Notice of Meeting

Councillors: Please be advised that the next meeting of the

Kulin Shire Council

will be held on **Wednesday 17 September 2025 at 4:00pm**

Concept Forum	1:00pm
Site Visit – Aquatic Centre	3:00pm
Afternoon Tea	3:30pm
Council Meeting	4:00pm
Dinner	6:30pm

Peter Clarke
Acting Chief Executive Officer
12 September 2025

kulin shire council
the kulin region

ORDER OF BUSINESS

1 DECLARATION OF OPENING

The President declares the meeting open.

2 ANNOUCEMENTS FROM THE PRESIDING MEMBER

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

3 RECORD OF ATTENDANCE

ATTENDANCE

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

APOLOGIES
Nil

LEAVE OF ABSENCE
Nil

4 DECLARATION OF INTEREST BY MEMBERS

4.1 Declarations of Financial Interest
4.2 Declarations of Proximity Interest
4.3 Declarations of Impartiality Interest
4.4 Declarations of Indirect Financial Interest

5 PUBLIC QUESTION TIME

6 APPLICATIONS FOR LEAVE OF ABSENCE

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Shire of Kulin Ordinary Minutes (20 August 2025)

OFFICER'S RECOMMENDATION:

That the minutes of the Shire of Kulin Ordinary Meeting held on 20 August 2025 be confirmed as a true and correct record subject to the Minutes being amended to reflect that Cr Lucchesi be recorded as being in attendance at Item 3 of the Minutes.

7.2 RoeROC Ordinary Meeting Minutes (4 September 2025)

OFFICER'S RECOMMENDATION:

That the minutes of the RoeROC Ordinary Meeting held on 4 September 2025 be received.

Attachment 1 – RoeROC Committee Meeting Minutes

7.3 Fire Control Officers Meeting (4 September 2025)

OFFICER'S RECOMMENDATION:

That the minutes of the Shire of Kulin Fire Control Officers Meeting held on 4 September 2025 be received.

Attachment 2 – FCO Meeting Minutes

8 PRESENTATIONS / DEPUTATIONS

9 AGENDA BUSINESS - MATTERS REQUIRING DECISION

9.1 List of Accounts Paid During the Month of August 2025

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

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

BACKGROUND & COMMENT:
Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council each month.
The tables below summarise the payments made during August 2025. Lists detailing the payments made are attached.

August 2025	
Fund	Amount
Municipal	$1,036,805.91
Trust	-
Total	$1,036,805.91

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 August 2025 is attached.

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

STATUTORY AND PLANNING IMPLICATIONS:
Local Government (Financial Management) Regulations 1996

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

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

(3) A list prepared under subregulation (1) or (2) is to be —
  (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  (b) recorded in the minutes of that meeting.

13A. Payments by employees via purchasing cards

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
  (a) the payee's name;
  (b) the amount of the payment;
  (c) the date of the payment;
  (d) sufficient information to identify the payment.

(2) A list prepared under subregulation (1) must be —
  (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  (b) recorded in the minutes of that meeting.

POLICY IMPLICATIONS:
Nil

COMMUNITY CONSULTATION:
Nil

WORKFORCE IMPLICATIONS:
Nil

OFFICER'S RECOMMENDATION:

That Council note,
1. **the list of accounts paid from the Municipal and Trust accounts during the month of August 2025, totalling $1,036,805.91 as attached; and**
2. **the list of payments made using credit, debit and purchasing cards in August 2025.**

VOTING REQUIREMENTS:
Simple majority required.

Attachment 3 – August 2025 Payments & Credit Card Statement

9.2 Financial Reports – August 2025

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

SUMMARY:
Council is provided with the monthly financial reports for the month ended 31 August 2025.

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

FINANCIAL IMPLICATIONS:
Nil

STATUTORY AND PLANNING IMPLICATIONS:
Local Government Act 1995 s6.4

Under the *Local Government (Financial Management) Regulations 1996:*

34. Financial activity statement required each month

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month in the following detail —
  (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  (b) budget estimates to the end of the relevant month; and
  (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and
  (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.

(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).

(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

(2) Each statement of financial activity is to be accompanied by documents containing —
  (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  (c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity must be shown according to nature classification.

(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
  (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
  (b) recorded in the minutes of the meeting at which it is presented.

35. Financial position statement required each month

(1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month and —
  (a) the financial position of the local government as at the last day of the previous financial year; or
  (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.

(2) A statement of financial position must be —
  (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
  (b) recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS:
Nil

COMMUNITY CONSULTATION:
Nil

WORKFORCE IMPLICATIONS:
Nil

OFFICER'S RECOMMENDATION:

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

VOTING REQUIREMENTS:
Simple majority required.

Attachment 4 – August 2025 Monthly Financial Statements

9.3 Adoption of 2025/2026 Annual Firebreak Order

Responsible Officer:	Acting Chief Executive Officer
File Reference:	09.02
Author:	Chief Executive Officer – Alan Leeson
Strategic Reference:	SIP – Goal 9 – Protection of Natural and Built Assets
Disclosure of Interest:	Nil

SUMMARY:
Council is requested to consider adoption of the Shire of Kulin Firebreak Order for the 2025/2026 fire season pursuant to Section 33 of the Bush Fires Act 1954.

The Firebreak Order has been updated to include a new provision allowing for Licensed Grain Out-Loading Hard Stand Areas, following discussion and in-principal support at the Annual Meeting of Bush Fire Brigades held on 1 April 2025.

BACKGROUND & COMMENT:
The Shire of Kulin issues an annual Firebreak Order under Section 33 of the Bush Fires Act 1954. The Order sets out the requirements for all owners and occupiers of land within the district to install and maintain firebreaks and undertake other fire prevention measures by 31 October each year.

At the Bush Fire Brigades AGM on 1 April 2025, Item 7.3 resolved that consideration be given to establishing a licensing system for grain out-loading hard stand areas. The objective is to provide landowners, particularly those using contractors, with an approved and managed option for completing grain out-loading during periods when a Harvest and Vehicle Movement Ban (HVMB) is in place.

The updated Firebreak Order incorporates this new section while retaining all existing provisions.

<u>Details Of New Provision</u>

The Firebreak Order now includes the following additional section:

Licensed Grain Out-Loading Hard Stand Areas

- *Landowner to complete application and statutory declaration.*
- *Photographs of nominated area to be provided, demonstrating bare earth with a minimum 50-metre radius.*
- *Multiple areas may be nominated in a single application.*
- *Annual licence fee of $250.*
- *GPS / map pin drop required for each nominated site.*
- *Subject to inspection by a Fire Control Officer at any time without notice.*
- *Approval does not negate the requirement for compliant firebreaks elsewhere on the property, nor justify cropping to a fence line.*

The inclusion of licensed grain out-loading areas in the Firebreak Order provides a balanced approach to supporting farming operations while ensuring adequate bushfire risk management.

This measure has strong support from the Bush Fire Brigades and is expected to enhance compliance and consistency across the district.

FINANCIAL IMPLICATIONS:
An annual license fee of $250 plus GST will be charged for each approved application, providing a modest revenue stream to offset administrative costs.

STATUTORY AND PLANNING IMPLICATIONS:
Bush Fires Act 1954, Section 33 – Local government may require landowners and occupiers to establish and maintain firebreaks.

POLICY IMPLICATIONS:
Shire of Kulin Strategic Community Plan – “Safe and resilient community.”

COMMUNITY CONSULTATION:
Presented for discussion to the Bushfire Control Officer's preseason meeting (4 September 2025)

RISK IMPLICATIONS
Adoption of the amended Firebreak Order reduces risk by ensuring the Shire maintains clear and enforceable standards for fire prevention while providing flexibility for farming operations.

OFFICER'S RECOMMENDATION:

That Council:

1. **Adopts the Shire of Kulin Firebreak Order for the 2025/2026 fire season, incorporating the new provision for Licensed Grain Out-Loading Hard Stand Areas;**
2. **Notes that the updated Firebreak Order will be published in accordance with Section 33 of the Bush Fires Act 1954; and**
3. **Provides delegated authority to the Chief Executive Officer to administer and determine applications for licensed grain out-loading hard stand areas.**
4. **That Council impose an application fee of $250 plus GST fee for the licensing of each grain out loading hard stand area , to be included in the Shire of Kulin's User Fees & Charges and imposed from the 1st October 2025.**

VOTING REQUIREMENTS:
Absolute majority.

Attachment 5 – 2025/26 Firebreak Order

9.4 Application for Firebreak Variation – Heather Gibson, 51 Truebody Street, Kulin

Responsible Officer:	Acting Chief Executive Officer
File Reference:	05.08
Author:	Chief Executive Officer, Alan Leeson
Strategic Reference:	SIP – Goal 9 – Protection of Natural and Built Assets
Disclosure of Interest:	Nil

SUMMARY:
Council is requested to consider an application for variation to the Shire's Firebreak Order lodged by Ms Heather Gibson for her property at 51 Truebody Street, Kulin WA 6365.

The application seeks approval to maintain the required firebreaks by way of closely mown grass rather than by traditional soil disturbance or the use of herbicide.

BACKGROUND & COMMENT:
The Shire of Kulin Firebreak Order, issued annually pursuant to Section 33 of the Bush Fires Act 1954, requires all owners and/or occupiers of land to ensure that firebreaks are installed and maintained in compliance with the following standards:

- A 3-metre firebreak clear of all flammable material immediately inside all external boundaries of rural and townsite land;
- Additional requirements for subdivision of land exceeding 200 hectares;
- Protection firebreaks around crops, buildings, fuel storage, and cleared bush areas; and
- For townsites less than 1 hectare: removal of hazardous material across the property, with all vegetation maintained below 100mm in height.

The Firebreak Order also permits property owners to apply for a variation to these requirements prior to 1 September each year where strict compliance is considered impractical.

Application Details

Applicant	Heather Gibson
Property Address	51 Truebody Street, Kulin WA 6365
Request	Approval to substitute the installation of firebreaks with a closely mown strip to mitigate disturbance of soil and avoid the use of chemicals
Supporting Information	Applicant submission (Attachment 1) and Shire footage/photographs of the property (Attachment 2)

The request has been assessed against the Shire's Firebreak Order and the objectives of the Bush Fires Act 1954. The following matters are noted:

- It has been a number of years since the subject property has complied with the Firebreak Order.
- The Shire Ranger noted during the 2024 inspection program that the property was borderline compliant, however no formal variation request has been previously considered by Council.
- Granting a variation in this case would create inconsistency with adjoining properties, all of which are required to comply with the standard Firebreak Order.
- The intent of the Order is to ensure a clear, trafficable break of at least 3 metres that can act as both a fuel-reduction zone and an access path for firefighting appliances. A mown strip, while potentially reducing fine fuel, does not achieve the same level of risk reduction.
- Consistency and equity in application of the Firebreak Order across all properties in the townsite is considered important for community fire safety.

It is considered appropriate that future requests of this nature be determined administratively under delegation by the Chief Executive Officer, rather than requiring full Council consideration.

On this basis, the application is not supported.

FINANCIAL IMPLICATIONS:
Nil

STATUTORY AND PLANNING IMPLICATIONS:
Bush Fires Act 1954, Section 33 – Local government may require landowners and occupiers to establish and maintain firebreaks.

POLICY IMPLICATIONS:
Shire of Kulin Strategic Community Plan – "Safe and resilient community."

COMMUNITY CONSULTATION:
Nil

RISK IMPLICATIONS
Allowing non-compliance increases the risk of ineffective fire protection measures and inconsistency in enforcement across the Shire.

OFFICER'S RECOMMENDATION:

That Council:

1. **Declines the application from Ms Heather Gibson, 51 Truebody Street, Kulin WA 6365, for variation to the Shire of Kulin Firebreak Order;**
2. **Notes the Shire Ranger's 2024 inspection report that identified the property as borderline compliant, and further notes that this is the first formal request for variation considered by Council;**
3. **Reaffirms that the property must comply with the requirements of the Firebreak Order by 31 October annually, and thereafter to 15 March each year; and**
4. **Approves the establishment of a delegation to the Chief Executive Officer under Section 33 of the Bush Fires Act 1954 to determine applications for variation to the Shire of Kulin Firebreak Order, with all decisions recorded in the Delegations Register.**

VOTING REQUIREMENTS:
Absolute majority.

Attachment 6 - H Gibson Request for Variation of Firebreak Order
Attachment 7 – Photographs of 51 Truebody Street Fire Breaks

9.5 Request to Waive the Requirement for Development Application - CBH

Responsible Officer:	Acting Chief Executive Officer
File Reference:	18.02
Author:	Town Planning Consultant, Joe Douglas
Strategic Reference:	SIP – Goal 3 – Collaborate to grow our local economy
Disclosure of Interest:	Nil

SUMMARY:

This report recommends that Council resolve to support a written request from Co-Operative Bulk Handling Limited (CBH) to waive the requirement for development approval for the temporary construction and use of emergency grain storage infrastructure on a portion of Lot 302 on Deposited Plan 32191 on the corner of Commonwealth Road and North Lake Grace-Karlgarin Road, Pingaring and authorise the proposed development to proceed subject to compliance with a number of conditions.

BACKGROUND:

CBH have submitted a written request to the Shire seeking approval to an exemption to the need for Council's development approval for the temporary construction and use of emergency grain storage infrastructure on a portion of Lot 302 on Deposited Plan 32191 on the corner of Commonwealth Road and North Lake Grace-Karlgarin Road, Pingaring.

With the highly favourable growing conditions in the Wheatbelt region this season CBH are anticipating another large grain harvest and require additional storage infrastructure across some of its receival facilities to accommodate the high volumes of grain expected to be received including its facility in Pingaring.

CBH have entered into a contract to purchase Lot 302 from the current landowner Mr Bradley Phillip Taylor to expand its existing grain handling and storage facility located immediately east on Lot 100 on Plan 24050 and the adjoining railway reserve.

Under the terms of the information and plans provided by CBH two (2) new open-type steel framed grain storage bulkheads comprising a total storage capacity of 60,260 tonnes are proposed to be constructed in the southern portion of Lot 302 including various associated improvements. All vehicle access to/from the proposed development is proposed to be via the land's frontage to Commonwealth Road immediately south.

Full details of the proposal, including supporting documentation and plans, are provided in Attachment 1.

Lot 302 is located approximately 225 metres west of the Pingaring townsite and comprises a total area of approximately 53.0145 hectares.

The subject land has direct frontage and access to the following roads:

- Commonwealth Road immediately south which is a local distributor road under the care, control and management of the Shire that has been constructed to a basic rural standard (i.e. gravel road carriageway and open drainage swales); and
- North Lake Grace-Karlgarin Road immediately east which is a regional distributor road under the care, control and management of the Shire that has been constructed to a sealed standard (i.e. bitumen road carriageway and open drainage swales).

Lot 302 has been extensively cleared as a result of its historical use for broadacre agricultural purposes (i.e. cropping & grazing), is gently sloping throughout and contains two distinct lines of native vegetation along its eastern boundary and close to its northern boundary for environmental management and general amenity purposes.

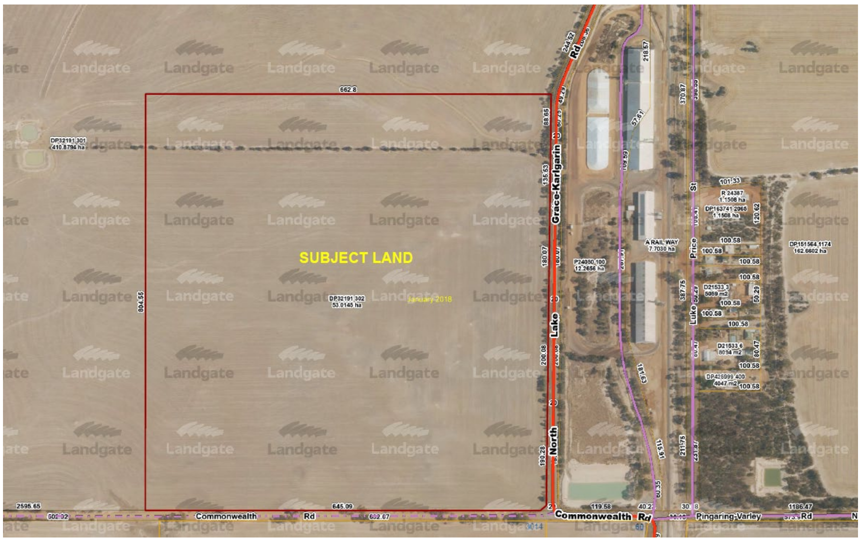
The property is currently vacant, does not contain any built form improvements and is characterised by a large, open paddock that has and continues to be used for broadacre agricultural purposes.

Council should note the land does not contain any sites of cultural heritage significance, is not subject to inundation or flooding during extreme storm events, has not been designated by the Fire and Emergency Services Commissioner as being bushfire prone, and is not located in any designated environmentally sensitive or public drinking water supply areas.

Immediately adjoining and other nearby land uses are broadly described as follows:

- North - Broadacre agriculture immediately north and beyond;
- South – The Commonwealth Road road reserve with broadacre agriculture, the North Lake Grace-Karlgarin Road road reserve and adjacent railway line beyond;

- East – The North Lake Grace-Karlgarin Road road reserve with an existing CBH grain handling and storage facility, railway reserve, and the Pingaring townsite beyond; and
- West - Broadacre agriculture immediately west and beyond.



Location & Lot Configuration Plan (Source: Landgate 2025)

COMMENT:
Lot 302 is classified 'Rural' zone in the Shire of Kulin Local Planning Scheme No.2 (LPS2).

Council's stated objectives for the development and/or use of any land classified 'Rural' zone are as follows:

i) *To provide for a wide range of activity that is predominantly rural in nature;*
ii) *To protect land from uses that may jeopardize the future development of that land for other planned purposes which are compatible with its Rural zoning;*
iii) *To protect land from closer development that would detract from the rural character and amenity of the area;*
iv) *To prevent any development which may detrimentally affect the commercial viability of Rural zoned landholdings; and*
v) *To provide for the development of a range of local government approved non-rural uses which accord with the provisions of the Scheme and the local government's policies.*

The proposed development falls under the use class 'warehouse/storage' which is listed in the Zoning Table of LPS2 as a discretionary (i.e. 'D') use on any land classified 'Rural' zone (i.e. it is not permitted without the local government's formal approval).

The proposal for Lot 302 has been assessed with due regard for all relevant elements of the Shire's local planning framework including LPS2 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This assessment has confirmed the proposal is generally consistent with the objectives of the land's current 'Rural' zoning classification in LPS2 and compliant or capable of compliance with the following relevant requirements:

- Land capability and suitability;
- Lot boundary setbacks;
- Land use compatibility including the continuation of broadacre agricultural activity;
- Amenity of the locality including potential environmental, visual and social impacts;
- Vehicle access and parking; and
- Flood, stormwater drainage and bushfire risk management.

Notwithstanding the above conclusion Council should note there is significant concern regarding the proposed vehicle access arrangements to/from Commonwealth Road along the land's southern boundary. As stated previously above this road has only been constructed to a basic rural standard. Given the large volume of grain proposed to be stored on the land and the associated heavy vehicle movements there is concern the Commonwealth Road road carriageway at the proposed entry/exit point to the facility will suffer from extraordinary wear as a consequence of the proposed development.

Furthermore it should be noted the current speed limit along Commonwealth Road at the proposed entry/exit point to the facility is 110 kilometres per hour which may give rise to traffic safety issues due to slow moving heavy vehicles entering and exiting the facility. It is not possible to change the current speed limit without approval from Main Roads

WA which is a complex process that takes time. Main Roads WA is also typically reluctant to support speed limit reductions without adequate notice and supporting justification/s.

In light of these potential issues and concerns it is recommended that a condition be imposed on any approval granted by the Shire requiring all vehicle access to/from the proposed development to be via the subject land's frontage to North Lake Grace-Karlgarin Road immediately east which is a sealed and drained regional distributor road that has been designed and constructed to accommodate heavy vehicle movements and is therefore less susceptible to damage.

It should also be noted the speed limit along North Lake Grace-Karlgarin Road is 80 kilometres per hour which is lower and therefore considered to be a lot safer than the current speed limit on Commonwealth Road. Notwithstanding this fact a condition is recommended on any approval granted by the Shire requiring the installation of variable message sign boards containing the following message at least 200 metres either side of the main entry/exit to the facility along North Lake Grace-Karlgarin Road during the 2025/26 harvest period to alert motorists to the changed traffic conditions and potential risk:

Screen 1:

TRUCKS
ENTERING

Screen 2:

PROCEED
WITH
CAUTION

Should be CBH wish to pursue the option of accessing the development via the subject land's frontage to Commonwealth Road after the temporary approval period has expired they are free to do so as part of the development application required to formalise the proposed development on a permanent basis. It is expected this will include discussions and negotiations with the Shire regarding upgrades to, sealing and draining of that portion of Commonwealth Road abutting the subject land as well as a proposed speed limit reduction in consultation with Main Roads WA. Allowing immediate access to the proposed development via Commonwealth Road as proposed is inherently risky for the reasons stated previously above and is not considered to be in the interests of proper and orderly planning.

In light of all the above findings it is concluded the proposal for Lot 302 is generally consistent with the aims, objectives and standards of the Shire's local planning framework and therefore unlikely to have any negative impact on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions. As such it is recommended Council exercise its discretion and approve the temporary approval request subject to a range of conditions to ensure the development proceeds in a proper and orderly manner.

STATUTORY AND PLANNING IMPLICATIONS:

- Planning and Development Act 2005 (as amended)
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Kulin Local Planning Scheme No.2

POLICY IMPLICATIONS:

- State Planning Policy 2.0 - Environment and Natural Resources
- State Planning Policy 2.5 – Rural Planning
- State Planning Policy 2.9 - Water Resources
- State Planning Policy 4.1 – Industrial Interface
- WAPC Development Control Policy 5.1 – Regional Roads Vehicular Access

COMMUNITY CONSULTATION

Public consultation and referral of the proposal to State government agencies for review and comment was not required or deemed necessary.

FINANCIAL IMPLICATIONS:

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the temporary approval request which are provided for in Council's annual budget for town planning related matters.

STRATEGIC IMPLICATIONS:
The proposal for Lot 302 is considered to be consistent with the aims and objectives of the Shire's Strategic Integrated Plan 2025-2035 as it applies specifically to the following matters subject to compliance with a number of conditions:

- *Strategic Pillar 1: Economy - GOAL 1. Safe, capable and efficient transport network.*
- *Strategic Pillar 3: Environment - GOAL 9. Protection of natural and built assets.*

OFFICER'S RECOMMENDATION:

That Council resolve to support a written request from Co-Operative Bulk Handling Limited to waive the requirement for development approval for the temporary construction and use of emergency grain storage infrastructure on a portion of Lot 302 on Deposited Plan 32191 on the corner of Commonwealth Road and North Lake Grace-Karlgarin Road, Pingaring and authorise the proposed development to proceed subject to compliance with the following conditions:

1. **The proposed development is temporary only and is permitted to be undertaken for a period not exceeding twelve (12) months.**
2. **The proponent must inform the local government in writing of the exact date the proposed works will commence which will be the official start of the twelve (12) month temporary approval term.**
3. **The proposed development must be undertaken in accordance with the information and plans submitted in support of the temporary approval request subject to any modifications required as a consequence of any condition/s of this temporary approval or otherwise approved by the local government.**
4. **The proposed development must be undertaken within the subject land's designated lot boundaries.**
5. **All stormwater drainage associated with the proposed development shall be contained and disposed on-site in accordance with a stormwater drainage management plan prepared by a suitably qualified person.**
6. **All vehicle access to/from the proposed development shall be via the land's frontage to North Lake Grace-Karlgarin Road. No access is permitted via the land's frontage to Commonwealth Road.**
7. **A new crossover shall be constructed along the land's frontage to North Lake Grace-Karlgarin Road at the proponent's own cost to the specifications and satisfaction of the local government as part of the proposed works prior to occupation and use of the proposed development.**
8. **The trimming and/or removal of any trees required to ensure adequate sight lines are provided at the entry/exit point to North Lake Grace-Karlgarin Road shall be undertaken prior to occupation and use of the proposed development at the proponent's own cost.**
9. **The proponent shall, at its own cost, install Variable Message Sign Boards containing the following messages at least 200 metres either side of the entry/exit point to the facility along North Lake Grace-Karlgarin Road during the 2025/26 harvest period:**

   Screen 1:

   TRUCKS

   ENTERING

   Screen 2:

   PROCEED

   WITH

   CAUTION

10. **A development application shall be prepared and submitted for consideration and final determination by the local government prior to expiry of this temporary approval. If the proponent does not wish to formalise the works and use hereby permitted on a temporary basis only, all improvements associated with the proposed development shall be removed from the land and the land reinstated to its original state prior to the commencement of development insofar as practicable unless otherwise approved by the local government.**

VOTING REQUIREMENTS:
Simple majority.

Attachment 8 - CBH Temporary Storage Information

9.6 RoeROC Memorandum of Understanding & Operational Guidlines

Responsible Officer:	Acting Chief Executive Officer
File Reference:	13.07
Author:	Acting Chief Executive Officer
Strategic Reference:	SIP – Goal 11.5 – Continue to collaborate and investigate shared services and resourcing through RoeROC
Disclosure of Interest:	Nil

SUMMARY:
For Council to consider and formally endorse an updated Memorandum of Understanding and Operational Guidelines of the Roe Regional Organisation of Councils.

BACKGROUND & COMMENT:
The Roe Regional Organisation of Councils (RoeROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin and Narembeen.

The RoeROC was established to:

- 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.

From time to time the RoeROC MOU has been reviewed and updated accordingly to reflect changes in its role and specific goals and objectives to be met. The latest proposed update of the MOU is to reflect admitting new Members in light of the Shire of Wickepin's request to become a member of RoeROC.

Since the initial application in May 2025 from the Shire of Wickepin to join RoeROC, Shire of Wickepin representatives attended the June 2025 RoeROC meeting to present their case for admittance as a RoeROC member Council. Since the June meeting, RoeROC's Executive Officer has liaised with the RoeROC CEO's in the preparation of a Discussion Paper on the pros and cons of admitting the Shire of Wickepin as a new member, together with a revised MOU and new Operational Guidelines that will include processes for including new Members and to better reflect the goals and general operation of the organisation.

At a meeting the of the RoeRoc CEO's held on 28 July 2025 and the RoeROC Member Council meeting held on 4 September 20025, the following resolutions were passed:-

<u>RoeROC CEOs Resolution 28th July 2025</u>

RESOLUTION
MOVED: Rebecca McCall SECONDED: Alan Leeson

1. **That the RoeROC CEOs endorsed the Shire of Wickepin Request for Membership – Discussion Paper, with the identified amendments to be made by the RoeROC Executive Officer.**
2. **The draft amendments to Section 9 of the RoeROC Memorandum of Understanding (MOU), as outlined in the discussion paper, be endorsed to improve clarity and alignment.**
3. **That the proposed entry contribution and an updated financial structure be included in a recommendation to the RoeROC Committee.**
4. **CEOs are to present the Discussion Paper to their respective Councils for consideration and any feedback to be provided to the RoeROC Executive Officer following August 2025 Council meetings.**
5. **Feedback from member Councils is to be consolidated to inform the development of a clear recommendation for consideration by the RoeROC Committee at its meeting scheduled for 4 September 2025. CARRIED 4/0**

RoeROC Meeting Resolution 4th September 2025

RESOLUTION
MOVED: Cr B Smoker SECONDED: Cr Jacobs

That the RoeROC Committee:

1. **Support in principle the admission of the Shire of Wickepin as a member of RoeROC, subject to:**
    a) **To each Council presenting the Discussion Paper formally to consider the request at September 2025 Ordinary Council Meetings, ensuring appropriate and respectful due diligence is undertaken. Final positions should be determined against the agreed eligibility and consideration criteria for admitting new members.**
    b) **Payment of a one-off entry contribution of $8,869, to acknowledge the foundational work of existing members; and**
    c) **Agreement to participate in ongoing cost-sharing arrangements for Executive Officer services and regional projects, in line with existing RoeROC practices.**
2. **Acknowledge that the Shire of Wickepin will not participate in the Bendering Waste Site project, and that Executive Officer resources for this time have been considered in setting the portion of Executive Officer costs.**
3. **Note the required amendments to the RoeROC Memorandum of Understanding to reflect the process for admitting new members and to ensure clarity and consistency in governance arrangements.**
    CARRIED 3/0

The proposed MOU and Operational Guidelines would still require endorsement, even if the Shire of Wickepin's application was unsuccessful, as other potential applications to join RoeROC may eventuate in the future. The major changes to the MOU relate to admitting new Members in Section 9 of the updated document.

Supports objectives in the Shire of Kulin's Strategic Community Plan 2025–2035 and RoeROC Strategic Objectives 2025–2027, including:

- Strengthened regional partnerships;
- Efficient delivery of shared services;
- Enhanced advocacy and influence through broader collaboration.

FINANCIAL IMPLICATIONS:
Nil

STATUTORY AND PLANNING IMPLICATIONS:
Nil

POLICY IMPLICATIONS:
Nil

COMMUNITY CONSULTATION:
Nil

WORKFORCE IMPLICATIONS:
Nil

OFFICER'S RECOMMENDATION:

That Council endorses the proposed updated RoeROC Memorandum of Understanding and new Operational Guidelines as presented by the RoeRoc Executive Officer, which has also been supported by the RoeROC CEO's and RoeROC Council representatives.

VOTING REQUIREMENTS:
Simple majority

Attachment 9 - RoeROC MOU 2024 TO 2029 - FINAL Endorsed at RoeROC September 2025
Attachment 10 - RoeROC Operational Guidelines

9.7 Roe Regional Organisation of Councils – Application for Membership by the Shire of Wickepin

Responsible Officer:	Acting Chief Executive Officer
File Reference:	13.07
Author:	Executive Manager Financial Services
Strategic Reference:	SIP – Goal 11.5 – Continue to collaborate and investigate shared services and resourcing through RoeROC
Disclosure of Interest:	Nil

SUMMARY:
For Council to consider a formal request from the Shire of Wickepin to join the Roe Regional Organisation of Councils (RoeROC). The RoeROC Committee has supported the proposal in principle and now seeks formal endorsement from all existing member Councils.

BACKGROUND:
At its meeting on 4 September 2025, the RoeROC Committee considered the Shire of Wickepin's formal application to join RoeROC. A comprehensive Discussion Paper (attached), prepared by the RoeROC Executive Officer in consultation with member CEOs, assessed the strategic, financial, and governance implications of the application.

The application aligns with the governance principles of RoeROC and has received in-principle support from all CEOs, including commentary from the Shire of Kulin suggesting support subject to an entry contribution and potential review after 12–18 months.

In accordance with Section 9 of the RoeROC Memorandum of Understanding, admission of a new member requires a unanimous resolution of all current member Councils.

COMMENT:
The Shire of Wickepin's inclusion is viewed as strategically beneficial, strengthening RoeROC's regional capacity and furthering collaboration in shared services, advocacy, and infrastructure planning.

Although Wickepin will not be participating in legacy projects such as the Bendering Waste Site or the Roe Health EHO Scheme, it has expressed strong interest in contributing to new and emerging initiatives, including:

- Shared Services Working Group (SSWG)
- ERP procurement
- Renewable Energy Policy Framework
- Digital resource platforms

Wickepin has also agreed to:

- Pay a one-off entry contribution of $8,869 (equal to 1/5th of 2024/25 Executive Officer cost);
- Participate in ongoing cost-sharing arrangements for the RoeROC Executive Officer and joint projects.

This financial arrangement will result in reduced Executive Officer costs for all existing members from the point of Wickepin's admission.

Supports objectives in the Shire of Kulin's Strategic Community Plan 2025–2035 and RoeROC Strategic Objectives 2025–2027, including:

- Strengthened regional partnerships;
- Efficient delivery of shared services;
- Enhanced advocacy and influence through broader collaboration.

FINANCIAL IMPLICATIONS:

- Reduction in Executive Officer costs from $11,087 to $8,869 per annum for each member Shire.
- One-off entry contribution from Wickepin will offset governance and administrative costs incurred to date.

STATUTORY AND PLANNING IMPLICATIONS:
Section 9 of the Roe Regional Organisation of Councils Memorandum of Understanding (2024-2029)

POLICY IMPLICATIONS:
Nil

COMMUNITY CONSULTATION:
Nil

WORKFORCE IMPLICATIONS:
Nil

OFFICER'S RECOMMENDATION:

That Council endorse the Shire of Wickepin's admission as a member of the Roe Regional Organisation of Councils as outlined in Discussion Paper - RoeROC New Membership Request Shire of Wickepin.

VOTING REQUIREMENTS:
Simple majority

Attachment 11 – RoeROC Discussion Paper (New Membership Request Shire of Wickepin)

9.8 Chief Executive Officer's Mid-Year Performance Review

Responsible Officer:	Chief Executive Officer, Alan Leeson
File Reference:	22
Author:	Chief Executive Officer, Alan Leeson
Strategic Reference:	SIP – Goal 11 – High Standard of Governance
Disclosure of Interest:	Nil

SUMMARY:
The Annual 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 an annual 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.

Keys 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 4th September 2025 – minutes circulated under separate cover.

FINANCIAL IMPLICATIONS:
The provisions of the Chief Executive Officer's Remuneration Package are contained within the Council's Budget and any variations to the Remuneration Package, pursuant to the outcomes of appraisal, must not exceed the value laid out by the State Government, pursuant to the Salaries and Allowances Tribunal Determination of 5 April 2024 available here:

Local Government Chief Executive Officers and Elected Members Determination No 1 of 2024

The Chief Executive Officer's total employment package is within the parameters of Band 4.

STATUTORY AND PLANNING IMPLICATIONS:
The Chief Executive Officer's Contract of Employment (provided under separate cover) 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 with respect to the Chief Executive Officer's annual performance appraisal provided to Elected Members under separate (confidential) cover, the Council, pursuant to section 5.38, 5,39A and 5.39B of the Local Government Act 1995, and the Employment Contract between Alan James Leeson and Shire of Kulin:

1. **Notes that the mid-year performance appraisal of Mr Alan Leeson, Chief Executive Officer, has been completed in line with Section 4 of the Employment Contract, for the period March 2025 to September 2025;**
2. **Endorses the annual review of the Chief Executive Performance in line with the Minutes of the Chief Executive Officer Performance Evaluation Meeting held on 4th September 2025.**
3. **Endorses the Key Focus Items / Projects for the period 1st September 2025 to 30th March 2025 (circulated under separate cover).**

VOTING REQUIREMENTS:

Absolute Majority.

9.9 Disability Access and Inclusion Plan 2025-2030

Responsible Officer:	Acting Chief Executive Officer
File Reference:	04.01
Author:	Executive Manager Community Services
Strategic Reference:	SIP 6.7 - Safe and inclusive public open spaces and streets
Disclosure of Interest:	Nil

SUMMARY:
This item seeks Council endorsement of the Shire of Kulin Disability Access and Inclusion Plan (DAIP) 2025-2030.

BACKGROUND & COMMENT:

The Disability Services Act 1993 requires public authorities to develop and implement a DAIP to assist in planning and implementing improvement to access and inclusion. The legislation requires public authorities to conduct a review of the DAIP at least every five years.

The Shire of Kulin undertook a process of community consultation during August and September 2025 to provide input into the formation of the 2025-2030 DAIP. The opportunity to provide input into the review was promoted through The Kulin Update, the Shire website, notices on noticeboards and social media.

The DAIP 2025-2030 focuses on strategies to address physical access barriers to the Shire facilities and services to overall improve opportunities in the community for people with disability.

The Shire of Kulin provides an annual report on the progress made in achieving the seven DAIP outcomes including:
Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.
Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.
Outcome 4: People with disability receive the same level and quality of service from the employees of a public authority as other people receive from the employees of that public authority.
Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.
Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.
Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

The plan benefits a range of community members including people with disability, the elderly, parents and carers with young children and people from culturally and linguistically diverse backgrounds. A range of barriers may prevent people with disability from accessing community services, events, public buildings and facilities, and from gaining access to information, public consultation and decision-making processes. The Shire through the implementation of the DAIP is committed to ensuring these barriers are overcome.

FINANCIAL IMPLICATIONS:
The implementation of the DAIP 2025-2030 may require financial resources for the following:
- Upgrade of physical access to Shire facilities including capital works upgrades.
- Improved opportunities for inclusion through Shire community services and events.
- Provide staff with disability awareness training.

STATUTORY AND PLANNING IMPLICATIONS:
Disability Services Act 1993 Part 5 — Disability access and inclusion plans by public authorities
Local Government Act 1995
Disability Services Act 1993
Disability Services Regulations 2004
Disability Discrimination Act 1992 Equal Opportunity Act 1984

POLICY IMPLICATIONS:
Nil

COMMUNITY CONSULTATION:
The draft DAIP was developed and made available for public comment in August and September 2025. No submissions were received during the public consultation period.

WORKFORCE IMPLICATIONS:
Nil

OFFICER'S RECOMMENDATION:

That Council endorse the Disability and Inclusion Plan 2025 - 2030, as presented, and the document be submitted to the Department of Communities for endorsement. DAIP to be published and implemented once endorsement is received.

VOTING REQUIREMENTS:
Absolute majority

Attachment 12 – Disability Access and Inclusion Plan

10 COMPLIANCE

10.1 Compliance Reporting – General Compliance August 2025

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

SUMMARY:
This report addresses General and Financial Compliance matters for August 2025. This process is not definitive, each month additional items and/or actions may be identified that are then added to the monthly checklist. Items not completed each month e.g. quarterly action - will be notations.
The report provides a guide to the compliance requirements being addressed as part of staff workloads and demonstrates the degree of internal audit being completed.

BACKGROUND & COMMENT:
The Compliance Checklist is a working document, the Manager of Executive Support Services emails the assigned staff member their compliance requirements for the coming month. This document is tabled at the monthly Management Team meetings where the list is reviewed and updated.
Prior month items not completed previously will be reported in the following month so Council remains aware.

<u>Outstanding April</u>
Staff Performance Reviews
Adjustment of KRA's for Senior Staff & Managers

<u>Outstanding May</u>
Equal Employment Management Plan Review

<u>Outstanding July</u>
LEMC Reporting
Insurance – Property, Vehicle & Electronic Equipment Charges
Road Inspection for Councillors
AACR Landfill Report

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 August 2025 and note the matters of non-compliance.

VOTING REQUIREMENTS:
Simple majority required.

Attachment 13 – Compliance Checklist August 2025

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 MOTIONS FROM MEMBERS WITHOUT NOTICE

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

14 MEETING IS CLOSED TO THE PUBLIC

14.1 Confidential Items (Meeting Closed to the Public)

Responsible Officer:	Acting Chief Executive Officer
File Reference:	13.03
Author:	Acting Chief Executive Officer
Strategic Reference:	SIP Strategic Pillar 4 - Civic Leadership
Disclosure of Interest:	Nil

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

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

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

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

STATUTORY ENVIRONMENT:
Local Government Act 1995 Section 5.23 (2)

POLICY IMPLICATIONS:
Nil

FINANCIAL IMPLICATIONS:
Nil

WORKFORCE IMPLICATIONS:
Nil

OFFICER'S RECOMMENDATION:

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

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

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

VOTING REQUIREMENTS:
Simple majority required

14.2 Confidential Item (Meeting Closed to the Public)

Confidential agenda item provided under separate cover.

15 CLOSURE / DATE AND TIME OF NEXT MEETING

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

Next Ordinary Meeting of Council - 15 October 2025 at 4:00pm

ROEROC
Roe Regional Organisation of Councils
Corrigin | Kondinin | Kulin | Narembeen

MINUTES

RoeROC Ordinary Meeting

Thursday 4th September 2025

Shire of Narembeen Council Chambers

1. Opening And Announcements

The Chairperson, Cr Scott Stirrat declared the meeting open and welcomed attendees at 1.20pm

2. Attendance

Cr S Jacobs	Deputy President, Shire of Corrigin
N Manton	CEO, Shire of Corrigin
Cr S Stirrat	President, Shire of Narembeen (Chairperson)
Cr H Cusack	Deputy President, Shire of Narembeen *(joined at 2.10pm)*
R McCall	CEO, Shire of Narembeen
Cr B Smoker	Deputy President, Shire of Kulin
B Wright	CEO, Shire of Kondinin
D Mollenoyux	Executive Officer, RoeROC

3. Apologies

Cr D Hickey	*President, Shire of Corrigin*
Cr G Robins	*President, Shire of Kulin*
A Leeson	*CEO, Shire of Kulin*
Cr K Mouritz	*President, Shire of Kondinin*
Cr B Gangell	*Deputy President, Shire of Kondinin*
B Gerrard	*Principal Roe EHO*
L Pitman	*Environmental Health Officer*

4. Guests

Fiona Murphy	*EMFS, Shire of Kulin*

5. Declarations of Interest

Nil

6. Minutes Of Meetings

- Minutes of the RoeROC Meeting held on the 5th June 2025, included at Attachment 6.1.
- Minutes of the RoeROC Executive Meeting held on the 28th July 2025, included at Attachment 6.2.
- Minutes of the RoeROC Shared Services Working Group Meeting held on the 12th August 2025, included at Attachment 6.3.

Note: correction made to resolution 5.2 in the RoeROC SSWG minutes.

Officer Recommendation and Resolution
Moved: Cr Jacobs **Seconded: Cr Smoker**

The following minutes endorsed en bloc;

That the Minutes of the Ordinary Meeting held on the 5th June 2025 are received as a true and correct record of proceedings.

The following minutes were received;
- **RoeROC Executive Meeting held on the 28th July 2025**
- **RoeROC Shared Services Working Group Meeting held on the 12th August 2025**

Carried

7. Presentations

Wheatbelt Connect Presentation
Sam Harma, Land Coordinator attended the meeting and gave a presentation on Wheatbelt Connect.

For a background on Wheatbelt Connect, please visit their website Wheatbelt Connect.

8. Status Reports

8.1 RoeROC Status Report
The report is provided at item 14 of this document.

8.2 RoeROC Executive Officer Key Performance Indicators Status Report
A copy of the Executive Officer KPI Status Report is provided at item 15 pf this document.

No questions and both reports were noted.

9. Matters for Information / Update – Bendering Landfill Site & RoeHealth

9.1. Bendering Waste Site
Bendering Landfill Compliance Audit Report July / August 2025 will be emailed out once it has been received.

9.2. Bendering Landfill Site Working Group – Talis Session
Talis held a workshop with the Bendering Landfill Site Working Group on the 29th July 2025.

A copy of the agenda for the day cover the following:

- Project Background (How we got to this point and what was done by Talis)
- Legislative Context
  - Environmental Protection (Rural Landfill) Regulations 2002 (WA)
  - Victoria EPA BPEM Guidelines
  - Strategic Waste Management Plan for RoeROC
- Design
  - Trench Layout (Sizing and Orientation)
  - Capping Design
  - Void Space Modelling/Consumption Rates
  - Landfill Lifespan
  - Material Balance
- Operations
  - Determining Cover Soil Usage
  - Developing the Trenches
  - Waste Separation to Maximise Diversion

The workshop outcomes and actions are included in **Attachment 9.2.**

9.3. Bendering Landfill Site Works
The Working Group commenced annual site works on the week of 25th August 2025. An update will be provided at the meeting.

10. Matters For Decision

10.1. Financial Report

APPLICANT	Shire of Corrigin	
REPORTING OFFICER:	Natalie Manton	
DATE:	27th August 2025	
DISCLOSURE OF INTEREST:		
FILE REFERENCE		
ATTACHMENT NUMBER:	10.1	Roe Health Statements Bendering Waste Statements

COMMENT
Financial report for RoeHealth Scheme and Bendering Waste Site is provided in Attachment 10.1.

RECOMMENDATION
That the financial reports for the RoeHealth Scheme and Bendering Waste Site prepared by the Shire of Corrigin for the period ended 31st July 2025 be received.

Recommendation and Resolution
Moved: Cr B Smoker **Seconded: Cr S Jacobs**

That the financial reports for the RoeHealth Scheme and Bendering Waste Site prepared by the Shire of Corrigin for the period ended 31 July 2025 be received.

Carried

Bendering Landfill Site - Accounting Position Paper
Moore Australia has provided formal advice on the appropriate accounting treatment for the financial management and reporting of the Bendering Landfill Site. This advice will assist in ensuring consistency, transparency, and compliance with accounting standards across participating local governments.

Resolution
Moved: Cr S Jacobs **Seconded: Cr B Smoker**

1. **That RoeROC note the receipt of the Accounting Position Paper for the Bendering Landfill Site prepared by Moore Australia, and**
2. **That the Shire of Corrigin seek further legal advice on the treatment of the Bendering Landfill Site equipment shared assets.**

Carried

10.2. RoeROC Governance Structure - MOU

APPLICANT	
REPORTING OFFICER:	Darren Mollenoyux
DATE:	27 August 2025
DISCLOSURE OF INTEREST:	
ATTACHMENT NUMBER:	10.2a –RoeROC MOU 10.2b – RoeROC Operational Guidelines
CONSULTATION	RoeROC CEOs RoeROC Committee

SUMMARY
To seek formal adoption by the RoeROC Committee of the revised RoeROC Memorandum of Understanding (2024–2029) and accompanying Operational Guidelines, as endorsed by the RoeROC Executive at its meeting on 17 July 2025 and following feedback from member Councils during August 2025.

BACKGROUND
Over the past 12 months, RoeROC has undertaken a detailed governance review aimed at modernising and clarifying its governance framework. This review was initiated through resolutions at RoeROC Committee and Executive meetings held in late 2024 and early 2025.

Key outcomes of the review included:

- The merger of the existing MOU and Terms of Reference into a single, cohesive governance structure;
- Clearly defined roles for the RoeROC Committee, RoeROC Executive, and associated working groups;
- The development of new Operational Guidelines to replace the previous Terms of Reference (2024), providing a flexible framework for procedural matters without requiring changes to the MOU.

The RoeROC Executive, at its meeting on 28 July 2025, endorsed the updated Draft MOU and Operational Guidelines for circulation to all member Councils. Member Councils were invited to review and provide feedback at their August 2025 Council forums. Following this process, the documents were finalised for presentation to the RoeROC Committee for formal adoption.

The following feedback on the Draft MOU and Operational Guidelines has been provided by member Councils:

Corrigin	CEO advised - support with no objections
Kondinin	CEO advised - no feedback and apply inferred acceptance
Kulin	CEO advised - supported with no recommended changes
Narembeen	Acting CEO advised - supported with no changes

COMMENT
The final RoeROC Memorandum of Understanding (2024–2029) and Operational Guidelines reflect the collective input of the RoeROC Committee, Executive, and member Councils. The new framework improves clarity, streamlines administrative processes, and aligns RoeROC's governance model with best practice regional collaboration models.

The Operational Guidelines, now replacing the previous Terms of Reference (2024), serve as a living document, enabling procedural updates to be made independently of the core MOU. These guidelines also function as a practical reference tool for RoeROC meetings, covering key matters such as meeting protocols, host Shire responsibilities, and working group arrangements.
Key changes and inclusions in the draft MOU include:

- A defined governance structure, clearly outlining the roles of the RoeROC Committee (delegate-level), RoeROC Executive (CEO-level), and associated working groups.
- Inclusion of the Executive Officer position within the organisational structure, with clear reporting lines and responsibilities.
- Updates to governance terminology to ensure consistency and avoid ambiguity (e.g., removing references to non-existent clauses).
- Complete review of section 9 for terms and conditions for admitting new members.
- A new operational appendix that allows for the inclusion of evolving or routine procedures without requiring full re-execution of the MOU.
- Clarification of membership expectations, voting entitlements.
- Tenure of Chair and Deputy Chair positions, and alignment of terms to align with Ordinary Local Government elections.

Formal adoption of both documents will complete the governance reform process and provide a clear framework for RoeROC's operation through to 2029.

STATUTORY ENVIRONMENT
Local Government Act 1995, Volunteer Regional Councils

POLICY IMPLICATIONS
Supersedes:

RoeROC Memorandum of Understanding (2019–2024)
RoeROC Terms of Reference (2024)

CONSULTATION
RoeROC Committee Meeting March 2025
CEOs meetings on the 5th December 2024, 11th February, 1st May 2025 and 28th July 2025
Caroline Robinson, Director 150Square
Other VROC EOs

FINANCIAL IMPLICATIONS
Nil

COMMUNITY AND STRATEGIC OBJECTIVES
RoeROC MOU
2.d To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources

VOTING REQUIREMENT
Absolute Majority

RECOMMENDATION
That the RoeROC Committee:

1. Acknowledge the endorsement of these documents by the RoeROC Executive on 17 July 2025 and the feedback received from member Councils during August 2025;
2. Adopt the RoeROC Memorandum of Understanding (2024–2029) as presented in Attachment 10.2a;
3. Adopt the RoeROC Operational Guidelines as presented in Attachment 10.2b, noting these replace the previous RoeROC Terms of Reference (2024);
4. Request member Councils formally ratify the adopted documents at their September 2025 Council meetings.

Officer recommendation varied to clarify voting requirements in section 4.2 of the MOU, with new wording to state:

4.2 Voting

a) Each member Shire of RoeROC that has formally committed to, or is actively participating in, the project under consideration is entitled to one vote on matters requiring a decision, irrespective of the number of representatives in attendance. For the purposes of this clause, "actively participating" includes making a financial contribution, entering into a formal agreement, or otherwise committing resources to the project.

Recommendation and Resolution
Moved: S Jacobs **Seconded: B Smoker**

That the RoeROC Committee:

1. **Acknowledge the endorsement of these documents by the RoeROC Executive on 17 July 2025 and the feedback received from member Councils during August 2025;**
2. **Adopt the RoeROC Memorandum of Understanding (2024–2029) as presented in Attachment 10.2a (noting that clause 4.2a Voting - be amended to reflect that voting is applied only to members participating in referred item or project);**
3. **Adopt the RoeROC Operational Guidelines as presented in Attachment 10.2b, noting these replace the previous RoeROC Terms of Reference (2024);**
4. **Request member Councils formally ratify the adopted documents at their September 2025 Council meetings.**

Carried

10.3. Consideration of Membership Request – Shire of Wickepin

FILE REFERENCE:	
REPORTING OFFICER:	Darren Mollenoyux
DISCLOSURE OF INTEREST:	
DATE:	25 August 2025
ATTACHMENT NUMBER:	10.3a – Shire of Wickepin Request for Membership – Discussion Paper 10.3b – Shire of Wickepin Presentation at June 2025 Meeting
CONSULTATION:	RoeROC CEOs Rebecca McCall, RoeROC Lead CEO Peter Clarke, Acting CEO – Shire of Wickepin David Burton, CEO – Shire of Wickepin

SUMMARY
The Shire of Wickepin has formally requested membership in RoeROC. This item provides an update on the request and outlines key considerations to guide the Committee's assessment and next steps.

BACKGROUND
At the June 2025 RoeROC Committee meeting, the Shire President of Wickepin delivered a presentation regarding their request to join RoeROC. The presentation addressed the following key areas, a full copy of which is included as an attachment:

- Strategic alignment with RoeROC's objectives
- Community fit and opportunities for regional collaboration
- Potential contributions and value to RoeROC
- Participation in existing and future projects
- Willingness to meet financial and governance responsibilities
- Commitment to long-term engagement

The Committee acknowledged the Shire of Wickepin's membership request and resolved that further research be conducted by the RoeROC Executive Officer and member CEOs to explore options and determine the next steps concerning the proposal.

A discussion paper (included as attachment 10.3a) has since been prepared by the RoeROC Executive Officer, with input from member CEOs, covering financial, governance, and operational impacts as well as proposed amendments to the RoeROC Memorandum of Understanding (MOU) relating to admitting new members.

COMMENT
The attached discussion paper provides a detailed analysis of the key considerations related to the Shire of Wickepin's request for membership in RoeROC. It aims to support an informed and comprehensive evaluation by member Councils.

Key topics addressed in the paper include:

- **Financial Impact and Contributions:**
  The paper proposes a modest one-off entry contribution from Wickepin to acknowledge the foundational work of existing members, alongside ongoing cost-sharing arrangements that would reduce the per-member share of Executive Officer services. The financial implications for current members and the equitable allocation of costs are carefully considered.

- **Governance and Operational Implications:**
  Admission of a new member will necessitate a review of representation, voting arrangements, and possible administrative adjustments. The paper explores the potential need for amendments to governance documents to ensure clear, fair, and effective operations as membership expands.

- **Review of MOU and Terms of Reference:**
  Proposed amendments to Section 9 of the RoeROC Memorandum of Understanding clarify the process for admitting new members and align governance protocols with operational practice. These changes aim to strengthen transparency and consistency in membership decisions.

- **Voting Requirements:**
  Given the significance of admitting an additional member, the paper recommends that such decisions require either an absolute majority or unanimous agreement among existing members. This ensures a strong collective commitment to expansion.

- **Project Participation Opportunities:**
  Consideration is given to how Wickepin could integrate with existing RoeROC projects and services, identifying areas where collaboration can begin immediately as well as opportunities for longer-term involvement.

Member Shires were provided the opportunity to review the discussion paper thoroughly and provide feedback on the financial, governance, operational, and strategic aspects of Wickepin's proposed membership. Particular input is sought on the proposed entry contribution, voting arrangements, and the potential benefits and challenges associated with expanding RoeROC.

Feedback has been consolidated by the Executive Officer below, to inform the development of a clear recommendation for the RoeROC Committee's consideration.

Corrigin	CEO advised - support with no objections
Kondinin	CEO advised – no feedback and apply inferred acceptance
Kulin	CEO advised - Supported – discussion around entry payment, potential consideration for review after 12 – 18 months
Narembeen	Acting CEO advised - supported with no objections

STATUTORY ENVIRONMENT
Local Government Act 1995 – Section 3.65 (as it relates to the amendment of a regional establishment agreement)

POLICY IMPLICATIONS
RoeROC MOU 2024–2029, Section 9 – Admitting New Members

FINANCIAL IMPLICATIONS
The inclusion of the Shire of Wickepin in RoeROC has both immediate and ongoing financial implications. RoeROC does not currently apply a set annual membership fee, the only fixed annual cost is the engagement of the Executive Officer, which is currently shared equally among the four member Shires.

Based on the Executive Officer contract (indexed annually at 2.5% CPI), the following applies:

	2024/25	2025/26	2026/27	2027/28
Total Payments	$44,384	$45,457	$46,596	$47,758
Split / 4 Members	$11,087	$11,364	$11,648	$11,939
Split / 5 Members	$ 8,869	$ 9,091	$ 9,318	$ 9,551
Saving per Member		$ 2,273	$ 2,329	$2,387

Wickepin's inclusion would reduce the per member cost of Executive Officer services across all Shires from the point of entry.

To ensure equity and acknowledge the work invested by existing members in establishing RoeROC's structure, governance, and strategic direction, a one-off entry contribution is suggested. One option is to apply a modest and symbolic entry fee, equivalent to one fifth of the 2024/25 Executive Officer cost ($8,869)—as a baseline contribution.

Ongoing participation in RoeROC projects and services would be subject to the established cost-sharing model, with each Shire maintaining its own budget allocation for future initiatives. This approach supports financial autonomy and equitable investment in regionally beneficial outcomes.

As Wickepin will not be participating in the Bendering Waste Site, this exclusion should be taken into consideration in the allocation of Executive Officer time and resources provided to the Bendering Waste Site Working Group.

COMMUNITY AND STRATEGIC OBJECTIVES
The addition of a new member may enhance RoeROC's regional influence and capability in delivering on shared priorities such as infrastructure, service delivery, and advocacy.

RoeROC MOU
2.d To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources

RoeROC Terms of Reference
- 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

ROEROC Strategic Objectives 2025-2027
- Facilitate the sharing of knowledge and understanding between Shires for regional benefit.

VOTING REQUIREMENT
Unanimous Majority

Voting Requirements for Admitting New Members
The admission of a new member to RoeROC shall require a unanimous resolution of all existing member Councils, passed at a duly convened RoeROC Committee Meeting.

This provision ensures collective agreement and alignment among all members prior to any change in the composition of the organisation. The requirement for unanimous consent recognises the strategic, financial, and governance implications associated with membership expansion.

No new member shall be admitted unless all current member Councils have formally resolved to support the application in accordance with this clause.

RECOMMENDATION
That the RoeROC Committee:

1. Approve the admission of the Shire of Wickepin as a member of RoeROC, subject to:
   a. Payment of a one-off entry contribution of $8,869, to acknowledge the foundational work of existing members; and
   b. Agreement to participate in ongoing cost-sharing arrangements for Executive Officer services and regional projects, in line with existing RoeROC practices.
2. Acknowledge that the Shire of Wickepin will not participate in the Bendering Waste Site Working Group, and that Executive Officer resources for this time have been considered in setting the portion of Executive Officer costs.
3. Note the proposed amendments to the RoeROC Memorandum of Understanding (Section 9) to reflect the process for admitting new members and to ensure clarity and consistency in governance arrangements.
4. Advise the Shire of Wickepin of the Committee's decision and seek a formal acceptance response, including a proposed timeframe for joining RoeROC.

The officer recommendation was varied, noting that not all member Councils were represented. It was clarified that the Shire of Wickepin's request will be formally considered at each member Council's September 2025 meeting, and a special meeting of RoeROC will be convened once all member Councils have completed their September 2025 meetings.

Resolution
Moved: Cr B Smoker **Seconded: Cr Jacobs**

That the RoeROC Committee:

1. Support in principle the admission of the Shire of Wickepin as a member of RoeROC, subject to:

a) Each Council formally considering the Discussion Paper at its September 2025 Ordinary Council Meeting, ensuring appropriate and respectful due diligence is undertaken. Final positions should be determined against the agreed eligibility and consideration criteria for admitting new members.

b) Payment of a one-off entry contribution of $8,869, to acknowledge the foundational work of existing members; and

c) Agreement to participate in ongoing cost-sharing arrangements for Executive Officer services and regional projects, in line with existing RoeROC practices.

2. Acknowledge that the Shire of Wickepin will not participate in the Bendering Waste Site project, and that Executive Officer resources for this time have been considered in setting the portion of Executive Officer costs.

3. Note the required amendments to the RoeROC Memorandum of Understanding to reflect the process for admitting new members and to ensure clarity and consistency in governance arrangements.

Carried

11. Matters for Information / Update – General

11.1. Key Workforce Housing Project – Grant Funding Strategy Report

The RoeROC Executive has progressed key actions for the Key Worker Housing Project following receipt of the Grant Funding Strategy Report prepared by Whitney Consulting. The Strategy confirmed that no current grant programs support housing construction and instead recommends two strategic pathways: direct advocacy for State funding and preparation for future grant opportunities.

The Executive endorsed Whitney Consulting's Recommendation 1 — to enhance the existing business case with stronger regional context, creating a point of difference, selling our local story, stakeholder support, and detailed project planning. The aim is to complete the updated business case by October 2025. CEOs have been asked to continue gathering supporting information including letters of support, land and cost details, and local impact stories to strengthen the business case.

Following the request from the June 2025 RoeROC Committee Meeting, the Shire of Kondinin has confirmed that Cr Brett Smith has been nominated as its Proxy Delegate to the Key Worker Housing Project Lobby Group.

Initial advocacy efforts will be coordinated through the existing Lobby Group, with engagement to commence later this year.

11.2. Renewable Energy Policy Framework and Community Benefit Funds

At the July meeting, the RoeROC Executive agreed to progress the development of a shared Council Planning Policy framework for renewable energy developments, following the release of WALGA's Renewable Energy Community Benefits and Engagement Guide in early July.

The Guide provides practical tools and templates to support Local Governments in navigating large-scale renewable projects, with a focus on local planning responses, developer engagement, and community benefit structures. It promotes consistency while allowing flexibility for local context.

A working group, comprising Tory Young, Natalie Manton and Alan Leeson, has been formed to lead the development of a draft policy and engagement framework for RoeROC member Councils. The draft will be informed by WALGA's resources and aligned with State-level advocacy and policy directions.

The working group will report back to RoeROC CEOs with a progress update and draft policy framework by 30 September 2025.

Points from Renewables Working Group Meeting 2 September 2025;

- ***Planning Policy Framework***
  - *Focus on establishing a renewable energy planning policy across four shires.*
  - *Community benefits and engagement identified as key priorities.*
- ***Discussion Points***
  - *Importance of early community engagement and managing expectations with developers.*
  - *Recognition that companies take varying approaches to community relations.*
  - *Suggestion to consider a broader renewables framework for effectiveness.*
  - *Agreement that collaboration is essential for successful policy development.*
- ***Infrastructure & Agreements***
  - *Agreements on water access and road maintenance required before development approvals.*
  - *Example shared from past developments and the need for foresight in resource supply.*
  - *Concerns about diminishing gravel stocks for road maintenance.*
  - *Proposal for a road user agreement to address turbine transport impacts.*
- ***Additional Considerations***
  - *Incorporating housing requirements into developer agreements.*
  - *Need for improved waste management practices.*
- ***Overall Themes***
  - *Proactive planning and communication with local authorities is essential.*
  - *Ensuring community needs and infrastructure impacts are addressed.*

ACTION

The Committee requested the RoeROC Executive Officer to obtain quotations for a consultant or temporary employee to assist member Councils in formalising a suite of policies and frameworks to support the management and development of renewable energy projects and related initiatives.

11.3. Joint ROC Event: MADE in the Eastern Wheatbelt

Planning is progressing for the joint regional forum MADE in the Eastern Wheatbelt: Shaping the Future Together, in collaboration with NEWROC and WEROC. The event will showcase regional strengths, promote investment opportunities, and align with key State and Federal policy agendas, including Diversify WA and Future Made in Australia.

The forum will target senior government stakeholders, including the Minister for the Wheatbelt, and feature presentations on shared priorities such as workforce housing, tourism, education, renewable energy, and economic resilience. It will include a response from the Minister and a collaborative working session to strengthen cross-ROC alignment.

RoeROC has committed $2,000 in the 2025/26 budget and continues to contribute to event planning, agenda development, and stakeholder identification.

The date is yet to be finalized as we are awaiting a response on the availability of the Minister for the Wheatbelt.

11.4. ERP Project Update

At its meeting on 12 August 2025, the RoeROC SSWG reviewed progress on the joint ERP procurement project. The group continues to be involved in WALGA's sector-wide development of ERP procurement resources, which will form the basis for a future Expression of Interest. While initial rollout timelines had been identified by member Shires, the group agreed these would likely be delayed until the release of WALGA's final toolkit.

A further meeting will be scheduled following the toolkit's release to confirm module requirements, updated implementation schedules, and the next steps in procurement planning.

11.5. Local Planning Strategies

Cr Smoker provided a brief update on the presentation from the Department of Planning, Lands and Heritage to Kulin Council, regarding the RoeROC Combined Local Planning Strategy. Cr Smoker noted the importance of this joint project and highlighted the significant cost savings achieved by undertaking this project as a group.

12. Next Meeting

CEO meeting Schedule 2025

Thursday 6th November 2025 at 1.00pm	Shire of Narembeen

RoeROC Meeting Schedule 2025

Thursday 4th December 2025 at 1.00pm	Shire of Narembeen

The next RoeROC meeting will be held on the 4th December 2025 at the Shire of Narembeen, commencing at 1.00pm

13. Closure

The Chair, Cr Scott Stirrat thanked delegates for their attendance and declared the meeting closed at 2.39pm.

ROEROC
Roe Regional Organisation of Councils
Corrigin | Kondinin | Kulin | Narembeen

14. STATUS REPORT

The following provides a status report as of 27th August 2025

MINUTES REFERENCE/DATE	DETAIL	RESPONSIBLE OFFICER	STATUS	ANTICIPATED COMPLETION DATE
27 March 2018	Member shires agreed to allocate $5,000 to a reserve fund to be included in each shire's annual budget		Proceeds from Bendering Tip fees after expenses distributed to shires and can be used for reserves. Bendering Waste Site Management Plan identified a need for each shire to have a reserve of approximately $83,000 by 2026 to cap stage 1	
15 June 2023	Roe EHO to identify the highest priority tasks within each shire's Public Health Plan. This initial assessment will help establish specific areas of focus that can be addressed through collaborative efforts. Roe EHO will discuss who will form a working group that will collectively plan and execute strategies to address the identified priority tasks.	B Gerard	The following was agreed at the RoeROC Executive Meeting 28 July 2025 **As the lead council for RoeHealth, Natalie Manton is to inform Brendon Gerrard that the RoeROC Executive discussed the Public Health Plans and agreed to defer further action until the release of the 2025 Census data.**	
7 March 2025	**Evacuation Centre Enhancement Project** That RoeROC strongly support the development of a business case and submit a joint grant application for the installation of generators and power connection requirements at each of the 5 primary evacuation centres within RoeROC Shires, in line with Disaster Resilience Fund Category 7 projects.	RoeROC EO	Project scope changed due to request for joint project approach from NEWROC, providing a stronger application. **Still awaiting the announcement of successful recipients**	Grant submitted 16 April 2025, awaiting outcome.

5 June 2025	**Key Workforce Housing Project** 1. Accept Whitney Consulting as the preferred consultant based on the evaluation of price, relevant experience, and resource availability, as the successful quotation for the development of funding submissions and guidance on the RoeROC Key Worker Housing Project. 2. That each RoeROC member Council make budget provision of $9,000 in their 2025/2026 budget for grant consultancy for the Key Worker Accommodation project. 3. That RoeROC endorsed the RoeROC Key Worker Accommodation Project Action Plan, as presented.	RoeROC EO RoeROC CEOs		
28 July 2025	1. That RoeROC proceed with Recommendation 1 from Whitney Consulting — to update the existing RoeROC Key Worker Housing Business Case — with the aim of completing the update by the end of October 2025. 2. That the RoeROC Executive Officer confirm with Whitney Consulting that RoeROC has agreed to proceed with the enhancement of the business case and arrange a project start-up meeting. 3. That RoeROC continue to undertake initial advocacy for Key Worker Housing funding through its internal lobbying group.	RoeROC EO RoeROC EO	**Joint start up meeting held with Whitney Consulting with EO, CEOs and key staff. Individual meetings held between Whitney Consulting and CEOs.**	Individual Shires to provide all details by October 2025 Revised Business Case to be completed by December 2025
5 June 2025	**Temporary Moveable Accommodation Policy** 1. That RoeROC endorses the proposed RoeROC Temporary Moveable Accommodation Policy and Guidelines to set a standardised approach across member Councils. 2. Implementation - Individual Shires to undertake implementation for the new policy, including adoption at Council Meetings, customisation of template application form, training for staff on new processes and communication to the public.	Individual Member CEOs	The RoeROC Executive officer provided relevant documents to member CEOs for implementation at their Shire.	**Completed**
5 June 2025	**Strategic Priorities 2025 - 2027** RoeROC delegates endorsed the RoeROC Strategic Priorities for 2025 – 2027, as presented	RoeROC EO	Copy of the adopted Strategic Priorities provided to CEOs.	Ongoing

5 June 2025	**Consideration of Membership Request – Shire of Wickepin** 1. That further research be undertaken by the RoeROC Executive Officer and CEOs to determine options and next steps regarding the Wickepin's proposal, with further consideration at the 4 September 2025 RoeROC Committee Meeting. 2. The Executive Officer writes to the Shire of Wickepin to thank them for the presentation and inform them that RoeROC will consider their request.	RoeROC EO	Discussion Paper prepared by the RoeROC EO and presented to RoeROC CEOs on 28 July 25.	September 2025
28 July 2025	1. That the RoeROC CEOs endorsed the Shire of Wickepin Request for Membership – Discussion Paper, with the identified amendments to be made by the RoeROC Executive Officer. 2. The draft amendments to Section 9 of the RoeROC Memorandum of Understanding (MOU), as outlined in the discussion paper, be endorsed to improve clarity and alignment. 3. That the proposed entry contribution and an updated financial structure be included in a recommendation to the RoeROC Committee. 4. CEOs are to present the Discussion Paper to their respective Councils for consideration and any feedback to be provided to the RoeROC Executive Officer following August 2025 Council meetings. 5. Feedback from member Councils is to be consolidated to inform the development of a clear recommendation for consideration by the RoeROC Committee at its meeting scheduled for 4 September 2025.	RoeROC EO RoeROC CEOs RoeROC EO	**Feedback compiled and presented for consideration at the Committee Meeting on the 4 September 2025.**	
5 June 2025	**RoeROC Governance Structure** 1. That RoeROC Committee provided feedback on the reviewed RoeROC Memorandum of Understanding (2024–2029). 2. That the recommended changes will be assessed for variation at the RoeROC Executive Meeting on July 3, 2025, where the finalised MOU and	RoeROC EO & CEOs	The Executive Officer updated recommended changes and presented to the CEOs meeting on the 28 July 25.	June 2025

	Operational Guidelines will be completed. Both documents to be presented for endorsement at the RoeROC Committee Meeting on the 4th September 2025.			
28 July 2025	The Executive reviewed the updated governance documents and resolved as follows: 1. That the updated Draft RoeROC Memorandum of Understanding (2024–2029) and the Draft Operational Guidelines, as attached to the agenda, be endorsed. 2. It is noted that the new Operational Guidelines replace the previous RoeROC Terms of Reference (2024) as the procedural appendix to the MOU. 3. That the draft MOU and Operational Guidelines be circulated to all member Councils for review and feedback at their August 2025 Council forums. 4. Following feedback from member Councils, both documents be finalised by the RoeROC Executive Officer for presentation at the RoeROC Committee Meeting scheduled for 4 September 2025. 5. That the finalised documents be submitted to member Councils for formal ratification at their September 2025 Council meetings.	RoeROC EO RoeROC CEOs RoeROC EO RoeROC CEOs	**Updated MOU and Operational Guidelines provided to CEOs on 29 July 2025.** **Feedback will be provided to the Committee Meeting on 4 September 2025**	September 2025
28 July 2025	**Joint Renewable Energy Policy** 1. It was agreed to develop a shared Council Planning Policy framework to guide renewable energy developments across RoeROC Shires, using WALGA's guidance document and templates. 2. A working group of Tory Young, Natalie Manton and Alan Leeson lead the development of a draft Council Planning Policy framework and templates to for use by member Councils. 3. The working group to report progress of the draft RoeROC policy and engagement framework for the RoeROC CEOs at the Executive Meeting by the 30th September 2025.	RoeROC EO & Working Group	**First meeting of the working group to be held on the 2nd September 2025.**	November 2025

15. EXECUTIVE OFFICER KPI 2025/2026 - STATUS REPORT

The following provides a status report as of 27th August 2025

ACTION	TIMELINE		STATUS
Retain a RoeROC Executive Officer to administer the organisation, develop and implement strategic projects as well as governing frameworks.	Ongoing		
KPI #1a	**Timeline**		
Effectively manage the process of improving the RoeROC governance structure, to be retained as a VROC, amending the current MOU and Terms of Reference to create a single document, ensuring a smooth transition and successful implementation.	July 2025		Endorsed at the July 2025 Executive Meeting and to be presented for endorsement at the RoeROC Committee Meeting on 4 September 2025
KPI #1b	**Timeline**		
Ensure an effective and transparent process is undertaken for evaluating and implementing the inclusion of the Shire of Wickepin as a member of RoeROC.	August 2025		Discussion paper and direction provided at the July 2025 Executive Meeting and to be considered at the RoeROC Committee Meeting on 4 September 2025.
Review the Bendering Landfill Site Working Group Terms of Reference.	March 2026		
ACTION	**TIMELINE**		**STATUS**
Advocate for the development of a shared policy framework for renewable energy and carbon offsets among Shires for the betterment of the region.	2025/26		
KPI #2	**Draft**	**Adoption**	
Develop a shared policy framework for renewable energy and carbon offsets among the Shires for the betterment of the region. Potential planning policy to be drafted.	Sept 2025		Walga released the guide and templates in early July 2025 and discussed at RoeROC Executive Meeting with Working Group formed to provide feedback to September 2025 Executive Meeting.
ACTION	**TIMELINE**		**STATUS**
Progress the RoeROC Key Worker Housing Project through the engagement of a consultant to finalise the business case and identify and pursue appropriate grant funding opportunities.	2025 - 2027		
KPI #3a	**TIMELINE**		
Establish and support RoeROC Key Worker Housing Lobby Group to implement targeted advocacy and lobbying activities aligned with the approved Action Plan.	Ongoing 25/26		Lobby group now formed including proxy appointed from Kondinin.
KPI #3b	**Lodgement**		
In conjunction with Whitney Consulting to identify funding sources and prepare applications with supporting documentation to secure external funding for the implementation of the strategies outlined in the investment plan.	Prior to closing date of funding program.		Progressing well and individual Shires compiling required information for Whitney Consulting.

ACTION	TIMELINE	STATUS
Support the implementation of the Eastern Wheatbelt Power Resilience Project by progressing initiatives to enhance evacuation centre infrastructure across RoeROC Shires.	2025/26	
KPI #4a	**Timeline**	
Pending funding outcomes, coordinate the delivery of the project at identified RoeROC evacuation centres.	Dependent on success of funding application	Awaiting update on funding submission
KPI #4b	**Lodgment**	
Continue to identify funding opportunities for additional projects that align with local emergency arrangements and community resilience objectives.	Prior to closing date of funding program.	Monitoring
ACTION	**TIMELINE**	**STATUS**
Maintain functioning shared services working groups.	2025/26	
KPI #5a	**Timeline**	
Provide executive support to the Shared Services Working Group to ensure alignment with RoeROC objectives and identified shared projects.	Ongoing	Continuing
KPI #5b	**Timeline**	
Deliver effective executive support to the Bendering Landfill Site Working Group to ensure timely progression of initiatives and actions as directed by RoeROC, and in line with the Bendering Landfill Site Working Group MOU.	Ongoing	Continuing Workshop with Talis held on 29th July 2025
KPI #5c	**Timeline**	
Finalise and implement the Shared Services and Collaboration Plan that identifies key areas for inter-council collaboration, resource sharing, and efficiency improvements across RoeROC member shires.	Endorsed by Executive July 2025 Adopted by Committee by Sept 25 Ongoing delivery	Plan adopted at the June 2025 RoeROC Committee Meeting, will be reviewed regularly by the SSWG and Executive, including any impacts from the request by Shire of Wickepin to become a member.
ACTION	**TIMELINE**	**STATUS**
Facilitate the sharing of knowledge and understanding between Shires for regional benefit.	Ongoing	
KPI #6a	**Implement**	
Populate the platform with expert contacts and initial resources.	July 2025	To be undertaken.

Shire of Kulin Bush Fire Brigades

Agenda of the of the Shire of Kulin Bush Fire Control Officers held on Thursday 4 September 2025 at the Pingaring Golf Club commencing at 3.00pm

1. Declaration of Opening/Announcement of Visitors

The CBFCO Rod Diery, welcomed all present and declared the meeting open at 3.00pm.

2. Record of Attendance/Apologies

Attendance:

CBFCO : Rod Diery

DCBFCO: Evan Wyatt

FCO's;
Brendon Sloggett
John Waters
David Lewis
Brayden Young
John Bowey
Craig McInnes
Lachlan Siviour
Sean Scadding
Clinton Mullan
Shire Staff;
CEO Alan Leeson
Works Supervisor David Tholstrup

Apologies:
Don Bradford
Cr Jarron Noble
Judd Hobson
Cameron Mudge
Brent Hyde
Darren Kirby

3. Confirmation of Minutes - Meeting of 1 April 2025 (circulated)

Moved David Lewis Seconded Evan Wyatt
That the Minutes of the Annual Meeting of Bush Fire Brigades held 1 April 2025 be confirmed as a true and accurate record of proceedings.

Matters Arising from Previous Minutes

Nil

4. General Business Items for discussion with Notice

Licensed Grain Out-Loading Areas / Firebreak Order 2025/2026

The meeting discussed the introduction of licensed grain out-loading hard stand areas as part of the Shire of Kulin's Firebreak Order. The conditions for these areas were reviewed, including requirements for bare earth clearances, dedicated fire units, inspection provisions, application deadlines, and circumstances in which activities may be suspended.

The meeting also noted the inclusion of a provision in the Firebreak Order that allows the Chief Bush Fire Control Officer (CBFCO) to grant exemptions during a Harvest and Vehicle Movement Ban (HVMB) for the movement of plant or equipment (for example, a dozer) that may be called upon for fire suppression activities in other local government areas, subject to a fire unit being in attendance while the activity is undertaken.

Moved John Water seconded Lachlan Siviour

That the draft Firebreak Order for the Shire of Kulin 2025/2026, inclusive of provisions for licensed grain out-loading hard stand areas and exemptions during Harvest and Vehicle Movement Bans as presented be recommend to Council for adoption at its Ordinary Meeting of Council on the 17th September 2025.

Carried Unanimously

Weekly Two Radio Call-Ups

The Fire Control Officers discussed and agreed to implement weekly radio call-ups during the main part of the fire season, to be held each Tuesday morning at 7.00am. All FCOs will be expected to participate using their designated individual call signs.

The purpose of these call-ups is to:

- Test and confirm the functionality of radios and the broader radio network.
- Ensure any technical faults are identified and resolved before an emergency arises.
- Assist Fire Control Officers in developing consistent two-way radio protocol.
- Encourage familiarity with call signs, ensuring discipline and clarity in communication.

The meeting agreed that this practice will enhance preparedness, improve confidence in radio use, and support safer and more effective operations during incidents.

Noted

Burning of Garden Rubbish during Restricted Burning Period

John Water raised issue of people ringing up for a Burning Permit for small piles of garden rubbish. Agreed that information be included in Firebreak Order advising of requirements in this area

Meeting Closure
CBFCO Rod Diery thanked everyone for their attendance and declared the meeting closed at 4.00pm

Shire of Kulin

EFT & Chq Listing for period ended 31 August 2025

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
TRUST			
MUNICIPAL			
EFT23587	07/08/2025	AVON WASTE	$13,559.99
EFT23588	07/08/2025	ONEMUSIC AUSTRALIA	$387.64
EFT23589	07/08/2025	AIR LIQUIDE WA	$21.70
EFT23590	07/08/2025	SERVICES AUSTRALIA CHILD SUPPORT	$302.61
EFT23591	07/08/2025	ALL LINES	$1,182.50
EFT23592	07/08/2025	BEST OFFICE SYSTEMS	$568.63
EFT23593	07/08/2025	BT EQUIPMENT P/L	$347.51
EFT23594	07/08/2025	COUNTRY WIDE FRIDGE LINES PTY LTD	$570.57
EFT23595	07/08/2025	LANDGATE	$129.00
EFT23596	07/08/2025	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	$529.48
EFT23597	07/08/2025	GREAT SOUTHERN FUEL SUPPLIES	$543.62
EFT23598	07/08/2025	G & M DETERGENTS	$79.60
EFT23599	07/08/2025	ID RENT PTY LTD	$5,852.00
EFT23600	07/08/2025	KULIN SOCIAL CLUB	$255.00
EFT23601	07/08/2025	KULIN MUSEUM SOCIETY INC	$2,004.60
EFT23602	07/08/2025	KULIN LIBRARY, POST OFFICE AND MAIL	$1,418.80
EFT23603	07/08/2025	KELYN TRAINING SERVICES	$6,563.94
EFT23604	07/08/2025	SHIRE OF KONDININ	$2,723.97
EFT23605	07/08/2025	NK STUDIO DESIGN PTY LTD	$12,540.00
EFT23606	07/08/2025	EXURBAN RURAL & REGIONAL PLANNING	$1,421.20
EFT23607	07/08/2025	ROYAL LIFE SAVING AUSTRALIA	$120.00
EFT23608	07/08/2025	TIN HORSE AUTOMOTIVE	$132.00
EFT23609	07/08/2025	WESTRAC PTY LTD	$331,574.98
EFT23610	07/08/2025	WA CONTRACT RANGER SERVICES	$693.00
EFT23611	07/08/2025	WA DISTRIBUTORS PTY LTD	$952.10
EFT23612	13/08/2025	CREDIT CARD - MASTER CARD	$4,499.23
EFT23613	15/08/2025	AFGRI EQUIPMENT AUSTRALIA	$2,421.53
EFT23614	15/08/2025	TEAM GLOBAL EXPRESS	$227.28
EFT23615	15/08/2025	FEGAN BUILDING SURVEYING	$522.50
EFT23616	15/08/2025	GANGELLS AGSOLUTIONS	$348.71
EFT23617	15/08/2025	KULIN HARDWARE & RURAL	$13,810.00
EFT23618	15/08/2025	KULIN BUSH RACES INC.	$10.00
EFT23619	15/08/2025	KULIN FOODWORKS	$666.69
EFT23620	15/08/2025	LAKE GRACE TRANSPORT	$64.63
EFT23621	15/08/2025	R MUNNS ENGINEERING CONSULTING SERVICES	$11,640.30
EFT23622	15/08/2025	STEWART & HEATON CLOTHING CO PTY LTD	$1,158.11
EFT23623	15/08/2025	SAPIO	$13,040.43
EFT23624	15/08/2025	SOPHIE JANE MUSIC	$540.00
EFT23625	15/08/2025	TAMORA PLUMBING AND GAS	$132.00
EFT23626	15/08/2025	UNIFORMS AT WORK AUSTRALIA PTY LTD	$310.65
EFT23627	15/08/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	$3,685.00
EFT23628	15/08/2025	WA DISTRIBUTORS PTY LTD	$578.30
EFT23629	20/08/2025	AUSTRALIAN TAXATION OFFICE	$93,667.00
EFT23630	20/08/2025	COUNTRY WIDE FRIDGE LINES PTY LTD	$128.22
EFT23631	20/08/2025	SHIRE OF KONDININ	$15,688.28
EFT23632	20/08/2025	MAINTENANCE EXPERTS PTY LTD	$2,189.00
EFT23633	20/08/2025	NAPA KEWDALE	$1,423.50

EFT23634	20/08/2025	QUEST PAYMENT SYSTEMS	$418.00
EFT23635	20/08/2025	PROMPT SAFETY SOLUTIONS	$1,210.00
EFT23636	20/08/2025	OFFICEWORKS BUSINESS DIRECT	$642.45
EFT23637	20/08/2025	WA DISTRIBUTORS PTY LTD	$807.70
EFT23638	28/08/2025	SERVICES AUSTRALIA CHILD SUPPORT	$302.61
EFT23639	28/08/2025	AUSRECORD	$78.10
EFT23640	28/08/2025	ACRES OF TASTE	$1,312.00
EFT23641	28/08/2025	BEST OFFICE SYSTEMS	$2,602.56
EFT23642	28/08/2025	TEAM GLOBAL EXPRESS	$495.57
EFT23643	28/08/2025	CORSIGN WA PTY LTD	$1,078.00
EFT23644	28/08/2025	ENVIRO PIPES PTY LTD	$20,682.20
EFT23645	28/08/2025	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	$20,399.99
EFT23646	28/08/2025	GA POWER EQUIPMENT SPARES	$642.73
EFT23647	28/08/2025	KULIN SOCIAL CLUB	$255.00
EFT23648	28/08/2025	KULIN FOODWORKS	$75.45
EFT23649	28/08/2025	NARROGIN QUARRY OPERATIONS	$6,081.65
EFT23650	28/08/2025	NEWDEGATE STOCK & TRADING CO	$69,897.05
EFT23651	28/08/2025	NAPA KEWDALE	$3,187.06
EFT23652	28/08/2025	KIRRA PEDERICK	$584.08
EFT23653	28/08/2025	PROGRAMMED ESSENTIAL SERVICES PTY LTD	$3,245.00
EFT23654	28/08/2025	SAFESTART TEST & TAG	$6,785.90
EFT23655	28/08/2025	SAPIO	$8,445.39
EFT23656	28/08/2025	SUPAGAS PTY LTD	$283.98
EFT23657	28/08/2025	ST LUKE'S FAMILY PRACTICE	$132.00
EFT23658	28/08/2025	SANDPIT COVERS AUSTRALIA	$1,128.00
EFT23659	28/08/2025	TIN HORSE AUTOMOTIVE	$1,678.12
EFT23660	28/08/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	$22,912.62
EFT23661	28/08/2025	WEST COAST ASBESTOS REGISTERS	$13,255.00
EFT23662	28/08/2025	WA DISTRIBUTORS PTY LTD	$1,331.05
DD9499.1	03/08/2025	AWARE SUPER	$15,811.10
DD9499.2	03/08/2025	CBUS SUPER	$307.02
DD9499.3	03/08/2025	AUSTRALIAN SUPERANNUATION	$1,037.38
DD9499.4	03/08/2025	BENDIGO SMART START SUPERANNUATION FUND	$250.97
DD9499.5	03/08/2025	HOSTPLUS SUPERANNUATION FUND	$1,000.04
DD9499.6	03/08/2025	GOVERNMENT EMPLOYEES SUPERANNUATION BOARD	$91.18
DD9499.7	03/08/2025	MLC MASTERKEY SUPERANNUATION	$492.38
DD9499.8	03/08/2025	AUSTRALIAN RETIREMENT TRUST	$1,008.46
DD9499.9	03/08/2025	PRIME SUPERANNUATION	$800.40
DD9502.1	01/08/2025	BENDIGO BANK	$3.17
DD9502.2	04/08/2025	WATER CORPORATION	$10,386.05
DD9502.3	01/08/2025	ST.GEORGE BANK	$476.81
DD9502.4	04/08/2025	LION - BEER, SPIRITS & WINE PTY LTD	$2,635.08
DD9502.5	04/08/2025	SYNERGY	$1,210.96
DD9502.6	04/08/2025	CRISP WIRELESS PTY LTD	$99.00
DD9502.7	04/08/2025	CARLTON & UNITED BREWERIES	$1,985.10
DD9502.8	05/08/2025	SYNERGY	$425.09
DD9502.9	05/08/2025	HOUSING AUTHORITY	$200.00
DD9508.1	07/08/2025	WATER CORPORATION	$4,143.15
DD9508.2	07/08/2025	BENDIGO BANK	$3.75
DD9508.3	08/08/2025	SYNERGY	$41.96
DD9508.4	08/08/2025	WATER CORPORATION	$3,030.69
DD9508.5	11/08/2025	SYNERGY	$4,106.33
DD9508.6	11/08/2025	LION - BEER, SPIRITS & WINE PTY LTD	$2,487.45
DD9508.7	12/08/2025	HOUSING AUTHORITY	$200.00
DD9513.1	17/08/2025	AWARE SUPER	$16,159.33
DD9513.2	17/08/2025	AUSTRALIAN SUPERANNUATION	$1,044.18
DD9513.3	17/08/2025	BENDIGO SMART START SUPERANNUATION FUND	$234.49
DD9513.4	17/08/2025	HOSTPLUS SUPERANNUATION FUND	$1,012.72

DD9513.5	17/08/2025	MLC MASTERKEY SUPERANNUATION	$382.00
DD9513.6	17/08/2025	AUSTRALIAN RETIREMENT TRUST	$1,148.97
DD9513.7	17/08/2025	PRIME SUPERANNUATION	$799.41
DD9513.8	17/08/2025	REST SUPERANNUATION	$861.12
DD9513.9	17/08/2025	CBUS SUPER	$307.38
DD9517.1	18/08/2025	TYRO PAYMENTS	$388.12
DD9518.1	15/08/2025	TELAIR PTY LTD	$1,159.20
DD9518.2	15/08/2025	BENDIGO BANK	$2.40
DD9518.3	15/08/2025	AUSTRALIAN LIQUOR MARKETERS PTY. LIMITED	$4,262.71
DD9518.4	18/08/2025	TYRO PAYMENTS	$195.66
DD9518.5	18/08/2025	TELSTRA	$617.27
DD9518.6	19/08/2025	HOUSING AUTHORITY	$200.00
DD9518.7	20/08/2025	BENDIGO BANK	$9.30
DD9518.8	22/08/2025	SYNERGY	$1,608.64
DD9518.9	20/08/2025	CARLTON & UNITED BREWERIES	$1,409.39
DD9521.1	25/08/2025	LION - BEER, SPIRITS & WINE PTY LTD	$1,268.19
DD9521.2	26/08/2025	HOUSING AUTHORITY	$200.00
DD9521.3	27/08/2025	BENDIGO BANK	$30.00
DD9521.4	28/08/2025	BENDIGO BANK	$3.75
DD9521.5	29/08/2025	SYNERGY	$157.08
DD9521.6	29/08/2025	TELSTRA	$373.64
DD9499.10	03/08/2025	REST SUPERANNUATION	$832.05
DD9502.10	05/08/2025	WATER CORPORATION	$800.78
DD9502.11	06/08/2025	BENDIGO BANK	$7.95
DD9502.12	06/08/2025	WATER CORPORATION	$4,719.15
9567339	05/08/2025	BULK PAYMENT	$101,395.18
9595630	20/08/2025	BULK PAYMENT	$101,807.27
Sub-total: EFT & Chq Payments			**$1,036,805.91**
TOTAL PAYMENTS FOR MONTH ENDING		**31 August 2025**	**$1,036,805.91**

CREDIT & BP CARDS SUMMARY 31/08/2025			
Transaction Date	**Officer**	**Creditor**	**Amount**
1/08/2025	**TARYN SCADDING**	**RETAIL PURCHASE INTERNATIONAL, DROPBOX**	**$190.21**
		Annual	
02/08/205	**JUDD HOBSON**	**CONPLANT**	**$765.63**
		Ripper for Mini-ex	
3/08/2025	**ALAN LEESON**	**DOCUMENTARY SERVICES PERTH**	**$30.80**
		CEO, Identification Fee - Scantek Sale of 81 Johnston Street	
3/08/2025	**ALAN LEESON**	**WALGA EVENTS**	**$100.00**
		Registration, Cr Grant Robins, WALGA Roads & Transport Forum	
5/08/2025	**TARYN SCADDING**	**EZI CHILDCARE CENTRE**	**$397.00**
		Child Care Centre Desktop Subscription	
7/08/2025	**JUDD HOBSON**	**JOONDALUP RESORT**	**$1,715.00**
		Accomodation, Judd Hobson & David Tholstrup for Works conference	
8/08/2025	**TARYN SCADDING**	**MEGA OFFICE SUPPLIES**	**$99.53**
		Medical Supplies, Medical Centre	
9/08/2025	**JUDD HOBSON**	**CHOPPED PARSLEY PTY LTD**	**$59.47**
		Meal, Judd Hobson	
9/08/2025		**NISBETS**	**-$14.19**
		Nisbets Refund	
9/08/2025	**TARYN SCADDING**	**DISPLAY ME**	**$188.78**
		Display Me, Medical Centre	
10/08/2025	**TARYN SCADDING**	**TEAM MEDICAL SUPPLIES**	**$2,644.43**
		Medical Supplies, Medical Centre	
15/08/2025	**TARYN SCADDING**	**DEPARTMENT OF MINES INDUSTRY REGULATION AND SAFETY**	**$42.40**
		DMIRS - Constitution	
16/08/2025	**TARYN SCADDING**	**APPLE**	**$12.99**
		Music Subscription, Kulin Child Care Centre	
20/08/2025	**TARYN SCADDING**	**MAILCHIMP**	**$79.89**
		Subscription	
20/08/2025	**TARYN SCADDING**	**TEMPLE AND WEBSTER**	**$3,654.90**
		Couches, Unit 1 & 4, 25 Johnston Street	
25/08/2025	**TARYN SCADDING**	**JOONDALUP RESORT**	**$446.00**
		Accommodation, Kirra Pederick - Staff Traning	
25/08/2025		**BENDIGO BANK**	**$24,995.00**
		Vanguard Direct Debit - incorrect transaction followed up with Bendigo Bank and refunded. Likely a typing error on a Vanguard Direct Debit form.	
25/08/2025		**BENDIGO BANK**	**$150.00**
		Cash Advance Fee - related to the transation above. This will be refunded by Bendigo Bank	
25/08/2025		**BENDIGO BANK**	**$24,995.00**
		Vanguard Direct Debit - incorrect transaction followed up with Bendigo Bank and refunded. Likely a typing error on a Vanguard Direct Debit form.	
25/08/2025		**BENDIGO BANK**	**$150.00**
		Cash Advance Fee - related to the transation above. This will be refunded by Bendigo Bank	
25/08/2025		**VANGUARD**	**-$24,995.00**
		Refund of transaction above	
25/08/2025		**VANGUARD**	**-$24,995.00**
		Refund of transaction above	
25/08/2025		**BENDIGO BANK**	**-$10.00**
		Dishour Fee	
26/08/2025		**BENDIGO BANK**	**$10.00**
		Dishour Fee Refunded	
28/08/2025	**ALAN LEESON**	**KULIN COMMUNITY HUB**	**$169.79**
		Accommodation, Peter Clark Acting CEO	
30/08/2025	**ALAN LEESON**	**KULIN COMMUNITY HUB**	**$49.74**
		Meal, Peter Clark Acting CEO	
30/08/2025	**CASSI LEWIS**	**INTERTEK INFORM**	**$278.13**
		Workplace Drug & Alcohol Testing	
		BENDIGO BANK	**$20.00**
		Card Fees	
			$11,230.50
3/08/2025	**ALAN LEESON**	**BP STUMPY'S ROADHOUSE**	**$58.58**
		Diesel 30.31 litres @ 1.92	
24/08/2025	**ALAN LEESON**	**BP STUMPY'S ROADHOUSE**	**$58.48**
		Diesel 30.26 litres @ 1.92	
			$117.06

Bendigo Bank

/5341 009650

SHIRE OF KULIN
PO BOX 125
KULIN WA 6365

Your details at a glance

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

Account summary

Statement period	1 Aug 2025 - 31 Aug 2025
Statement number	243
Opening balance on 1 Aug 2025	$4,499.23
Payments & credits	$54,513.42
Withdrawals & debits	$60,909.15
Interest charges & fees	$335.54
Closing Balance on 31 Aug 2025	**$11,230.50**

Account details

Credit limit	$30,000.00
Available credit	$18,769.50
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

Payment details

Minimum payment required	$336.91
Payment due	**14 Sep 2025**

Any questions?

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

31082025/IES / E-5341 / S-26838 / I-26838 / 0007421415000753

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 **19 years and 5 months**	And you will pay an estimated total of interest charges of **$7,018.40**
If you make no additional charges using this card and each month you pay **$539.15**	You will pay off the Closing Balance shown on this statement in about **2 years**	And you will pay an estimated total of interest charges of **$1,709.10, a saving of $5,309.30**

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				**$4,499.23**
1 Aug 25	DROPBOX*RBT2CMFT1THW , D02FD79 AUS RETAIL PURCHASE-INTERNATIONAL 30/07 CARD NUMBER 552638XXXXXXX716 1	184.67		4,683.90
1 Aug 25	INTERNATIONAL TRANSACTION FEE	5.54		4,689.44
2 Aug 25	CONPLANT PTY LTD, IN GLEBURN AUS RETAIL PURCHASE 31/07 CARD NUMBER 552638XXXXXXX706 1	765.63		5,455.07
3 Aug 25	DOCUMENTARY SERVICES , PERTH AUS RETAIL PURCHASE 01/08 CARD NUMBER 552638XXXXXXX832 1	30.80		5,485.87
3 Aug 25	WALGA EVENTS, WEST L EEDERVI AUS RETAIL PURCHASE 01/08 CARD NUMBER 552638XXXXXXX832 1	100.00		5,585.87
5 Aug 25	EZI*Childcare Cent1, Moore Park AUS RETAIL PURCHASE 02/08 CARD NUMBER 552638XXXXXXX021 1	397.00		5,982.87
7 Aug 25	JOONDALUP RESORT HOT E,CONNOLLY AUS RETAIL PURCHASE 04/08 CARD NUMBER 552638XXXXXXX706 1	1,715.00		7,697.87
8 Aug 25	Mega Office Supplie, 0755243888 AUS RETAIL PURCHASE 07/08 CARD NUMBER 552638XXXXXXX021 1	99.53		7,797.40
9 Aug 25	CHOPPED PARSLEY PTY LT, ILUKA AUS RETAIL PURCHASE 07/08 CARD NUMBER 552638XXXXXXX706 1	59.47		7,856.87

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Date Paid ____ / ____ / ____ Amount $____________________

Business Credit Card - Payment options

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

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

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

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

B PAY

Biller code:	**342949**
Ref:	**691211254**

Bank@Post™ Agency Banking

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

Drawer	Chq No	BSB	Account No	$	¢

Bendigo Bank

Business Credit Card

BSB number	633-000
Account number	691211254
Customer name	SHIRE OF KULIN
Minimum payment required	$336.91
Closing Balance on 31 Aug 2025	$11,230.50
Payment due	14 Sep 2025
Date	Payment amount

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

Business Credit Card *(continued).*

Date	Transaction	Withdrawals	Payments	Balance
9 Aug 25	NISBETS AUSTRALI,SME ATON GRANG AUS RETAIL PURCHASE RETURN 08/08 CARD NUMBER 552638XXXXXXX716 1		14.19	7,842.68
9 Aug 25	EZI*Display Me, matr aville AUS RETAIL PURCHASE 07/08 CARD NUMBER 552638XXXXXXX021 1	188.78		8,031.46
10 Aug 25	TEAM MEDICAL SUPPLIE , DURAL AUS RETAIL PURCHASE 08/08 CARD NUMBER 552638XXXXXXX021 1	2,644.43		10,675.89
14 Aug 25	PERIODIC TFR 00074214151201 00000000000		4,499.23	6,176.66
15 Aug 25	DMIRS EAST PERTH, EA ST PERTH AUS RETAIL PURCHASE 13/08 CARD NUMBER 552638XXXXXXX021 1	42.40		6,219.06
16 Aug 25	APPLE.COM/BILL, SYDN EY AUS RETAIL PURCHASE 14/08 CARD NUMBER 552638XXXXXXX021 1	12.99		6,232.05
20 Aug 25	Intuit Mailchimp, Sy dney AUS RETAIL PURCHASE 19/08 CARD NUMBER 552638XXXXXXX021 1	79.89		6,311.94
22 Aug 25	TEMPLE & WEBSTER, 13 00900675 AUS RETAIL PURCHASE 20/08 CARD NUMBER 552638XXXXXXX021 1	3,654.90		9,966.84
25 Aug 25	JOONDALUP RESORT HOT E,CONNOLLY AUS RETAIL PURCHASE 22/08 CARD NUMBER 552638XXXXXXX021 1	446.00		10,412.84
25 Aug 25	DIRECT DEBIT 5826147 Vanguard92409606 0435654294	24,995.00		35,407.84
25 Aug 25	CASH ADVANCE FEE	150.00		35,557.84
25 Aug 25	DIRECT DEBIT 5826121 Vanguard89790133 0435654295	24,995.00		60,552.84
25 Aug 25	CASH ADVANCE FEE	150.00		60,702.84
25 Aug 25	DIRECT DEBIT DISHONOUR D 51 - DE DISHONOUR, NO FEE		24,995.00	35,707.84
25 Aug 25	DIRECT DEBIT DISHONOUR D 01 - DE DISHONOUR, FEE		24,995.00	10,712.84
25 Aug 25	DISHONOUR FEE	10.00		10,722.84
26 Aug 25	REFUND DISHONOUR FEE		10.00	10,712.84
29 Aug 25	KULIN COMMUNITY HUB, KULIN AUS RETAIL PURCHASE 27/08 CARD NUMBER 552638XXXXXXX832 1	169.79		10,882.63

Business Credit Card *(continued).*

Date	Transaction	Withdrawals	Payments	Balance
30 Aug 25	LS Kulin Community H ub, Kulin AUS RETAIL PURCHASE 28/08 CARD NUMBER 552638XXXXXXX832 1	49.74		10,932.37
30 Aug 25	INTERTEK INFORM, SYD NEY AUS RETAIL PURCHASE 28/08 CARD NUMBER 552638XXXXXXX052 1	278.13		11,210.50
30 Aug 25	CARD FEE 5 @ $4.00	20.00		11,230.50
Transaction totals / Closing balance		**$61,244.69**	**$54,513.42**	**$11,230.50**

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED
FOR YOUR ACCOUNT.

We suggest you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions should be promptly reported to us.
The security of your Personal Identification Number (PIN) is very important. To avoid being liable for unauthorised transactions, you should follow the terms and conditions of your account. We also recommend some simple steps to protect your PIN:

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

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

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

Card Security
For information on how to securely use your card and account please visit bendigobank.com.au/mycard for all card related information. Business customers visit /mybusinesscard.

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

Website: www.afca.org.au
Telephone: 1800 931 678 (free call)
Email: info@afca.org.au
In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

31082025/IES / E-5341 / S-26841 / I-26841 / 0007421415000753

/5341 009650

SHIRE OF KULIN
PO BOX 125
KULIN WA 6365

Card summary

Account number	**691211254**
Card number	**552638XXXXXXX021**
Customer number	**7421415/M201**
Statement period	01/08/2025 to 31/08/2025
Statement number	243 (page 5 of 9)

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 *(continued).*

Date	Transaction	Withdrawals	Payments
5 Aug 25	EZI*Childcare Cent1, Moore Park AUS	397.00	
8 Aug 25	Mega Office Supplie, 0755243888 AUS	99.53	
9 Aug 25	EZI*Display Me, matr aville AUS	188.78	
10 Aug 25	TEAM MEDICAL SUPPLIE , DURAL AUS	2,644.43	
15 Aug 25	DMIRS EAST PERTH, EA ST PERTH AUS	42.40	
16 Aug 25	APPLE.COM/BILL, SYDN EY AUS	12.99	
20 Aug 25	Intuit Mailchimp, Sy dney AUS	79.89	
22 Aug 25	TEMPLE & WEBSTER, 13 00900675 AUS	3,654.90	
25 Aug 25	JOONDALUP RESORT HOT E,CONNOLLY AUS	446.00	
	TOTALS	**$7,565.92**	**$0.00**

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Continued overleaf...

Bendigo Bank

Card summary

Account number	**691211254**
Card number	**552638XXXXXXX052**
Customer number	**7421415/M201**
Statement period	01/08/2025 to 31/08/2025
Statement number	243 (page 6 of 9)

/5341 009650

SHIRE OF KULIN
PO BOX 125
KULIN WA 6365

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 *(continued).*

Date	Transaction		Withdrawals	Payments
30 Aug 25	INTERTEK INFORM, SYD NEY AUS		278.13	
		TOTALS	**$278.13**	**$0.00**

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Bendigo Bank

/5341 009650

SHIRE OF KULIN
PO BOX 125
KULIN WA 6365

Card summary

Account number	**691211254**
Card number	**552638XXXXXXX706**
Customer number	**7421415/M201**
Statement period	01/08/2025 to 31/08/2025
Statement number	243 (page 7 of 9)

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 *(continued).*

Date	Transaction	Withdrawals	Payments
2 Aug 25	CONPLANT PTY LTD, IN GLEBURN AUS	765.63	
7 Aug 25	JOONDALUP RESORT HOT E,CONNOLLY AUS	1,715.00	
9 Aug 25	CHOPPED PARSLEY PTY LT, ILUKA AUS	59.47	
	TOTALS	**$2,540.10**	**$0.00**

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Bendigo Bank

/5341 009650

SHIRE OF KULIN
PO BOX 125
KULIN WA 6365

Card summary

Account number	**691211254**
Card number	**552638XXXXXXX716**
Customer number	**7421415/M201**
Statement period	01/08/2025 to 31/08/2025
Statement number	243 (page 8 of 9)

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 *(continued).*

Date	Transaction	Withdrawals	Payments
1 Aug 25	DROPBOX*RBT2CMFT1THW , D02FD79 AUS	184.67	
9 Aug 25	NISBETS AUSTRALI,SME ATON GRANG AUS		14.19
	TOTALS	**$184.67**	**$14.19**

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Continued overleaf...

Bendigo Bank

/5341 009650

SHIRE OF KULIN
PO BOX 125
KULIN WA 6365

Card summary

Account number	**691211254**
Card number	**552638XXXXXXX832**
Customer number	**7421415/M201**
Statement period	01/08/2025 to 31/08/2025
Statement number	243 (page 9 of 9)

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 *(continued).*

Date	Transaction	Withdrawals	Payments
3 Aug 25	DOCUMENTARY SERVICES , PERTH AUS	30.80	
3 Aug 25	WALGA EVENTS, WEST L EEDERVI AUS	100.00	
29 Aug 25	KULIN COMMUNITY HUB, KULIN AUS	169.79	
30 Aug 25	LS Kulin Community H ub, Kulin AUS	49.74	
	TOTALS	**$350.33**	**$0.00**

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Shire of Kulin

MONTHLY FINANCIAL REPORT

For the period ended 31 August 2025

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

TABLE OF CONTENTS

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

	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	2,473,789	2,526,772	2,559,248	32,475	1%
Rates excluding general rates	10	29,386	29,386	29,386	0	0%
Grants, subsidies & contributions	11	2,268,841	775,758	748,588	(27,170)	(4%)
Fees and charges		2,044,515	434,051	395,310	(38,741)	(9%)
Interest revenue		210,593	16,996	1,137	(15,859)	(93%)
Other revenue		179,950	22,088	22,978	890	4%
Profit on asset disposals	7	64,415	32,207	0	(32,207)	(100%)
		7,271,489	**3,837,258**	**3,756,647**	**(80,611)**	
Expenditure from operating activities						
Employee costs		(3,453,514)	(614,907)	(716,535)	(101,628)	17%
Materials and contracts		(2,657,887)	(497,695)	(456,861)	40,834	(8%)
Utility charges		(375,645)	(62,552)	(52,889)	9,663	(15%)
Depreciation		(3,890,868)	(648,448)	0	648,448	(100%)
Interest expenses	9	(45,407)	0	(2,528)	(2,528)	100%
Insurance		(298,083)	(146,370)	(136,967)	9,403	(6%)
Loss on asset disposals	7	(40,790)	(294)	0	294	(100%)
		(10,762,193)	**(1,970,266)**	**(1,365,782)**	**604,484**	
Non-cash amounts excluded from operating activities	2(b)	3,867,243	616,535	0	(616,535)	(100%)
Amount attributable to operating activities		**376,539**	**2,483,527**	**2,390,866**	**(123,998)**	
INVESTING ACTIVITIES						
Proceeds from capital grants, subsidies and contributions	11	4,287,827	0	69,913	69,913	100%
Proceeds from disposal of assets	7	590,000	98,333	464,527	366,194	372%
Payments for property, plant and equipment and infrastructure	7	(9,483,422)	(1,173,644)	(777,436)	396,208	(34%)
Amount attributable to investing activities		**(4,605,595)**	**(1,075,311)**	**(242,996)**	**832,315**	
FINANCING ACTIVITIES						
Transfers from reserves	5	1,320,000	0	0	0	0%
Proceeds from new borrowings	9	1,400,000	0	0	0	0%
Repayment of borrowings	9	(105,353)	0	0	0	0%
Transfers to reserves	5	(513,595)	0	0	0	0%
Amount attributable to financing activities		**2,101,053**	**0**	**0**	**0**	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a)	2,148,056	2,148,056	2,116,720	(31,336)	
Amount attributable to operating activities		376,539	2,483,527	2,390,866	(92,662)	(4%)
Amount attributable to investing activitivies		(4,605,595)	(1,075,311)	(242,996)	832,315	(77%)
Amount attributable to financing activities		2,101,053	0	0	0	100%
Surplus or deficit after imposition of general rates	2(a)	**20,053**	**3,556,272**	**4,264,590**	708,318	20%

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

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

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

	30-Jun-25 $	31-Aug-25 $
CURRENT ASSETS		
Cash at Bank	2,880,474	3,728,943
Cash at Bank (Reserves)	3,102,669	3,102,669
Rates Receivable	13,695	2,336,110
Trade and Other Receivables	155,114	114,290
Inventories	68,185	88,037
Accrued Income & Prepayments	61,091	0
Contract Assets	129,836	98,601
TOTAL CURRENT ASSETS	**6,411,063**	**9,468,650**
CURRENT LIABILITIES		
Sundry Creditors	(390,206)	(239,251)
Accruals & Other Payables	(296,566)	(198,290)
Bonds & deposits held	(64,266)	(65,244)
Contract Liabilities	0	(1,157,971)
Borrowings	(105,353)	(105,353)
Employee Provisions	(440,636)	(440,636)
TOTAL CURRENT LIABILITIES	**(1,297,027)**	**(2,206,744)**
TOTAL NET CURRENT ASSETS	**5,114,037**	**7,261,906**
NON-CURRENT ASSETS		
Shares - Kulin Community Financial Services	5,000	5,000
Units Held - Local Government House Trust	79,620	79,620
Inventories - Land for Resale	509,000	509,000
Investment in Associate	65,977	65,977
Work in Progress	24,028	17,880
Land & Buildings	30,127,529	29,908,457
Plant & Equipment	3,323,685	3,529,514
Furniture & Equipment	262,184	262,184
Motor Vehicles	1,101,338	1,232,137
Infrastructure	78,292,372	78,493,873
TOTAL NON-CURRENT ASSETS	**113,790,732**	**114,103,641**
NON CURRENT LIABILITIES		
Borrowings	(577,004)	(577,004)
Employee Provisions	(25,959)	(25,959)
TOTAL NON-CURRENT LIABILITIES	**(602,963)**	**(602,963)**
NET ASSETS	**118,301,805**	**120,762,584**
Asset Revaluation - Infrastructure	(37,158,883)	(37,158,883)
Asset Revaluation - Property, Plant & Equipment	(1,417,762)	(1,417,762)
Asset Revaluation - Land & Buildings	(22,207,606)	(22,207,606)
Accumulated Reserves	(3,102,669)	(3,102,669)
Accumulated Surplus	(54,414,886)	(56,875,664)
TOTAL EQUITY	**(118,301,805)**	**(120,762,584)**

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

Note 1 - Basis of Preparation & Material 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.

MATERIAL ACCOUNTING POLICES
Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget.

Critical accounting estimats & judgements
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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

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

Note 2 - Net Current Assets Information

(a) Net current assets used in Statement of Financial Activity	**Adopted Budget Opening 1-Jul-25**	**Last Year Closing 30-Jun-25**	**Year to Date 31-Aug-25**
Current Assets			
Cash at Bank	2,880,474	2,880,474	3,728,943
Cash at Bank - Reserves	3,102,669	3,102,669	3,102,669
Rates Receivable	13,695	13,695	2,336,110
Trade & Other Receivables	155,113	155,114	114,290
Inventories	68,185	68,185	88,037
Accrued Income & Prepayments	61,091	61,091	0
Contract Assets	135,985	129,836	98,601
	6,417,212	6,411,063	9,468,650
Less: Current Liabilities			
Sundry Creditors	(390,206)	(390,206)	(239,251)
Accruals & Other Payables	(271,380)	(296,566)	(198,290)
Bonds & deposits held	(64,266)	(64,266)	(65,244)
Contract Liabilities	0	0	(1,157,971)
Employee Related Provisions	(440,635)	(440,636)	(440,636)
Borrowings	(105,353)	(105,353)	(105,353)
	(1,271,840)	(1,297,027)	(2,206,744)
Net current assets	**5,145,372**	**5,114,037**	**7,261,906**
Current assets and liabilities excluded from budgeted deficiency			
Less: Reserves	(3,102,669)	(3,102,669)	(3,102,669)
Add: Borrowings	105,353	105,353	105,353
Closing funding surplus/(deficit)	**2,148,056**	**2,116,720**	**4,264,590**

(b) Non-cash amounts excluded from operating activities	**Adopted Budget Estimates 30-Jun-26**	**YTD Budget Estimates 31-Aug-25**	**YTD Actual 31-Aug-25**
Less: Profit on asset disposals	64,415	32,207	0
Add: Loss on asset disposals	(40,790)	(294)	0
Add: Depreciation	(3,890,868)	(648,448)	0
Total non-cash amounts excluded from operating activities	**(3,867,242)**	**(616,535)**	**0**

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

Note 3 - Explanation of Material Variances

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

The material variance adopted by Council for the 2025/26 year is $10,000 and 10.00%.

Revenue from operating activities	Var $	Var %	Explanation
General Rates	32,475	1%	Related to discount for early payment of rates. Due date for rates is 26 September therefore this difference will reduce.
Rates excluding general rates	0	0%	Under $10,000 and 10% threshold
Grants, subsidies and contributions	(27,170)	-4%	Quarterly Financial Assistance Grant payments are $20k less than budgeted.
Fees and charges	(38,741)	-9%	Public fuel sales $38k under budgete. Sales volume 17,500L underbudget for the month. Sales price per litre consistent with budget.
Interest earnings	(15,859)	-93%	Timing difference related to municipal investment interest with budget spread evenly through year. Term deposit interest recognised on maturity.
Other revenue	890	4%	Under $10,000 and 10% threshold
Profit on asset disposals	(32,207)	-100%	Asset sales will be recorded after the 24/25 Annual Report has been adopted
Expenditure from operating activities	Var $	Var %	Explanation
Employee costs	(101,628)	17%	Road crew were winter grading in July & August. Road maintenance budget spread evenly througout the year so this variance will reduce when team move to capital jobs.
Materials and contracts	40,834	-8%	Fuel costs for public sales $26k under budget due to lower sales volume (see above). Medical services expense $20k under budget - reduce doctor time for July & August. One oustanding invoice from Shire of Kondinin.
Utility charges	9,663	-15%	Under $10,000 and 10% threshold
Depreciation	648,448	-100%	Depreciation will not be calculated until the 2024/25 annual report has been adopted.
Interest expenses	(2,528)	100%	Under $10,000 and 10% threshold
Insurance	9,403	-6%	Under $10,000 and 10% threshold
Loss on asset disposals	294	-100%	Under $10,000 and 10% threshold
Investing activities	Var $	Var %	Explanation
Proceeds from capital grants, subsidies and contributions	69,913	100%	Income recognised to match project expenditure. Refer to Note 11 Grants
Proceeds from disposal of assets	366,194	372%	Refer to Assets note
Payments for property, plant and equipment and infrastructure	396,208	-34%	Refer to Assets note
Financing actvities	Var $	Var %	Explanation
Transfer from reserves	0	0%	Under $10,000 and 10% threshold
Repayment of borrowings	0	0%	Under $10,000 and 10% threshold
Transfer to reserves	0	0%	Under $10,000 and 10% threshold
Surplus or (deficit) at the start of the financial year	(31,336)		Minor adjustments to accrued expenses at 30 June 2025

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

Note 4 - Cash & Financial Assets

	General Ledger Balance 31-Aug-25	Bank Statement Balance 31-Aug-25
Cash at Bank - Unrestricted		
Municipal Funds	305,679	439,086
Freebairn Recreation Centre	77,345	74,847
Trust (restricted muni funds)	65,244	65,244
Investments	3,277,075	3,277,075
Till Float	3,100	-
Petty Cash	500	-
	3,728,943	**3,856,251**
Cash at Bank - Restricted		
Reserve Funds	3,102,669	3,102,669
	3,102,669	**3,102,669**

Note 5 - Reserve Accounts

	Full year Budget				Actual - YTD			
Reserve	**Opening Balance**	**Transfer to**	**Transfer from**	**Closing Balance**	**Opening Balance**	**Transfer to**	**Transfer from**	**Closing Balance**
Leave	426,401	14,924	0	441,325	426,401	0	0	426,401
Plant	794,911	127,822	(400,000)	522,733	794,911	0	0	794,911
Building	639,344	242,377	(850,000)	31,721	639,344	0	0	639,344
Admin Equipment	136,115	19,764	0	155,879	136,115	0	0	136,115
Natural Disaster	94,653	3,313	0	97,966	94,653	0	0	94,653
Joint Venture Housing	47,393	1,659	(45,000)	4,052	47,393	0	0	47,393
FRC Surface & Equipment	49,217	1,723	0	50,940	49,217	0	0	49,217
Medical Services	132,341	4,632	0	136,973	132,341	0	0	132,341
Fuel Facility	41,253	1,444	0	42,697	41,253	0	0	41,253
Sportsperson Scholarship	15,678	549	0	16,227	15,678	0	0	15,678
Freebairn Rec Centre	237,484	38,312	0	275,796	237,484	0	0	237,484
Bendering Tip Reserve	141,980	10,826	0	152,806	141,980	0	0	141,980
Short Stay Accommodation	309,300	14,969	(25,000)	299,269	309,300	0	0	309,300
Independent Water	36,600	21,281	0	57,881	36,600	0	0	36,600
Visitor & Tourist Services	0	10,000	0	10,000	0	0	0	0
	3,102,669	**513,595**	**(1,320,000)**	**2,296,264**	**3,102,669**	**0**	**0**	**3,102,669**

Reserve Details	**Reserve Details**	**Anticipated Use Date**	**Informal Min.**	**Informal Max.**
Leave	To fund annual and long service leave requirements	-	-	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 FRC	-	-	-
Medical Services	To fund the upgrade of medical facilities & costs related to the recruitment of a doctor for the Shire	-	100,000	150,000
Fuel Facility	To fund the replacement of the equipment at the fuel facility. Net profit from the sale of fuel is transferred to this reserve.	-	75,000	200,000
Sportsperson Scholarship	To fund scholarships for local sportspersons	-	-	15,000
Freebairn Rec Centre	To fund the ongoing asset management of the FRC	-	100,000	-
Short Stay Accommodation	To fund the construction of short stay accommodation units	-	-	250,000
Bendering Tip Reserve	To fund the rehabilitation of the Bendering Tip site	-	-	-
Independent Water Reserve	To fund the replacement and maintenance of water infrastructure within the Shire	-	-	-

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

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 meeting room	10,000	1,666	-	F&E		Y
E053720	New roof on Emergency Services Building	54,000	9,000	-	L&B	Y	
E092201	Housing Construction - 4 Residences	2,354,313	9,566	-	L&B		
E091104	19 Wright Street house renovation	104,115	-	-	L&B	Y	
E091107	Unit 1 Johnston St Units paiting	6,000	1,000	-	L&B	Y	
E091113	38 Day Street main bathroom upgrade	20,323	3,384	-	L&B	Y	
E091114	6 Bowey Way - patio, fencing, lawn & reticulation	33,147	5,522	-	L&B	Y	
E091116	12 Bowey Way - main & ensuite bathroom upgrade	50,646	8,438	-	L&B	Y	
E107150	Kulin Public Toilets Upgrades	17,421	2,902	-	L&B	Y	
E107170	Pingaring Public Toilets Upgrades	12,421	2,068	-	L&B	Y	
E110100	Tennis court lighting	78,200	13,032	-	L&B	Y	
E112100	Aquatic Centre - Splashdown pool landscaping	15,000	2,500	1,530	Inf	Y	
E112000	Aquatic Centre - Solar Panels	30,000	-	-	Inf		Y
E112010	Aquatic Centre - Pool Blankets	10,000	-	-	P&E	Y	
E113700	FRC Car Park	18,020	3,000	-	Inf	Y	
E113920	Oval Dam Project	227,273	37,874	-	Inf	Y	
E123100	Grader (PE55)	460,000		451,284	P&E	Y	
E123100	Fire Fighting Unit	6,000		-	P&E	Y	
E123100	Roller	210,000	116,834	-	P&E	Y	
E123100	Tandem Axle Flat Top Trailer	10,000		-	P&E		Y
E123100	Sundry Plant	15,000		-	P&E		Y
E123105	Ford Everest (CEO) (PMV27)	75,000		72,978	MV	Y	
E123105	Ford Everest (Works Manager) (PMV30)	70,000		-	MV	Y	
E123105	Mitsubishi Fuso 4T Single Cab (PMV81)	130,000	78,000	-	MV	Y	
E123105	Mitsubishi Fuso 4T Dual Cab (PMV16)	105,000		-	MV	Y	
E123105	Utility (PMV117)	51,000		57,821	MV	Y	
E123105	Utility (PMV119)	37,000		-	MV	Y	
E121500	RRG Road Construction	995,903	165,982	61,638	Inf	Y	
E121520	R2R Road Construction	850,953	141,804	14,600	Inf	Y	
E121550	Own Resource Road Construction	444,737	74,104	91,240	Inf	Y	
E121551	WSFN Road Construction	2,715,817	452,632	21,110	Inf	Y	
E121580	Footpath Construction	83,160	13,854	-	Inf	Y	
E121590	Bin Surrounds	28,342	4,722	-	Inf		Y
E132444	Bins, Seating, Solar Lighting	28,000	4,666	5,235	Inf		Y
E122221	Crib Room AV Equipment	10,000	1,666	-	F&E		Y
E132700	Tourism signage & Macrocarpa Trail Gazebo & seating	11,715	1,948	-	Inf		Y
E121605	Tourism signage	40,000	6,666	-	Inf		Y
E122230	Holt Rock Workers Accommodation Upgrades	27,421	4,568	-	L&B	Y	
E132600	Caravan Park Bins	9,000	1,500	-	Inf	Y	
E132710	Jilakin Rock Gazebo & Interpretation	18,495	3,080	-	Inf		Y
E134500	Visitor Centre Fit Out	10,000	1,666	-	L&B	Y	
		9,483,422	**1,173,644**	**777,436**			
	Gazebo & Seating for Macrocarpa Trail			**17,880**			
	RG163 expenditure incurred in 24/25			**6,148**			
				801,464			

Note 6 (b) - Disposal of Assets	Budgeted WDV	Budgeted Proceeds	Budgeted Profit/(loss) on sale	Actual WDV	Actual Proceeds	Actual Profit/(loss) on Sale
PE177 CAT 12M Grader (PE02)	106,302	150,000	43,698	79,211	150,000	70,789
PE157 Bomag Roller	37,180	10,000	(27,180)			0
MV178 Mitsubishi Canter Single Cab (MV81)	12,092	30,000	17,908			0
MV175A Mitsubishi Fuso Dual Cab (MV16)	37,480	30,000	(7,480)			0
MV157 Holden Colorado	2,191	5,000	2,809			0
MV189 Hilux	21,342	20,000	(1,342)	24,997	31,818	6,821
MV204 Toyota Prado (CEO) (MV27)	66,771	65,000	(1,771)	69,584	63,636	(5,947)
MV205 Ford Everest (Works Manager) (MV30)	63,018	60,000	(3,018)			0
81 Johnston Street	220,000	220,000	0	220,000	219,072	(928)
Industrial block on Day Street	-	-	0			0
	566,376	**590,000**	**23,624**	**393,792**	**464,527**	**70,735**

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

Note 7 - Receivables

Rates receivable	**30-Jun-25**	**31-Aug-25**
	$	**$**
Opening arrears previous years	45,034	(32,597)
Levied this year	2,670,846	2,774,064
Less - collections to date	(2,719,861)	(394,216)
Less - write offs	(28,616)	(11,142)
Equals current outstanding	**(32,597)**	**2,336,110**
Net rates collectable	**13,695**	**2,336,110**
% Collected	98.28%	

Trade Receivables	**Credit**	**Current**	**30 Days**	**60 Days**	**90+ Days**	**Total**
	$	**$**	**$**	**$**	**$**	**$**
Receivables - general	(674)	45,094	1,853	15,983	2,146	64,403
Percentage	-1.0%	70.0%	2.9%	24.8%	3.3%	
Allowance for impairment of receivables						(4,641)
Total receivables general outstanding						**59,762**
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

Note 8 - Payables

Payables - general	**Current**	**30 Days**	**60 Days**	**90+ Days**	**Total**
	$	**$**	**$**	**$**	**$**
Sundry Creditors	179,922	11,947	47,789	(407)	239,251
Percentage	0.0%	0.0%	0.0%	0.0%	
Balance per trial balance					239,251
Other Accruals & Payables	198,992				198,992
Total payables general outstanding					**438,242**
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 01/07/2025	**New loans**	**Principal Repayments**	**Principal 30/06/2026**	**Interest Repayments**	**Principal 01/07/2025**	**New loans**	**Principal Repayments**
Loan 1 Administration Building	682,357	0	(105,353)	577,004	(24,652)	682,357	0	0
Loan 2 Housing Construction	0	1,400,000	0	1,400,000	(20,755)	0	0	0
	682,357	**1,400,000**	**(105,353)**	**1,977,004**	**(45,407)**	**682,357**	**0**	**0**

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 materiallly different to their carrying amounts, since the interest payable on those borrowings is either close t current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

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

Note 10 - Rate Revenue

Rate Type	Rate in $	Number of properties	Rateable Value	Budgeted Rate Revenue	Actual Rate Revenue
General Rate					
Gross Rental Value					
Residential	0.11564	136	1,371,916	158,646	158,646
Industrial	0.11564	12	115,440	13,349	13,349
Commercial	0.11564	28	432,482	50,011	50,011
Rural	0.11564	11	117,052	13,536	13,536
Unimproved Value					
Rural	0.00497	346	464,982,183	2,308,637	2,308,637
Mining	0.00497	0	-	-	-
Sub-total		**533**	**467,019,073**	**2,544,179**	**2,544,178**
Minimum Payment					
Gross Rental Value					
Residential	561.05	12	13,094	6,733	6,733
Industrial	561.05	5	11,455	2,805	2,805
Commercial	561.05	4	8,280	2,244	2,244
Rural	561.05	7	8,125	3,927	3,927
Unimproved Value					
Rural	561.05	24	1,622,117	13,465	13,465
Mining	561.05	31	183,977	17,393	16,852
		83	**1,847,048**	**46,567**	**46,026**
		616	**468,866,121**	**2,590,746**	**2,590,205**
Discount				(105,698)	(19,816)
Concessions/Write-offs				(11,259)	(11,142)
Total raised from general rates				**2,473,789**	**2,559,248**
Ex-Gratia Rates				29,386	29,386
Total Rates				**2,503,175**	**2,588,634**

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

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

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

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

Note 11 - Grants

Operating Grants

Grant Source	Purpose	Original Budget	YTD Budget	YTD Actual
Grants Commission	Federal financial assistance grants	1,623,907	405,976	385,566
DFES	Emergency Services Levy Operating Grant	49,680	12,420	12,420
DFES	ESL Admin Contribution	-	-	-
Community Childcare Fund Grant	KCCC Operations	146,140	-	-
Main Roads	State Direct Grant (Untied Road Funding)	327,614	327,614	319,545
Department of Primary Industries & Regional Development	Community Resource Centre Funding	114,000	28,500	31,057
Other CRC Grants & Contributions	Kulin Triathlon & Other sponsorships	1,500	250	-
		2,262,841	**774,760**	**748,588**

Capital Grants

Grant Source	Purpose	Original Budget	YTD Budget	YTD Actual (Income recognised)	Grant income received
DFES	Emergency Services Building Roof	36,000	-	-	-
Department of Water	Oval Dam Expansion	100,000	-	-	-
Kulin Tennis Club, Tennis Australia & CNLP	Tennis Court Lighting	61,725	-	-	-
Main Roads - Regional Road Group	Road Construction	604,250	-	35,611	203,000
Federal - Wheatbelt Secondary Freight Network	Road Construction	2,525,710	-	19,702	1,010,384
Federal - Roads to Recovery	Road Construction	960,142	-	14,600	6,149
		4,287,827	**-**	**69,913**	**1,219,533**

All correspondence to be addressed to:
Chief Executive Officer
PO Box 125 KULIN WA 6365
p: 08 9880 1204 f: 08 9880 1221
e: enquiries@kulin.wa.gov.au
www.kulin.wa.gov.au

SHIRE OF KULIN FIREBREAK ORDER 2025/2026

Issued pursuant to Section 33 of the Bush Fires Act 1954

Notice to All Owners and/or Occupiers of Land
You are hereby required on or before 31st October, and thereafter up to and including 15th March, to have a 3 metre firebreak clear of all inflammable material on all rural and townsite land owned or occupied by you, as per the following requirements.

General Firebreak Requirements

Rural Land
- Immediately inside all external boundaries of the land.
- In such other positions as are necessary to divide land in excess of 400 hectares into areas not exceeding 400 hectares, each completely surrounded by a firebreak.
- Immediately surrounding any part of land used for crop.
- Parallel to and within 100 metres of the perimeter of all buildings, haystacks and fuel ramps situated on the land.
- Immediately surrounding any drum or drums or other receptacles situated on the land which are normally used for the storage of fuel, whether they contain fuel or not, provided that the firebreak required shall be not less than 5 metres wide.
- Immediately inside land on which bush has been bulldozed, chained or prepared in any similar manner for clearing by burning (whether you intend to burn the bush or not); provided that the firebreak required to comply with this paragraph only shall be not less than 7 metres wide. Where the land is prepared for clearing by burning after 19th September you shall provide the firebreak immediately.

Townsite Land – Area Less than 1 Hectare
- All hazardous material must be removed from the whole of the land except living trees, shrubs and plants.
- In the remaining area all vegetation is to be maintained to a height of no greater than 100mm.
- It is recommended that at least a 2m wide area immediately within the external boundaries of the lot, be clear of all flammable material except for living trees, plants and shrubs.

(Note: any land of one hectare or above – rural provisions apply.)

Important Notes
- These requirements are made pursuant to Section 33 of the Bush Fires Act 1954.
- Failure to comply with this notice may render the landowner or occupier liable to a penalty and the Shire may carry out the required works at the owner's expense.
- These requirements are in addition to, and not a replacement for, the duty of care under the Act to prevent fire on your property.

All correspondence to be addressed to:
Chief Executive Officer
PO Box 125 KULIN WA 6365
p: 08 9880 1204 f: 08 9880 1221
e: enquiries@kulin.wa.gov.au
www.kulin.wa.gov.au

Registered Grain Out-Loading Hard Stand Areas
The Shire of Kulin may approve grain out-loading hard stand areas to facilitate safe out-loading of grain, including during periods when a Harvest and Vehicle Movement Ban (HVMB) is in place.

A registered grain out-loading hard stand area must meet the following requirements:

1. Application Requirements
- Landowner must submit an application and statutory declaration.
- Photographs must show the nominated area is bare earth with a minimum 25-metre radius from any ignition source (for example and ignition source might be - augers, trucks, or other machinery).
- Multiple areas may be nominated in one application, however approval will be at the discretion of the Shire and not all nominated areas may be approved.
- An annual registration fee of $250 + GST applies.
- GPS/map pin drop required for each nominated site.
- All applications must be lodged with the Shire by no later than 20 October of each year.

2. Maintenance & Standards
- The registered area must be maintained with bare earth for a minimum of 25 metres from any ignition source at all times during its use.
- Approval does not negate the requirement for compliant firebreaks elsewhere on the property
- Registered areas are subject to inspection by a Fire Control Officer at any time without notice.

3. Operational Conditions During Out-Loading
- A dedicated fire unit with a minimum of 600 litres of water, pump, and hose must be present at the site.
- The fire unit must be attended by a person other than the person conducting the out-loading activity.
- Out-loading activity from registered areas may be suspended without notice at the direction of the CBFCO, DCBFCO or FWO(s), for example:
  - When there is an active fire within the Shire of Kulin.
  - When a Catastrophic fire weather forecast is issued by the Bureau of Meteorology.

Harvest and Vehicle Movement Bans – Exemptions for Fire Suppression Activities
During the period of a Harvest and Vehicle Movement Ban (HVMB), the Chief Bush Fire Control Officer (CBFCO) may grant an exemption for the movement of plant or equipment (for example, a dozer) that has been called into fire suppression activities in another local government area.

This exemption is subject to the following condition:
- A fire unit must be in attendance whilst that activity is undertaken, attended by a person other than the person moving the plant/equipment.

Firebreak Variation
If it is considered by the owner or occupier of the land that it is impractical to clear firebreaks to comply with this notice due to soil erosion, the spread of salinity or for any other reason, a request for a variation may be made to the Council not later than 1 September of each year.

All correspondence to be addressed to:
Chief Executive Officer
PO Box 125 KULIN WA 6365
p: 08 9880 1204 f: 08 9880 1221
e: enquiries@kulin.wa.gov.au
www.kulin.wa.gov.au

Such a request must be in writing and include a detailed farm plan showing the proposed location of firebreaks or of the alternative fire protection methods to be used.

Burning of Garden Refuse During Restricted Burning Period (Section 24 (f)) Bush Fires Act 1954)

(1) A person must not burn garden refuse at a place (other than a rubbish tip) during the limited burning times for that place unless it is burned —

(a) in an incinerator in accordance with subsection (2); or

(b) on the ground in accordance with subsection (3).

Penalty: $3 000.

(2) Garden refuse burned in an incinerator is burned in accordance with this subsection if —

(a) the incinerator is designed and constructed so as to prevent the escape of sparks or burning material; and

(b) either —

(i) the incinerator is situated 2 m or more away from any building or fence; or

(ii) if the incinerator is within 2 m of a building or fence, the local government has given written permission for the incinerator to be used;

and

(c) there is no inflammable material within 2 m of the incinerator while it is in use; and

(d) at least one person is present at the site of the fire at all times until it is completely extinguished; and

(e) when the fire is no longer required, the person ensures that the fire is completely extinguished by the application of water or earth.

(3) Garden refuse burned on the ground is burned in accordance with this subsection if —

(a) there is no inflammable material (other than that being burned) within 5 m of the fire at any time while the fire is burning; and

(b) the fire is lit between 6 p.m. and 11 p.m. and is completely extinguished before midnight on the same day; and

(c) at least one person is present at the site of the fire at all times until it is completely extinguished; and

(d) when the fire is no longer required, the person ensures that the fire is completely extinguished by the application of water or earth.

(4) A local government must not give permission under subsection (2)(b)(ii) unless it is satisfied that the use of the incinerator is not likely to create a fire hazard.

SHIRE OF KULIN

20 AUG 2025

File__________

Officer__________

To

Shire of Kulin

From

Heather Gibson

P.O. Box 77,

Kulin, 6365

Re - Firebreaks

I wish to request a Variation of Firebreaks around my property at 51 Truebody Street, Kulin (corner of Wilson Street). Could the firebreaks please be closely mowed to the required width or wider instead of disturbing the soil or applying poisons. Erosion is a real danger as all boundaries slope down. From the far back corner those two boundaries slope away from the corner to Wilson St. (with a small dam near the end) and Truebody St. respectively. Along Truebody St. the slope is from the Transfer Station end to Wilson St. corner with a dam located there in the corner. The Wilson St. boundary slopes to each corner from a ridge approximately half way along the length.

I propose to have the firebreaks as close as possible to the boundary.

Please find attached a detailed plan of the proposal.

Yours faithfully,

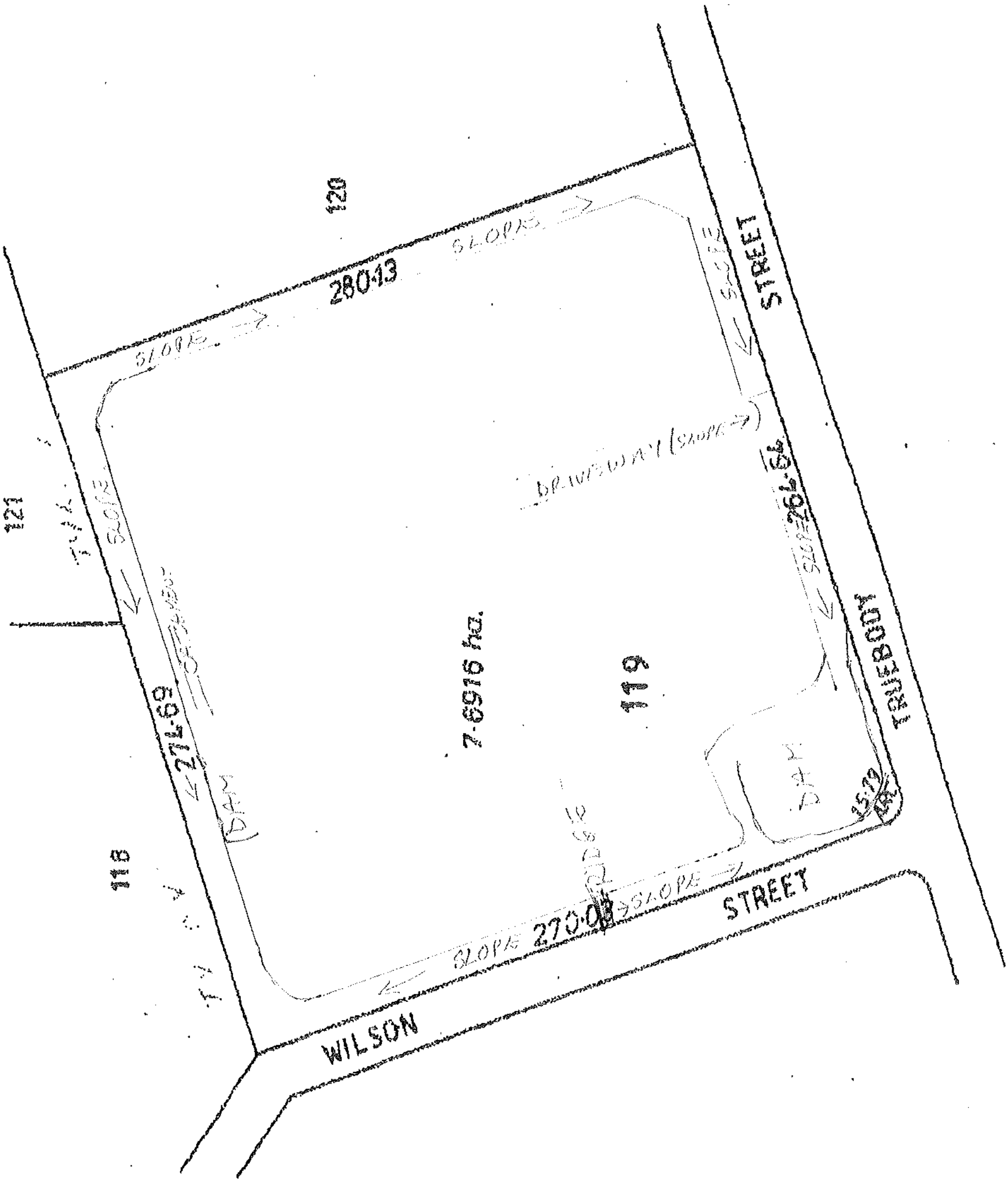
Heather Gibson

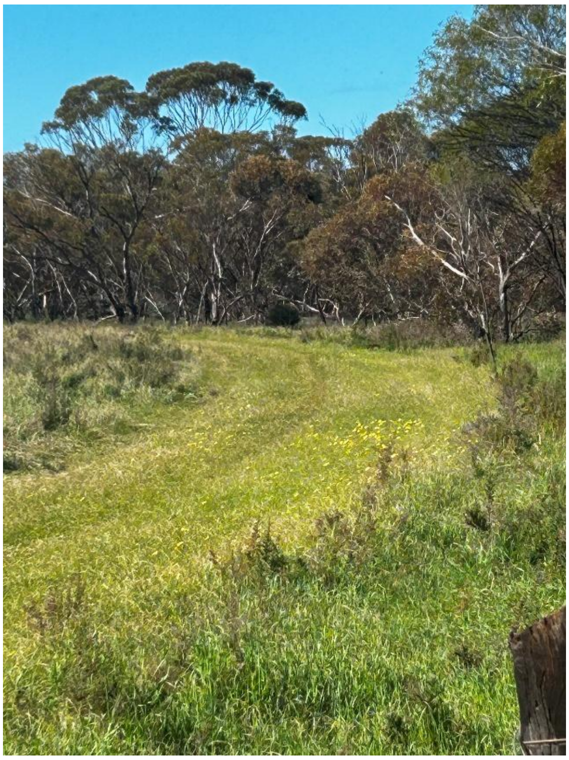
20th August 2025

TO SHIRE OF KULIN

FROM HEATHER GIBSON

PLAN OF PROPOSED FIREBREAK PLACEMENT WITH LAND FALL /WATER FLOW DIRECTIONS.




ATTACHMENT 1

CBH GROUP

Co-operative Bulk Handling Ltd
ABN 29 256 604 947

Level 6, 240 St Georges Terrace
Perth WA 6000 Australia

GPO Box L886
Perth WA 6842 Australia

Telephone
+61 8 9237 9600

Grower Service Centre
1800 199 083

cbh.com.au

22 August 2025

Alan Leeson, Chief Executive Officer
Shire of Kulin
Via email: shire@kulin.wa.gov.au

Dear Alan,

PART LOT 302 ON DEPOSITED PLAN 32191 - TEMPORARY GRAIN HANDLING & STORAGE FACILITY.

As you would be aware, CBH received back-to-back harvests in FY21/22 and FY22/23 and the network was not able to cope with the increased storage demand. To mitigate this storage shortfall CBH added ~2.3 million tonnes of storage to the network each harvest period. Most of this temporary storage has now been converted to permanent through the development application process.

The recent FY24/25 harvest was the third largest on record with 20.3 million tonnes received and there was considerable feedback about the growing crop size taking into consideration the innovative practices of growers and accelerated conversion of hectares from sheep to cropping. Last harvest's total crop size was grossly underestimated, and thankfully the network was able to accommodate the increased crop through the retention of temporary storage to permanent following the back-to-back record harvests.

As such we are currently in the process of preparing for the event of a peak harvest in FY25/26 and preparing for larger crops sooner than originally contemplated. To address this increased demand, it is proposed to utilise open bulkhead storage that has a lower specification than permanent bulkhead storage such as a gravel or dirt basecourse serviced with Drive Over Grids (DOGs).

CBH Pingaring has been identified as one site where there is a likelihood that emergency storage could be needed for the FY25/26 harvest. The proposed concept for the emergency storage is submitted as an attachment to this request for a temporary works exemption.

Schedule 2, Part 7, Clause 61 (1) (17) and (2) (f) of the *Planning and Development (Local Planning Schemes) Regulations 2015* allows a local government to consider any proposed works and use as temporary. Under the Regulations this clause can only be applied for a period not exceeding 12 months and is subject to endorsement from the local government.

This letter seeks approval from the Shire of Lake Grace that the proposed works and/or use are considered temporary and are exempt from the need to obtain development approval. Approval is sought for a 12-month period with the commencement date starting from commencement of completion of construction.

It is noted that this temporary infrastructure would only be executed should harvest forecasts signify the requirement for additional storage capacity. A temporary works exemption under this clause aligns with our intent that the infrastructure is only temporary and may not even be required hence avoiding an unnecessary and lengthy development application process. Further if it was executed and not utilised, it is likely that the infrastructure would be taken down on the completion of harvest and better utilised elsewhere within the network.

A local government can conditionally approve any temporary works exemption and CBH would be supportive of the following conditions being imposed on any approval consistent with previous temporary works exemptions issued:

i) CBH is to provide written notification to the local government of the date of the commencement of the temporary works and use;

ii) All stormwater drainage from the proposed new infrastructure must be contained and disposed of on-site;

iii) All infrastructure the subject of this temporary approval shall cease to be used at the end of the temporary approval term, shall be removed from the land in its entirety within 28 days of expiry of the approval term;

iv) The land must be reinstated to its pre-development condition in so far as practicable; and

v) Should CBH decide that they would like to retain the temporary infrastructure on a permanent basis, a development application shall be prepared and submitted to the Shire.

I look forward to hearing from you and if there is any further information that I can provide to assist with Council's consideration of my request, please do not hesitate to contact me on 08 9216 6061 or timothy.roberts@cbh.com.au

Yours Sincerely,

Timothy Roberts
Lead – Planning & Approvals

DRAWING LEGEND

	TRAFFIC MOVEMENTS - TRUCKS FULL
	TRAFFIC MOVEMENTS - TRUCKS EMPTY
	CADASTRAL BOUNDARY
	EPA INDUSTRIAL/SENSITIVE LAND USE SEPARATION DISTANCE - 500m RADIUS
	CBH SITE BOUNDARY
	CBH RAIL LEASE BOUNDARY
OHP	OVERHEAD POWER LINES
UGP	UNDERGROUND POWER CABLES
C	UNDERGROUND COMMS CABLES
UGW	UNDERGROUND WATER PIPES
	RAIL LINE
	PROPOSED OPEN DRAINS

STORAGE CAPACITIES

EXISTING STORAGE		
'A' TYPE STORAGE	HOR 01	27,200 t
'D' TYPE STORAGE	HOR 02	14,600 t
'Q' TYPE STORAGE	HRC 01	60,000 t
1.6m INT. STEEL FRAMED OPEN BULKHEAD	(TBH 01)	23,400 t
	TOTAL EXISTING STORAGE	125,200 t
PROPOSED STORAGE		
1.2m LOW STEEL FRAMED OBH (REMOVE)	(TBH 02)	30,130 t
1.2m LOW STEEL FRAMED OBH (REMOVE)	(TBH 03)	30,130 t
	TOTAL PROPOSED STORAGE	60,260 t

TOTAL SITE STORAGE 185,460 t

LAND ACQUISITION 7.51ha

HATCHING LEGEND

AREA OF WORKS 26,925m²

PRELIMINARY ISSUE
DO NOT USE FOR CONSTRUCTION
DATE 22.05.25

1:1500 @ A1
1:3000 @ A3
0 20 40 60 80 100 120 140 m

CBH GROUP
ABN 29 256 604 947
CBH GROUP
LEVEL 6
240 ST GEORGE'S TERRACE
PERTH W.A. 6000
PH (08) 9237 9600
FAX (08) 9322 3942

REF DRAWING No.	REFERENCE DRAWING TITLE	REV	DATE	REVISION DESCRIPTION	BY	CHK'D	APP'D
-	-	A	22.05.25	ISSUED AS CHECK PRINT AND FOR REVIEW	JB		

SCALE 1:1500	DRAWN	J. Bullingham	22.05.25
SHEET A1	CHECKED		
PROJECT	DESIGNED		
	DESIGN APPR		
CO-ORDINATE SYSTEM KONDININ94	PROJECT APPR		

TITLE
PINGARING
2025 PEAK PLANNING
2 x ADDITIONAL OPEN BULKHEADS
CONCEPTUAL LAYOUT No. 2

DRG No. 574-ENG-CI-DCO-0002 SHEET 1 OF 1 REV. A

DRAWING LEGEND

	TRAFFIC MOVEMENTS - TRUCKS FULL
	TRAFFIC MOVEMENTS - TRUCKS EMPTY
	CADASTRAL BOUNDARY
	EPA INDUSTRIAL/SENSITIVE LAND USE SEPARATION DISTANCE - 500m RADIUS
	CBH SITE BOUNDARY
	CBH RAIL LEASE BOUNDARY
OHP	OVERHEAD POWER LINES
UGP	UNDERGROUND POWER CABLES
C	UNDERGROUND COMMS CABLES
UGW	UNDERGROUND WATER PIPES
	RAIL LINE
	PROPOSED OPEN DRAINS

STORAGE CAPACITIES

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1.2m LOW STEEL FRAMED OBH (REMOVE)	(TBH 03)	30,130 t
TOTAL PROPOSED STORAGE		60,260 t

TOTAL SITE STORAGE	185,460 t
LAND ACQUISITION	7.51ha

HATCHING LEGEND

AREA OF WORKS	26,925m^2

PRELIMINARY ISSUE
DO NOT USE FOR CONSTRUCTION
DATE 22.05.25

1:1500 @ A1
1:3000 @ A3
0 20 40 60 80 100 120 140 m

CBH GROUP
ABN 29 256 604 947
CBH GROUP
LEVEL 6
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REF DRAWING No.	REFERENCE DRAWING TITLE	REV	DATE	REVISION DESCRIPTION	BY	CHK'D	APP'D
		B	24.07.25	NEW SURVEY ADDED & RE-ISSUED FOR REVIEW	JB		
-	-	A	22.05.25	ISSUED AS CHECK PRINT AND FOR REVIEW	JB		

SCALE	1:1500	DRAWN	J. Bullingham 22.05.25
SHEET	A1	CHECKED	
PROJECT		DESIGNED	
		DESIGN APPR	
CO-ORDINATE SYSTEM	KONDININ94	PROJECT APPR	

TITLE
PINGARING
2025 PEAK PLANNING
2 x ADDITIONAL OPEN BULKHEADS
CONCEPTUAL LAYOUT No. 2

DRG No	SHEET	REV.
574-ENG-CI-DCO-0002	1 OF 1	B

INSTALLATION NOTES:

1. OBH LENGTH AND WIDTH DIMENSIONS ARE SPECIFIED FROM REAR PIN TO THE OPPOSITE REAR PIN. REFER PROJECT SPECIFIC SITE LAYOUT DRAWING FOR DIMENSIONS.
2. TOLERANCE FOR OVERALL OBH WIDTH AND LENGTH ARE +/- 50MM. TOLERANCE FOR FRAME SPACING +/- 10mm.
3. NOTE DIFFERENT ANCHORING DETAILS FOR DOOR/GATES AND FRAMES EITHER SIDE OF BULKHEAD OPENINGS. REFER ANCHORING DETAILS ON SHEETS 2 AND 3.
4. NOTE ADDITIONAL Z-CAPPING, WOOD AND CLADDING TRIMMING REQUIRED AT GATE JOINS. REFER SHEETS 6 AND 8 FOR DETAILS.
5. TYPICAL CLADDING OVERLAP IS 200mm, CENTERERED OVER THE CENTERLINE OF THE STRUT, FOR ALL JOINS EXCEPT AT GATE AND DOOR JOINS. REFER SHEETS 6 - 9.
6. ALL Z-CAPPING MUST BE ALIGNED AS ACCURATELY AS POSSIBLE. ANY MISALIGNMENT IN Z-CAPPING WILL TEAR THE OBH TARP. REFER NOTES ON SHEETS 6, 8 AND 9 FOR TOLERANCES.
7. FOUR PERSONNEL ACCESS DOORS TO BE INSTALLED AS SHOWN. TWO INSTALLED EACH SIDE AT MIDPOINTS BETWEEN END OF OBH AND CENTRE BULKHEAD OPENING.
8. THREE FUMIGATION T-PIECES TO BE INSTALLED ON SAME SIDE AS ELECTRICAL CONNECTION. REFER SHEETS 1 AND 7 FOR INSTALLATION DETAILS. REFER CBH DRAWING S119-ENG-ME-DER-0001 FOR VENDOR DRAWING OF T-PIECE.
9. DRAWING DEPICTS TYPICAL OBH SIZE OF 35M WIDE BY 300M LONG AND ASSOCIATED STANDARDISED REQUIRED QUANTITIES OF FUMIGATION TEES, PERSONAL ACCESS DOORS AND FRONT END LOADER ACCESS GATES. SITE SPECIFIC OBH REQUIREMENTS SHALL BE CONFIRMED WITH THE NOMINATED CBH REPRESENTATIVE PRIOR TO CONSTRUCTION.
10. BULKHEAD CONTENTS ARE INTENDED TO BE FUMIGATED IN A SEALED ENVIRONMENT BY USE OF WALL CANVICON AND OVER STACK TARPS - THE CONTRACTOR SHALL MINIMISE ANY MEANS WHICH COULD DETRIMENTALLY AFFECT THE SEALING CAPABILITY, SUCH AS SHARP EDGES THAT COULD CUT TARP.

PARTS LIST (PER UNIT)

ITEM No	DESCRIPTION	WIDTH	LENGTH	QTY	CBH OR SUPPLIER PART No	PROCESS	SAP Code	MASS Kg	TO DETAIL
1	FRONT END LOADER ACCESS GATE			REFER NOTE	S119-ENG-ST-ASY-0034	FIELD FIT	N/A	184.4	Yes
2	PERSONNEL ACCESS DOOR			REFER NOTE	S119-ENG-ST-ASY-0017	FITTING	N/A	17.1	Yes
3	STRAIGHT PIN STRUT ASSEMBLY			REFER NOTE	S119-ENG-ST-ASY-0004	FITTING	N/A	36.4	Yes
4	SPIRAL PIN STRUT ASSEMBLY			REFER NOTE	S119-ENG-ST-ASY-0005	FITTING	N/A	36.2	Yes
5	CUSTOM ORB ZINC ALUME 0.42mm BMT 550 MPa MIN. (YIELD)	762	3200	REFER NOTE	S119-ENG-ST-PRT-0010	FITTING	DREQ	1.3	No
6	DIA 20 STRAIGHT PIN ANCHOR		420	REFER NOTE	S-014-A0000	FIELD KIT	DREQ	1.1	Yes
7	SPIRAL PIN ANCHOR		300	REFER NOTE	S119-ENG-ST-DER-0052	FITTING	DREQ	0.8	Yes
8	Z CAPPING 1.6PL PGI	300	3000	REFER NOTE	S119-ENG-ST-PRT-0011	FAB SHEET	108015	11.4	Yes
9	TIMBER SAWN KARRI STRUC3 75mmx50mmx3m	75	3000	REFER NOTE	S119-ENG-ST-PRT-0014	FITTING	108594	6.2	No
10	TARP CLAMP 6PL	130	257	REFER NOTE	S119-ENG-ST-PRT-0012	FAB PROFILE	107901	1.6	Yes
11	FUMIGATION TEE PIECE			REFER NOTE	S119-ENG-ME-DER-0001	FITTING	N/A		Yes
12	RUBBER STRIP 450mm WIDE, 8mm THICK	450	2050	REFER NOTE	S119-ENG-ST-PRT-0048	FIELD KIT	DREQ	6.9	No
13	M10 x 120 GALV BOLT GR8.8 (50mm THREAD Min.)			REFER NOTE		FIELD KIT	DREQ	0.1	No
14	M10 GALV. NUT			REFER NOTE		FIELD KIT	DREQ	0.0	No
15	M10 GALV FW			REFER NOTE		FIELD KIT	DREQ	0.0	No
16	METAL TEK SCREW, HEX HEAD, 14g-20x22mm, CLASS 4, WITH SEAL			REFER NOTE		FIELD KIT	DREQ	0.0	No
17	METAL TEK SCREW, HEX HEAD, 14g-20x45mm, CLASS 4, WITH SEAL			REFER NOTE		FIELD KIT	DREQ		No
18	NOVALAST LTM 151			REFER NOTE		FIELD KIT	DREQ		No
19	BOSTIK SEAL AND FLEX 1			REFER NOTE		FIELD KIT	DREQ		No

** QTY NOTE: TO CALCULATE EXACT ORDER QUANTITYS, REFER TO THE 'CBH OBH PROCUREMENT CALCULATOR'-S119-ENG-ST-CAL-0001

S119-ENG-ST-DGA-0003

CBH GROUP HEAD OFFICE
LEVEL 6, 240 ST GEORGES TERRACE,
PERTH W.A 6000
PH (08) 9237 9600 FAX (08) 9322 3942

DO NOT SCALE FROM THIS DRAWING

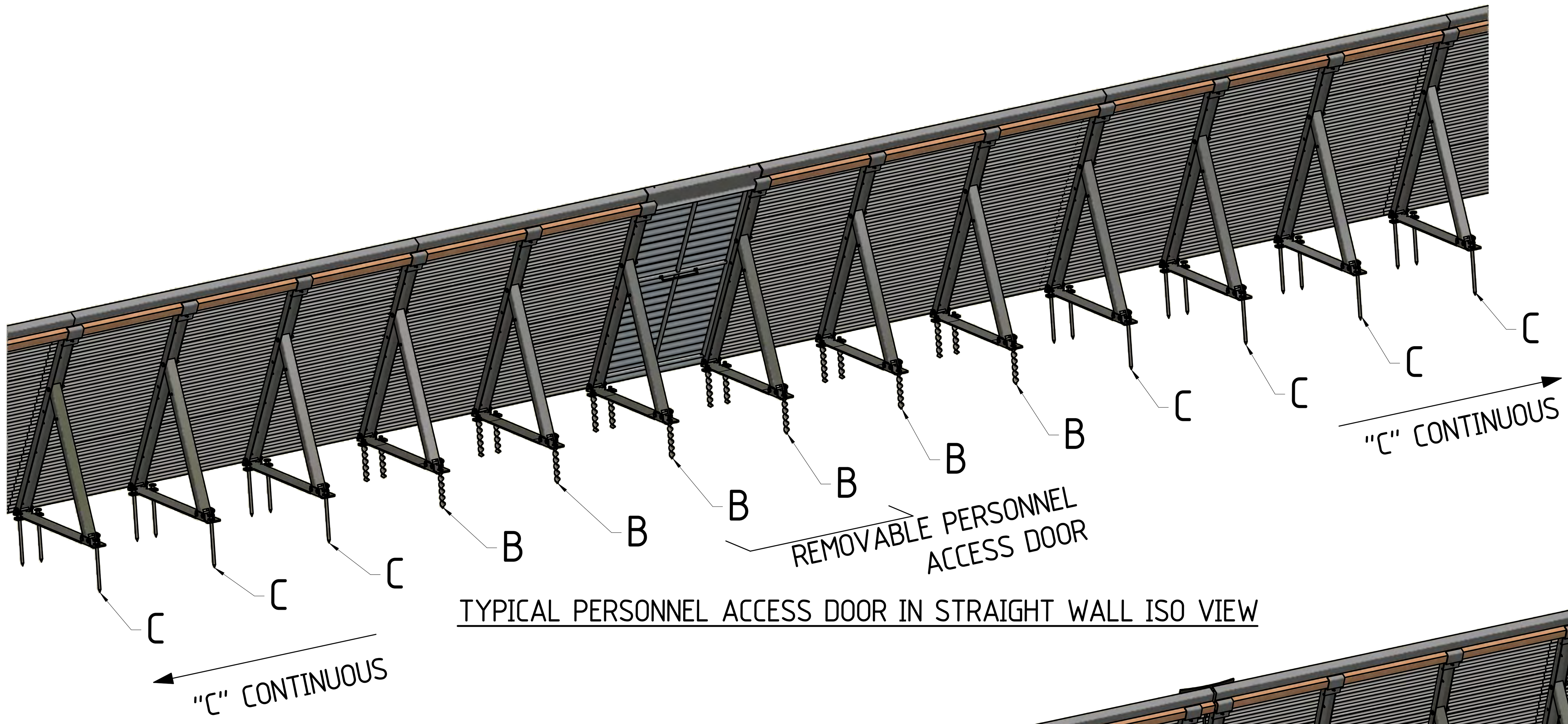
REF DRG No.	REFERENCE DRAWING TITLE	REV	DATE	REVISIONS	BY	CHK	APP

REV	DATE	REVISIONS	BY	CHK	APP
0	10/06/2020	COPIED FROM S-119, ISSUED FOR CONSTRUCTION	SCR	LS	NH

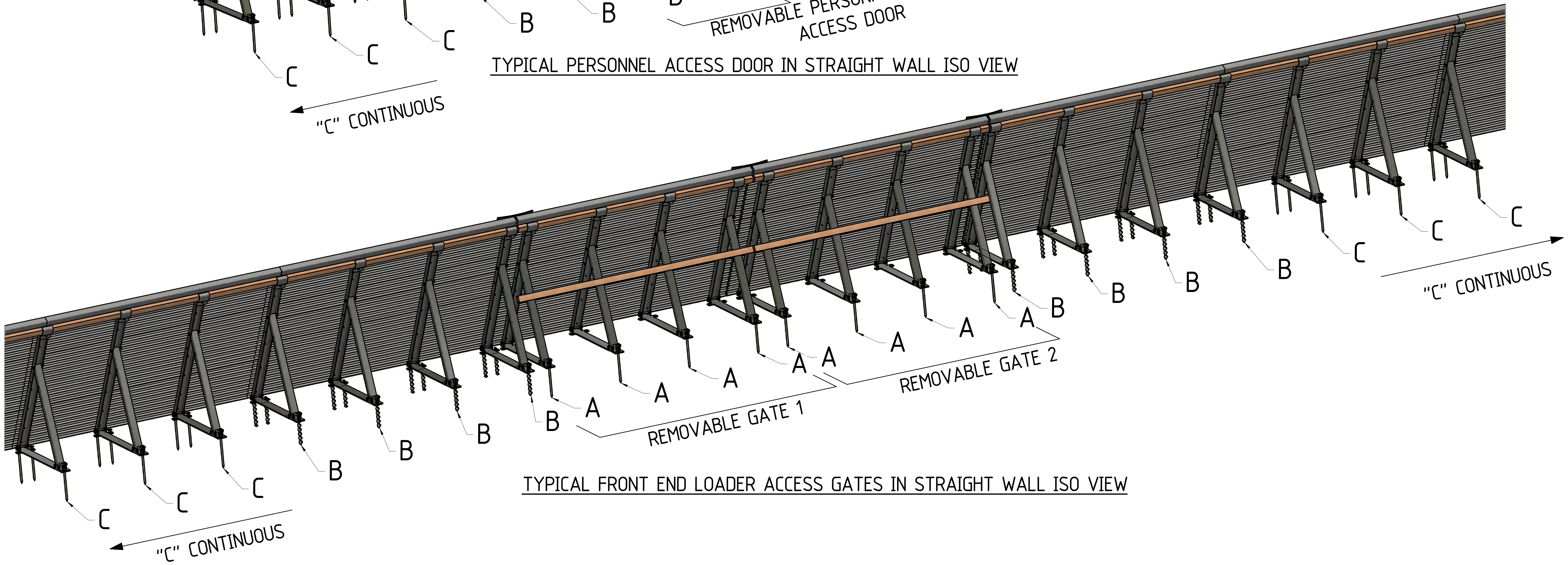
DRAWN	SCR	10/06/2020
CHECKED	LS	10/06/2020
ENGINEER	BC	11/06/2020
APPROVED	NH	11/06/2020

DRAWING TITLE
1.8m OPEN BULK HEAD
GENERAL ARRANGEMENT
OVERALL LAYOUT

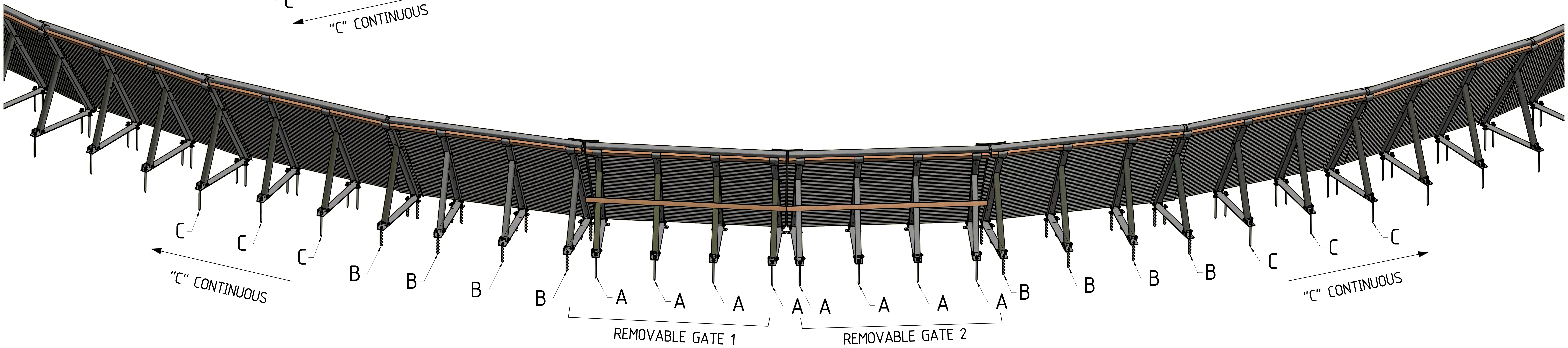
SITE: VARIOUS
SIZE: A1
PROJECT: STANDARD
DRAWING No: S119-ENG-ST-DGA-0003
SHEET: 1 OF 9
REV.: 0



TYPICAL PERSONNEL ACCESS DOOR IN STRAIGHT WALL ISO VIEW



TYPICAL FRONT END LOADER ACCESS GATES IN STRAIGHT WALL ISO VIEW



TYPICAL FRONT END LOADER ACCESS GATES IN CURVED WALL ISO VIEW

CBH GROUP HEAD OFFICE
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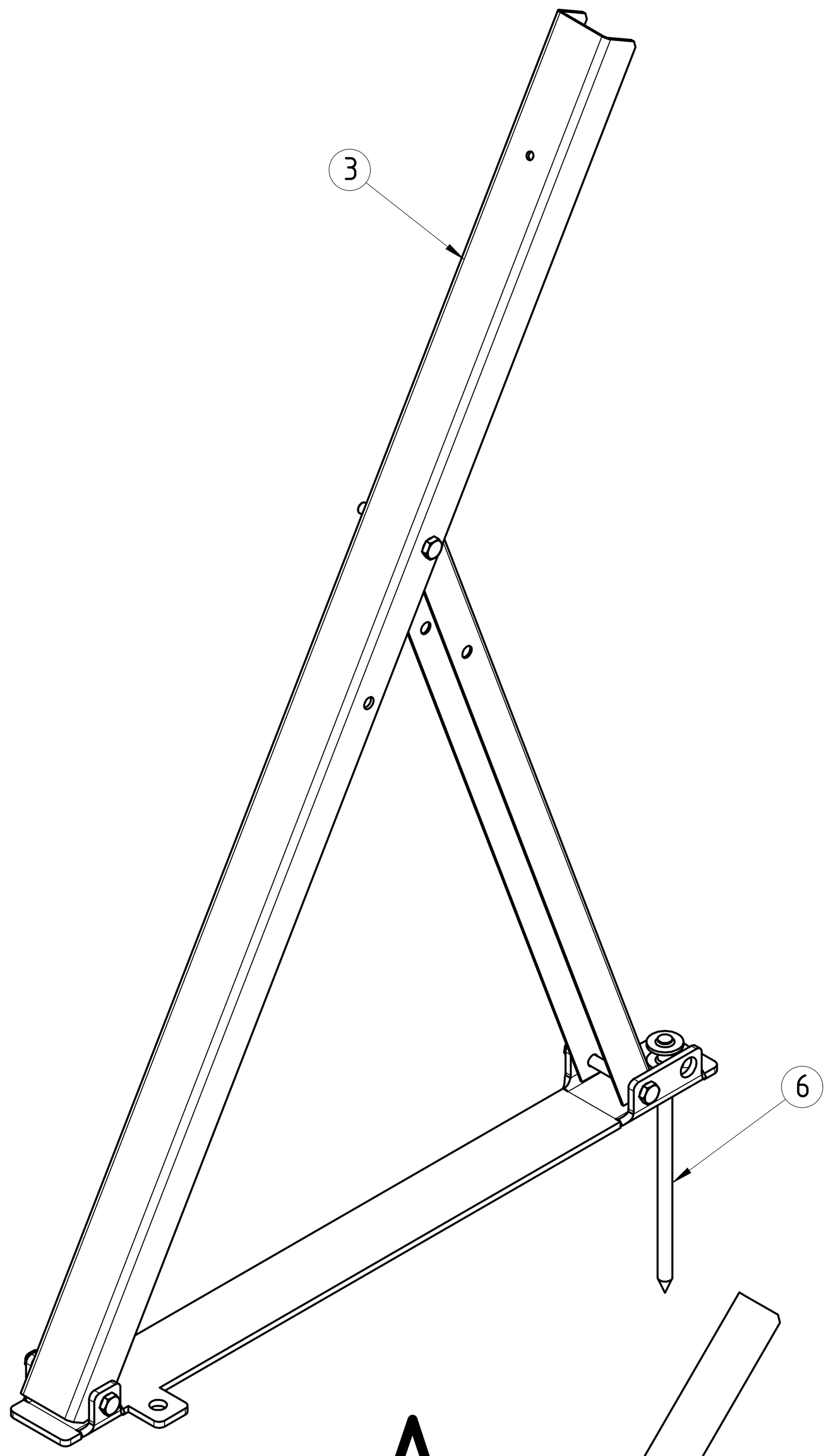
DRAWN	SCR	10/06/2020
CHECKED	LS	10/06/2020
ENGINEER	BC	11/06/2020
APPROVED	NH	11/06/2020

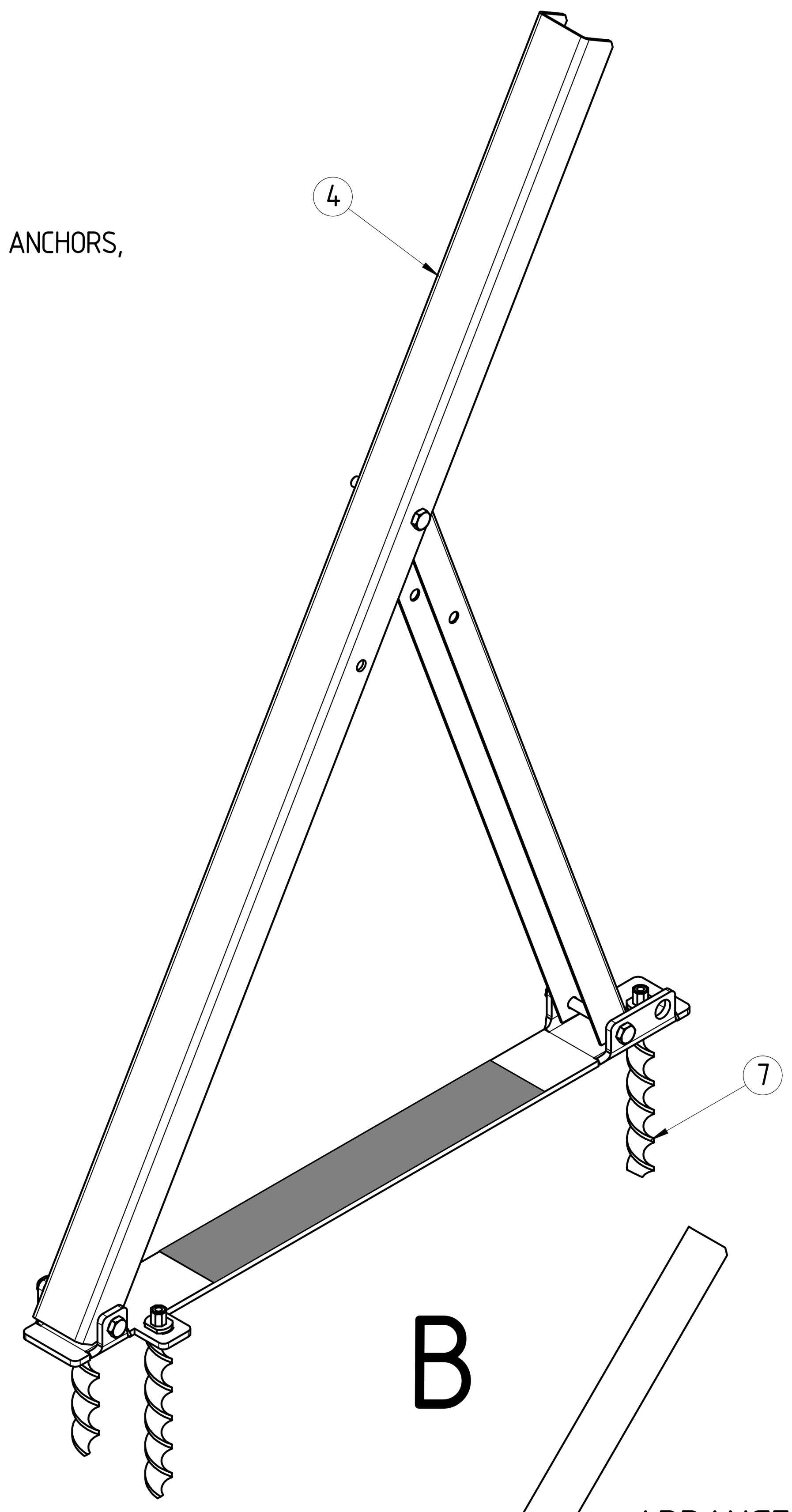
DRAWING TITLE
1.8m OPEN BULK HEAD
GENERAL ARRANGEMENT
ANCHORINGS LAYOUT

SITE: VARIOUS
SIZE: A1
PROJECT: STANDARD
DRAWING No: S119-ENG-ST-DGA-0003
SHEET: 2 OF 9
REV.: 0

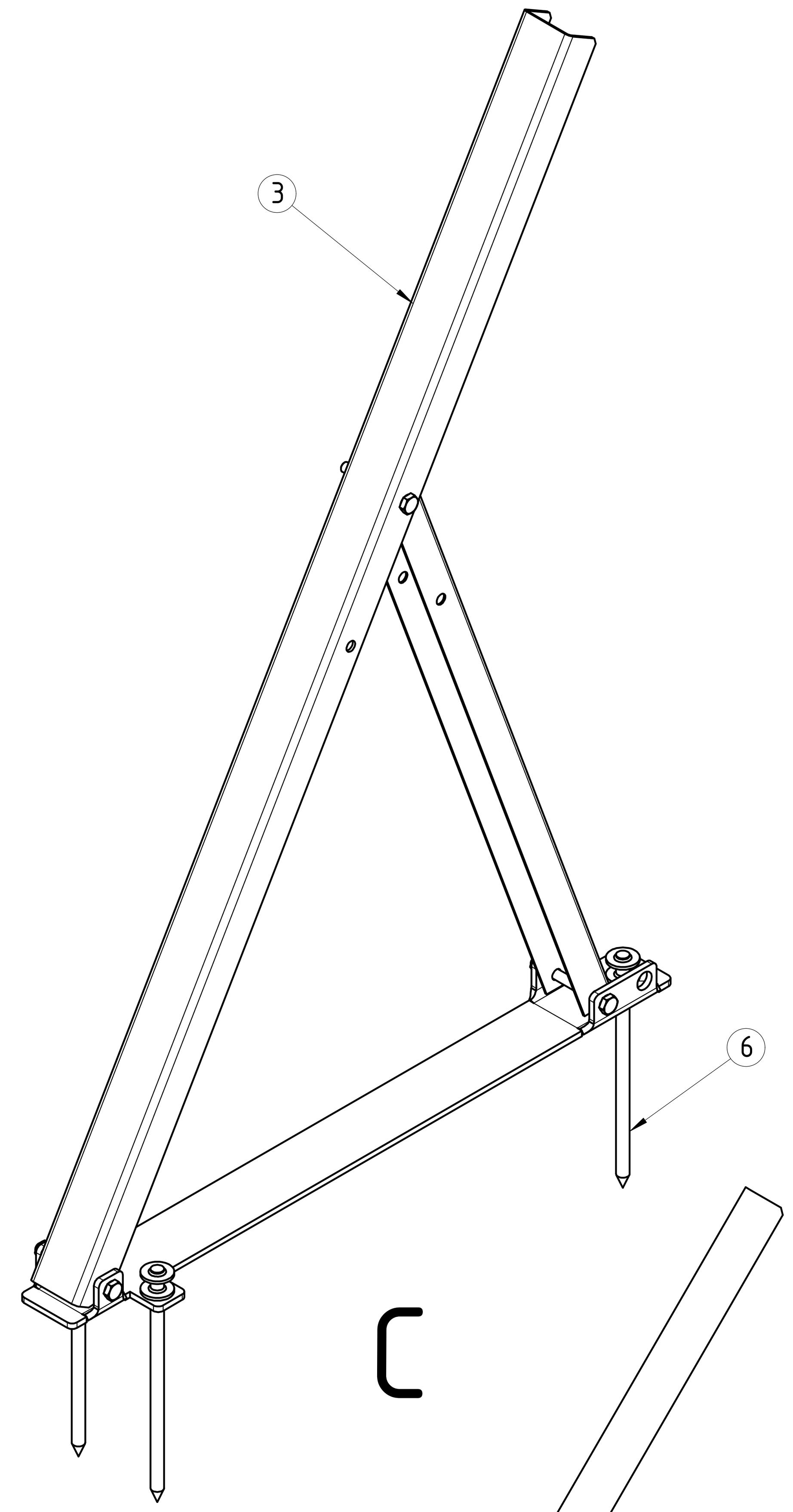


A

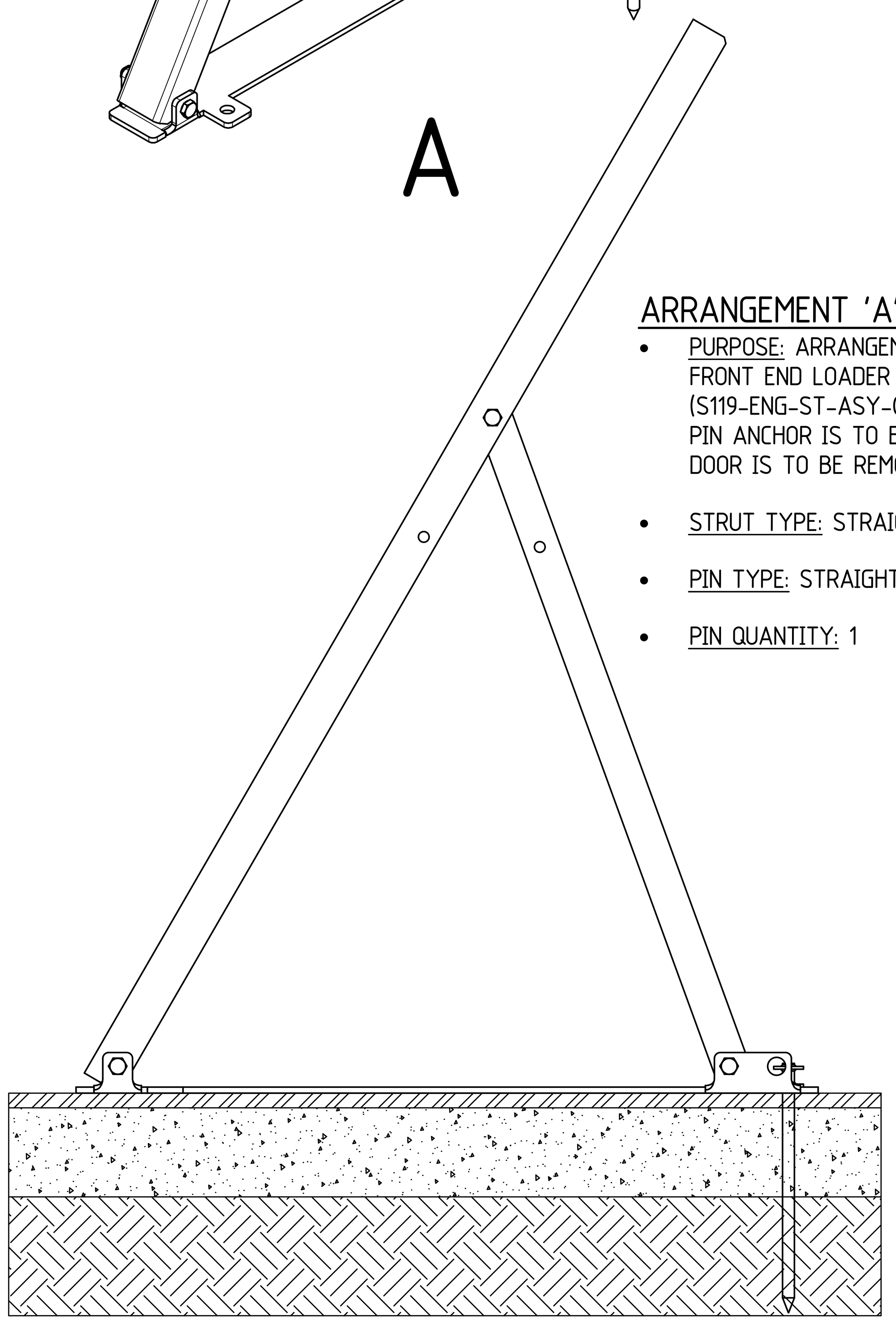
NOTES:
REMOVAL TOOL REQUIRED FOR SPIRAFIX ANCHORS,
M22 SPANNER/SOCKET,
HANDLE LENGTH TO SUIT CONDITIONS.



B

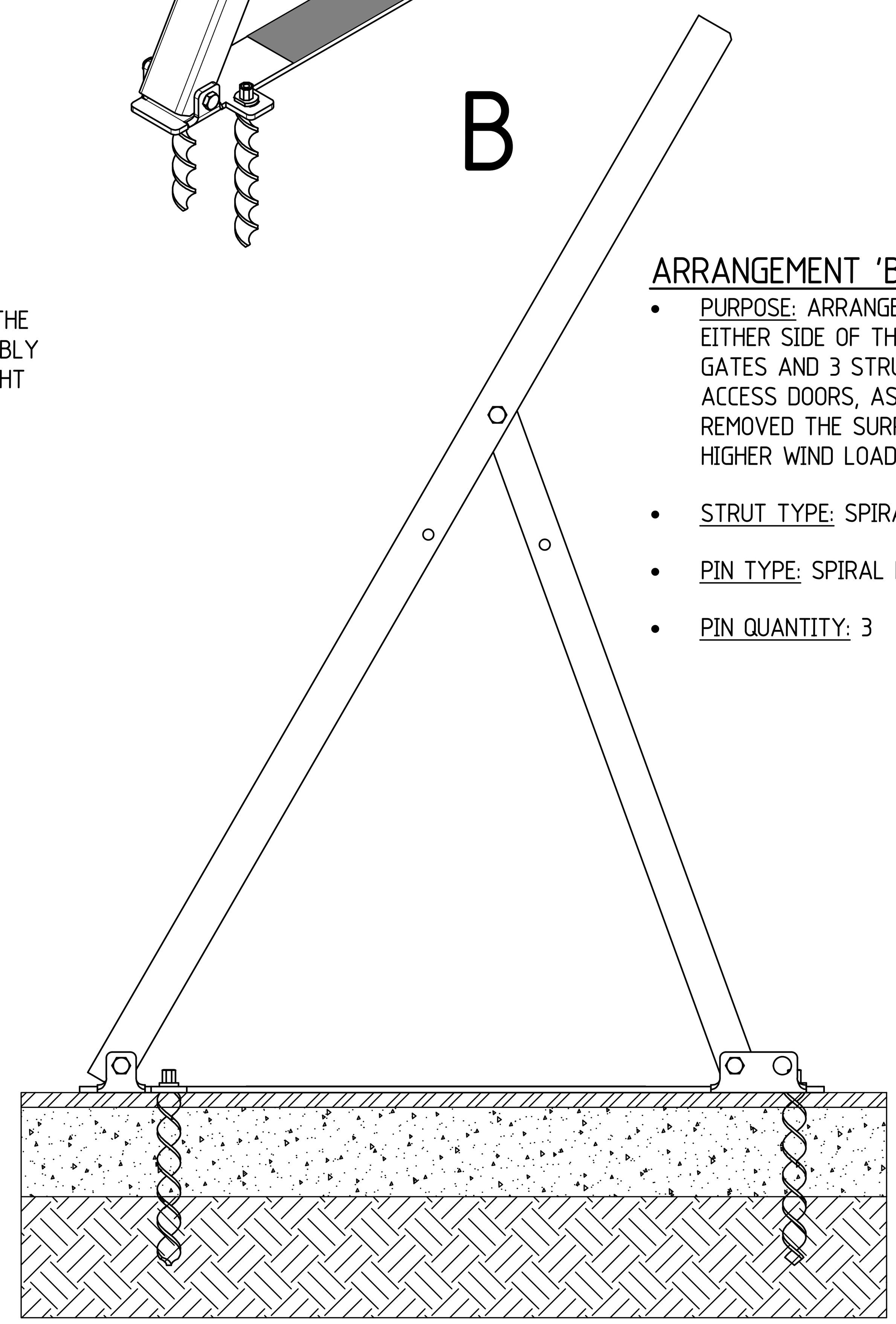


C



ARRANGEMENT 'A' NOTES:
- PURPOSE: ARRANGEMENT 'A' IS USED IN THE FRONT END LOADER ACCESS GATE ASSEMBLY (S119-ENG-ST-ASY-0034). ONLY 1 STRAIGHT PIN ANCHOR IS TO BE INSTALLED AS THE DOOR IS TO BE REMOVABLE.
- STRUT TYPE: STRAIGHT PIN STRUT
- PIN TYPE: STRAIGHT PIN ANCHOR
- PIN QUANTITY: 1

A

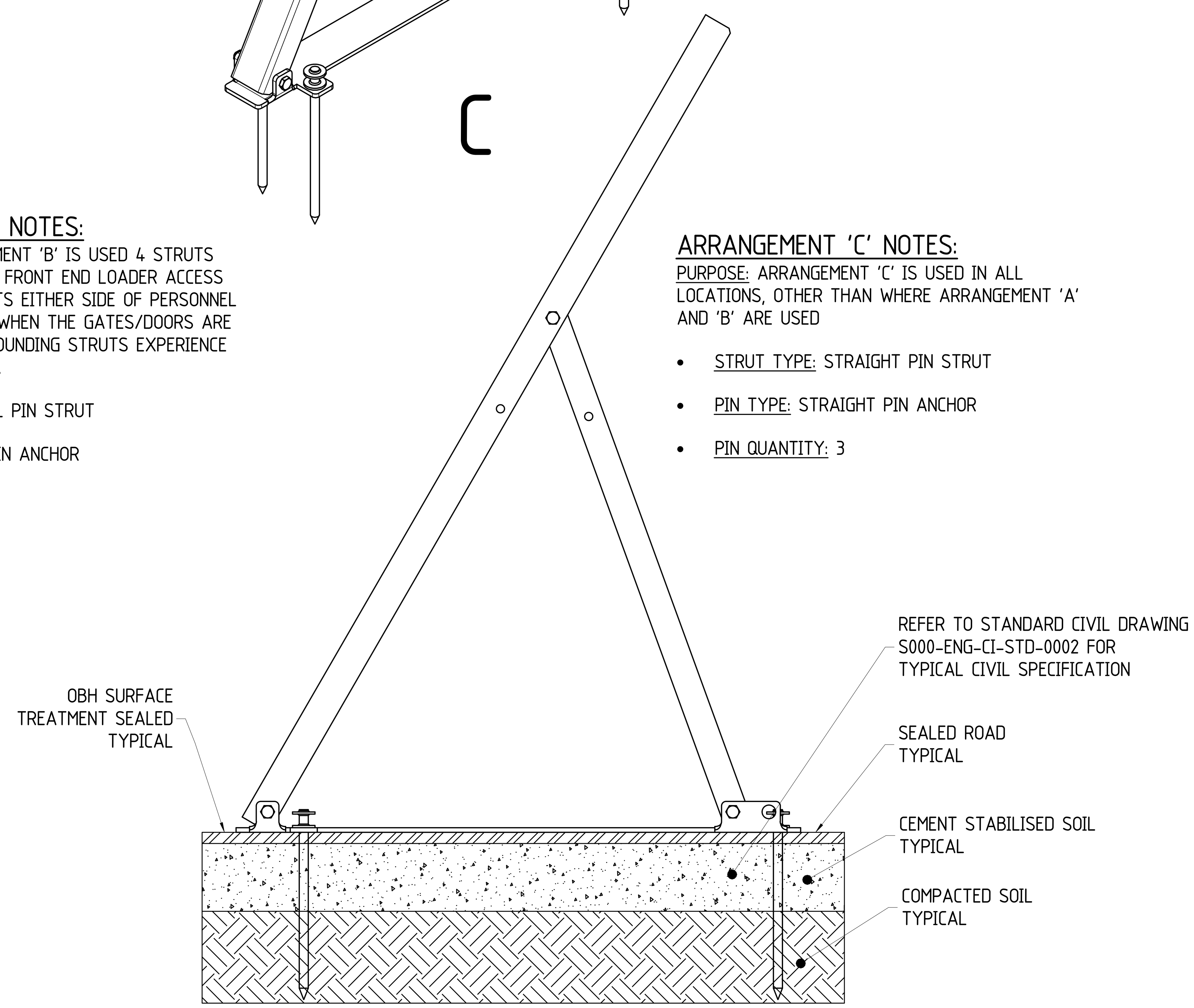


ARRANGEMENT 'B' NOTES:
- PURPOSE: ARRANGEMENT 'B' IS USED 4 STRUTS EITHER SIDE OF THE FRONT END LOADER ACCESS GATES AND 3 STRUTS EITHER SIDE OF PERSONNEL ACCESS DOORS, AS WHEN THE GATES/DOORS ARE REMOVED THE SURROUNDING STRUTS EXPERIENCE HIGHER WIND LOADS.
- STRUT TYPE: SPIRAL PIN STRUT
- PIN TYPE: SPIRAL PIN ANCHOR
- PIN QUANTITY: 3

B

ARRANGEMENT 'C' NOTES:
PURPOSE: ARRANGEMENT 'C' IS USED IN ALL LOCATIONS, OTHER THAN WHERE ARRANGEMENT 'A' AND 'B' ARE USED

- STRUT TYPE: STRAIGHT PIN STRUT
- PIN TYPE: STRAIGHT PIN ANCHOR
- PIN QUANTITY: 3



C

CBH GROUP HEAD OFFICE
LEVEL 6, 240 ST GEORGES TERRACE,
PERTH W.A 6000
PH (08) 9237 9600 FAX (08) 9322 3942

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REV	DATE	REVISIONS	BY	CHK	APP
0	10/06/2020	COPIED FROM S-119, ISSUED FOR CONSTRUCTION	SCR	LS	NH

DRAWN	SCR	10/06/2020
CHECKED	LS	10/06/2020
ENGINEER	BC	11/06/2020
APPROVED	NH	11/06/2020

DRAWING TITLE
1.8m OPEN BULK HEAD
GENERAL ARRANGEMENT
TYPICAL ANCHORINGS

SITE: VARIOUS
SIZE: A1
PROJECT: STANDARD
DRAWING No: S119-ENG-ST-DGA-0003
SHEET: 3 OF 9
REV.: 0

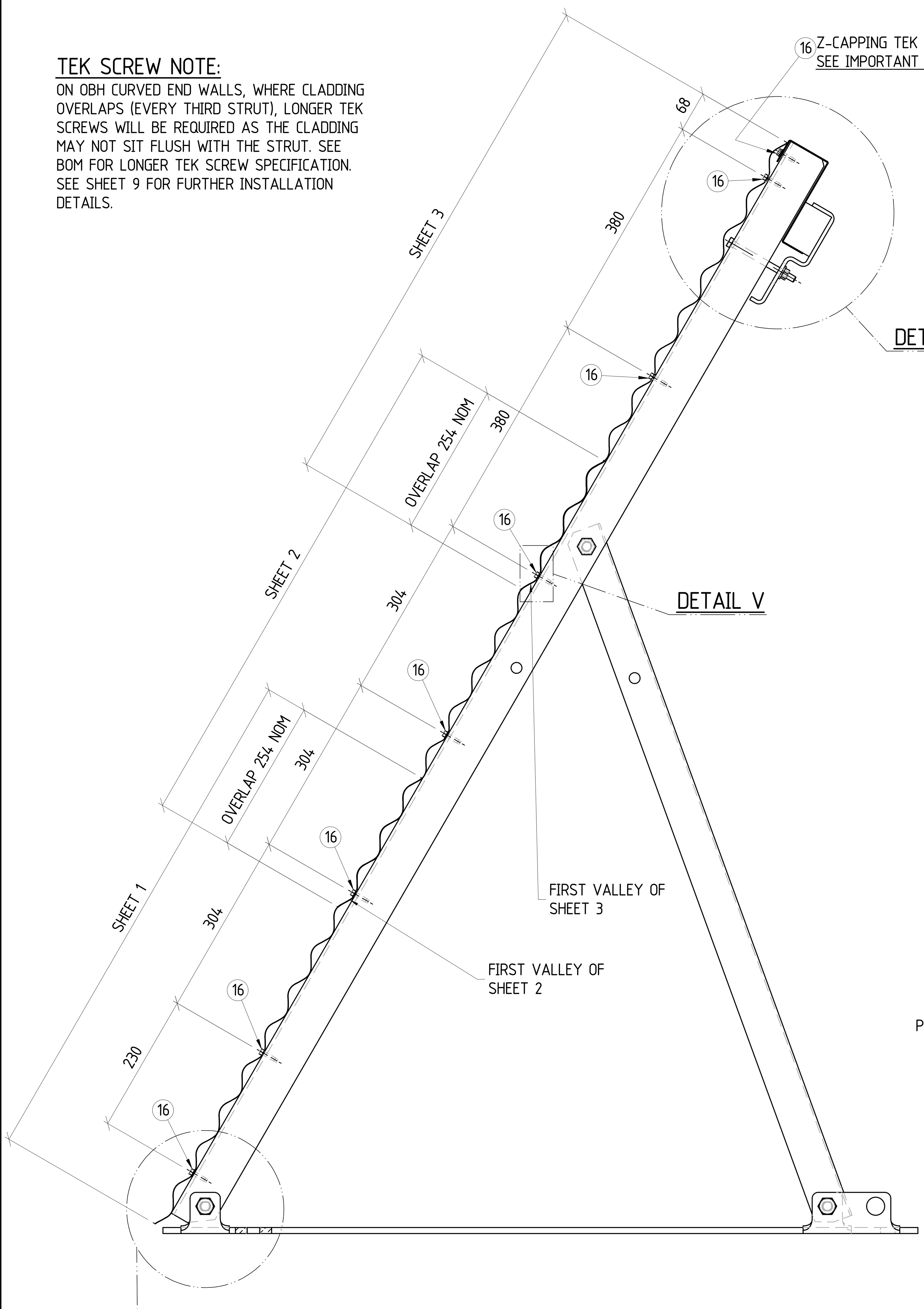
TEK SCREW NOTE:

ON OBH CURVED END WALLS, WHERE CLADDING OVERLAPS (EVERY THIRD STRUT), LONGER TEK SCREWS WILL BE REQUIRED AS THE CLADDING MAY NOT SIT FLUSH WITH THE STRUT. SEE BOM FOR LONGER TEK SCREW SPECIFICATION. SEE SHEET 9 FOR FURTHER INSTALLATION DETAILS.

IMPORTANT NOTE:

TYPICAL ALL JOINTS, EXCEPT DOOR/GATE JOINS:

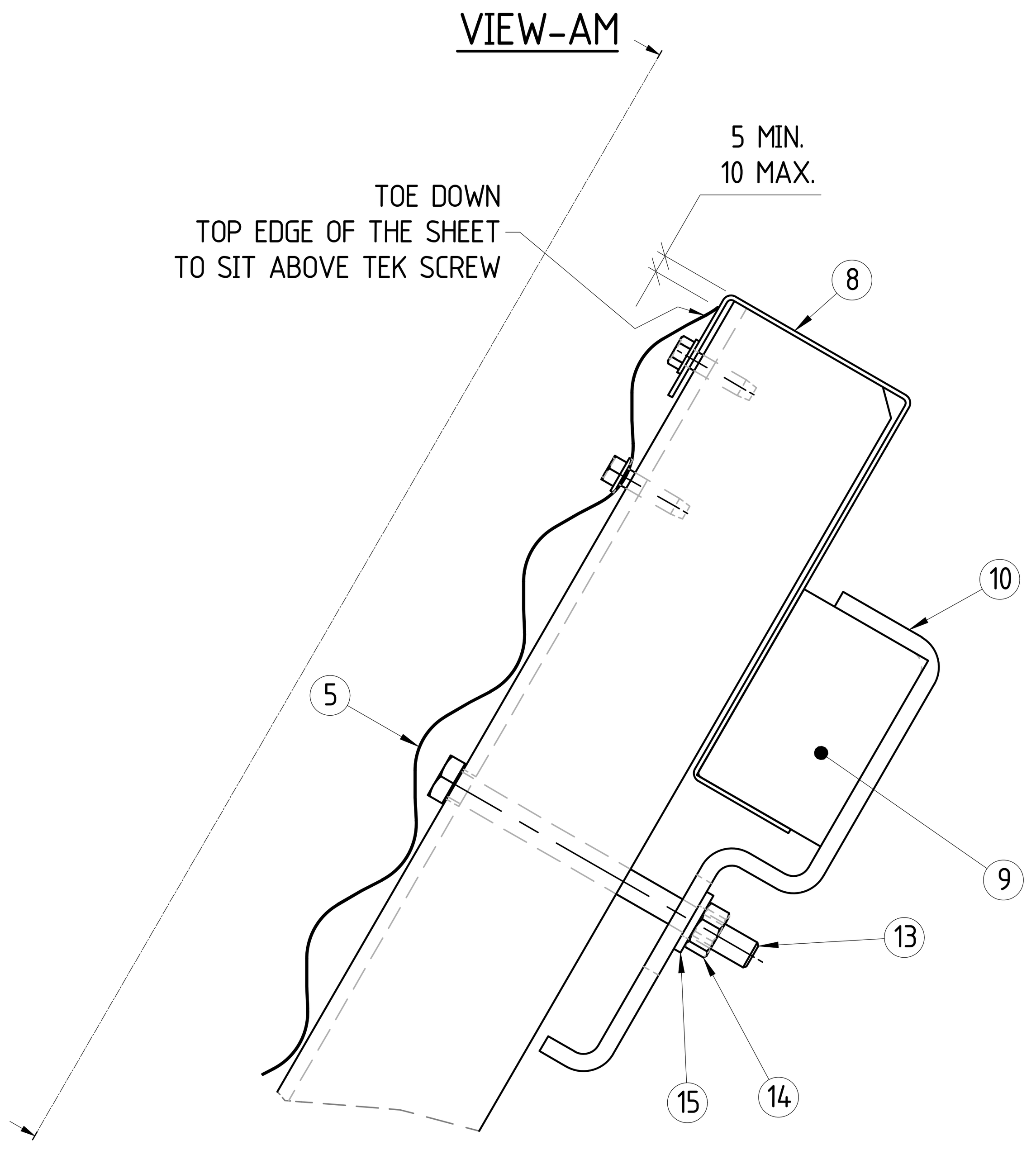
- 'Z' CAPPING SHALL BUTT JOIN TO THE CENTRE LINE OF THE STRUT.
- ALL Z CAPPING MUST BE ALIGNED AS ACCURATELY AS POSSIBLE. ANY MIS-ALIGNMENT IN THE 'Z' CAPPING WILL CREATE SHARP EDGES, WHICH MAY DAMAGE THE OBH TARP. MAXIMUM 'Z' CAPPING MISALIGNMENT TO BE 2mm IN ALL DIRECTIONS.
- WHERE 'Z' CAPPING BUTT JOINS OVER A STRUT, FIX 'Z' CAP WITH 2 x TEK SCREWS, ONE IN EACH 'Z' CAP (SHOWN BELOW)
- WHERE 'Z' CAPPING PASSES OVER A STRUT, FIX 'Z' CAP WITH 1 x TEK SCREW, INLINE WITH THE CENTRE OF THE STRUT.



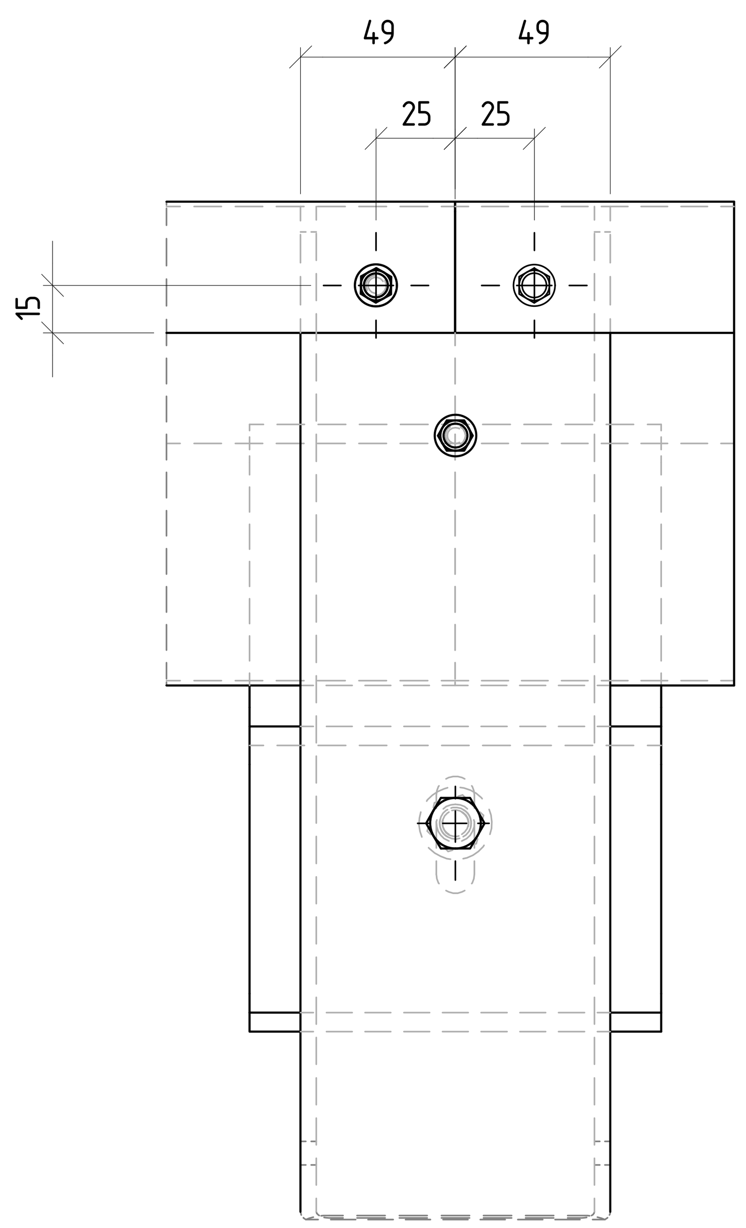
DETAIL W

TYPICAL ARRANGEMENT

VIEW-AM

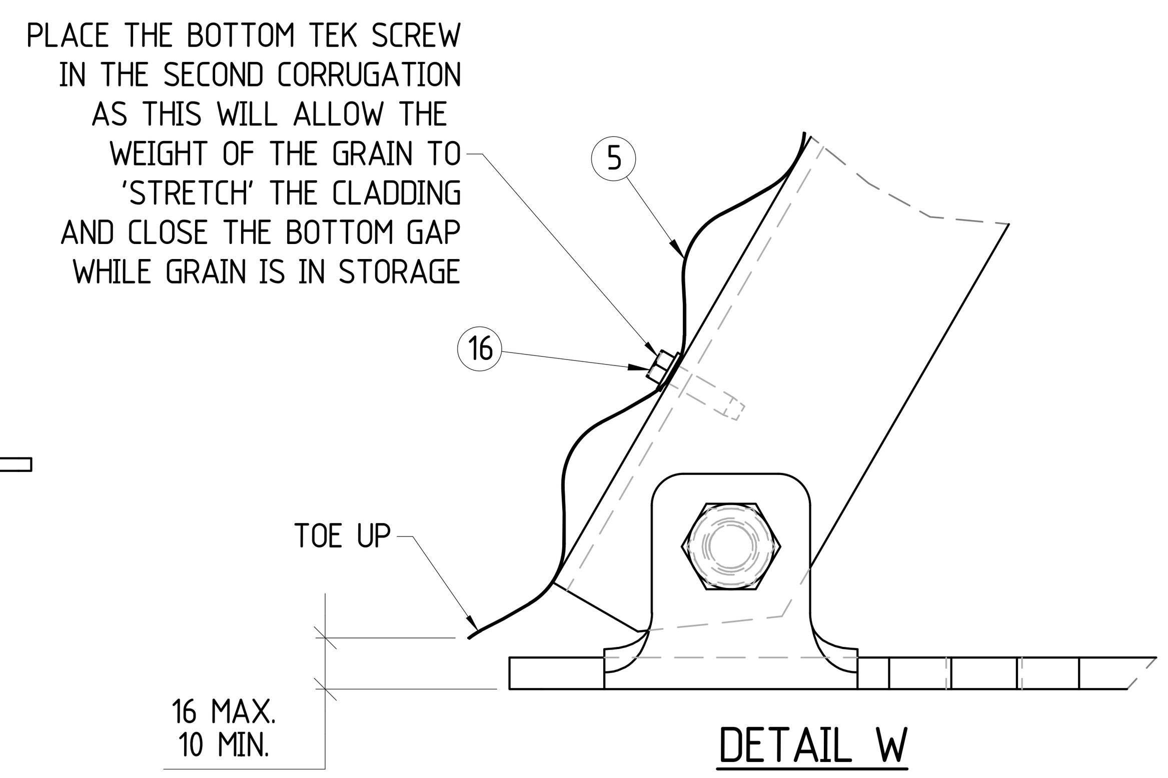


DETAIL T

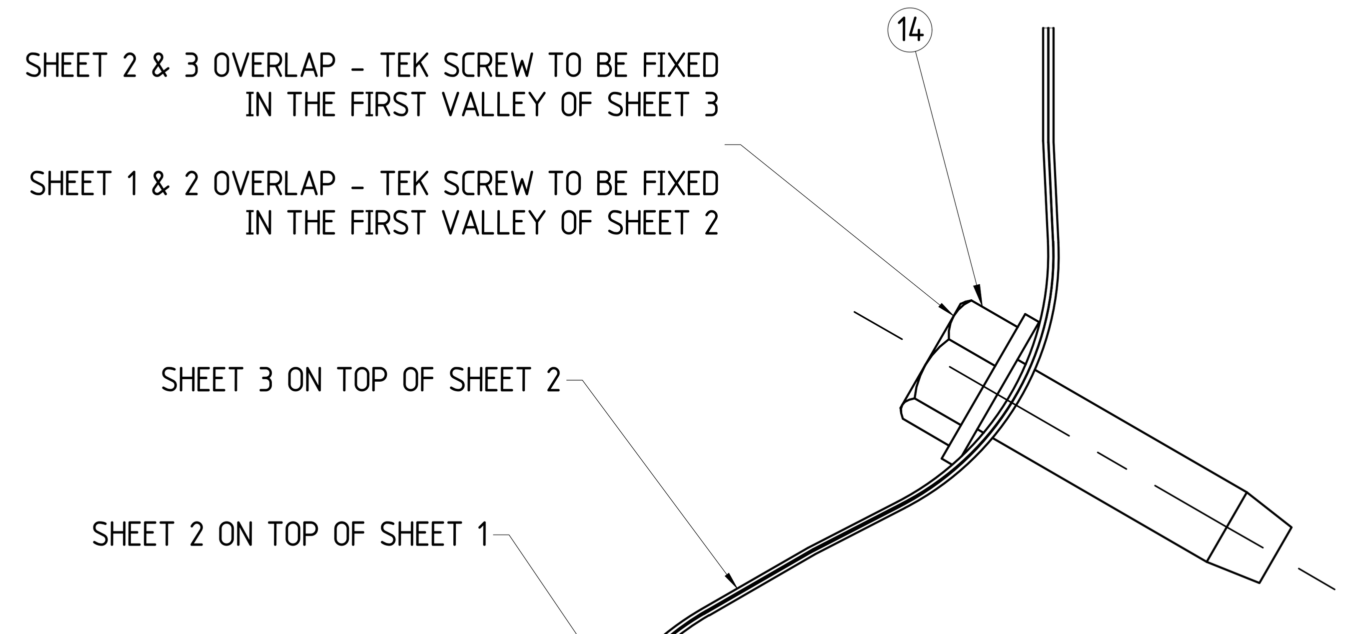


VIEW-AM

(CLADDING NOT SHOWN FOR CLARITY)



DETAIL W



DETAIL V
SHEET OVERLAP
(STRUT NOT SHOWN FOR CLARITY)

CBH GROUP HEAD OFFICE
LEVEL 6, 240 ST GEORGES TERRACE, PERTH W.A 6000
PH (08) 9237 9600 FAX (08) 9322 3942

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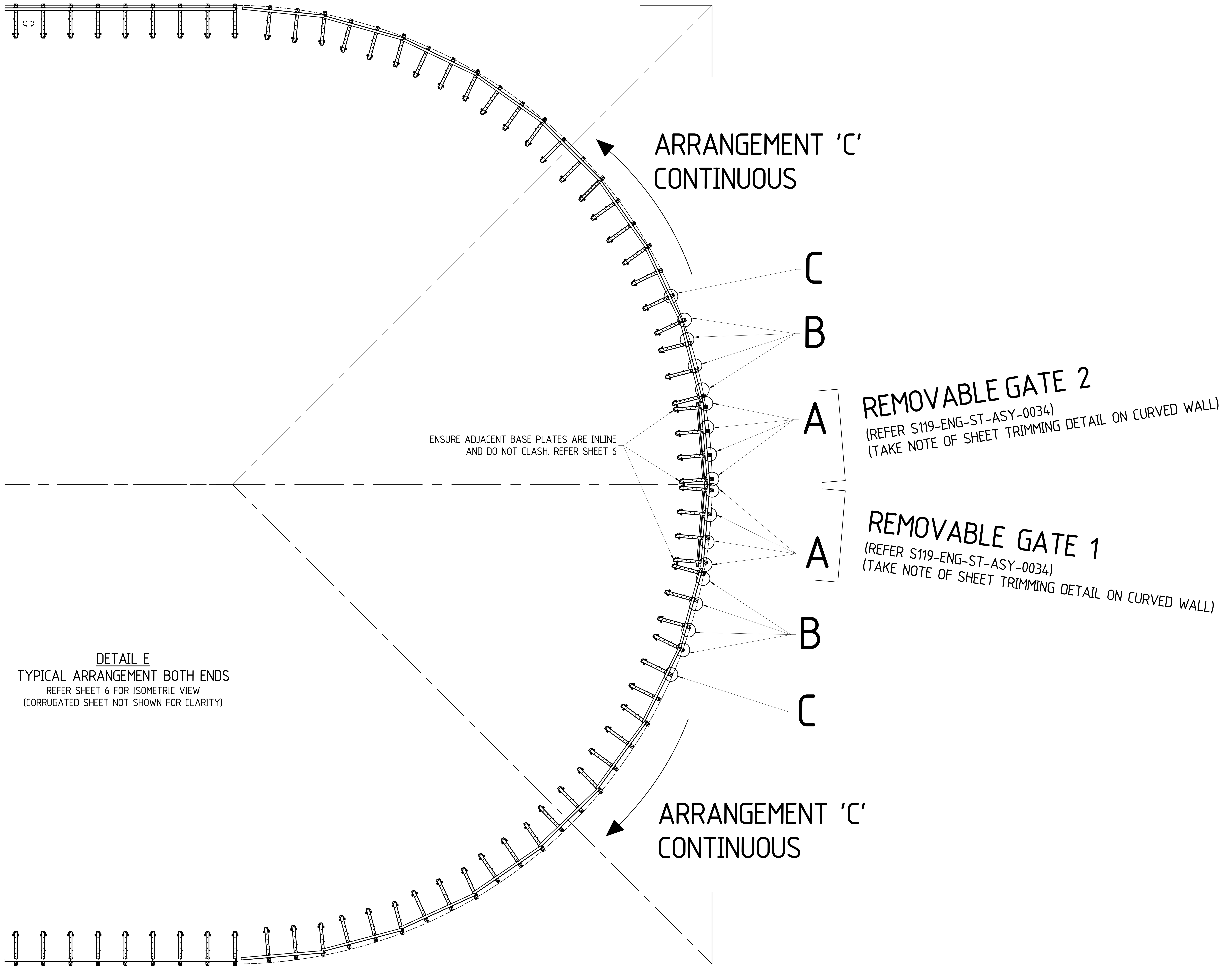
ENGINEER	BC	11/06/2020
APPROVED	NH	11/06/2020

DRAWING TITLE
1.8m OPEN BULK HEAD
GENERAL ARRANGEMENT
TYPICAL WALL ASSEMBLY

SITE: VARIOUS
SIZE: A1
PROJECT: STANDARD
DRAWING No: S119-ENG-ST-DGA-0003
SHEET: 4 OF 9
REV: 0



DETAIL E
TYPICAL ARRANGEMENT BOTH ENDS
REFER SHEET 6 FOR ISOMETRIC VIEW
(CORRUGATED SHEET NOT SHOWN FOR CLARITY)

CBH GROUP HEAD OFFICE
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PERTH W.A 6000
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APPROVED	NH	11/06/2020

DRAWING TITLE
1.8m OPEN BULK HEAD
GENERAL ARRANGEMENT
TYPICAL CURVED END WALL LAYOUT

SITE
VARIOUS

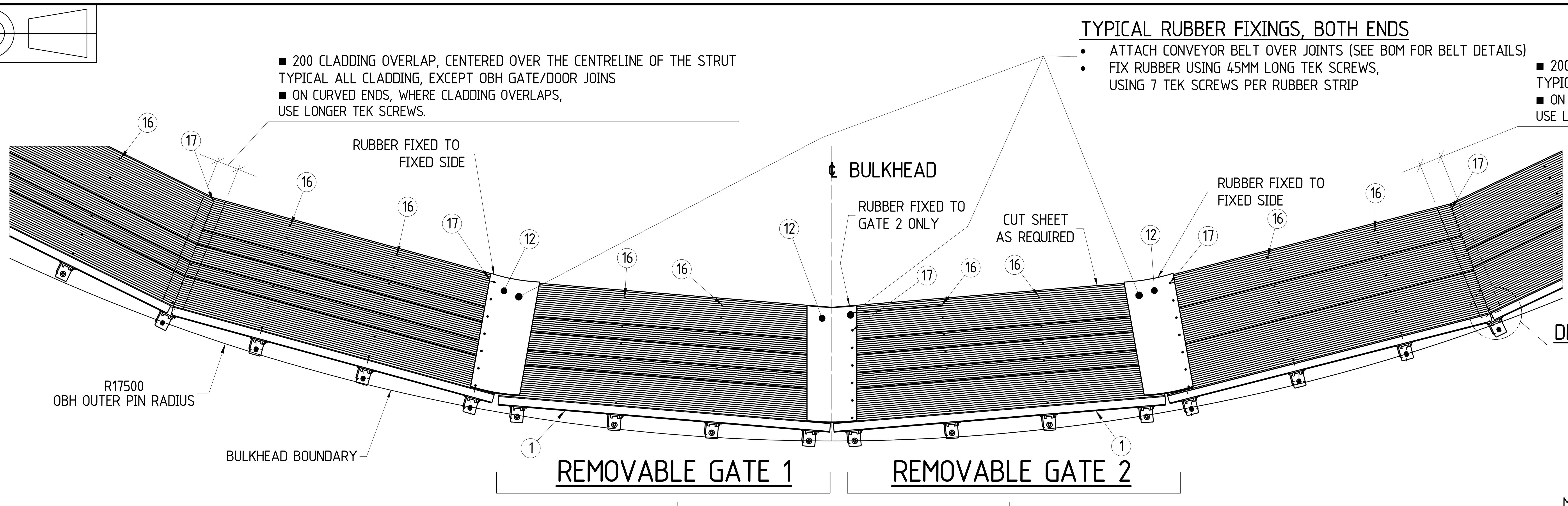
SIZE
A1

PROJECT
STANDARD

DRAWING No
S119-ENG-ST-DGA-0003

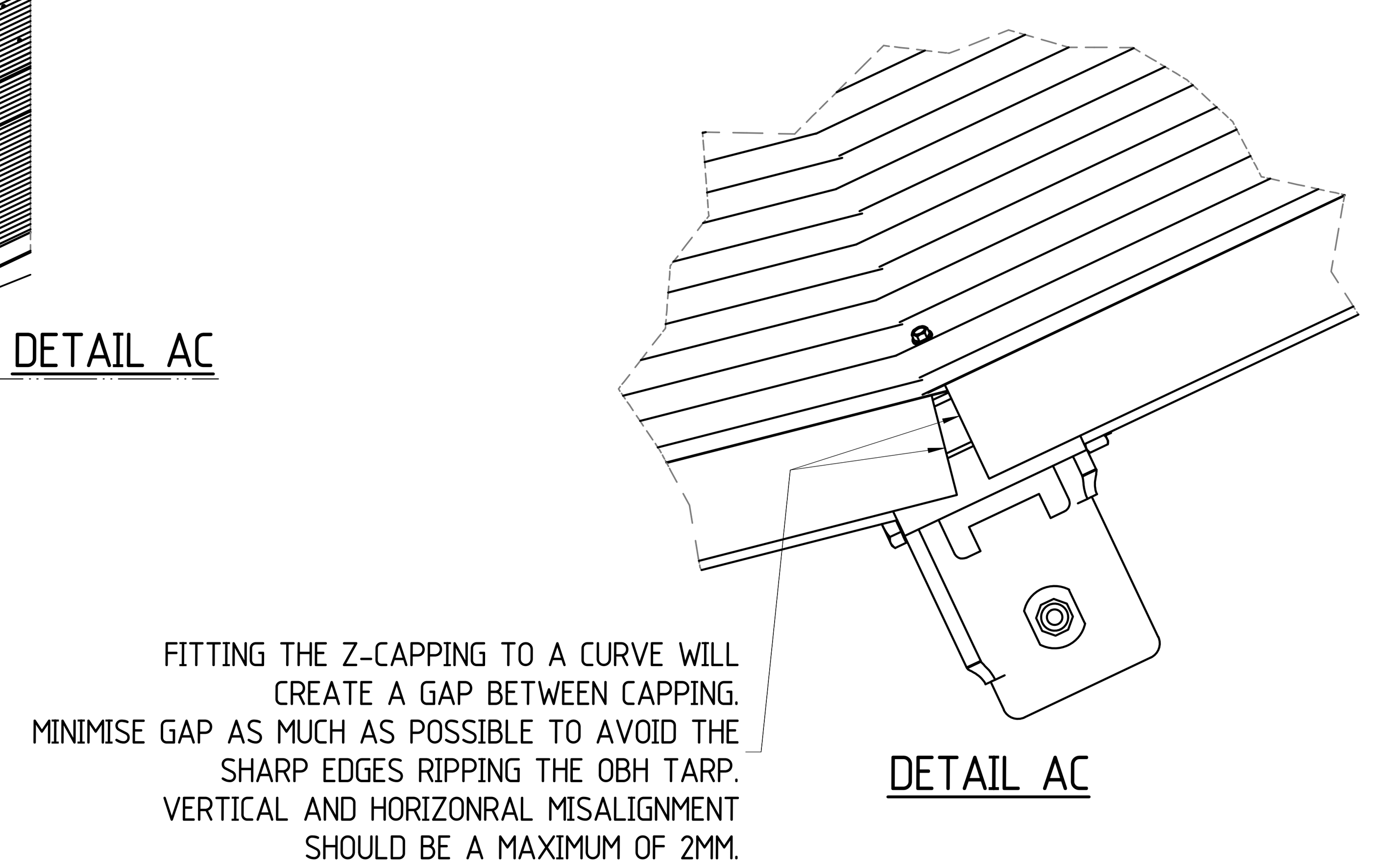
SHEET
5 OF 9

REV.
0

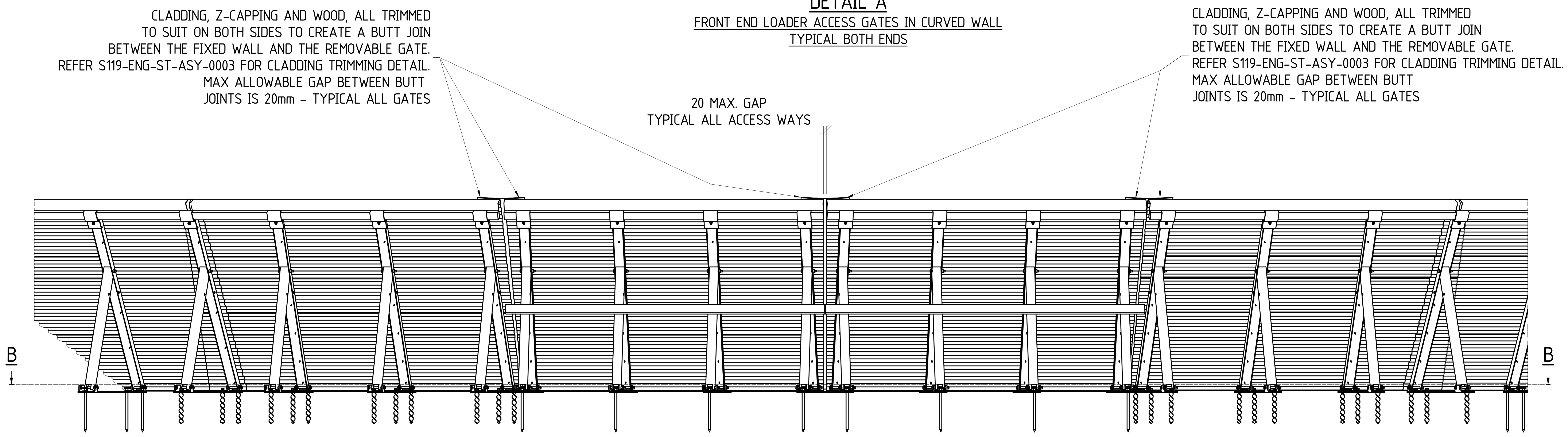


DETAIL A

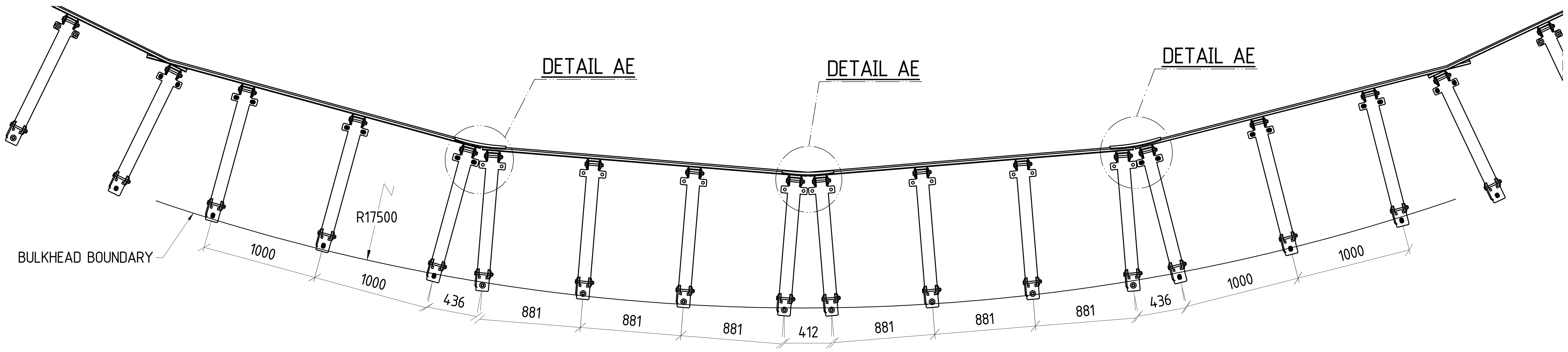
FRONT END LOADER ACCESS GATES IN CURVED WALL
TYPICAL BOTH ENDS



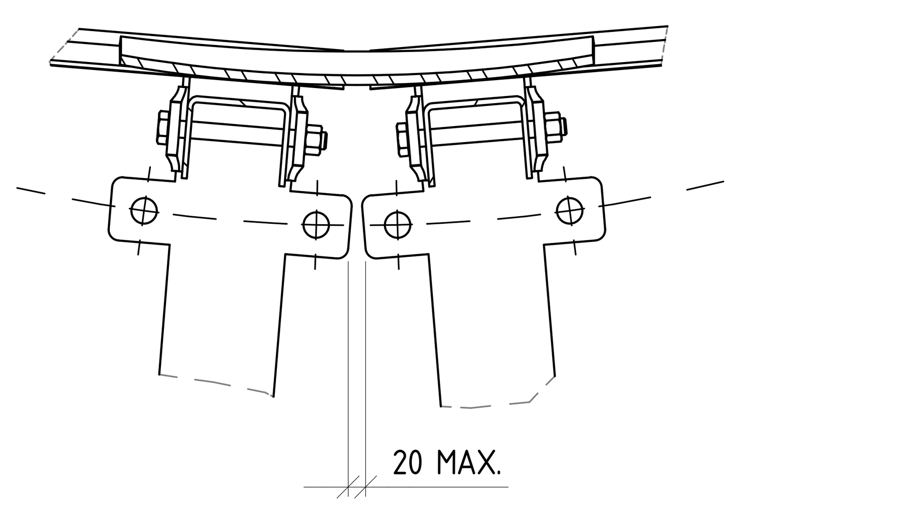
DETAIL AC



ELEVATION



SECTION B
FRAMES FOOT PRINT



DETAIL AE

TYPICAL STRUT FOOT ALIGNMENT
AT GATE JOINS
(PINS NOT SHOWN FOR CLARITY)

CBH GROUP

CBH GROUP HEAD OFFICE
LEVEL 6, 240 ST GEORGES TERRACE,
PERTH W.A 6000
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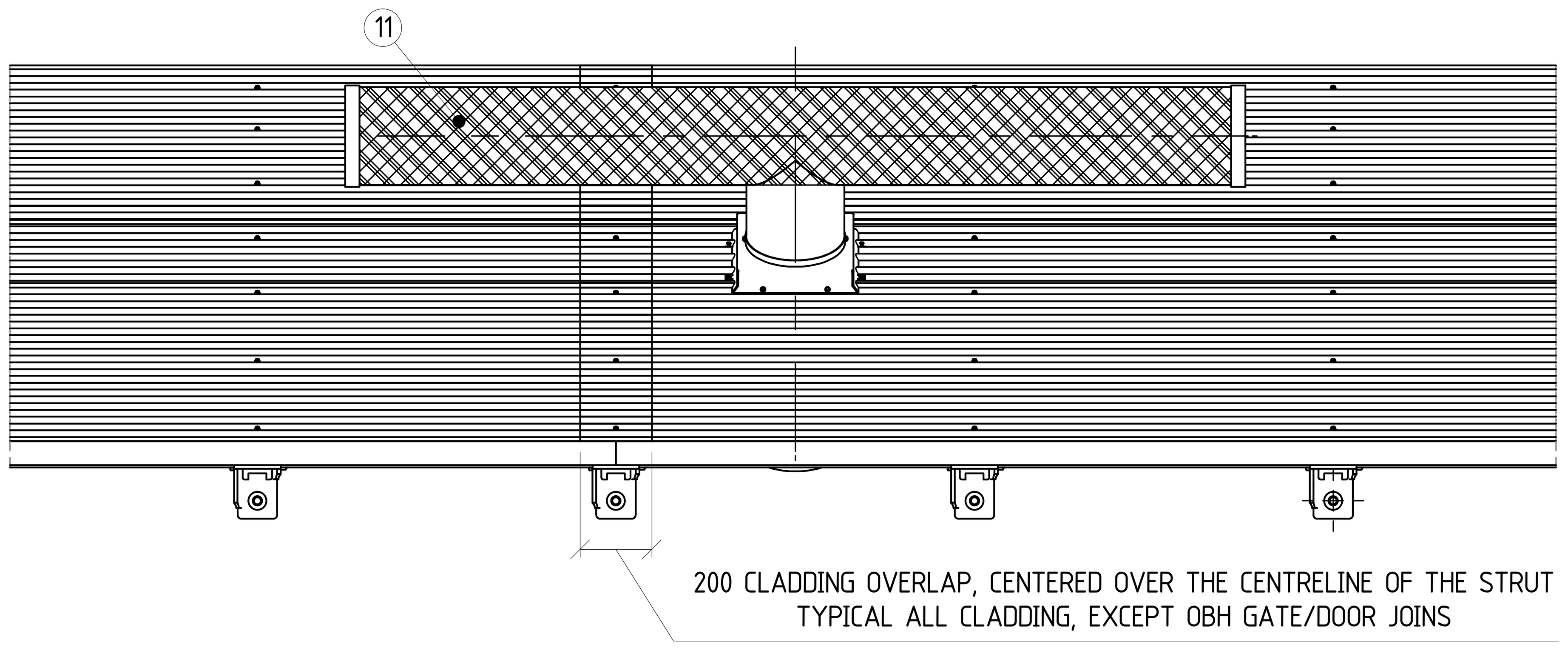
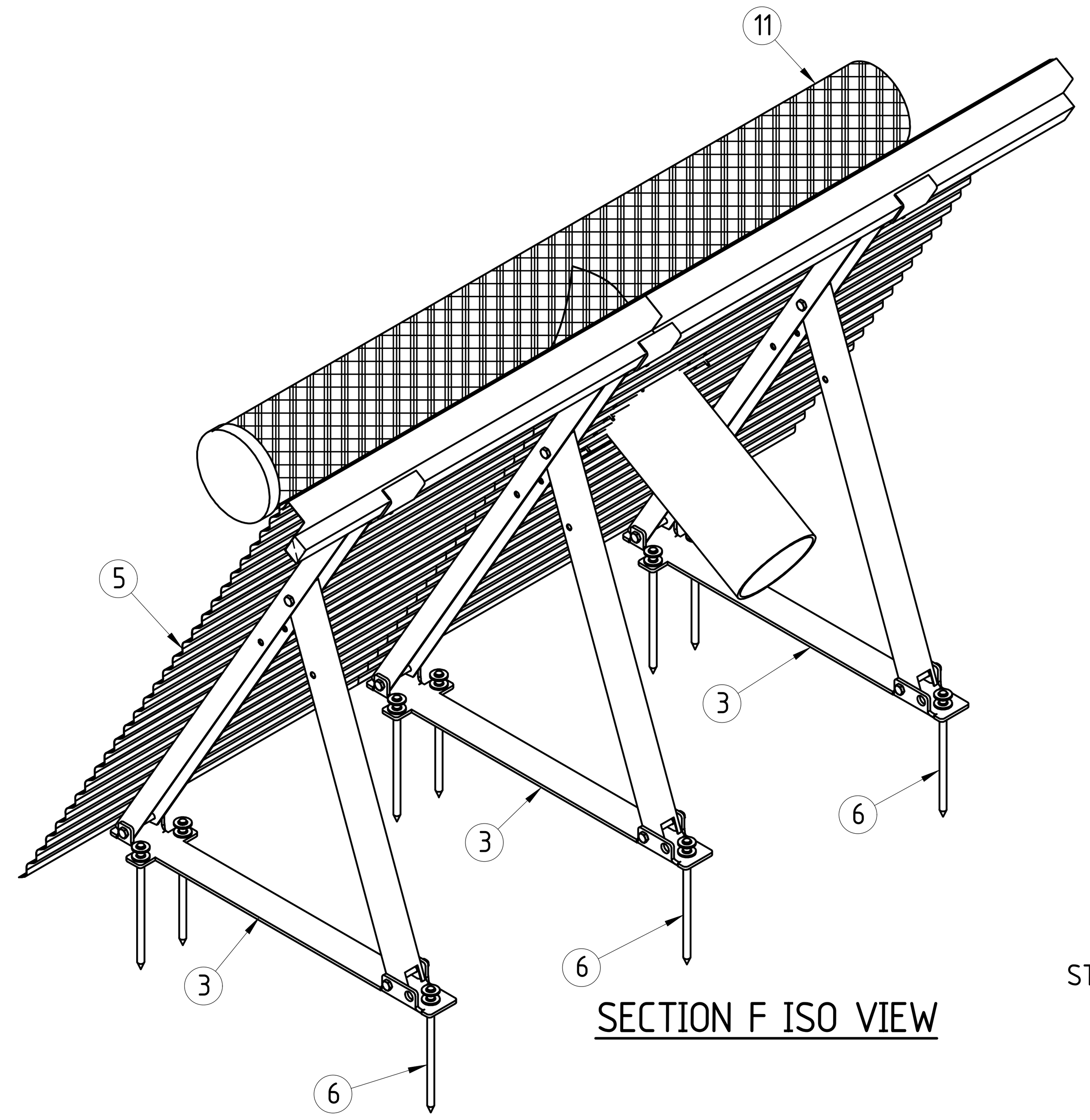
APPROVED	NH	11/06/2020

DRAWING TITLE
1.8m OPEN BULK HEAD
GENERAL ARRANGEMENT
CURVED OBH OPENING DETAIL

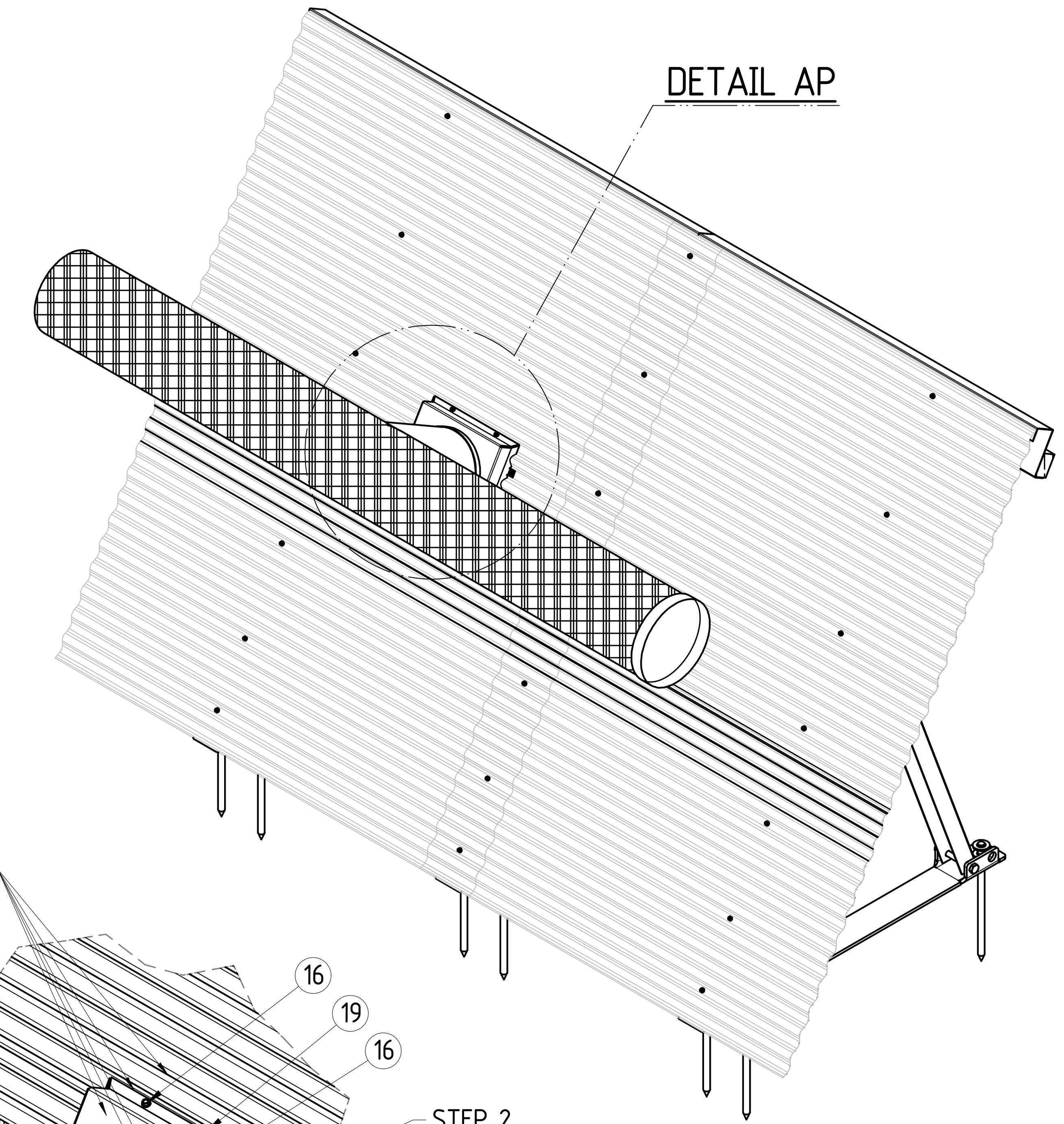
SITE: VARIOUS
SIZE: A1
PROJECT: STANDARD
DRAWING No: S119-ENG-ST-DGA-0003
SHEET: 6 OF 9
REV.: 0

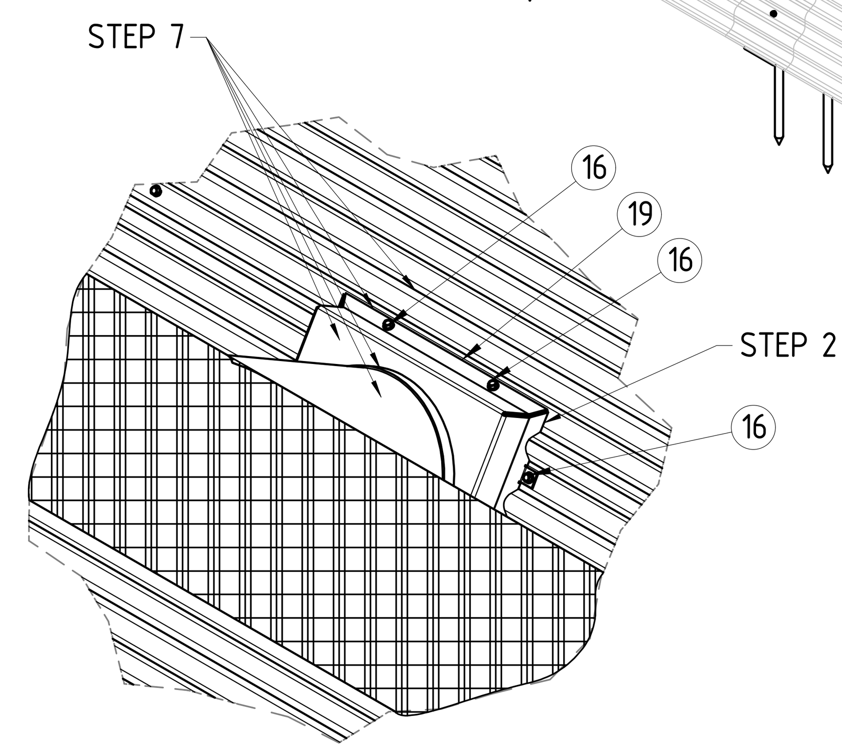


DETAIL B
'T' PIECE INSTALLATION DETAIL

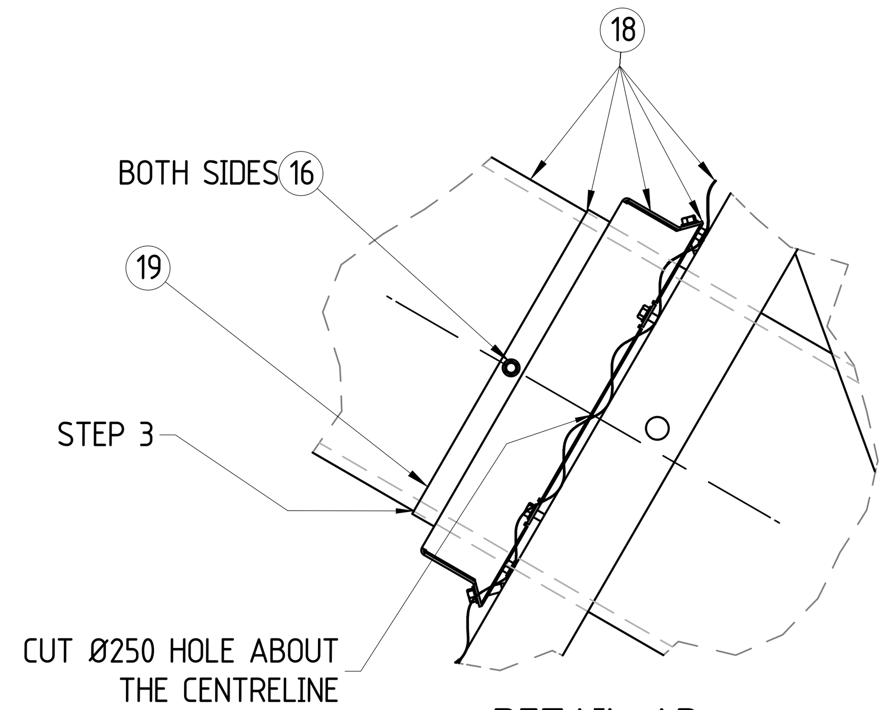


SECTION F ISO VIEW

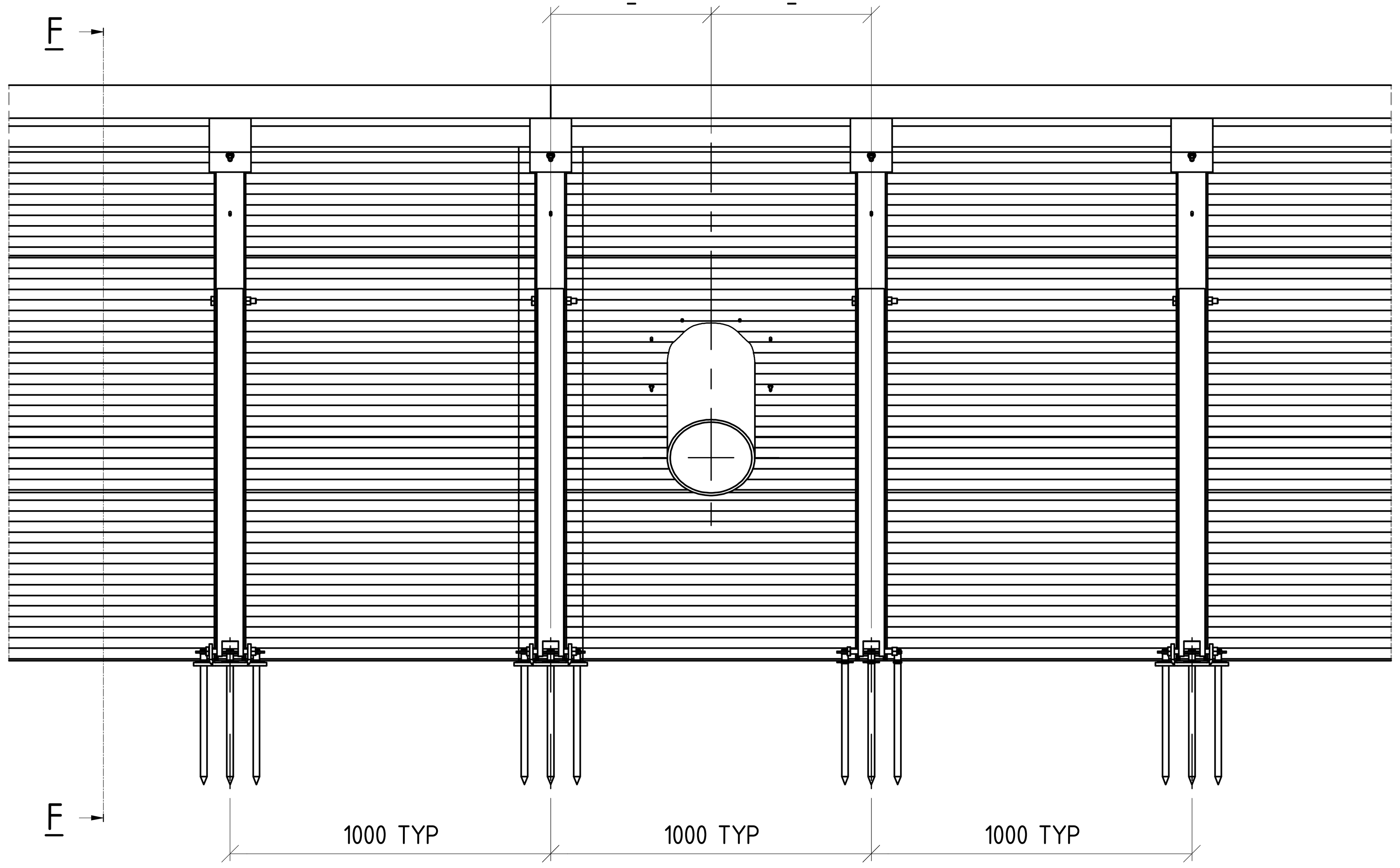




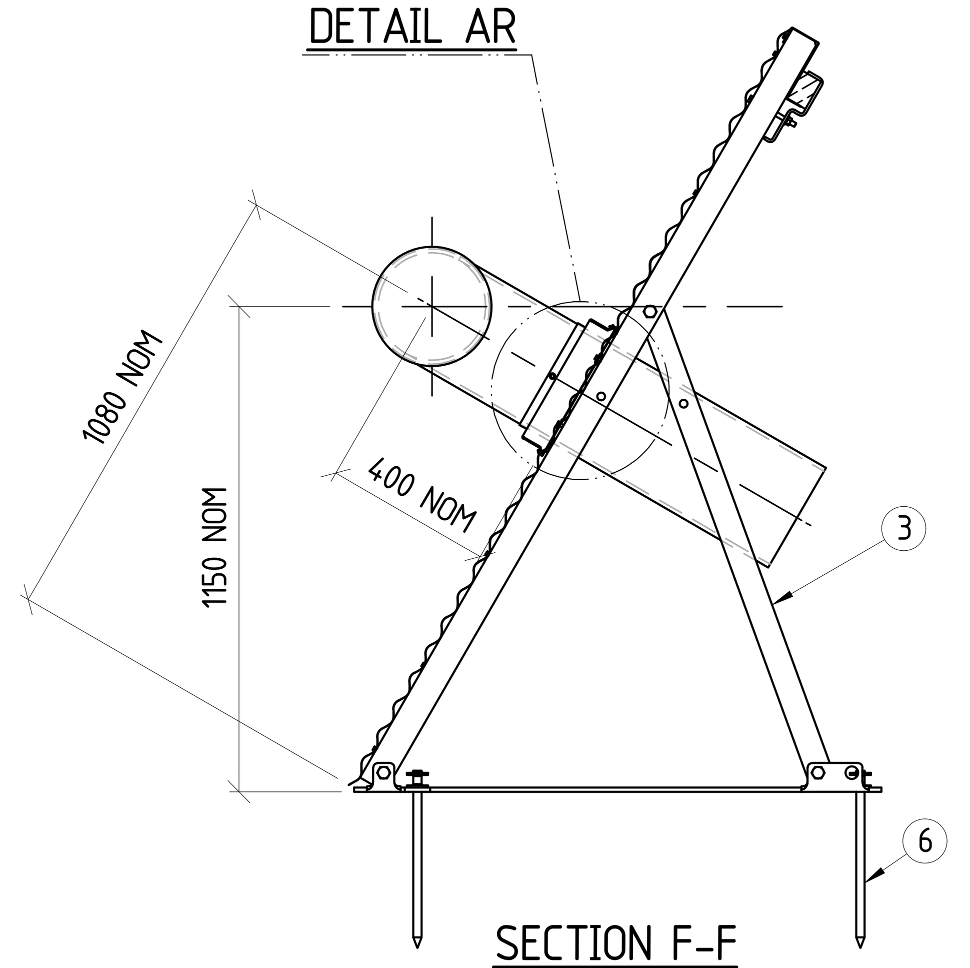
DETAIL AP



DETAIL AR



ELEVAION



SECTION F-F

BACKGROUND:

- THE 'T' PIECE IS USED TO PUMP HAZARDOUS FUMIGANT INTO THE STORAGE AFTER IT IS FULLY SEALED. CARE MUST BE TAKEN WHEN INSTALLING THE 'T' PIECE AND APPLYING THE SEALANTS TO ENSURE THE SEAL IS APPLIED TO A HIGH QUALITY.

USE THE FOLLOWING QUANTITY'S PER 1 'T'PIECE

- 1 X 600ML SAUSAGE OF BOSTIK SEAL AND FLEX 1
- 1L OF NOVALAST LTM 151

PROCEDURE:

- STEP 1: PREPARE AND CLEAN SURFACES WHERE SEALANTS ARE TO BE APPLIED AS PER MANUFACTURERS SPECIFICATIONS.
- STEP 2: INITIAL COLLAR INSTALL; APPLY A THICK (5-10MM) BEAD OF 'BOSTIK SEAL N FLEX 1' TO ALL EDGES OF THE T-PIECE MOUNTING COLLAR WHICH WILL CONTACT THE CORRUGATED CLADDING. TEK SCREW T-PIECE MOUNT (WITH BOSTIC SEALANT APPLIED) TO THE CLADDING USING 8 TEK SCREWS, EVENLY SPACED AROUND THE T-PIECE MOUNTING COLLAR.
- STEP 3: INSERT T-PIECE INTO THE T-PIECE MOUNTING COLLAR. SECURE THE T-PIECE AT THE LOCATION SHOWN, USING 2 X TEK SCREWS, THROUGH THE MOUNTING COLLAR RING. APPLY A THICK (5-10MM) BEAD OF 'BOSTIK SEAL N FLEX 1' AROUND THE JOIN AND AROUND ANY GAPS, INCLUDING AROUND THE TEK SCREWS. ALSO APPLY A THICK BEAD TO FILL THE GAP BETWEEN THE CLADDING AND THE T-PIECE, ON THE OUTSIDE OF THE BULKHEAD.
- STEP 4: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.
- STEP 5: APPLY A SECOND THICK (5-10MM) BEAD OF 'BOSTIC SEAL N FLEX 1' AROUND ALL JOINS BETWEEN THE T-PIECE MOUNTING COLLAR, THE T-PIECE AND THE CLADDING.
- STEP 6: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.
- STEP 7: PAINT THE ENTIRE T-PIECE MOUNTING COLLAR AND 150MM OF CLADDING AROUND THE COLLAR. ALSO PAINT 150MM OF THE T-PIECE, PAST THE COLLAR RING JOIN. PAINT WITH 'NOVALAST 151 LTM'
- STEP 8: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.

CBH GROUP HEAD OFFICE
LEVEL 6, 240 ST GEORGES TERRACE,
PERTH W.A 6000
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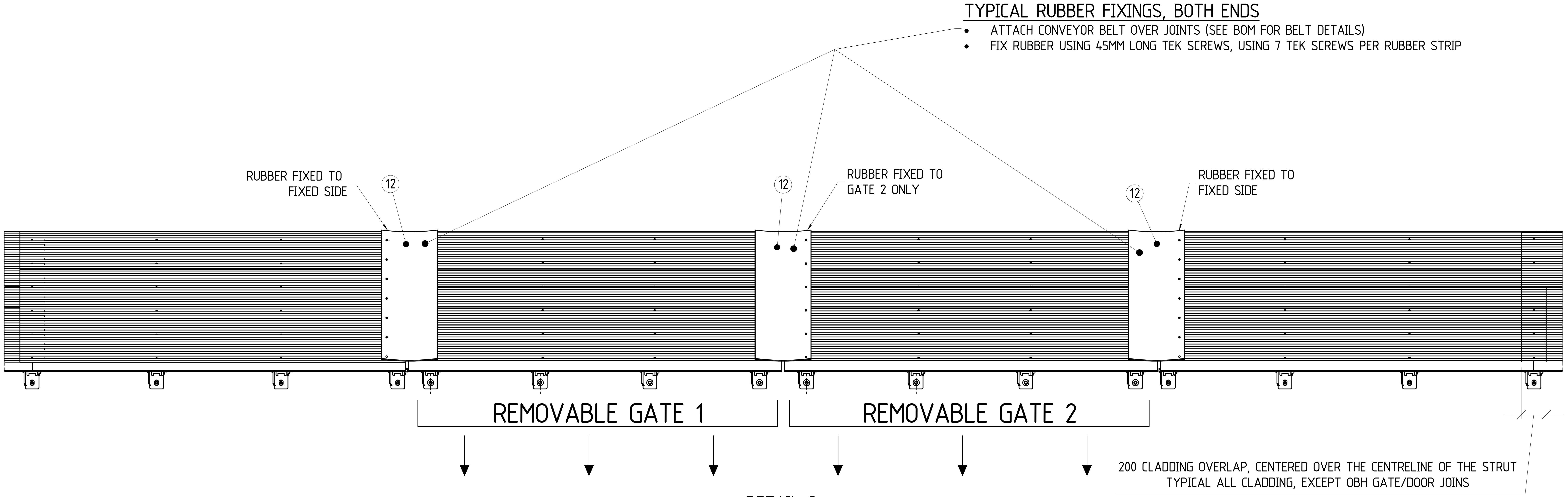
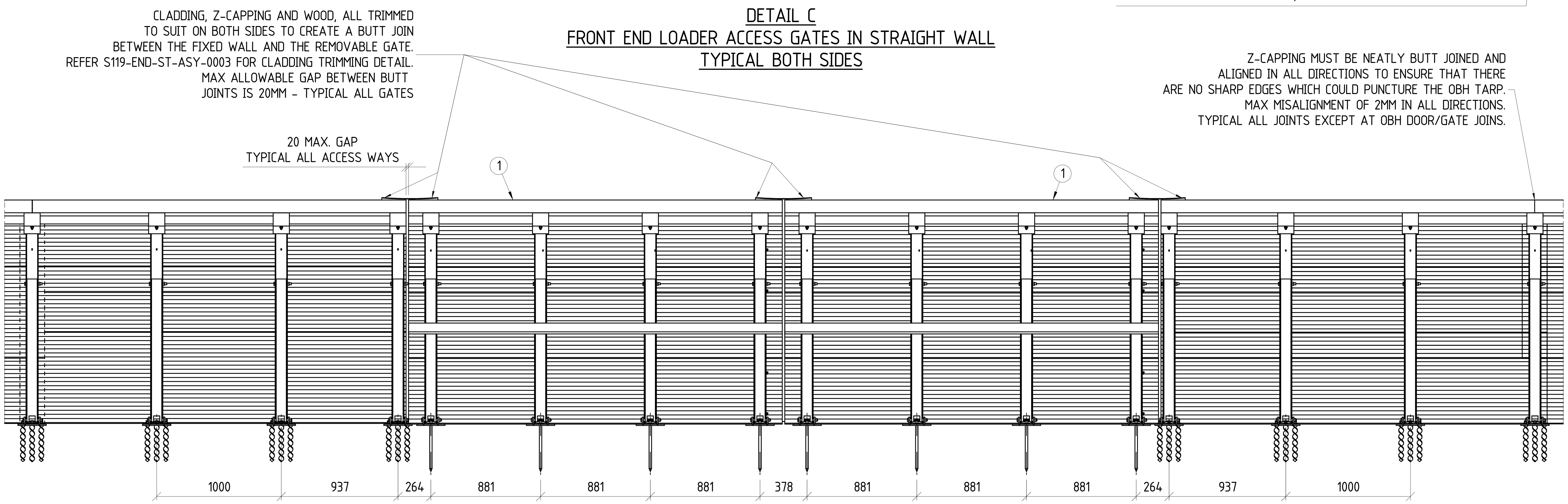
DRAWING TITLE
1.8m OPEN BULK HEAD
GENERAL ARRANGEMENT
'T' PIECE DETAIL

SITE: VARIOUS
PROJECT: STANDARD
SIZE: A1
DRAWING No: S119-ENG-ST-DGA-0003
SHEET: 7 OF 9
REV.: 0



DETAIL C
FRONT END LOADER ACCESS GATES IN STRAIGHT WALL
TYPICAL BOTH SIDES



ELEVATION

CBH GROUP

CBH GROUP HEAD OFFICE
LEVEL 6, 240 ST GEORGES TERRACE,
PERTH W.A 6000
PH (08) 9237 9600 FAX (08) 9322 3942

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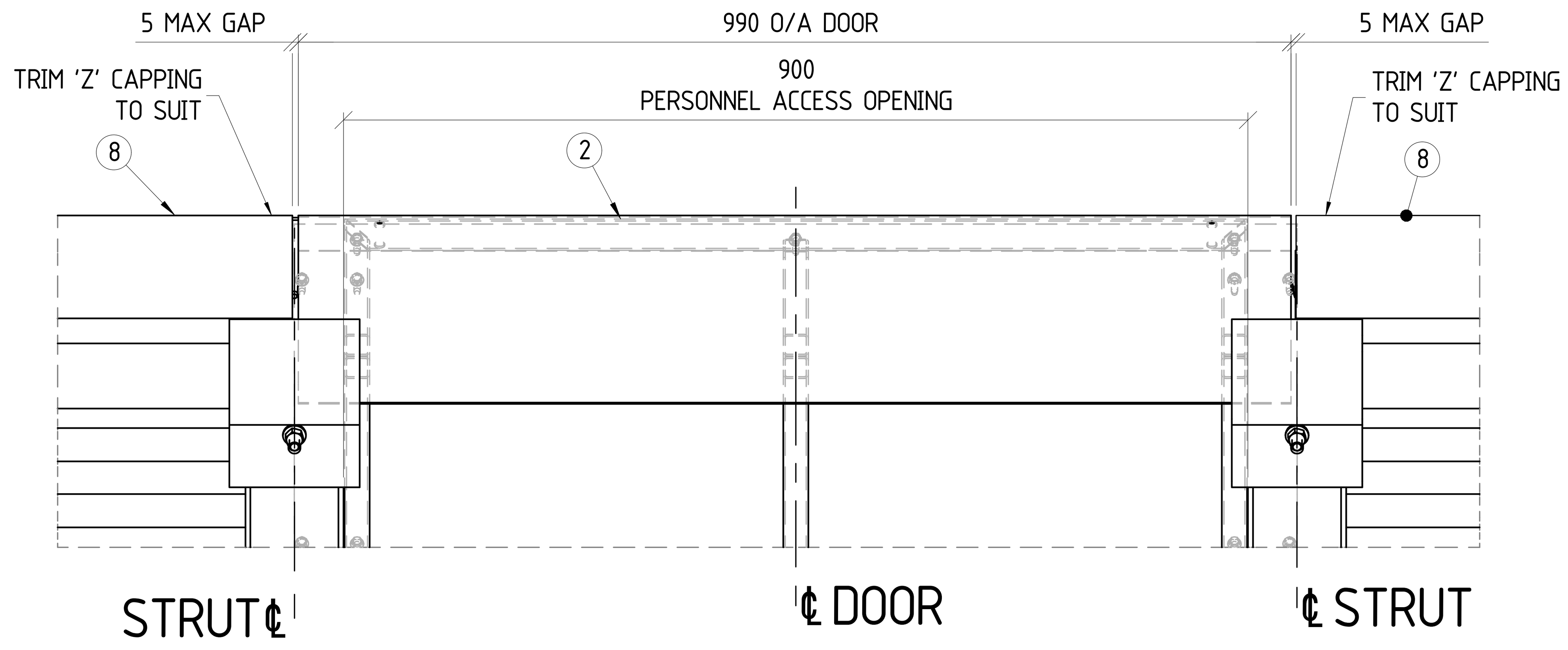
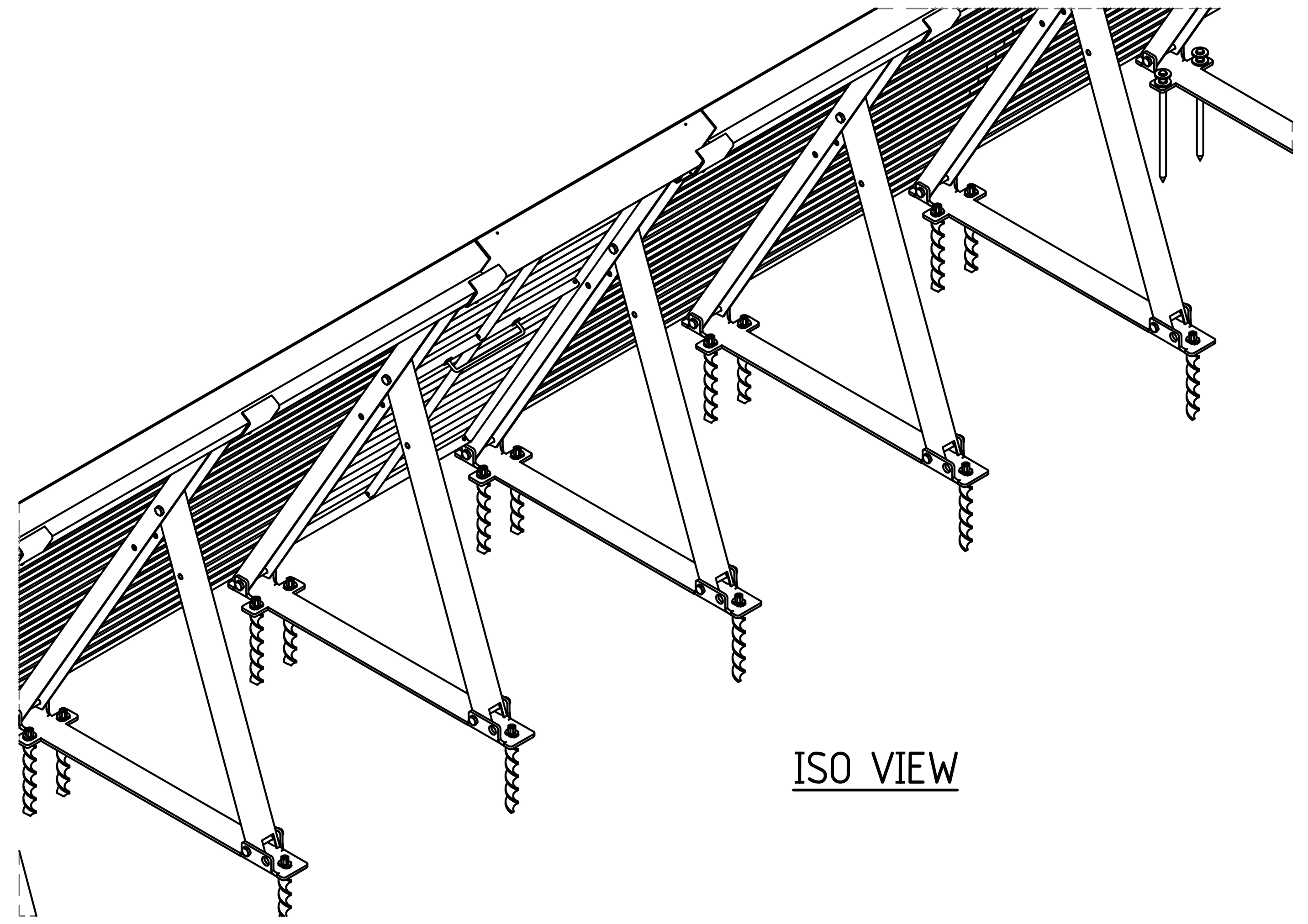
APPROVED	NH	11/06/2020

DRAWING TITLE
1.8m OPEN BULK HEAD
GENERAL ARRANGEMENT
STRAIGHT OBH OPENING DETAIL

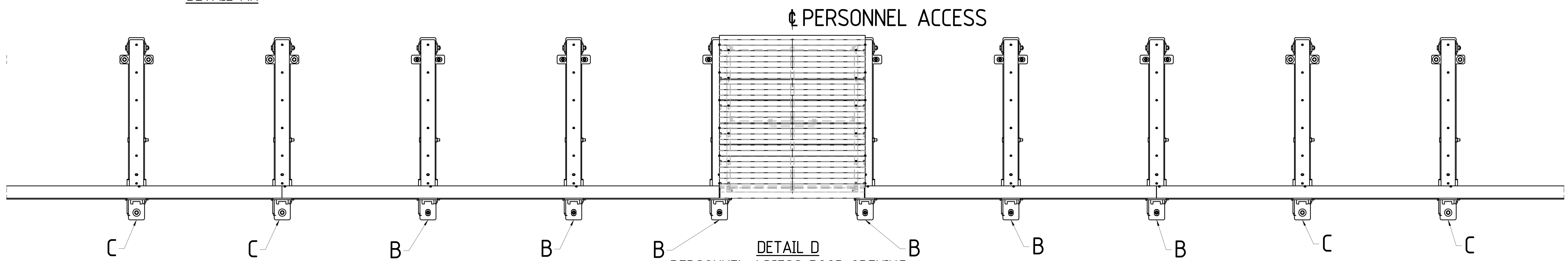
SITE: VARIOUS
SIZE: A1
PROJECT: STANDARD
DRAWING No: S119-ENG-ST-DGA-0003
SHEET: 8 OF 9
REV.: 0



DETAIL AK



ISO VIEW



DETAIL D
PERSONNEL ACCESS DOOR OPENING
TYPICAL BOTH SIDES
(SHEETING NOT SHOWN FOR CLARITY)

ELEVATION

CBH GROUP HEAD OFFICE
LEVEL 6, 240 ST GEORGES TERRACE,
PERTH W.A 6000
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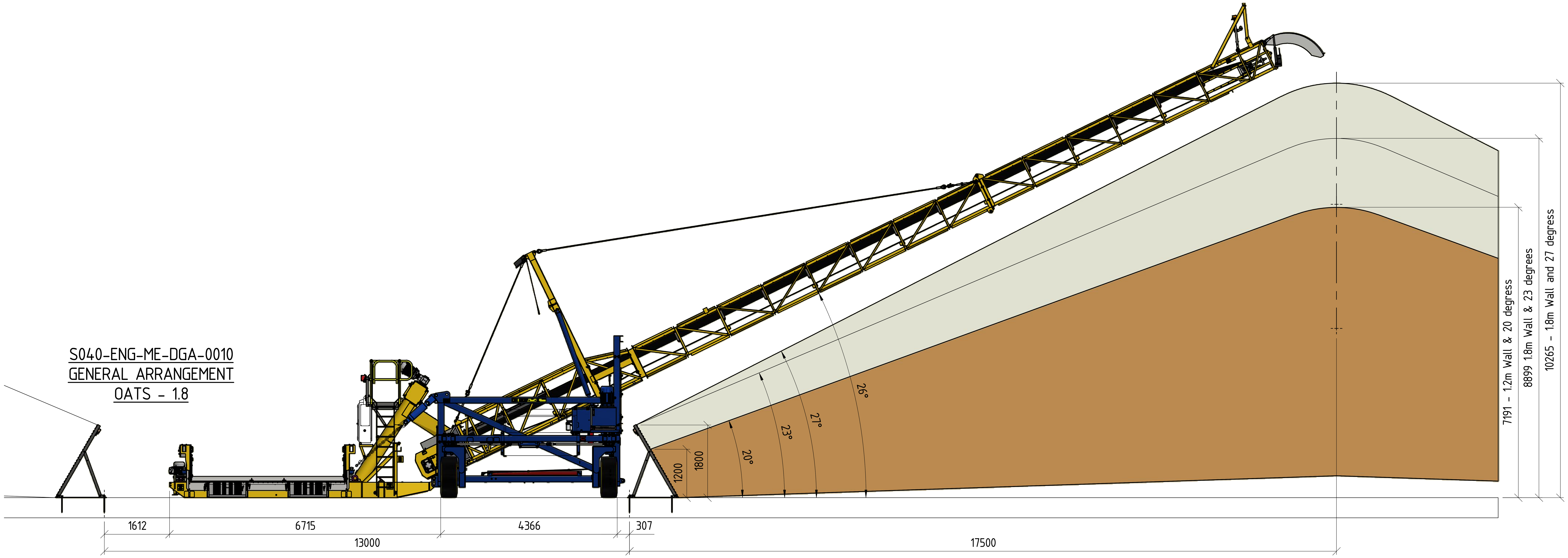
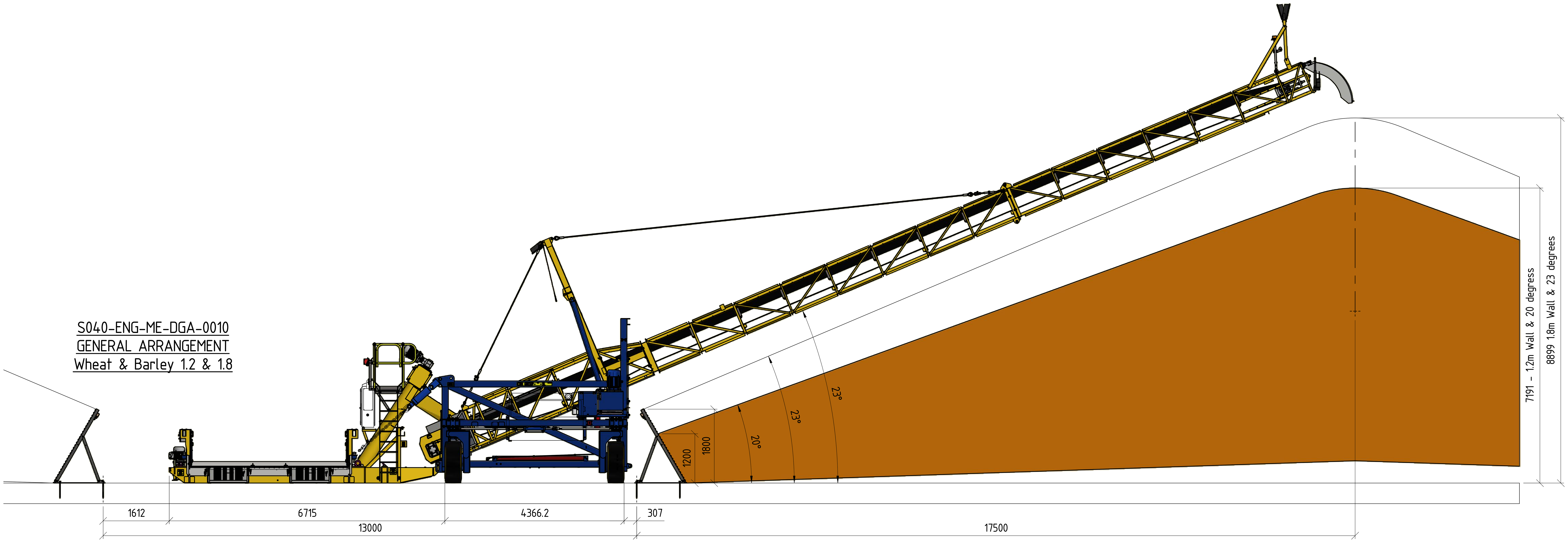
DRAWING TITLE
1.8m OPEN BULK HEAD
GENERAL ARRANGEMENT
PERSONELL ACCESS DOOR DETAIL

SITE: VARIOUS
SIZE: A1
PROJECT: STANDARD
DRAWING No: S119-ENG-ST-DGA-0003
SHEET: 9 OF 9
REV.: 0





CBH GROUP

CBH GROUP HEAD OFFICE
30 DELHI STREET, WEST PERTH W.A 6005
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CHECKED		30/12/1899
ENGINEER		30/12/1899
APPROVED		30/12/1899

DRAWING TITLE
DOG STACKER BULKKHEAD
ARRANGEMENT
GENERAL ARRANGEMENT

SITE
VARIOUS

SIZE
A1

PROJECT
LAYOUT

DRAWING No
S040-ENG-ME-DGA-0010

SHEET
1 OF 2

REV.
0

S040-ENG-ME-DGA-0010
GENERAL ARRANGEMENT

CBH GROUP HEAD OFFICE
30 DELHI STREET, WEST PERTH W.A 6005
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ENGINEER		30/12/1899
APPROVED		30/12/1899

DRAWING TITLE
DOG STACKER BULKKHEAD ARRANGEMENT
GENERAL ARRANGEMENT

SITE
VARIOUS

SIZE
A1

PROJECT
LAYOUT

DRAWING No
S040-ENG-ME-DGA-0010

SHEET
2 OF 2

REV.
0

ROEROC

Roe Regional Organisation of Councils

Corrigin | Kondinin | Kulin | Narembeen

SHIRE OF CORRIGIN

and

SHIRE OF KONDININ

and

SHIRE OF KULIN

and

SHIRE OF NAREMBEEN

MEMORANDUM OF UNDERSTANDING

~~1 July 2024~~ (Date of Adoption) to 30 June 2029

CONTENTS

AGREEMENT

This Memorandum of Understanding (MOU) dated ~~1 July 2024~~ (new date) between

the **SHIRE OF CORRIGIN** of Lynch Street, CORRIGIN, Western Australia, and

the **SHIRE OF KONDININ** of Gordon Street, KONDININ, Western Australia, and

the **SHRE OF KULIN** of Johnston Street, KULIN, Western Australia, and

the **SHIRE OF NAREMBEEN** of 1 Longhurst Street, NAREMBEEN, Western Australia.

(the Member Councils)

OPERATIVE PART

1 NAME

The name of the regional organisation of councils is the Roe Regional Organisation of Councils (RoeROC).

2 OBJECTIVES

The objectives of RoeROC shall be:

a) To provide regional leadership
b) To advocate on regional issues as they are identified and supported by member Councils
c) To form an alliance for the achievement of strategic goals in accordance with the group's Strategic Priorities;
d) To retain and improve regional infrastructure, services, and population;
e) To promote cooperation and resource sharing for financial and service efficiency;
f) To foster economic development, marketing, environmental protection, and local government initiatives;
g) 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.

Our principles;

a) Working proactively
b) Regional commitment, whilst acknowledging the organisations voluntary status
c) Communicating effectively
d) Consideration of the interests and diversity of each Shire
e) Forward thinking
f) Transparent
g) Committed

3 DEFINITIONS

In this MOU unless the context requires otherwise;

Act means the Local Government Act WA 1995 and associated regulations;

Project means the undertaking of any activity for a Regional Purpose described in clause 2(b);

Proposal means the proposal to undertake a Project;

Region means the districts of the Member Councils;

Regional Purposes means any regional purpose referred to in clause 2.

RoeROC means the Roe Regional Organisation of Councils;

Secretariat means the host Member Council providing secretarial support to the RoeROC.

4 THE ORGANISATION

4.1 Appointment of members

a) The RoeROC Committee shall consist of the following;
   - Shire President of member Council
   - Deputy Delegate – one elected member from each member Council
   - Chief Executive Officer of the member Shire
   - Proxy Officer – one officer from each member Council

b) A Member Council may appoint a nominee in lieu of the Shire President or Chief Executive Officer under sub-clause 4.1(a).

Footnote*: Deputy Chief Executive Officers or similar positions as well as Councillors from each of the Member Councils are encouraged to attend meetings as an observer.*

4.2 Voting

a) Each member Shire of RoeROC that has formally committed to, or is actively participating in, the project under consideration is entitled to one vote on matters requiring a decision, irrespective of the number of representatives in attendance. For the purposes of this clause, "actively participating" includes making a financial contribution, entering into a formal agreement, or otherwise committing resources to the project.

b) All resolutions or decisions of RoeROC (whether by the Committee or the Executive) are to be determined by a simple majority vote of members present and eligible to vote.

4.3 Tenure of members of RoeROC

A member of RoeROC shall hold office until either:

a) The member ceases to be a member of the Council or CEO of the Member Council or

b) The member is removed by the Member Council.

4.4 Election of Chairperson and Deputy Chairperson

(1) The members of the RoeROC shall elect a Chairperson, Deputy Chairperson and secretariat for a two year term on a rotational basis as decided by Member Councils following the bi-annual local government elections.

(2) The Chair shall be rotated accordingly;

March 2023-2025	Shire of Corrigin
March 2025 - 2027	Shire of Narembeen
November 2027 – 2029	Shire of Kulin
November 2029 – 2031	Shire of Kondinin

If the office of Chairperson or Deputy Chairperson becomes vacant or are absent from meetings then the members of RoeROC shall elect a new Chairperson or Deputy Chairperson, as the case requires.

4.5 Tenure of Chairperson and Deputy Chairperson

(1) The Chairperson and Deputy Chairperson should hold those offices until the election of a new chairperson and deputy chairperson pursuant to clause 4.3 (1).

(2) The Chairperson and Deputy Chairperson in office at time of extension or renewal of this MOU shall continue in office until an election is held as required by clause 4.3 (1)

4.6 Role of Chairperson

The Chairperson:

a) Presides at meetings of RoeROC;

b) Carries out civic and ceremonial duties on behalf of RoeROC;

c) Speaks on behalf of RoeROC;

d) Advocates for the RoeROC on issues and projects of significance;

e) Meets with stakeholders on behalf of the RoeROC, together with the RoeROC EO;

f) Performs such other functions as are given to the Chair by the members;

g) Liaises with the EO on affairs and the performance of its functions

4.7 Role of Deputy Chairperson

(1) The Deputy Chairperson performs the functions of the Chairperson, when authorised to do so, under this clause.

(2) The Deputy Chairperson may perform the functions of Chairperson if;
   a) The office of Chairperson is vacant; or

b) The Chairperson is not available or is unable or unwilling to perform the functions of Chairperson.

4.8 Role of Members of Roe Regional Organisation of Councils

A member of RoeROC:

a) Ensures the organisation is on purpose
b) Ensures the achievement of the strategic direction of the RoeROC and its management;
c) Oversees the delivery of the annual implementation plan;
d) Works cooperatively with other members;
e) Supports the involvement of CEO's and senior staff in the RoeROC;
f) Promotes the RoeROC;
g) Represents the interests of the electors and residents of the region and their respective Council
h) Facilitates communication between the community of the region and RoeROC;
i) Participates in strategic decision-making processes at meetings of the RoeROC and its committees;
j) Represents and undertakes actions on behalf of RoeROC as authorised by the RoeROC Council;
k) Form sub committees; and
l) Performs such other functions as are given to the member

4.9 Role of RoeROC Executive

To consist of the CEO of each member Shire, the role of the Executive Committee is to:

1) Assist in the achievement of the RoeROC purpose;
2) Assist in the strategic direction of the RoeROC and its management;
3) Identify opportunities and advocacy for the RoeROC Committee;
4) Participate in RoeROC's decision-making processes at Executive meetings of the RoeROC;
5) Represent and undertake actions as directed by the RoeROC Council;
6) Assist to ensure the advice and information is available to the RoeROC Committee so that informed decisions can be made;
7) Perform such other functions as are given by the RoeROC Committee.

4.10 Role of RoeROC Secretariate

The RoeROC host Council shall provide the Secretariate for Roe ROC

The role of the CEO Host Council Secretariate is to:

1) Perform as the Chair RoeROC Executive Meetings;
2) Ensure the advice and information is available to the RoeROC Committee so that informed decisions can be made;
3) Affect the RoeROC Committee decisions to be implemented;
4) Together with the RoeROC Chair, meets with stakeholders on behalf of the RoeROC;
5) Liaise with the RoeROC Chair and RoeROC Executive Officer on the affairs of the RoeROC;
6) Manage the RoeROC Executive Officer;
7) Ensure that records and documents of the RoeROC are properly kept (delegated to the Executive Officer);
8) Perform any other function specified or delegated by the RoeROC Committee.

4.11 Role of Executive Officer of RoeROC

An Executive Officer (EO) shall be appointed by RoeROC to:

1) Be hosted and managed by the designated Lead Shire.
2) Coordinate the governance framework;
3) Report to both the RoeROC Executive (CEOs) and the RoeROC Committee;
4) Custody of all books, documents, records and registers of RoeROC;
5) Assist in the implementation of Strategic Priorities;
6) Compile agendas, minutes, grant applications, discussion papers, project plans (including implementation);
7) Foster partnerships;
8) Undertake regular communication within the RoeROC and with key stakeholders;

9) Provide executive support to Working Groups;
10) Undertake other functions as specified or directed by the RoeROC Council, Chair or CEO.

4.12 Governance Structure and Terminology

RoeROC adopts the following formal terminology;

a) **RoeROC Committee** – Full delegates (Presidents and CEOs);
b) **RoeROC Executive** – CEO - level meetings;
c) **Working Groups** – e.g., Bendering Landfill Site Working Group, Shared Services Working Group, aligned with Lead Shires.

5 FINANCIAL CONTRIBUTIONS

5.1 RoeROC Executive Officer

Each Member Council shall make an annual financial contribution, in equal shares, toward the engagement of a RoeROC Executive Officer. These contributions shall be paid to the Lead Council responsible for administering the engagement of the Executive Officer, in accordance with an agreed invoicing schedule.

Where additional projects or initiatives are undertaken that require significant time or services beyond the Executive Officer's core responsibilities, Member Councils may be requested to contribute additional funding. Such contributions must be agreed to by all Member Councils prior to commencement of the additional work and shall also be invoiced and administered by the Lead Council.

Shire of Corrigin	1/4th
Shire of Kulin	1/4th
Shire of Kondinin	1/4th
Shire of Narembeen	1/4th

5.2 Bendering Landfill Site

Each Member Council of the Bendering Landfill Site (the Project) shall make an annual financial contribution towards the operational, management, and legislative requirements of the Project. Contributions shall be made in equal shares and will be invoiced by the Lead Council responsible for the Bendering Landfill Site.

Shire of Corrigin	1/4th
Shire of Kulin	1/4th
Shire of Kondinin	1/4th
Shire of Narembeen	1/4th

5.3 Specific Projects

For projects or initiatives that are agreed to and undertaken by one or more participating Member Councils — including, but not limited to, contributions toward specific projects, initiatives, or the acquisition of capital assets — those participating Councils shall make financial contributions in equal shares, unless otherwise agreed. Each participating Council will be responsible for making the necessary budget provision within its own annual budget. Management and delivery of such projects will be coordinated by the designated Lead Council or as otherwise agreed by the participating Councils, with appropriate oversight and reporting provided.

6 PROJECTS OR SERVICES

6.1 Requirements

RoeROC shall only undertake a Project or Service in accordance with this clause and provided that:

a) RoeROC is satisfied that any services and facilities that it will provide:
   i) Integrate and coordinate, so far as practical, with any provided by the Commonwealth, State or any public body;
   ii) Within the district of a Member Council, do not duplicate, to an extent that the Member Council consider inappropriate, services or facilities provided by the Commonwealth, the State or any body or person, whether public or private; and
   iii) Are managed efficiently and effectively;
b) The requirements for the preparation of a business plan under section 3.59 of the Act, if applicable, are complied with.

Note: *In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act – see section 3.59. Nothing prevents RoeROC or Member Councils providing a financial contribution to regional projects and services at any time.*

6.2 Project Plan to be Prepared

Where RoeROC is considering a proposed Project or Service it shall prepare a Project Plan.

6.3 Contents of a Project Plan

A Project Plan should include:

a) A clear definition of the proposed Project or Service;

b) Details of the expected cost and benefits for the Member Councils;

c) A project time-line with performance milestones clearly outlined;

d) The proportion (and the basis of its calculation) in which the Project Member Councils will make contributions towards:

   i) The acquisition of any asset of a capital nature required for the Project or Service;

   ii) The operating expenditure, including administrative expenses, relating to the Project or Service.

(e) The manner of payment of the contributions referred to in paragraph (d);

(f) The proportion entitlement or liability, as the case may be (and the basis of its calculation) of the Project Member Councils in the event that the Project or Service is wound up;

(g) The manner of payment of the entitlement or liability referred to in paragraph (i);

h) The procedure for the giving of notice by a Project Member Council wishing to withdraw from the Project or Service including the period of notice;

i) The proportional entitlement or liability, as the case may be (and the basis of its calculation), of a Project Member Council when withdrawal of that Project Member Council from the Project or Service takes effect;

j) The amount, if any, of interest payable where contributions are not made on the due date for payment; and

k) The entitlement, if any, of a Member Council which is not a Project Member Council to join a Project or Service and the procedure to be followed including the period of notice given by that Member Council.

6.4 Member Councils to be Given Project Plan

Upon completion of the Project Plan RoeROC shall give a copy of the Project Plan to each of the Member Councils.

6.5 Election to Participate in Project

Each Member Council shall, within a reasonable period determined by RoeROC, elect whether to participate in the New Project or Service by giving notice of its election to RoeROC.

6.6 Project Member Councils

The Member Councils, which elect to participate in a Project or Service, are the Project Member Councils in respect of that Project or Service.

6.7 Review of Project Plan

(1) As soon as practicable after the period referred to in clause 7.5, RoeROC shall:

   a) Review the Project Plan and its viability having regard to the number of Member Councils who have elected to participate;

   b) Decide whether to proceed with the Project or Service; and

   c) Give notice to each of the Project Member Council of its decision.

(2) Where the number of Member Councils which have elected to participate is less than the number, if any, specified in the Project Plan or less than all of the Member Councils where no number is specified, then RoeROC will give the Member Councils an opportunity to withdraw their election before the RoeROC decides to proceed under clause 6.7(b).

6.8 Project Member Councils to be Bound

Where RoeROC decides to proceed with a Project or Service and gives notice of its decision to each of the Project Member Councils in accordance with clause 7.7, then each of the Project Member Councils shall be bound by the terms of the Project Plan as if those terms were set out in this Agreement.

6.9 Winding Up of Project or Service
The RoeROC Council may resolve to wind up a Project or Service. An absolute majority vote will be required by the RoeROC Council to resolve to wind up any project or service.

6.10 Division of Assets
(1) Subject to sub-clause (2), if a Project or Service is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project or Service then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Member Councils in the proportions referred to in the Project Plan.
(2) Sub-clause (1) shall not apply where the Project Member Councils advise RoeROC that a realisation of the property and assets is not necessary.

6.11 Division of Liabilities
If a Project or Service is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project or Service then the liability or debt is to be met by the Project Member Councils in the proportions referred to in the Project Plan.

6.12 Indemnification by Project Member Councils of the RoeROC
If a Project or Service is wound up then the Project Member Councils shall indemnify RoeROC (in the proportions referred to in the Project Plan) with respect to that liability or debt.

7 TERM AND TERMINATION

7.1 Term of Agreement
Unless otherwise wound up or extended, this Agreement will terminate on 30 June 2029.

7.2 Winding up by Agreement
The Member Councils may, by agreement, wind up RoeROC.

7.3 Division of Assets
If RoeROC is to be wound up and there remains, after the satisfaction of all debts and liabilities, any property or assets of RoeROC, those remaining assets shall be realised and the proceeds—along with any surplus funds—shall be distributed among the Member Councils. Distribution shall be made in proportion to each Member Council’s financial contributions to the specific projects or initiatives to which the assets or surplus relate. A Member Council shall only be entitled to a share of assets or funds arising from projects in which it participated and to which it contributed financially.

7.4 Division of Liabilities
If RoeROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of RoeROC then the liability or debt is to be met by each of the Member Councils in the same proportions as the contributions of a particular Member Councils to the assets of RoeROC bear to the total of such contributions by all Member Councils.

8 WITHDRAWAL OF A MEMBER COUNCIL

8.1 Withdrawal
A Member Council may, at any time between 1 July and 31 December in any year, give to RoeROC notice of its intention to withdraw from RoeROC.

8.2 When Withdrawal to Take Effect
The withdrawal of a Member Council shall take effect from the end of the financial year, in which notice of withdrawal under clause 8.1 is given.

8.3 Entitlement or Liability of Withdrawing Member Council
As soon as practicable following the withdrawal of a Member Council, RoeROC shall:

a) Distribute to the Member Council an amount equal to the proceeds and any surplus funds which would have been payable if RoeROC was wound up; or

b) Be entitled to recover from the Member Council an amount equal to the liability or debt which would be payable by the Member Council if the RoeROC was wound up, as the case may be.

8.4 Distribution in the Absence of Available Funds

If RoeROC is unable to meet a distribution referred to in clause 8.3(a) from available funds, then—unless otherwise agreed by all Member Councils—any shortfall shall be paid by the remaining Member Councils (excluding the withdrawing Council) in proportions equal to their respective equities in the specific project(s) to which the distribution relates.

8.5 Financial Arrangements and Project Commitments

RoeROC does not maintain a central bank account or hold funds on hand. All financial contributions toward the engagement of the RoeROC Executive Officer are made directly by the Member Councils on an annual basis and in equal shares. Similarly, all RoeROC projects are undertaken by agreement between participating Member Councils, with associated costs funded directly by those Councils. Member Councils that commit to a specific project are financially responsible for their agreed share of costs through to the completion of that project, regardless of any subsequent withdrawal from RoeROC.

9 ADMITTING NEW MEMBERS

The Roe Regional Organisation of Councils (RoeROC) recognises the value of expanding its membership where such inclusion enhances the organisation's strategic capacity, fosters regional cooperation, and supports the efficient delivery of shared objectives.

9.1 Section 3.65 of the *Local Government Act 1995* is to apply if a Regional Local Government is established.

9.2 Eligibility and Consideration Criteria

A local government may seek membership of RoeROC by submitting a formal written request to the Executive Officer. To facilitate informed consideration, the application must include a statement or presentation addressing the following criteria;

a) Strategic Alignment – The alignment of the applicant's community priorities and strategic goals with RoeROC's Strategic Objectives and regional development vision.

b) Community and Regional Fit – Demonstration of the applicant's regional characteristics, needs, and potential mutual benefits of membership.

c) Value and Contribution – An outline of the specific resources, skills, or opportunities the applicant would contribute to RoeROC.

d) Project Participation – Identification of existing or future RoeROC initiatives the applicant seeks to join or support.

e) Financial and Governance Commitment – Confirmation of the applicant's ability to meet RoeROC's financial contributions and governance responsibilities as detailed in this MOU.

f) Long-Term Engagement – A commitment to active participation, shared leadership, and long-term collaboration with RoeROC.

9.3 Application Process

a) Upon receipt of a request, the RoeROC Executive may invite the applicant's Shire President or representative to present at a scheduled RoeROC meeting.

b) The RoeROC Executive Officer will prepare an application review and assessment framework for consideration, ensuring consistency and transparency in decision-making.

c) A decision to admit a new member requires a simple majority vote by existing members at a formal RoeROC meeting.

9.4 Membership Contributions

A new member, upon acceptance, must agree to:

a) Pay an entry contribution as determined and agreed by the existing members;

b) Provide a financial contribution equal to that of current members, unless varied by resolution of the RoeROC Committee;

c) Contribute to the costs of shared projects and services on an equitable basis, as defined within applicable project plans or service agreements.

9.5 MOU Review and Flexibility

RoeROC acknowledges the need for clarity and responsiveness in its governance framework. Accordingly, this clause shall be subject to periodic review and may be amended by agreement of the member Councils to ensure alignment with best practice, strategic intent, and emerging regional needs.

9.6 Voting Requirements for Admitting New Members

The admission of a new member to RoeROC shall require a **unanimous resolution** of all existing member Councils, passed at a duly convened RoeROC Committee Meeting.

This provision ensures collective agreement and alignment among all members prior to any change in the composition of the organisation. The requirement for unanimous consent recognises the strategic, financial, and governance implications associated with membership expansion.

No new member shall be admitted unless all current member Councils have formally resolved to support the application in accordance with this clause.

10 DISPUTE RESOLUTION

10.1 Dispute

In the event of any dispute or difference arising between the Member Councils and RoeROC or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this MOU, then a Member Council or RoeROC or the Member Councils (as the case may be) may give to the other Member Councils and RoeROC (as the case may be) notice in writing (Dispute Notice) adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council or RoeROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

10.2 Arbitration

At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the *Commercial Arbitration Act 1985*.

10.3 Legal Representation

For the purposes of the *Commercial Arbitration Act 1985*, the Member Councils consent to each other and to ROEROC being legally represented at any such arbitration.

11 INTERPRETATION

11.1 Interpretation

In this MOU unless the context requires otherwise:

a) Words importing the singular include the plural and vice versa;

b) Words importing any gender include the other genders;

c) References to persons include corporations and bodies politic;

d) References to a person include the legal personal representatives, successors and assigns of that person;

e) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);

f) References to this or any other document include the document as varied or replaced, and not withstanding any change in the identity of the parties;

g) References to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes telex and facsimile transmission;

h) An obligation of two or more parties shall bind them jointly and severally;

i) If a word or phrase is defined cognate words and phrases have corresponding definitions;

j) References to a person which has ceased to exist or has been reconstituted, amalgamated, reconstructed or merged, or the functions of which have become exercisable by any other person or body in its place, shall be taken to refer to the person or body established or constituted in its place or by which its functions have become exercisable;

k) An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;

l) Reference to any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;

m) Reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period shall end on the last day of the next succeeding calendar month;

n) References to this MOU include its schedules.

11.2 Headings and Footnotes

Headings and footnotes shall be ignored in construing this MOU.

11.3 Time

a) References to time are to local time in Perth, Western Australia;

b) Where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

12 AMENDMENT OF MEMORANDUM OF UNDERSTANDING

(1) This MOU may be amended only with the unanimous agreement of all Member Councils, with any such amendments requiring formal resolution and endorsement by each respective Council.

(2) This MOU can be amended to include another local government as a party to the amending agreement.

Schedule 1 – Execution

EXECUTED by the Parties

THE COMMON SEAL of SHIRE OF CORRIGIN) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KONDININ) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KULIN) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF NAREMBEEN) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

Appendix 1 – Existing Agreements and Services

Roe Regional Organisation of Councils Memorandum of Understanding (MOU)
Agreement between Shires of Corrigin, Kondinin, Kulin and Narembeen. Current MOU commenced on 1 July 2024 and expires on 30 June 2029.

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

Agreement 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 2025
Completed by Talis Consultants and adopted by RoeROC Committee in March 2025.
Replaces previous versions.

Bendering Landfill Facility Operations Management Plan and Procedures
Reviewed and updated, adopted by RoeROC Committee in March 2025.
Replaces previous versions

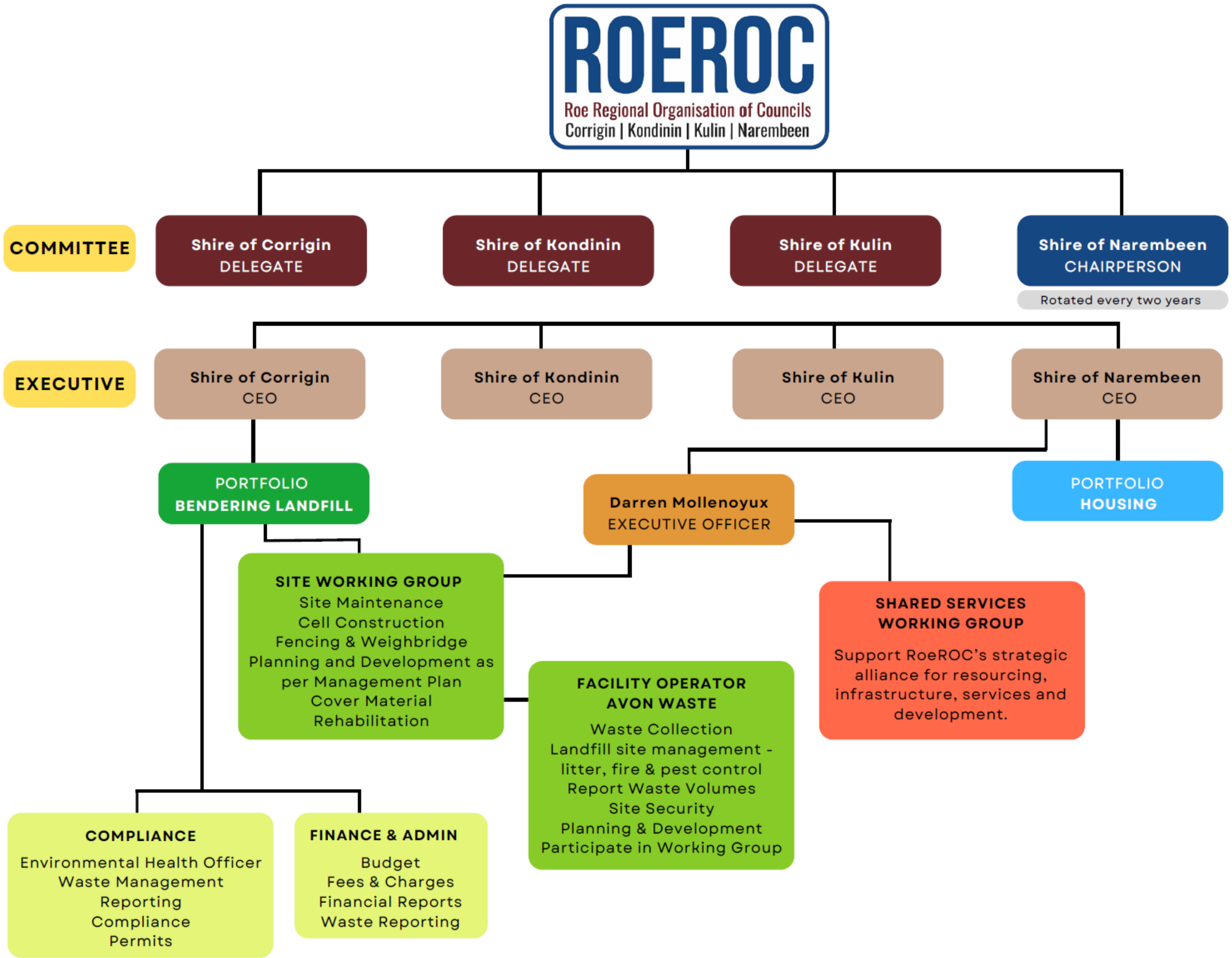
Bendering Landfill Site Working Group Terms of Reference
Adopted by RoeROC Committee in March 2025, to be reviewed in March 2026.

Shared Services Working Group Terms of Reference
Adopted by RoeROC Committee in September 2024

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

Appendix 2 – Operational Procedures

1. **Name**
2. **Role of the Committee**
3. **Objectives of RoeROC**
4. **No Delegated Powers**
5. **Host Shire Rotation**
6. **Schedule of Meetings**
7. **Conduct of Meetings**
   - 7.1 Membership
   - 7.2 Presiding Member
   - 7.3 Voting
8. **Arrangements for Projects and Non-Ongoing Agreements**
9. **Annual Events: Rotating RoeROC Dinner**
10. **Working Group Protocols and Structure**
    - 10.1 Bendering Landfill Site Working Group
    - 10.2 Shared Services Working Group
    - 10.3 General Protocols



Note: Lead Council Portfolios will be added as projects commence

ROEROC

Roe Regional Organisation of Councils

Corrigin | Kondinin | Kulin | Narembeen

OPERATIONAL GUIDELINES

Appendix 2 – RoeROC Memorandum of Understanding

1. **Name**
   The name of the organisation is the **Roe Regional Organisation of Councils (RoeROC).**

2. **Role of the Committee**
   The role of the RoeROC Committee is to:
   - Facilitate collaboration among Member Councils on matters of mutual interest;
   - Provide a forum for regional leadership, shared decision-making, and advocacy;
   - Oversee the development, coordination, and delivery of joint projects, services, and initiatives;
   - Consider strategic regional issues affecting the Member Councils and propose coordinated responses; and
   - Provide guidance and direction to working groups and the RoeROC Executive Officer.

3. **Objectives of RoeROC**
   The objectives of RoeROC are to:
   - Provide strong regional leadership and strategic direction;
   - Advocate on regional priorities identified and supported by Member Councils;
   - Form a collaborative alliance to improve infrastructure, community services, and economic resilience across the region;
   - Promote cooperation and resource sharing for greater efficiency and cost-effectiveness;
   - Pursue joint initiatives that enhance environmental management, tourism, health services, and local government capability; and
   - Support sustainable population retention and regional development without diminishing the autonomy or relationships of individual Member Councils with their communities or external stakeholders.

4. **No Delegated Powers**
   RoeROC is an advisory and collaborative body and does **not** hold any delegated authority under the *Local Government Act 1995* or any other legislation. All decisions and recommendations made by RoeROC must be referred to the respective Member Councils for formal resolution, endorsement, or implementation unless otherwise provided for in a specific agreement or project.

5. **Host Shire Rotation**
   The Host Shire provides secretariat and administrative support to RoeROC and rotates on a biennial basis, aligned with the local government election cycle. The indicative rotation is as follows:

   - March 2023–2025: Shire of Corrigin
   - March 2025–2027: Shire of Narembeen
   - November 2027–2029: Shire of Kulin
   - November 2029–2031: Shire of Kondinin

   The Executive Officer shall have primary responsibility for the coordination of meeting arrangements and the preparation of agendas, in consultation with the Chairperson. The Host Shire shall provide strategic oversight and administrative support to the Executive Officer in the execution of these duties, ensuring alignment with the objectives and protocols of RoeROC.

6. Schedule of Meetings

RoeROC Committee meetings will generally be held quarterly on the third Thursday of **March, June, September, and November** at 1:00 PM, unless otherwise agreed. Written notice shall be given at least 7 days prior to each meeting.

The Host Shire will provide lunch for delegates prior to meetings.

Typical agenda items:

- **Every meeting:**
  - Financial reports for Roe Environmental Health Scheme and Bendering Waste Facility
- **March:**
  - Review of business cases and potential joint projects
  - Fees and charges for Bendering Landfill
  - Invitation to Shire of Lake Grace (Roe Health Scheme)
- **June:**
  - Invitation to Avon Waste as contractor
- **September:**
  - Updates on active joint projects
- **November:**
  - Identification of new projects
  - Review of contracts and agreements due to expire

7. Conduct of Meetings

Membership:

The RoeROC Committee includes:

- The Shire President of each Member Council
- One elected member (Deputy Delegate)
- The Chief Executive Officer of each Member Council
- One senior officer (Deputy Officer)

Deputy CEOs and observers may attend at the discretion of their Council.

Presiding Member:

The Chairperson and Deputy Chairperson are elected every two years in line with the Host Shire rotation. If the Chairperson is unavailable, the Deputy or a nominated member will preside.

Voting:

- Each Member Council has **one vote**, regardless of the number of representatives present.
- All resolutions or decisions of RoeROC (whether by the Committee or the Executive) are to be determined by a simple majority vote of members present and eligible to vote.

8. Arrangements for Projects and Non-Ongoing Agreements

Projects may only proceed where participating Member Councils have agreed. Each participating Council must make necessary budget provisions for their share. A formal Project Plan must be prepared outlining scope, timeline, financial commitments, and governance arrangements.

All RoeROC projects are managed by a Lead Council and supported by the Executive Officer, with reporting provided to participating Councils. Councils that commit to a project are financially responsible until its completion, regardless of later changes to membership.

9. Annual Events: Rotating RoeROC Dinner

Member Councils take turns hosting the annual RoeROC Dinner. The dinner fosters collaboration and recognises achievements.

Host Schedule:

- 2024 – Corrigin
- 2025 – Narembeen
- 2026 – Kondinin
- 2027 – Kulin

The host Shire is responsible for organising the event in consultation with the Chair and Executive Officer.

10. Working Group Protocols and Structure

RoeROC may establish Working Groups to support its strategic or operational objectives. These groups report to the RoeROC Executive and Committee through the Executive Officer.

Current examples include:

- **Bendering Landfill Site Working Group:**
  - Includes Works Managers, RoeROC EHO, and Avon Waste
  - Oversees civil works, planning, and compliance
  - Meets biannually (March and September)
  - Coordinates access and approves annual plant/labour rates

- **Shared Services Working Group:**
  - Explores joint service delivery and administrative collaboration
  - Coordinates shared staffing, systems, or procurement

General protocols:

- Working Groups are formed by RoeROC resolution
- Members are nominated by participating Councils
- Clear terms of reference are to be established
- Regular reporting to the Executive Officer is required

ROEROC
Roe Regional Organisation of Councils
Corrigin | Kondinin | Kulin | Narembeen

New Membership Request

Shire of Wickepin

Discussion Paper for RoeROC

INTRODUCTION

This discussion paper has been prepared to assist the RoeROC CEOs with further consideration of the Shire of Wickepin's formal request to join (RoeROC). It provides an overview of the key matters raised to date, outlines relevant provisions in the current RoeROC Memorandum of Understanding, and addresses the strategic, financial, and governance implications of admitting Wickepin as new member. This document will assist member CEOs make an informed decision and recommendations to the RoeROC Committee.

EXCLUSIONS AND KEY CONSIDERATIONS

In considering the Shire of Wickepin's request to join RoeROC, the following exclusions and factors should be noted:

1. **Scope of Membership and Non-RoeROC Entities:**
   RoeROC membership covers only those projects, services, and advocacy activities formally undertaken by the organisation. It does not extend to informal collaborations or independently managed services unless separately agreed by all members.

   Wickepin may be interested in joining **RoeTourism,** however this group operates independently of RoeROC; Wickepin may apply directly if interested in participating.

   RoeHealth and the **Bendering Landfill Site** are not governed by RoeROC and are excluded from this membership request. The Shire of Wickepin CEO has confirmed it does not seek to participate in either service at this time, with the following comments:

   - Bendering Landfill Site
     At this point in time, Wickepin has its own main waste area (which should last a while), so we would not be interested in Bendering. Also, the distance would make it a little prohibitive.
   - RoeHealth
     For the EHO, Brendon is at capacity. We currently get services from Narrogin, so that arrangement would remain. If in the future, additional EHO capacity is available through RoeHealth, then we would consider it, in order to be more in line with the RoeROC Members.

   Any future engagement with these services would need to be negotiated separately with the relevant managing entities or participating Shires.

2. **Current RoeROC Projects Not Applicable to Wickepin:**
   As of July 2025, RoeROC is delivering the following projects, which the Shire of Wickepin will not participate in due to their advanced status or existing commitments:

   2.1 **RoeROC Key Worker Accommodation Project** – This project is well progressed and not currently feasible for Wickepin to join. However, if the Shire completes an individual Key Worker Accommodation Analysis, future participation in funding submissions may be possible with an appropriate financial contribution.

   2.2 **RoeROC Joint Local Planning Strategy** – Wickepin has recently adopted its own Local Planning Strategy and will not be part of this joint initiative.

   2.3 **Eastern Wheatbelt Power Resilience Project** - This joint RoeROC / NEWROC project has progressed and submitted to Round Three Disaster Ready Fund and is closed to new participants.

   Wickepin's entry into RoeROC will have no impact on these projects and will not affect the existing financial or operational commitments of current member Shires.

3. **Current RoeROC Projects Potentially Applicable to Wickepin:**
As of July 2025, RoeROC is progressing several initiatives that may be suitable for the Shire of Wickepin to participating. These projects are strategic, regionally focused, and offer opportunities for alignment, cooperation, and shared benefit:

   3.1 **ERP Procurement Process** – Wickepin may opt to participate in this project, which is delivered on a cost-sharing basis. There are no barriers to inclusion, noting that the SSWG is still awaiting procurement resources from WALGA.
   3.2 **Joint Renewable Energy Policy Framework** – The project is in early stages, Wickepin's participation could be accommodated, with costs to be shared evenly among members.
   3.3 **Workforce Skills Database** – Wickepin can join this initiative by completing the staff skills audit survey and matrix; no additional barriers apply.
   3.4 **Establishment of Digital Resource Sharing Platform** – There are no constraints preventing Wickepin from participating. Any establishment costs would be shared equally among all participating members.

   Participation in these projects would be subject to mutual agreement, cost sharing arrangements, and alignment with existing project timelines. Involvement by Wickepin may enhance regional outcomes.

4. **Budget Timing and Financial Year Alignment:**
Given the timing of Wickepin's request and RoeROC requiring adequate time for consideration, financial participation would be proposed to begin on a pro rata basis during the 2025–2026 financial year, subject to agreement on entry contributions and project involvement.

MATTERS FOR CEO REVIEW AND DIRECTION

1. **Project Participation Opportunities**
   - The Shire of Wickepin has expressed a desire to contribute to RoeROC initiatives. It is important to identify existing or potential projects that would provide early opportunities for integration and participation.
   - This will help demonstrate immediate value to all parties and reinforce RoeROC's principles of shared leadership and mutual benefit.
   - Potential current and future alignment projects from the Shared Services and Collaboration Plan includes:
     - ERP procurement process
     - IT support services
     - Joint Renewable Energy Policy Framework
     - Develop a unified policy to guide land use planning and protect high-value agricultural and strategic development land across member Shires
     - Future joint emergency management initiatives
     - Shared Services Working Group
     - Governance and Compliance
     - Asset management
     - Community Services and Development

2. **Governance and Operational Implications**
   - Consideration should be given to any administrative or structural changes required to effectively integrate Wickepin into meetings, communications, and operational workflows.
   - The RoeROC Executive Officer anticipates no additional administrative or operational impact from Wickepin's inclusion.
   - A requirement for Wickepin to join would be ensuring participation in RoeROC SSWG.
   - Consideration would be required as to the rotation of Lead Council and future project leads. The current lead Shire rotation is as follows;
     - March 2023 - 2025 Shire of Corrigin
     - March 2025 - 2027 Shire of Narembeen
     - March 2027 - 2029 Shire of Kulin
     - March 2029 – 2031 Shire of Kondinin

- Meeting travel distance would be increased for the Shire of Kondinin delegates impacted the most. As an example, when Wickepin is the Lead Council:

Hyden Townsite to Corrigin Shire Office 108kms	Hyden Townsite to Wickepin Shire Office 153km
Narembeen Shire Office to Corrigin 70km	Narembeen Office to Wickepin Office 150km

3. **Financial Impact and Contributions**

- **Entry contribution** - While RoeROC does not currently have a set annual membership fee, the only fixed annual cost is the engagement of the Executive Officer, which is shared equally among member Shires. Given the significant work undertaken to formalise RoeROC's structure and governance, options for Wickepin's membership could include a one-off entry contribution to recognise the foundational investment by existing members. Ongoing participation would then align with the existing cost-sharing model for projects and shared services.

Justification for Entry Contribution	Considerations Against Entry Contribution
Equity for Existing Members – Recognises the financial and administrative investment already made by current RoeROC members.	**No Defined Assets or Reserves** – RoeROC doesn't hold assets or reserves that Wickepin would immediately benefit from.
Cost Recovery – Helps cover administrative work involved in updating governance and MOU arrangements.	**Discourages Participation** – An entry fee may deter Wickepin from joining, especially if seen as high or unjustified.
Consistency – Sets a transparent precedent and process for future new member requests.	**Lacks a Defined Formula** – Without a clear basis for calculation, any fee may appear subjective
Demonstrates Commitment – A fee shows Wickepin's serious intent to engage and invest in RoeROC's future.	**Delayed Benefits** – As Wickepin won't immediately participate in all RoeROC initiatives, upfront cost-benefit may be unclear.
Minimal, Fair Fee Option – A modest contribution (e.g., 1/5 of current EO costs) could be reasonable and symbolic.	

- **Administering Entry Fee** - As RoeROC does not operate a standalone bank account, consideration is required as to how a joining fee from the Shire of Wickepin would be administered. Options may include one member Shire holding the funds in trust or allocating the contribution directly to agreed project or operational costs. A formal approach should be determined and documented to ensure transparency.

- **The annual membership fee -** should be consistent with existing members and should reflect current services and broader strategic benefit.
- As Wickepin would not be part of the Bendering Waste Site, its exclusion should be considered in the provision of Executive Services to the Waste Site Working Group.

Annual Operational Costs – Provision of Executive Services

	2024/25	2025/26	2026/27	2027/28
Total Payments	$44,384	$45,457	$46,596	$47,758
Split / 4 Members	$11,087	$11,364	$11,648	$11,939
Split / 5 Members	$ 8,869	$ 9,091	$ 9,318	$ 9,551
Saving per Member		$ 2,273	$ 2,329	$2,387

Figures based on 2.5% CPI – current contract expires on 30 June 2027

- There is an understanding that each member Council maintains its own budget provision for future RoeROC projects, ensuring flexibility and autonomy in participation and financial planning.

4. Review of MOU – Admitting New Members

- Section 9 of the RoeROC MOU (2024–2029) references the submission of a project plan as part of the new member admission process. This requirement is not applicable to the current nature of Wickepin's request.
- It is therefore recommended that Section 9 be reviewed and amended to provide clarity on procedural requirements, strategic alignment criteria, and decision-making responsibilities associated with membership applications.
- Consideration as to setting a minimum period for becoming a member of RoeROC.
- The draft clause for admitting new members is proposed below:

9 *ADMITTING NEW MEMBERS*

The Roe Regional Organisation of Councils (RoeROC) recognises the value of expanding its membership where such inclusion enhances the organisation's strategic capacity, fosters regional cooperation, and supports the efficient delivery of shared objectives.

9.1 *Section 3.65 of the Local Government Act 1995 is to apply if a Regional Local Government is established.*

9.2 ***Eligibility and Consideration Criteria***

A local government may seek membership of RoeROC by submitting a formal written request to the Executive Officer. To facilitate informed consideration, the application must include a statement or presentation addressing the following criteria

a) ***Strategic Alignment** – The alignment of the applicant's community priorities and strategic goals with RoeROC's Strategic Objectives and regional development vision.*
b) ***Community and Regional Fit** – Demonstration of the applicant's regional characteristics, needs, and potential mutual benefits of membership.*
c) ***Value and Contribution** – An outline of the specific resources, skills, or opportunities the applicant would contribute to RoeROC.*
d) ***Project Participation** – Identification of existing or future RoeROC initiatives the applicant seeks to join or support.*
e) ***Financial and Governance Commitment** – Confirmation of the applicant's ability to meet RoeROC's financial contributions and governance responsibilities as detailed in this MOU.*
f) ***Long-Term Engagement** – A commitment to active participation, shared leadership, and long-term collaboration with RoeROC.*

9.3 ***Application Process***

a) *Upon receipt of a request, the RoeROC Executive may invite the applicant's Shire President or representative to present at a scheduled RoeROC meeting.*
b) *The RoeROC Executive Officer will prepare an application review and assessment framework for consideration, ensuring consistency and transparency in decision-making.*
c) *A decision to admit a new member requires a simple majority vote by existing members at a formal RoeROC meeting.*

9.4 ***Membership Contributions***

A new member, upon acceptance, must agree to:

a) *Pay an entry contribution as determined and agreed by the existing members;*
b) *Provide a financial contribution equal to that of current members, unless varied by resolution of the RoeROC Committee;*
c) *Contribute to the costs of shared projects and services on an equitable basis, as defined within applicable project plans or service agreements.*

9.5 ***MOU Review and Flexibility***

RoeROC acknowledges the need for clarity and responsiveness in its governance framework. Accordingly, this clause shall be subject to periodic review and may be amended by agreement of the member Councils to ensure alignment with best practice, strategic intent, and emerging regional needs.

5. **<u>Voting Requirements for Admitting New Members</u>**
   - The current MOU is not clear in voting majority to admit a new member, it is proposed that a higher threshold—such as an absolute majority or unanimous agreement—be adopted for decisions of this nature.
   - This ensures full member support for any expansion and reflects the significant strategic and governance implications of admitting new members to the group.

6. **<u>Process Resolutions from RoeROC</u>**

RoeROC CEOs Resolution 28th July 2025

RESOLUTION

MOVED: Rebecca McCall **SECONDED: Alan Leeson**

1. **That the RoeROC CEOs endorsed the Shire of Wickepin Request for Membership – Discussion Paper, with the identified amendments to be made by the RoeROC Executive Officer.**
2. **The draft amendments to Section 9 of the RoeROC Memorandum of Understanding (MOU), as outlined in the discussion paper, be endorsed to improve clarity and alignment.**
3. **That the proposed entry contribution and an updated financial structure be included in a recommendation to the RoeROC Committee.**
4. **CEOs are to present the Discussion Paper to their respective Councils for consideration and any feedback to be provided to the RoeROC Executive Officer following August 2025 Council meetings.**
5. **Feedback from member Councils is to be consolidated to inform the development of a clear recommendation for consideration by the RoeROC Committee at its meeting scheduled for 4 September 2025.**

Carried 4/0

RoeROC Meeting Resolution 4th September 2025

Resolution

Moved: Cr B Smoker **Seconded: Cr Jacobs**

That the RoeROC Committee:

1. Support in principle the admission of the Shire of Wickepin as a member of RoeROC, subject to:

a) To each Council presenting the Discussion Paper formally to consider the request at September 2025 Ordinary Council Meetings, ensuring appropriate and respectful due diligence is undertaken. Final positions should be determined against the agreed eligibility and consideration criteria for admitting new members.

b) Payment of a one-off entry contribution of $8,869, to acknowledge the foundational work of existing members; and

c) Agreement to participate in ongoing cost-sharing arrangements for Executive Officer services and regional projects, in line with existing RoeROC practices.

2. Acknowledge that the Shire of Wickepin will not participate in the Bendering Waste Site project, and that Executive Officer resources for this time have been considered in setting the portion of Executive Officer costs.

3. Note the required amendments to the RoeROC Memorandum of Understanding to reflect the process for admitting new members and to ensure clarity and consistency in governance arrangements.

Carried 3/0

kulin shire council

the kulin region

Shire of Kulin

Disability Access and Inclusion Plan (DAIP) 2025-2030

Alternative Formats

This document is available in alternative formats on request including electronically by email or through the Shire website, in hard copy in large and standard print and in audio.
For further information please contact Executive Manager of Community Services at the Shire on (08) 9880 1204 or emcs@kulin.wa.gov.au.

Introduction

It is a requirement of the WA Disability Services Act 1993 that all state and local government authorities implement a Disability, Access and Inclusion Plan (DAIP). The plans ensures that people with disability have equal access to its facilities and services.

DAIP's aim to assist public authorities in Western Australia to plan and implement improvements to access and inclusion across seven outcome areas addressing:

- Events and Services
- Buildings and Facilities
- Information
- Service Quality
- Complaints
- Consultation
- Employment

DAIPs are a key driver of positive change to:

- eliminate discrimination against people with disability
- provide inclusive and accessible facilities, information, services and workplaces.

The Shire of Kulin is committed to building a connected, inclusive, and accessible community where people of all abilities can fully participate in civic, social, economic, and cultural life.

Shire of Kulin recognise that access and inclusion benefit everyone—not just people with disability—and we are committed to continuous improvement, inclusive practices, and promoting a culture of equity, dignity, and respect.

Access and Inclusion Policy statement

The Shire of Kulin is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers. The Shire of Kulin interprets an accessible and inclusive community as one in which all Shire functions, facilities and services (both in house and contracted) are as open, available and accessible to people with disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

The Shire of Kulin:

- recognises that people with disability are valued members of the community who make a range of contributions to local, social, economic and cultural life;
- believes that a community that recognises its diversity and supports the participation and inclusion of all its members makes for a richer community life;
- believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice;
- is committed to consulting with people with disability, their families and carers and the community in general, to ensure that barriers to access are addressed appropriately;
- is committed to ensuring that its agents and contractors work towards the desired outcomes in the Shire's DAIP;
- is committed to supporting local community groups and other relevant organisations to facilitate the inclusion of people with disability through access to information, services and facilities in the community; and
- is committed to achieving the seven desired outcomes of its DAIP.

About the Shire of Kulin

The Shire of Kulin is located in the Upper Great Southern Wheatbelt and covers an area of 4,790 square kilometres. The Shire of Kulin encompasses the towns of Kulin, Pingaring, Dudinin, Jitarning and Holt Rock. The Kulin economy is based on agriculture and was settled by pastoralists in 1905.

The purpose of the Shire of Kulin is to sustain, improve and develop the Kulin region through the provision and facilitation of infrastructure, services and opportunities for businesses and quality of life for residents.

Our vision is to be a professional and progressive organisation where people enjoy working together to serve the community. Our mission is to sustain, improve and develop Kulin region through the provision and facilitation of infrastructure, services and opportunities for businesses and quality of life for residents.

Shire of Kulin functions, facilities and services

The Shire of Kulin is responsible for a range of functions, facilities and services including:

Services to infrastructure

- Local Government owned buildings
- Roads, footpaths and cycle facilities
- Land drainage and development
- Waste collection and disposal
- Litter control and street cleaning
- Planting and caring for street trees
- Numbers of buildings and lots
- Street lighting
- Bush fire control

Services to the community

- Recreation areas, parks, reserves and facilities for sporting and community groups
- Freebairn Recreation Centre
- Kulin Aquatic Centre and Waterslide
- Public Library and information services
- Kulin Child Care Centre
- Kulin Community Resource Centre
- Community events
- Assistance and support to community groups

Regulatory services

- Planning road systems
- Sub-divisions and town planning schemes
- Building approvals for construction, additions or alterations to buildings
- Environmental health services and ranger services, including dog and cat control
- Development, maintenance and control of parking

General administration

- The provision of general information to the public and the lodging of complains and payment of fees including rates, building and equipment hire, and dog and cat licenses

Processes of government

- Ordinary and special Council and committee meetings
- Electors' meeting and election of council members
- Community consultation
- Governance administration of local government

You can find out more about the Shire of Kulin functions and services by visiting the Shire of Kulin website – www.kulin.wa.gov.au

Planning for Better Access

It is a requirement of the Disability Services Act (1993) that all local governments develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which they will ensure that people with disability have equal access to its facilities and services. Annual Reports on activities relating to the progress of these plans are reported to state government at the end of each financial year.

Under the *Disability Services Act 1993* it is a requirement that the Shire of Kulin develop and implement a DAIP that outlines the ways in which it will ensure that people with disability have equal access to its facilities and services.

Alignment with the Shire Strategic Integrated Plan

The DAIP contributes to other key priorities of the Strategic Integrated Plan 2025 – 2035.

Strategic Pillar 2: Community

Goal 6. Safe, caring and healthy lifestyle

- 6.1 Continue the provision of a GP service for two days in Kulin
- 6.2 Facilitate opportunities for visiting ancillary health services in Kulin
- 6.3 Investigate the Staying in Place aged care model
- 6.4 Develop an Aged Friendly Community Plan
- 6.5 Develop a sport and recreation facilities plan for facility renewal and upgrade in partnership with clubs, across all towns
- 6.6 Develop and implement a 10-year bike and footpath plan inclusive of ramp access to identified sites
- 6.7 Safe and inclusive public open spaces and streets

Goal 7. Young people can stay to learn and grow in our community

- 7.2 Develop and implement a Youth Plan
- 7.3 Supporting the delivery of family friendly and youth focused community events through the CRC

Strategic Pillar 4: Civic Leadership

Goal 11. High standard of governance

- 11.4 Implement mitigation strategies for our workforce that lead essential and key Shire services

Goal 13. Residents, businesses and community groups feel heard

- 13.1 Develop and implement a Community Engagement Framework

Progress to date

The Shire of Kulin has been committed to facilitating the inclusion of people with disability through a well-planned and financially sensible approach of improvement of a number of years.

Snapshot of achievements

- New universal accessible ablution block at the Kulin Caravan Park, including access ramp
- Ongoing upgrades to the dual use pathway network within the Kulin townsite including easy access ramps making it easier for wheelchair, gopher and pram access.
- Outdoor seating installed at Kulin Memorial Hall, Kulin Community Bank, Kulin IGA and Kulin Post Office
- Medical Centre Upgrades – installation of automatic sliding door
- Shire of Kulin – installation of automatic sliding door, accessible public toilet and adjustable bench at front counter
- Town Hall – handrails installed on stairs, ramp installed at side door for improved access
- Kulin website upgrade to include colour contract and page resize function
- ACROD parking at Shire of Kulin Administration building and Kulin Medical Centre
- Provide work experience opportunities for Kulin District High School students
- Support customer service officers and administration staff to maintain a high level of customer service, inclusion and complaints handling
- Organised events and courses that are inclusive and accessible for the whole community
- Support and funding to have ongoing WACHS staff at the Kulin Health Clinic three mornings per week
- Doctor services two days per week in Kulin

Development of the Disability Access and Inclusion Plan

The Shire of Kulin commenced a review of its DAIP in March 2025 to guide future improvements to access and inclusion within the community. The review process involved consultation with stakeholders, including community members and key staff.

The process included:

- A thorough review of the existing Shire of Wickepin DAIP 2020–2025 and associated annual progress reports to assess achievements and identify areas requiring further action;
- Targeted consultation with key staff members to evaluate internal practices, challenges, and opportunities for improvement;
- Community consultation to gather input from people within the community.

The feedback received through this process has informed the development of a new DAIP that reflects current community needs, aligns with best practices, and supports the Shire's ongoing commitment to access and inclusion for all.

Strategies to improve access and inclusion

The detailed operational DAIP Implementation Plan comprehensively outlines specific actions and timelines associated with each strategy. These strategies are designed to achieve the following outcomes:

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any event by the Shire of Kulin

- Ensure that people with disability are consulted on their needs for services and the accessibility of current Services
- Ensure that all policies and practices that govern the operations of council facilities, functions and services are consistent with council's policy on access
- Further develop links between the DAIP and other shire plans and strategies
- Ensure that Council events are accessible to people with disability

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Kulin

- Ensure that all buildings and facilities meet the standards for access and any additional needs
- Ensure that all new or redevelopment works provide access to people with disability, where practicable.
- Review the parking facilities within the town centre and at shire facilities to ensure they meet the needs of people with disability in terms of quantity and location.
- Address any critical footpath issues to ensure accessibility to commercial precincts

Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

- Strengthen the accessibility of the Shire's digital (online) communications.
- Council will ensure that the community is aware that the Shire information is available in alterative formats, upon request.
- Provide all information on council facilities, functions and services using clear and concise language

Outcome 4: People with disability receive the same level and quality of service from Shire officers as other people receive

- Ensure all elected members, employees and Shire contractors, existing and new, are aware of disability and access issues and have the skills to provide appropriate services.
- Review customer service standards across the Shire for opportunities to enhance the interaction between Shire officers and community members who have a disability.

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Kulin.

- Continue to ensure that all grievance mechanisms are accessible for people with disability

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Kulin.

- Ensure access and inclusion requirements are considered for any community engagement undertaken by the shire
- Build the capacity of internal and external stakeholders to deliver accessible and inclusive community engagements.

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

- Foster a culture that supports the employment of people with disability in the Shire
- Remove barriers to employ people with disability

Responsibility for the implementation of the Disability Access and Inclusion Plan

The Shire's Community Development team is responsible for overseeing the development, review, and evaluation of the Disability Access and Inclusion Plan (DAIP).

The implementation of the DAIP is a shared responsibility across all areas of the Shire. Under the Disability Services Act 1993, all public authorities must take all practical measures to ensure that the DAIP is implemented by their officers, employees, agents, and contractors.

Communicating the plan to staff, contractors and people with disability

The community was informed of the availability of the Disability Access and Inclusion Plan (DAIP) through The Kulin Update, Shire of Kulin website, and Shire of Kulin facebook page and on community notice boards. Copies of the plan were made available upon request, including in alternative formats to meet individual needs.

A current version of the DAIP is always accessible on the Shire's website at www.kulin.wa.gov.au. As the plan is reviewed and amended, Shire staff, contractors, and the wider community will be notified of any updates using the same communication channels.

Review and Evaluation Mechanisms

In accordance with the Disability Services Act 1993, Disability Access and Inclusion Plans (DAIPs) must be formally reviewed at least every five years. When a DAIP is amended, a copy of the revised plan must be submitted to the Department of Communities.

While the overall DAIP is subject to the five-year review cycle, the associated Implementation Plan may be updated more frequently to reflect changing priorities, actions, or community needs.

Monitoring and Reviewing

The designated officer responsible for the DAIP will monitor and analyse the Shire's progress in implementing the plan. An annual report will be provided to management and Council, outlining achievements to date and recommending any necessary changes to the Implementation Plan.

A full review of the Shire's current DAIP (2025–2030) will be conducted in 2030. Following this review, the updated DAIP will be submitted to the Department of Communities for implementation in the 2030-2031 period. The final report will summarise outcomes and achievements under the 2025–2030 DAIP.

Evaluation

An evaluation of the DAIP will be conducted as part of the five-yearly review process. In line with the Shire's endorsed consultation strategies, the evaluation will include input from the community, Shire staff, and elected members, consistent with the approach used for all Shire evaluations.

Reporting on the DAIP

Under the Disability Services Act 1993, the Shire is required to report annually on the implementation of its Disability Access and Inclusion Plan (DAIP) in the Shire's Annual Report. This report must outline:

- Progress made towards achieving the DAIP's seven desired outcomes;
- Progress of the Shire's agents and contractors in supporting these outcomes; and
- The strategies used to inform agents and contractors about the DAIP, which may include:
    - Incorporation of DAIP requirements in contract documentation;
    - Providing links to the relevant section of the Shire's website;
    - Inclusion of information in the Annual Report; and
    - Development of an overarching policy and procedure to guide agents and contractors in meeting DAIP responsibilities.

In addition, the Shire is required to submit an annual progress report to the Department of Communities in the prescribed format by July each year.

Further information

Shire of Kulin
PO Box 125 KULIN WA 6365
(08) 9880 1204
shire@kulin.wa.gov.au

DAIP Implementation Plan 2025-2030

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Kulin

Strategy	Task	Responsibility
Ensure that people with disability are consulted on their needs for services and the accessibility of current Services	• Develop a feedback mechanism for all future review of services and review consultation guidelines in the Shire Community Engagement Strategy	Chief Executive Officer
Further develop links between the DAIP and other shire plans and strategies	• Integrate access and inclusion principles across all planning, policy-making, and service delivery functions of the shire.	Chief Executive Officer
Ensure that Council events are accessible to people with disability	• Develop Accessible Events Checklist • Ensure all events are planned using the Accessible Events Checklist	Executive Manager of Community Services and Community Services (incl CRC) team

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Kulin

Strategy	Task	Responsibility
Ensure that all buildings and facilities meet the standards for access and any additional needs	• Identify access barriers to buildings and facilities • Council Building Inspections to prioritise and make submission to Council to work on rectifying identified barriers	Shire Housing and Buildings Committee
Ensure all new or redevelopment works provide access to people with disabilities (where practicable)	• Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities • Ensure no development plan is signed off without a declaration it meets the legal requirements for accessibility	CEO, EHO, Contracted Building Surveyor,
Review the parking facilities within the town centre and at shire facilities to ensure they meet the needs of people with disability in terms of quantity and location.	• Audit existing Shire disabled parking bays and upgrade as necessary • Identify and install additional bays if needed.	Executive Manager of Works
Address any critical footpath issues to ensure accessibility to commercial precincts	• Continue to enhance footbaths through the town to improve accessibility for people with disability. • Accessible access to commercial precincts to ensure easier access for individuals using wheelchairs, mobility scooters and other assistive devices	Executive Manager of Works

Outcome 3: People with disabilities receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it

Strategy	Task	Responsibility
Strengthen the accessibility of the Shire's digital (online) communications.	• Ensure that all content on the Shire of Kulin and Visit Kulin websites is accessible. Introduce accessible features such as read aloud.	Executive Manager of Community Services
Council will ensure that the community is aware that the Shire information is available in alterative formats, upon request.	• Ensure all public documents carry a notion that the document is available in alternative formats • Publicise the availability of other formats in the local newsletter and other media	Shire Executive Team, Manager of Executive Support Services, Community Services (CRC) team
Provide all information on council facilities, functions and services using clear and concise language	• Ensure all information produced by the Shire of Kulin and Kulin Resource Centre is developed in the appropriate language	Community Services Team

Outcome 4: People with disability receive the same level and quality of service from Shire officers as other people receive

Strategy	Task	Responsibility
Ensure all elected members, employees and Shire contractors, existing and new, are aware of disability and access issues and have the skills to provide appropriate services.	• Provide disability awareness training to both staff and elected members. Collaborate with the Disability Strategy office	Chief Executive Officer
Review customer service standards across the Shire for opportunities to enhance the interaction between Shire officers and community members who have a disability	• Review current customer service guidelines, scripts, complaint handling processes, and procedures for inclusivity. • Identify potential barriers for people with various disabilities (e.g. hearing, vision, cognitive, mobility).	Shire Executive Team, Customer Service Officers

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Kulin

Strategy	Task	Responsibility
Continue to ensure that all grievance mechanisms are accessible for people with disability	• Review current complaint and feedback mechanisms (online forms, phone, in-person, written) for accessibility. • Identify any barriers for people with various disabilities (e.g. visual, hearing, cognitive, mobility). • Promote accessible complaints mechanisms to the community	Shire Executive Team, Customer Service Officers

Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Kulin

Strategy	Task	Responsibility
Ensure access and inclusion requirements are considered for any community engagement undertaken by the shire	• Gather meaningful feedback from individuals with disabilities on Shire projects • Ensure a wider range of community members can participate in consultations	Shire Executive Team
Build the capacity of internal and external stakeholders to deliver accessible and inclusive community engagements.	• Enhance collaboration with disability service providers through joint projects	Shire Executive Team

Outcome 7: People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Kulin

Strategy	Task	Responsibility
Foster a culture that supports the employment of people with disability in the Shire	• Ensure the Shire's hiring practices remain inclusive and accessible • Make sure job advertisements are available in accessible formats • Include disability friendly considerations in all workplaces	Shire Executive Team

GENERAL COMPLIANCE CHECKLIST AUGUST 2025

Class	Task	Date	Frequency	Detail	Yes/No
EMGR	Budget Adoption by 31 August	31/08/2025	Annual	Annual Budget to be adopted by the 31st August each year	Yes
Governance	Bush Fire Control Officers Appointment	1/08/2025			Yes
Governance/MESS	Annual Financial Returns	31/08/2025	Annual	Annual Financial Return forms due from Councillors & CEO, on completion send acknowledgement letters ex CEO and President	Yes
Governance/MESS	Council Photo	June	Bi-annual	Take photo of current Council	
CEO/EMFS	DFES ESL return - acquittal	31/08/2025	Annual	DFES Form 8 due by end of month	Yes
CEO	Transport	July August	Annual	Regional Road Group funding submission Annual submission for road projects to be with MRWA July/August	
CEO/EMW	RRG Road Project Funding	31-Aug	Annual	Commodity Route Funding 2020/20 funding open - electronic application to MRWA Northam by 31 Aug	Yes
Bushfire/Governance	Bush Fire AGM	1/08/2025	Annual	Finalise meeting day arrangements and hold meeting - Pingaring Hall - prepare Minutes and items for Council meeting	Yes
Bushfire/Governance	Note for BFB meeting - brigades to meet (Whats' App) and determine FCO's		Annual	Agenda Items prepared and FCO Updates of Brigade members sent out with new member forms	
EMGR	Budget Commentary	31-Aug	Annual	Distribute budget commentary packs to staff	Yes
EMGR	Send copy of budget to Dept. of Local Government	31/08/2025	1/08/2020	30 days from adoption	Yes
EMFS	Staff Uniform Annual requirements	31/08/2025	Annual		No
EMFS	Annual accounts to be sent after adoption of budget e.g. leases rent etc.	August	1/08/2020	Rent increases etc	Yes
EMFS	Statement of Earnings for Elected Members	August	Annual	Enquire if Councillors require a Statement of Earnings from Shire	Yes
EMFS	ESL Return - Applications	August	Annual	Summary of ESL Levied forwarded to DFES	Yes
EMW	Staff Uniform & PPE Annual requirements	31/08/2025	Annual	Review staff uniform & PPE requirements and place order	Yes
EMW	Occupational Health & Safety	August	Tri-annual	Hold committee meeting and toolbox meeting	Yes
EMW	Cemetery Maintenance	August	Annual	Works crew to spray, general tidy of all 3 cemeteries	Yes
~~EMW~~	~~RAV Ratings~~	~~August~~	~~Annual~~	~~Advertise RAV Ratings for Harvest Season~~	
TO	Air conditioner filters	1/04/2025	Biannual	Liaise with BMO to clean filters in air conditioner	Yes
EMW	Varley Airstrip	30/11/2025	Monthly	Is the strip in good condition? Note last date it was checked and report.	Yes
EMW/EMFS	WALGA Roads Return to be Completed	31/08/2025	Annual	WALGA roads asset expenditure report to be completed by end of October	No
EMW/EMFS	R2R Annual Report to Auditors	31/08/2025	Annual	Prepare Annual report on R2R expenditure and submit to Auditors for confirmation	Yes
EMW/TO	Road Construction & Maintenance Review	01/08/25	Monthly	Review previous month road construction and maintenance - complete recoups, MRD line marking requests, MRD Form 8 etc. as required - Advise DCEO of invoices required for MRD and private works recovery - complete report to CEO/Council	Yes
~~EMW/TO~~	~~Annual Aggregate - Bitumen tenders~~	~~31/08/2025~~	~~Annual~~	~~Prepare tenders for annual aggregate and bitumen requirements~~ (move to June)	
~~EMW/TO~~	~~Plant Replacement Program~~	~~31/08/2021~~	~~Annual~~	~~Prepare tenders for Plant replacement Program~~ (move to June/July)	
EMW/TO	Water Licenses - Water Reuse Licenses	April	Annual	Renew Licenses for oval watering - and reuse	Ongoing
EMCS	Advertise Australia Day Awards	August	Annual	Advertise Australia Dat Citizenship Awards Locally	No