812  
ACN 009 273 812

20A Blackwall Reach Parade, BICTON WA 6157  
Mobile 0403 243 075 email mike@bbarc.com.au  
1 Megalong Street, NEDLANDS WA 6009  
Mobile 0427 887 720 email john@bbarc.com.au

PROJECT  
1 X 2BED & 1 X 3BED DWELLINGS  
LOT 219 (5) DUKETON ST  
LAVERTON  
FOR Department of Communities

DATE	FEBUARY 2021
SCALE	1:200
DRAWN	CB
JOB No.	21_101
CHECKED	MB
APPROVED	JB

DRAWING No.

# A-07

REVISION No. A

Page 25

## Client

The Shire of Kent in joint conjunction with Department of Communities (DoC) and Department of Education (DoE) sought the services for the Design and Construct Teacher Accommodation Dwellings as follows:

- One 4x2 Dwelling at Lot 76 (#6) Paterson Street, Pingrup;
- Two 2x1 Free Standing Dwellings at Lot 167(#16) Bourke Street, Nyabing;

The project was a 'turnkey' solution to deliver the houses and all associated works to point that it is ready for walk in when the keys were handed over.

The tender was awarded to CLPM and commenced in September 2021.

## Scope

The Department wanted to ensure that there was an acceptable level of flexibility with respect to the design and specification parameters and therefore expected CLPM to deliver innovation and creativity which was responsive to its market context with respect to built-form, value and development risk mitigation.

The design and construct solutions needed to address the design brief, guidelines and specification identified within the tender documentation.

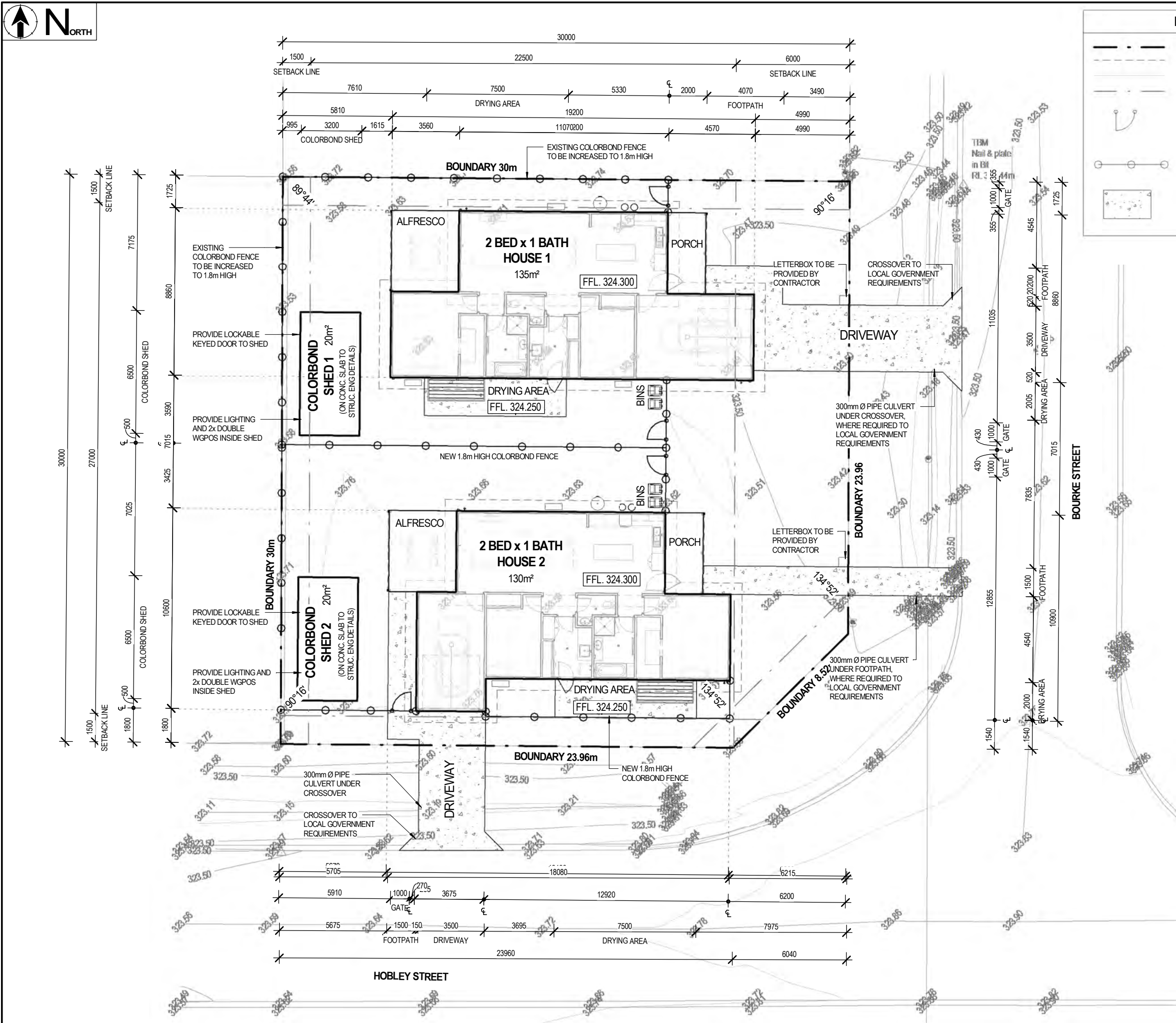
The houses were to be constructed to the Government Regional Officer Housing specifications (GROH) and in accordance to the requirements of the Residential Design Codes and the Building Code of Australia and be constructed in accordance with all relevant Federal, State, Local Government, service supply authority laws, by-laws and regulations and all relevant Australian Standards.

Project value:           \$1,642,470.52  
Completed:               Forecast Completion September 2022

## Outcome

With comprehensive communication between CLPM, consultants and the Shire of Kent throughout the project, the works have progressed within the allocated time frame and with good quality. The project is forecast to be handed over on time and to the satisfaction of the client and all other stakeholders involved.





**LEGEND**

- LOT BOUNDARY
- ROOF LINE OVER
- CONTOUR LINE
- BOUNDARY SETBACK
- NEW COLORBOND PEDESTRIAN GATE TO MANU. DETAILS
- NEW COLORBOND FENCE TO MANU. DETAILS
- CONCRETE FOOTPATH & DRIVEWAY TO STRUC. ENG. DETAILS

**GENERAL NOTES**

DO NOT SCALE FROM THIS DRAWING, VERIFY ALL DIMENSIONS ON SITE, PRIOR TO COMMENCEMENT OF ANY WORKS.

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES OF WORKS, SPECIFICATIONS, FINISHES AND EQUIPMENT SCHEDULES.

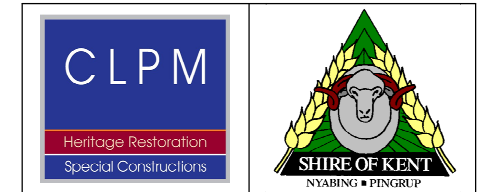
ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE CURRENT SPECIFICATIONS AND THE STANDARDS ASSOCIATION OF AUSTRALIA.

WHERE NECESSARY SHOP DRAWINGS SHOULD BE GENERATED.

THE ISSUANCE OF ELECTRONIC INFORMATION IN ANY FORMAT DOES NOT RELIEVE ANY RESPONSIBILITY FOR CONTRACTUAL OBLIGATIONS WHICH INCLUDE, BUT IS NOT LIMITED TO, ENSURING THE WORK IS COMPLETE, ACCURATE AND CORRECT.

NOTE: REFER TO GENERAL NOTES FOR ADDITIONAL SITE PLAN SPECIFIC NOTES

HOUSE 1 AREAS:			
PORCH		9MF	
ALFRESCO		15MF	
HOUSE FOOTPRINT		135MF	
HOUSE INTERNAL (INC. GARAGE)		130MF	
HOUSE INTERNAL (EXC. GARAGE)		103MF	
SHED		20MF	
HOUSE 2 AREAS:			
PORCH		9MF	
ALFRESCO		15MF	
HOUSE FOOTPRINT		130MF	
HOUSE INTERNAL (INC. GARAGE)		124MF	
HOUSE INTERNAL (EXC. GARAGE)		103MF	
SHED		20MF	
LOT SIZE		882MF	
REV	DATE	DESCRIPTION	BY
<b>REVISIONS</b>			



ISSUED FOR: **ISSUE FOR CONSTRUCTION**

**olk**

46 claverling rd bayswater wa 6053  
po box 1427 kalamunda wa 6926  
t 08 9293 0296  
f 08 9293 0543  
[olk.com.au](http://olk.com.au)

CLIENT:  
CLPM PTY. LTD.

PROJECT:  
SHIRE OF KENT TEACHER HOUSING  
LOT 167 (#16) BOURKE STREET  
NYABING, WA, 6341

DRAWING TITLE:  
**SITE PLAN**

NYABING - TWO 2 BED x 1 BATH

DRAWN: MD	CHECKED: AO	ENGINEER: -	CLIENT REP: AG
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PROJECT No. C-CLPM-THDC-01	DWG NO. <b>A-2-101</b>	REV <b>0</b>
SCALE: 1 : 200	@A3	

**1 SITE PLAN**  
1 : 200

9/11/2021 1:34:12 PM



## ANGELO GALATI - REMOTE COMMUNITY WORKS & REFEREES

PROJECT NO.	PROJECT TITLE	DATE	VALUE	REFEREE	EMAIL	CONTACT NO.
<b>Year 2019</b>						
PROC-39868	External upgrades of 11 Houses in Exmouth	26/08/2019	\$825,143	Ruth Grey	<a href="mailto:ruth.grey@dha.gov.au">ruth.grey@dha.gov.au</a>	0437 874 217
PROC-30662	Upgrade and Extension of 52 houses at Seaward Village , Swanbourne, WA	5/02/2019	\$8,953,743	Ruth Grey	<a href="mailto:ruth.grey@dha.gov.au">ruth.grey@dha.gov.au</a>	0437 874 217
<b>Year 2018</b>						
PROC-15788	Upgrade and Extension of 43 houses at Seaward Village , Swanbourne, WA	24/04/2018	\$7,392,055	Ruth Grey	<a href="mailto:ruth.grey@dha.gov.au">ruth.grey@dha.gov.au</a>	0437 874 217
<b>Year 2017</b>						
PROC-3879	Upgrade and Extension of 39 houses at Seaward Village , Swanbourne, WA	21/07/2017	\$7,795,850	Ruth Grey	<a href="mailto:ruth.grey@dha.gov.au">ruth.grey@dha.gov.au</a>	0437 874 217
PROC-30966	Upgrade and Extension of 14 houses at Seaward Village , Swanbourne, WA	21/07/2017	\$3,240,570	Ruth Grey	<a href="mailto:ruth.grey@dha.gov.au">ruth.grey@dha.gov.au</a>	0437 874 217
PROC-6	Learmonth - Design & Construction of 4 Houses	18/04/2017	\$3,300,000	Viet Nguyen	<a href="mailto:viet.nguyen@dha.gov.au">viet.nguyen@dha.gov.au</a>	02 9762 5607
<b>Year 2015</b>						
HOU9616115	Department of Housing - Construction of Fifteen (15) Houses on Lots 121-123 and Lots 134 - 141 at Yungngora Community via Fitzroy Crossing	9/07/2015	\$5,310,985	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9634115	Department of Housing - NPARIH - Refurbish Fourteen (14) Houses on 13 sites, Lots 2, 3, 4, 5, 6, 9, 11, 12, 13, 15, 16, 17 & 18 at Ngalingkadji	7/10/2015	\$1,690,593	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
<b>Year 2014</b>						
HOU2014000448	Department of Housing - Demolition of 4 Asbestos Houses on Lot 63a, 63b, 103 & 105 at Junjuwa Community via Fitzroy Crossing	19/03/2014	\$139,381	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9630114	Department of Housing - Construction of Six (6) New Houses on Lot 6, Lot 30, Lot 60, Lot 155, Lot 156 & Lot 157 at Bayulu Community via Fitzroy Crossing	25/09/2014	\$2,429,888	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9632014	Department of Housing - Construction of Five (5) Houses on Lot 52, Lot 53, Lot 54, Lot 57 & Lot 58 at Muludja Community via Fitzroy Crossing	17/10/2014	\$2,693,667	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9631114	Department of Housing - Construction of Ten (10) Houses on Lots 58, 62, 64, 107, 120, 123, 142, 147, 206 & 213, and the Demolition of Two (2) Dwellings on Lot 64 & 120 at Balgo Community Halls Creek	28/11/2014	\$4,331,078	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9630214	Department of Housing - Construction of Eight (8) New Houses at Pandanus Park Community via Derby on Lots 18, 20, 21, 23, 24 ,25, 26 & 27	13/10/2014	\$3,258,861	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
<b>Year 2013</b>						
HOU9602713	Department of Housing - Refurbishment of 8 Houses at Lot 4, Lot 10, Lot 11, Lot 13, Lot 15, Lot 18, Lot 22 & Lot 32 Kupungarri Via Derby	22/02/2013	\$1,494,153	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9683212	Department of Housing - Construction of Four (4) Houses on Lots 5, 25, 26 & 27 at Mindi Rardi Community via Fitzroy Crossing	21/05/2013	\$2,025,681	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
2013001050	Department of Housing - Demolition of 2 Asbestos Houses & 5 Metal Structures at Mindi Rardi	5/06/2013	\$59,250	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9622213	Department of Housing - Construction of Twelve (12) new dwellings on Lots 50, 51, 52, 53, 79, 80, 81, 85, 86, 87, 88 & 120 at Yungngora Community via Fitzroy Crossing	18/06/2013	\$6,529,079	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817



HOU9627713	Department of Housing - Construction of 6 New Houses on Lots 60, 61, 62, 63, 64 & 65 at Kurnangki Community via Fitzroy Crossing	17/09/2013	\$2,971,168	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU2013002615	Department of Housing - Demolish 5 Asbestos Houses on Lot 47, 48, 49, 57 & 59 at Junjuwa Community via Fitzroy Crossing	18/01/2013	\$149,205	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9635813	Department of Housing - Construction of Eight (8) New Houses at Wakathuni Community, via Tom Price (Lots 23, 25, 26, 28, 29, 38, 39 & 40)	22/11/2013	\$3,947,869	Greg Eastman	<a href="mailto:ge@westnet.com.au">ge@westnet.com.au</a>	9921 2841

#### Year 2012

HOU9606912	Department of Housing - Refurbishment of Two House at Lot 3 & Lot 15 Loanbun Via Fitzroy Crossing	26/03/2012	\$305,903	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9623312	Department of Housing - Construction of 8 new Houses at Junjuwa Community Via Fitzroy Crossing on Lots 31a, 31b, 34, 35 36, 52, 53 & 86	23/05/2012	\$4,097,213	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU962312	Department of Housing - Construction of 8 House at Junjuwa Community Via Fitzroy Crossing	23/05/2012	\$4,097,213	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9623112	Department of Housing - Construction of 6 New Houses at Lot 29, 61, 63, 75 76 & 77 Bayulu Community via Fitzroy Crossing	29/05/2012	\$2,911,807	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9628512	Department of Housing - Construction 5 New Houses at Lot 150, 151, 152, 152 & 154 Bayulu Community Via Fitzroy Crossing	20/06/2012	\$2,544,909	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9625812	Department of Housing - Forward Earthworks (Stage 1) at Lot 21, Lot 23, Lot 24, Lot 26, Lot 27 & Lot 29 at Muludja Via Fitzroy Crossing	20/06/2012	\$378,085	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9625312	Department of Housing - Construction of Six (6) Houses at Lot 4, Lot 6, Lot 8, Lot 15, Lot 17 & Lot 22 Yungngora via Fitzroy Crossing	29/06/2012	\$3,146,015	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9629612	Department of Housing - Construction of 7 Houses at Lot 33, Lot 34, Lot 36A, Lot 37 Lot 48, Lot 47 & Lot 66F at Yungngora Community via Fitzroy Crossing	20/07/2012	\$4,257,054	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9621912	Department of Housing - Demolition of 10 Houses on Lots 4, 6, 15, 17, 22, 33, 34, 37, 45 & 47 at Yungngora via Fitzroy Crossing	14/09/2012	\$250,000	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9605512	Department of Housing - Refurbishment of 17 House on Lot 6, Lot 7, Lot 9, Lot 10, Lot 11, Lot 13, Lot 14, Lot 16, Lot 18, Lot 19, Lot 20 Lot 34, Lot 43, Lot 46, Lot 49, Lot 54 & Lot 56 At Yungngora F	25/09/2012	\$6,294,286	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9680512	Department of Housing - Construction of Fifteen (15) Houses Lot 279, 65, 60, 77, 79, 85, 106, 108, 126, 131, 143, 161, 184, 186, & 188 at Balgo Community Via Halls Creek	25/09/2012	\$6,294,286	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9687012	Department of Housing - Demolition of 5 Asbestos Houses at Bayulu Community via Fitzroy Crossing	21/12/2012	\$125,000	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9686912	Department of Housing - Demolition of 14 Asbestos Houses at Junjuwa Community via Firzroy Crossing	21/12/2012	\$350,000	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817

#### Year 2011

HOU9649910	Department of Housing - Lots 3, 4, 7, 8, 13, 18, 61, 67, & 68 Junjuwa Community, Derby - Refurbishment of Nine Houses	7/01/2011	\$851,459	David Carpenter	<a href="mailto:david.carpenter@communities.wa.gov.au">david.carpenter@communities.wa.gov.au</a>	0419 965 870
HOU9601511	Department of Housing - Lots 20, 24, 27, 40, 44, 54 & 55 - Bayulu Community, Via Fitzroy Crossing - Construction of Seven (7) Houses	20/01/2011	\$3,588,454	David Carpenter	<a href="mailto:david.carpenter@communities.wa.gov.au">david.carpenter@communities.wa.gov.au</a>	0419 965 870
HOU9650510	Department of Housing - Lots 9 & 10 - Loanbun Community, Fitzroy Crossing, Derby - Construction of Two (2) Houses	8/02/2011	\$1,097,800	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9611911	Department of Housing - Lot 1, 5, 10 & 11 Joy Springs Community Via Firzroy Crossing - Refurbishment of 4 Houses	6/05/2011	\$450,308	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9611811	Department of Housing - Lots 8, 9, 15 & 16 Mindi Radi Community via Fitzroy Crossing - Refurbishment of 4 Houses	6/05/2011	\$631,537	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817

HOU9615311	Department of Housing - Lot 5, 28, 30, 34, 45, & 48 Muludja Community Via Fitzroy Crossing - Refurbishment of 6 Houses	21/06/2011	\$770,315	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU96188	Department of Housing - Lots 2, 4, 5, 8, 11, 16, 17, 22, 25, 39, 46, 49, 53, 133, 134 & 135 Bayulu Community Via Fitzroy Crossing - Construction of 16 New Houses	23/08/2011	\$9,139,379	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9620211	Department of Housing - Lots 36,37,38,67,68,72 & 80 Yakanarra Community Via Fitzroy Crossing - Refurbishment of 7 Houses	19/09/2011	\$969,982	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9622011	Department of Housing - Lots 2, 3, 4, 6, 7, 8 & 9 Joy Springs Via Fitzroy Crossing - Refurbishments of Seven Houses (Stage 2)	26/10/2011	\$917,056	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9622111	Department of Housing - Lots 47, 56, 57 58, 7, 62 & 67 for Bayulu Community - Construction of seven (7) Houses	3/10/2011	\$3,861,752	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9619311	Department Of Housing - Lot 1 & Lot 16 & Lot 19 & Lot 89 & Lot 10a & Lot 10b & Lot 9a & Lot 9b at Junjuwa Community via Fitzroy Crossing - Refurbishment of 8 dwellings	3/10/2011	\$1,130,500	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9622611	Department of Housing - Refurbishment of six houses at Lots 10, 12, 17, 18, 19, 20 - Mindi Rardi Community via Fitzroy Crossing	18/10/2011	\$874,859	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
HOU9626911	Department of Housing - Lot 39A & Lot 39B Junjuwa via Fitzroy Crossing - Refurbishments of 2 Units	23/11/2011	\$311,232	Peter Smith	<a href="mailto:peter.smith@communities.wa.gov.au">peter.smith@communities.wa.gov.au</a>	9222 4817
<b>Year 2010</b>						
HOU9636210	Department of Housing - Refurbishment of 6 Existing Houses - at Kurnangki Community Via Fitzroy Crossing	1/07/2010	\$1,153,273	David Carpenter	<a href="mailto:david.carpenter@communities.wa.gov.au">david.carpenter@communities.wa.gov.au</a>	0419 965 870
HOU9636610	Department of Housing - Djugerari Community via Fitzroy Crossing - Refurbishment of 8 Existing Houses.	1/07/2010	\$1,615,066	David Carpenter	<a href="mailto:david.carpenter@communities.wa.gov.au">david.carpenter@communities.wa.gov.au</a>	0419 965 870
HOU9644210	Department of Housing - Refurbishment of 7 Existing Houses on Lots 15, 21, 23, 28, 31, 32 and 34 - at Bayulu Community via Fitzroy Crossing	21/09/2010	\$444,812	David Carpenter	<a href="mailto:david.carpenter@communities.wa.gov.au">david.carpenter@communities.wa.gov.au</a>	0419 965 870
HOU9648010	Department of Housing - Refurbishment of Four Houses - Lots 6,11, 13,and 14 - at Mindi Rardi Community - via Fitzroy Crossing	22/09/2010	\$540,143	David Carpenter	<a href="mailto:david.carpenter@communities.wa.gov.au">david.carpenter@communities.wa.gov.au</a>	0419 965 870
HOU9649110	Department of Housing - Refurbishment of Seven (7) Houses at Bayulu Community Via Fitzroy Crossing Stage Two - Lots 12/14/35/37/43/45/48	29/11/2010	\$511,902	David Carpenter	<a href="mailto:david.carpenter@communities.wa.gov.au">david.carpenter@communities.wa.gov.au</a>	0419 965 870
HOU9650110	Department of Housing - Bayulu Via Fitzroy Crossing - Stage 1 Construction of 7 House	23/12/2010	\$3,410,109	David Carpenter	<a href="mailto:david.carpenter@communities.wa.gov.au">david.carpenter@communities.wa.gov.au</a>	0419 965 870



## CURRENT & COMPLETED CONTRACTS

The following information represents all contracts completed by CLPM as of August 2022. Each contract was completed with a quality outcome on time, on budget and to the client's satisfaction.

Client	Project	Architect	Scope of Works	Contract Value ex GST	Year of Completion
<b>Building activity over the next 2 years</b>					
City of Melville	Civic Hall Refurbishment	Slavin Architects	Refurbishment of Melville Civic Hall	\$1.14m	Current
Congregation of the Most Holy Redeemer	Monastery Verandahs	Slavin Architects	Stabilisation and Conservation to Verandahs	\$750,000	Current
Westbridge Funds Management	3 Paget Street Hilton	WFM	Structural Remediation to Apartments Balcony	\$60,000	Current
Radaze Commercial	202 Cambridge Street Wembley	Hocking Architects	New Lift Installation and Associated Works	\$300,000	Current
Rob Lawson	23 Airlie Street Claremont	Quoin Consulting	Structural Stabilisation to Verandah	\$80,000	Current
Shire of Kent	New Housing Nyabing	D&C	Design & Construct 3 New Houses	\$1.4m	Current
Piers Williams	52 Henry Street Fremantle	Hocking Heritage	Façade Conservation and Structural Remediation	\$75,000	Current
Roderick Cooper & Gail Spiers	37 Leake Street, Peppermint Grove	Griffiths Architects	Conservation and additions to large residential property	\$2.8m	Current
<b>Completed projects</b>					
Department of Finance	Woodman Point Doctors Residence	Hocking Architects	Heritage Conservation and New Addition	\$480,000	2022
Uniting Church	St Aidans Church Claremont	Ailtire Architects	Structural Stabilisation and Heritage Conservation to Church	\$190,000	2022
Department of Communities	New Housing Laverton	D&C	Design & Construct 2 New Houses	\$800,000	2022
Uniting Church	Wesley Church William St Perth	UCA	Structural Remediation	\$45,000	2021
Shire of Murray	Edenvale Schoolhouse, Pinjarra	Shire of Murray	Roof timber repairs	\$80,000	2021
Shire of Murray	Edenvale Schoolhouse, Pinjarra	Shire of Murray	Roof timber repairs	\$80,000	2021
University of Notre Dame	ND1 Window & Roof Replacement	Burdett & Goodison Engineers	Roof replacement, window replacement and structural remediation	\$140,000	2021
University of Notre Dame	UND Chapel	Burdett & Goodison Engineers	Structural remediation	\$65,000	2021

<b>Client</b>	<b>Project</b>	<b>Architect</b>	<b>Scope of Works</b>	<b>Contract Value ex GST</b>	<b>Year of Completion</b>
Uniting Church Australia	Uniting Church Northam	N/A	Roof replacement and masonry conservation	\$105,000	2021
South Metropolitan Health Service	Fremantle Hospital F Block	Griffiths Architects	Structural & Masonry Conservation Works	\$1.2m	2021
Congregation of the Most Holy Redeemer Inc.	Redemptorist Monastery Re-Roofing	Slavin Architects	Replacement Roofing and Associated Works	\$1.5m	2021
BC Books	48 High Street - Fremantle	Slavin Architects	Façade Structural Remediation	\$25,000	2021
Department of Finance – Building Management & Works	WA Maritime Museum Training Centre	Ailtire Architects	Recladding and window restoration	\$1.2m	2021
City of Canning	Woodloes Homestead	Ailtire Architects	Cellar Masonry and Veranda Conservation	\$100,000	2021
City of South Perth	Old Mill & Cottage	Hocking Heritage	Masonry and Carpentry Conservation Works	\$260,000	2021
National Trust of Western Australia	St Bartholomew's Church	NTWA	Masonry and Drainage Conservation Works	\$100,000	2021
Shire of Cunderdin	No.3 Pump Station	NTWA	Engine Room Floor Area – Structural Remediation	\$130,000	2020
Multiplex	New Museum Project – Heritage Carpentry	Hassell	Restoration and Conservation of External Carpentry and Windows	\$2.8m	2020
University of Notre Dame	ND43 Masonry	UND	External Masonry Conservation	\$60,000	2020
National Trust of Western Australia	Jarrahdale Mill	NTWA	Structural Remediation	\$15,000	2020
Shire of Murray	Edenvale Homestead	Annabel Wills	Masonry and Carpentry Conservation	\$32,000	2020
Dwellingup DCA Community	Dwellingup Hotel	Annabel Wills	Masonry Façade Conservation	\$66,000	2020
Uniting Church in Australia	St Pauls Kalgoorlie	Uniting Church	Priority Conservation and Stormwater Drainage	\$140,000	2020
City Of Rockingham	Old Abattoir Conservation Works	Stephen Carrick	New Roof Structure and Masonry Conservation	\$130,000	2020
Metropolitan Cemeteries Board	Norfolk Columbarium Repair – Karrakatta Cemetery	Quoin Engineering	Repair of dilapidated concrete columns and beams, masonry restoration and painting	\$48,000	2020
National Trust Western Australia	Woodbridge NTWA	National Trust of Western Australia	Structural Remediation and Heritage Masonry and Carpentry Conservation	\$630,000	2020
Catholic Archdiocese	Identity WA	TRCB	Heritage Conservation to Courtyard Verandah and Roof Turret	\$230,000	2020
City of Busselton	Old Butter Factory Remediation	Kent Lyon Architects	Remediation of Fire Damaged Heritage Listed Museum	\$1.1m	2020
Shire of Toodyay	Old Newcastle Goal Toodyay	Steven Carrick Architects	Re-roofing, structural remediation and drainage works to heritage listed Newcastle goal.	\$396,000	2020
Private	Heritage Cove Maylands	N/A	Masonry Repair	\$1,000	2019
Private	Amvest North Beach	N/A	Masonry Repair – damp remediation	\$7,000	2019

<b>Client</b>	<b>Project</b>	<b>Architect</b>	<b>Scope of Works</b>	<b>Contract Value ex GST</b>	<b>Year of Completion</b>
Private	Amvest Collie	N/A	Masonry Repair – damp remediation	\$2,000	2019
City of Melville	Millers Bakehouse	City of Melville	Structural and Heritage Remediation to Museum Building	\$75,000	2019
Private	Shepparton Road Garage repair	Griffiths	Garage repair from termite damage	\$4000	2019
Notre Dame University	Notre Dame Masonry	Burdett & Goodison Structural Engineers	Masonry restoration	\$33,000	2019
EMCO	St Vincents Aged Care, Guildford	Peter Hunt / Hocking Heritage Studio	Conservation and Upgrade to 3no Heritage Buildings	\$730,000	2019
Cays Engineering	New Museum Project – Heritage Component of Steel Package	Hassell	Form Penetrations and Reinstate Heritage Fabric to assist with Seismic Strengthening Works	\$438,000	2019
City of Subiaco	Security door and partitions	City of Subiaco	Aluminium glazed security door and partition	\$10,000	2019
Notre Dame University	Chapel & ND1 Courtyard	Notre Dame University	Masonry repair	\$30,000	2019
Creative Spaces	Almondbury Rd Office	Creative Spaces	Verandah decking	\$4,000	2019
National Trust of Australia (WA)	Gallop House	National Trust of Australia (WA)	Air Conditioning upgrade	\$11,000	2019
Shire of Murray	Former Exchange Hotel – Pinjarra	Griffiths Architects	Refurbishment of an old Heritage Listed Hotel	\$596,000	2019
Next Generation Kings Park	Royal Kings Park Tennis Club Grandstands	Griffiths Architects	Conservation & Adaptive Works to 2no Grandstands	\$980,000	2019
Delta Group	New Museum Project – Heritage Timber Stair	Hassell	Dismantling of Heritage Staircase, Label, Wrap and Retain for future reuse	\$12,000	2018
Maria Havilah	Former Maylands Post Office	Stephen Carrick Architects	Façade Conservation and Associated Repairs	\$50,000	2018
Women's Health & Family Services	Women's Health & Family Services, Northbridge	WHFS	New Opening to internal courtyard	\$6,000	2018
Metropolitan Redevelopment Authority	Brick Seat – Elizabeth Quay	Metropolitan Redevelopment Authority	Masonry Installation to Modern Artwork	\$7,000	2018
City of Perth	Council House T's	City of Perth	Structural Remediation and Tiling to External Facade	\$30,000	2018
Southern Strata Services	18-24 Queen Victoria St, Fremantle	Slavin Architects	External Carpentry and Masonry Repairs	\$75,000	2018
Wesley Chapel	Wesley Chapel	Stephen Carrick Architects	Porch Roof Replacement and External Drainage Works	\$30,000	2018
Shire of Manjimup	Manjimup Timber Museum	Suzanne Hunt Architects	Adaptation and upgrade to heritage timber museum	\$250,000	2018
Department of Finance	Spare Parts Puppet Theatre, Fremantle	Slavin Architects	Installation of an exoskeleton steel structure	\$360,000	2018
Scanlan Surveys	23 Spring Park Road, Midland	Scanlan Surveys	Masonry conservation and associated works	\$60,000	2018

Client	Project	Architect	Scope of Works	Contract Value ex GST	Year of Completion
Seventh Avatar Pty Ltd	7 Rawson Street, Subiaco	Griffiths Architects	Heritage conservation	\$100,000	2018
Owners of Rivendel, Strata Plan 11400	8 Collie Street, Fremantle	Hocking Heritage Studio	External façade conservation	\$260,000	2018
Alan Stewart	26 Moir Street, Perth	Griffiths Architects	Heritage conservation	\$150,000	2018
National Trust of Australia (WA)	Office Airconditioning	National Trust of Australia (WA)	Airconditioning upgrade and associated works	\$35,000	2017
Bridgetown Uniting Church	Bridgetown Uniting Church	Peter Baxendale	Structural remedial works.	\$40,000	2017
St Columba's Church	St Columba's South Perth	Bruce Callow	Porch remedial works.	\$12,000	2017
City of Perth	Perth Town Hall	City of Perth	Glass floor panel replacement.	\$6,000	2017
Elizabeth Beesley	27 Brookman St, Perth	Annabel Wills Architect	Heritage conservation and structural stabilisation of existing property.	\$100,000	2017
Fergus & Julie Jockel	18 Moir Street, Perth	Annabel Wills Architect	Conservation & adaptation of existing property and construction of extension.	\$350,000	2017
Shire of Cue	Cue Post Office	Suzanne Hunt Architects	Conservation and adaptive reuse to community centre.	\$1.1m	2017
Metropolitan Redevelopment Authority	Willem de Vlamingh Memorial	PwC	Installation of granite sundial memorial slab on Riverside Drive, Perth.	\$220,000	2017
St Aidan's Church, Claremont	St Aidan's Church, Claremont	Parry + Whyte Architects	Structural stabilisation and minor conservation works.	\$75,000	2017
Perth Diocesan Trustees	The Cloisters, 200 St Georges Tce, Perth	The Buchan Group	External masonry conservation and roof replacement.	\$450,000	2017
Circles on Fitzgerald Pty Ltd	Circles on Fitzgerald	Lyons Architects	Upgrade and adaptation of existing property for hairdressing salon, including fit out.	\$300,000	2017
Tim Newton	10 Moir Street, Northbridge	Alice Steedman Architect	Refurbishment and conservation of heritage home, structural underpinning.	\$125,000	2017
The Commissioners of the Presbyterian Church in WA	St Columba's Presbyterian Church, Peppermint Grove	Hocking Heritage Studio	External stone conservation works and structural stabilisation.	\$195,000	2017
Shire of Murray	Edenvale Homestead	Annabel Wills Architect	Construction of new verandah to heritage listed building.	\$130,000	2017
National Trust of Australia (WA)	Cunderdin Pump Station	NTWA	Masonry conservation and roof plumbing	\$34,000	2017
City of Subiaco	Palms Community Centre	City of Subiaco	Toilet refurbishment	\$20,000	2017
City of Subiaco	Onslow Primary School	City of Subiaco	Asbestos encapsulation and fitout	\$67,000	2017
Metropolitan Redevelopment Authority	Midland Railway Workshops – Block 3	MRA	Masonry & Structural Remediation	\$20,000	2016
Mirette Pty Ltd	Meeralinga House West Perth	Alice Steedman	Conservation & Hydraulics Remediation	\$22,000	2016

Client	Project	Architect	Scope of Works	Contract Value ex GST	Year of Completion
City of Wanneroo	Cockman House, Wanneroo	City of Wanneroo	Conservation works	\$22,000	2016
City of Swan	Stafford Court, Midland	City of Swan	Roof Replacement	\$265,000	2016
City of Fremantle	Old Fire Station	City of Fremantle	Rear roof / verandah repairs and shade works	\$190,000	2016
City of Subiaco	Subiaco Museum	City of Subiaco	Asbestos removal and ceiling replacement	\$45,000	2016
Shire of Trayning	Trayning Bowling Club	Shire of Trayning	Renovations and upgrades to sporting club	\$500,000	2016
City of Perth	Various Asbestos Removal	City of Perth	Removal of asbestos from various locations, reinstate alternative materials	\$35,000	2016
Diploma Construction (WA)	176 Adelaide Tce, Perth	Annabel Wills	Conservation and Re-roof of Heritage Church	\$32,000	2016
Hannan's Club Ltd	Hannan's Club	Griffiths Architects	Wall Conservation	\$75,000	2016
University of Notre Dame	ND23	University of Notre Dame	Repairs & Upgrade	\$45,000	2016
St Columba's Church, South Perth	St Columba's Church, South Perth	Bruce Callow & Associates	Re-roofing & structural remediation works	\$500,000	2016
Metropolitan Redevelopment Authority	Elizabeth Quay Food & Beverage Outlet FB05	Iredale Pedersen Hook Architects	Construction of food & beverage outlet at Elizabeth Quay	\$1.6m	2016
National Trust of Australia (WA)	St Bartholomews Church, East Pth	NTWA	Conservation & hydraulic works	\$50,000	2016
City of Fremantle	Gil Fraser Oval Grandstands	City of Fremantle	Conservation & structural remediation works	\$110,000	2016
National Trust of Australia (WA)	Old Perth Boys School – Stage 2 & 3	NTWA	Internal conservation and fitout. Greenstar rated project.	\$1.5m	2016
Leighton Broad	Florence Hummerston Kiosk, Elizabeth Quay	ARM Architecture & Hocking Heritage Studio	Reconstruction of deconstructed heritage building.	\$3.7m	2016
City of Kalgoorlie Boulder	Burt Street Façade Upgrades	City of Kalgoorlie Boulder	Conservation and façade upgrades	\$4.2m	2015
Domain Stadium	Restoration of Gate 19, Domain Stadium, Subiaco	Maitland Heritage Engineering	Restoration and repairs of Gate 19 due to impact by vehicle. Stone/masonry repairs and restoration, plus internal restorations.	\$40,000	2015
City of Bunbury	Bunbury War Memorial	City of Bunbury	Specialised paint removal, followed by restoration of marble statue, sandstone pedestal & plinths	\$65,000	2015
SERCUL	Chimney Restoration	Sercul	Restoration and conservation of 4 chimneys at SERCUL Head Office in Beckenham	\$25,000	2015
Scots Church Fremantle	Scots Church Fremantle	Hocking Heritage Studio	External Belltower restorations	\$65,000	2015
City of Kalgoorlie Boulder	Former Thingz Building Restoration	City of Kalgoorlie Boulder	Internal restoration and refurbishment	\$160,000	2014
Next Generation Kings Park	Next Generation Kings Park Change Room Upgrade	Griffiths Architects	Refurbishment of male & female change rooms	\$370,000	2014

Client	Project	Architect	Scope of Works	Contract Value ex GST	Year of Completion
National Trust of Australia (WA)	National Trust Building - Chimneys	NTWA	Structural & masonry restoration to chimneys	\$32,000	2014
City of Kalgoorlie Boulder	Boulder War Museum	Duncan Jack	Internal/external restoration & upgrade works.	\$400,000	2014
Shire of Dandaragan	Jurien Bay Wellness Centre	Dallas Wilson Design	Adaptation of existing residence to medical centre	\$740,000	2013
Next Generation Kings Park	Royal Kings Park Tennis Club Grandstands	Griffiths Architects	Heritage conservation of grandstands	\$160,000	2013
Toro Energy	Wiluna Mine Managers House	Annabel Wills Architecture	Heritage restoration	\$290,000	2013
City of Kalgoorlie Boulder	Kalgoorlie & Boulder Town Halls – Door Replacement	City of Kalgoorlie Boulder	Door replacement	\$24,000	2013
Shire of Wiluna	Wiluna Goods Shed	Annabel Wills Architecture	Heritage restoration	\$100,000	2013
Chung Wah Association	128 James St, Northbridge	Hocking Heritage Studio	Refurbishment – Stage 2 of works	\$50,000	2013
Ian Maitland Heritage Engineer	Perth Railway Station Façade	Ian Maitland Heritage Engineer	Structural investigation	\$13,000	2013
Higgins Coatings	1 The Esplanade, Mt Pleasant	Higgins Coatings	Structural repairs	\$85,000	2013
Higgins Coatings	Bunbury Tower	Higgins Coatings	Structural repairs	\$50,000	2013
National Trust of Australia (WA)	Strawberry Hill Farm, Albany	NTWA	Heritage restoration	\$200,000	2013
Chung Wah Association	128 James St, Northbridge	Hocking Heritage Studio	Refurbishment – Stage 1 of works	\$65,000	2013
BMW	Karrinyup & Mirrabooka Primary School	Ian Wilkes	Re-Roofing	\$950,000	2013
The Creations Group, Hong Kong	MacKenzie Buildings, Kalgoorlie	Alice Steedman & Michael Ipkendanz	Structural repairs	\$36,000	2012
City of Kalgoorlie Boulder	Kathleen Day Playgroup Wishing Well	City of Kalgoorlie Boulder	Refurbishment	\$33,000	2012
Scots Church Fremantle	Scots Church Fremantle	Hocking Heritage Studio	High Level external repairs	\$83,000	2012
City of Kalgoorlie Boulder	Kalgoorlie Railway Barracks	City of Kalgoorlie Boulder	Restoration	\$30,000	2012
UWA	UWA	UWA	Concrete repairs & Balustrade replacement	\$70,000	2012
City of Kalgoorlie Boulder	Maritana House	Formworks architects	Restoration	\$210,000	2012
National Trust of Australia (WA)	Old Perth Boys School Perth CBD	NTWA	Conservation & adaptation works to external fabric. <b>CBD site</b>	\$850,000	2012
West Australian Newspapers	Kalgoorlie Miner Building	Alice Steedman & Michael Ipkendanz	Façade Restoration & roof replacement	\$1.1m	2012
Kerry Hill Architects	30 Mouat Street, Fremantle	Kerry Hill Architects	Parapet repairs & modifications to stairs, lift addition	\$350,000	2012
City of Kalgoorlie	Boulder Town Hall	GHD Engineers	Structural remediation to earthquake damage	\$700,000	2012



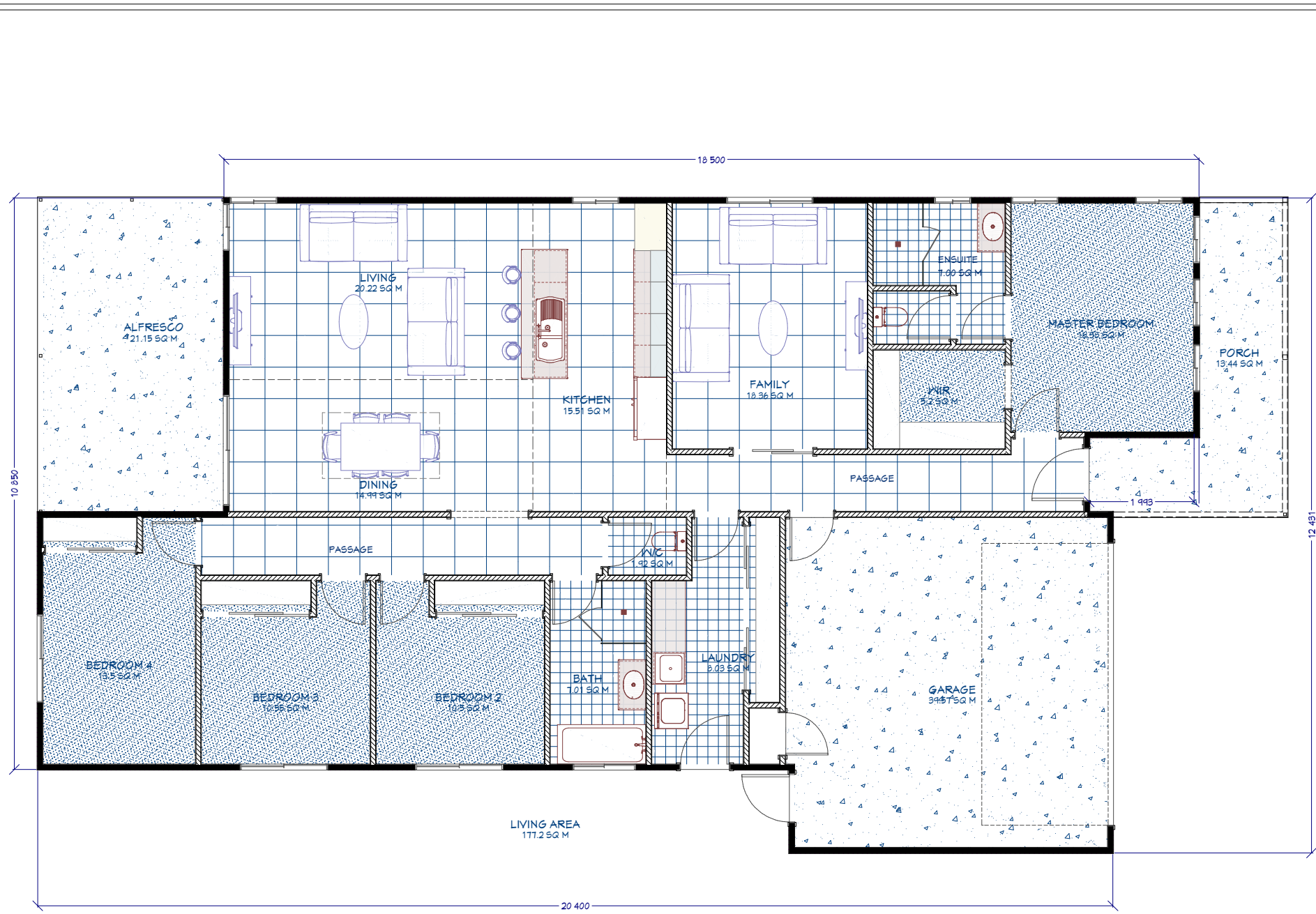
Client	Project	Architect	Scope of Works	Contract Value ex GST	Year of Completion
Shire of Murray	Edenvale Homestead, Pinjarra	Annabel Wills	De-construct dangerous existing structures incl brickwork roofing etc. Re-construction and restoration of fire damaged building	\$650,000	2011
Archbishop of Perth	St Kierans Church Roof Restoration Tuart Hill	Philip Griffiths Architects	Remove 800 m2 of Frayed asbestos shingles & replace with Colorbond	\$270,000	2011
Uniting Church	St Aidans Church, Claremont	Hocking Heritage Studio	New Church Hall Partially deconstruct Church Hall & re-build	\$1.2m	2011
City of Fremantle	Fremantle Markets	Kelsall Binet Architects	Façade Conservation incl new shopfronts & brick piers restored	\$420,000	2011
Kerry Hill Architects	30 Mouat Street, Fremantle	Kelsall Binet Architects	Restore Heritage façade. Re-roof. Structural alterations.	\$400,000	2011
National Trust of Australia (WA)	John Curtin House Cottesloe	NTWA	Ex Prime Minister of Australia home restoration.	\$240,000	2010
National Trust of Australia (WA)	2 Houses Former Police HQ Beverley	NTWA	Fully restore two homes ready for occupation	\$880,000	2010
CBus & Probuild	140 William Street, Perth	Lovell Chen	Complete façade restoration works to walls, roof, staircases and new verandahs	\$7.0m	2010
Hawaiian Investments & Multiplex	Bishops House Perth CBD	Palassis Architects	Restore tile roof. Restore walls & repoint stone & masonry. Redec.	\$270,000	2009
Uniting Church Multiplex	Trinity Church Perth CBD	Hocking Heritage Studio	Restore building due to cracks from settlement of building wks adjacent.	\$750,000	2009
St Columbus Church, Peppermint Grove	St Columbas Church Hall Peppermint Grove	Hocking Heritage Studio	Rem Asbestos. Structural repr. Extn in timber frame	\$400,000	2009
Midland Redevelopment Authority	Midland Workshops 1, 2 & 3 Pattern Shop Extension	Palassis Architects	Re-Roof of (16000m2) asbestos & cast iron drainage & General repairs to masonry & roof structure. 11m off ground New exten. steel frame construct & renov to existing building.	\$9.3m	2009
Midland Redevelopment Authority	First Aid Post Midland	Philip McAlister	Restoration of building in timber frame construction	\$220,000	2008
National Trust of Australia (WA)	Jarrahdale Mill	NTWA	Roof Hydraulic install & wall cladding & ground works	\$200,000	2008
Multiplex	100 St. Georges Terrace Perth CBD	Hames Sharley	Heritage Restoration Hay Street Façade	\$900,000	2008
Dept of Housing & Works	54 Caversham Street, East Perth	Dept of Housing & Works	Asbestos Roof Replacement and associated remedial works	\$280,000	2008
Bayswater Shire	RA McDonald Stand, Bassendean Oval	Phil Griffiths Architect	Structural repairs to seating area. Repairs to timber floors	\$105,000	2007

Client	Project	Architect	Scope of Works	Contract Value ex GST	Year of Completion
Perkins Builders	Kings Park Tennis Club	Phil Griffiths Architect	General repairs and maintenance to Heritage spectator stand	\$140,000	2007
Fremantle Port Authority	Fremantle Port	Adrian Elliott	Re-Roof of asbestos buildings & some walls	\$1.0m	2007
Dept of Housing & Works	Former Princess May School Fremantle	Kelsall Binet Architects	Limestone restoration, paint removal & repairs & painting to joinery	\$750,000	2007
Private Heritage Grant	Morans Wagin Hotel	Phil Griffiths Considine & Griffiths Arch	Re-Roofing & modifications Galv short length sheets	\$140,000	2005
St Aidans Church Claremont	St Aidans	Hocking Heritage Studio	Groundworks including concrete to engineers detail; & general repairs	\$80,000	2006
National Trust of Australia (WA)	Pump Station no 3 Cunderdin Stage 2	Kelsall Binet Architects	New Administration / Visitors centre	\$80,000	2006
John Lagdon	55 Murray Street Perth CBD	Palassis Architects		\$85,000	2006
National Trust of Australia (WA)	York Courthouse	Palassis Architects	Re-Roof of timber shingles with sheoak tiles & lead flashings	\$35,000	2006
Parish	St Patricks Basilica Fremantle	Kelsall Binet Architects	Roof tiles stabilisation works	\$90,000	2005
Anglican Church	The Deanery St Georges Cathedral Perth CBD	Hocking Heritage Studio	New shingle roof / leadwork Drainage to site gen repairs	\$250,000	2005
City of Fremantle	Fremantle Arts Centre	Considine & Griffiths	Stonewk, Windows, Stabilise wall	\$140,000	2005
National Trust of Australia (WA)	Pump Station no 3 Cunderdin	Kelsall Binet Architects	New Administration / Visitors centre	\$200,000	2005
Chris Griswood	Fallen Sailors War Memorial Fremantle	Kelsall Binet Architects	Re paving of concrete 900m2 & reconstruct limestone walls	\$225,000	2005
Shire of Cue	Cue Shire Office & Munciple Building	Brandon Pratley Considine & Griffiths Arch	Conservation & Restoration works to two buildings incl repair to walls & stucco work	\$200,000	2004
Main Roads	Coogee Hotel & Post Office	Hocking Planning & Arch. I	Conservation & rem haz matrls. (Incl asbestos) Drainage & Re-Roofworks	\$230,000	2004
Parish Priest Father Michael Gatt	St Kierans Church Hall Tuart Hill	Phil Griffiths	Re-roof of hall & general repairs	\$80,000	2004
National Trust of Australia (WA)	Mill Managers House, Jarrahdale	Kelsall Binet Architects	Re-roof to Main & Ver in galv to match histor. Details	\$80,000	2003
Dept of Housing & Works	SPPT & OCH Fremantle	Palassis Architects	Refit internal areas & stone repairs	\$650,000	2003
Shire of Mundaring	Parkerville Hall	Bruce Callow	Re-Roofing (ext'g Asbestos roof) & general repairs	\$47,500	2002
Town of Vincent	Perth Oval	Considine & Griffiths	Gates & full redec in/out & Masonry & Concrete repairs to lintels & floor	\$150,000	2002

<b>Client</b>	<b>Project</b>	<b>Architect</b>	<b>Scope of Works</b>	<b>Contract Value ex GST</b>	<b>Year of Completion</b>
City of Wanneroo	Gloucester Lodge	Palassis Architects	External repairs (incl some asbestos panels) & redec. Using silicate paints	\$120,000	2002
Shire of Cue	Cue	Considine & Griffiths	Rebuild to 4 buildings	\$210,000	2002
Town of East Fremantle	Dovenby House	Palassis Architects	Restoration of timber framed house new chimneys	\$445,000	2002
Shire of Mundaring	Station Masters House	Bruce Callow	Re-Roofing & repairs	\$20,000	2002



# HOUSE PLAN, SPECIFICATIONS & CONSTRUCTION PROGRAM



ISSUE FOR:  
**PRELIMINARY**

REVISIONS:

NO.	DESCRIPTION	BY	DATE
A	PRELIMINARY	AG	03.03.22

PROJECT DESCRIPTION:  
SHIRE OF KULIN  
BOWLEY WAY

DRAWING TITLE:

FLOOR PLAN  
4 BED x 2 BATH  
DATE: HOUSE

**03.09.22**

SCALE:

**1:50**

SHEET:

Page 41 **A-0**

**GENERAL NOTES**

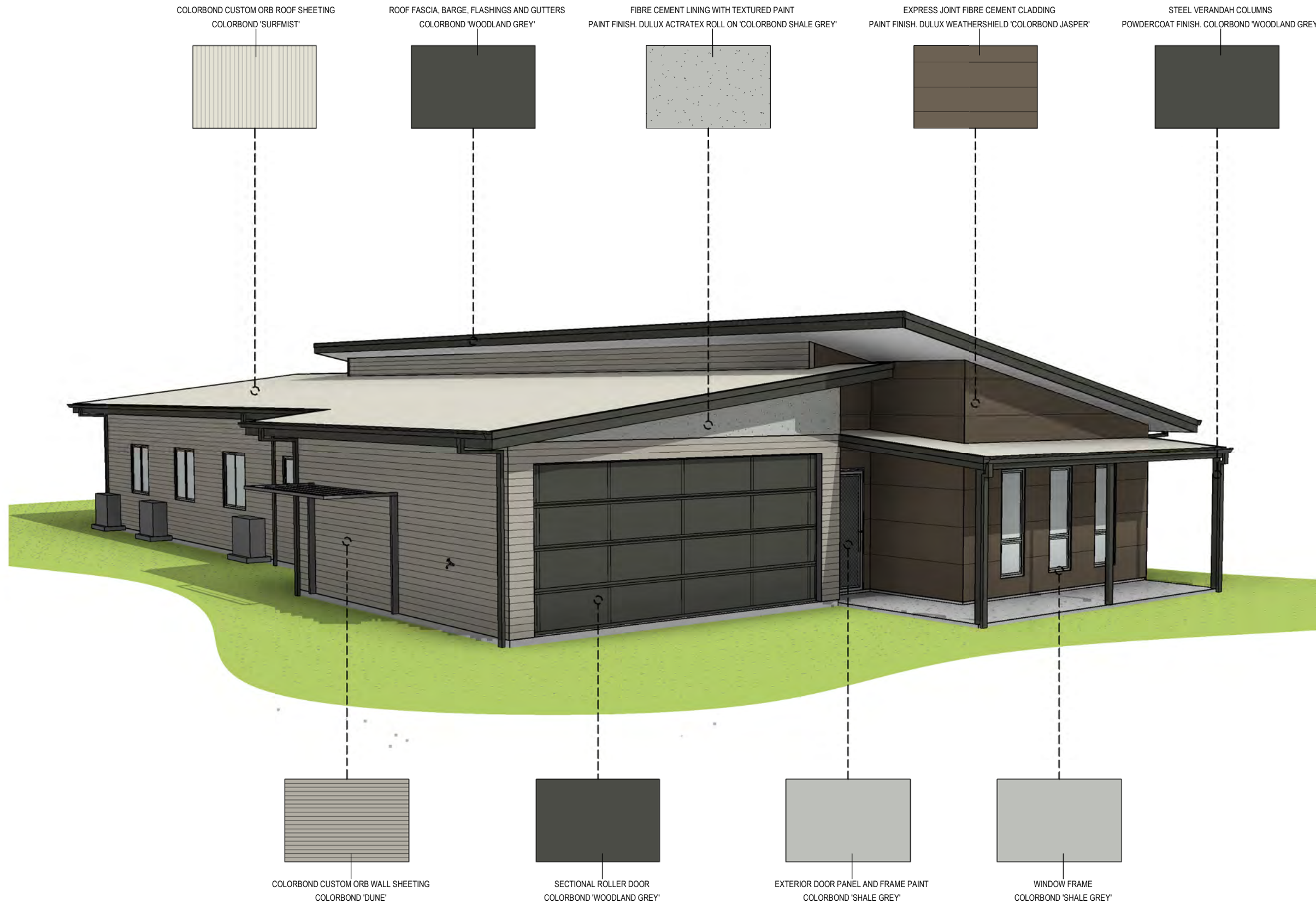
DO NOT SCALE FROM THIS DRAWING, VERIFY ALL DIMENSIONS ON SITE, PRIOR TO COMMENCEMENT OF ANY WORKS.

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES OF WORKS, SPECIFICATIONS, FINISHES AND EQUIPMENT SCHEDULES.

ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE CURRENT SPECIFICATIONS AND THE STANDARDS ASSOCIATION OF AUSTRALIA.

WHERE NECESSARY SHOP DRAWINGS SHOULD BE GENERATED.

THE ISSUANCE OF ELECTRONIC INFORMATION IN ANY FORMAT DOES NOT RELIEVE ANY RESPONSIBILITY FOR CONTRACTUAL OBLIGATIONS WHICH INCLUDE, BUT IS NOT LIMITED TO, ENSURING THE WORK IS COMPLETE, ACCURATE AND CORRECT.




REV	DATE	DESCRIPTION	BY
<b>REVISIONS</b>			



ISSUED FOR: **PRELIMINARY**

PROJECT DESCRIPTION:  
SHIRE OF KULIN  
BOWLEY WAY

DRAWING TITLE:  
FRONT PERSPECTIVE  
4 BED x 2 BATH HOUSE

SCALE: 1 : 100	DWG NO. A-1	REV A
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<b>Client:</b>	<b>SHIRE OF KENT</b>	<b>Date:</b>	
<b>Site Address:</b>	<b>LOT 76 (#6) PATERSON STREET, PINGRUP, WA, 6343 LOT 167 (#16) BOURKE STREET NYABING, WA, 6341</b>	<b>Synergy No:</b>	<b>TBA</b>
<b>Job number:</b>		<b>Gas No:</b>	<b>TBA</b>

This Addenda forms part of the Construction Documents referred to in the Building Contract. It is to be read in conjunction with the Contract, Schedules and Working Drawings. On signing this Addenda the terms and conditions of the Building Contract become enforceable. Please note that any other representations made on behalf of the builder are now null and void.

#### SITE WORKS

**NOTE:** All works pertaining to the site are subject to local Government conditions and engineer's requirements. All works to be carried out in accordance with the working drawings where applicable.

**NOTE:** In the event that rock, root matter, water, rubbish or other obstructions are encountered below the surface (during site works or when digging in services) the additional costs will be assessed and applied to the contract by way of variation at the rate submitted with the tender.

Preliminaries:	
Housing Indemnity Insurance:	N/A
Development Application:	N/A
Developer Application:	N/A
Building Permit Application:	By Builder
Design Certification:	By Builder
Energy Efficiency Report:	By Builder
Engineering Site classification:	By Owner
Engineering Structural Drawings:	By Builder
Construction Drawings:	By Builder
Contour Survey:	By Builder
Bush Fire Assessment Report:	By Owner
Verge Bond:	By Builder
Verge Permit:	Not Applicable
NBN pit and pipe deployment:	Not Applicable
Interior Designer:	Not Applicable
Neighbour Dilapidation Report:	Not Applicable

Demolition:	
Demolition	Not Applicable
Disconnect Power, Gas, Sewer: Tree removal:	Not Applicable
Sewer: Tree removal:	Not Applicable

Site Preparation	
Earthworks:	By Owner
Hard Digging:	Not Included. If required, any additional costs will be the responsibility of the Client.
Chemical grout injection:	Not Applicable
Strip Vegetation:	Not Applicable
Asbestos Removal:	Not Applicable/ By Owner
Survey Re-peg for Slab:	By Builder
Piling (screw or concrete):	Not Applicable
Crossover (driveway):	Not Applicable
Footpath and kerb repair:	Not Applicable
Headworks:	By Owner
Site WC & Shed:	By Builder
Site Power Run in:	By Owner
Boundary fence:	By Owner
Temporary Fencing:	By Builder
Tree Protection:	Not applicable

Services	
Underground Power:	By Owner
Single or Three Phase Power: Extra length of	By Owner
Power Service: Extra length of Gas Service:	By Owner
Extra length of Sewer Service: Extra length of	By Owner
Water Service:	By Owner

#### TERMITE TREATMENT

Type:	Termiguard or Similar
Notes:	

#### RETAINING WALLS

Retaining type:	Not Applicable
Notes:	Not Applicable

#### CONCRETE SLAB

Ground Floor:	100mm Concrete Slab to engineers specification
Concrete Finish:	Trowelled Smooth Finish
Concrete Recess:	Flush threshold to front entry door

#### BRICKWORK & RENDER

Brickwork	
Brick suppliers:	Not Applicable
Face Brickwork Type:	Not Applicable
Face Brickwork Colour:	Not Applicable
Face Brickwork Location:	Not Applicable
Joint type:	Not Applicable
Mortar Colour:	Not Applicable
Internal Brick type:	Not Applicable
Cavity Insulation:	Not Applicable

Render	
Render Brickwork:	Not Applicable
Render Brickwork Location: Render Colour:	Not Applicable

METAL FRAMES CONSTRUCTION	
<b>Frames</b>	
Frames suppliers:	Metroll
Frames type:	Truecore
<b>Render</b>	
Render Brickwork:	Not Applicable
Render Brickwork Location:	Not Applicable
Render Colour:	Not Applicable
CLADDING & MOULDINGS	
<b>Cladding</b>	
Cladding Type1 (W3):	COLORBOND CUSTOM ORB WALL SHEETING LYSAGHT CUSTOM ORB 0.42mm BMT
Cladding Colour:	COLORBOND 'DUNE'
Cladding location:	As per architectural drawings
Cladding direction:	Horizontal
Cladding Type 2 (W4):	EXPRESS JOINT FIBRE CEMENT CLADDING JAMES HARDIE MATRIX CLADDING 590mm PAINT FINISH. DULUX WEATHERSHIELD
Cladding Colour:	COLORBOND 'JASPER'
Cladding location:	As per architectural drawings
Cladding direction:	N/A
Cladding Type 3:	FIBRE CEMENT LINING WITH TEXTURED PAINT JAMES HARDIE 7.5mm HARDIETEX PAINT FINISH.
Cladding Colour:	DULUX ACTRATLEX ROLL ON 'COLORBOND SHALE GREY'
Cladding location:	As per architectural drawings
Cladding direction:	N/A
<b>External Mouldings</b>	
Moulding Type:	N/A
Moulding Location:	N/A
ALUMINIUM WINDOWS AND DOORS	
<b>Aluminium Windows</b>	
Windows:	Aluminium Windows Carynia Classic or equivalent
Window Frame colour:	Woodland Grey
Flyscreens:	To openable windows and sliding doors where applicable
Security screens:	Applicable (crimsafe or equivalent)
Security Screens Colour:	Black
Recess Sills:	Front entry only
Glass Colour:	Clear
Glazing bars:	Not Applicable
Ensuite, WC and Bath glazing:	Obscure
ROOF	
<b>Roof Frame</b>	
Construction type:	Metal Frame
Material:	TRUECORE
Eaves Lining:	JAMES HARDIE 4.5mm HARDIEFLEX
Cladding Colour:	PAINT FINISH. DULUX 'CEILING WHITE'
<b>Roof Cover</b>	
Roof cover:	Colorbond Custom Orb
Roof cover profile:	Corrugated
Roof cover colour:	Surfmist
<b>Roof Plumber</b>	
Gutter type:	Colorbond
Gutter profile:	Ovolo Slotted
Gutter colour:	Woodland Grey
Downpipe type:	Rectangular 95x45
Downpipe colour:	Woodland Grey
Roof flashings colour:	To match roof colour
Number of flumes:	6 - Kitchen, Alfresco, Pdr, Semi Ens, Ensuite, Ensuite WC
<b>Fascia</b>	
Fascia type:	Colorbond
Fascia profile:	Standard Rebate Fascia
Fascia colour:	Woodland Grey
Additional Notes:	Final location of downpipes and gutter joins are at the plumbers discretion to comply with the codes
PLASTERER & CEILINGS	
<b>Internal Ceilings</b>	
Living ceiling type:	10mm Plasterboard
Feature ceiling:	N/A
Feature ceiling location:	N/A
Insulation:	R2.5 Batts to internal ceiling
<b>External Ceilings</b>	
Alfresco Lining: Porch Lining: Garage:	10mm Plasterboard
Eaves:	4,5mm fibre cement including joint strips
<b>Internal Walls</b>	
Type: Location: Type:	10mm Plasterboard with 75mm cove cornice
Location:	
JOINERY	
<b>External doors</b>	
Front Door:	Humes Newington XN1 - 2040x820x40mm Translucent Glazing
Sidelight:	Translucent Glazing
Front Door Colour:	See Painting Section below
Front Door handle:	Delf Terifa
Front Door deadlock:	TO BE CONFIRMED - Bright Chrome/Satin Chrome
Front Door handle Colour:	Delf Terifa cyl deadbolt.
Front Door frame:	TO BE CONFIRMED - Bright Chrome/Satin Chrome
	Metroll Split frames
Garage Shopper door:	Delf Terifa lever
Garage Shopper door handle:	TO BE CONFIRMED - Bright Chrome/Satin Chrome
Garage Shopper door deadlock:	Delf Terifa cyl deadbolt.
Door handle Colour:	TO BE CONFIRMED - Bright Chrome/Satin Chrome
Weather Seals:	To entry only - RP4

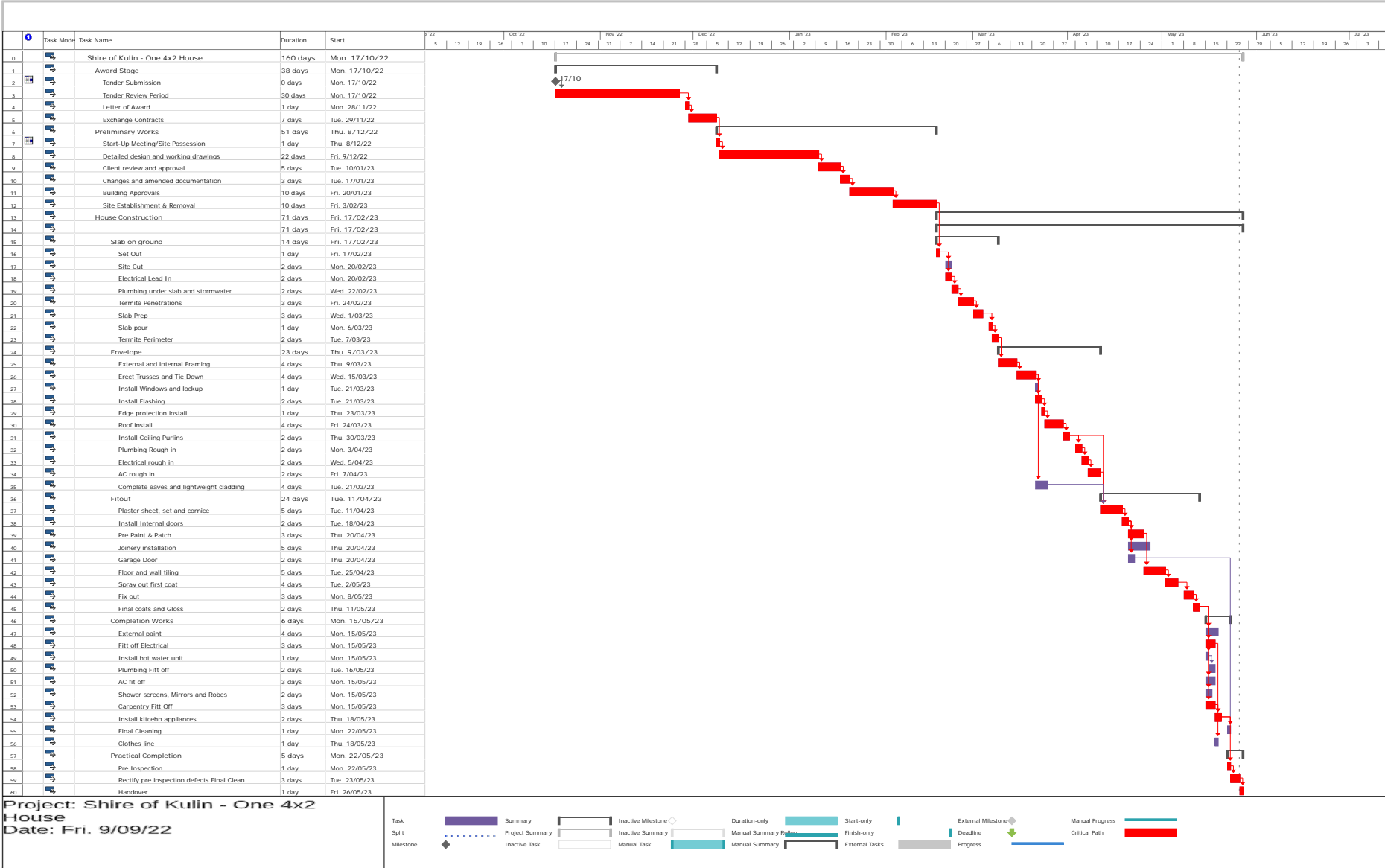


<b>Internal doors</b>	
Internal door:	Corinthian Flush Panel - Hollowcore door
Internal door handles:	Delf Terifa lever
Internal door handles colour:	<b>TO BE CONFIRMED - Bright Chrome/Satin Chrome</b>
Privacy handle locations:	Master, Ensuite & Bathroom
Internal door frame:	<b>TO BE CONFIRMED - Metroll metal door frame</b>
Sliding door type:	Corinthian Flush Panel - Hollowcore door
Sliding door hardware:	Gainsborough Circular Sliding Cavity Set - Passage
<b>Skirting &amp; Mouldings</b>	
Skirting Type: Skirting Location:	67mm Splayed MDF
Other:	To all areas of home, excl wet areas, kitchen & garage Gainsborough Half Round Floor Stop where applicable
<b>Shelving</b>	
Walk In Pantry:	N/A (See cabinetry section)
Linen cupboard:	4 shelves (White Melamine) as per plan
Bedrooms:	1 shelf (White Melamine) as per plan
Laundry support board:	N/A - Structural Support only as per plan
Additional Notes:	Internal doors to have approximately 25mm clearance to slab Shelf Construction - 16mm board (white to ends with white shelves to additions). HMR particle board with bonded ends.
<b>CABINETRY</b>	
<b>Kitchen cupboards</b>	
Kitchen top material:	Laminex -
Kitchen top colour:	Avenza Bianco
Kitchen top edge profile:	Square
Kitchen front material:	Prefinished laminated board
Kitchen front colour:	Laminex Polar White
Kitchen splashback:	Tiled to underside of over head cabinets
Kitchen cupboard handle type:	<b>TBA - Furniture handle, D handle, zinc alloy, square/Furniture handle, Studio</b>
Kitchen draw handle type:	<b>TBA - Furniture handle, D handle, zinc alloy, square/Furniture handle, Studio</b>
Kitchen handle fitting:	
Kitchen door hinge type:	Soft closing
Kitchen draw runner type:	Soft closing
Kitchen Hob Type:	N/A
<b>Laundry cupboards</b>	
Laundry top material:	Laminex -
Laundry top colour:	Avenza Bianco
Laundry top edge profile:	Square
Laundry front material:	Prefinished laminated board
Laundry front colour:	Laminex Polar White
Laundry hob:	Tiled to underside of cabinets
Laundry cupboard handle type:	<b>TBA - Furniture handle, D handle, zinc alloy, square/Furniture handle, Studio</b>
Laundry draw handle type:	<b>TBA - Furniture handle, D handle, zinc alloy, square/Furniture handle, Studio</b>
Laundry handle fitting:	
Laundry door hinge type:	Soft closing
Laundry draw runner type:	Soft closing
Laundry Hob Type:	N/A
<b>Additional Notes:</b>	
<b>Ensuite cupboards</b>	
Ensuite top material:	Laminex -
Ensuite top colour:	Avenza Bianco
Ensuite top edge profile:	Square
Ensuite front material:	Prefinished laminated board
Ensuite front colour:	Laminex Polar White
Ensuite hob:	Tiled to underside of cabinets
Ensuite cupboard handle type:	<b>TBA - Furniture handle, D handle, zinc alloy, square/Furniture handle, Studio</b>
Ensuite draw handle type:	<b>TBA - Furniture handle, D handle, zinc alloy, square/Furniture handle, Studio</b>
Ensuite handle fitting:	
Ensuite door hinge type:	Soft closing
Ensuite draw runner type:	Soft closing
Ensuite Hob Type:	N/A
<b>Powder room cupboards</b>	
Powder top material:	Laminex
Powder top colour:	Avenza Bianco
Powder top edge profile:	Square
Powder front material:	Prefinished laminated board
Powder front colour:	Laminex Polar White
Powder hob:	Tiled to underside of cabinets
Powder cupboard handle type: Powder draw handle type:	<b>TBA - Furniture handle, D handle, zinc alloy, square/Furniture handle, Studio</b> <b>TBA - Furniture handle, D handle, zinc alloy, square/Furniture handle, Studio</b>
Powder handle fitting:	
Powder door hinge type:	Soft closing
Powder draw runner type: Powder Hob Type:	Soft closing N/A
<b>Semi Ensuite cupboards</b>	
Bathroom top material:	Laminex prefinished particle board
Bathroom top colour:	Avenza Bianco
Bathroom top edge profile:	Square
Bathroom front material:	Prefinished laminated board
Bathroom front colour:	Laminex Polar White
Bathroom hob:	Tiled to underside of cabinets
Bathroom cupboard handle type:	<b>TBA - Furniture handle, D handle, zinc alloy, square/Furniture handle, Studio</b>
Bathroom draw handle type:	<b>TBA - Furniture handle, D handle, zinc alloy, square/Furniture handle, Studio</b>
Bathroom handle fitting:	
Bathroom door hinge type: Bathroom draw runner type:	Soft closing Soft closing
Bathroom Hob Type:	N/A
<b>Bedrooms:</b>	
Shelf Material:	White Melamine shelf and chrome rail to all Bedroom Robes and WIR's
Additional Notes:	
Built in drawers material:	Prefinished laminated board
Built in drawers colour:	Laminex Polar White
<b>General cabinet construction</b>	
Additional Notes:	16mm board coloured to doors and ends, white Melamine shelves to divisions HMR particle board with bonded laminate to benchtops unless specified otherwise ABS door edging included Island bench back standard 4 panels to island bench back. Panels do not finish flush with kick rail Panels are 16mm thick 16mm thick and sit proud Shelf Construction - 16mm board (white to ends with white shelves to additions). HMR particle board with bonded ends.

ELECTRICALS	
<b>NOTE:</b> To be read in conjunction with the Construction Electrical Plan	
<b>General electrical</b>	
Synergy permanent number:	TO BE CONFIRMED
Power Supply:	Single Applicable
Power supply to A/C outdoor unit:	Single Phase
Power supply to A/C amps:	32amp
Pit and Pipe NBN design:	N/A
NBN deployment costs:	N/A
All GPOs:	As per plan
Internal Light Points:	As per plan
External Wall Light Points:	As per plan
Downlight Type:	ECOGEM S9041TC Warm White with White fascia - 10W or similar - TBC
Wall Light Type:	BUTTON SL7270 - 12W or similar - TBC
Brand:	Clipsal light switch covers and power point covers
Switch and GPO colour:	Clipsal Iconic white
WC Exhaust Fans:	Clipsal CE250 or similar - TBC
Smoke Detectors:	Hard wired To NCC regulations - Model TBC
Garage Lights:	Fluoro with diffuser 14 watt - Model DAVLPS214T5 or similar TBC
Technology services:	Included
Antenna:	Friendland Honeywell D117 or similar TBC
Door Bell:	DING DONG Kit - TBC
Intercom:	Not applicable
Security Alarm:	Not applicable
Owner Supplied Fittings:	Not applicable
<b>GAS PLUMBER AND ELECTRICAL APPLIANCES</b>	
Gas account number:	N/A
Sewer:	By Owner
Meter box type:	Combination gas and electrical
Gas connection:	Gas Bottles By Owner
Gas points:	1 (4x2 house)
Kitchen ventilation:	Flumed to external air
Ensuite ventilation:	Flumed to external air
Semi Ensuite ventilation:	Flumed to external air
Powder ventilation:	Flumed to external air
Laundry ventilation:	Not Applicable
<b>Appliances</b>	
Oven type:	Westinghouse 60cm Built-In Oven WVE613SC
Hotplate type:	Westinghouse 90cm Top Mount Natural Gas Cooktop - WHG953SB
Indoor Rangehood type:	Westinghouse 90cm Slideout Rangehood - WRR904SB
Rangehood ventilation:	Flumed to outside air
Dishwasher:	Provision for water and power only
<b>Hot water system</b>	
Hot water system type:	Heat pump
Hot water system model:	TBC
Tempering valve:	Not applicable
Recessed unit:	Applicable
<b>External plumbing works</b>	
Stormwater disposal: Reticulation gate valve:	By Owner
External taps:	
<b>SANITARY PLUMBING FIXTURES</b>	
<b>Kitchen</b>	
Kitchen sink type:	Clark Vital Double Bowl Sink With 1 Tap Hole
Kitchen sink tap:	Caroma WELS 4 Star, 7.5L/Min Elegance Stylus Sink Mixer
Kitchen sink accessories:	N/A
Dishwasher provision:	Applicable
Fridge provision:	N/A
<b>Ensuite</b>	
Ensuite basin:	Caroma 565 x 395mm White Centro Vanity Basin With 3 Tap Holes
Ensuite basin tap:	Caroma WELS 5 Star 6L/min Elegance II Basin Set
Ensuite shower tap type:	Caroma Wels 3 Star Shower set Elegance II (shower head and taps)
Ensuite shower head type:	Caroma Wels 3 Star Shower set Elegance II (shower head and taps)
Ensuite toilet suite type:	Caroma WELS 4 Star 3.5L/Min Luna Back To Wall Toilet Suite
<b>Bathroom</b>	
Bathroom basin:	Caroma 565 x 395mm White Centro Vanity Basin With 3 Tap Holes
Bathroom basin tap:	Caroma WELS 5 Star 6L/min Elegance II Basin Set
Bathroom bath type:	1675mm Caroma Maxton Bath
Bathroom bath tap type:	Caroma Elegance II Bath Outlet & wall assembly or similar
Bathroom bath outlet:	Caroma Elegance II Bath Outlet & wall assembly or similar
Bathroom shower tap type:	Caroma Wels 3 Star Shower set Elegance II (shower head and taps)
Bathroom shower head type:	Caroma Wels 3 Star Shower set Elegance II (shower head and taps)
Bathroom toilet suite type:	Caroma WELS 4 Star 3.5L/Min Luna Back To Wall Toilet Suite
<b>Laundry</b>	
Laundry trough:	Clark 42L Trough and Cabinet with Floor and Single By-Pass F6001
Laundry trough tap:	Caroma wall mounted Laundry Set and drain
Washing Machine taps:	Caroma Chrome Elegance II Washing Machine Set
<b>Powder room</b>	
Powder room basin model:	Caroma 565 x 395mm White Centro Vanity Basin With 3 Tap Holes
Powder room basin tap model:	Caroma WELS 5 Star 6L/min Elegance II Basin Set
Powder room toilet suite model:	Caroma WELS 4 Star 3.5L/Min Luna Back To Wall Toilet Suite
<b>Outdoor Kitchenette</b>	
Kitchenette sink model:	N/A
kitchenette tap model:	N/A
<b>External</b>	
External tap model:	Brass
<b>Wastes and shower hobs</b>	
Floor and shower wastes model:	Square chrome
Shower hobs:	Hobless
Additional Notes:	

WET AREA GLAZIER AND ACCESSORIES	
<b>Ensuite</b>	
Shower screen type:	Pivot frameless
Shower screen glazing type:	Fixed panels with full glass door Clear
Shower screen trim:	N/A
Mirror type:	Framed mirror with clips
Mirror trim:	Polished/ Satin
Towel rail:	Double Towel Rail
Toilet roll holder:	TBC
Other accessory:	
<b>Semi Ensuite</b>	
Shower screen type:	Pivot frameless
Shower screen glazing type:	Fixed panels with full glass door Clear
Shower screen trim:	N/A
Mirror type:	Framed mirror with clips
Mirror trim:	Polished/ Satin
Towel rail:	Double Towel Rail
Toilet roll holder:	TBC
Other accessory:	
<b>Powder Room</b>	
Mirror type:	Framed mirror with clips
Mirror trim:	Polished/ Satin
Towel ring:	Guest Towel Ring
Toilet roll holder:	TBC
Other accessory:	Not Applicable
<b>Laundry</b>	
Towel ring:	Posh Solus Mk2 Guest Towel Ring
Other accessory:	Not Applicable
<b>Robe and linen sliding doors</b>	
Bedroom two:	2 Door Mirrored Sliding Robe with Chrome frame
Bedroom three:	2 Door Mirrored Sliding Robe with Chrome frame
Bedroom four:	2 Door Mirrored Sliding Robe with Chrome frame
Linen:	2 Door White Kote Sliding Robe with White frame
<b>FLOOR AND WALL TILING -</b>	
<p><b>NOTE:</b> Please refer to the Tile Selection for confirmation of tile layout. Plans are indicative only.</p> <p><b>NOTE:</b> As a standard wet area tiles are allowed as 1 tile high for skirting and above any vanities. Shower recess will have wall tiles up to 2m high</p> <p><b>NOTE:</b> Standard tiling included. Rectified tiles and Subway format tiles incur an additional labour charges</p> <p><b>NOTE:</b> Standard sizes are 300x300, 300x600, 450x450, 200x600 for floor and wall tiles</p>	
Tile supplier:	Tiles Expo
Tile Specification:	Porcelain to builders standard range
Tile mitres / jollying:	Applicable
Threshold trims:	Chrome/Satin trim TBC
Tile sizes and patterns:	450x450 Main Floors - 300x300 Wet areas - 200x400 walls
Full Height Tiling:	N/A
Kitchen Splashback:	To underside of cabinets
Laundry Splashback:	2 rows high - 400mm
Main floor tiling location:	All floors excluding wet areas, Master Bedroom, Bedroom 2, 3, 4, Study & Theatre
Additional Notes:	Any areas not mentioned receive 1 row of tiling
<b>RESILIENT FLOOR COVERING</b>	
Supplier:	Great Southern Floor Covering
Flooring type #1:	TO BE CONFIRMED - builders standard range
Flooring #1 location:	Master Bedroom, Bedroom 2, 3, 4 & All Robes
<b>WINDOW TREATMENTS</b>	
Type:	Vertical Blinds
Colour:	TO BE CONFIRMED - builders standard range
Location:	To all windows and sliding doors
Additional Notes:	Sewn in weights - chainless
<b>PAVING AND EXTERNAL CONCRETE</b>	
<b>Grano</b>	
Grano type:	Not Applicable
Grano location:	Not Applicable
Grano pattern:	Not Applicable
Reticulation pipe under drive:	Not Applicable
<b>Paving</b>	
Paving Supplier: Paving type:	Not Applicable
Location of paved areas: Main Paving colour:	Not Applicable
Border Paving Colour: Paving Pattern:	Not Applicable
Additional Notes:	Not Applicable
<b>GARAGE SECTIONAL DOOR</b>	
Garage door supplier: Main door type:	B&D Garage Doors
Main door profile type:	Automatic colorbond sectional Panel lift door
Main door finish:	Standard
Main door colour:	Woodland Grey
Main door controllers:	3 controllers (2 handled & 1 wall mounted)
<b>OTHER INCLUSIONS</b>	
<b>Air-conditioning</b>	
Type:	Split Reverse Cycle units
Number of outlets: Additional Notes:	To be recommended by supplier Please refer to plans for location of condensor, outlets and return air-grilles. Final locations will remain at the Builders/Supplier discretion and will be determined by onsite obstruction.
<b>Letter box</b>	
Type: Finish:	Not Applicable
Additional Notes:	Not Applicable
<b>Clothesline</b>	
Type:	Austral Compact 28 2.49m x 0.935m - fold down wall mounted Surfist or similar
Colour: Location:	Ground Mounted - Outside Laundry
<b>Fencing</b>	
Location:	By Owner
Infills:	By Owner
Colour:	By Owner
Additional Notes:	
<b>Landscaping and Reticulation</b>	
Location:	By Owner
Additional Notes:	

<b>PAINTER</b>	
<b>Interior</b>	
Ceilings inc Wet Areas:	Equivalent to Dulux White of White - Flat
Internal doors and frames:	Dulux Super Enamel Lexicon Half - High Gloss
Internal Walls:	Dulux Rottnest Island - Low Sheen
Feature Walls:	Not Applicable
Other:	Not Applicable
<b>Exterior</b>	
Colorbond Cladding main colour:	Colorbond Dune - Matt (see Cladding Section for Details)
Express joint fibre cement cladding:	Colorbond Jasper - Matt
Front door and frame:	Colorbond Shale Grey - Matt
Garage door:	Colorbond Woodland Grey
Eaves:	Dulux White on White - Flat
Fascia:	Colorbond Woodland Grey
Gutter:	Colorbond Woodland Grey
Downpipes:	Colorbond Woodland Grey
Meterbox and plumbing:	to match brickwork/render/cladding
Gable barge:	N/A
Gable lining:	N/A
<b>Other:</b>	
Additional Notes:	Where a specific colour has not been selected (such as directions to match brickwork) the builder accepts no responsibility for colour variations.
Additional Notes:	
<b>DISCLAIMER</b>	
<p>This Addenda takes priority over the Specification and Working Drawings. Where the builder considers a variation to be necessary due to a condition from a statutory authority or unforeseen, appropriate charges will be passed to the clients for the work required plus the builders margin.</p> <p>The owner Shall:</p> <p>(a) agree to provide any outstanding information before building permit is lodged with council;</p> <p>(b) acknowledge that any Owner supplied material or trade is not covered by the Builders warranties or insurances;</p> <p>(c) acknowledge that any delays caused by owner supplied materials or labour is chargeable to the client;</p> <p>(d) acknowledge that the builders maintenance period only applies to works provided by the builder and no moving in or damage from occupancy is the builders responsibility;</p> <p>(e) indemnify the builder of any extras charges due to council, energy or engineering requirements that weren't previously stated</p> <p>(f) all products supplied by partnering manufacturers are subject to the manufacturers limitations</p>	



# CLPM

Heritage Restoration

Special Constructions



Heritage Restoration

Special Constructions

## PROFILE

CLPM PTY LTD  
ABN 15 063 674 386 Unit 1, 2 Walcott Street Mt Lawley WA 6050  
P: (08) 9371 3877 E: [enquire@clpm.com.au](mailto:enquire@clpm.com.au)

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## PROFILE

### Company Overview

Established in 1994 and based at 2 Walcott Street, Mount Lawley, CLPM Pty Ltd is a fully licensed Western Australian building and construction company (BC11085) accredited under ISO9001:2015 and ISO45001:2018.

We have successfully delivered more than 150 projects to date (over \$64m works value Excl GST). Our operations extend from the Perth metropolitan area and throughout regional WA. CLPM is suitably resourced and adaptable to the undertaking of projects with values ranging from several thousand dollars in up to \$10million.

Additional to our management team, our company comprises Site Supervisors and skilled labour experienced in the delivery of rural and regional projects and in working on sites of cultural significance.

CLPM is currently prequalified at Level 2 Complex under Building Management and Works (BMW), Department of Finance and has demonstrated compliance with BCA 2016 (and the now *Amended Code 2022*) contracting requirements. We have worked with GreenStar Design and As Built Certification and our team are well versed in best practice Heritage Conservation principles as set out in the Burra Charter.

### Heritage Restoration and Conservation

CLPM specialises in conservation, restoration, and repurposing of commercial and public structures of historic and cultural significance. We take pride in servicing the heritage industry in the preservation and contemporary adaptation of many iconic buildings in and around Western Australia.

Our building practices and techniques are aligned with construction methodologies and the use of materials consistent with original design. Our specialist sub-contractors and employees are highly experienced in the work of heritage restoration and conservation. We have the capacity to manage varied and diverse projects such as the re-roofing of the York Courthouse with sheoak shingle tiles, and lead flashings at a project cost of \$35,000 through to the complete façade restorations and copper roof plumbing works of 4 major buildings in Perth CBD at a project cost of \$7million (A full list of projects are available on request).

### Special Constructions (including D&C and New Construction Works)

CLPM is positioned to meet a much broader spectrum of specialised construction - including new works. Our body of people with specific skills and specialised knowledge has expanded into a team with the capacity to service, not only the heritage sector but also those projects having high-end specialist content in design & construct works, new works, refurbishment, structural remediation requirements or significant structural modifications. Our expertise and depth of construction experience enable us to achieve competitive advantages across a diverse range of projects and scopes of works.

### Regional Projects

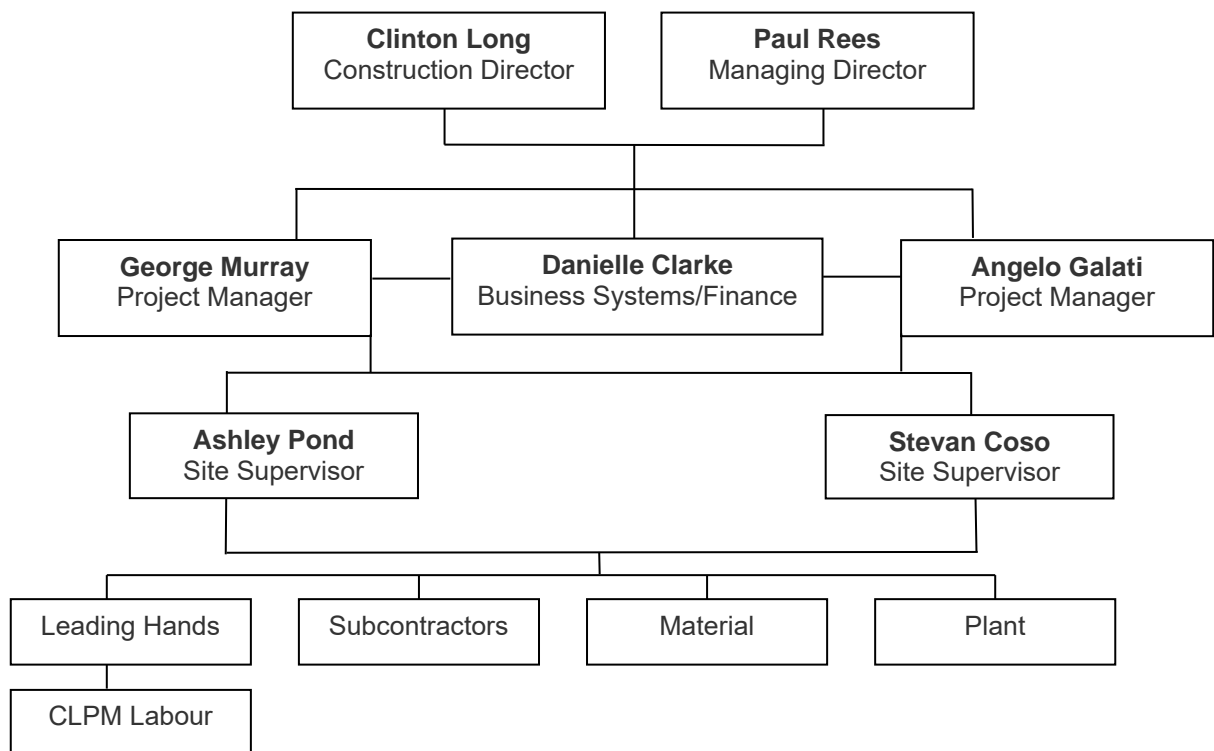
CLPM is a company that doesn't shy away from projects 'out of the norm'. In fact, these are our specialty. The culture amongst our team is one of 'can do' with a passion for projects that present unique challenges – wherever they may be.

We have completed projects in Kalgoorlie, Beverley, Pinjarra, York, Jurien Bay, Albany, Wiluna and in various remote areas as far away from Perth as Cue (in the upper Mid-West region of WA), Laverton (Goldfields), Pingrup and Nyabing (Great Southern region of Western Australia).

Please see attached our Company Profile, listing some of our previously completed projects and client references. Our Company website can be found at [www.clpm.com.au](http://www.clpm.com.au)



## STRUCTURE



The above is our current management framework which is able to accommodate projects up to the value of \$10 million. We have an ability to expand this framework to accommodate larger projects in a Construction Management role.

## Licences & Registrations

CLPM is fully registered under the *Building Services (Registration) Act 2011*:

**LICENSED BUILDER:**

CLPM Pty Ltd Registration No. BC11085

Clinton Long Registration No. BP10551

Angelo Galati Registration No. BP104066

Ash Pond Registration No. BP104375

## Accreditations

ISO9001:2015 & ISO45001:2018

## THE TEAM

### **Clinton Long - Construction Director, Building Practitioner No. BP10551**

Clinton comes from a Quantity Surveyor background in London and founded CLPM in 1994. Clinton focussed the business upon heritage works in 2000 with CLPM now grown to be one of the main peers in this sector. The challenges and specialised technical requirements that heritage restoration commands are what appeal to Clinton and his team. It has been a natural progression for CLPM to develop its business in the broader spectrum of Special Construction incorporating contemporary new building works which are very much a part of the treatment of heritage sites where new buildings are erected.

### **Paul Rees MBA (UWA), GAICD - Managing Director**

Paul joined the CLPM team as a Company Director in April 2014 when CLPM were engaged to the Florence Hummerston Kiosk (Elizabeth Quay) and Burt Street Precinct (Kalgoorlie Boulder) projects. With over 30 years of experience in managing and operating SME's and serving on company boards, Paul brings strong corporate governance and strategic management skills ensuring the organisational culture onsite and in client liaison is optimised in sustaining CLPM's reputation as a competent, respectful and ethical building company with specialist knowledge in the areas of heritage restoration and special purpose construction projects.

### **George Murray - Project Manager, Associate Partner**

George has over 30 years' experience in estimating, quantity surveying, projects and contracts management in commercial/industrial construction. The projects he has worked on include civil works, new commercial construction and commercial refurbishment and restoration. Originally based in Scotland, George migrated to WA and joined CLPM in 2006 with a very solid knowledge base. George is highly committed to client communication throughout the contracts management process and to clients' associated architects ensuring a satisfactory outcome for everyone involved.

### **Angelo Galati MBA (ECU) - Project Manager, Building Practitioner No. BP104066**

Angelo joined CLPM with over 30 years of experience in Project Management and Estimating for the Government and private sectors, in both commercial and residential construction. Originally from Italy, Angelo worked on projects such as casinos, wineries and multi storey apartment buildings. Since arriving in Australia in 2004, Angelo has worked for various construction companies including Perkins Construction and Pindan Contracting and Defence Housing Australia. Angelo has a proven record of successfully completing projects on time and within budget throughout rWA, while maintaining high safety standards and practices.

### **Ash Pond - Site Supervisor, Building Practitioner No. BP104375**

Ash completed his carpentry trade qualification in the UK where he worked on various projects throughout England and Europe. Making the move to Perth in 2014, Ash was working as a self employed Commercial and Residential carpenter before commencing with CLPM in 2015. Ash has supervised several large projects for CLPM including the Greenstar rated Old Perth Boys School internal conservation & fitout, the Cloisters Building conservation and the new West Australian Museum. As a registered Building Practitioner, as has been appointed as a Nominated Supervisor of CLPM.

### **Stevan Coso - Site Supervisor**

Originally qualified as surveyor, Stevan has over 25 years experience in the construction industry. He is proficient in carpentry works and structural remediation of masonry. Over his career, Stevan has worked as a Site Supervisor and 'hands on' foreman across a diverse range of commercial, heritage and new build projects. Stevan brings a wealth of knowledge and experience to the CLPM team.

## Our Clients

CLPM is proud to have completed projects for the following key clients and thank them for their continued patronage.

- *Brookfield Multiplex*
- *CBus Property*
- *City of Fremantle*
- *City of Kalgoorlie-Boulder*
- *Fremantle Port Authority*
- *Kerry Hill Architects*
- *Midland Redevelopment Authority*
- *National Trust of Western Australia*
- *ProBuild*
- *Shire of Murray*
- *Uniting Church*
- *University of WA*
- *West Australian Newspapers*

## Associated Architects

CLPM enjoys the pleasure of working with the following Architects and looks forward to strengthening a mutually beneficial long term relationship that ultimately provides excellent outcomes for our clients.

- *Alice Steedman & Michael Ipkendanz*
- *Hocking Heritage Studio*
- *Kelsall Binet*
- *Lovel Chen*
- *National Trust of Australia (WA) Architects*
- *Palassis Architects*
- *Phil Griffiths Architects*
- *Philip McAllister Architects*
- *Slavin Architects*

# HERITAGE PROJECTS



## Client

CBus Properties required extensive restoration works to some historic landmark buildings at the junction of William and Wellington Street. CLPM was contracted to carry out this work on all the facades along with some internal works.

This included the Mitchell Building which had been sawn into sections, removed and stored in slabs at East Perth Power Station. The building was re-erected in its new location & CLPM restored it to its former glory.

CLPM worked alongside the ProBuild management contractor and developed an excellent team relationship to achieve outstanding results.

## Scope

Complete façade restoration works to walls, roof, staircases and new verandahs to four iconic buildings in the Perth CBD;

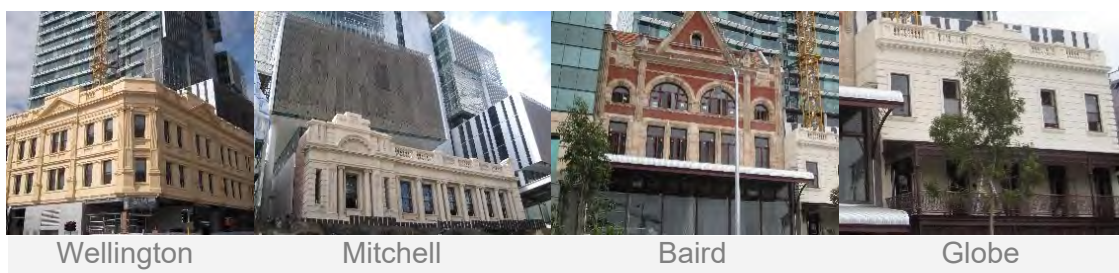
- The Wellington Building
- The Mitchell Building (in slabs from east Perth power station)
- The Baird
- The Globe

Project value: \$7 million.

Completed: May 2010

## Outcome

The quality of finish achieved was of the highest standards as can be confirmed by the clients, architects & project managers.



## Client

CLPM was approached by the client's architects to submit a proposal for the structural remediation of a façade on Hay Street. The response included a detailed survey & proposal for remedial works including; repairs to concrete and a remotely operated, cathodic protection system. The works required engineering services provided by CLPM and its consultant's team.

## Scope

Complete heritage restoration of existing Hay Street/St George's Street facades with cathodic protection for existing steel.

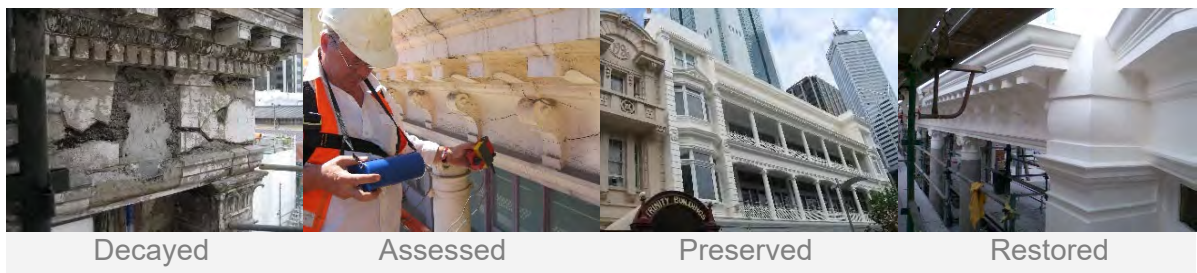
The structural frame was required to be fully surveyed. The steel was covered in concrete & weathered to a state that the main supports required measurement of the steel thickness. These were measured recorded & appropriate repairs carried out.

The concrete was in parts delaminating from the steel. This was bonded back with special resins.

Project value: \$900,000  
 Completed: January 2012

## Outcome

The finished product was well received by the client. The building was saved after demolition had been considered. The finish was excellent. The contract with adjoining new works worked extremely well.



## Client

CLPM was introduced to property owner, Kerry Hill of Kerry Hill Architects who owned an historic building in Fremantle that was becoming dangerous to the public. The parapet walls with their elaborate motifs were falling to the ground and various options to save the façade were reviewed. The street was closed due to the extent of leaning of the parapet walls.

After engineers assessed the building, it was required that the parapets be rebuilt from the top level windows up. The roof was also in poor condition & required attention.

Soon after the decision was made, CLPM erected a scaffold and secured a safe environment to commence restoration.

## Scope

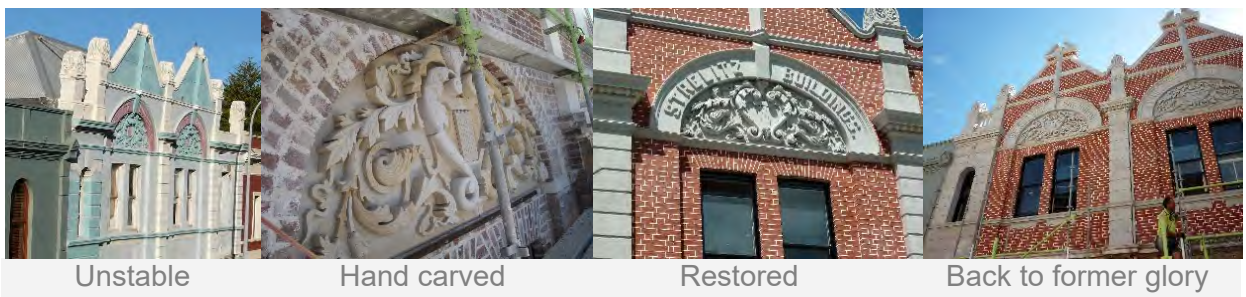
Restoration of heritage façade. Re-roofing and structural alterations.

Project value: \$400,000  
Completed: December 2011

## Outcome

The extensive erosion & damage to the motifs from the years of spalling & parapet movement rendered the original stucco render detail unsalvageable. However, CLPM was able to replicate and reproduce the original motif by hand carving sandstone with terrific results.

The client was very pleased & a further stage of additions & internal refurbishment were subsequently carried out for the client.



## Client

The National Trust were able to fund restoration of the externals to this building from proceeds of the adjoining new development by Multiplex a large commercial builder. The site required access onto Multiplex's land to position access equipment. This created an overlap that required sharing access with Multiplex and the industrial relations of dealing with a fully unionised site.

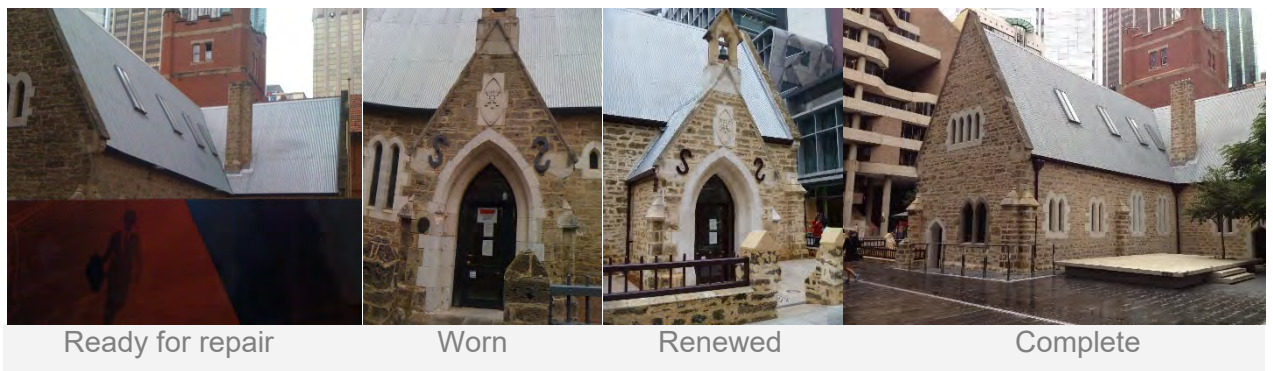
## Scope

Complete heritage restoration of all external stone facades, roof repairs and new hydraulic installation. Given its CBD location, safety, logistics and site managing had its challenges.

Project value: \$850,000  
Completed: June 2012

## Outcome

CLPM worked closely with the client representative and Multiplex to achieve the work scope on time and to an agreed fixed price. CLPM maintained a working relationship with Multiplex and the CFMEU on site throughout the program of works.





## Client

Leighton Broad as Head Project Contractor to the Metropolitan Redevelopment Authority (MRA) Elizabeth Quay Project, contracted CLPM for the reconstruction of Florence Hummerston Kiosk on “the island” at Elizabeth Quay after the Heritage listed building had been dismantled at its original site on the Perth Esplanade.

## Scope

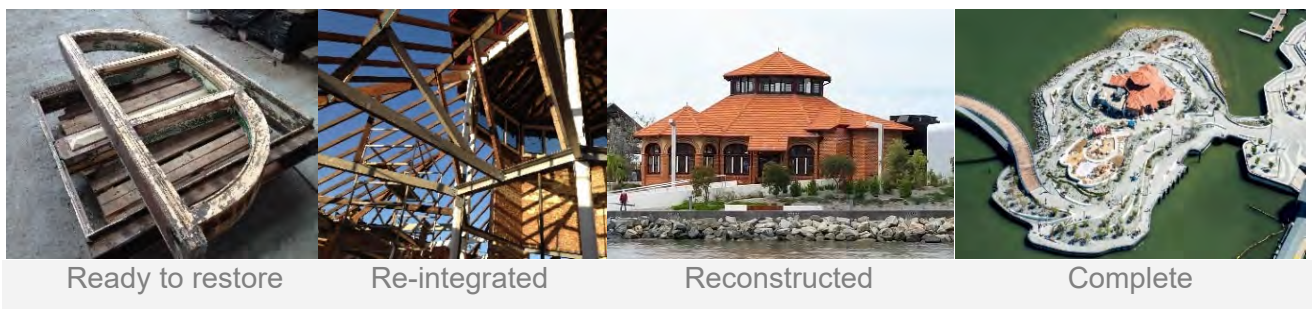
Following the deconstruction of the building at its original location on Perth Esplanade and temporary storage off-location, CLPM was contracted for the complete ground-up reconstruction and extension of the building. Conservation of Heritage value was required via the reintegration of original fabric and design values. Original masonry units, roof tiles and timber elements included in the roof structure, lanterns and window frames were conserved and restored. The project additionally required the artistic expression of a modern extension featuring custom shaped steel walls and screens that reflectively relate to the surrounding precinct and suitable for the building’s repurposing as a contemporary food and beverage outlet. Roof repairs, new hydraulic, mechanical and electrical installation were required including below ground grease traps and pump housings and sewerage connections.

Project value: \$3.7 million  
Completed: February 2016

## Outcome

Heritage value has been conserved and brought to prominence by way of contrast with the modern extension, precinct setting and forward contemporary use of the original structure. Over 80% of all existing roof tiles and original bricks were cleaned and reused on the project whilst original design values remain prominent.

Given the co-occupied location within a confined and complex construction site in the CBD, a high degree of sophistication in safety, logistics and site management were challenging but necessary. CLPM worked cooperatively with MRA representatives, Leighton Broad and neighbouring site contractors to achieve the work scope and a quality finish appropriate for a renowned Perth icon.



## Client

National Trust of Australia (WA).

## Scope

Extensive masonry restoration including limited brick replacement with custom made standard and shaped soft clay bricks to honour the original fabric and design aesthetic, repointing and re-render replacement with Natural Hydraulic Lime mortar and render laboratory matched with original material, and wet vac removal of corrosive salts from the soft masonry work at lower levels. Over 1150m of Helibar stitching was installed into mortar joints to the tower and main building structure to restrain structural cracking due to settlement and historic earthquake damage.

Feature render sections were repaired with custom moulded elements including the manufacture replacement of 4 large orbs from historic photographic evidence along with remanufactured cast balustrade panels being installed to the original design pattern. Stainless steel rods were carefully installed through upper-level timber floor joists beneath the heritage floors to tie outer walls back into the structure.

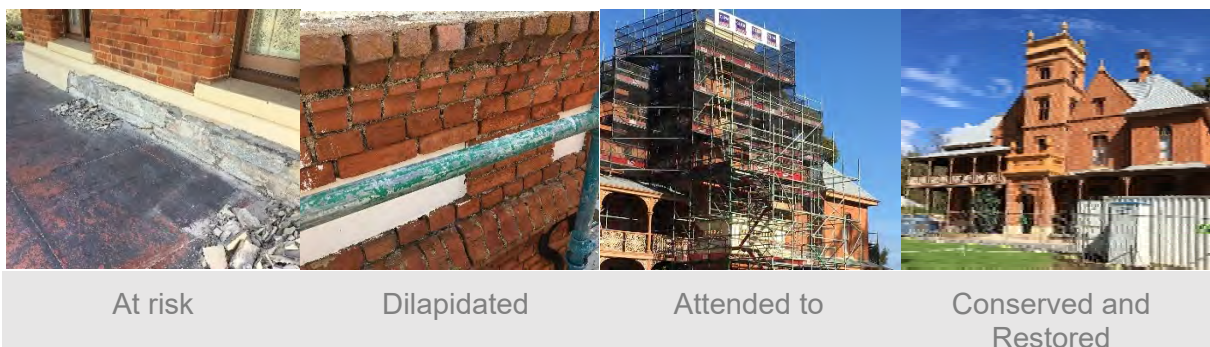
Heritage colour scheme paintwork was undertaken internally and externally.

As a working museum, the project required CLPM to manage the security and safety of invaluable artefacts housed within whilst undertaking the works.

Project value: \$611,000  
Completed: August 2020

## Outcome

Such an important historic reference to Western Australia, the heritage design values and fabric in situ have been dutifully honoured to conserve and restore the building throughout the current stage of works. Now structurally stabilised and with its elevation profiles restored, the building will continue to provide a link to our past and purpose to its present use as a museum and workspace for writers and artists under the custodianship of the National Trust of Australia (WA)



At risk

Dilapidated

Attended to

Conserved and Restored

## Client

City of South Perth

## Scope

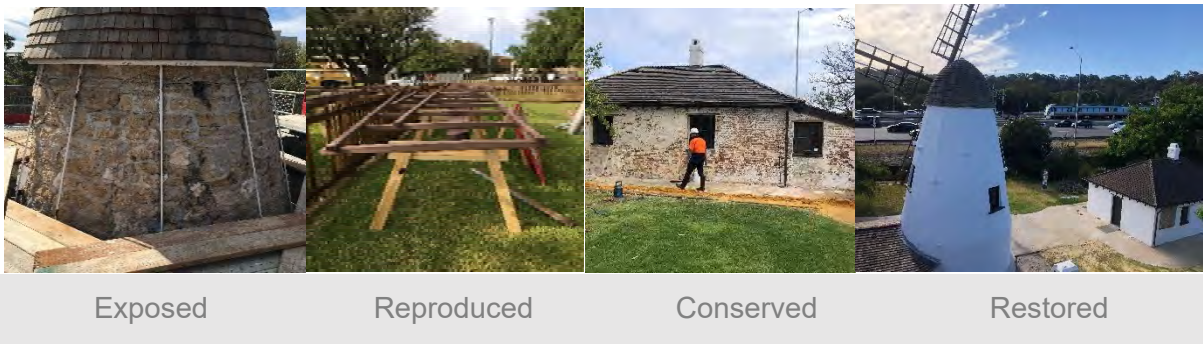
Removal of redundant render and extensive limestone and heritage clay masonry unit restoration. Structural remediation to masonry elements using HeliBar Stitching and custom stainless steel internal support structure. Patch render using sympathetic natural hydraulic lime render and mortar followed by limewash finish. Restore and repair internal heritage timber elements and mill sails.

Restoration of exterior and interior masonry, reconstruction of external chimney body and internal painting works to the adjacent cottage.

Project value: \$306,000  
 Completed: January 2021

## Outcome

Built in 1835, the Old Mill in South Perth is the state’s second oldest standing building, a colonial icon and West Australian landmark. Masonry heritage fabric to the Mill tower and adjacent cottage have been conserved. Timber elements within in the mill and to the mill sails have been repaired and replaced with like-species dry seasoned materials. The finished works have created much public comment and accolade for CLPM. All was completed to the delight of the City as custodian of the structure.



# SPECIAL CONSTRUCTIONS



## Client

The Metropolitan Redevelopment Authority (MRA) commissioned the “Elizabeth Quay Diamond” food and beverage outlet designed by Iredale Pederson Hook Architects for Perth’s iconic Elizabeth Quay precinct. The design was created to accommodate the unique operating requirements of the incoming tenant, “Gusto Gelato” whilst focussing on aesthetic architectural design values to express the spirit of our time.

## Scope

The steel substructure was precision manufactured and pre-erected off-site prior to transport to Elizabeth Quay. CLPM undertook ground works and service access works before lowering the substructure into place and suspending the central steel plant deck. With fine tolerances requiring 3-D in situ digital survey, custom laminated glass panels with ceramic printed graphic interlay were manufactured and fitted to an aluminium frame forming the weather proof exterior. Further computer 3-D modelling was then required to produce decorative aluminium over-screens that were custom perforated, curved and anodised to adorn the building’s corner sections and over-canopy.

Project value:       \$1,750,000  
Completed:           April 2016

## Outcome

A technical accomplishment, the project honoured architectural design values has been nominated for a number of prestigious design awards in 2016 and is being presented as a unique case study to Perth Architecture students. Internally lit and glowing in the evening, the “Diamond” is the jewel in the crown of the Elizabeth Quay precinct and set to become a Perth icon for locals and visitors alike.



Transported

Precision

Design Values

Perth Icon

## Client

The Department of Communities tendered for the Document and construction of one (1) three-bedroom two bathroom dwelling, and one (1) two-bedroom one bathroom dwelling at lot 219, 5 Duketon St Laverton. The tender was awarded to CLPM and commenced in September 2021.

## Scope

The Department wanted to ensure that there was an acceptable level of flexibility with respect to the design and specification parameters and therefore expected CLPM to deliver innovation and creativity which was responsive to its market context with respect to built-form, value and development risk mitigation.

The design and construct solutions needed to address the design brief, guidelines and specification identified within the tender documentation.

The houses were to be constructed to the Government Regional Officer Housing specifications (GROH) and in accordance to the requirements of the Residential Design Codes and the Building Code of Australia and be constructed in accordance with all relevant Federal, State, Local Government, service supply authority laws, by-laws and regulations and all relevant Australian Standards.

Project value: \$1,021,159.83  
Completed: April 2022

## Outcome

With comprehensive communication between CLPM, consultants and the Department of Communities throughout the project, the works have progressed within the allocated time frame and with good quality. The project is forecast to be handed over on time and to the satisfaction of the Department of Communities.



## Client

Midland Redevelopment Authority engaged CLPM after a Stage 1 and Stage 2 tender process. The second stage required a complete audit of business capacity & systems to ensure the contractor had the ability to tackle the job. Safety was high on the criteria list. This was to be managed by a separate consultant (Shawmac), to protect the client's liability in regards to the onerous nature of the works. Falls from heights & asbestos contamination were the prevalent concerns.

## Scope

- Re-roofing of over 20,000m<sup>2</sup> asbestos & cast iron drainage. (Roof height 15m+)
- Pin & re-build major brick openings.
- Construction of new Pattern shop
- Class one demolition required

Projects value:       \$9.3 million  
Completed:            February 2009

## Outcome

After rigorous planning and audits from internal & external sources, the job was completed & certified safe of asbestos contamination.

After all the stringent safety measures put in place, the system was tested by a single fall. The fall arrest line upheld as did the harness & lanyard. The rescue plan was actioned and the worker brought down safely in a short time. The safety system had proved its merits.

No other major worker accidents were reported.



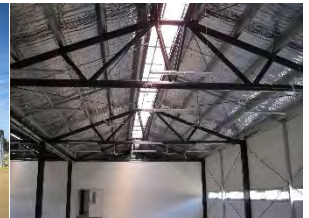
Over 20,000 m<sup>2</sup>



The Workshops



Pattern Shop  
Extension



New works

## Client

The Uniting Church - through the architects, Hocking Heritage Studio – invited CLPM to participate in the procurement process. CLPM was contracted to carry out the works to the new church hall which was attached to the old hall and existing church.

The client required ongoing use of the existing hall & church which were positioned adjacent to the site and required management of access.

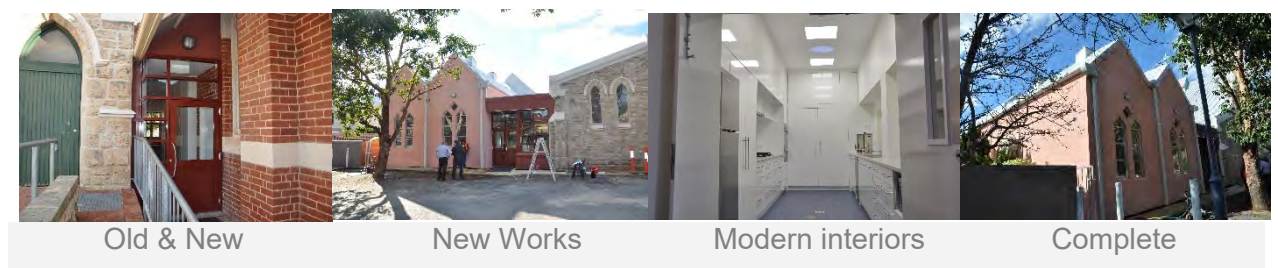
## Scope

Construction of new Church Hall extension to St Aidan's Church

Project value: \$1.2 million  
Completed: Aug 2011

## Outcome

The project was carried out with all the expected challenges of working on a site occupied and used by the local community. The works were completed on time and to a high standard.





## Client

The National Trust of Australia (WA) tendered for the internal conservation and fit out works at Old Perth Boys School in the Perth CBD. The tender was awarded to CLPM and commenced in August 2015.

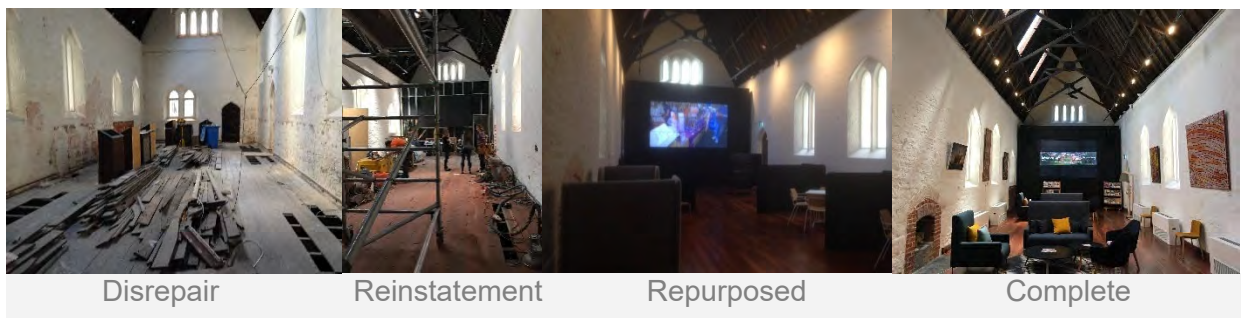
## Scope

Fit out works were specific to the purposes of Curtin University as current tenants. The project involved conservation of existing masonry and, timber floors and structures as well as the installation of modern climate control, modern acoustic panelling and isolation areas and the installation of high end audio-visual technologies featuring multiple visual display screens and a free standing media wall designed not to disturb the original building fabric. The building is currently under assessment for 6-Star Green Star Design and As Built Accreditation towards which, CLPM has delivered subcontractor education and provided documentation in support of our practices and materials used throughout the project.

Project value: \$1,750,000  
 Completed: March 2016

## Outcome

The challenges of working on a site in the centre of the CBD were overcome by careful planning & consideration with regard to delivery of materials and furniture, and waste disposal methods. Works were completed to the full satisfaction of the National Trust and Curtin University..



## Client

Kerry Hill Architects (Owner Occupier) appointed CLPM to carry out conservation and adaptations to the existing property and rear courtyard.

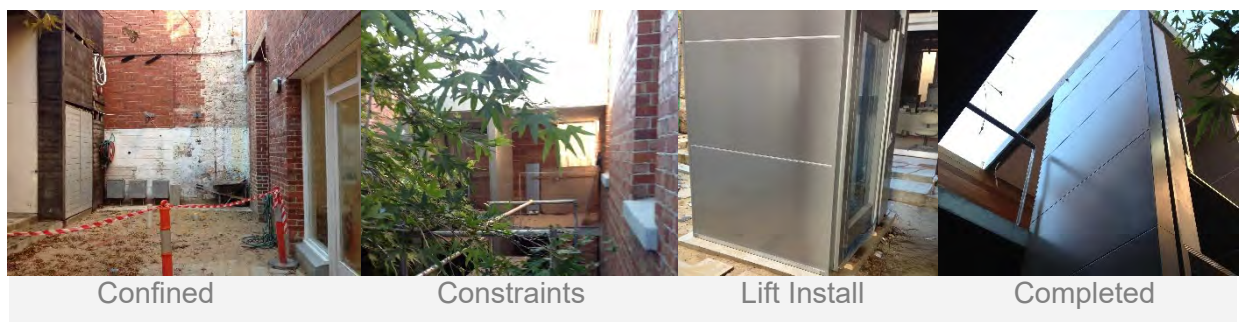
## Scope

Initial works focussed on the supply and installation of an external passenger lift to access the upper floor of the property incorporating steel stairs and balconies. New stormwater drainage, electrics and heritage conservation works were also a key component of the project. Internal alterations were carried out to accommodate the latest regulations and to suit tenant requirements including a full internal fit out.

Project value: \$550,000  
Completed: April 2013

## Outcome

Despite restrictions with logistics and a fully functioning business, close communication between CLPM and KHA ensured that works were completed on time and budget, to the complete satisfaction of the owners.



## Client

Next Generation Health Club Kings Park engaged Griffiths Architects to design and oversee upgrades to the Male and Female change rooms. The project was awarded to CLPM and commenced in July 2014.

## Scope

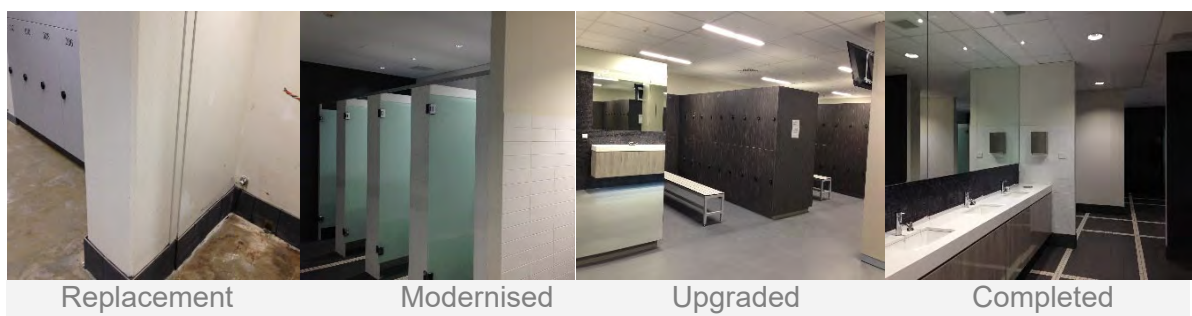
The project involved stripping out of damaged and redundant cabinetry, plumbing fixtures, lighting and flooring ahead of the prestige upgrade to the change rooms of Perth’s premier health club. The works program required high level coordination and the provision of temporary facilities to minimise the interruption to Club members throughout.

Working within the boundary of Kings Park, it was necessary at all times to manage the storage and transport of any waste materials in order to protect the sensitive natural environment per the Park’s strict requirements.

Project value: \$350,000  
 Completed: October 2014

## Outcome

In order to secure the most economic outcome project was carried out under a managed contract agreement rather than lump sum contract. CLPM worked closely with the client’s representatives to manage scope and budget with the transparency of all costs communicated through detailed fortnightly reports. The project was completed on time and under budget with the facilities being refreshed and patrons delighted with the striking outcome.



## Client and Architect

Private building and business owners, together with Lyons Architects.

## Scope

CLPM was engaged to undertake structural modifications, repairs and fit out of the former period shopfront and adjoining residence to adapt the building for use as a hairdressing salon. Facilitated by the addition of custom finish steel lintels and HeliBar® wall stitching, supporting walls were stabilised before removal of some sections internal wall sections to create a reception area and large open space for the main salon. Existing floor timbers were repaired, bleached and integrated with feature rustic-style tiles laid in herring-bone design.

Prestige cabinetry, hairdressing basins and feature lighting were installed to finish a contemporary new look complimented by the new air conditioning, refurbished restrooms and custom coffee lounge area.

Project value:       \$350,000  
Completed:         April 2017

## Outcome

Stabilised, adapted, refurbished and repurposed, the newly opened salon has a unique presence and appeal on the streetscape and within.



# REGIONAL PROJECTS



## Client

The National Trust were keen to restore the Old Farm, Strawberry Hill located in Albany and following a tender process, engaged CLPM to carry out the works.

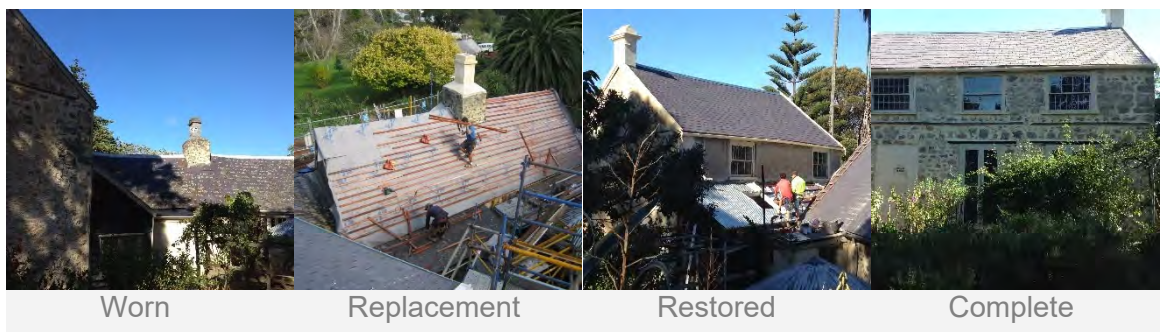
## Scope

Old Farm, Strawberry Hill in Albany was partially occupied during restoration. The restoration works included removal and installation of new slate together with major structural adaptations to the roof structure. The project also included stone restoration with hydraulic lime imported from the United Kingdom.

Project value: \$200,000  
Completed: May 2013

## Outcome

The project was finished in a timely manner to the full satisfaction of the National Trust.



## Client

City of Kalgoorlie-Boulder funded by the Royalty for Regions program engaged Griffiths Architects to prepare a major review of repairs and restoration works to the shopping precinct. The project involved 42 shops most of which were occupied and operating. The project was tendered, awarded to CLPM and commenced in January 2014.

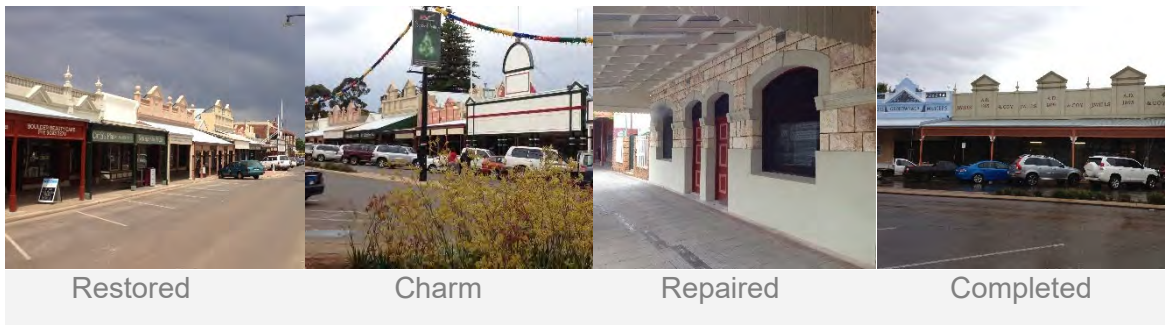
## Scope

Conservation and façade upgrades to the Burt Street Precinct in Boulder. Facades (including parapets, verandahs and shop fronts) were restored to their original style, complete with original signwriting. Public and safety management were a key component on this project.

Project value: \$4.4 million  
 Completed: Stage A & B – February 2015; Stage C – June 2015

## Outcome

CLPM worked closely with the client’s representatives and the owners and occupants to minimize disruption to an important hub of activity. The moral of the shopkeepers rose considerably after the initial phase of the works revealed a striking outcome to the streets restored heritage appeal. The project became a Finalist in the 2015 State Heritage Awards.



## Client

After extensive earthquake damage in April 2010, The Boulder Town Hall had been affected by severe cracking in a number of locations to the building. The City of Kalgoorlie-Boulder contracted CLPM to undertake the engineering repairs to the building.

Some cracks were at high levels and access presented challenges. Repairs required high level access & safe work planning both to the interior and exterior of the building.

Access was enabled by internal scaffolding & boom lifts.

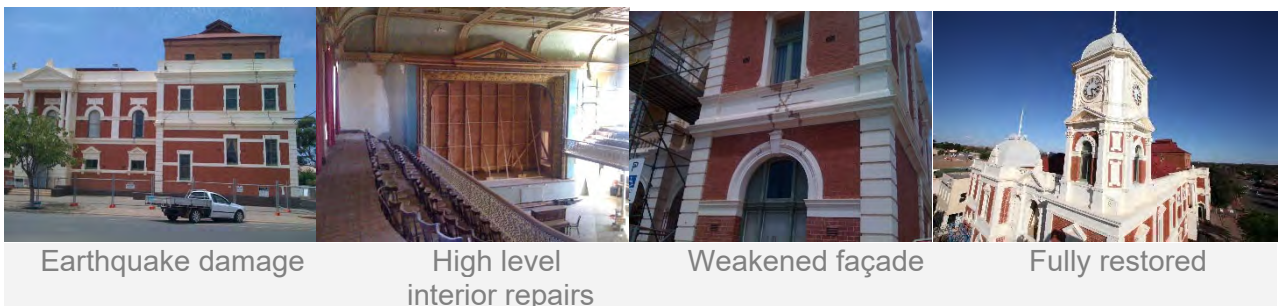
## Scope

- Structural repair of displaced walls
- Installation of masonry reinforcement into badly damaged walls
- Reinstatement of masonry at walls with minor cracks
- Reinstatement of damaged plaster
- Miscellaneous repairs

Project value:       \$700,000  
 Completed:         May 2012

## Outcome

Processes proposed by CLPM for rectification works were overviewed by the client’s engineer (GHD). Works were completed to the full satisfaction of the City of Kalgoorlie-Boulder and were certified by the engineer.





## Client

The client, Seven West Media worked with Alice Steedman Architect & Michael Ipkendanz Architect to provide an upgrade of the building's historic exterior & interior. CLPM was engaged to carry out the works. The works were carried out in an occupied work environment. The relationship between the client & contractor was important to the successful outcome below.

## Scope

Full re-roofing of the building and complete façade restoration. Followed by interior fit out requirements.

Project value: \$6.5 million  
Completed: February 2012

## Outcome



## Client

Toro Energy have been working closely with government and the local population of Wiluna to gear up for the commencement of uranium mining. On the former gold mine stands a Mine Manager's House. The building has unique mud-block construction. The building is of significance to the local population who were keen to see the building saved after a devastating wind removed the roof and damaged the building. Toro Energy in consultation with Annabel Wills Architects and Peter Baxendale Engineer, worked with CLPM to scope the necessary work to conserve the building.

## Scope

Mine Manager's House was an unoccupied, near derelict building with major structural damage. The project included structural repairs and a complete new roof structure and linings. Due to its remote location with little to no services/facilities, logistics and site management was extremely challenging.

Project value: \$290,000  
 Completed: August 2013

## Outcome

The structural repairs were completed with a new roof to full heritage specifications to the complete satisfaction of the client and the local community.



## Client

CLPM was contracted by the City of Bunbury to restore their historic War Memorial which is located in the heart of Bunbury. Undertaken by the City of Bunbury with the aid of a Federal Anzac Centenary grant, a major part of the restoration entailed replacing sections broken from the head of the sculpture.

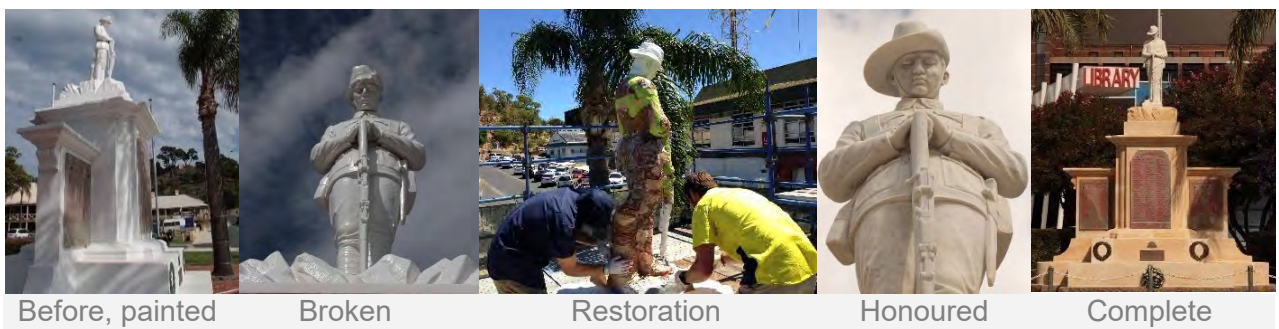
## Scope

The soldier keeping vigil on top of the memorial was missing the right side of the hat brim. The nose was broken and the face had sustained other damage, probably from thrown stones. Before remodelling could begin, the statue had to be relieved of over 20 coats of paint. Once the stone had been denuded, we could gauge the extent of the hidden staining and damage to the plinth itself. The entire structure was waterlogged from having a modern plastic paint on soft stone. As a consequence, the sandstone had de-crystallised and the surface was crumbling and pitted. Invisible repair was not the goal of the restoration, the idea was to recapture the materials and the intention and the technology that was used at the time the monument was created. Imported natural hydraulic lime was used to fill some of the gouges in the plinth. Actual sandstone replacement was kept to a minimum. Detailed sanding work was needed on the statue itself which showed signs of fine surface crumbling. A smooth hard finish was restored which would resist salts and pollution. Fine details on buckles, rifle and wording on the shoulder epaulettes called for careful attention. For the minor damage to the face, crushed marble was used to remodel eye, cheekbone and nose. A piece of marble was sculpted into a new hat brim. To attach it, the cratered broken surface was sanded back. Stainless steel rods provided structural integrity and the piece was finally re-joined to the hat using matched marble glue.

Project value: \$65,000  
Completed: April 2015

## Outcome

All paint was removed, stone surfaces refinished to fine detail and structural repairs completed with like-material indents and stainless steel pinned sections. The project met full heritage specifications to the complete satisfaction of the client, architect and the local community in time for the City's 2015 Centenary of Anzac celebration.



# Contract Management

At CLPM our mission is to manage contracts professionally and effectively with a client service orientation. As a result we enjoy repeat business from key clients and provide outstanding references. (Refer to Appendix A – Client References)

We continue to adapt our contract management processes to meet industry best practices and recognise that good Information Management is critical to the success of our projects in terms of risk management, cost control and quality outcomes.

Contracts are managed with the Sage 300 CRE System (used by many large building companies) and our Information Technology is fully serviced and supported by Silverfern IT.

With solid business systems accredited under ISO9001:2015 we remain informed and are able to keep our clients informed through every step of each project and take pride in our efficiencies and attention to detail.



# Construction Management

At CLPM we are able to offer a Construction Management Service.

This provides clients with the opportunity to choose their builder without having to go through the cumbersome fully documented tender process whilst tracking project progress and spend with our specially developed reporting systems

After the terms of the Construction Management are agreed; projects can be fast tracked on the client's behalf. Projects are fully costed for budgeting purposes and the project costs are then fully managed with an 'open book' to the client.

Further details on this arrangement can be provided by contacting our Managing Director, Paul Rees.

# Safety Policy

CLPM values the wellbeing of everyone employed on our worksites and of those who may be affected by our work.

CLPM is accredited under ISO45001:2018 and exercises a genuine commitment to monitoring, maintaining and updating appropriate and practical OH&S documentation on site at all times.

## The objectives of our Safety Policy are:

- To achieve an accident-free workplace.
- To make health & safety an integral part of every managerial and supervisory position.
- To consult with our workers and the Principal Contractor and to ensure health & safety is considered in all planning and work activities.
- To involve our employees in the decision-making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

## The success of our health & safety management is dependent on:

- Pro-active planning of all work activities with due consideration given to implementing OH&S controls that are suitable to each given situation.
- Understanding the total work process and associated OH&S risks.
- Ensuring the work team is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all employees.

## Public safety

All aspects of public safety is taken into account for the duration of the works including:

- Prevention of unauthorised access to the work site
- Nature and extent of site fencing, where applicable
- External loading/unloading schedules
- Hoarding and gantries

Further documentation on our QSH&E Management System can be provided where applicable.

# Risk Management

CLPM will not commence any works on site unless:

- CLPM has undertaken an assessment of the risks associated with the work to be carried out.
- CLPM has consulted with the client on their specific requirements.
- CLPM has completed induction training with respect to occupational health and safety as specified in the occupational health and safety management plan for the place of work, and
  - has available on site a written Safe Work Method Sheet (also known as a Job Safety Sheet) SWMS/JSA that includes a copy of the assessment of risk, and
  - CLPM will maintain and keep up to date the sub-contractor's SWMS/JSA for a place of work and make available to their client on request.

CLPM will identify the potential hazards of the proposed work, assess the risks involved and develop controls to eliminate, or minimise the risk. The risk management process is carried out in consultation with the workers and sub-contractors.



# Site Inductions

## SITE INDUCTION

Before the commencement of any works on site, each employee and sub-contractor must participate in the induction process facilitated by the CLPM Site Supervisor. This is to ensure that employees and contractors work in a safe manner and comply with the site specific and contractual requirements of the client.

Key considerations in the Induction are;-

### Attending Site

All attendees on site MUST

1. read the OH&S site specific management plan
2. not bring any non-approved chemicals onto the site
3. provide CLPM with a copy of the MSDS for any chemicals bought onto the site
4. comply with the following requirements;-
  - no smoking
  - no alcohol or non-prescription drugs
  - work safely at all times
  - maintain a clean and tidy workplace
  - no isolations of ANY service without approval
  - all power tools and leads must have a current electrical safety tag
  - Personal Protective Equipment is to be worn as required
  - a Hazard Identification/Risk Assessment must be performed for all tasks
  - Incidents, accidents or injuries must be reported to CLPM as soon as possible
  - do not stand on furniture or desks



## CLIENT REFERENCES



**Enquiries:** Lewis Wise on 9474 0777  
**Our Ref:** W300833  
**Doc ID:** N/A

23 April 2021

George Murray  
Clinton Long Project Management  
Unit 1, 2 Walcott Street  
MOUNT LAWLEY WA 6050

Dear Mr G Murray,

#### THE OLD MILL & MILLER'S COTTAGE CONSERVATION WORKS

Clinton Long Project Management (CLPM) was truly a collaborative partner in assisting the City with the restoration of the Old Mill, Western Australia's second oldest building.

The Old Mill is South Perth's most iconic landmark and valued for its cultural heritage, significance and aesthetic appeal.

Like many heritage projects a number of latent conditions arose during the course of the conservation works. CLPM provided valuable input and recommendations, aiding to cost effective, efficient and quality project outcomes.

CLPM's commitment to the project was evident every day in their collaborative nature, proactive approach to challenges, and their clear, consistent and timely communication. The knowledge of the CLPM team was of great value and added to the overall success of the project.

Yours faithfully



LEWIS WISE  
INFRASTRUCTURE PROJECTS COORDINATOR

**Our Ref:** FM.021.6; D21/28085  
**Telephone:** (08) 9231 0745

10 March 2021

CLPM Pty Ltd  
Unit 1, 2 Walcott Street  
**MT LAWLEY WA 6050**

Attention: Paul Rees

Dear Paul,

**END OF CONTRACT PERFORMANCE REVIEW FOR CONTRACT 06/2017 - PREQUALIFIED PANEL OF SUPPLIERS FOR BUILDING CONTRACTORS – CATEGORIES 1 & 2**

The City of Canning wishes to take this opportunity to review contract performance and provide feedback to **CLPM Pty Ltd** following the conclusion of works under the above-mentioned Contract.

Under this Contract, specifically Category 2 - Building Renewal – Heritage Restoration - Project Work valued \$50,000 - \$500,000 exclusive of GST, CLPM Pty Ltd was awarded the following project :

- 06U/2017 Woodloes Homestead - Conservation Stage 3  
(Dec 2020 – Feb 2021)

In reviewing performance under this Contract, the City has assessed the overall performance of CLPM Pty Ltd against the three Key Performance Indicators (KPI's) identified in the head agreement, namely :

- Schedule adherence - 97% achievement of all identified milestone dates and goals
- Proposed and approved variations falling between Final Contract Value and Original Contract Value greater than 5%
- Variations to Contract Value initiated by factors within Contractor's control

Based on these KPI's, the City has assessed CLPM Pty Ltd as having met expectations across all three measures of time and cost, and overall, performance being to an excellent standard.

The City would be happy to discuss the performance assessment with you in further detail if required. Additionally, we'd invite you to provide feedback to the City either on the Pre-Qualified Panel arrangements, and / or on working with the City in general. Should you wish to do so, please either email a response to Antonietta Franco, Principal Architect, [antonietta.franco@canning.wa.gov.au](mailto:antonietta.franco@canning.wa.gov.au), or contact her to arrange a meeting time.

In concluding the close-out performance provisions of the Contract, the City once again thanks CLPM Pty Ltd for their participation as a Panelist under this Contract over the past 3 years.

Regards,



**Ashley McKinnon**  
**Manager, Build Canning**

---

**From:** Miryanam, Venkatesh <Venkatesh.Miryanam@finance.wa.gov.au>  
**Sent:** Thursday, May 14, 2020 2:06:20 PM  
**To:** George Murray <George.Murray@clpm.com.au>  
**Subject:** BMW0442717 - Spare Parts Puppet Theatre - Exo-skeleton

Hello George

Please see below.

**Project Details:**

PACMAN number – 14372  
Spare Parts Puppet Theatre - Exo-skeleton  
Value: \$375K Ex GST.

Clinton Long Project Management (CLPM), were the contractors who delivered the works. CLPM have been pro-active in planning and co-ordinating works on site, which paved way for a timely completion of the works. The standard and quality of work carried out was good in general. They were good with the general contract administration requirements. Provided with regular updates, issued meeting minutes, updated program of works regularly and was quick in responding to Superintendent's instructions.

BMW was happy with CLPM communication, co-ordination and relationship management.

**Regards**  
**Venkatesh Miryanam**  
Maintenance Operations  
Department of Finance  
6<sup>th</sup> Floor, 16 Parkland Drive, Osborne Park WA 6850  
Mob: 0430 338 865  
[Venkatesh.miryanam@finance.wa.gov.au](mailto:Venkatesh.miryanam@finance.wa.gov.au)

***Our vision is driving practical, cost-effective and quality outcomes across government to benefit Western Australians***

23 March 2020

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

**REFERENCE  
CLINTON LONG PROJECT MANAGEMENT  
FORMER NEWCASTLE GAOL - RE-ROOFING, STRUCTURAL & DRAINAGE WORKS  
CLINTON STREET, TOODYAY**

I am writing to provide a reference for Clinton Long Project Management. We had the pleasure of recently working with CLPM on the former Newcastle Gaol located on Clinton Street in Toodyay.

The former Newcastle Gaol is included on the State Register of Heritage Places and the Shire of Toodyay's Local Heritage Survey (formerly known as a Municipal Heritage Inventory). The place is recognised for its cultural heritage significance for the following reasons:

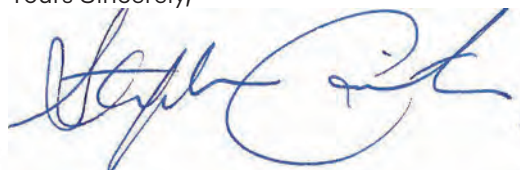
*the place is a fine example of convict built architecture;  
the place is characterised by its simplicity of form, materials, texture and colour, contributes to the aesthetic quality of the streetscape of Clinton Street;  
the place forms part of a civic precinct which contributes to the townscape of Toodyay;  
the place is representative of the activities associated with the early settlement and development of Toodyay;  
the place has held a significant role in the Toodyay community, originally as a lock-up and police station and presently as a museum; and,  
the place is closely associated with the Colonial Clerk of Works, Richard Roach Jewell.*

The conservation project included re-roofing, structural and drainage works and care had to be taken in relation to its significant building fabric.

CLPM, through their skilled tradesman, delivered a high quality project in the agreed time frame and we were impressed with their communication and problem solving during the construction phase. CLPM's professional approach to building conservation ensured a successful project to be completed.

We look forward to working with CLPM on future projects and would highly recommend this company to others.

Yours Sincerely,



**Stephen Carrick**  
Director

1915 Pinjarra Road,  
Pinjarra WA 6208  
PO Box 21 Pinjarra WA 6208

T: 08 9531 7777  
mailbag@murray.wa.gov.au  
www.murray.wa.gov.au



Ref: GE02/85-03  
Enquiries: Rod Peake, Director Planning & Sustainability

1 October 2019

Clinton Long Project Management  
Unit 1, 2 Walcott Street  
Mount Lawley WA 6050

Via email: [George.Murray@clpm.com.au](mailto:George.Murray@clpm.com.au) ; [george@clpm.com.au](mailto:george@clpm.com.au)

Dear George

### **Protection and Conservation works on former Exchange Hotel in Pinjarra**

The Shire of Murray engaged CLPM in late 2018 to undertake protection and conservation works on the former Exchange Hotel building in the main street of Pinjarra.

The Exchange Hotel building dates back as far as 1866 and has considerable heritage significance. Over time however the building has experienced numerous ad hoc extensions, has been closed to trade for several years and has suffered significant deterioration. CLPM was engaged to demolish the portions of the building that did not have heritage significance, resolve structural issues, replace roof sheeting and plumbing, undertake external conservation works and secure the buildings. The contract had a value of around \$600,000.

In their tender submission, CLPM offered a competitive price and impressed the Shire with their specialist heritage expertise and experience. The works were undertaken between February and June 2019, completed within the agreed timeframe, within budget and to a high standard. Being a heritage building, along the way it was inevitable that unexpected challenges would arise. CLPM however kept the Shire regularly informed and worked collaboratively with us and the Shire's heritage architect to provide options to resolve issues as they arose, in a way that not only met stringent heritage requirements but also recognised the Shire's limited project funding.

I can say without reservation that the Shire was extremely satisfied with the work undertaken by CLPM. George and his team were a pleasure to deal with and the Shire would have no hesitation in using them for similar projects in the future. The works completed have enabled the Shire to now attract a developer to undertake the next phase of conservation works on the building and to re-establish the former hotel.

I would be happy to discuss the project in further detail should that be necessary and in this regard can be contacted on 9531 7730.

Yours sincerely

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

Rod Peake  
**Director Planning & Sustainability**

RW:TB

16<sup>TH</sup> May 2018

CLPM  
Unit 1, 2 Walcott Street  
Mount Lawley  
PERTH WA 6050

Dear Sir/Madam

## LETTER OF REFERENCE

To whom it may concern

We worked with CLPM on the restoration of the Old Cloisters building at 200 St Georges Terrace, Perth in 2017.

Conservation works included the restoration of existing face brickwork which was seriously eroded. Replacement bricks were hand-picked to suit colour and hardness of the original brickwork and façade patterning. Asbestos cement singles that were added to the roof in the 1970s were replaced with new slates and copper roofing.

Unforeseen problems were met with a proactive response from CLPM with helpful suggestions enabling the building to be restored to its former glory.

CLPM's skilful craftsmen helped conserve the brickwork on this Perth landmark, allowing it to grace the city for another century.

It was an absolute pleasure to work with George and his team on this highly successful project.

Yours sincerely,

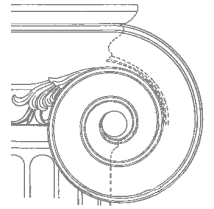
**THE BUCHAN GROUP PERTH PTY LTD**



**ROGER WAKEFIELD**  
Associate Director



**LOU COTTER**  
Managing Principal



Postal Address: PO Box 68 DARLINGTON WA 6070

18<sup>th</sup> September 2017

Mr George Murray  
Project Manager/Associate Partner  
Clinton Long Project Management  
Unit 1, 2 Walcott St  
Mount Lawley WA 6050

Dear George,

**St Columba's Catholic Church, South Perth.**

We write to acknowledge CLPM's successful completion of the conservation works to St Columba's Catholic Church, South Perth, and in particular to the bell tower, tower windows, roof and wall restorations of the 80 year old church built in 1937.

As with several past projects, we have not been disappointed with the performance CLPM has brought to this project. In carrying out the work, our clients were the beneficiaries of CLPM's past experience and knowledge that assisted with problem solving issues that invariably arise, and are never straight forward or conventional, when it comes to conservation and heritage projects.

On behalf of our client, we thank CLPM for working within the constraints placed on the project by the St Columba's Parish who wished, and were able, to continue with daily masses and church activities throughout the 16 week contract. This was achieved by your understanding of their needs, careful forward planning and arranging the work programme to carry out the construction with minimal noise and disturbance at particular times of the day each week.

Your approach and organisation for a small but relatively complex project, on a site with limited access for workers, equipment and scaffolding facilitated the skilled restoration work necessary to the 18m high dome on top of the bell tower that overlooks Perth water. Also working at high level over the nave of an operating Church, the project required the complete replacement of the aging terracotta 'Cordovan' tiled roof, and this aspect of the work was acknowledged in receiving a commendation for restoration in the annual awards for clay roofing projects.

In closing we also acknowledge CLPM's prompt and effective response to minor issues during the 12 months defects liability period, and we look forward to further opportunities to work with CLPM into the future.

Yours faithfully,

*Bruce Callow & Associates H.*

**Bruce Callow**

Principal Architect/Director

**Bruce Callow & Associates Pty Ltd.**





11 December 2015

To whom it may concern,

**REFERENCE FOR CLINTON LONG PROJECT MANAGEMENT (CLPM)**

Hocking Heritage Studio takes great pleasure in providing a reference for Clinton Long Project Management (CLPM).

CLPM's specialised skill set in heritage and conservation projects, their knowledge, resourcefulness and experience are invaluable to this industry. The standard of their work has been good and they have brought a high level of technical skills to projects. Over the years as the scope and level of complexity in projects increase, CLPM have recognised the need for and have increased their administrative and managerial capacity to suit. They have always worked co-operatively and flexibly with the project superintendent and heritage architect, ensuring harmonious working relationships on construction projects.

I have personally been working with George Murray and his team at CLPM since 2007 on a range of projects from additions to existing church halls, restoration of heritage listed places and recently, reconstruction of the Esplanade Reserve Kiosk within the Elizabeth Quay Redevelopment site. CLPM have been open, honest, and candid in their dealings and have performed capably and satisfactorily.

I would highly recommend CLPM to clients looking for a specialised heritage contractor.

Should you require further information, please do not hesitate to contact the undersigned directly.

Yours sincerely,



Yen Nee Goh  
Director  
Hocking Heritage Studio

23 October 2013  
Our Reference: Ref 011

**CLINTON LONG PROJECT MANAGEMENT  
REFERENCE**

Griffiths Architects



We are happy to provide a reference for CLPM.

To date we have engaged CLPM on a wide range of projects. All of the projects were complex and most involved conservation work, requiring a wide range of traditional and modern building skills. The company works very well as an integrated building team. There is good communication between the management and supervisory roles and a strong core of staff trades.

On all of the projects that we have undertaken with CLPM, we have found them to be well organized and looking ahead in programming the works, with following trades smoothly integrated into the process. Once construction begins, they gather and maintain momentum through to completion. Their time performance is very good. The few occasions when programs have not been met have occurred on complex projects where the full extent of work could not have been known at the tender and programming stage, and where latent conditions have impacted on scope of work.

CLPM provide genuine tender prices and have an honourable claim history with us. We are able to deal with claims readily and we have not had any disputes of claims or variation claims.

CLPM's workmanship consistently meets requirements. Projects are entered into and conducted in a cooperative spirit. Queries and variations are dealt with in a reasonable manner. The niceties of working on occupied buildings are observed, so that relations with building owners in these situations are very cordial.

We have worked on projects together now for 11 years. We work well together to deliver well constructed projects, to realise projects at costs that building owners are comfortable with, and for the experience of construction being a pleasant and enjoyable one.

Yours sincerely,

PHILIP GRIFFITHS FRAIA RIBA M.ICOMOS

ABWA Reg.No. 1071

for Griffiths Architects

Architecture  
Heritage  
Interiors

Griffiths Architects  
ABN 91 277 671 706  
177 York Street Subiaco  
Western Australia 6008  
Telephone 08 9381 1666  
Facsimile 08 9381 1566  
mail@griffithsarchitects.com.au  
www.griffithsarchitects.com.au



## INSURANCES

<b>TYPE</b>	<b>BROKER/INSURER</b>	<b>POLICY NO.</b>	<b>VALUE (\$)</b>	<b>EXPIRY DATE</b>
Public Liability	Resolute Insurance Brokers / SURA Construction Pty Ltd	Q-SURA-CONS-801212	\$20m	30/6/2023
Contract Works	Resolute Insurance Brokers / SURA Construction Pty Ltd	Q-SURA-CONS-801212	Per requirements	30/6/2023
Workers Compensation	Resolute Insurance Brokers / GIO General Ltd	WCW001004368	Per requirements	30/6/2023
Professional Indemnity	Resolute Insurance Brokers / Agile Underwriting Services / Lloyds of London	20892.2021	\$10m	26/11/2022



SHIRE OF KULIN  
REQUEST FOR TENDER  
TENDER 06-22/23

Request for Tender:	1 4 x 2 residence
Deadline:	12 Noon, Monday 12 September 2022
Address for Tender Delivery:	38 Johnston Street KULIN WA 6365
Mail:	PO Box 125 KULIN WA 6365
Email:	<a href="mailto:dceo@kulin.wa.gov.au">dceo@kulin.wa.gov.au</a>
Fax:	08 9880 1221

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# PRINCIPAL'S REQUEST

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## CONTRACT REQUIREMENTS IN BRIEF

The contract is for the construction and supply of one 4 bedroom, 2 bathroom dwelling on a fully serviced lot within the townsite of Kulin WA 6365, Western Australia.

## TENDER DOCUMENTS

This request for tender is comprised of the following parts:

- a) Principal's request
- b) General and special conditions of contract
- c) Specification
- d) Tenderer's Offer (Complete and return with offer)
- e) Appendix 1 (Complete and return with offer).
- f) Appendix 2 (Information on Lot)

## CONTACT PERSONS

Fiona Murphy  
Deputy Chief Executive Officer  
[dceo@kulin.wa.gov.au](mailto:dceo@kulin.wa.gov.au)  
08 9880 1204

## EVALUATION PROCESS

This is a Request for Tender (RFT). Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation.
- b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated, e.g. tendered prices and other relevant whole-of life costs are considered.
- c) The most suitable Tenderers may be shortlisted and may also be required to clarify the Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A contract may then be awarded to the Tenderer, whose Tender is considered the most advantageous tender to the Principal.

## SELECTION CRITERIA

The Principal has adopted a best value for money approach to this Tender. The Contract will be awarded to a Tenderer who best demonstrates the ability to provide quality products at a competitive price. The tendered prices will be assessed with the following qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

## COMPLIANCE CRITERIA

These criteria will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Tender from consideration.

Description of Compliance Criteria		Yes/No
a)	Compliance with the specifications contained in this request.	
b)	Compliance with the conditions of tendering in this request.	
c)	Compliance with the requirements relating to completion time frame.	
d)	Compliance with the completion of the price schedule.	
e)	Compliance with the submission of the completed construction specification checklist (attached Appendix 1)	

## QUALITATIVE CRITERIA

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria.

It is essential that Tenderers address each qualitative criterion. The Tenders will be used to select the chosen Tenderer, and failure to provide the specified information may result in elimination from the Tender evaluation process. The qualitative criteria for this Request are as follows:

Description of Qualitative Criteria		Yes/No
a)	Given time frame for completion of dwelling – label as attachment 1	
b)	Demonstrated experience in completing similar type projects – attach and label as attachment 2	
c)	Detail of house plans – attach and label as attachment 3	
d)	Detail of specification submitted – attach and label as attachment 4	
e)	Addressing of Specification Checklist Items – as per the attached checklist in Appendix 1 and labelled attachment 5	

## PRICE CONSIDERATION

The tendered price will be considered along with the related factors affecting the total cost to the Principal.

## PRICE BASIS

---

All prices for new dwelling offered under this Request shall be fixed for the term of the Contract.

Tendered prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices tendered shall include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.



## CONDITIONS OF TENDERING

---

### DELIVERY METHOD

Tenderers should keep in mind that emails larger than 10mb are unable to be sent to Shire of Kulin email addresses. Consideration of this limitation is required and alternative arrangements must be made if the submission email exceeds 10mb.

Tenders may be:

- a) Hand delivered to the Shire of Kulin Office, 38 Johnston Street Kulin, WA 6365
- b) Sent through the mail to the Deputy Chief Executive Officer, Shire of Kulin, PO Box 125, Kulin WA 6365
- c) Sent via email to the Deputy Chief Executive Officer, [dceo@kulin.wa.gov.au](mailto:dceo@kulin.wa.gov.au)
- d) Sent via fax to the Deputy Chief Executive Officer, 08 9800 1221

### LODGEMENT OF TENDERS

The tender must be lodged by the deadline. The deadline for this tender is 12 Noon WST, Monday 12 September 2022.

All requested attachments and any other brochures or pamphlets must be attached to the tender submission.

### REJECTION OF TENDERS

A tender shall be rejected without consideration of its merits in the event that it is not submitted before the deadline and at the place specified in the request and may be rejected if it fails to comply with any other requirements of the request.

### LATE TENDERS

Tenders received after the deadline will not be accepted for evaluation.

### DISCLOSURE OF CONTRACT INFORMATION

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All Tenderers will be given particulars of the successful Tenderer (s) or advising that no Tender was accepted.

### ALTERNATIVE TENDERS

**All Alternative Tenders shall be accompanied by a conforming Tender.**

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract shall in all cases arising be clearly marked "ALTERNATIVE TENDER".

The Principal may in its absolute discretion reject any Alternative Tender as invalid.

Any printed "General Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

## TENDER VALIDITY PERIOD

All Tenders shall remain valid and open for acceptance for a minimum period of three (3) months from the Deadline. Council proposes accepting a tender at its scheduled Council meeting to be held on Wednesday 21 September 2022. It is expected that the tender will be awarded to the successful applicant after this meeting on Friday, 22 September 2022.

## GENERAL CONDITIONS OF CONTRACT

Tenders shall be deemed to have been made on the basis of and to incorporate the General Conditions of Contract.

## PRECEDENCE OF DOCUMENTS

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request shall have precedence.

## TENDERERS TO INFORM THEMSELVES

Tenderers shall be deemed to have:

- a) examined the Request and any other information available in writing to Tenderers for the purpose of Tendering;
- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
- c) satisfied themselves as to the correctness and sufficiency of their Tenders including Tendered prices which shall be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein; and
- d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer. Negotiations shall be carried out in good faith.

## ALTERATIONS

The Tenderer shall not alter or add to the Request documents unless required by these Conditions of Tendering. The Principal shall issue an addendum to all Tenderers where matters of significance make it necessary to amend the issued Request documents before the Deadline.

## RISK ASSESSMENT

The Principal may have access to and give consideration to:

- a) any risk assessment undertaken by a credit rating agency; and
- b) any information produced by the Bank, financial institution, or accountant of a Tenderer; so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

## OWNERSHIP OF TENDERS

All documents, materials, articles and information submitted by the Tenderer as part of or in support of a Tender shall become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process PROVIDED that the Tenderer shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

## CANVASSING OF COUNCILLORS

If a Tenderer, whether personally or by an agent, canvasses any of the Principal's staff or councillors with a view to influencing the acceptance of any Tender made by it or any other Tender, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal will omit the Tender from consideration.

## IDENTITY OF THE TENDERER

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer shall be the person, persons, corporation or corporations named as the Tenderer in Part 4 and whose execution appears on the Offer Form in Part 4 of this Request. Upon acceptance of the Tender, the Tenderer shall become the Contractor.

# GENERAL AND SPECIAL CONDITIONS OF CONTRACT

## GENERAL CONDITIONS OF CONTRACT

Tenders must comply with and be based on the General Conditions of Contract. The General Conditions of Contract will be deemed to have been issued and constitute part of the Tender Documents.

## SPECIAL CONDITIONS OF CONTRACT

### WARRANTIES

The Contractor shall obtain all warranties specified in the Contract including any warranties that are obtained by any subcontractor, and shall ensure that the Principal will have the benefit of the said warranties.

### PRICE BASIS

Unless otherwise stated in the Contract, the Contract Price shall be firm and not subject to rise and fall.

### GOODS AND SERVICES TAX

For the purposes of this clause:

- a) "GST" means goods and services tax applicable to any taxable supplies as determined under the GST Act.

- b) "GST Act" means a New Tax System (Goods and Services Tax) Act 1999 and (where the context permits) includes the Regulations and Commissioner of Taxation's Goods and Services Tax Rulings and Determinations made thereunder and any other written law dealing with GST applying for the first time being in the State of Western Australia.
- c) "Supply", "taxable supply" and "tax invoice" have the same meanings as in the GST Act.

Where the supply of Goods or any part thereof is a taxable supply under the GST Act: the Contract Price shall be inclusive of all applicable GST at the rate in force for the time being.

# SPECIFICATION

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## GENERAL SCOPE OF WORKS

Generally, the Contract is for the supply and construction of one new dwelling as specified within. The location of the dwelling is to be on a fully serviced block within the Kulin townsite.

## WORK BY OTHERS

The Shire of Kulin is to provide the following:

- All site works including compacted sand pad for the dwelling and any retaining wall that may be required.
- Electrical connection from Western Power supply dome to the dwelling electrical switchboard.
- Water connection from Water Corporation meter valve to water pipes at ground level on outside of the dwelling.
- Plumbing connections including connection of pipes across the splits, connection of drainage to sewer junction or septic system, connection to water mains and flush & test pipes and appliances.
- All sewerage works outside of the building line.

## DESIGN SPECIFICATION

### BASIC DESIGN

This contract is for the supply, delivery and erection of one dwelling as specified below:

House 1.) minimum of four bedrooms (all bedrooms must have built in robes) and two bathrooms and minimum floor area of 175m<sup>2</sup>.

The preferred layout is “open floor plan” for living and dining areas.

A detailed floor plan (with optional verandas or patios shown) and specifications must be submitted with the Tender. Respectively, these are to be attachments 3 and 4 to the tender submission, and labelled as such.

Fixtures and fittings in dwelling supplied as per the contract and where required are to incorporate the 6 Star Plus principles with the aim of conservation of our resources.

The dwelling is to be constructed to the standard of the Building Code of Australia 2016 and the referenced Australian Standards or equivalent.

### TRANSPORT AND LOCATION

The dwelling will be located in the townsite of Kulin which is located approximately 280km South East of Perth. The Tenderer is to allow for the cost of transportation of materials to the sites allocated.

## CONSTRUCTION

The new dwelling to be constructed is to include the following items:

- Supply and Erection of one dwelling upon a concrete slab were the Shire of Kulin will provide a compacted sand pad to specification.
  - Kulin soil type generally is class "M" as defined in table 3.2.4.1 of Volume Two of the Building Code of Australia 2016
  - Is in climate zone 4 and Wind Region A
- Installation of all sewerage works plumbing within the building to the building line to allow easy connection by others to the remainder of the sewerage system.
- Installation of all electrical within the building and to the building line to allow for easy connection by others to the power facilities at the Lot (draw cords as example)
- Roof framing to be of Steel or suitably treated wood construction and to Volume Two of the Building Code of Australia 2016 and referenced Australian Standards or other Standard where listed as suitable.
- Roof sheeting to be Colourbond (custom orb profile) with purlins or roof battens of sufficient material type, member size and spacing to support the roof sheeting as recommended by the sheeting manufacturer.
- Fascia, to be colourbond.
- Under roof, external walls and ceiling to be insulated with fibreglass bats or similar approved insulation product to comply with part 3.12 of Volume Two of the Building Code of Australia 2016.
- Aluminium windows and sliding doors with barrier doors fitted with security screens and security locks, to be fitted and keyed alike. Windows to have breeze locks fitted.
- External Doors - Solid core weatherproof doors with aluminium security screen barrier doors and locks to be keyed. Doors to be constructed and positioned to facilitate good access and mobility to persons with disabilities and/or elderly. Doorways of 820mm width or greater where practical is the preferred option. Where practical sliding doors can be used.
- Internal Doors - to be fitted flush panel.
- Internal walls in non-wet areas to be lined with standard gyprock and neatly jointed and finished.
- Internal walls in wet areas to be lined with water resistant gyprock (or similar) and neatly jointed, sealed and finished. Constructed as per part 3.8 of Volume Two of the Building Code of Australia 2016
- Ceiling height to 2.7m throughout.
- Ceilings to have sufficient battens and be lined with standard gyprock and cornices and neatly jointed and finished.
- Painting – fully painted internally and externally with 2 coats of light colour washable acrylic in a professional manner and in accordance with Australian Standard AS 2311.
- Electric oven and minimum 4 burner gas stove top and electric range hood over stovetop. A certified LPG gas regulator for 2 x 45kg LPG Gas bottles is to be fitted to the exterior of the house in a suitable location and in accordance with the Department of Commerce Western Australia Energy Safety and piping installed from this regulator to the 4 burner gas stove top.
- A pantry with door is to be provided in the kitchen area and space to be left in kitchen area for fridge / freezer.
- A linen cupboard with door is to be provided either in the Laundry or Passage.
- Forty five (45) litre laundry trough inset and cupboard with laminated top and drain recess in top for washing machine waste water pipe.

- Automatic washing machine taps to be fitted to laundry. Chrome wall-fixed aerating tapware, including chromed extension arm to spout for trough.
- Toilet to be fitted with suitable WC of a height not exceeding 480mm in height measured from the finished floor level to the top of seat, dual flush cistern and toilet roll holder to be fitted.
- Exhaust fan to be fitted to toilet and bathroom and vented to open air or ceiling space if adequate ventilation is indicated.
- Bathrooms to be fitted with metal towel rails (secured firmly to the stud wall) and full length mirror above laminated vanity. Shower to be of sufficient area
- Built in robes with one shelf and hanging rail with sliding doors to be fitted to all bedrooms.
- Window treatments to be fitted to all windows and glass sliding doors (including bathroom and laundry).
- Quality floor coverings to be fitted throughout the house. Ceramic floor tiles to kitchen/dining and living areas, passage, storeroom and wet areas. Carpet to bedrooms.
- Fully hardwired smoke detector(s) to be fitted in accordance with part 3.7.2 of Volume Two of the Building Code of Australia 2016.
- GPO, air-conditioning, ceiling fan, telephone and tv point requirements per room, per house:

House 1 (4 bed, 2 bath)			
Room	Type and No. of GPO's Required	Air-conditioning / Ceiling Fan	Digital Television point
Bedroom1	2 x Double GPO	Split System Reverse Cycle Unit	1 x digital point
Ensuite	1 x Double GPO		
Kitchen	3 x Double GPO		
Dining	2 x Double GPO		
Lounge	2 x Double GPO	Split System Reverse Cycle Unit	1 x digital point 1 x phone point
Bedroom 2	2 x Double GPO	Split System Reverse Cycle Unit	
Bedroom 3	2 x Double GPO	Split System Reverse Cycle Unit	
Bedroom 4	2 x Double GPO	Split System Reverse Cycle Unit	
Bathroom	2 x Double GPO		
Laundry	2 x Double GPO		

- A No. 5 Electrical Meter Box is to be mounted to the exterior of dwelling with meter enclosure and internal flush mounted 24 module circuit breaker panel and set up for single phase Individual RCD / MCV's to be installed for each individual circuit. Main Earth cable to be supplied and installed outside of the outside veranda alignment. Circuitry from Meter board to all lighting, GPO's and electrical appliances to be installed to the current relevant standards.

#### SEPARATE PRICES FOR THE FOLLOWING ARE REQUESTED

- Provision and erection of a rear patio with colourbond roof sheeting at a minimum depth of 3m (please show the outline of this patio as a dashed line on your submitted tender dwelling plan with dimensions and label "Optional Rear patio").
- Ducted reverse cycle air-conditioning to be installed in kitchen, dining, living areas and bedrooms as an alternative to the abovementioned air-conditioning requirements.
- Provision and erection of a double carport with colourbond roof sheeting at a minimum height of 2.4m (please show the outline of this patio as a dashed line on your submitted tender dwelling plan with dimensions and label "Optional Carport").

# TENDERER'S OFFER OFFER FORM

<<DATE>>

Deputy Chief Executive Officer  
PO Box 125  
KULIN WA 6365

I/We (NAME) \_\_\_\_\_  
Of (ADDRESS) \_\_\_\_\_  
Details ABN: \_\_\_\_\_ GST Status \_\_\_\_\_  
Phone \_\_\_\_\_ Email: \_\_\_\_\_

In response to the Shire of Kulin's request for tender for the construction and supply of one dwelling to a fully serviced lot within the townsite of Kulin WA 6365.

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the tender closing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of Authorised Person \_\_\_\_\_  
Name of Authorised Person \_\_\_\_\_  
Position of Authorised Person \_\_\_\_\_  
Signature of Witness \_\_\_\_\_  
Name of Witness \_\_\_\_\_  
Position of Witness \_\_\_\_\_



## RESPONSE TO SELECTION CRITERIA

### COMPLIANCE CRITERIA

Have you complied with the specification contained in this request?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you complied with the conditions of tendering in this request?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you complied with the requirement to submit an anticipated delivery date?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you complied with and completed the price schedule?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you complied with and completed the checklist of specified construction items for the dwelling?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### QUALITATIVE CRITERIA

- a) Before answering the qualitative criteria, Tenderers shall note the following:
- b) all information relevant to your answers should be contained within your Tender to each criterion;
- c) tenderers shall assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- d) tenderers shall provide full details for any claims, statements or examples used to address the qualitative criteria; and
- e) tenderers shall address each issue outlined within a qualitative criterion.

Demonstrated experience in completing similar type projects	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Detail of house plan submitted	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Detail of specifications submitted	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Time frame for completion (the length of time scheduled for construction will be considered)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Addressing specification checklist (the extent of inclusion of requested specification items in your submission will be considered)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### PRICE SCHEDULE

	Model/Description	Floor Area	Anticipated Completion Period	Price (GST Inc.)
<b>House 1</b>				
Option A		NA		
Option B		NA		
Option C		NA		

# APPENDIX 1

## CHECKLIST OF REQUESTED SPECIFICATION ITEMS

Specification Detail	Tick Yes if item is included in tender, otherwise tick No		Comments/Details
	Yes	No	
Has the appropriate Australian Standards been applied to this tender.			
The dwelling is designed for class M soil type, climate zone 4 and wind region A			
Installation of all sewerage works plumbing within the building to the building line to allow easy connection by others to the remainder of the sewerage system.			
Installation of all electrical within the building and to the building line to allow for easy connection by others to the power facilities at the Lot (draw cords as example)			
Roof framing to be of Steel or suitably treated wood construction and to Volume Two of the Building Code of Australia 2016 and referenced Australian Standards or other Standard where listed as suitable.			
External walls to be brick, weatherboard, hardiplank or similar, or a combination of either of these and horizontal colourbond sheeting. Detail to be provided with Tenderer's submission.			
Roof sheeting to be tile or Colourbond (custom orb profile) with purlins or roof battens of sufficient material type, member size and spacing to support the roof sheeting as recommended by the sheeting manufacturer.			

Specification Detail	Tick Yes if item is included in tender, otherwise tick No		Comments/Details
	Yes	No	
Fascia, to be colourbond.			
Under roof, external walls and ceiling to be insulated with fibreglass bats or similar approved insulation product to comply with part 3.12 of Volume Two of the Building Code of Australia 2016.			
Aluminium windows and sliding doors with barrier doors fitted with security screens and security locks, to be fitted and keyed alike. Windows to have breeze locks fitted.			
External Doors - Solid core weatherproof doors with aluminium security screen barrier doors and locks to be keyed. Doors to be constructed and positioned to facilitate good access and mobility to persons with disabilities and/or elderly. Doorways of 820mm width or greater where practical is the preferred option. Where practical sliding doors can be used.			
Internal Doors - to be fitted flush panel.			
Internal walls in non-wet areas to be lined with standard gyprock and neatly jointed and finished.			
Internal walls in wet areas to be lined with water resistant gyprock (or similar) and neatly jointed, sealed and finished. Constructed as per part 3.8 of Volume Two of the Building Code of Australia 2016			
Ceilings to 2.7m throughout & to have sufficient battens and be lined with standard gyprock and cornices and neatly jointed and finished.			

Specification Detail	Tick Yes if item is included in tender, otherwise tick No		Comments/Details
	Yes	No	
Painting – fully painted internally and externally with 2 coats of light colour washable acrylic in a professional manner and in accordance with Australian Standard AS 2311.			
Electric oven and 4 burner gas stove top and electric range hood over stovetop. A certified LPG gas regulator for 2 x 45kg LPG Gas bottles is to be fitted to the exterior of the house in a suitable location and in accordance with the Department of Commerce Western Australia Energy Safety and piping installed from this regulator to the 4 burner gas stove top.			
A pantry with door is to be provided in the kitchen area and space to be left in kitchen area for fridge / freezer.			
A linen cupboard with door is to be provided either in the Laundry or Passage.			
Forty five (45) litre laundry trough inset and cupboard with laminated top and drain recess in top for washing machine waste water pipe. Automatic washing machine taps to be fitted to laundry. Chrome wall-fixed aerating tapware, including chromed extension arm to spout for trough.			
Toilet to be fitted with suitable WC of a height not exceeding 480mm in height measured from the finished floor level to the top of seat, dual flush cistern and toilet roll holder to be fitted.			
Exhaust fan to be fitted to toilet and bathroom and vented to open air or ceiling space if adequate ventilation is indicated.			

Specification Detail	Tick Yes if item is included in tender, otherwise tick No		Comments/Details
	Yes	No	
Bathrooms to be fitted with metal towel rails (secured firmly to the stud wall) and full length mirror above laminated vanity. Shower to be of sufficient area			
Built in robes with one shelf and hanging rail with sliding doors to be fitted to all bedrooms.			
Roller blinds to be fitted to all windows and glass sliding doors (excluding bathroom and laundry).			
Quality floor coverings to be fitted throughout the house. Ceramic floor tiles to kitchen/dining and living areas, passage, storeroom and wet areas. Carpet to bedrooms.			
Fully hardwired smoke detector(s) to be fitted in accordance with part 3.7.2 of Volume Two of the Building Code of Australia 2016.			
GPO, air-conditioning, ceiling fan, telephone and tv point requirements per room, as per table provided			
<b>OPTIONS REQUESTED</b>			
Provision and erection of a rear patio with colourbond roof sheeting at a minimum depth of 3m			
Ducted reverse cycle air-conditioning to be installed in kitchen, dining, living areas and bedrooms as an alternative to the abovementioned air-conditioning requirements.			
Provision and erection of a double carport with colourbond roof sheeting at a minimum height of 2.4m			

# APPENDIX 2

## INFORMATION/DIAGRAM OF LOTS FOR DWELLING

Block dimensions approximately 25m x 40m



# GENERAL COMPLIANCE CHECKLIST SEPTEMBER 2022

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Annual Report Preparation/Adoption	1/09/2022	Annual	Report to be prepared and submitted to the Auditor by 30th September	Yes
Governance	Wreath for Anzac service Bush Races	Sept	Annual	Determine which Councillor or community member will be laying wreath	Yes
Governance	FOI Statement	Sept	Annual	Send FOI Statement to Commissioner when produced in Annual Report	Yes
Governance /WM	Bushfire Firebreak Inspections	1/09/2022	Annual	Firebreak / clean-up reminders to townsite properties. Remind residents to slash grass and clean up	Commenced
Governance/ SAO	Election Timeline	Sept	Biennial	Open nominations, complete owners & occupiers roll. Electoral Officers Declarations - sign & submit	N/A
Governance/ SAO	Election Timeline	Sept	Biennial	CEO to certify Owners & Occupiers roll before 36th day. Complete consolidated roll by 22 day	N/A
Governance	Elections	1/10/2022	Biennial	Take photo of new Council	No
Bushfire Governance	Bushfire Firebreaks	1/09/2022	Annual	Send out firebreak reminder to rural property owners - Advertise in Update	Yes
Bushfire Governance	Bushfire Permit to Burn Books	1/09/2022	Annual	Check stocks of Permit books	New books ordered
Bushfire Governance	Bushfire Protective Clothing	1/09/2022	Annual	Check stocks of fire fighting protective clothing and place order	Yes
Bushfire Governance	Bushfire Restricted Burning Period commencement	1/09/2022		Provides the power to vary the closure of the restricted burning period or the associated prescribed conditions by up to 14 days (or further periods of up to 14 days) and prescribes advertising requirements.	Yes
CEO	Transport R2R	September	Annual	Roads to Recovery Reporting. Annual report for R2R due (unaudited)	Yes
DCEO	Financial Statements - submit to Auditor	30/09/2022	Annual	Last date for submission to Auditor and selection of Audit date	Yes
DCEO/CEO/ WM	Local Government Road Assets & Expenditure Report	October	Annual	Submit Report to WALGA – extension granted to 21 November	No
DCEO/CSO	Cat Registration Tags	30/09/2022	Annual	Check sufficient tags of correct year - reorder	Yes
DCEO/CSO	Dog/Cat License Renewals due	30/09/2022	Annual	Licenses expire 31 October - reminders early in month for known late payers	Yes
DCEO/SAO	Retirement homes – request write off of rates		Annual	Agenda Item and letter	Yes
DCEO/SAO	Annual Report	30-Sep	Annual	Annual report must include statements about compliance with Recordkeeping Plans	Yes
SFO	CBH Ex Gratia Rates	30/09/2022	Annual	Invoice CBH	Yes
WM	Commodity Route Submissions	15/07/2022	Annual	Submit MCA's for Jobs by year for RRG Technical Committee assessment	No
WM	Check town blocks for wild oats	30/09/2022	Annual	Send notice to clean up as required	Yes
WM	Check public toilets prior to KBR	15/09/2022	Annual	Anything need replacing - toilet seats, hand towel dispenser etc	Yes
WM/TO	Road Construction & Maintenance Review	01/09/21	Monthly	Review previous month road construction and maintenance - complete recoups, MRD line marking requests, MRD Form 8 etc. as required - Advise	Yes

## GENERAL COMPLIANCE CHECKLIST SEPTEMBER 2022

				DCEO of invoices required for MRD and private works recovery - complete report to CEO/Council	
TO	Kerbside Rubbish Collection	30/09/2022	Annual	Advertise and organise collection	Yes
TO	Occupational Health Safety Meeting	31/09/2022	Quarterly	Occ Health Safety Committee meeting - review all incidents accidents and commence 1/2 yearly inspections - make recommendations for Budget	No
EHO	Waste Authority Annual Waste Census due by September	1/09/2022	Annual		Yes
EHO	Food Act - Annual report on testing	28/10/2022	Annual	Annual report on food sampling testing	Yes