

Minutes

October 2024



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Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 16 October 2024 commencing at 4:02pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 4:02pm

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

3. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Attendance

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

Apologies

Nil

Leave of Absence

Cr Gangell (granted September OCM)

4. DECLARATIONS OF INTEREST BY MEMBERS

Cr Smoker – Proximity Interest Item 9.6 Reserve Price of Vacant Land Report

CEO – Impartiality Interest in Item 9.7 Chief Executive Officer's Mid-year Performance Review

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION / RECEIVAL OF MINUTES OF PREVIOUS MEETINGS

Shire of Kulin Ordinary Meeting – 18 September 2024

01/1024

Moved Cr Lucchesi Seconded Cr Smoker that the minutes of the Shire of Kulin Ordinary Meeting held on 18 September 2024 be confirmed as a true and correct record.

Carried 7/0

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

Against - Nil

RoeROC Meeting – 19 September 2024

02/1024

Moved Cr Bowey Seconded Cr Mullan that the minutes of the RoeROC Meeting held on 19 September 2024 be received.

Carried 7/0

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

Against - Nil

03/1024

Moved Cr Smoker Seconded Cr Mullan that the minutes of the Shire of Kulin Audit & Risk Committee Meeting held on 16 October 2024 be received.

Carried 7/0

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

Against - Nil

8. PRESENTATIONS / DEPUTATIONS

Nil

9 AGENDA BUSINESS - MATTERS REQUIRING DECISION

9.1 List of Accounts Paid During the Month of September 2024

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

SUMMARY:

For Council to note the list of accounts paid from the municipal fund and the trust fund and payments made using purchasing cards under the Chief Executive Officer's delegated authority during the month of September 2024.

BACKGROUND & COMMENT:

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council each month. The table below summarises the payments made during September 2024. Lists detailing the payments made are attached.

Fund	Amount
Municipal	\$775,292.26
Trust	-
Total	\$775,292.26

Regulation 13A of the *Local Government (Financial Management) Regulations 1996* requires a list of payments made using credit, debit or other purchasing cards to be prepared and presented to Council each month. A list of payments made using credit, debit and other purchasing cards in September 2024 is attached.

FINANCIAL IMPLICATIONS:

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

STATUTORY AND PLANNING IMPLICATIONS:

Local Government (Financial Management) Regulations 1996

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

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

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

13A. Payments by employees via purchasing cards

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

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council note,

- 1. the list of accounts paid from the Municipal and Trust accounts during the month of September 2024, totalling \$775,292.26 as attached; and
- 2. the list of payments made using credit, debit and purchasing cards in September 2024 as attached.

VOTING REQUIREMENTS:

Simple majority required.

04/1024

Moved Cr Noble Seconded Cr Miller that Council note;

- 1. the list of accounts paid from the Municipal and Trust accounts during the month of September 2024, totalling \$775,292.26, as attached; and**
- 2. the list of payments made using credit, debit and purchasing cards in September 2024 as attached.**

Carried 7/0

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

Against - Nil

9.2 Financial Reports & Operating Income and Expenditure Details – September 2024

RESPONSIBLE OFFICER: EMFS

FILE REFERENCE: 12.01

AUTHOR: EMFS

STRATEGIC REFERENCE/S: 12.01

DISCLOSURE OF INTEREST: Nil

SUMMARY:

Attached are the financial reports for the period ending 30 September 2024. 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 in accordance with Regulations 34 and 35 of the Local Government (Financial Management) regulations 1996, receive the Statement of Financial Activity and Statement of Financial Position and supporting documentation for the period ending 30 September 2024, as presented.

VOTING REQUIREMENTS:

Simple majority required.

05/1024

Moved Cr Lucchesi Seconded Cr Noble that Council in accordance with Regulations 34 and 35 of the Local Government (Financial Management) regulations 1996, receive the Statement of Financial Activity and Statement of Financial Position and supporting documentation for the period ending 30 September 2024, as presented.

Carried 7/0

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

Against - Nil

9.3 Kulin Shire Administration Centre - Approved Opening / Closure Hours - Christmas – New Year Period 2024 - 2025

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 22.16
AUTHOR: CEO
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 over the Christmas / New Year period.

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

Shire Administration Centre

Monday 23 December – open

Tuesday 24 December – closing 2pm

Wednesday 25 December Christmas Day Public Holiday

Thursday 26 December Boxing Day Public Holiday

Friday 27 December – closed (staff leave)

Monday 30 December & Tuesday 31 December – closed (staff leave)

Wednesday 1 January – New Year's Public Holiday

Thursday 2 January & Friday 3 January - closed (staff leave)

Re-open Monday 6 January 2024.

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

Last day with bookings – Wednesday 18 December 2024

Last day for staff – Friday 20 December 2024

Staff return – Monday 13 January 2025

First day of bookings – Wednesday 15 January 2025

Freebairn Recreation Centre

Monday 23 December – open

Tuesday 24 December – Friday 3 January - closed

BACKGROUND & COMMENT:

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 25 December 2024. Staff will present leave forms and timesheets in advance of this period and fortnightly pay will be processed as normal and finalised by Tuesday 24 December 2024.

STATUTORY AND TOWN PLANNING IMPLICATIONS

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Community will be advised via usual channels of public notification of the closures.

WORKFORCE IMPLICATIONS:

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

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

RECOMMENDATION

That Council approve the opening / closure hours of the Shire Administration Centre for 2024/2025 Christmas / New Year period from 2pm Tuesday 24 December 2024 to Friday 3 January 2025 (inclusive), with the Shire Administration Centre to reopen on Monday 6 January 2025.

VOTING REQUIREMENTS

Simple majority required.

06/1024

Moved Cr Miller Seconded Cr Lucchesi that Council approve the opening / closure hours of the Shire Administration Centre for 2024/2025 Christmas / New Year period from 2pm Tuesday 24 December 2024 to Friday 3 January 2025 (inclusive), with the Shire Administration Centre to reopen on Monday 6 January 2025.

Carried 7/0

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

Against - Nil

9.4 Council Meeting Dates 2025

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 13.03
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Legislation requires meeting dates are advertised in advance, for all Council meetings to be held in the following year. As Council does not hold any committee meetings that have delegated powers there are no committee meetings requiring the necessary notification.

BACKGROUND & COMMENT:

Proposed meeting dates and times are as follows:

Date	Time
19 February 2025	4:00pm
19 March 2025	4:00pm
16 April 2025	4:00pm
21 May 2025	4:00pm
18 June 2025	4:00pm
23 July 2025	4:00pm
20 August 2025	4:00pm
17 September 2025	4:00pm
15 October 2025	4:00pm
19 November 2025	4:00pm
17 December 2025	4:00pm

FINANCIAL IMPLICATIONS: Nil

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Regulation 12 of the Local Government (Administration) Regulations 1996 requires Council to at least once each year, give local public notice of the dates on which and the time and place at which-

- (a) the ordinary council meetings; and
- (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

POLICY IMPLICATIONS: Nil

COMMUNITY CONSULTATION: Nil

WORKFORCE IMPLICATIONS: Nil

RECOMMENDATION:

That Council advertise that all 2025 Ordinary Council meetings are to be held on the third Wednesday of each month, commencing at 4pm, excluding January 2025 when no meeting is held. Meeting dates and times changed due to extraordinary circumstances will be advertised in the Shire of Kulin Update and on the Council's Website in accordance with legislation.

VOTING REQUIREMENTS:

Simple majority required.

07/1024

Moved Cr Mullan Seconded Cr Noble that advertise that all 2025 Ordinary Council meetings are to be held on the third Wednesday of each month, commencing at 4pm, excluding January 2025 when no meeting is held. Meeting dates and times changed due to extraordinary circumstances will be advertised in the Shire of Kulin Update and on the Council's Website in accordance with legislation.

Carried 7/0

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

Against - Nil

9.5 Local Government Elections – Review of WALGA Advocacy Positions

SUMMARY:

WALGA have emailed all Local Governments asking them to provide a Council decision on WALGAs advocacy positions as they relate to Local Government Elections, to see if the positions are still current.

Council decisions are requested by Monday 28 October 2024 to inform an item for the December meeting of State Council. Local Governments will also be able to provide feedback through the November round of Zone meetings

BACKGROUND:

The *Local Government Amendment Act 2023* introduced a range of electoral reforms that came into effect prior to the 2023 Local Government ordinary elections:

- the introduction of Optional Preferential Voting (OPV);
- extending the election period to account for delays in postal services;
- changes to the publication of information about candidates;
- backfilling provisions for extraordinary vacancies after the 2023 election;
- public election of the Mayor or President for larger Local Governments;
- abolishing wards for smaller Local Governments; and
- aligning the size of councils with the size of populations of each Local Government (change to representation)

Following requests from several Zone's, WALGA undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia.

COMMENT:

The Elections Analysis Review and Report was presented to State Council 4 September 2024, with State Council supporting a review of WALGA's Local Government Elections Advocacy Positions.

WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

WALGA State Council current advocacy positions:

The following is a summary of WALGA's current Advocacy Positions in relation to Local Government Elections:

2.5.15 ELECTIONS

Position Statement	The Local Government sector supports: 1. Four year terms with a two year spill 2. Greater participation in Local Government elections 3. The option to hold elections through: – Online voting – Postal voting, and – In-person voting 4. Voting at Local Government elections to be voluntary 5. The first past the post method of counting votes The Local Government sector opposes the introduction of preferential voting, however if 'first past the post' voting is not retained then optional preferential voting is preferred.
Background	The first past the post (FPTP) method is simple, allows an Expression of the electorate's wishes and does not encourage tickets and alliances to be formed to allocate preferences.
State Council Resolution	February 2022 – 312.1/2022 December 2020 – 142.6/2020 March 2019 – 06.3/2019 December 2017 – 121.6/2017 October 2008 – 427.5/2008
Supporting Documents	Advocacy Positions for a New Local Government Act WALGA submission: Local Government Reform Proposal (February 2022)

2.5.16 METHOD OF ELECTION OF MAYOR

Position Statement Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.

State Council Resolution February 2022 – 312.1/2022
March 2019 – 06.3/2019
December 2017 – 121.6/2017

2.5.18 CONDUCT OF POSTAL ELECTIONS

Position Statement The *Local Government Act 1995* should be amended to allow the Australian Electoral Commission (AEC) and any other third party provider including Local Governments to conduct postal elections.

Background Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.

State Council Resolution May 2023 – 452.2/2023
March 2019 – 06.3/2019
December 2017 – 121.6/2017
March 2012 – 24.2/2012

WALGA has requested the following advocacy positions be considered by Councils:

1. PARTICIPATION

(a) The sector continues to support voluntary voting at Local Government elections.

OR

(b) The sector supports compulsory voting at Local Governments elections.

2. TERMS OF OFFICE

(a) The sector continues to support four-year terms with a two year spill;

OR

(b) The sector supports four-year terms on an all in/all out basis.

3. VOTING METHODS

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

4. INTERNAL ELECTIONS

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

5. VOTING ACCESSIBILITY

The sector supports the option to hold general elections through:

(a) Electronic voting; and/or

(b) Postal voting; and/or

(c) In-Person voting.

6. METHOD OF ELECTION OF MAYOR

The sector supports:

(a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.

(b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.

(c) Apply current provisions to all Bands of Local Governments – apply the election by electors method to all classes of local governments.

FINANCIAL IMPLICATIONS: Nil

STATUTORY AND PLANNING IMPLICATIONS:

Local Government Act 1995

POLICY IMPLICATIONS: Nil

COMMUNITY CONSULTATION: Nil

WORKFORCE IMPLICATIONS: Nil

OFFICER'S RECOMMENDATION:

That the Shire of Kulin endorses the following WALGA Local Government Election Advocacy Positions:

1. PARTICIPATION – Council support advocacy position (a) *the sector continues to support voluntary voting at Local Government elections.*
2. TERMS OF OFFICE - Council support advocacy position (a) *the sector continues to support four-year terms with a two year spill.*
3. VOTING METHODS - Council support advocacy position (a) *the sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections.*
4. INTERNAL ELECTIONS - Council support advocacy position (a) *the sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections*
5. VOTING ACCESSIBILITY - Council support advocacy position (a) (b) (c) *the sector supports the option to hold general elections through:*
 - a) Electronic voting; and/or
 - b) Postal voting; and/or
 - c) In-Person voting
6. METHOD OF ELECTION OF MAYOR - Council support advocacy position (b) *return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President*

VOTING REQUIREMENTS:

Simple majority required.

08/1024

Moved Cr Bowey Seconded Cr Miller that the Shire of Kulin endorses the following WALGA Local Government Election Advocacy Positions:

1. **PARTICIPATION – Council support advocacy position (a) the sector continues to support voluntary voting at Local Government elections.**
2. **TERMS OF OFFICE - Council support advocacy position (a) the sector continues to support four-year terms with a two-year spill.**
3. **VOTING METHODS - Council support advocacy position (a) the sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections.**
4. **INTERNAL ELECTIONS - Council support advocacy position (a) the sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections**
5. **VOTING ACCESSIBILITY - Council support advocacy position (a) (b) (c) the sector supports the option to hold general elections through:**
 - a) Electronic voting; and/or
 - b) Postal voting; and/or
 - c) In-Person voting
6. **METHOD OF ELECTION OF MAYOR - Council support advocacy position (b) return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President**

Carried 7/0

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

Against - Nil

9.6 Reserve Price of Vacant Land Report

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 05.19
AUTHOR: EMFS
STRATEGIC REFERENCE/S: Nil
DISCLOSURE OF INTEREST: Nil

SUMMARY:

That Council adopt the Reserve Price of Vacant Land Report.

BACKGROUND & COMMENT:

Council policy A14A sets the procedure for selling vacant blocks of land in accordance with s3.58 of the *Local Government Act 1995* (the Act). The Act requires local public notice of any property sales to be given. This local public notice must include the market value of the property being sold. The market value must be ascertained by a valuation carried out in the last 6 months or as declared by a resolution of the local government based on a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

The Reserve Price of Vacant Land Report lists all vacant blocks of land currently for sale along with the last independent valuation of each block. It also lists a proposed reserve price which reflects Council's view of current market value of each block taking into consideration the last independent valuation and other factors such as recent sales history. The Reserve Price of Vacant Land Report also list the discounts and incentives offered to prospective buyers.

The last independent valuation of the vacant blocks of land was completed as at 30 June 2023. Council adopted the current Reserve Price of Vacant Land Report setting the current market values and reserve prices in April 2024. As this is six months ago, Council is required to reconsider the values and these still represent a true market value.

Only one block has sold since April 2024. This was 3 Rankin Street, Kulin which had a reserve price of \$41,000. Council accepted an offer of \$31,818. Although this was below the reserve price, there has been significant interest in blocks since April 2024. Based on current interest in the vacant blocks of land, Management believe the reserve prices set in the attached Reserve Price of Vacant Land Report represent the current market value of the blocks, and therefore no change to this report is recommended.

Under Delegation A.14 Disposal of Vacant Land, the CEO has delegation to dispose of vacant land in accordance with s3.58 of the Act and with a disposal value of not less than 10% of the current market valuation. Any offers below this threshold must be approved by Council.

STATUTORY AND PLANNING IMPLICATIONS:

S3.58. Disposing of property

- (1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and

- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

FINANCIAL IMPLICATIONS:

Vacant blocks of land sold at market value unless approved by Council.

Only one sale was included in the 2024/25 budget, where the offer was received prior to the end of the 2023/24 financial year.

POLICY IMPLICATIONS:

Policy A14A Sale of Land and Housing

Delegation A.14 Disposal of Vacant Land

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council approve the Reserve Price of Vacant Land Report to be used in conjunction with Policy A14A Sale of Land and Housing to set reserve prices for vacant blocks of land for sale.

VOTING REQUIREMENTS:

Simple Majority.

09/1024

Moved Cr Mullan Seconded Cr Noble that Council approve the Reserve Price of Vacant Land Report to be used in conjunction with Policy A14A Sale of Land and Housing to set reserve prices for vacant blocks of land for sale (all reserve prices for vacant land blocks are GST exclusive).

Carried 6/0

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

Against - Nil

Cr Smoker returned to the Council Chambers at 4:15pm

CEO declared an Impartiality Interest in Item 9.7

9.7 Chief Executive Officer's Mid-Year Performance Review

NAME OF APPLICANT: Cr Robins & Cr Smoker
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 22.00 CEO Personnel File
STRATEGIC REFERENCE/S: Civic Leadership
AUTHOR: CEO
DISCLOSURE OF INTEREST: Financial & Impartiality – CEO Contract of Employment

SUMMARY:

The Mid-Year Performance Review of the Chief Executive Officer is presented for formal endorsement by Council.

BACKGROUND & COMMENT:

The Chief Executive Officer commenced employment with the Shire of Kulin 20 March 2023 for a three-year period, subject to terms and conditions as listed in the employment contract.

In line with the employment contract, it is a requirement to carry out a mid-year review of the CEO's performance against set criteria as detailed in the Shire of Kulin's Policy HR2 Standards for CEO Recruitment, Performance and Termination.

Key steps as part of the annual review process have been;

- Performance Evaluation Surveys circulated and completed by Elected Members.
- Evaluation Meeting held between Shire President, Deputy Shire President and Chief Executive Officer on 16 October 2024 – to be circulated under separate cover.

FINANCIAL IMPLICATIONS:

There are no financial implications for Council in consideration of this report in addition to the existing remuneration package of the Chief Executive Officer effective from 1 July 2024, endorsed by Council at its meeting on 17 April 2024.

STATUTORY AND PLANNING IMPLICATIONS:

The Chief Executive Officer's Contract of Employment, contract law, employment law and relevant taxation law relates. Section 5.38 of the Local Government Act 1995 requires the local government to review the performance of the CEO at least once per annum.

Sections 5.39A and B of that Act specify regulations in relation to reviewing performance of a Chief Executive Officer.

Local Government (Administration) Regulations 1996, regulation 18FA also relates.

POLICY IMPLICATIONS:

Council Policy HR2 Standards for CEO Recruitment, Performance and Termination – Division 3 – Standards for Review of Performance of CEO's

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council endorse the mid-year Chief Executive Officer Performance Review and the Confidential Minutes and outcomes of the meeting held between Shire President Cr Robins, Deputy Shire President Cr Smoker and Chief Executive Officer Alan Leeson held on Wednesday 16th October 2024.

VOTING REQUIREMENTS:

Absolute Majority.

10/1024

Moved Cr Mullan Seconded Cr Miller that Council endorse the mid-year Chief Executive Officer Performance Review and the Confidential Minutes and outcomes of the meeting held between Shire President Cr Robins, Deputy Shire President Cr Smoker and Chief Executive Officer Alan Leeson held on Wednesday 16th October 2024.

Carried by Absolute Majority 7/0

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

Against - Nil

9.8 Shire of Kondinin - Financial Contribution Request Kondinin Airstrip

RESPONSIBLE OFFICER: Chief Executive Officer

FILE REFERENCE:

AUTHOR: Chief Executive Officer

STRATEGIC REFERENCE/S: 27.03

DISCLOSURE OF INTEREST: Nil

ATTACHMENT: Letter from Shire of Kondinin

SUMMARY:

This report recommends that Council approve a contribution of \$50,000 (ex GST) to the Shire of Kondinin in 2025/2026 towards the upgrade of the Kondinin Airstrip under the Regional Airports Development Scheme.

BACKGROUND & COMMENT:

Shire of Kondinin wrote to the Shire on the 22nd August 2024 outlining an upgrade proposal for the Kondinin Airstrip. It is anticipated the upgrade project will cost a total of \$450,000 (ex GST) of which it is hoped 50% will be funded through the Regional Airports Development Scheme (RADS).

The Shire of Kondinin seeks the Shire of Kulin's consideration of contributing to a share of the Shire of Kondinin's matching 50% applicant contribution under the RADS funding application.

The project scope in summary is to seal the runway 15 metres wide by 1200 metres long, with the asphaltting of taxi ways and helicopter land area. The project seeks to ensure the Royal Flying Doctor Service is able to utilize the airstrip under wet weather conditions, which would otherwise require patients to be transferred via road to Narrogin or Bruce Rock.

FINANCIAL IMPLICATIONS:

There are financial implications for Council in considering this matter in the 2025/2026 financial year. Subject to a successful application to RADS, the project would be undertaken in the 2025/2026 financial year at which time any agreed contribution from the Shire of Kulin would be called upon.

POLICY IMPLICATIONS:

As described

COMMUNITY CONSULTATION:

Not applicable

WORKFORCE IMPLICATIONS:

No known direct workforce implications known in consideration of this item.

OFFICER'S RECOMMENDATION:

That the Shire of Kulin agree to contribute \$50,000 cash (ex GST) and \$25,000 (ex GST) (in kind – Plant & Labour) to the Shire of Kondinin for the upgrade of the Kondinin Airstrip under the Regional Airports Development Scheme, noting that its contribution is subject to;

- a successful funding application to the Regional Airports Development Scheme;
- estimated total project cost of \$450,000 (ex GST)
- construction in the 2025/2026 financial year, noting this would align with Shire of Kulin funds being called upon by the Shire of Kondinin.

VOTING REQUIREMENTS:

Simple Majority

11/1024

Moved Cr Smoker Seconded Cr Noble that the Shire of Kulin agree to contribute \$50,000 cash (ex GST) and \$25,000 (ex GST) (in kind – Plant & Labour) to the Shire of Kondinin for the upgrade of the Kondinin Airstrip under the Regional Airports Development Scheme, noting that its contribution is subject to;

- **a successful funding application to the Regional Airports Development Scheme;**
- **estimated total project cost of \$450,000 (ex GST)**
- **construction in the 2025/2026 financial year, noting this would align with Shire of Kulin funds being called upon by the Shire of Kondinin.**

Carried 7/0

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

Against - Nil

10 COMPLIANCE

10.1 Compliance Reporting – General Compliance September 2024

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 2024. This process is not definitive, each month additional items and/or actions may be identified that are then added to the monthly checklist. Items not completed each month e.g. quarterly action - will be notations.

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

BACKGROUND & COMMENT:

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

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

Outstanding May

Staff Performance Reviews

KRA's for Senior Staff and Managers

Outstanding July

LEMC Reporting

Strategic Community Plan – February

Outstanding September

Advertise RAV Ratings for Harvest Season

Cleaning of Air Con Filters

WALGA Roads Return

Annual Pool Checklist

FINANCIAL IMPLICATIONS:

In terms of meeting compliance - normal administration expense.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Identified as necessary – this report Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council receive the General & Financial Compliance Report for September 2024 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

VOTING REQUIREMENTS:

Simple majority required.

12/1024

Moved Cr Mullan Seconded Cr Noble that Council receive the General and Financial Compliance Report for September 2024 and note the matters on non-compliance.

Carried 7/0

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

Against - Nil

10.2 Response to Interim Management Letter

RESPONSIBLE OFFICER: EMFS

FILE REFERENCE: 12.03

AUTHOR: EMFS

STRATEGIC REFERENCE/S:

DISCLOSURE OF INTEREST: Nil

SUMMARY:

The Shire has received the attached Interim Audit Management Letter for 2023/24 which list the auditor's findings and recommendations arising from the interim audit.

BACKGROUND & COMMENT:

As part of the audit of the 2023/24 Annual Financial Report, the Shire's auditors AMD Chartered Accountants, conducted their interim audit visit from 28-29 May 2024.

The interim audit includes the following processes:

- understanding the Shire of Kulin's current business practices;
- assessment and response to engagement risk, entity risk and system risk;
- understanding the control environment and evaluating the design and implementation of key controls and, where appropriate, whether they are operating effectively;
- testing transactions to confirm the accuracy and completeness of processing accounting transactions;
- clarifying significant accounting issues, including accounting estimates and fair value considerations before the annual financial report is prepared for audit;
- review and assess legislative compliance;
- review and assess contingent liabilities;
- review and assess progress with respect to the introduction of applicable new Accounting Standards; and

- follow up prior year management letter comments and recommendations.

The auditors issue a management letter each year listing findings identified during the interim audit. The findings are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. Findings are rated as follows:

- Significant - those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report if not addressed.
- Moderate – those findings which are of sufficient concern to warrant action being taken by the entity as soon as possible
- Minor – those findings that are not of primary concern but still warrant action being taken.

The Interim Management Letter for 2023/24 is attached which lists one significant finding. Management comments outlining how staff will address and resolve the findings are contained in the attached management letter.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

AUDIT & RISK COMMITTEE RECOMMENDATION:

AR 02/1024

Moved Cr Lucchesi Seconded Cr Bowey that Council receive the Interim Management Letter from AMD Chartered Accountants and accept Management's comments outlining how staff will address the findings in the 2023/2024 Interim Audit Management Letter.

Carried 7/0

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

Against - Nil

VOTING REQUIREMENTS:

Simple Majority.

13/1024

Moved Cr Mullan Seconded Cr Lucchesi that Council adopt recommendation AR 02/1024 from the Audit and Risk Committee Meeting held on the 16th October 2024

Carried 7/0

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

Against - Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 MOTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

14 MEETING IS CLOSED TO THE PUBLIC

Nil

15 CLOSURE / DATE AND TIME OF NEXT MEETING

There being no further business the President declared the meeting closed at 4:20pm

Next Ordinary Meeting Wednesday 20 November 2024 at 4:00pm.

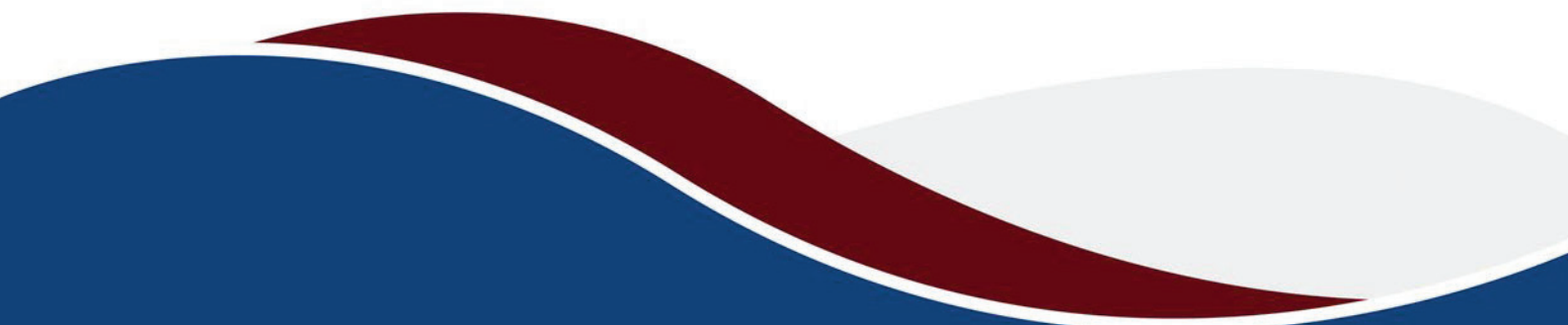


MINUTES

RoeROC Ordinary Meeting

Thursday 19th September 2024

Shire of Corrigin Council Chambers



TERMS OF REFERENCE

1.0 NAME

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

2.0 ROLE OF THE COMMITTEE

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

3.0 OBJECTIVES OF THE COMMITTEE

The objectives of Roe ROC are:

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

4.0 MEMBERSHIP

The membership of the Roe ROC is governed by a Memorandum of Understanding with the current term expiring 30 June 2028.

Membership of the Committee shall be:

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

5.0 HOST COUNCIL

The indicative host council rotation will be as follows:

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

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

Roe ROC Dinner

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

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

6.0 PRESIDING MEMBER

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

7.0 CONDUCT OF MEETINGS

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

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

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

Every meeting

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

March Meeting

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

June Meeting

- Invitation to Avon Waste as waste contractor.

September Meeting

- Update on joint projects

November Meeting

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

8.0 DELEGATED POWERS

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

9.0 EXISTING AGREEMENTS AND DOCUMENTS

Roe Regional Organisation of Councils Memorandum of Understanding (MOU)

Agreement between Shires of Corrigin, Kondinin, Kulin and Narembeen. Current MOU commenced on 1 July 2023 and expires on 30 June 2028.

Roe Health Scheme Memorandum of Understanding

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

Current MOU commenced on 1 July 2023 and expires on 30 June 2028 unless otherwise agreed or extended by the Member Councils in writing.

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

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

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

Licence to Use Land – Lot 23495 on DP 151345

Agreement with Kondinin Community Recreation Council for cropping lease expires March 2028 with an option to renew for 5 years.

Deed of Easement

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

Certificate of Registration Environmental Protection (Rural Landfill) Regulations 2002 Contract

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

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

Avon Waste responsible for management of Bendering Tip Facility. Waste disposal contract supersedes Regional Waste Site Agreement

Bendering Landfill Report

Site selection and geotechnical assessment for proposed regional landfill June 2007

Bendering Landfill Management Plan

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

RoeROC Executive Officer Position

Contract between RoeROC and 150Square for the provision of Executive Officer Services July 2024 – 30 June 2027.

Roe ROC Strategic Priorities 2024 – 2026

10.0 SITE WORKING GROUP

- Deal with civil work issues associated with the site including planning future cell opening / construction work, cover and fill strategy, fencing, internal roads, access for large machinery, maximising raw materials, etc.
- Group comprises of Works Managers, Roe ROC EHO and Avon Waste (Ashley Fisher or other person as designated by Avon Waste)
- Quorum consists of at least four members of the Working Group
- Develop work strategy and budget in relation to construction of new Stage 2 cells at site as a priority task
- Define technical design limitations associated with cell construction, in particular maximising cell depth, referencing latest Tallis Report 2022 and Rural Landfill Regulations
- Establish and utilise a WhatsApp group for communications
- Discuss site access with Avon waste. Bending Landfill Operations Plan to include agreement that each Roe ROC Works Manager is to have a key for access to the site for civil works and emergency access.
 - Access to site to be communicated by working group members (prior to access)
 - Access to site limited to site civil works and maintenance issues. Site access for other use should be by prior arrangement with Avon Waste and Roe ROC CEO's
- Roe ROC shires to agree to a Schedule of Plant/Labour rates prior to each yearly budget for works associated with the site operations and management. Individual shire time to be invoiced to Roe ROC.
- Current recommended plant rates for all Roe ROC shires:
 - Heavy Plant (Graders, Loaders, Trucks and semi-Trailers) - \$130.00/hr (ex GST)
 - Light vehicles (Utility/Small Trucks) - \$75.00/hr (ex GST)
- Working group to meet every 6 months, generally March and September.

1. Opening And Announcements

The Chair, President D Hickey declared the meeting open at 1.01 pm.

2. Attendance

Cr D Hickey	President, Shire of Corrigin
Cr S Jacobs	Deputy President, Shire of Corrigin
N Manton	CEO, Shire of Corrigin
K Caley	Deputy CEO, Shire of Corrigin <i>(left at 2.09pm)</i>
Cr S Stirrat	President, Shire of Narembeen
Cr H Cusack	Deputy President, Shire of Narembeen
R McCall	CEO, Shire of Narembeen <i>(via Teams)</i>
Cr B Smoker	Deputy President, Shire of Kulin
A Leeson	CEO, Shire of Kulin
M Burgess	MOWS, Shire of Kondinin <i>(left at 2.09pm)</i>
D Burton	CEO, Shire of Kondinin
B Gerrard	Principal Roe EHO <i>(left at 2.09pm)</i>
L Pitman	Environmental Health Officer <i>(left at 2.09pm)</i>
D Mollenoyux	Executive Officer, RoeROC

3. Apologies

<i>Cr G Robins</i>	<i>President, Shire of Kulin</i>
<i>Cr K Mouritz</i>	<i>President, Shire of Kondinin</i>
<i>Cr B Gangell</i>	<i>Deputy President, Shire of Kondinin</i>

4. Guests

Nil

5. Declarations of Interest

Nil

6. Minutes Of Meetings

Minutes of the RoeROC Council Meeting held on the 20th June 2024, included at Attachment 6.1.

Resolution	
Moved: Cr B Smoker	Seconded: Cr S Stirrat
That the Minutes of the Council Meeting held on the 20th June 2024 are received as a true and correct record of proceedings.	
Carried	

Minutes of the RoeROC CEO's Meeting held on the 11th July 2024, included at Attachment 6.2.

Resolution	
Moved: Cr B Smoker	Seconded: Cr S Stirrat
That the Minutes of the RoeROC CEO's Meeting held on the 11th July 2024 be received.	
Carried	

Minutes of the RoeROC Shared Services Working Group Meeting held on the 26th August 2024, included at Attachment 6.3.

Resolution

Moved: Cr B Smoker

Seconded: Cr S Stirrat

That the Minutes of the RoeROC Shared Services Working Group Meeting held on the 26th August 2024 be received.

Carried

Minutes of the Bendering Tip Working Group Meeting held on the 27th August 2024, included at Attachment 6.4.

Resolution

Moved: Cr B Smoker

Seconded: Cr S Stirrat

That the Minutes of the Bendering Tip Working Group Meeting held on the 27th August 2024 be received.

Carried

7. Presentations

Nil

8. Status Reports

8.1 RoeROC Status Report

The report is provided as attachment 8.1 to this document.

8.2 RoeROC Executive Officer Key Performance Indicators Status Report

At the RoeROC CEO's meeting it was recommended that a status report / update on the progress of the Executive Officer's Key Performance Indicators be provided at each meeting. A copy of the EO KPI Status Report is provided at attachment 8.2 of this document.

The status reports were presented and noted

9. Matters for Information / Update

9.1. Bendering Waste Site

B Gerard to provide an update on the following at the meeting;

- Bendering Landfill Compliance Audit and Waste Date Report
- Bendering Tip Operations Plan Update- updated based on LGIS feedback.

B Gerard presented report and update for Bendering Waste Site, copy attached.

9.2. ERP (Shire Software Options)

Representatives from each RoeROC Shire attended a joint Shire software presentation with WEROC and NEWROC Local Governments on the 6th August 2024. Four companies specializing in the provision of Local Government Software packages provided an overview and basic demonstration of their product.

The RoeROC Executive Officer sought feedback from each CEO, as to their thoughts on the presentations and next steps for considering options for future software options. It was agreed to provide the feedback to the RoeROC SSWG for consideration and next steps.

There was consensus that the process and implementation will take several years and to continue to progress the investigations into the most suitable, practical and financially viable option. Not all Shires will be ready at the same time, however a staged approach would be acceptable.

The SSWG recommended the next steps;

1. It was agreed that the Executive Officer is to arrange for Datacom to provide an in person interactive demonstration as a group.
2. That the Executive Officer seek quotations for the provision of ERP from Datacom and

ReadyTech, for both RoeROC Group and clarify any savings as a group with other ROC's.

The RoeROC Executive Officer is working towards suitable arrangements for the in-person presentations, noting that most finance staff are extremely busy with end of year financials and audits.

9.3. RoeROC Workforce Housing Investigation

We are awaiting an update from Wheatbelt Development Commission (WDC) so we can provide to the meeting. The Stakeholder Engagement report is in draft, we are hoping this will also be finalised so we can table at the meeting.

As the lead of this project, Rebecca McCall will present an update at the meeting.

Workforce Housing Investigation Project Update 19 September 2024

- *The stakeholder engagement work has been completed with key takeaways being:*
 - *approximately 120 responses from businesses were received with >60% of businesses with employees indicating the need for an additional employee.*
 - *70% of businesses already provide housing for their employees either in-town or on-farm.*
 - *>50% of businesses expressed dissatisfaction with existing housing types, pointing to a need for 1 to 3-bed, 2-bath options.*
 - *75% of respondents were interested in investing in additional housing for their workers.*
- *JE Planning has completed a draft demand analysis report, titled 'ROEROC Workforce Housing Investigation,' which has been circulated to all CEOs. Clarification is required regarding definitions, consistency in data formatting, and the interpretation of the data.*
- *The Wheatbelt Development Commission is currently finalising the town development capacity/servicing assessments and aims to have draft 'Town Action Plans' available for review in early October.*
- *A market-testing exercise is underway with indicative costings and development costings sought from regionally based traditional and modular builders for priority sites in Corrigin and Narembeen.*
- *Thomas Chadwick (Chadwick Consulting) has been engaged to prepare additional feasibility testing of alternate development options on priority sites. This cost is within the existing project budget and the findings will inform Econisis' cost-benefit consideration and business case development. As per the project scope, the intention is that the feasibility testing and 'modelling' of development options will be broadly transferrable to other priority sites within the respective ROEROC Shire townsites.*

In terms of timeframes, the WDC are aiming to have the information from prospective builders and Chadwick Consulting work completed by 7 October which will allow Econisis to get their work done, hopefully, by the end of the week of 23 October.

For Interest:

- *Residential Housing & Land Development Steering Committee (RHLDS) (consisting of Ministers Buti, Carey, Saffioti, and Punch) is a sub-Cabinet committee that aims to provide whole of government direction for all matters relating to housing and land supply, planning and infrastructure. Existing funding programs of particular relevance to regional WA include:*
 - *\$80M Infrastructure Development Fund (Note: \$40M was initially allocated for Regional WA projects under Stream 3 in 2023. 5 funding rounds have now been completed and it is estimated that <\$5M remains.*
 - *Department of Communities have broadened their \$50M Call for Submissions for housing projects (for social, affordable rental GROH, LG workers and workforce accommodation) to include proposals from Local Governments. Submissions to be*

considered for support through the selection process may include capital grant funding, land leases, or land contributions.

- *DPIRD is currently finalising a regional worker housing pilot proposal whereby funding would be made available to support local government led housing projects in regional WA. At this stage the concept has been supported by the RHLDC, with the initial pilot open to select local governments that were partner to initial concept testing.-*
- *Six Wheatbelt shires will receive funding through Stream 1 of the Commonwealth Government's \$500M Housing Support Program. Congratulations to the Shire of Victoria Plains, Moora, Dandaragan, Toodyay, Goomalling and West Arthur who will share in \$877,065 to support the future delivery of affordable housing in the region.*
- *Property developers looking at potential investment in the region based on a build to rent model (there will be meetings in the next 2 months with Moora, Dandaragan (Jurien), Narrogin and Williams).*

Action

Invite Janine Eriksson and Alex McKenzie to the November 2024 RoeROC Meeting.

9.4. Call for Local Government Submission on Housing

The Department of Communities (Communities) is calling for submissions from Local Government as part of several initiatives the State Government is undertaking to support the delivery of housing across the State.

Submissions are invited from metropolitan and regional Local Governments across Western Australia for proposals on:

- Social housing
- Government Regional Officers Housing (GROH)
- Local Government Officer Housing
- Key worker and service worker housing
- Affordable rental housing.

This [call for submissions](#) invites local governments to work with Communities, to develop their housing ideas during an early engagement process. View and [download submission guidelines here](#)

Submissions close on 14 August 2025 and may be lodged with the Department of Communities at any time until then.

Action

To be considered upon the completion and findings of the WDC RoeROC Workforce Housing Report.

Department of Communities – Consultation on Housing Issues

150Square has received contact from The APP Group (APP), who have been engaged as an external consultant by the Department of Communities to prepare Housing Issues Summaries for each of the ten Infrastructure WA regions.

They will be meeting with the RoeROC, WEROC & NEWROC Executive Officers via MS teams meeting on the 18th September 2024. The intended outcome of the meeting is to improve our understanding of specific challenges faced within the Wheatbelt Region in the supply of housing. Outcomes from stakeholder engagement will be brought together with data analysis to develop an evidence base for the Department of Communities' Regional Housing Plans.

The RoeROC Executive Officer provided an update on this consultation process and opportunities for further input, at the RoeROC Meeting.

10. Matters For Decision

10.1. Financial Report

APPLICANT	Shire of Corrigin
REPORTING OFFICER:	Natalie Manton
DATE:	13 th September 2024
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE	
ATTACHMENT NUMBER:	10.1 Roe Health Statements Bendering Waste Statements

COMMENT

Financial report for Roe Health Scheme and Bendering Waste Site is provided in Attachment 10.1.

RECOMMENDATION

That the financial report for the Roe Health Scheme and Bendering Waste Site prepared by the Shire of Corrigin for the period ended 31 August 2024 be received.

Resolution

Moved: Cr S Stirrat

Seconded: Cr B Smoker

That the financial report for the Roe Health Scheme and Bendering Waste Site prepared by the Shire of Corrigin for the period ended 31 August 2024 be received.

Carried

10.2. ROEROC SHARED SERVICES WORKING GROUP

APPLICANT

REPORTING OFFICER:

Darren Mollenoyux

DATE:

9th September 2024

DISCLOSURE OF INTEREST:

Nil

FILE REFERENCE

ATTACHMENT NUMBER:

10.2 – SSWG Terms of Reference

SUMMARY

To endorse the RoeROC Shared Services Working Group (SSWG) Terms of Reference.

BACKGROUND

With the engagement of an Executive Officer for RoeROC a set of KPI's were adopted and included Action 5, Establish a shared services working group.

ACTION	TIMELINE
Establish a shared services working group.	2024/25
KPI #5a	Timeline
Establish a shared services working group to promote collaboration and efficiency among the Shires.	September 2024
KPI #5b	Timeline
Define the working group's objectives, scope, and meeting schedule.	October 2024
KPI #5c	Timeline
Develop a shared services plan outlining key areas for collaboration, resource sharing, and efficiency improvements.	December 2024

The Executive Officer sought representatives from each of the RoeROC Shires via email from each CEO. The following representatives have been appointed;

Shire of Corrigin	Kylie Caley	DCEO
Shire of Kondinin	Vince Bunga	MCS
Shire of Kulin	Fiona Murphy	EMFS
Shire of Narembeen	Ben Forbes	ESCS

The first meeting of the RoeROC SSWG was held on the 19th August 2024 where the committee considered the draft Terms of Reference prepared by the RoeROC Executive Officer.

The key components of the Terms of Reference will include;

1. Name of Group
2. Role of the Working Group
3. Role of RoeROC Executive Officer
4. Objectives of the Working Group
5. Membership / Representatives
6. Representatives – Specific Projects
7. Appointment of Chairperson
8. Meeting Schedule
9. Agendas and Minutes
10. Delegation Powers

COMMENT

The SSWG reviewed the proposed Terms of Reference, providing feedback and minor amendments. The endorsed Terms of Reference have been provided as Attachment 9.2 to this agenda.

RoeROC Council is now asked to consider the Terms of Reference and endorse them.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

CONSULTATION

Rebecca McCall – Shire of Narembeen CEO
RoeROC SSWG

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

ROEROC Strategic Objectives 2024-2026
ROEROC Action 5 Establish a Shared Services Working Group

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That RoeROC endorse the RoeROC Shared Services Working Group (SSWG) Terms of Reference, as presented.

Resolution

Moved: Cr B Smoker

Seconded: Cr S Jacobs

That RoeROC endorse the RoeROC Shared Services Working Group (SSWG) Terms of Reference, as presented.

Carried

10.3. REGIONAL EDUCATION STRATEGY

APPLICANT

REPORTING OFFICER:

Darren Mollenoyux

DATE:

12th September 2024

DISCLOSURE OF INTEREST:

Nil

FILE REFERENCE

ATTACHMENT NUMBER:

10.3 – Draft RoeROC Regional Education Strategy Submission

SUMMARY

To endorse the Draft RoeROC Regional Education Strategy Submission.

BACKGROUND

The Minister for Education has released a [regional education strategy](#) draft for consultation. The strategy sets future directions for students in regional education focused on the 6 non-metropolitan education regions – Kimberley, Pilbara, Midwest, Goldfields, Wheatbelt and South West.

The Department will undertake targeted consultation on the draft strategy in the regions, with identified key stakeholders across education, government, industry and community. The consultation period closes on Friday 20 September 2024.

COMMENT

The following schools are located within the RoeROC Local Government areas:

- Corrigin District High School - Kindergarten – Yr 10
- Kondinin Primary School - Kindergarten – Yr 6
- Hyden Primary School - Kindergarten – Yr 6
- Kulin District High School - Kindergarten – Yr 10
- Narembeen District High School - Kindergarten – Yr 10

Public education is a critical service in the RoeROC communities and schools play a significant role in attracting and retaining people in our communities and retaining youth.

The RoeROC Executive has reviewed the draft strategy and provided the following comments to RoeROC CEO's for consideration:

Structure

There are no points of measurement in the plan, nor a prioritization of strategies. The document only provides a one size fits all approach to schools in regional WA.

Opportunities

Having reviewed the document, the following points are noted and should be addressed in our joint submission;

- There is no mention of housing and building capacity for regional staffing. The issues around either lack of housing or significantly high rental values is a major factor in attracting and retaining staff in our region.
- There is no reference to supporting School Boards in performing their duties under the Act (establishing and reviewing the school's objectives, priorities and general policy direction; planning of financial arrangements necessary to fund those objectives, priorities and directions, evaluating the school's performance).
- No reference to high performing schools in regional WA mentoring other rural schools.
- There should be consideration to additional strategies required to deliver programs and additional support to new graduates in the region.
- The strategy *"Growing great leaders in our schools trial will provide school leaders with the opportunity to take up principal appointments in regional schools while maintaining their appointment to a city school"* – we would like to encourage teachers to be residents in our communities and make a commitment. There would be a number of senior teachers and Principals that are transient (DIDO).
- Further expansion required on how the Department will increase access to local career development pathways and support.

Whilst most individual Councils were going to make submissions, it was agreed by the RoeROC CEO's that a joint RoeROC Submission should be prepared and submitted.

The Executive Officer has drafted a RoeROC Submission for the WA State Government's Regional Education Strategy (draft for consultation).

A copy of the RoeROC submission is included as attachment 10.3 to this agenda.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

CONSULTATION

RoeROC CEOs were asked to advise of key areas to address and provide input for the joint submission.

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

ROEROC Strategic Objectives 2024-2026

Shire of Corrigin, Kondinin, Kulin, and Narembeen Strategic Community Plans

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That RoeROC endorse the RoeROC Submission into the WA State Government's Draft Regional Education Strategy, as presented.

Resolution

Moved: Cr S Stirrat

Seconded: Cr H Cusack

That RoeROC endorse the RoeROC Submission into the WA State Government's Draft Regional Education Strategy, as presented.

Carried

10.4. BENDERING LANDFILL MANAGEMENT PLAN

APPLICANT	Shire of Corrigin
REPORTING OFFICER:	Natalie Manton
DATE:	13 th September 2024
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE	WM.0013
ATTACHMENT NUMBER:	10.4 - Draft Bendering Landfill Management Plan V4 August 2024

SUMMARY

Delegates are asked to receive the revised Draft Bendering Landfill Management Plan 2024.

BACKGROUND

The Shires of Kondinin, Corrigin, Kulin and Narembreen purchased 64 hectares of freehold land in the Shire of Kondinin for the Bendering Landfill Site in 2007. The four shires signed an agreement with Avon Waste in 2018 for a seven year period for kerbside and commercial waste collection and recycling as well as management of the landfill site. The contract also provides for transfer of waste from local transfer stations and the use of hook bins.

The Bendering Landfill Site is registered as a Category 89 Prescribed Premises under Part V of the *Environmental Protection Act*. The *Environmental Protection (Rural Landfill) Regulations 2002* apply to Category 89 Prescribed Premises in Schedule 1 Part 2 of the *Environmental Protection Regulations 1987* for putrescible landfill site that accepts between 20 and 5,000 tonnes of waste per year.

In 2021 Roe Regional Organisation of Councils (Roe ROC) engaged Talis Consultants to produce a Landfill Management Plan to guide the future development and rehabilitation of the site as required by regulation 17 of the *Environmental Protection (Rural Landfill) Regulations 2002*.

The regulations outline requirements for the tipping area, covering and containing of waste, the control of surface water runoff, dust suppression, separation distances, disposing of asbestos and clinical waste and a post-closure plan.

The original Landfill Management Plan was completed in May 2021 and was modelled on waste cells raised to two metres (2) above ground level. The quantities calculated for bund walls and capping seemed excessive and the cost was considered too expensive.

In June 2021 the option of staying in stage 1 or moving to stage 2 was considered and Roe ROC decided that moving to stage 2 was cheaper as much less cover material was required.

The draft Landfill Management Plan was endorsed at the Roe ROC meeting on 22 July 2021 and delegates passed the following resolution:

*That the Landfill Management Plan drafted by Talis be received by ROEROC.
Management investigates further options including the feasibility and implementation of drilling the whole site.*

The delegates passed a resolution in support of additional costs to complete the Landfill Management Plan and update void modelling using newly provided trial pit information and update the lifespan calculations to feed into budget provision schedule. A modified capping design was also included following the decision to change the approach and move to stage 2 and 3 rather than raise the waste up to 2m in Stage 1.

The report was updated following the results of electromagnetic imaging of the site in May 2022.

In August 2021 Talis was asked to revise the plan to remove the need for filling to a height of 2m above the existing trenches in Stage 1 (and subsequent stages) due to the unrealistic cost and excessive cover material required. The location for stages two and three was amended to consider an area of the site where a depth of 3m can be more easily achieved, depending on the drilling

results. The costs were also revised as the current plan was beyond the financial capacity of the shires.

In July 2022 the Landfill Management Plan was updated with the following changes:

- A slightly modified waste generation model that uses census data to allow Roe ROC to update the model in future years
- An updated capping design to reduce cover to 850mm, and 3D capping model for the Stage 1
- An updated layout design and filling direction for Stages 2 and 3 accounting for the existing gravel pit and estimated rock depths from EM38 mapping and historical trial pits
- Updated material balance calculations, with soil requirements shown as negative soil inputs
- Updated lifespan and void calculations, showing a total Site lifespan of approximately 96 years over which capital expenditure for trench development and capping can be spread
- Updated costings, with total capping costs now being approximately \$2.25 million, or \$514,000 for Stage 1 (reduced from \$1.6mil for Stage 1 in the first Closure Plan); and
- Updated figures showing indicative trench coordinates and historical borehole locations.

The plan was further revised in 2022 with the following changes:

- New cells based on waste cells conservative estimated depth of 1.5m deep (hoping for deeper in some areas) and cover of 850mm.
- Updated costings, with total capping costs \$331,000 for Stage 1 based on reduction in development and cover costs, loadings and contingencies.

A resolution was passed in June 2023 that Talis be consulted with a view to reviewing the schedule of capping works as detailed in section 4.9 (schedule of capping works) with the objective of extending stage 1 beyond 2026.

Following consultation with the Working Group in 2024 Talis was requested to update the Management Plan with the following changes:

- Stay in stage 1 for as long as possible.
- Modelling on 2m raise for waste cells and 800mm cover/ capping.
- Cover material requirements to minimum permissible within Rural Landfill Regulations.
- Separate inert waste from putrescible waste trenches if possible and use inert waste for bund walls or cover material to save on cover material.
- Use in house rates for cover/capping and new cell development costs which are much lower.

COMMENT

A Post Closure Plan is required by regulation 17 of the Environmental Protection (Rural Landfill) Regulations 2002. The Landfill Management Plan will assist the Roe ROC shires in meeting this requirement as well as planning the future development of waste trenches of the site and associated costs.

The calculations in the Landfill Management Plan are used to calculate the disclosure notes in the Annual Financial Reports.

The draft Landfill Management Plan was reviewed by the Works Managers with no comments received.

A review of the assumptions and calculations in the report is required before it is finalised.

STATUTORY ENVIRONMENT

Environmental Protection Act 1986

Environmental Protection (Rural Landfill) Regulations 2002

Environmental Protection Regulations 1987

Landfill Waste Classification and Waste Definitions 1996 (as amended 2019)

POLICY IMPLICATIONS

Nil

CONSULTATION

FINANCIAL IMPLICATIONS

The proceeds from the Bendering Landfill site are distributed to shires at the end of each financial year.

Roe ROC delegates previously resolved that each shire would contribute \$5,000 per annum to a reserve for future provision for the Bendering Tip.

The predicted cost of capping works required to close stage 1 of the landfill site will be heavily dependent on the rate of waste intake.

COMMUNITY AND STRATEGIC OBJECTIVES

ROEROC Strategic Objectives 2024-2026

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That

1. the Bendering Landfill Management Plan 4.0, prepared by Talis Consultants, for the Roe Regional Organisation of Councils (Roe ROC) be received.
2. A working group be formed to review the calculations and provide feedback to Talis so the plan can be finalised.

Recommendation varied to include the make up of the working group, to consist of Site Working Group and Finance staff.

Resolution

Moved: Cr B Smoker

Seconded: Cr Cusack

That

1. the Bendering Landfill Management Plan 4.0, prepared by Talis Consultants, for the Roe Regional Organisation of Councils (RoeROC) be received.
2. A working group consisting of finance staff and the existing Site Working Group be formed to review the calculations and provide feedback to Talis so the plan can be finalised.

Carried

The following staff left the meeting at 2.09pm and did not return to the meeting;

B Gerrard
L Pitman
K Caley
M Burgess

Principal Roe EHO
Environmental Health Officer
Deputy CEO, Shire of Corrigin
MOWS, Shire of Kondinin

11. Other Matters

11.1. Road Safety Forum – Regional Speed Limits

One of the potential outcomes from the current road safety discussions at a state level is a push for a reduction for regional speed limits. The CEO from the Shire of Kulin has asked that we put this on the agenda for discussion as it may have impacts on our communities and its residents who traverse the road network.

Action

That the CEO's work with the EO to develop a survey to gain community feedback on road safety priorities within the RoeROC area.

11.2. Regional Drought Resilience Planning Consultation

150Square has been engaged by the Wheatbelt Development Commission to undertake consultation for the development of Regional Drought Resilience Plan for the Wheatbelt as part of the Regional Drought Resilience Planning (RDRP) program, funded through the Federal Governments Future Drought Fund (FDF).

Background

The objective of the program is to develop a drought resilience plan that identifies priority actions to equip our region with the necessary strategies and resources to effectively prepare for, and manage, potential future drought risks.

The plans will be regionally led and owned and focus on innovative ways to build regional drought resilience across the region through the agricultural sector and supporting industries (regional economies), communities, landscape and water.

The Wheatbelt Development Commission participated in the pilot year of the program, completing a plan for the Southern Wheatbelt (Shires of Dumbleyung, Kondinin, Kulin, Lake Grace and Wagin). The Wheatbelt Development Commission are now working on an extension for the RDRP which was announced in 2023, and they are coordinating the drought resilience plan for the Wheatbelt region, covering the remaining 37 Wheatbelt Shires.

Upon adoption, the Wheatbelt Regional Drought Resilience Plan is intended to support funding applications from regional communities and/or organisations that will help them prepare for and respond to drought.

Get Involved

There are varying ways to get involved and the RoeROC Executive Officer will be hosting a RoeROC Teams Session in the near future, an invite will be sent out shortly.

The purpose of the session will be to hear your ideas and priorities so we can co-design priority actions to equip the region with the necessary strategies and resources to effectively prepare for and manage potential future drought risks.

To help you prepare we would like you to consider the following questions:

- What does an adaptable / resilient region look like?
- What is your organisation (or the region) doing well in drought resilience, that we should continue to build on in the future?
- What are the gaps that we haven't been able to address to date?
- Have any projects or actions already been identified that need to be funded? Or are there other opportunities?

A survey is also available for any interested member of your community, and we ask that you promote and share this (Wheatbelt RDRP Consultation Info). An information sheet is provided at attachment 10.2.

Action

The Executive Officer will arrange a Teams Meeting with RoeROC CEO's in October 2024.

11.3. RoeROC Newsletter

It was agreed at the July 2024 RoeROC CEO's meeting that the Executive Officer was to produce a RoeROC Newsletter to assist in keeping Council and communities informed of activities, projects and achievements. The first edition is attached at Attachment 11.3.

11.4. Annual Roe ROC Dinner

The Shire of Corrigin is seeking guidance from RoeROC Shires as to a suitable date in September / October 2024 to hold the Annual RoeROC dinner.

Action

Proposed RoeROC Dinner to be held on either 18th or 25th October 2024. CEO's to inform Shire of Corrigin of their Council's preferred date.

12. Next Meeting

The next RoeROC Council meeting be held on the 21st November 2024 at the Shire of Corrigin.

13. Closure

The Chair, President D Hickey thanked everyone for their attendance and declared the meeting closed at 2.26pm.

Shire of Kulin

EFT & Chq Listing for period ended 30 September 2024

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
TRUST			
MUNICIPAL			
EFT22445	06/09/2024	AVON WASTE	\$13,235.29
EFT22446	06/09/2024	SERVICES AUSTRALIA CHILD SUPPORT	\$286.76
EFT22447	06/09/2024	AFGRI EQUIPMENT AUSTRALIA	\$1,112.65
EFT22448	06/09/2024	ASPHALT IN A BAG	\$3,575.00
EFT22449	06/09/2024	BEST OFFICE SYSTEMS	\$2,233.53
EFT22450	06/09/2024	COUNTRY WIDE FRIDGE LINES PTY LTD	\$171.19
EFT22451	06/09/2024	TEAM GLOBAL EXPRESS	\$65.67
EFT22452	06/09/2024	CRISP WIRELESS PTY LTD	\$1,320.00
EFT22453	06/09/2024	CLEANAWAY DANIELS SERVICES PTY LTD	\$8.47
EFT22454	06/09/2024	FEGAN BUILDING SURVEYING	\$440.00
EFT22455	06/09/2024	G & M DETERGENTS	\$79.60
EFT22456	06/09/2024	KULIN SOCIAL CLUB	\$190.00
EFT22457	06/09/2024	KULIN TYRE SERVICE	\$730.40
EFT22458	06/09/2024	KULIN MUSEUM SOCIETY INC	\$1,950.00
EFT22459	06/09/2024	NAPA KEWDALE	\$1,097.66
EFT22460	06/09/2024	PORTER CONSULTING ENGINEERS	\$9,900.00
EFT22461	06/09/2024	ST JOHN AMBULANCE AUSTRALIA	\$1,594.87
EFT22462	06/09/2024	SPORTS TURF ASSOCIATION (WA) INC	\$100.00
EFT22463	06/09/2024	SAFE ROADS WA	\$14,723.50
EFT22464	06/09/2024	TIN HORSE AUTOMOTIVE	\$1,166.00
EFT22465	06/09/2024	OFFICEWORKS BUSINESS DIRECT	\$59.95
EFT22466	06/09/2024	WA LOCAL GOVERNMENT ASSOCIATION	\$979.00
EFT22467	12/09/2024	AIR LIQUIDE WA	\$21.70
EFT22468	12/09/2024	AUSTRALIA POST- MAILWEST	\$23.45
EFT22469	12/09/2024	AUSTRALIAS GOLDEN OUTBACK	\$350.00
EFT22470	12/09/2024	BT EQUIPMENT P/L	\$15.62
EFT22471	12/09/2024	AUSTRALIAN CHILDCARE ALLIANCE	\$445.00
EFT22472	12/09/2024	DAIMLER TRUCKS PERTH	\$1,488.92
EFT22473	12/09/2024	GANGELLS AGSOLUTIONS	\$8,151.38
EFT22474	12/09/2024	HELLO PERTH	\$385.00
EFT22475	12/09/2024	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA	\$1,815.00
EFT22476	12/09/2024	PT & IM JENSEN & SONS	\$27,500.00
EFT22477	12/09/2024	KULIN COMMUNITY HUB PTY LTD	\$165.00
EFT22478	12/09/2024	KULIN IGA	\$52.75
EFT22479	12/09/2024	KULIN TYRE SERVICE	\$3,847.66
EFT22480	12/09/2024	KULIN LIBRARY, POST OFFICE AND MAIL	\$1,370.90
EFT22481	12/09/2024	SHIRE OF KONDININ	\$9,619.71
EFT22482	12/09/2024	TRINITEQ INTERNATIONAL PTY LTD	\$363.00
EFT22483	12/09/2024	LIWA	\$260.00
EFT22484	12/09/2024	LGISWA	\$5,486.69
EFT22485	12/09/2024	PARKER BLACK AND FORREST	\$1,065.90
EFT22486	12/09/2024	EXURBAN RURAL & REGIONAL PLANNING	\$2,705.80
EFT22487	12/09/2024	QUEST PAYMENT SYSTEMS	\$418.00
EFT22488	12/09/2024	OFFICEWORKS BUSINESS DIRECT	\$453.79
EFT22489	12/09/2024	VMS TRAILER SIGNS PTY LTD	\$16,496.70
EFT22490	12/09/2024	WA DISTRIBUTORS PTY LTD	\$478.50
EFT22491	16/09/2024	CREDIT CARD - MASTER CARD	\$5,943.92
EFT22492	19/09/2024	ARM SECURITY	\$105.20
EFT22493	19/09/2024	SERVICES AUSTRALIA CHILD SUPPORT	\$302.61
EFT22494	19/09/2024	AUSTRALIAN TAXATION OFFICE	\$19,321.00

EFT22495	19/09/2024	ACRES OF TASTE	\$100.00
EFT22496	19/09/2024	ALERT FORCE PTY LTD LIMITED	\$1,170.00
EFT22497	19/09/2024	DEPIAZZI & SONS, T.J.	\$538.85
EFT22498	19/09/2024	JTAGZ	\$112.20
EFT22499	19/09/2024	KULIN HARDWARE & RURAL	\$5,606.48
EFT22500	19/09/2024	KULIN SOCIAL CLUB	\$190.00
EFT22501	19/09/2024	KULIN IGA	\$65.98
EFT22502	19/09/2024	LAKE GRACE COMMUNITY RESOURCE CENTRE	\$50.00
EFT22503	19/09/2024	TRINITEQ INTERNATIONAL PTY LTD	\$412.50
EFT22504	19/09/2024	MOORE AUSTRALIA (WA) PTY LTD	\$291.50
EFT22505	19/09/2024	MAINTENANCE EXPERTS PTY LTD	\$8,470.00
EFT22506	19/09/2024	NARROGIN AUTO CENTRE	\$446.98
EFT22507	19/09/2024	VIZONA PTY LTD	\$18,867.75
EFT22508	19/09/2024	WURTH AUSTRALIA PTY LTD	\$162.86
EFT22509	19/09/2024	WA CONTRACT RANGER SERVICES	\$808.50
EFT22510	19/09/2024	WA DISTRIBUTORS PTY LTD	\$434.25
EFT22511	19/09/2024	WEST COAST SPORTING SURFACES	\$204,545.00
EFT22512	26/09/2024	ACRES OF TASTE	\$829.40
EFT22513	26/09/2024	BEST OFFICE SYSTEMS	\$119.00
EFT22514	26/09/2024	BT EQUIPMENT P/L	\$480.65
EFT22515	26/09/2024	TEAM GLOBAL EXPRESS	\$644.84
EFT22516	26/09/2024	CORSIGN WA PTY LTD	\$242.00
EFT22517	26/09/2024	LANDGATE	\$330.26
EFT22518	26/09/2024	DAIMLER TRUCKS PERTH	\$158.05
EFT22519	26/09/2024	ESSENTIAL RESOURCES	\$175.85
EFT22520	26/09/2024	FUEL DISTRIBUTORS OF WA PTY LTD	\$51,349.77
EFT22521	26/09/2024	ITR WESTERN AUSTRALIA	\$1,287.40
EFT22522	26/09/2024	KLEENHEAT GAS	\$2,203.57
EFT22523	26/09/2024	SHIRE OF KONDININ	\$12,694.66
EFT22524	26/09/2024	MODERN TEACHING AIDS PTY LTD	\$453.81
EFT22525	26/09/2024	MULLAN ELECTRICAL	\$12,791.68
EFT22526	26/09/2024	MCLEODS LAWYERS	\$248.16
EFT22527	26/09/2024	NAPA KEWDALE	\$81.93
EFT22528	26/09/2024	NARROGIN MITSUBISHI	\$36,390.00
EFT22529	26/09/2024	SAPIO	\$6,061.07
EFT22530	26/09/2024	TAMORA PLUMBING AND GAS	\$567.60
EFT22531	26/09/2024	THE AG SHOP	\$645.65
EFT22532	26/09/2024	TIN HORSE AUTOMOTIVE	\$836.00
EFT22533	26/09/2024	WESTRAC PTY LTD	\$2,063.14
EFT22534	26/09/2024	WA DISTRIBUTORS PTY LTD	\$893.60
38001	06/09/2024	PETTY CASH RECOUP - PLEASE PAY CASH	\$427.30
DD9120.1	01/09/2024	AUSTRALIAN SUPERANNUATION	\$700.72
DD9120.2	01/09/2024	MACQUARIE INVESTMENT MANAGEMENT	\$170.21
DD9120.3	01/09/2024	AMP SUPERLEADER	\$295.75
DD9120.4	01/09/2024	AWARE SUPER	\$12,787.90
DD9120.5	01/09/2024	BENDIGO SMART START SUPERANNUATION FUND	\$243.59
DD9120.6	01/09/2024	HOSTPLUS SUPERANNUATION FUND	\$890.26
DD9120.7	01/09/2024	MLC MASTERKEY SUPERANNUATION	\$390.12
DD9120.8	01/09/2024	PRIME SUPERANNUATION	\$469.73
DD9120.9	01/09/2024	REST SUPERANNUATION	\$807.58
DD9124.1	01/09/2024	BENDIGO BANK	\$1.20
DD9124.2	02/09/2024	BENDIGO BANK	\$3.06
DD9124.3	02/09/2024	CRISP WIRELESS PTY LTD	\$99.00
DD9124.4	03/09/2024	SYNERGY	\$2,716.44
DD9124.5	02/09/2024	SYNERGY	\$1,089.52
DD9124.6	03/09/2024	ST.GEORGE BANK	\$528.63
DD9124.7	04/09/2024	BENDIGO BANK	\$7.50
DD9124.8	06/09/2024	BENDIGO BANK	\$3.30
DD9131.1	16/09/2024	TYRO PAYMENTS	\$131.87

DD9134.1	09/09/2024	SYNERGY	\$1,449.21
DD9134.2	13/09/2024	BENDIGO BANK	\$3.60
DD9134.3	13/09/2024	WATER CORPORATION	\$1,001.25
DD9134.4	16/09/2024	TELAIR PTY LTD	\$614.90
DD9134.5	16/09/2024	TYRO PAYMENTS	\$640.64
DD9134.6	11/09/2024	SYNERGY	\$263.90
DD9137.1	15/09/2024	AWARE SUPER	\$13,016.00
DD9137.2	15/09/2024	MACQUARIE INVESTMENT MANAGEMENT	\$84.51
DD9137.3	15/09/2024	AMP SUPERLEADER	\$272.36
DD9137.4	15/09/2024	AUSTRALIAN SUPERANNUATION	\$739.83
DD9137.5	15/09/2024	BENDIGO SMART START SUPERANNUATION FUND	\$269.94
DD9137.6	15/09/2024	HOSTPLUS SUPERANNUATION FUND	\$747.99
DD9137.7	15/09/2024	MLC MASTERKEY SUPERANNUATION	\$388.96
DD9137.8	15/09/2024	PRIME SUPERANNUATION	\$469.73
DD9137.9	15/09/2024	REST SUPERANNUATION	\$1,020.37
DD9139.1	16/09/2024	TELSTRA	\$1,245.04
DD9139.3	16/09/2024	AUSTRALIAN LIQUOR MARKETERS PTY. LIMITED	\$2,570.09
DD9139.4	18/09/2024	SYNERGY	\$650.25
DD9139.5	18/09/2024	BENDIGO BANK	\$7.95
DD9145.2	24/09/2024	SYNERGY	\$2,918.31
DD9145.3	26/09/2024	BENDIGO BANK	\$3.45
DD9145.4	19/09/2024	SYNERGY	\$3,150.78
DD9145.5	19/09/2024	BENDIGO BANK	\$3.00
DD9145.6	20/09/2024	SYNERGY	\$3,128.22
DD9147.1	30/09/2024	WATER CORPORATION	\$869.86
DD9147.2	30/09/2024	TELSTRA	\$405.18
DD9147.3	30/09/2024	CARLTON & UNITED	\$1,069.94
DD9120.10	01/09/2024	CBUS SUPER	\$263.74
DD9120.11	01/09/2024	AUSTRALIAN RETIREMENT TRUST	\$729.07
DD9137.10	15/09/2024	CBUS SUPER	\$276.73
DD9137.11	15/09/2024	AUSTRALIAN RETIREMENT TRUST	\$706.83
8892060	04/09/2024	BULK PAYMENT - PAYROLL	\$86,238.35
8918991	18/09/2024	BULK PAYMENT - PAYROLL	\$90,814.92
TOTAL PAYMENTS FOR MONTH ENDING 30 September 2024			\$775,292.26

CREDIT & BP CARDS SUMMARY

Monday, 30 September 2024

Transaction Date	Officer	Creditor	Amount
3/09/2024	ALAN LEESON	KULIN COMMUNITY FINANCIAL SERVICE	\$31.10
		Plate Change Prado KU135	
3/09/2024	TARYN SCADDING	INTERFLORA AUSTRALIA	\$214.00
		Wreath Kulin Bush Races	
3/09/2024	JUDD HOBSON	HEAVY HYDRAULICS	\$522.50
		Hand Pump Fulcro	
5/09/2024	TARYN SCADDING	MAILCHIMP	\$33.28
		Plan Upgrade	
5/09/2024	TARYN SCADDING	FREECONVERT.COM	\$46.22
		Online Subscription for CRC Documentation	
5/09/2024	TARYN SCADDING	SURVEYMONKEY	\$272.73
		Subscription Shire Councillors	
6/09/2024	TARYN SCADDING	BUTLER DIARIES	\$153.97
		KCCC 2025 Diaries	
9/09/2024	JUDD HOBSON	BMT MICRO INCORPORATED	\$53.25
		The Journal 8	
9/09/2024	JUDD HOBSON	KULIN COMMUNITY FINANCIAL SERVICES	\$424.45
		Registration Mitsubish Outlander	
9/09/2024	JUDD HOBSON	SUPERTRIM CORPORATE	\$579.00
		Seat Covers, Mitsubishi Outlander	
9/09/2024	JUDD HOBSON	SANDGROPERCOVERS.COM	\$860.00
		Seat Covers, Dmax	
11/09/2024	ALAN LEESON	THE STAMP CENTRE	\$73.80
		New Shire Common Seal Stamp	
12/09/2024	FIONA MURPHY	DEPARTMENT OF RACING GAMING & LIQUOR	\$58.50
		Occasional Liquor Licence - Tennis Club	
12/09/2024	FIONA MURPHY	DEPARTMENT OF RACING GAMING & LIQUOR	\$58.50
		Occasional Liquor Licence - Tennis Club	
12/09/2024	FIONA MURPHY	DEPARTMENT OF RACING GAMING & LIQUOR	\$58.50
		Occasional Liquor Licence - Tennis Club	
13/09/2024	JUDD HOBSON	AUSTRALIAN NATIVE NURSERY	\$98.00
		Plants	
14/09/2024	TARYN SCADDING	APPLE	\$12.99
		KCCC Apple Music Subscription	
16/09/2024	FIONA MURPHY	SIMPLEINOUT	\$302.59
		Annual Subscription	
16/09/2024	FIONA MURPHY	SIMPLEINOUT	\$30.78
		Monthly Subscription	
18/09/2024	ALAN LEESON	PRINT MEDIA GROUP	\$91.41
		Fire Fighting Volunteer - Vehicle ID Stickers	
19/09/2024	TARYN SCADDING	MAILCHIMP	\$76.78
		Monthly Subscription	
20/09/2024	JUDD HOBSON	AUTO CAL LT	\$841.50
		12 Months Subcription for Auto CAD Light	
20/09/2024	ALAN LEESON	ASIC	\$22.00
		Company Director Search	
20/09/2024	ALAN LEESON	OFFICEWORKS	\$538.00
		Toner Black, Medical Centre	
25/09/2024	JUDD HOBSON	WELDING SOLUTIONS	\$872.47
		Fan Spray Heads & Alumiminum Type DD Double Female Camlocks	
27/09/2024	ALAN LEESON	ASIC	\$32.00
		Company Director Search	
29/09/2024		BENDIGO BANK	\$24.00
		Card Fees	
37/09/2024	ALAN LEESON	LANDGATE MIDLAND	\$31.60
		Title Search	
			\$6,413.92
BP CARD PURCHASE			
25/09/2024	ALAN LEESON	BP LESMURDIE	\$79.68
		45.73 Litres Diesel	

009650

SHIRE OF KULIN
PO BOX 125
KULIN WA 6365

**Stay alert.
Avoid a scam.**



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bendigobank.com.au/security/scams

Your details at a glance

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

Account summary

Statement period	1 Sep 2024 - 30 Sep 2024
Statement number	232
Opening balance on 1 Sep 2024	\$5,943.92
Payments & credits	\$5,943.92
Withdrawals & debits	\$6,377.31
Interest charges & fees	\$36.61
Closing Balance on 30 Sep 2024	\$6,413.92

Account details

Credit limit	\$10,000.00
Available credit	\$3,586.08
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

Payment details

Minimum payment required	\$192.41
Payment due	14 Oct 2024

Any questions?

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

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 **16 years and 11 months**

And you will pay an estimated total of interest charges of **\$3,956.63**

If you make no additional charges using this card and each month you pay **\$307.92**

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 **\$976.16, a saving of \$2,980.47**

Having trouble making payments?

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

Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
Opening balance				\$5,943.92
3 Sep 24	Kulin Community Fina , Kulin AUS RETAIL PURCHASE 02/09 CARD NUMBER 552638XXXXXXX832 1	31.10		5,975.02
4 Sep 24	Interflora Australia U,Prahran AUS RETAIL PURCHASE 03/09 CARD NUMBER 552638XXXXXXX021 1	214.00		6,189.02
4 Sep 24	HEAVY AUTOMATICS, WE LSHPOOL AUS RETAIL PURCHASE 03/09 CARD NUMBER 552638XXXXXXX706 1	522.50		6,711.52
6 Sep 24	Intuit Mailchimp, Sy dney AUS RETAIL PURCHASE 05/09 CARD NUMBER 552638XXXXXXX021 1	33.28		6,744.80
6 Sep 24	FREECONVERT.COM, TOR ONTO US RETAIL PURCHASE-INTERNATIONAL 05/09 29.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXX021 1	44.87		6,789.67
6 Sep 24	INTERNATIONAL TRANSACTION FEE	1.35		6,791.02
6 Sep 24	SURVEYMONK* T 460121 58, SYDNEY AUS RETAIL PURCHASE 05/09 CARD NUMBER 552638XXXXXXX021 1	272.73		7,063.75
8 Sep 24	BUTLER DIARIES, BALG OWNIE AUS RETAIL PURCHASE 06/09 CARD NUMBER 552638XXXXXXX021 1	153.97		7,217.72
10 Sep 24	info.bmtmicro.com, W ilmington AUS RETAIL PURCHASE-INTERNATIONAL 09/09 CARD NUMBER 552638XXXXXXX706 1	51.70		7,269.42
10 Sep 24	INTERNATIONAL TRANSACTION FEE	1.55		7,270.97

Date Paid ____ / ____ / ____ Amount \$ _____

Business Credit Card - Payment options



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



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.



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



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



Bill code: 342949
Ref: 691211254



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

Business Credit Card	
BSB number	633-000
Account number	691211254
Customer name	SHIRE OF KULIN
Minimum payment required	\$192.41
Closing Balance on 30 Sep 2024	\$6,413.92
Payment due	14 Oct 2024
Date	Payment amount

Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
10 Sep 24	Kulin Community Fina , Kulin AUS RETAIL PURCHASE 09/09 CARD NUMBER 552638XXXXXXX706 1	424.45		7,695.42
10 Sep 24	Supertrim Corporat,6 1387742705 AUS RETAIL PURCHASE 09/09 CARD NUMBER 552638XXXXXXX706 1	579.00		8,274.42
12 Sep 24	SANDGROPERCOVERS.CO1 ,ESPERANCE AUS RETAIL PURCHASE 09/09 CARD NUMBER 552638XXXXXXX706 1	860.00		9,134.42
12 Sep 24	THE STAMP CENTRE, MO FFAT BEACH AUS RETAIL PURCHASE 11/09 CARD NUMBER 552638XXXXXXX832 1	73.80		9,208.22
14 Sep 24	PERIODIC TFR 00074214151201 00000000000		5,943.92	3,264.30
14 Sep 24	DEPT OF RACING GAM1, EAST PERTH AUS RETAIL PURCHASE 12/09 CARD NUMBER 552638XXXXXXX716 1	58.50		3,322.80
14 Sep 24	DEPT OF RACING GAM1, EAST PERTH AUS RETAIL PURCHASE 12/09 CARD NUMBER 552638XXXXXXX716 1	58.50		3,381.30
14 Sep 24	DEPT OF RACING GAM1, EAST PERTH AUS RETAIL PURCHASE 12/09 CARD NUMBER 552638XXXXXXX716 1	58.50		3,439.80
14 Sep 24	Australian Native Nu r, Oakford AUS RETAIL PURCHASE 13/09 CARD NUMBER 552638XXXXXXX706 1	98.00		3,537.80
16 Sep 24	APPLE.COM/BILL, SYDN EY AUS RETAIL PURCHASE 14/09 CARD NUMBER 552638XXXXXXX021 1	12.99		3,550.79
17 Sep 24	SIMPLEINOUT.COM, FAR GO US RETAIL PURCHASE-INTERNATIONAL 16/09 196.54 U.S. DOLLAR CARD NUMBER 552638XXXXXXX716 1	293.78		3,844.57
17 Sep 24	INTERNATIONAL TRANSACTION FEE	8.81		3,853.38
17 Sep 24	SIMPLEINOUT.COM, FAR GO US RETAIL PURCHASE-INTERNATIONAL 16/09 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXX716 1	29.88		3,883.26
17 Sep 24	INTERNATIONAL TRANSACTION FEE	0.90		3,884.16
19 Sep 24	PRINT MEDIA GROUP, S CORESBY AUS RETAIL PURCHASE 18/09 CARD NUMBER 552638XXXXXXX832 1	91.41		3,975.57
21 Sep 24	Intuit Mailchimp, Sy dney AUS RETAIL PURCHASE 19/09 CARD NUMBER 552638XXXXXXX021 1	76.78		4,052.35

Business Credit Card *(continued).*

Date	Transaction	Withdrawals	Payments	Balance
21 Sep 24	Autodesk ADY, North Ryde AUS RETAIL PURCHASE 20/09 CARD NUMBER 552638XXXXXX706 1	841.50		4,893.85
21 Sep 24	ASIC, SYDNEY AUS RETAIL PURCHASE 20/09 CARD NUMBER 552638XXXXXX832 1	22.00		4,915.85
23 Sep 24	OFFICEWORKS, Bentley gh Eas AUS RETAIL PURCHASE 20/09 CARD NUMBER 552638XXXXXX832 1	538.00		5,453.85
27 Sep 24	WELDING SOLUTIONS, B IBRA LAKE AUS RETAIL PURCHASE 25/09 CARD NUMBER 552638XXXXXX706 1	872.47		6,326.32
28 Sep 24	ASIC, SYDNEY AUS RETAIL PURCHASE 27/09 CARD NUMBER 552638XXXXXX832 1	32.00		6,358.32
29 Sep 24	CARD FEE 6 @ \$4.00	24.00		6,382.32
30 Sep 24	LANDGATE, MIDLAND AUS RETAIL PURCHASE 27/09 CARD NUMBER 552638XXXXXX832 1	31.60		6,413.92
Transaction totals / Closing balance		\$6,413.92	\$5,943.92	\$6,413.92

**AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED
FOR YOUR ACCOUNT.**

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

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

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

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

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

Card Security

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



Shire of Kulin

MONTHLY FINANCIAL REPORT

For the period ended 30 September 2024

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

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Shire of Kulin
STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 September 2024

	Ref Note	Adopted Budget (a) \$	YTD Budget (b) \$	YTD Actual (c) \$	Variance (c) - (b) \$	Variance ((c) - (b))/(b) %
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	10	2,451,414	2,451,414	2,453,066	1,652	0%
Rates excluding general rates (inc discount & write offs)	10	(49,785)	(49,785)	(30,920)	18,865	(38%)
Grants, subsidies & contributions	11	1,089,353	554,539	557,647	3,108	1%
Fees and charges		1,998,822	561,798	561,592	(205)	(0%)
Interest revenue		248,877	16,750	10,525	(6,225)	(37%)
Other revenue		169,386	32,887	36,765	3,877	12%
Profit on asset disposals	7	73,400	3,800	0	(3,800)	0%
Share of net profit of associates accounted for using the equity method		0	0	0	0	
Fair value adjustments to financial assets at fair value through project or loss		0	0	0	0	
		5,981,467	3,571,404	3,588,676	17,273	
Expenditure from operating activities						
Employee costs		(3,062,931)	(799,897)	(887,074)	(87,178)	11%
Materials and contracts		(2,528,237)	(758,386)	(654,226)	104,160	(14%)
Utility charges		(384,469)	(111,058)	(85,523)	25,535	(23%)
Depreciation		(3,638,292)	(909,573)	0	909,573	(100%)
Interest expenses	9	(28,526)	0	1,313	1,313	100%
Insurance		(277,621)	(138,160)	(139,095)	(936)	1%
Other expenditure		0	0	0	0	0%
Loss on asset disposals	7	(10,682)	(10,682)	0	10,682	0%
		(9,930,757)	(2,727,756)	(1,764,605)	963,150	
Non-cash amounts excluded from operating activities	2	3,575,573	916,455	0	(916,455)	(100%)
Amount attributable to operating activities		(373,718)	1,760,103	1,824,071	(98,600)	
INVESTING ACTIVITIES						
Capital grants, subsidies and contributions	11	4,365,339	859,207	450,079	(409,128)	(48%)
Proceeds from disposal of assets	7	397,318	99,330	154,627	55,297	56%
Payments for property, plant and equipment and infrastructure	7	(7,121,642)	(1,351,088)	(751,308)	599,780	(44%)
Amount attributable to investing activities		(2,358,985)	(392,552)	(146,602)	245,950	
FINANCING ACTIVITIES						
Transfers from reserves	5	65,000	0	0	0	0%
Repayment of borrowings	9	(102,201)	0	0	0	0%
Transfers to reserves	5	(251,877)	0	0	0	0%
Amount attributable to financing activities		(289,078)	0	0	0	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2	3,059,332	3,059,332	2,896,764	(162,568)	(5%)
Amount attributable to operating activities		(373,718)	1,760,103	1,824,071	63,968	4%
Amount attributable to investing activities		(2,358,985)	(392,552)	(146,602)	245,950	(63%)
Amount attributable to financing activities		(289,078)	0	0	0	100%
Surplus or deficit after imposition of general rates	2	37,551	4,426,883	4,574,233	147,350	3%

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

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

Shire of Kulin
STATEMENT OF FINANCIAL POSITION
For the period ended 30 September 2024

	30-Jun-24 \$	30-Sep-24 \$
CURRENT ASSETS		
Cash at Bank	2,885,819	5,590,628
Cash at Bank (Reserves & Restricted Funds)	2,437,539	2,437,539
Trade and other receivables	86,995	493,781
Sundry Debtors - Rates	26,237	484,937
Inventories	126,454	104,452
Accrued income & prepayments	56,851	5,586
Contract Assets	1,321,035	291,158
TOTAL CURRENT ASSETS	6,940,931	9,408,081
CURRENT LIABILITIES		
Sundry Creditors	(216,840)	(371,823)
Accruals	(127,326)	(94,428)
ATO Liabilities	(70,039)	(105,389)
Bonds & deposits held	(102,486)	(102,502)
Contract Liabilities	(647,119)	(1,279,351)
Borrowings	(102,201)	(102,201)
Employee Provisions	(442,817)	(442,817)
TOTAL CURRENT LIABILITIES	(1,708,828)	(2,498,511)
TOTAL NET CURRENT ASSETS	5,232,103	6,909,570
NON-CURRENT ASSETS		
Investment in Associate	65,977	65,977
Work in Progress	238,223	22,727
Inventories - Land for Resale	610,000	579,464
Land & Buildings	22,261,647	22,526,373
Plant & Equipment	3,567,039	3,459,222
Furniture & Equipment	257,150	257,300
Motor Vehicles	1,286,328	1,436,829
Infrastructure	76,264,685	76,799,837
Shares - Kulin Community Financial Services	5,000	5,000
Units Held - Local Government House Trust	83,171	83,171
TOTAL NON-CURRENT ASSETS	104,639,218	105,235,899
NON CURRENT LIABILITIES		
Borrowings	(682,357)	(682,357)
Employee Provisions	(17,817)	(17,817)
TOTAL NON-CURRENT LIABILITIES	(700,173)	(700,173)
NET ASSETS	109,171,148	111,445,296
Asset Revaluation - Infrastructure	37,546,160	37,546,160
Asset Revaluation - Property, Plant & Equipment	1,461,803	1,461,803
Asset Revaluation - Land & Buildings	14,753,878	14,753,878
Accumulated Reserves	2,437,539	2,437,539
Accumulated Surplus	52,971,768	55,245,916
TOTAL EQUITY	109,171,148	111,445,296

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

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 September 2024

Note 1 - Basis of Preparation & Significant Accounting Policies

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 September 2024

Note 2 - Net Current Assets Composition

	Adopted Budget Opening 30-Jun-24	Last Year Closing 30-Jun-24	Year to Date 30-Sep-24
Current Assets			
Cash and Cash Equivalents	5,323,358	5,323,358	8,028,167
Accounts Receivable - Rates	26,237	26,237	484,937
Trade & Other Receivables	86,994	86,994	493,781
Prepaid Assets	33,577	33,577	5,586
Accrued Income	19,803	23,274	0
Inventories	95,918	126,454	104,452
Contract Assets	1,299,114	1,321,035	291,158
	<u>6,885,001</u>	<u>6,940,930</u>	<u>9,408,081</u>
Less: Current Liabilities			
Sundry Creditors	(216,840)	(216,840)	(371,823)
Payroll Accruals	(54,391)	(54,391)	(94,428)
Accrued expenses	(65,199)	(72,934)	0
ATO Liability	(70,039)	(70,039)	(105,389)
Contract Liabilities	(440,944)	(647,119)	(1,279,351)
Provision for Annual Leave	(224,433)	(224,433)	(224,433)
Provision for Long Service Leave	(213,797)	(218,384)	(218,384)
Bonds & deposits held	(102,486)	(102,486)	(102,502)
Borrowings	(102,201)	(102,201)	(102,201)
	<u>(1,490,330)</u>	<u>(1,708,828)</u>	<u>(2,498,511)</u>
Net current assets	5,394,671	5,232,103	6,909,570
Adjustments to Current Assets			
Less: Reserves	(2,437,539)	(2,437,539)	(2,437,539)
Add: Borrowings	102,201	102,201	102,201
Closing funding surplus/(deficit)	<u>3,059,333</u>	<u>2,896,764</u>	<u>4,574,233</u>

CURRENT AND NON-CURRENT CLASSIFICATION

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

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 September 2024

Note 3 - Explanation of Material Variances

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

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

Revenue from operating activities	Var \$	Var %	Explanation
General Rates	1,652	0%	Under \$10,000 and 10% threshold
Rates excluding general rates (inc discount & write offs)	18,865	-38%	Journal to write off KRH rates has not yet been processed - \$10,757 to be written off in October. Some discounts on interim rates still to come.
Grants, subsidies and contributions	3,108	1%	Under \$10,000 and 10% threshold
Fees and charges	(205)	0%	Under \$10,000 and 10% threshold
Interest earnings	(6,225)	-37%	Under \$10,000 and 10% threshold
Other revenue	3,877	12%	Under \$10,000 and 10% threshold
Profit on asset disposals	(3,800)	0%	Disposals cannot be recorded in Synergy until 2023/24 asset register is rolled over (after adoption of the 2024/25 financial report).
Expenditure from operating activities	Var \$	Var %	Explanation
Employee costs	(87,178)	11%	Mostly relates to road maintenance labour costs. The road crew have been busy winter grading. They will soon move onto capital jobs and this variance will reduce.
Materials and contracts	104,160	-14%	Significant items include: Contract employment \$49k underbudget. RoeROC costs \$20k underbudget. \$39k relates to audit fee accrual - timing difference. These items are offset by road maintenance plant costs being \$76k overbudget - timing difference with high costs incurred for winter grading before team moves into capital projects.
Utility charges	25,535	-23%	Water costs \$10k underbudget - timing difference expected to change over summer. Plant registration costs included here. This is \$9k underbudget - consistent with last year so budget too high.
Depreciation	909,573	-100%	Depreciation cannot be recorded in Synergy until 2023/24 asset register is rolled over (after adoption of the 2024/25 financial report).
Interest expenses	1,313	100%	Under \$10,000 and 10% threshold
Insurance	(936)	1%	Under \$10,000 and 10% threshold
Loss on asset disposals	10,682	0%	Disposals cannot be recorded in Synergy until 2023/24 asset register is rolled over (after adoption of the 2024/25 financial report).
Investing activities	Var \$	Var %	Explanation
Proceeds from capital grants, subsidies and contributions	(409,128)	-48%	Actual revenue recognition linked to expenditure on capital projects - not much activity on capital road and other projects yet this year.
Proceeds from disposal of assets	55,297	56%	Works Manager and Shared Admin vehicles budgeted to be sold in December. Disposals actually occurred in August.
Payments for property, plant and equipment and infrastructure	599,780	-44%	Budget spread evenly over full year. Timing difference with many projects not yet started. Refer to Assets note
Financing activities	Var \$	Var %	Explanation
Transfer from reserves	0	0%	
Repayment of borrowings	0	0%	
Transfer to reserves	0	0%	
Surplus or (deficit) at the start of the financial year	(162,568)	-5%	WSFN revenue reduced by \$206k. Gravel pushing costs moved to Work in Progress at 30 June 2024 and will be transferred to the Fence Road project when the gravel is physically applied to the road. Revenue reduced to match expenditure. Other minor adjustments for 23/24 invoices received well after year end such as the LGIS property insurance adjustment

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 September 2024

Note 4 - Cash & Financial Assets

	General Ledger Balance 30-Sep-24	Bank Statement Balance 30-Sep-24
Cash at Bank - Unrestricted		
Municipal Funds	315,833	342,528
Freebairn Recreation Centre	64,250	63,396
Trust (restricted muni funds)	102,502	102,502
Investments	5,104,444	5,104,444
Till Float	3,100	-
Petty Cash	500	-
	5,590,628	5,612,870
Cash at Bank - Restricted		
Reserve Funds	2,437,539	2,437,539
	2,437,539	2,437,539

Note 5 - Reserve Accounts

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

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

Shire of Kulin							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the period ended 30 September 2024							
Note 6 - Asset information							
Note 6 (a) - Asset Acquisitions							
	Description	Original Budget	YTD Budget	YTD Actual	Category	Renewal/ Replace	New Asset
E041100	AV equipment for Chambers & meeting room	20,000	-	-	F&E		Y
E077110	Nurses station window and upgrades	17,313	-	79	L&B	Y	
E091107	Units 5/25 Johnston Street renovation	15,308	-	-	L&B	Y	
E091107	Exterior painting Johnston Street units	25,154	-	-	L&B	Y	
E091113	38 Day Street bathroom	20,308	-	-	L&B	Y	
E091115	14 Stewart Street renovation	51,606	-	13,893	L&B	Y	
E091117	81 Johnston Street bathroom	10,308	-	-	L&B	Y	
E107131	Cemetery Toilets	32,390	-	110	L&B		Y
E101100	Transfer Station	19,740	-	-	L&B		Y
E110100	Tennis court resurfacing	221,919	55,476	190,058	L&B	Y	
E112100	Aquatic Centre - South side shade	12,123	-	-	Inf	Y	
E112101	Aquatic Centre - Splashdown pool	200,627	35,000	110	Inf		Y
E113700	FRC Car Park	17,444	-	-	Inf	Y	
E113900	FRC Server Replacement	16,205	-	150	F&E	Y	
E113901	Bowling Green Lighting	40,000	-	110	L&B	Y	
E113905	FRC Kitchen Upgrades	102,313	-	110	L&B	Y	
E113908	FRC Changeroom upgrades	42,313	-	-	L&B	Y	
E113909	FRC Court Fans	40,000	-	110	L&B		Y
E117100	Old Skate Park Redevelopment	69,572	-	110	Inf	Y	
E117110	Johnston Street Playground Shade Sail	10,000	-	110	Inf	Y	
E117040	Pingaring Golf Club Air Conditioning & Upgrades	15,000	-	110	L&B	Y	
E123100	Grader (PE55)	460,000	-	-	P&E	Y	
E123100	Posi Track & Mulcher	175,000	-	-	P&E		Y
E123100	Tandem Axle Flat Top Trailer	10,000	-	-	P&E		Y
E123100	Truck scan tool & fleet management software	20,000	-	7,700	P&E		Y
E123100	Subsite Standard Utiliguard Cable Locating System	11,000	-	8,574	P&E		Y
E123100	Sundry Plant	10,000	-	-	P&E		Y
E123105	Toyota Prado (CEO)	75,000		-	MV	Y	
E123105	Isuzu D-Max (Works Supervisor)	50,000		49,772	MV	Y	
E123105	Ford Everest (Works Manager)	70,000	83,745	67,648	MV	Y	
E123105	Mitsubishi Fuso 4T Single Cab	100,000		-	MV	Y	
E123105	Admin Shared Vehicle	40,000		33,082	MV	Y	
E121500	RRG Road Construction	799,416	266,473	63,125	Inf	Y	
E121520	R2R Road Construction	730,004	182,502	68,918	Inf	Y	
E121550	Own Resource Road Construction	225,180	-	-	Inf	Y	
E121551	WSFN Road Construction	1,867,492	-	86	Inf	Y	
E121552	RRUPP Road Construction	1,063,954	638,373	162,621	Inf	Y	
E121553	LRCIP Road Construction	89,520	89,520	296	Inf	Y	
E121750	Black Spot Road Construction	-	-	9,284	Inf	Y	
E121580	Footpath Construction	95,312	-	-	Inf	Y	
E121570	Depot Crib Room	111,995	-	53,394	L&B		Y
E121593	Speed signs at Town Entries	15,000	-	14,997	Inf		Y
E122220	Fence between Depot & Kemptons	8,077	-	-	L&B	Y	
E132500	Caravan Park Camp Kitchen Outdoor Blinds	9,477	-	-	L&B		Y
E132710	Jilakin Rock Gazebo & Interpretation	25,572	-	-	L&B		Y
E136045		-	-	-	L&B		Y
E136116	Purchase of Lots 106 & 109 Day & Beard Streets	60,000	-	6,752	L&B		Y
		7,121,642	1,351,088	751,308			
0A01195	Add Work in Progress at 30 June 2024						
	Aquatic Centre Shade Sails			22,727			
	SF003 Gravel crushing & screening			215,495			
				238,223			
				989,530			
Note 6 (b) - Disposal of Assets		Budgeted WDV	Budgeted Proceeds	Budgeted Profit/(loss) on sale	Actual WDV	Actual Proceeds	Actual Profit/(loss) on Sale
	3 Rankin Street, Kulin	41,000	30,318	(10,682)	30,536	30,536	(0)
	PE177 CAT 12M Grader (PE55)	121,000	150,000	29,000			0
	MV173 Holden Colorado (MV117)	11,200	15,000	3,800	12,185	15,000	2,815
	MV199 Toyota Prado (CEO) (MV27)	54,000	60,000	6,000			0
	MV197 Ford Everest (Works Manager) (MV30)	53,600	60,000	6,400	58,442	63,636	5,194
	MV187 Toyota Prado (Admin) (MV120)	34,500	47,000	12,500	39,143	45,455	6,312
	MV178 Mitsubishi Canter Single Cab (MV81)	19,300	35,000	15,700			0
		334,600	397,318	62,718	140,306	154,627	14,321

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 September 2024

Note 7 - Receivables

Rates receivable	30-Jun-24	30-Sep-24
	\$	\$
Opening arrears previous years	45,423	45,034
Levied this year	2,566,820	2,717,138
Less - collections to date	(2,567,209)	(2,258,438)
Equals current outstanding	45,034	503,734
Net rates collectable	45,034	503,734
% Collected	98.28%	83.12%

Trade Receivables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(370)	402,087	3,703	7,646	4,837	417,902
Percentage	-0.1%	96.2%	0.9%	1.8%	1.2%	
Allowance for impairment of receivables						0
Total receivables general outstanding						417,902
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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

Note 8 - Payables

Payables - general	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Sundry Creditors	313,082	12,466	550	(28)	326,070
Percentage	0.0%	0.0%	0.0%	0.0%	
Balance per trial balance					326,070
ATO liabilities	36,905				36,905
Total payables general outstanding					362,975
Amounts shown above include GST (where applicable)					

KEY INFORMATION

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

Note 9 - Borrowings

	Budget				Actual			
	Principal 01/07/2024	Principal Repayments	Principal 30/06/2025	Interest Repayments	Principal 01/07/2024	Principal Repayments	Principal 30/06/2024	Interest Repayments
Loan 1 Administration Building	785,095	102,201	682,894	28,526	785,095	-	785,095	1,313
	785,095	102,201	682,894	28,526	785,095	-	785,095	1,313

KEY INFORMATION

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

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

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 September 2024

Note 10 - Rate Revenue

Rate Type	Rate in \$	Number of properties	Rateable Value	Budgeted Rate Revenue	Actual Rate Revenue
General Rate					
Gross Rental Value					
Residential	0.111592	136	1,371,293	153,025	153,083
Industrial	0.111592	12	115,443	12,883	12,882
Commercial	0.111592	28	435,496	48,598	48,598
Rural	0.111592	11	102,750	11,466	13,062
Unimproved Value					
Rural	0.005757	342	386,562,685	2,225,442	2,225,441
Mining	0.005757	0		-	-
Sub-total		529	388,587,667	2,451,414	2,453,066
Minimum Payment					
Gross Rental Value					
Residential	540.77	9	11,173	4,867	4,867
Industrial	540.77	5	11,452	2,704	2,704
Commercial	540.77	4	8,282	2,163	2,163
Rural	540.77	7	8,127	3,785	3,785
Unimproved Value					
Rural	540.77	20	1,098,515	10,815	10,815
Mining	540.77	32	224,144	17,305	17,305
		77	1,361,693	41,639	41,639
		606	389,949,360	2,493,053	2,494,705
Discount				(108,489)	(100,883)
Concessions/Write-offs				(11,259)	0
Total raised from general rates				2,373,305	2,393,823
Ex-Gratia Rates				28,324	28,324
Total Rates				2,401,629	2,422,147

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 2024

Note 11 - Grants

Operating Grants

Grant Source	Purpose	Original Budget	YTD Budget	YTD Actual	
Grants Commission	Federal financial assistance grants	455,277	113,819	95,734	
Fire & Emergency Services	Emergency Services Levy Operating Grant	45,000	11,250	1,305	
Community Childcare Fund Grant	KCCC Operations	145,962	72,981	72,981	
Main Roads	State Direct Grant (Untied Road Funding)	327,614	327,614	327,614	
Department of Primary Industries & Regional Development	Community Resource Centre Funding	114,000	28,500	29,857	
Other CRC Grants		1,500	375	30,157	
		1,089,353	554,539	557,647	

Capital Grants

Grant Source	Purpose	Original Budget	YTD Budget	YTD Actual (Income recognised)	Grant income received
Local Roads & Community Infrastructure Program	Federal Government Stimulus to deliver priority local roads and community infrastructure projects	662,774	571,720	87,980	540,900
Kulin Bowling Club	Bowling Green Lights	5,000	-	0	-
Community Night Lights Program	Bowling Green Lights	13,333	-	-	-
Kulin Junior Basketball Club	FRC Court Fans	5,000	-	-	-
Kulin Netball Club	FRC Court Fans	5,000	-	-	-
Kulin Sporting Clubs	FRC Electronic Honour Board	3,000	73,000	-	-
Kulin Tennis Club	Tennis Court Resurfacing	30,000	-	43,301	43,301
Kulin Bush Races	Tennis Court Resurfacing	80,000	-	72,727	72,728
Colts Carnival	FRC Changeroom Upgrades	40,000	-	-	-
Main Roads - Regional Road Group	Road Construction	521,194	40,647	42,083	218,660
Federal - Wheatbelt Secondary Freight Network	Road Construction	1,730,792	-	-	440,942
Federal - Remote Roads Upgrade Pilot Program	Road Construction	573,886	-	129,377	-
Federal - Roads to Recovery	Road Construction	695,360	173,840	68,422	315,000
Federal - Black Spot	Road Construction	-	-	6,189	4,288
		4,365,339	859,207	450,079	1,635,819

Advocacy Positions for a New Local Government Act

**Key issues from recent inquiries
into Local Government**

December 2020

About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 139 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organization representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,220 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

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Recommendations

New Local Government Act

That the State Government prepare a new Local Government Act as a priority.

Legislative Intent

That the following key principles be embodied in the Local Government Act:

1. Uphold the general competence principle currently embodied in the Local Government Act
2. Provide for a flexible, principles-based legislative framework
3. Promote a size and scale compliance regime
4. Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration Local Governments' role in creating a sustainable and resilient community through:
 - i. Economic development
 - ii. Environmental protection, and
 - iii. Social advancement
5. Avoid red tape and 'de-clutter' the extensive regulatory regime that underpins the Local Government Act, and
6. The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.

Intergovernmental Cooperation

That a Partners in Government Agreement promoting a collaborative partnership approach be signed by the Premier, Minister for Local Government, Western Australian Local Government Association and Local Government Professionals WA at the commencement of each term of the State Government.

Elections

The Local Government sector supports:

1. Four year terms with a two year spill
2. Greater participation in Local Government elections
3. The option to hold elections through:
 - Online voting
 - Postal voting, and
 - In-person voting
4. Voting at Local Government elections to be voluntary
5. The first past the post method of counting votes

6. Local Governments being enabled to determine the number of Elected Members required on the Council between six and 15 (including the Mayor/President)
7. Local Governments to determine if the Mayor or President is elected by the Council or the community at large.
8. Continuation of the property franchise.

Rating Exemptions

That an independent review of all rate exemptions be undertaken.

Fees and Charges

That:

1. An independent review be undertaken to remove fees and charges from legislation and regulation and,
2. Local Government be empowered to set fees and charges for Local Government services.

Road Funding

That the Government returns to Local Government at least 27 percent of motor vehicle licence fee collections.

Regional Collaboration

That:

1. Local Governments be empowered to form single and joint subsidiaries, and beneficial enterprises, and
2. Compliance requirements of Regional Councils be reviewed and reduced.

Community Engagement

The Local Government sector supports:

1. Responsive, aspirational and innovative community engagement principles
2. Encapsulation of aims and principles in a community engagement policy, and
3. The option of hosting an Annual Community Meeting to present on past performance and outline future prospects and plans.

Roles and Responsibilities

That clarification of roles and responsibilities for mayors / presidents, councillors and CEO's be considered to ensure that there is no ambiguity.

External Oversight

The Local Government sector supports:

1. Establishing an Office of the Independent Assessor to replace the Standards Panel to provide an independent body to receive, investigate and assess complaints against elected members and undertake inquiries.
2. Remove the CEO from being involved in processing complaints
3. That an early intervention framework of monitoring to support local governments be provided with any associated costs to be the responsibility of the State Government.

Financial Management and Procurement

That the Local Government sector:

1. Requests the Minister for Local Government to direct the Department of Local Government to prepare a Model set of Financial Statements and Annual Budget Statements for the Local Government sector, in consultation with the Office of the Auditor General;
2. Requests the Department of Local Government to re-assess the amount of detail required to be included in annual financial reports, in particular for small and medium sized entities as suggested by the Office of Auditor General;
3. Supports Local Governments being able to use freehold land to secure debt;
4. Supports Building Upgrade Finance being permitted for specific purposes such as cladding, heritage and green improvements;
5. Supports the alignment of Local Government procurement thresholds, rules and policies with the State Government.

Accountability and Audit

That audit committees of Local Government, led and overseen by the Council, have a clearly defined role with an Elected Member majority and chair.

Background

Three significant inquiries relating to Local Government in Western Australia have released their final reports in August and September 2020.

This paper, which was endorsed by State Council on 2 December 2020 (Resolution 142.6/2020), aims to distil key issues raised by these reports and identify strategic advocacy positions of the Local Government sector to inform the strategic direction of legislative reform.

Local Government Review Panel

As part of the Review of the Local Government Act, the Local Government Review Panel was formed to guide the strategic direction of the review and to recommend high level guiding principles for a new act.

The [Local Government Review Panel Final Report](#) was released on 5 August 2020.

City of Perth Inquiry

The Authorised Inquiry into the City of Perth was announced on 24 April 2018 by the Minister for Local Government.

The report contains 341 recommendations, of which 132 have implications for the Local Government sector.

The [Report of the Inquiry into the City of Perth](#) was tabled in Parliament on 11 August 2020.

Select Committee into Local Government

The Legislative Council Select Committee into Local Government commenced on 26 June 2019.

The Committee had broad terms of reference to inquire into Local Government in Western Australia and made a number of recommendations relating to key Local Government sector issues.

The [Select Committee into Local Government Final Report – Inquiry into Local Government](#) was tabled in Parliament on 22 September 2020.

Key Issues

New Local Government Act

The Local Government Review Panel Final Report states:

When the Western Australia Government launched the Local Government Act Review its objectives were to produce ‘a new, modern Act that empowers local governments to better deliver for the community’, and that local government should be ‘Agile, Smart and Inclusive’. Those objectives remain valid.

Discussion

The current *Local Government Act 1995* was proclaimed in 1996 and has been effective at enshrining the general competence principle which has enabled Local Governments to govern in the best interests of their communities. However, over the last 25 years there has been significant regulation and compliance obligations added to the legislation.

The current Local Government Act contains ten parts and totals 490 pages. In addition, there are 13 sets of regulations comprising a further 460 pages. This is a legislative burden on the Local Government sector and requires a significant reduction and a move to a principle over prescription approach to a new Act.

The Local Government Act should facilitate Local Governments utilising their general competence powers within a legislative framework that provides for good governance and accountability to the community for decision-making. The Local Government sector seeks a reduced regulatory approach accompanied by best practice guidance, support and assistance.

With a State Election due in March 2021 it is appropriate for the sector to seek a commitment for the progression of a new Local Government Act.

Local Government Position:

That the State Government prepare a new Local Government Act as a priority.

Legislative Intent

The Local Government Review Panel Final Report recommends:

2. *The Panel recommends the following statement of intent (vision) for a new Act:*

An Act to provide for a system of local government relevant to Western Australia that develops and supports sustainable, accountable, collaborative and capable local governments through democratic representation, the provision of services, opportunities and enhanced well-being for each and every community.
3. *The Panel recommends the adoption of the following objectives for a new Act:*
 - a. *Democratic and accountable local government that recognises the diversity of and within Western Australia's communities.*
 - b. *Recognition of the specific needs and culture of Western Australia's Aboriginal people.*
 - c. *Promotion and improvement of the community's economic, social and environmental well-being.*
 - d. *An adaptive and forward-looking legislative framework, which supports and enables councils to provide local leadership for the whole community, and to collaborate with each other and with other key stakeholders at a regional level.*
 - e. *Open and transparent community participation in the decisions and affairs of local governments.*
 - f. *Enhanced capability of the local government sector, with a focus on continuous improvement and sustainability.*
 - g. *Efficient and effective service delivery and regulation that is responsive to current and future community needs.*
 - h. *Informed decision-making by local governments which is in the interest of their communities, within a legislative framework that supports balance and certainty in relation to the different interests of their communities.*
 - i. *Accountability of local governments to their communities through processes that demonstrate good governance.*
 - j. *Support for approaches and opportunities which foster collaboration and cooperation both within the local government sector and across all levels of Government.*
4. *The Panel recommends an Act that is considerably shorter, less prescriptive and minimises the use of regulations by establishing clear principles, robust processes, model charters, guidelines and templates.*
5. *The Panel recognises the diversity of local governments in Western Australia and supports a new Act which is responsive to this but does not recommend the adoption of a multi-tiered legislative framework.*
6. *The Panel recommends the inclusion of a statement of the role and principal functions of local governments that makes it clear their basic statutory responsibilities, retaining the overall power of general competency in the current Local Government Act.*

The Select Committee into Local Government recommends:

1. *The Government consider implementing a compliance regime that differentiates between local governments based on their size and scale where appropriate.*

Discussion

Throughout WALGA's consultation with the sector on the Local Government Act review, there has been overwhelming support for *principles over prescription*, an approach that avoids red tape and declutters the extensive regulatory regime. The following key principles are fundamental drivers of future Local Government legislation.

General competence

The Local Government Act is founded on the general competence powers principle, which gives Local Governments the legal capacity to do anything that is not prohibited by law. This principle is uniformly supported by the Local Government sector and that it should not be diluted by over-regulating the operations of Local Government.

The general competence principle recognises the democratic mandate of Local Government to represent, plan, and provides services for its community.

Flexible, principles-based legislative framework

The Local Government Act works well when Local Governments apply their general competence powers within a legislative framework that provides for good governance, with accountability to the community for decision-making.

The Local Government Act should focus on principles and objectives, not on process. Best practice, guidance material and smart people working together to solve problems drive innovation; prescriptive regulation drives compliance for the sake of compliance.

To focus on the process and not the principles and objectives risks embedding today's practice into legislation instead of allowing Local Governments the flexibility to innovate and adapt to new methods and new technologies. Not everything a Local Government should do needs to be legislated. Ultimately, Councils are considered to be generally competent and are accountable to the community through democratic elections held every two years.

Size and scale compliance regime

There is a marked appetite to differentiate between Local Governments based on size and scale. There is a significant difference in the compliance requirements of the City of Stirling compared to the Shire of Murchison. Areas such as the integrated planning and reporting framework, internal audits and model procurement policies are example areas that could be considered on a size and scale approach.

Promote enabling legislation

Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration the Local Government's role in creating a sustainable and resilient community through:

- Economic development
- Environmental protection, and
- Social advancement.

There is a need to provide enabling legislation with a 'menu of opportunities' for the sector. Legislation should enable Local Governments to carry out a range of activities, even though all Local Governments may not want to undertake the activity.

Reduce red tape

WALGA has called for the de-cluttering of the extensive regulatory regime that underpins the Local Government Act. The legislative and regulatory regime represents a considerable challenge to the delivery of effective and efficient governance.

The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.

The State Government should not impose responsibilities to Local Governments without adequate resourcing. This principle is contained within the British Columbia Community Charter and is supported by the Local Government sector.

Local Government Position:

That the following key principles be embodied in the Local Government Act:

- 1. Uphold the general competence principle currently embodied in the Local Government Act**
- 2. Provide for a flexible, principles-based legislative framework**
- 3. Promote a size and scale compliance regime**
- 4. Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration Local Governments' role in creating a sustainable and resilient community through:**
 - i. Economic development**
 - ii. Environmental protection, and**
 - iii. Social advancement**
- 5. Avoid red tape and 'de-clutter' the extensive regulatory regime that underpins the Local Government Act, and**
- 6. The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.**

Intergovernmental Cooperation

The Local Government Review Panel Final Report recommends:

- 15 *The Panel recommends that the new Act include a set of principles for intergovernmental relations that make clear local government's role and obligations as part of the broader system of government, and that underpin a range of ongoing arrangements such as the State Local Government Partnership.*

Discussion

Local Government strongly supports the enhanced collaboration between State and Local Government, as two spheres of government responsible for delivering public infrastructure and services for the benefit of the Western Australian community.

A Partners in Government Agreement, to be signed by the Premier, Minister for Local Government and Local Government leaders should contain:

- A preamble highlighting the importance of collaboration and partnership
- Objectives and principles
- Meetings of the Partners in Government Group comprising senior State and Local Government decision makers
- Collaboration aims and ideals, and
- Key focus areas.

Collaboration and partnership between the State and Local Government sectors aims to leverage the strengths of both spheres of Government for the benefit of Western Australia: the State's leadership and policy direction, and Local Government's on-the-ground presence in every community in our large and diverse state.

Local Government Position:

That a Partners in Government Agreement promoting a collaborative partnership approach be signed by the Premier, Minister for Local Government, Western Australian Local Government Association and Local Government Professionals WA at the commencement of each term of the State Government.

Elections

The Local Government Review Panel Final Report recommends:

19. *Optional preferential voting be adopted in place of the current first past the post system.*
20. *The principle of one vote per person be included in the legislation, subject to Recommendation 21 below.*
21. *Property franchise voting should be replaced with the requirement for local governments to introduce mechanisms for regular and effective consultation with the business community.*
22. *Local government elections are held once every four years, two years after but to otherwise accord with the timing of the State election.*
23. *All local government elections should be overseen by the Western Australian Electoral Commissioner.*
24. *Provision in the new Act for electronic/online voting to be introduced in the future once the integrity of the process can be assured (including allowing for a pilot).*
25. *The Panel makes the following further recommendations in relation to elections:*
 - a. *Postal voting be required, with lodgement of these votes to be allowed in person on and before election day.*
 - b. *The election process extended to provide more time for the issuing and receipt of postal votes.*
 - c. *The information local government candidates must provide at nomination should be expanded to ensure that adequate information is given for voters to make an informed decision. Candidate nomination forms should also include declaration of membership of a political party and these forms should be published and available during the election period.*
 - d. *A caretaker policy should be introduced barring elected members up for re-election from representing the council at events, handing out council grants or donations and moving substantive notices of motion in the period before the election, and a requirement to comply with this policy should be included in the Code of Conduct.*
 - e. *The donor and the candidate should co-sign each declaration of a gift made.*
 - f. *Donations via crowd funding platforms should be regulated so far as possible.*
26. *In respect to elected member representation, the Panel recommends:*
 - a. *Population should be used to determine the number of elected member positions:*

- (i) *Population of up to 5,000 – 5 councillors (including President).*
 - (ii) *Population of between 5,000 and 75,000 – 5 to 9 councillors (including Mayor/President).*
 - (iii) *Population of above 75,000 – 9 to 15 councillors (including Mayor).*
- b. *Ward boundary reviews, to ensure equitable representation is maintained, should be conducted every four years by the Office of the Electoral Distribution Commissioners, with the support of the WAEC and should be conducted using similar processes and principles that are in place for state electoral boundaries as contained in the Electoral Act 1907.*
- c. *Current classification bands 3 and 4 should not have multiple wards unless the Local Government Commission permits it in the interests of ensuring local democracy is enabled in certain communities.*
- d. *The changes to wards and elected member numbers due to the above recommendations should be phased in.*

Discussion

The overwhelming majority of Local Governments support retaining four year terms with a half spill every two years. A principle of the current two year election cycle is to support the continuity of knowledge and experience of the Local Government. A key risk of a proposal for an all in/all out term is the loss of knowledge and the influence of a Council.

Promoting voting participation in Local Government elections is a priority and can be achieved through a range of voting options, such as:

- On-line voting
- Postal voting, and
- In-person voting.

In respect to voting methods, Local Governments over the past 40 years have experienced preferential voting, proportionate preferential voting and the current first past the post method. Due to its simplicity, and ease of understanding, the Local Government sector supports first past the post voting.

The Local Government sector opposes compulsory voting in Local Government elections.

In respect to Elected Member representation, the general competence principle should apply, enabling a Local Government to determine the appropriate number, between six and 15 elected members (including the Mayor/President), depending on local requirements. This philosophy also extends to the decision to have a Mayor or President elected by the Council or elected at large by the community.

The Local Government sector supports continuation of the status quo with regards to the property franchise.

Local Government Position:

The Local Government sector supports:

- 1. Four year terms with a two year spill**
- 2. Greater participation in Local Government elections**
- 3. The option to hold elections through**
 - Online voting**
 - Postal voting, and**
 - In-person voting**
- 4. Voting at Local Government elections to be voluntary**
- 5. The first past the post method of counting votes**
- 6. Local Governments being enabled to determine the number of Elected Members required on the Council between six and 15 (including the Mayor/President)**
- 7. Local Governments to determine if the Mayor or President is elected by the Council or the community at large**
- 8. Continuation of the property franchise.**

Rating Exemptions

The Local Government Review Panel Final Report recommends:

50(c) *The Economic Regulatory Authority (ERA) should be asked to undertake a review of the rating system, including a thorough examination of the case for the current wide range of exemptions.*

The Select Committee into Local Government recommends:

- 8 *Recognising that the current charitable purposes rate exemption produces perverse outcomes and may inappropriately shield commercial operations from paying rates, the Government clarify the charitable purposes rate exemption in any new local government Act.*
- 9 *The Government conduct a broad review of the rate exemptions to be included in any new local government Act.*

Discussion

Exemptions from rates represent significant revenue leakage for Local Government. Recent data indicates that revenue foregone represents approximately two percent of rate revenue. This shortfall in lost revenue must then be made up from other ratepayers.

Rating exemptions relating to charitable purposes are particularly concerning as this exemption has extended in scope beyond its original intent to provide rating exemptions for the commercial undertakings of not-for-profit organisations. For instance, Independent Living Units, which often cost far more than the median house, are often exempt from rates. The net result of this is that millions of dollars of revenue is lost to Local Government which then has to be recouped from other ratepayers, many of whom would not be in a position to afford an Independent Living Unit themselves.

The rating exemptions that are of concern for the sector relate to the following:

- Rating of Charitable Purpose properties
- Department of Housing: Leasing to Charitable Organisations
- Government Trading Entities
- State Agreement Act projects
- State Owned Unallocated Crown Land

On this basis, the Local Government sector supports an independent review of all rating exemptions to enhance equity among ratepayers in the community.

Local Government Position:

That an independent review of all rate exemptions be undertaken.

Fees and Charges

The Local Government Review Panel Final Report recommends:

- 51 *The Panel recommends that local governments should be able to set reasonable fees and charges according to a rating and revenue strategy, with the oversight of the Audit, Risk and Improvement Committee.*
- 52 *The Panel recommends that local governments and State Government apply cost recovery principles when setting fees and charges.*

Discussion

Fees and charges represent a significant source of discretionary revenue for Local Governments. Examples include dog registration fees, fees for building approvals and swimming pool entrance fees.

Currently fees and charges are determined by legislation or regulation, with an upper limit set by legislation, or by the Local Government. Fees mandated by legislation often do not keep pace with the cost of delivery meaning that ratepayers will subsidise particular activities without any ability to have input into the setting of the fee.

While cost recovery should be a consideration for the setting of fees and charges, there are some services that Local Governments may choose to subsidise to encourage activities with overall community benefit.

Setting fees and charges is a core government function and should be a deliberative decision of the Council.

Local Government Position:

That:

1. **An independent review be undertaken to remove fees and charges from legislation and regulation and,**
2. **Local Government be empowered to set fees and charges for Local Government services.**

Road Funding

The Select Committee into Local Government recommends:

7. *The Government consider returning to local governments at least 27 percent of motor vehicle licence fee collections.*

Discussion

Local Governments are responsible for 127,500km of roads in Western Australia, representing 88 percent of the public road network.

With a replacement value close to \$30 billion, the Local Government road network is a significant state asset that connects people and places and facilitates economic activity across all of Western Australia.

In their final report, the Select Committee into Local Government found that the shortfall between local government expenditure on road preservation and the amount required to maintain roads at their current condition has continued to increase over the past five years to \$155.74 million in 2018-19.

To that end, the Local Government sector advocates for road funding from the State Government to return to 27 percent of vehicle licence fees.

Local Government Position:

That the Government returns to Local Government at least 27 percent of motor vehicle licence fee collections.

Regional Collaboration

The Local Government Review Panel recommends:

12. *The Panel recommends that the new Act should promote and mandate expanded regional cooperation between local governments by:*
 - a. *Making increased collaboration a specific objective and principle.*
 - b. *Providing an improved model of joint (regional) subsidiaries that can be used for strategic planning, resource sharing, shared services delivery and commercial enterprises (see also Recommendations 14 and 39).*
 - c. *Requiring regional cooperation as part of IPR (see also Recommendation 35).*
13. *The Panel recommends that consideration also be given to the potential need for a new form of 'regional authority' to enable collaboration on specific issues between governments and with other key stakeholders.*
14. *The Panel recommends:*
 - a. *The regional council model is discontinued.*
 - b. *A flexible model of joint (regional) and single (local) subsidiaries be introduced in order to enable:*
 - (i) *collaboration between local governments; and/or*
 - (ii) *involvement of local government in economic development including commercial activities.*
40. *The Panel recommends that the new Act should provide the freedom for local governments to be involved in commercial activities where it is in the public interest and subject to competitive neutrality principles.*
41. *The Panel recommends that 'beneficial enterprises' not be introduced as a new mechanism for local government commercial activities, but that instead an updated and more flexible subsidiary model should provide for the following:*
 - a. *Local government autonomy to establish a single or joint subsidiary to:*
 - (i) *Carry out any scheme, work or undertaking on behalf of the council;*
 - (ii) *Manage or administer any property or facilities on behalf of the council;*
 - (iii) *Provide facilities or services on behalf of the council; and/or*
 - (iv) *Carry out any other functions on behalf of the council.*
 - b. *The subsidiary to be established through a charter.*
 - c. *The charter to be certified by an independent and suitably experienced legal practitioner as within power and National Competition Policy.*
 - d. *Public notice of the proposal to establish the subsidiary to ensure that there are no private operators that would be significantly disadvantaged.*
 - e. *The subsidiary to be able to undertake commercial activities (within the limits of competitive neutrality and a thorough risk assessment).*

- f. The subsidiary to have the ability to acquire, hold, dispose of or otherwise deal with property.*
 - g. Dividends able to be paid to member local governments.*
 - h. The requirement for employees of the subsidiary to be employed under the same award or agreement conditions as the relevant local government/s and within the jurisdiction of the Western Australian Industrial Relations Commission.*
 - i. No requirement for ministerial approval at the outset, but reserve powers for the Minister for Local Government to intervene if issues arise should be included.*
42. *The Panel recommends local governments should utilise the subsidiary models and, as a general rule, should not form entities outside this, such as under the Associations Incorporation Act, except as a means of establishing or maintaining partnerships with other local or regional organisations in those instances where the local government is not the dominant party.*

Discussion

The Local Government sector supports streamlined and effective regional collaboration to leverage economies of scale, combined resources and enhanced accountability.

Regional collaboration provides many benefits for the community, including:

- Efficient service delivery leveraging economies of scale
- Enhanced accountability for specific functions, and
- Reduced risk by quarantining ratepayer funds in a separate legal entity

Flexibility for local governments to select and adapt the most suitable collaborative model to local circumstances is crucial for the benefits of regional collaboration to be realised. While competitive neutrality is important, and should be respected, the ability to undertake commercial activities is important, particularly to address instances of market failure.

The subsidiary model, governed by a charter, provides simplicity and can be customised to meet local and service delivery needs.

The beneficial enterprises model provides for a commercial focus while increasing accountability and reducing risk by quarantining ratepayer funds.

To that end, the local government sector supports the ability to utilise a range of fit-for-purpose regional collaborative models.

Local Government position

That:

- 1. Local Governments be empowered to form single and joint subsidiaries, and beneficial enterprises, and**
- 2. Compliance requirements of Regional Councils be reviewed and reduced.**

Community Engagement

The Local Government Review Panel Final Report recommends:

33. *The Panel recommends that the following community engagement principles should be included in the new Act:*
 - a. *Councils actively engage with their local communities;*
 - b. *Councils are responsive to the needs, interests and aspirations of individuals and groups within its community;*
 - c. *Community engagement processes have clearly defined objectives and scope;*
 - d. *Participants in community engagement have access to objective, relevant and timely information to inform their participation;*
 - e. *Participants in community engagement are representative of the persons and groups affected by the matter that is the subject of the community engagement;*
 - f. *Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement; and,*
 - g. *Participants in community engagement are informed of the ways in which the community engagement process will influence council decision-making.*
34. *The Panel recommends a Community Engagement Charter be required as a mechanism for guiding and enhancing community participation in local decision-making, and that a model charter be prepared to set parameters and provide guidance on mechanisms to be used.*
35. *The Panel recommends the Annual Electors' Meeting is replaced by an Annual Community Meeting whereby:*
 - a. *As a minimum, councils provide information on their achievements and future prospects;*
 - b. *Councils report on the local government's financial performance and performance against relevant Council Plans;*
 - c. *Both the mayor/president and the Chair of the Audit Committee address the meeting;*
 - d. *There is ample time for questions; and,*
 - e. *Wider community participation is encouraged through different delivery mechanisms.*

Discussion

With a local presence in every community in Western Australia, community engagement is core business for Local Government.

Principles and methods supporting responsive, aspirational and innovative community engagement are supported. Local Governments are often on the frontier of innovative community engagement methods, such as participatory budgeting and deliberative democracy.

To that end, the Local Government sector supports community engagement aims and principles to be encapsulated in a policy. However, the content of such a policy should not be prescribed; Local Governments, with knowledge and regular touchpoints with their communities, are best placed to determine the content of a community engagement policy.

An optional Annual Community Meeting is supported, at which Local Governments could present their annual report, financial performance and recent achievements, and outline their future prospects and plans.

Local Government Position:

The Local Government sector supports:

- 1. Responsive, aspirational and innovative community engagement principles**
- 2. Encapsulation of aims and principles in a community engagement policy, and**
- 3. The option of hosting an Annual Community Meeting to present on past performance and outline future prospects and plans.**

Roles and Responsibilities

The Local Government Review Panel Final Report recommends:

28. *The Panel recommends significant changes in the Act to the current statements of roles and responsibilities for mayors/presidents, councillors and CEOs and that the Act should include a new statement of responsibilities for the 'council' which captures the roles and responsibilities of all councillors acting collectively as the council.*

29-32. *Revised statements of roles and responsibilities that are specific to address the following issues:*

- *Community leadership*
- *Strategic planning*
- *Continuous improvement*
- *Executive function (for mayors/presidents)*
- *Guiding the CEO (for mayors/presidents)*
- *Training*

The Select Committee into Local Government Report recommends:

26. *The Government clarify the roles of council and the chief executive officer, and the distinction between governance and operational matters, in any new local government Act.*

Discussion

The *Local Government Act 1995* is predicated on separate roles and responsibilities for Elected Members and the administration, as summarised in the Second Reading Speech:

*'The new Act will provide a clear distinction between the representative and policy making role of the elected Councillors and the administrative and advisory role of the chief executive officer and other staff.'*¹

The Inquiry Report's recommendations for training and induction are reflective of the mandatory training and continuing professional development requirements introduced in the *Local Government Legislation Amendment Act 2019*.

WALGA has long advocated for absolute certainty in responsibilities and separation of powers associated with employees. Appointing and dismissing senior designated employees falls within the function of the CEO.

From this perspective, clarification of roles and responsibilities requires similar consideration of a clearly defined separation of powers between the governing body and the administration.

¹ Government of Western Australia, Local Government Bill Second Reading, 31 Aug. 1995 pp. 7547-7551

Local Government Position:

That clarification of roles and responsibilities for mayors / presidents, councillors and CEO's be considered to ensure that there is no ambiguity.

External Oversight

The Local Government Review Panel Final Report recommends:

57. *The Panel recommends that there should be an early intervention framework of monitoring to support local governments. The department should have additional powers to appoint and support the monitor with councils responsible for the direct costs of the monitor.*
58. *The Panel recommends the Minister should have the power to direct local governments and make declarations in respect to the Local Government Act during a declared state of emergency.*
59. *The Panel recommends establishing an Office of the Independent Assessor that should:*
 - a. *Be an independent body to receive, investigate and assess complaints against elected members and undertake inquiries. This removes the CEO from being involved in processing and determining complaints.*
 - b. *Be a statutory appointment by the Governor.*
 - c. *Upon assessment, refer the complaint back to the council (behaviour-related), the State Administrative Tribunal (SAT) (serious breaches), or to another appropriate body (such as, Corruption and Crime Commission, Public Sector Commission, Ombudsman) according to the subject of the complaint.*
 - d. *Replace the Standards Panel by investigating and making determinations on Rules of Conduct breaches. SAT will determine the penalties.*
 - e. *Amongst other powers, have the power to investigate, to order compulsory mediation and to deal with abuses of process.*
 - f. *Be required to notify the CEO and council of any matters on a confidential basis.*

The City of Perth Inquiry Report recommends:

- 323-332. *An Office of Inspector of Local Government (Inspector) be established as an independent statutory office, responsible to the Minister for Local Government.*

The Select Committee into Local Government Report recommends:

25. *The Government give active consideration, as part of the review of the Local Government Act 1995, to establishing a new independent statutory body to regulate and support the local government sector.*

Discussion

The recommendation from the Local Government Act Review Panel to replace the Standards Panel with an Office of the Independent Assessor is worth supporting. The proposal is to set-up an independent body to receive, investigate and assess complaints against elected members and undertake inquiries. This removes the CEO from being involved in processing and determining complaints, which has previously put the CEO in an invidious position.

An early intervention framework of monitoring to support Local Governments should also be provided, with costs to be the responsibility of the State Government.

Local Government Position:

The Local Government sector supports:

- 1. Establishing an Office of the Independent Assessor to replace the Standards Panel to provide an independent body to receive, investigate and assess complaints against elected members and undertake inquiries.**
- 2. Remove the CEO from being involved in processing complaints**
- 3. That an early intervention framework of monitoring to support local governments be provided with any associated costs to be the responsibility of the State Government.**

Financial Management and Procurement

The Local Government Review Panel Final Report recommends:

43. *The Panel recommends the following financial management principles be included in the new Act:*
- a. *Councils should have regard to achieving intergenerational equity, including ensuring the following:*
 - (i) *Policy decisions are made after considering their financial effects on future generations*
 - (ii) *The current generation funds the cost of its services, and*
 - (iii) *Long life infrastructure may appropriately be funded by borrowings*
 - b. *Revenue, expenses, assets, liabilities, investments and financial transactions are managed in accordance with the council's financial policies and strategic plans*
 - c. *Financial risks are monitored and managed prudently having regard to economic circumstances*
 - d. *Financial policies and strategic plans, including the Revenue and Rating Strategy and Investment policy, seek to provide stability and predictability in the financial impact on the community; and*
 - e. *Accounts and records that explain the financial operations and financial position of the council are kept.*
44. *Having regard to the need for sound financial decision-making and accountability, the Panel recommends the following:*
- a. *Local governments should be required to adopt or justify departures from a model investment policy to the Audit, Risk and Improvement Committee and relevant State Government Agency.*
 - b. *Local governments should be able to use freehold land to secure debt.*
 - c. *Debt should not be used for recurrent expenditure except in an emergency situation.*
 - d. *Notice should continue to be required to be given for borrowings not included in the local government's annual budget.*
 - e. *Building upgrade finance is permitted for specific purposes such as cladding, heritage and green improvements.*
 - f. *Local governments should adopt program budgeting to more clearly show the actual cost of delivering a service or undertaking an activity.*
 - g. *Local governments should report on the percentage of their expenditure spent on local businesses in their annual report.*
45. *The Panel recommends that local government procurement thresholds, rules and policies are, where applicable, aligned with the State Government, including (but not limited to):*
- a. *Tender threshold (currently \$250,000);*

- b. *Procurement rules and methods for goods and services under the tender threshold;*
 - c. *Procurement policies, including sustainable procurement, procuring from disability enterprises, buy local (where 'local' refers to Western Australia or a specific region of the state determined by the local government) and Aboriginal businesses; and*
 - d. *Using TendersWA as the primary tender platform.*
- 46. *The Panel recommends the development of a model procurement policy for all local governments. If a local government chooses to deviate from the policy it should be required to explain its reasoning to the responsible State Government agency.*
- 47. *The Panel recommends enhancing legislation to regulate and guide the establishment and management of panel contracts.*
- 48. *The Panel recommends a requirement for local governments to have an open register of local businesses with local governments determining what is considered 'local' to their community.*
- 49. *The Panel recommends breaches of the local government procurement rules to be referred to the Office of the Independent Assessor to use the appropriate powers under the new Local Government Act.*

The Select Committee into Local Government recommends:

- 12. *The Government give active consideration to providing, through the Department of Local Government, Sport and Cultural Industries, an accounting advice helpdesk service to the local government sector similar to the service provided by the Department of Treasury to the State government sector.*
- 13. *The Government:*
 - *consider reducing the financial reporting requirements on local governments*
 - *in doing so, take into account the information provided by the Office of the Auditor General, set out at Appendix 3 and Appendix 4 of this report.*
- 14. *The Department of Local Government, Sport and Cultural Industries and the Government consider the introduction of tiered financial reporting for local governments.*

The City of Perth Inquiry Report recommends:

- 188. *The State Government consider amendments to the Local Government Act 1995 to provide for better practice financial management through the establishment of Local Government Financial Management Instructions (similar to the Treasurer's Instructions for State Government) that establish a minimum set of standards and*

requirements for the financial administration of local government (Financial Management Instructions).

- 189. The “WA Accounting Manual” be reviewed, updated and promulgated by the Department within the next 12 months.*
- 190. The Minister for Local Government consider prescribing the format of the annual budget and financial report to provide consistency across local government.*

Discussion

The sector has considered a number of the recommendations from the reports and supports reviewing the financial reporting requirements for Local Governments.

Model Financial Statements

WALGA has recently formed a Sector Reference Group to review the current financial ratios and to suggest more appropriate ratios. The Reference Group believes the first action to be taken should be for the Department of Local Government to prepare a Model set of Financial Reports for the Local Government sector. This is to enable consistent financial reporting across the sector which would then allow for ratios to be more meaningful for sector analysis.

The following is an excerpt of notes from the group;

The Working Group discussed the possibility of progressing this resolution as soon as possible, rather than waiting for the work on financial ratios to be completed. It was decided that this should be actioned as a priority. A signal from the Minister for Local Government as to whether this proposal is supported will assist in guiding the group’s next steps, noting that the actual development of a model set of accounts would take time and resources. The group also noted that the Office of Auditor General (OAG) have made complementary recommendations relating to financial reporting. For example, in the [Audit Results Report – Annual 2018-19 Financial Audits of Local Government Entities](#), it was recommended that DLGSC re-assess the amount of detail required to be included in annual financial reports.

Resolved:

That WALGA advocates to the Minister for Local Government that the Department of Local Government to prepare a Model set of Financial Reports for the Local Government sector, in consultation with the Office of the Auditor General.

The concept on a model set of accounts is not new. Every other State produces one in some form. This document would be produced annually by the Department and be endorsed by the OAG.

The proposal would involve a detailed set of accounts, including notes, would be available to the industry in March of each year. The document would provide a template for Statements and Notes. These items would include references to legislation and Accounting Standards so the user can gain an appreciation as to why the information is required. Accompanying text could provide a greater understanding of the information and the cross referencing to other information. For example, the note on calculating financial ratios would include how those ratios are calculated, hence doing away with the need for Departmental Guidance Notes.

The benefits that would accrue to the Local Government sector and the community would be substantial. One set of model reports that could provide clear outcomes, rather than waiting for the annual audit to see if a Local Government had interpreted the standards and legislation correctly. Small Local Government would benefit as they may not have qualified accountants on staff and this would provide cost savings. Accessing information about each Local Government would be simplified. The audit process would also be simplified. All of these measures have the ability to lower costs incurred by Local Government in producing the annual financial report.

Use of Debt

The sector's long held position is that the Act should allow Local Governments to use freehold land, in addition to its general fund, as security when borrowing. Currently a Local Government can only borrow against its cash. In most cases this is sufficient, however there have been examples of Local Governments borrowing for large scale infrastructure projects that would benefit from being able to use their freehold land as security.

Building Upgrade Finance

Building Upgrade Finance would enable Local Governments to guarantee finance for building upgrades for non-residential property owners. In addition to building upgrades to achieve environmental outcomes, Local Governments have identified an opportunity to use this approach to finance general upgrades to increase the commercial appeal of buildings for potential tenants. In this way, BUF is viewed as means to encourage economic investment to meet the challenges of a soft commercial lease market and achieve economic growth.

Procurement

WALGA has consistently supported the alignment of the tender threshold with that of the State Government and broadly supports the principle that suppliers of goods, services and works competing for contracts will benefit where procurement processes across State and Local Government has more similarities than differences.

Local Government Position:

That the Local Government sector:

- 1. Requests the Minister for Local Government to direct the Department of Local Government to prepare a Model set of Financial Statements and Annual Budget Statements for the Local Government sector, in consultation with the Office of the Auditor General;**
- 2. Requests the Department of Local Government to re-assess the amount of detail required to be included in annual financial reports, in particular for small and medium sized entities as suggested by the Office of Auditor General;**
- 3. Supports Local Governments being able to use freehold land to secure debt;**
- 4. Supports Building Upgrade Finance being permitted for specific purposes such as cladding, heritage and green improvements;**
- 5. Supports the alignment of Local Government procurement thresholds, rules and policies with the State Government.**

Accountability and Audit

The Local Government Review Panel Final Report recommends:

53. *The Panel recommends the role of audit committees be expanded to become Internal Audit, Risk and Improvement Committees and:*
 - a. *The majority of the Committee members, including the Chair, should be independent of the local government and should be drawn from a suitably qualified panel.*
 - b. *To address the impost on small local governments, the committee could be established on a regional basis.*
54. *The Panel recommends the main roles of the Audit, Risk and Improvement Committee should include:*
 - a. *Developing an audit plan which focuses on compliance, risk (including procurement), financial management, fraud control, governance and delivery of Council Plans;*
 - b. *Identifying continuous improvement opportunities and monitoring programs and projects in this area;*
 - c. *Conducting the mandatory internal audits as outlined in the audit plan; and*
 - d. *Providing advice to the council in relation to these matters.*

The Select Committee into Local Government recommends:

11. *The Government give active consideration to facilitating, through the Department of Local Government, Sport and Cultural Industries, a shared internal audit service for the Local Government sector, particularly to assist small and medium councils.*

Discussion

The Local Government sector supports a robust self-regulation audit framework, which includes a role for the audit committee overseen by council, and a role for the Office of the Auditor General in conducting financial and performance audits of Local Government.

In accordance with the principles of self-governance and self-regulation, majority independent membership of audit committees is not supported. Oversight of the affairs of the Local Government is a fundamental role of the Council, and should not be confused by diffusing responsibility among an audit committee comprised of a majority of non-elected members. Notwithstanding, the Local Government sector acknowledges that some independent expertise may be beneficial to the audit committee process.

The Local Government sector supports a clearly defined role for the audit committee, led and overseen by the elected Council.

Local Government Position:

That audit committees of Local Government, led and overseen by the Council, have a clearly defined role with an Elected Member majority.

RESERVE PRICE OF VACANT LAND REPORT

APOG Policy A14A sets out the requirements and process for selling vacant land.

This Reserve Price for Vacant Land Report must be adopted by Council every six months (April and October) to set the reserve price for each block of vacant land in accordance with s3.58(4) of the *Local Government Act 1995*. The reserve price is based on Council's view of the current market value of each block of land, which takes into consideration the last independent valuation and other factors such as recent sales history.

Council offers a discount on sales of vacant land in Proudview Estate as outlined in the table below. The discount is refunded to the purchaser when the property is completed (at lock up stage) and if construction starts within 18 months of settlement.

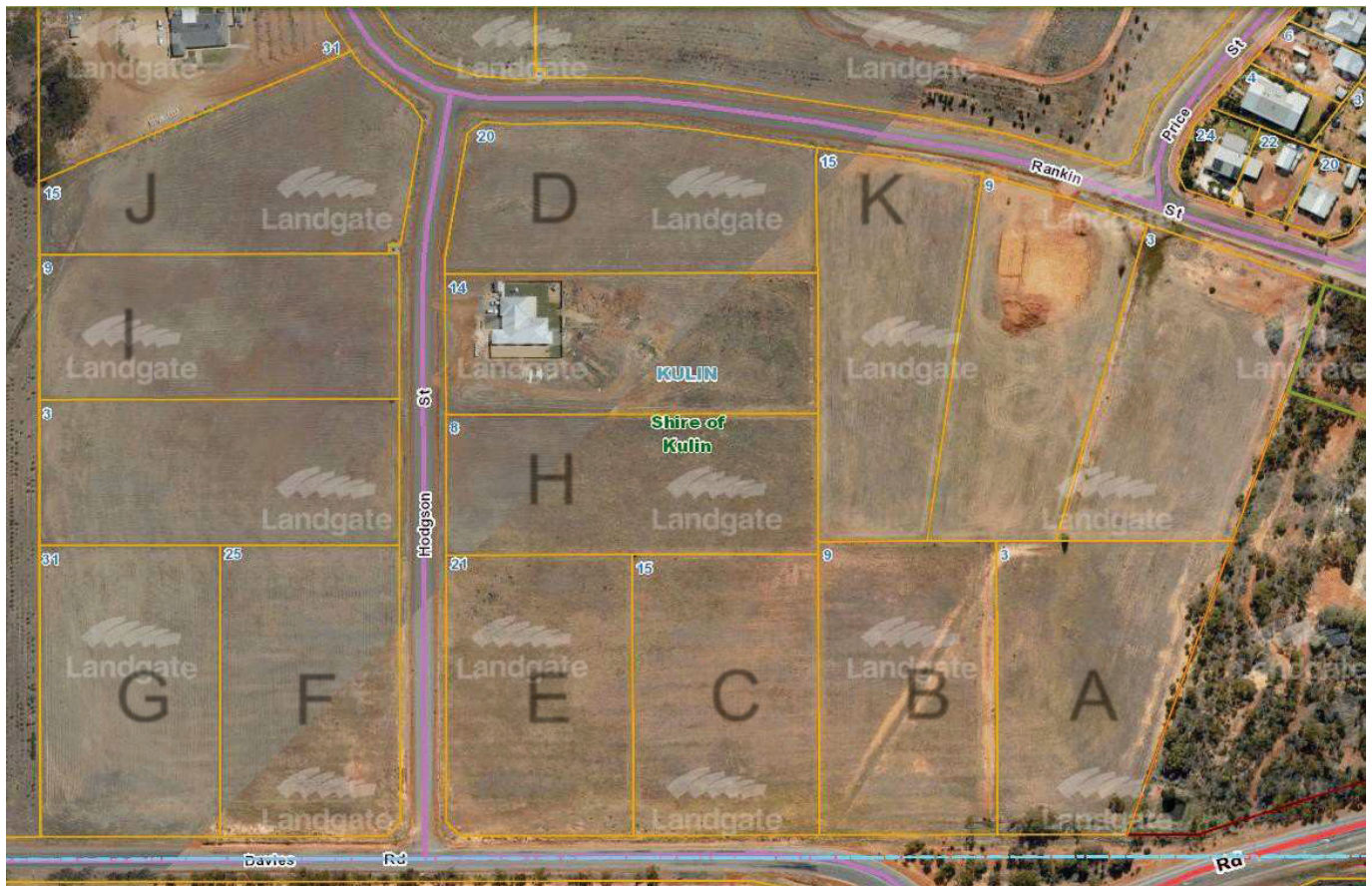
In addition, Council offers site works up to the value in the table below. Site works can include house and shed pads, earthworks, septic etc. The site works will only be offered if construction starts within 18 months of settlement.

The table below shows the vacant blocks of land for sale.

Block (see diagram below)	Street No.	Street Name	Area (m2)	Desktop Valuation 30 June 2023 (GST excl)	Reserve Price (GST excl)	Discount	Value of site works completed by Shire
Proudview Estate							
A	3	Kulin West Road	10,287	\$41,000	\$41,000	\$15,000	\$10,000
B	9	Kulin West Road	10,000	\$40,000	\$40,000	\$15,000	\$10,000
C	15	Kulin West Road	10,000	\$40,000	\$40,000	\$15,000	\$10,000
D	20	Rankin Street	9,999	\$39,000	\$39,000	\$15,000	\$10,000
E	21	Kulin West Road	10,000	\$40,000	\$40,000	\$15,000	\$10,000
F	25	Kulin West Road	10,000	\$40,000	\$40,000	\$15,000	\$10,000
G	31	Kulin West Road	10,000	\$40,000	\$40,000	\$15,000	\$10,000
H	8	Hodgson Street	9,998	\$39,000	\$39,000	\$15,000	\$10,000
I	9	Hodgson Street	10,000	\$40,000	\$40,000	\$15,000	\$10,000
J	15	Hodgson Street	10,200	\$40,000	\$40,000	\$15,000	\$10,000
K	15	Rankin Street	10,000	\$40,000	\$40,000	\$15,000	\$10,000
Robertson Park							
A	2	Ellson Street	509	\$7,000	\$7,000		\$5,000
B	4	Ellson Street	501	\$7,000	\$7,000		\$5,000
C	6	Ellson Street	501	\$7,000	\$7,000		\$5,000
D	8	Ellson Street	501	\$7,000	\$7,000		\$5,000
F	12	Ellson Street	701	\$9,000	\$9,000		\$5,000
G	14	Ellson Street	700	\$9,000	\$9,000		\$5,000
H	16	Ellson Street	700	\$9,000	\$9,000		\$5,000
I	23	Gordon Street	500	\$7,000	\$7,000		\$5,000
J	25	Gordon Street	500	\$7,000	\$7,000		\$5,000

Block (see diagram below)	Street No.	Street Name	Area (m2)	Desktop Valuation 30 June 2023	Reserve Price	Discount	Value of site works completed by Shire
K	27	Gordon Street	500	\$7,000	\$7,000		\$5,000
L	29	Gordon Street	500	\$7,000	\$7,000		\$5,000
M	31	Gordon Street	512	\$7,000	\$7,000		\$5,000
N	35	Price Street	703	\$9,000	\$9,000		\$5,000
O	37	Price Street	701	\$9,000	\$9,000		\$5,000
P	39	Price Street	703	\$9,000	\$9,000		\$5,000
Other							
A	8	Bowey Way	1,163	\$11,000	\$11,000		\$5,000
B	19	Ellson Street	1,056	\$10,000	\$10,000		\$5,000
C	27	Ellson Street	1,266	\$12,000	\$12,000		\$5,000
D	29	Ellson Street	1,190	\$11,000	\$11,000		\$5,000
E	31	Ellson Street	1,076	\$10,000	\$10,000		\$5,000

Proudview Estate Blocks:



Robertson Park:



Other:



GENERAL COMPLIANCE CHECKLIST SEPTEMBER 2024

Class	Task	Date	Frequency	Detail	Yes/No
EMCS	Wreath for Anzac service Bush Races	Sept	Annual	Determine which Councillor or community member will be laying wreath	Yes
EMW / Ranger	Bushfire Firebreak Inspections	1/09/2024	Annual	Firebreak / clean-up reminders to townsite properties. Remind residents to slash grass and clean up	In progress
MESS	Elections	1/10/2024	Biennial	Take photo of new Council	October
MESS	Bushfire Firebreaks	1/09/2024	Annual	Send out firebreak reminder to rural property owners - Advertise in Update	Yes
MESS	Bushfire Permit To Burn Books	1/09/2024	Annual	Check stocks of Permit books	Yes
MESS	Bushfire Protective Clothing	1/09/2024	Annual	Check stocks of fire fighting protective clothing and advertise to volunteers	Yes
CEO/MESS	Bushfire Restricted Burning Period commencement	1/09/2024		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
EMFS	Audit Committee to Meet Quarterly	September	Quarterly	Include agenda for September Council Meeting	Yes
EMFS	Financial Statements - submit to Auditor	30/09/2024	Annual	Last date for submission to Auditor and selection of Audit date	Yes
EMFS	Cat Registration Tags	30/09/2024	Annual	Check sufficient tags of correct year - reorder	Yes
EMFS	Dog/Cat License Renewals due	30/09/2024	Annual	Licenses expire 31 October - reminders early in month for known late payers	October
EMFS	Preparation of Annual Report	30/10/2024	Annual	Draft front section of annual report in readiness for adoption when financial statements have been audited	October
EMFS	CBH Ex Gratia Rates	30/09/2024	Annual	Invoice CBH	Yes
EMW	Commodity Route Submissions	31/10/2024	Annual	Submit MCA's for Jobs by year for RRG Technical Committee assessment	N/A
EMW	Check town blocks for wild oats	30/09/2024	Annual	Send notice to clean up as required – Ranger will complete	Ongoing
EMW	Check public toilets prior to KBR	15/09/2024	Annual	Anything need replacing - toilet seats, hand towel dispenser etc	Yes
EMW	Road Construction & Maintenance Review	01/09/24	Monthly	Review previous month road construction and maintenance - complete recoups, MRD line marking requests, MRD Form 8 etc. as required - Advise DCEO of invoices required for MRD and private works recovery - complete report to CEO/Council	Yes
Tech	Administration Building Monthly Inspection	30/09/2024	Monthly	Fiona	Yes
Tech	Kerbside Rubbish Collection	30/09/2024	Annual	Advertise and organise collection	Yes
Tech	Occupational Health Safety Meeting	31/09/2024	Quarterly	Occ Health Safety Committee meeting - review all incidents accidents and commence 1/2 yearly inspections - make recommendations for Budget	Yes
EHO	Food Act - Annual report on testing	28/10/2024	Annual	Annual report on food sampling testing	
EMW	Basketball Backboards	30/09/2024	Annual	General maintenance, CRC on backboards prior to basketball	Yes

SHIRE OF KULIN**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

INDEX OF FINDINGS	Potential impact on audit opinion	RATING			Prior year finding
		Significant	Moderate	Minor	
1. Risk Management Policy	No	✓			✓
2. Cybersecurity Plan	No	✓			
3. Daily Banking Exceptions	No		✓		

Key to ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

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

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

The ratings included are preliminary ratings and could be modified pending other findings being identified, rated and the consideration of them collectively on the ratings and any potential impact on the audit opinion.

SHIRE OF KULIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

1. Risk Management Policy

Finding

Our enquiries indicated that the Shire of Kulin has no formal risk management policy in place, documenting assessed risks and risk management procedures.

Rating: Significant

Implication

The absence of a risk management policy and associated procedures increases the risk of strategic and operational risks being insufficiently understood or not identified by Shire Management and Council. Additionally, risk levels may unknowingly exceed the Council's appetite.

Recommendation

We recommend that a risk management policy be prepared as a priority, updated and subsequently reviewed on a regular basis.

Management Comment

A risk management policy will be developed when the Executive Manager of Governance & Risk returns from maternity leave in October 2024.

Responsible Person: Executive Manager of Governance & Risk

Completion Date: December 2024

SHIRE OF KULIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

2. Cybersecurity Plan

Finding

Our enquiry relating to cybersecurity of the Shire of Kulin identified that the Shire currently does not have any documented cybersecurity policies in place, nor is there a documented cybersecurity response plan in place.

Rating: Significant

Implication

Without documented cybersecurity policies and procedures outlining the controls regarding cybersecurity, there is an increased risk of vulnerability to cyber attacks such as malware or phishing attempts. Furthermore, without an appropriate plan in place, the Shire may not be sufficiently prepared to act in the event of a cybersecurity threat or staff may not be aware of processes that should be followed. This may lead to the Shire's system being compromised, impacts on service delivery, unauthorised access to sensitive information, and potentially financial loss to the Shire.

Recommendation

We recommend a documented cybersecurity policy be developed and communicated to all staff and the Shire also develop a cybersecurity plan, including (but not limited to) addressing the following key areas;

- Risk assessment of the Shire's IT security control environment;
- Identification of safeguards and protections in place; and
- Action plan in the event of a cybersecurity event, including outlining the roles and responsibilities of staff during such an event.

Management Comment

The Shire implemented a Disaster Recovery Plan in April 2024. This covers all IT & cyber disasters that may occur. When the Plan is reviewed in April 2025 we will include more specific information regarding potential cyber-attacks.

Responsible Person: Executive Manager of Financial Services

Completion Date: April 2025

SHIRE OF KULIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

3. Daily Banking Exceptions

Finding

Our sample testing of 24 daily banking reports identified two instances whereby the daily banking reconciliation were not signed by preparer nor reviewer to evidence the daily banking being subject to independent review.

Rating: Moderate

Implication

Increased risk is that error or fraud may not be detected on a timely basis.

Recommendation

We recommend the Daily Banking Reconciliations be reviewed by someone independent to the receipting function and signed by both preparer and reviewer as evidence of this independent review.

Management Comment

All Daily Banking Reconciliations should be reviewed by an independent person. Management believe that this is occurring for the most part, however staff will be reminded that this must occur for every front counter receipting batch.

Responsible Person: Executive Manager of Financial Services

Completion Date: October 2024