

Minutes for July 2020



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Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 22 July 2020 commencing 1:03pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 1.02pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Attendance

BD West	President	West Ward
G Robins	Deputy President	Town Ward
R Bowey	Councillor	Town Ward
L Varone	Councillor	East Ward
BP Taylor	Councillor	Central Ward
B Smoker	Councillor	West Ward
MS Lucchesi	Councillor	Central Ward
JK Noble	Councillor	Town Ward
RD Duckworth	Councillor	West Ward
G Yandle	Chief Executive Officer	
C Vandenberg	Deputy Chief Executive Officer	
J Hobson	Manager of Works	
N Thompson	Executive Support Officer / Minutes	

Apologies

Nil

Leave of Absence

Nil

3. PUBLIC QUESTION TIME

Nil

4. DECLARATIONS OF INTEREST BY MEMBERS

Nil

5. APPLICATIONS FOR APPROVED LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Shire of Kulin Ordinary Meeting – 17 June 2020

01/0720

Moved Cr Bowey Seconded Cr Varone that the minutes of the Ordinary Council Meeting held on 17 June 2020 be confirmed as a true and correct record.

Carried 9/0

RoeROC Meeting – Minutes 18 June 2020

02/0720

Moved Cr Smoker Seconded Cr Noble that the minutes of the RoeROC Meeting held on 18 June 2020 be received.

Carried 9/0

Shire of Kulin OH&S Committee Meeting – Minutes 30 June 2020

03/0720

Moved Cr Bowey Seconded Cr Lucchesi that the minutes of the Shire of Kulin's OH&S Committee Meeting held on 30 June 2020 be received.

Carried 9/0

7 MATTERS REQUIRING COUNCIL DECISION

7.1 List of Accounts – June 2020

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

SUMMARY:

Attached is the list of accounts paid during the month of June 2020, for Council's consideration.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

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

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That June payments being; cheque no's 259 (Trip), 37237 – 37249; EFT no's 16573 - 16687; DD7348.1 – DD7357.13 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$794,508.19 be received.

VOTING REQUIREMENTS:

Simple majority required.

04/0720

Moved Cr Taylor Seconded Cr Noble that June payments being; cheque no's 259 (Trip), 37237 – 37249; EFT no's 16573 - 16687; DD7348.1 – DD7357.13 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$794,508.19 be received.

Carried 9/0

7.2 Financial Reports – June 2020

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

SUMMARY:

Financial reports for the period ending 30 June 2020 are attached.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

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

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council endorse the monthly financial statements for the period ending 30 June 2020.

VOTING REQUIREMENTS:

Simple majority required.

05/0720

Moved Cr Smoker Seconded Cr Duckworth that Council endorse the monthly financial statements for the period ending 30 June 2020.

Carried 9/0

7.3 Review of Local Laws – Standing Orders Local Law 2020

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 19.03
AUTHOR: ESO
STRATEGIC REFERENCE/S: 4.1.2
DISCLOSURE OF INTEREST: Nil

SUMMARY:

The review process for Local Laws continues with the *Standing Orders Local Law 2020* being presented to Council. No documentation of an existing local law for standing orders for the Shire of Kulin could be found. The Local Government Act 1995 enables local governments to make local laws considered necessary for good government of their district. Reviewing local laws serves to:

- reduce red tape by removing unnecessary regulation and streamlining administrative processes
- provide improved interpretation and understanding of the law by making legislation easier to use

BACKGROUND & COMMENT:

Purpose and Intent

- (1) The purpose of the local law is to provide for the conduct of meetings of the Council, Committees and electors.

- (2) This local law is intended to result in-
 - (a) better decision-making at meetings;
 - (b) the orderly and efficient conduct of meetings;
 - (c) greater community participation and understanding of the business of the Council; and
 - (d) more open and accountable local government.

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Section 3 of the *Local Government Act 1995* provides the process for making and amending local laws

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Community consultation is required to be undertaken as part of the process for a making a local law. Public submissions are to be sought for 42 days prior to the finalisation of the local law.

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION

That Council:

1. Gives local public notification that Council proposes to make a new local law, being the Shire of Kulin Standing Orders Local Law 2020;
2. Notes that:
 - a) the purpose of the proposed local law is to provide for the conduct of meetings of the Council, Committees and electors; and
 - b) the effect of the proposed local law is to provide for:
 - better decision-making at meetings;
 - the orderly and efficient conduct of meetings;
 - greater community participation and understanding of the business of the Council; and
 - more open and accountable local government.

VOTING REQUIREMENTS:

Simple majority required.

06/0720

Moved Cr Duckworth Seconded Cr Bowey that Council:

1. Gives local public notification that Council proposes to make a new local law, being the Shire of Kulin Standing Orders Local Law 2020;
2. Notes that:
 - a) the purpose of the proposed local law is to provide for the conduct of meetings of the Council, Committees and electors; and
 - b) the effect of the proposed local law is to provide for:
 - better decision-making at meetings;
 - the orderly and efficient conduct of meetings;
 - greater community participation and understanding of the business of the Council; and
 - more open and accountable local government.

Carried 9/0

7.4 Disposition of Property – 23 Bull Street, Kulin

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 05.11
AUTHOR: CEO
STRATEGIC REFERENCE/S: S.1.4.1a
DISCLOSURE OF INTEREST: Nil

SUMMARY:

During the ordinary meeting of Council held in May 2020 Council proposed to counter the offer of \$25,000 made by Grant and Sam Jenks to purchase 23 Bull Street, Kulin with an offer of \$35,000, pending the requirements of section 3.58 being carried out.

BACKGROUND & COMMENT:

Council received an informal offer to purchase 23 Bull Street from Shire employee Grant and Sam Jenks at the May meeting of Council. As per the requirements of section 3.58 of the Local Government Act the proposed disposition of property was advertised in the West Australian newspaper and the Kulin Update on 13 June 2020 and 8 July 2020, respectively. A copy of the advertisement is attached for your information.

Council has received no submissions in reference of the sale.

FINANCIAL IMPLICATIONS:

The sale is unbudgeted for. Council will receive \$35,000, it is recommended that Council set these funds aside to use for the purchase or construction of additional staff housing. Grant and Sam Jenks would qualify for Council's home ownership incentive of \$70 per week, \$3640pa.

STATUTORY AND PLANNING IMPLICATIONS:

Section 3.58 of the Local Government Act provides instruction for the disposal of property of this type.

3.58. Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property -
 - (a) It gives local public notice of the proposed disposition –
 - (i) Describing the property concerned; and
 - (ii) Giving details of the proposed disposition; and
 - (iii) Inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

And

 - (b) It considers any submission made to it before the date specified in the notice and, if its decision is made the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include-
 - (a) The names of all of the parties concerned; and
 - (b) The consideration to be received by the local government for the disposition; and
 - (c) The market value of the disposition –
 - (i) As ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

STRATEGIC & POLICY IMPLICATIONS:

Nil

COMMUNITY/CONSULTATION:

Public Notice in accordance with Section 3.58 of Local Government Act.
Letter of Offer – Grant and Sam Jenks

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council, having not received any submissions relating to the disposition of property following the mandatory advertising period, accept the offer of \$35,000 made by Grant and Sam Jenks for the purchase of 23 Bull Street, Kulin WA 6365.

VOTING REQUIREMENTS:

Absolute majority required.

07/0720

Moved Cr Duckworth Seconded Cr Smoker that Council, having not received any submissions relating to the disposition of property following the mandatory advertising period, accept the offer of \$35,000 made by Grant and Sam Jenks for the purchase of 23 Bull Street, Kulin WA 6365.

Carried 9/0

7.5 Pingaring Tank – Proposed Revesting Arrangements

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 32.01
AUTHOR: CEO
STRATEGIC REFERENCE/S: SCP 1.3 & 3.2.1; CBP S1.3.1a
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Council consider the following proposal from Water Corporation regarding the transfer of ownership of Water Corporation's Pingaring Tank to Kulin Shire Council.

BACKGROUND & COMMENT:

Water Corporation Great Southern Region has been in liaison with Shire staff with regard to their Pingaring Tank and Proposed Revesting Arrangements. Correspondence was received on 12 December 2019 outlining details of this Proposed Revesting Arrangements (Attachment 7a). Responding correspondence was presented to Water Corporation by Shire CEO, Garrick Yandle on 21 April 2020 (Attachment 7b).

Key details of the correspondence regarding Pingaring Tank Proposed Revesting Arrangements are outlined below including Shire of Kulin's response to specific Water Corporation stipulations:

1. The portion of Reserve 27574 south the tank pipeline corridor being vested in the Shire of Kulin.
 - The Shire is accepting of this proposed condition.
2. The portion of Reserve 27574 north the tank pipeline corridor being transferred to DBCA for amalgamation into the nature reserve (ie. Reserve 23993).
 - The Shire is accepting of this proposed condition.
3. Reserve 18926 (containing the 9 ML tank, associated rock catchments, catchment drains and portions of the golf course) being vested in the Shire.
 - The Shire is accepting of this proposed condition.
4. An easement in favour of the Water Corporation being granted over the portions of Reserve 18296 containing active Water Corporation infrastructure (ie. around the tank and pipeline corridor).
 - The Shire is accepting of this proposed condition.
5. An easement in favour of Water Corporation being granted over the 20m wide access track extending from Pingaring-Varley Road to the tank.
 - The Shire is accepting of this proposed condition.
6. The Shire undertaking removal of the degraded 9 ML tank roof and refurbishment of the catchment drains, at the Shire's cost.
 - The Shire is accepting of this proposed condition.
7. The Shire undertaking any surveying requirement by DPLH to facilitate the transfer, at the Shire's cost (estimated to be \$10K). The exact boundary alignments can only be determined after a site feature survey is complete and the location of conservation values have been confirmed by DBCA.
 - The Shire is of the opinion that all costs and works associated with the land transfer be borne by the Water Corporation and request that this condition is removed from the proposed Revesting Arrangements.
8. Before using scheme water to fill the smaller Luke Price Avenue tank in town, the Shire must have exhausted its non-potable options, including the 9 ML tank and catchment.
 - The Shire is accepting of this proposed condition.

Further correspondence was received on 15 May 2020 from Mick Irving, Water Corporation's Manager - Customer & Stakeholder Great Southern and South West Regions. This correspondence indicated the following:

"With regard to Pingaring Tank Site, thank you for advising of Council's resolution to pursue ownership of the site and assets.

As it is standard practice to request the beneficiary pays for re-surveying works, we are unable to take on this cost as requested by Council. As you can appreciate, it is important that Water Corporation applies a consistent approach to these matters across the State, to ensure equitability across all of our transactions.

When you have had an opportunity to re-confirm with Council, please let us know if you would still like to proceed. If so, we will initiate our due diligence process to move the arrangement forward."

STATUTORY ENVIRONMENT:

Awaiting further information from Water Corporation.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Shire undertaking any surveying requirement by DPLH to facilitate the transfer, at the Shire's cost (estimated to be \$10K). The Shire undertaking removal of the degraded 9 ML tank roof and refurbishment of the catchment drains. Shire staff are developing a Project Budget and Funding submission for Community Water Grants.

The CWSP have not been allocated their funding as yet and initial discussions regarding this tank does pose some issues due to the ownership. We are unlikely to get funding for an asset we do not own, therefore this project would need to be submitted once the transfer has occurred. Alternatively, we ask Water Corporation for access to the tank prior to ownership transfer being completed and undertake the tank roof works from council funds. Indicative costs for the tank roof are \$15,000 as per budget allocation.

COMMUNITY CONSULTATION:

Council via Council forum.

Internal staff discussions – Works Manager, Community Services Manager.

Water Corporation – Great Southern Region.

WORKFORCE IMPLICATIONS:

Council staff to arrange for the following associated with Pingaring Tank Proposed Revesting Arrangements

- Any surveying requirement by DPLH to facilitate the transfer, at the Shire's cost (estimated to be \$10K).
- Removal of the degraded 9 ML tank roof and refurbishment of the catchment drains.

OFFICER'S RECOMMENDATION

That Council agree to Water Corporation's Pingaring Tank Proposed Revesting Arrangements as per the following conditions:

1. The portion of Reserve 27574 south the tank pipeline corridor being vested in the Shire of Kulin.
2. The portion of Reserve 27574 north the tank pipeline corridor being transferred to DBCA for amalgamation into the nature reserve (ie. Reserve 23993).
3. Reserve 18926 (containing the 9 ML tank, associated rock catchments, catchment drains and portions of the golf course) being vested in the Shire.
4. An easement in favour of the Water Corporation being granted over the portions of Reserve 18296 containing active Water Corporation infrastructure (ie. around the tank and pipeline corridor).
5. An easement in favour of Water Corporation being granted over the 20m wide access track extending from Pingaring-Varley Road to the tank.
6. The Shire undertaking removal of the degraded 9 ML tank roof and refurbishment of the catchment drains, at the Shire's cost.
7. The Shire undertaking any surveying requirement by DPLH to facilitate the transfer, at the Shire's cost (estimated to be \$10K). The exact boundary alignments can only be determined after a site feature survey is complete and the location of conservation values have been confirmed by DBCA.
8. Before using scheme water to fill the smaller Luke Price Avenue tank in town, the Shire must have exhausted its non-potable options, including the 9 ML tank and catchment.

VOTING REQUIREMENTS:

Simple Majority Required

08/0720

Moved Cr Lucchesi Seconded Cr Taylor that Council:

a). Agree to Water Corporation's Pingaring Tank Proposed Revesting Arrangements as per the following conditions:

1. **The portion of Reserve 27574 south the tank pipeline corridor being vested in the Shire of Kulin.**
2. **The portion of Reserve 27574 north the tank pipeline corridor being transferred to DBCA for amalgamation into the nature reserve (ie. Reserve 23993).**
3. **Reserve 18926 (containing the 9 ML tank, associated rock catchments, catchment drains and portions of the golf course) being vested in the Shire.**
4. **An easement in favour of the Water Corporation being granted over the portions of Reserve 18296 containing active Water Corporation infrastructure (ie. around the tank and pipeline corridor).**
5. **An easement in favour of Water Corporation being granted over the 20m wide access track extending from Pingaring-Varley Road to the tank.**
6. **The Shire undertaking repair of the degraded 9 ML tank roof and refurbishment of the catchment drains, at the Shire's cost; and**
7. **Before using scheme water to fill the smaller Luke Price Avenue tank in town, the Shire must have exhausted its non-potable options, including the 9 ML tank and catchment, and;**

b). Request CEO to undertake further negotiations with Water Corporation regarding sharing costs 50:50 associated with surveying requirements

8. **The Shire undertaking any surveying requirement by DPLH to facilitate the transfer, at the Shire's cost (estimated to be \$10K). The exact boundary alignments can only be determined after a site feature survey is complete and the location of conservation values have been confirmed by DBCA.**

Carried 9/0

7.6 Roe Tourism Association – Memorandum of Understanding

RESPONSIBLE OFFICER: CDO
FILE REFERENCE: 08.07.03
STRATEGIC REFERENCE/S: CBP 2.2.1, CSP 4.1
AUTHOR: CDO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Roe Tourism Association is a collaborative, non-for-profit partnership between the Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace, Narembeen and Quairading who work together with local businesses to promote the 'Pathways to Wave Rock' self-drive trail and the many unique experiences the region has to offer.

BACKGROUND & COMMENT:

The original Roe Tourism Association (RTA) member councils were Bruce Rock, Corrigin, Kondinin, Kulin and Narembeen. Lake Grace, Quairading and Brookton later joined RTA and at this time advertising and promotional materials were amended to reflect their membership. Subsequently Quairading and Brookton ceased their membership. At this time all promotional and advertising materials were updated to reflect member shires.

In 2019 Quairading requested to re-join RTA. Discussions at the AGM discussed the cost and effect of shires entering and leaving RTA. The cost to RTA is significant as promotional materials and social media have to be updated to reflect the changes.

The development of a Memorandum of Understanding for participating member councils will lock Shires in to a fixed term therefore giving RTA certainty on funding and have the ability to undertake marketing and promotional campaigns and reduce the risk of having to reprint advertising material. The MOU explains the financial implications for member councils withdrawing or joining RTA during the term of the current MOU.

The MOU will protect the current member councils and the cost of changes from withdrawal or joining will be at the individual member councils cost, not the RTA.

FINANCIAL IMPLICATIONS:

Signing the MOU will confirm Shire of Kulin's Full Membership annual financial contribution for the period 1 July 2020 – 30 June 2023. Shire of Kulin currently contribute Full Membership to RTA annually (\$6,000 2020/21)

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Community Services Manager
CEO
Cr Bowey
Roe Tourism Association

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council adopt the Roe Tourism Association Memorandum of Understanding 1 July 2020 – 30 June 2023.

VOTING REQUIREMENTS:

Simple majority required.

09/0720

Moved Cr Varone Seconded Cr Bowey that Council adopt the Roe Tourism Association Memorandum of Understanding 1 Jul 2020 – 30 June 2023 but request an amendment to 3.1 to allow fees determined by RTA committee to be ratified by each individual Council.

Carried 9/0

7.7 Annual Budget Adoption 2020/2021

NAME OF APPLICANT: DCEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 12.04
AUTHOR: DCEO
DISCLOSURE OF INTEREST: Nil.

SUMMARY:

Councillors were presented with the draft budget at the June Meeting.

As part of the budget adoption and to enable rate notices to be finalised, the following needs to be endorsed:

- Rate in the \$ for GRV and UV properties
- Minimum values for GRV and UV properties
- Discount on early payment of rates
- Interest on late payment of rates and administration charge for instalment options
- Payment options and instalment dates

COMMENT:

The Local Government Act 1995, provides that a local government must, not later than 31 August in each financial year, or such extended time as the Minister allows, prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Presented is the balanced 2020/2021 budget in statutory format as required. The budget was balanced by the Council during the budget forum on the 17th of June, 2020. Please note that while most year-end accrual journals and 2020 debtor and creditor invoices have been processed the 2019/20 carried forward balances may change as a result of end of financial year processing and final audit adjustments and any changes will impact on the budget closing balance. The Community Strategic Plan was reviewed throughout the budget preparation process to further progress and ensure the objectives of the plan are achieved.

The 2020/2021 budget has been prepared with an operational ~~loss~~ profit of \$248,946. This result is a significant improvement to last year's budgeted loss of \$2,574,290. The improvement can be attributed to a number of factors, these are:

- An increase of grant funding of \$1,100,000
- An increase in grant funding on road projects of \$500,000
- A decrease in operational expenses (employee costs, materials and contracts) as more capital expenditure will take place throughout the year in line with increase in grant funding. (\$400,000)
- A decrease in the cost of depreciation as a result of asset management work and revaluations completed in June 2020. (\$600,000).

The proposed rate in the dollar and minimum rate for both UV and GRV rates has not increased from the rate adopted in the 2019/2020 Annual Budget. Due to minor changes in valuations on UV rated properties rate revenue is budgeted to increase by 0.7%.

Section 6.34 of the Local Government Act 1995 (the Act) provides that unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to — (a) be more than 110% of the amount of the budget deficiency; or (b) be less than 90% of the amount of the budget deficiency. Before the imposition of rates the budget deficiency is \$2,058,056, proposed rates revenue is \$2,028,930 which is within the restrictions imposed by Section 6.34 of the Act. Overall, a surplus of \$29,125 has been budgeted.

Capital projects planned for this year are budgeted to cost \$4.9m in comparison to budgeted expenditure in 2019/2020 \$3.5m. The projects are detailed below:

Project	Cost
Server Equipment	48,000
Main St CCTV	75,000
Cemetery Entrance	15,000
Aquatic Centre Upgrades	218,000
FRC Surface	250,000
FRC Projector	10,000
Generator	20,000
Oval Irrigation	160,000
Playground Softfall	50,000
MV, P&E	577,000

Holt Rock Depot Upgrades	24,706
Road & Footpath Construction	3,044,804
Pingaring Dam (Carryover)	30,500
All Ages Activity Precinct	330,000
Water Infrastructure (CWS)	92,000
Caravan Park Ablutions	33,000
Transfer to Building Reserve	85,000
Transfer to Plant Reserve	50,000
Transfer to Leave Reserve	25,000
Transfer to SS Accommodation Reserve	139,595

A wage increase of 1.75% has been applied almost across the board in line with Fair Work Australia's increase minimum wage increase.

The Shire of Kulin will see improvement in the asset sustainability ratio due to the high level of renewal capital expenditure which is planned to take place over the 2020/21 financial year. The operating surplus ratio is still expected to be below the benchmark set by the Department of Local Government, Sport and Cultural Industries however there will be an improvement in the trend of this ratio.

It is anticipated that through this budget, Council will be able to further progress and increase facilities provided to the community and improve Council owned assets. The continual improvement to services and the development and renewal of assets is very important to ensure that the Shire of Kulin thrives and develops.

STATUTORY ENVIRONMENT:

As per the Recommendation

FINANCIAL IMPLICATIONS:

The budget sets the Council approved expenditure for the 2020/2021 financial year.

RECOMMENDATION:

That Council adopt the 2020/2021 Budget in accordance with the following items:

1. As per Section 6.32 (1) of the Local Government Act 1995, Rates and Minimum Rates to be levied on all rateable property be as follows:

Valuation	Rate (cents per dollar)	Minimum Rate
Residential Zoning – GRV	10.187	\$ 443.89
Industrial Zoning – GRV	10.187	\$ 443.89
Commercial Zoning – GRV	10.187	\$ 443.89
Rural Zoning – UV	1.049	\$ 443.89
Mining Zoning – UV	1.049	\$ 443.89
Rural Zoning - GRV	10.187	\$ 443.89

2. Section 6.46 of the Local Government Act allows a discount of 5.0% be allowed for payment of rates in full within 35 days of the date of issue of the rate notice;
3. Section 6.45 of the Local Government Act a 3% interest charge be levied on rates instalments, Deferred Pensioners Rates' excluded;
4. Section 6.45 of the Local Government Act an administration charge of \$7 be levied for the second and each of the subsequent rates instalments;
5. Section 6.51 of the Local Government Act an 8% interest charge be levied on all overdue rates outstanding, Deferred Pensioners' Rates excluded;
6. Section 6.32 (1) of the Local Government Act 1995 the Schedule of Rents, Leases and Charges as detailed in the budget document;
7. Section 64 (2) of the Local Government (Financial Management) Regulations 1996 that the due date for instalments be set as follows:

Two Instalment Option:

- 1st Instalment not due before 25th September 2020
- 2nd Instalment not due before 25th January 2021

Four Instalment Option

- 1st Instalment not due before 25th September 2020
- 2nd Instalment not due before 25th November 2020
- 3rd Instalment not due before 25th January 2021
- 4th Instalment not due before 25th March 2021

VOTING REQUIREMENTS:

Absolute majority required.

10/0720

Moved Cr Smoker Seconded Cr Taylor that Council adopt the 2020/2021 Budget in accordance with the following items:

1. As per Section 6.32 (1) of the Local Government Act 1995, Rates and Minimum Rates to be levied on all rateable property be as follows:

Valuation	Rate (cents per dollar)	Minimum Rate
Residential Zoning – GRV	10.187	\$ 443.89
Industrial Zoning – GRV	10.187	\$ 443.89
Commercial Zoning – GRV	10.187	\$ 443.89
Rural Zoning – UV	1.049	\$ 443.89
Mining Zoning – UV	1.049	\$ 443.89
Rural Zoning - GRV	10.187	\$ 443.89

2. Section 6.46 of the Local Government Act allows a discount of 5.0% be allowed for payment of rates in full within 35 days of the date of issue of the rate notice;
3. Section 6.45 of the Local Government Act a 3% interest charge be levied on rates instalments, Deferred Pensioners Rates' excluded;
4. Section 6.45 of the Local Government Act an administration charge of \$7 be levied for the second and each of the subsequent rates instalments;
5. Section 6.51 of the Local Government Act an 8% interest charge be levied on all overdue rates outstanding, Deferred Pensioners' Rates excluded;
6. Section 6.32 (1) of the Local Government Act 1995 the Schedule of Rents, Leases and Charges as detailed in the budget document;
7. Section 64 (2) of the Local Government (Financial Management) Regulations 1996 that the due date for instalments be set as follows:

Two Instalment Option:

- 1st Instalment not due before 25th September 2020
- 2nd Instalment not due before 25th January 2021

Four Instalment Option

- 1st Instalment not due before 25th September 2020
- 2nd Instalment not due before 25th November 2020
- 3rd Instalment not due before 25th January 2021
- 4th Instalment not due before 25th March 2021

Carried by Absolute Majority

8 COMPLIANCE

8.1 Compliance Reporting – General Compliance June 2020

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

SUMMARY:

This report addresses General and Financial Compliance matters for June 2020. 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 team and works staff commence the monthly compliance effort immediately after the Shire meeting each month. At that time, the Executive Support Officer will email the assigned staff member their compliance requirements for the coming month. As the month progresses, staff in conjunction with their manager, the CEO or DCEO will determine the extent of work/action needed to complete items. During Agenda week, the Compliance Team again meets to ensure the monthly report/list is reviewed and that compliance items are completed. In preparing the Agenda report, the CEO or DCEO will sign off on completed items. Prior month items not completed previously will be reported in the following month so Council remains aware.

Outstanding October

Conduct Fire Training Day – *as per LEMC minutes*

Outstanding April

Auditors Management Letter (Operating Surplus Ratio) – additional scrutiny for larger outlays of maintenance work – *letter sent to Dept (needs to go on website) – complete*

Outstanding May

Bush Fire Control – Dual FCO Appointment – *AGM rescheduled to August*

Housing Inspections – *not yet rescheduled*

FINANCIAL IMPLICATIONS:

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

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Identified as necessary – this report Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council receive the General & Financial Compliance Report June 2020 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

11/0720

Moved Cr Robins Seconded Cr Lucchesi that Council receive the General & Financial Compliance Report for June 2020 and note the matters of non-compliance.

Carried 9/0

8.2 Compliance Reporting – Delegations Exercised – June 2020

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

SUMMARY:

To report back to Council actions performed under delegated authority for the period ending 31 May 2020.
To provide a comprehensive report listing of the delegations able to be exercised following adoption of a more substantial array of delegations in June 2017.

BACKGROUND & COMMENT:

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

ADMINISTRATION

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

GOVERNANCE

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

HUMAN RESOURCES

H1	Grievance Procedures	(CEO)
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COMMUNITY SERVICES

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

WORKS

W1	Gravel Supplies	(MW) - various
W2	Roads – Clearing	(CEO)
W3	Roads – Damage to	(MW)
W4	Roads – Roadside Markers – Management of	(MW)
W5	Stormwater Drainage	(MW)
W6	Street Trees	(CEO)
W7	Streetscape – Improvements	(CEO)
W8	Roadside Vegetation Management	(MW)
W9	Temporary Road Closures	(MW)
W10	General – Works Practices Approvals	

COMMENT:

The following details the delegations exercised within the Shire relative to the delegated authority for the month of May 2020 and are submitted to Council for information (excluding delegations under A9, Payments – refer to individual order and payment listed in Accounts paid).

STATUTORY ENVIRONMENT:

Building Act 2011

Bushfires Act 1954

Cemeteries Act 1986

Health (Asbestos) Regulations 1992;

Health (Miscellaneous Provisions) Act 1911;

Local Government Act 1995
Public Health Act 2016
Shire of Kulin TPS2
Town Planning Development Act
Town Planning Scheme
Trustees Act, Part III,
Criminal Procedure Act 2004;

FINANCIAL IMPLICATIONS:

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

STATUTORY AND PLANNING IMPLICATIONS:

Sections 5.18 and 5.46 of the Local Government Act 1995

POLICY IMPLICATIONS:

There are no known policy implications relating to this report.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council receive the Delegation Exercised Report for June 2020.

VOTING REQUIREMENTS:

Simple majority required.

12/0720

Moved Cr Duckworth Seconded Cr Taylor that Council receive the Delegation Exercised Report for June 2020.

Carried 9/0

8.3 Policy Review – HR1 Drugs & Alcohol

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.04
AUTHOR: ESO
STRATEGIC REFERENCE/S: CBP 4.1.2
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Councils OS&H consultant, Steve Taylor, Prompt Safety Solutions suggested to staff at a previous OS&H committee meeting that policy HR1 Drugs and Alcohol be reviewed as there were a few concerns with some of the wording around the random testing processes.

BACKGROUND & COMMENT:

Council reviewed and updated the Policy Manual and APOG at the May meeting. Since then the OS&H committee have met and agreed that changes are required to the existing drug and alcohol policy, which require Council approval. Once the policy is adopted it will be circulated to all staff. Managers will then be able to carry out drug and alcohol testing as deemed necessary and will have the appropriate framework in place to deal with any negative testing results.

The Shire of Kulin has a legal obligation to manage alcohol and drugs in the workplace and as such commit to providing a safe, healthy and productive workplace for all employees and contractors. The objectives of *HR1 Drugs and Alcohol* policy are:

- Provide a safe work environment and a safe system of work for employees, contractors and visitors.
- Minimise the risk of injury to employees, contractors or visitors in the workplace.
- Minimise the risk of damage to the Shire of Kulin property or that of contractors or the general public.
- Minimise risk of disruption to operations and productivity as a result of illness, injury or damage to property caused by consumption of drugs or alcohol.
- Provide a framework for dealing with the issue of fitness for work

FINANCIAL IMPLICATIONS:

No firm costs but could be approx. \$50 per test

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

OH&S Committee
OH&S Consultant – Steve Taylor, Prompt Safety Solutions
CEO
Works Manager

WORKFORCE IMPLICATIONS:

All staff will receive a copy of the updated policy.

OFFICER'S RECOMMENDATION:

That Council adopt the amended policy HR1 Drugs and Alcohol as attached.

VOTING REQUIREMENTS:

Absolute majority required.

13/0720

Moved Cr Noble Seconded Cr Varone that Council adopt the amended policy HR1 Drugs and Alcohol as attached.

Carried 9/0

9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Meeting adjourned at 2.54pm to hold Concept Forum.

Meeting resumed at 6.00pm

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

11.1 WA Farmers Federation - Request to Waive FRC Hire Fees

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 05.05.01
AUTHOR: CEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Cr West was approached by the WA Farmers Federation requesting Council waive the cost of the Freebairn Recreation Centre hire fees for a meeting to be on Monday 24 August 2020.

BACKGROUND & COMMENT:

Dependent on numbers the event more than likely will be held on the court area which will require staff to put the carpet down prior to the event (and rolled up afterwards). The Phil and Kath rooms may be utilised as well as the kitchen. As with previous requests the hirer will be required to cover kitchen hire charges.

Bar facilities will be provided allowing some revenue to come back to the Centre on the day.

FINANCIAL IMPLICATIONS:

Usual hire fees would be:
Court hire – full day \$159.00
Phil room – full day \$89.00
Kath room - \$74.00

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

A12 Financial & Budget Considerations - Hire of Halls and Freebairn Recreation Centre - Waiver of Charges

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Shire staff will be required to lay carpet. Likely to require at least 2 staff for half a day.

OFFICER'S RECOMMENDATION:

That Council agree to the request from WA Farmers Federation to waive the costs (excluding kitchen hire) associated with their meeting being held at the Freebairn Recreation Centre on Monday 24 August 2020.

VOTING REQUIREMENTS:

Simple majority required.

14/0720

Moved Cr Duckworth Seconded Cr Lucchesi that Council agree to the request from WA Farmers Federation to waive the costs (excluding kitchen hire) associated with their meeting being held at the Freebairn Recreation Centre on Monday 24 August 2020.

Carried 9/0

12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

15/0720

Moved Cr Smoker Seconded Cr Varone that the meeting be 'closed to the public' Under Section 5.23 of the *Local Government Act 1995*, matter affecting an employee; and matter affecting the personal affairs of a person.

Carried 9/0

12.1 Confidential Item – Matter Dealing with the Personal Affairs of a Person

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 19.05
AUTHOR: CEO
STRATEGIC REFERENCE/S: 1.4.3; 1.4.4; 1.4.5; 2.3.1; 2.3.3; 4.1.2
DISCLOSURE OF INTEREST: Nil

BACKGROUND & COMMENT:

Refer to Confidential Document 12.1 July 2020.

OFFICER'S RECOMMENDATION:

That Council adopt the recommendation contained in the Confidential Document 12.1 July 2020.

VOTING REQUIREMENTS:

Simple majority required.

16/0720

Moved Cr Duckworth Seconded Cr Robins that Council adopt the recommendation contained in the Confidential Document 12.1 July 2020.

Carried 9/0

12.2 Confidential Item – Matter Affecting an Employee

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 22.00
AUTHOR: DCEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

BACKGROUND & COMMENT:

Refer to Confidential Document 12.2 July 2020.

OFFICER'S RECOMMENDATION:

That Council adopt the recommendation contained in the Confidential Document 12.2 July 2020.

VOTING REQUIREMENTS:

Simple majority required.

17/0720

Moved Cr Duckworth Seconded Cr Smoker that Council adopt the recommendation contained in the Confidential Document 12.2 July 2020.

Carried 9/0

18/0720

Moved Cr Lucchesi Seconded Cr Duckworth that Council open the meeting to the public and resume the ordinary meeting.

Carried 9/0

13 DATE AND TIME OF NEXT MEETING

Wednesday 19 August 2020 at 1.00pm

14 CLOSURE OF MEETING

There being no further business the President declared the meeting closed at 6:28pm.

RoeROC

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

COUNCIL MINUTES

**Shire of Kulin
Freebairn Recreation Centre
Thursday 18 June 2020**

12.30pm – Light Lunch

1.00pm Meeting Commences

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1. Opening and Announcements

RoeROC Chair, Cr West opened the meeting at 1pm.

2. Record of Attendance

Cr Barry West	President, Shire of Kulin
Grant Robins	Councillor, Shire of Kulin
Cr Sue Meeking	President, Shire of Kondinin
	Councillor, Shire of Kondinin
Cr Rhonda Cole	President, Shire of Narembeen
Kellie Mortimore	Councillor, Shire of Narembeen
Cr Des Hickey	President, Shire of Corrigin
Mike Weguelin	Councillor, Shire of Corrigin
Garrick Yandle	CEO, Shire of Kulin
Mia Maxfield	CEO, Shire of Kondinin
Chris Jackson	CEO, Shire of Narembeen
Natalie Manton	CEO, Shire of Corrigin
Brendon Gerrard	Roe EHO
Lauren Pitman	Shire of Corrigin EHO
Nicole Thompson	Executive Support Officer (Minutes)

3. Apologies

Nil

4. Guests

Mark Burgess, Works Manager – Shire of Kondinin
Judd Hobson, Works Manager – Shire of Kulin

5. Minutes of Meetings

RoeROC Council Meeting – 19 March 2020

COMMENT:

Minutes of the RoeROC Meeting held 19 March 2020 were distributed.

RESOLUTION 01/0620

Moved Cr Rhonda Cole Seconded Cr Sue Meeking that the Minutes of the RoeROC Meeting held on 19 March 2020 be confirmed as a true and correct record.

Carried

Business Arising from the Minutes

Employment of Emergency Management Officer - Nat Manton advised that she had followed up with Grant Hansen, DFES Narrogin and heard nothing back, he is currently on leave so she will now follow up with his replacement.

6. Presentations

Chris Jackson provided information on the Shire of Narembeen's project "Save Our Country Kids". Now in its fourth year the project is a road safety initiative aims to raise awareness and educate people to be responsible road users.

Narembeen are running various events over the week such as Fluro Friday and encourage other Councils to get involved. Chris provided information to those in attendance and said to contact their CRC to be a part of it. Their aim is to spread the project further throughout the wheatbelt and even state wide.

Nat Manton advised Rodney Thornton, Roadwise, has funding available that could be suitable.

7. Matters for Decision

7.1 Finances – presented by Shire of Corrigin

Financial Report

Comments

- Mia Maxfield queried the vehicle purchase in the report – has it been capitalised? Nat Manton will update the financial statements and re-send.
- Cr Rhonda Cole queried the expense under consultancy services – this was due to relief EHO Barry Smith's wages being allocated to this account.
- Dispersion of funds relating to Bending Tip needs to be documented to meet auditors' requirements. *Agreed to discuss at 7.2.*

RESOLUTION 02/0620

Moved Mia Maxwell Seconded Cr Des Hickey that the RoeROC Financial Statements as at 11 June 2020 indicating:

Bending Refuse Site Balance - \$15,476.97

*Environmental Health Service Scheme YTD Expenditure - \$220,651.07
be received.*

Carried

7.2 Bending Tip – Transfer of Net Balance

The Shire of Corrigin transferred funds into a Trust account as agreed last year, there will be a similar amount this year and a resolution is needed to confirm where the funds will be held.

Management Issues relating to Bending Tip

Extensive discussion was held on a number of issues regarding the management of the Bending Tip. Mark Burgess, Shire of Kondinin Works Manager outlined a number of concerns he has and is seeking direction and clear processes going forward.

Key issues identified from discussion:

Customer Service

Needs to be addressed through each Shire and CEO's to ensure there is an aligned process with their staff. EHO's are the first point of contact so any queries should be directed directly too them, EHO's can then contact Mark Burgess to access the tip site.

Contaminated Waste from Water Corporation

Wadderin Dam disposal could generate between \$30 - \$40K in disposal fees, there has been some confusion with fees quoted from different sources. There is space at the site and the waste will be covered afterwards.

Waste Trenches

These trenches are filling up quickly (general and asbestos) so it is timely to revisit the existing plan and forward planning for future options. Lauren Pitman has this information and Avon Waste could provide some feedback. A simple structured process is required to manage operational aspects.

RESOLUTION 03/0620

Moved Garrick Yandle Seconded Cr Rhonda Cole that the Shire of Corrigin transfer the net balance of \$15,476.97 to the Bending Tip Trust Account as follows:

<i>Shire of Corrigin</i>	<i>\$3,869.24</i>
<i>Shire of Kulin</i>	<i>\$3,869.24</i>
<i>Shire of Kondinin</i>	<i>\$3,869.24</i>
<i>Shire of Narembeen</i>	<i>\$3,869.24</i>

Carried

8. Other Matters

8.1 Bending Tip

RESOLUTION 04/0620

Moved Chris Jackson Seconded Cr Des Hickey that the matters raised around the management of the Bending Tip be discussed at a meeting between CEO's, EHO's, Works Managers and Avon Waste representatives and a report brought back to the next RoeROC Meeting.

Carried

8.2 Licence to Use Land – Lot 23495 on DP 151345

Agreement with Notting Nominees Pty Ltd for *Licence to Use Land* is due for renewal.

Agreed that this matter be deferred and discussed at the CEO's meeting.

8.3 Container Deposit Scheme

Lauren Pitman provided the following information:

- Refund point will be in Corrigin, currently looking at 2 sites - town and tip
- Community has been surveyed with a good response
- Has to be up and running by 1 October
- Logistics operators for the scheme and an operations manager for the network will visit Corrigin to provide information on site practicalities and look at building infrastructure options
- anticipating profit of approx. \$10K (paid 6 cents per container)
- will open initially for 8 hrs per week – need to wait and find out demand from other communities
- look at have community groups running it down the track
- bookings would be needed for large community groups – everything counted 1 by 1

Chris Jackson commented that consideration would need to be given to the Avon Waste Contract in relation to the Container Deposit Scheme. ***Agreed to include for discussion at CEO's meeting.***

Chris Jackson requested that a decision be made on the glass crusher – does RoeROC want to continue using it, or is it just Narembeen?

8.4 Public Health Plans

Brendon Gerrard provided an update on the requirement for Local Governments to adopt a Public Health Plan. He tabled the *State Public Health Plan for Western Australia* document prepared by the Dept of Health.

- Each Local Government needs to come up with their own plan
- Links in with Local Government Act
- 3 objectives
 - Empowering and enabling people to live healthy lives
 - Providing health protection for the community
 - Improving aboriginal health and wellbeing
- Through Public Health Act - Health Act 1911 is transition to Health Act
- 3 stages
 1. Literature review – all stats in LG around health
 2. Community consultation
 3. Put plan together
- Strategic community plans will run alongside the Public Health Plan
- Public Health Plans need to be in place by 2023 – most Shires using a consultant
- Lou Withers (retired EHO) charges \$10 - \$15K per PHP, he is currently doing Bruce Rocks

Agreed that Brendon Gerrard obtain two quotes for the preparation of the Public Health Plan over the four Shires and bring the proposal back to CEO's meeting.

Garrick Yandle questioned if this requirement could be pushed back through WALGA as it is not core Local Government business.

Agreed that a letter be sent to WALGA and relevant State Government Ministers expressing concern with Local Governments being required to implement a Health Department plan.

8.5 General Business

Nat Manton advised that Rodney Thornton, Roadwise has options for grants in road safety and asked if it would be worth looking at as a group for Black Spot Audits or Road Verge Clearing?

Shire of Narembeen have engaged an organisation called Cohesis to do their ICT plan for future. They have representatives coming out in July and will be providing cyber awareness training – other councils are welcome to join.

RoeROC Dinner- Cr Rhonda Cole suggested that although there is no Local Government Week this year, the RoeROC dinner could still go ahead.

Corrigin Shire are this year's hosts and happy to organise the dinner – sometime early August.

9. Closure

9.1 Next Meeting

Thursday 17th September in Kondinin

There being no further business the Chair, Cr Barry West declared the meeting closed at 2.40pm.

ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME
INCOME & EXPENDITURE
AS AT 11 JUNE 2020

ACCOUNT	PARTICULARS	Y T D	YTD 11/06/2020	BUDGET 2019 / 2020
07450	Shire of Corrigin		\$ 48,763.58	
	Shire of Kulin		\$ 32,494.97	
	Shire of Narembeen		\$ 32,494.97	
	Shire of Kondinin		\$ 48,763.58	
	Shire of Lake Grace		\$ 48,763.58	
	Total - Operating Income		\$ 211,280.68	\$ 189,481.00
07481	Income from Sale of Assets		\$ 22,729.64	\$ 30,000.00
	TOTAL INCOME		\$ 234,010.32	\$ 219,481.00
07400	Wages		\$ 107,831.30	\$ 115,924.00
07401	Superannuation		\$ 11,863.16	\$ 16,586.00
07402	FBT Expense		\$ 13,274.56	\$ 14,072.00
07403	Uniform Expenses		\$ 183.20	\$ 720.00
07404	Conference / Training		\$ -	\$ 2,500.00
07405	Telephone Expenses		\$ 1,504.21	\$ 1,300.00
07407	Subscriptions Expenses		\$ -	\$ 1,100.00
07408	Analytical Expenses		\$ 850.02	\$ 1,000.00
07409	Insurance Expenses		\$ 4,548.72	\$ 5,530.00
07410	Advertising Expenses		\$ 518.92	\$ 3,000.00
07411	Admin and Inspection Housing Allocation		\$ 12,960.10	\$ 11,799.00
07412	Vehicle Operating Expenses		\$ 18,259.37	\$ 18,000.00
07415	Other Admin Expenses		\$ 833.91	\$ 2,000.00
07418	Consultancy Services		\$ 32,751.39	\$ 9,600.00
07417	Office Equipment		\$ -	\$ 2,000.00
07416	Admin Allocation		\$ 15,272.21	\$ 19,024.92
	Total - Operating Expenditure		\$ 220,651.07	\$ 224,155.92
CAPITAL				
07481	Vehicle Purchase		\$ 33,184.18	\$ 40,000.00
	Total - Capital Expenditure		\$ 33,184.18	\$ 40,000.00
	Net Income		\$ 234,010.32	\$ 219,481.00
	Net Expenditure		\$ 253,835.25	\$ 264,155.92
	Scheme Net Expenditure		\$ 19,824.93	\$ 44,674.92
%	Days F/N			
23.08%	3	Shire of Corrigin	\$ 4,575.59	\$ 10,310.97
15.38%	2	Shire of Kulin	\$ 3,049.07	\$ 6,871.00
15.38%	2	Shire of Narembeen	\$ 3,049.07	\$ 6,871.00
23.08%	3	Shire of Kondinin	\$ 4,575.59	\$ 10,310.97
23.08%	3	Shire of Lake Grace	\$ 4,575.59	\$ 10,310.97
100.00%	13		\$ 19,824.93	\$ 44,674.92

**BENDERING REFUSE SITE
2019 / 2020
INCOME & EXPENDITURE
AS AT 11 JUNE 2020**

Account	PARTICULARS	ACTUALS 2018 / 2019
	2014 / 2015 CLOSING FUNDING SURPLUS (DEFICIT)	-\$ 7,852.12
	2015 / 2016 CLOSING FUNDING SURPLUS (DEFICIT)	-\$ 51,913.35
	2016 / 2017 CLOSING FUNDING SURPLUS (Deficit from 2015/16 reimbursed in 2016/17)	\$ 57,308.21
	2017 / 2018 CLOSING FUNDING SURPLUS (DEFICIT)	\$ 18,700.24
	2018 / 2019 CLOSING FUNDING SURPLUS (DEFICIT)	\$ 464.46
	TOTAL SURPLUS AS 30 JUNE 2018	\$ 16,707.44
	<i>was transferred from Municipal Account to Trust T21 Bending Tip on 28 June 2019.</i>	
	2019 / 2020	
07850	BENDERING TIP INCOME	\$ 15,476.97
07800	BENDERING TIP EXPENDITURE	\$ -
	Subtotal Surplus(+) / Deficit (-)	\$ 15,476.97
	25% Shire of Corrigin	\$ 3,869.24
	25% Shire of Kulin	\$ 3,869.24
	25% Shire of Narembreen	\$ 3,869.24
	25% Shire of Kondinin	\$ 3,869.24
		\$ 15,476.97
	Income	
31/07/2019	WESTERN AREAS PTY LTD 28.94 TONNES WESTERN AREAS RUBBISH - JULY 2019	\$ 1,447.00
31/07/2019	AVON WASTE 15 X 3M3 SKIP BINS - JULY 2019	\$ 272.73
11/09/2019	AVON WASTE 12 X 3M3 SKIP BINS - AUGUST 2019	\$ 218.18
11/09/2019	WESTERN AREAS PTY LTD 19.24 TONNES WESTERN AREAS RUBBISH - AUGUST 2019	\$ 962.00
10/10/2019	AVON WASTE 15 X 3M3 SKIP BINS - SEPTEMBER 2019	\$ 272.73
10/10/2019	WESTERN AREAS PTY LTD 19.24 TONNES WESTERN AREAS RUBBISH - SEPTEMBER 2019	\$ 962.00
19/11/2019	AVON WASTE 12 X 3M3 SKIP BINS - OCTOBER 2019	\$ 218.18
19/11/2019	AVON WASTE 1 X 10M3 HOOK BINS - OCTOBER 2019	\$ 45.45
19/11/2019	WESTERN AREAS PTY LTD 19.94 TONNES WESTERN AREAS RUBBISH - SEPTEMBER 2019	\$ 997.00
09/12/2019	WESTERN AREAS PTY LTD 21.78 TONNES WESTERN AREAS RUBBISH - NOVEMBER 2019	\$ 1,089.00
09/12/2019	AVON WASTE 12 X 3M3 SKIP BINS - NOVEMBER 2019	\$ 218.18
09/12/2019	AVON WASTE 1 X 10M3 HOOK BINS - NOVEMBER 2019	\$ 45.45
05/02/2020	AVON WASTE 14 X 3M3 SKIP BINS - DECEMBER 2019	\$ 254.55
05/02/2020	1 X 10M3 HOOK BINS - DECEMBER 2019	\$ 45.45
05/02/2020	WESTERN AREAS PTY LTD 25.07 TONNES WESTERN AREAS RUBBISH - DECEMBER 2019	\$ 1,253.50
05/02/2020	AVON WASTE 11 X 3M3 SKIP BINS - JANUARY 2020	\$ 200.00
05/02/2020	WESTERN AREAS PTY LTD 16.01 TONNES WESTERN AREAS RUBBISH - JANUARY 2020	\$ 800.50
06/03/2020	WESTERN AREAS PTY LTD 18.90 TONNES WESTERN AREAS RUBBISH - February 2020	\$ 945.00
06/03/2020	AVON WASTE 12 x 3M3 SKIP BINS - February 2020	\$ 218.18
06/03/2020	1 X 10M3 HOOK BINS - February 2020	\$ 45.45
11/03/2020	WEST COAST ASBESTOS REGISTERS 5m2 ACM on pallets - 4 packs & 4 bags from Narembreen town - 10.03.20	\$ 500.00
31/03/2020	FREDERICK RAMON GILMORE 4m3 wall cladding and fencing from Kulin - 30.03.20	\$ 400.00
08/04/2020	WESTERN AREAS PTY LTD 25.98 TONNES WESTERN AREAS RUBBISH - March 2020	\$ 1,299.00
08/04/2020	AVON WASTE 15 X 3M3 SKIP BINS - March 2020	\$ 272.73
08/04/2020	1 X 10M3 HOOK BINS - March 2020	\$ 45.45
07/05/2020	WESTERN AREAS PTY LTD 17.51 TONNES WESTERN AREAS RUBBISH - April 2020	\$ 875.50
07/05/2020	AVON WASTE 12 X 3M3 SKIP BINS - April 2020	\$ 218.18

Not invoiced
Invoiced

**BENDERING REFUSE SITE
2019 / 2020
INCOME & EXPENDITURE
AS AT 11 JUNE 2020**

07/05/2020	1 X 10M3 HOOK BINS - April 2020	\$ 45.45
04/06/2020	WESTERN AREAS PTY LTD 20.93 TONNES WESTERN AREAS RUBBISH - May 2020	\$ 1,046.50
04/06/2020	AVON WASTE 12 X 3M3 SKIP BINS - May 2020	\$ 218.18
04/06/2020	1 X 10M3 HOOK BINS - May 2020	\$ 45.45
		\$ 15,476.97
Expenditure		

Minutes of Occupational Safety & Health Meeting

Date: 30/06/2020 - Administration Meeting Room

Meeting Opened: 3.30 pm

1. RECORD OF ATTENDANCE:

Works Department – Judd Hobson, Rod Diery

Administration – Nicole Thompson

Freebairn Recreation Centre – Ruth Tyson

Hostel-Caravan Park -

Child Care Centre – Taryn Scadding

Pool – Mark Gillbard

Prompt Safety Solutions – Steve Taylor

2. APOLOGIES:

Grant Jenks (Works)

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING:

a. Shire of Kulin Occupational Safety and Health Committee Meeting Wednesday **12/12/2019**

- Confirmed – Nicole Thompson
- Second – Ruth Tyson

4. MATTERS ARISING FROM PREVIOUS MINUTES:

- All action items raised at the meetings to be added to **7. Actions Arising** list and name of person responsible for actions to be included. Previous items from **8. Inspection Feedback** were missed (change format a little).
- All action items need to be followed up to ensure they have been actioned.
- Need to send the Safety Committee meeting minutes out to all staff
- Need to add Works Department and Rec Centre to section **8. Inspection Feedback**

5. ACCIDENT INCIDENT REPORTS:

Name	Date of Incident	Category	Department	Item Raised - Incident	Comments
Hayley Smith	05-03-20	Incident	Admin	Electric Shock	Turning light switch off under map in front foyer – Electric shock – Light switch replaced
Colin Jenks	05-04-20	Property Damage	Construction	Hit Gate with backhoe Bucket	More care needed to be taken
Wayne Clancey	22-04-20	Incident	Construction	Trailer become uncoupled	Trailer uncoupled when exiting yard. Inexperience – need to be taught and checked. To be discussed at toolbox meeting
Colin Jenks	21-04-20	Property Damage	Construction	Clipped mirror	Whilst reversing – sun in eyes – clipped post with mirror

Minutes of Occupational Safety & Health Meeting

6. GENERAL BUSINESS

- First Aid course requirement. Need to review current first aid trained staff check sheet.
- OSH Inspection check sheets to be filled out and handed in Monthly. Inspections are being carried out but we need to formalise the process as evidence of inspections being done.
- Need to create an inspection check sheet for the rec centre
- Need to standardise Hazard, Incident and Injury reports amongst the shire so that everyone is using the same report forms. <https://www.promptsafetysolutions.com/shireofkulinoshpage>
- Discussed QLD Industrial manslaughter conviction - re the need to ensure strong Safety Management System, training and licenced operators on for high risk tasks.
- Need to check who has Forklift tickets and make a list. Judd to let works crew know that only high risk licenced operators are to use the forklift. The only exception is if a person is booked in for training they can use the forklift under supervision from a licenced operator.
- Safe Working At Heights and Elevated Work Platform (over 11 meters) High Risk licence training to be completed for persons operating when hire EWP is delivered.

7. ACTIONS ARISING: (To be added to the Action Register)

No.	Item	Action	Who	Due Date	Completed
1	First Aid Course	Check all shire staff first aid status and make a list – Book a course including Childcare needs	T Bennier		
2	Rec centre monthly check sheet	Needs to be created	S Taylor R Tyson		
3	Standardise Hazard, Incident and Injury reports amongst the shire	Link to the PSS Shire of Kulin OSH page to be sent out with minutes to all departments	J Hobson N Thompson		
4	Forklift High Risk Tickets	Check and create a list of all staff who hold a forklift high risk licence	T Bennier		
5	Safe Working At Heights and Elevated Work Platform (over 11 meters) High Risk licence training	When EWP arrives	J Hobson S Taylor		
6	Fuel depot and bowser lights	To be checked - repaired			
7	Fuelling rollers issue	Safety step to be purchased immediately	J Hobson		
8	Skin and hearing checks	To be organised			
9	Immunisation records for childcare staff and children	To be completed	T Scadding		
10	Older people effected by hot weather during activities at the rec center	Look at if necessary, what is available and what would be suitable e.g. folder bed	R Tyson		
11	Fit For Work Drug , Alcohol and Fatigue Policy and Procedure	Send to relevant people for shire to review and adoption sign off	J Hobson		

Minutes of Occupational Safety & Health Meeting

12	OSH Inspection check sheets and vehicle and equipment pre start check sheets	To be printed out for works	T Bennier		
13	Works staff licences and white cards	Need to check all works staff licences and white cards	T Bennier		
14	Hepatitis B needles	Need to follow up	T Bennier		
Outstanding items From previous meeting to be actioned – Department Leads to ensure actioned					
	Pool	<ul style="list-style-type: none"> • Exit Sign in Plant room needed • Fire extinguishers check • 3 Fire Extinguisher signs needed 	Mark Gillbard		
	Child Care	<ul style="list-style-type: none"> • Need Exit sign above door • Test and Tag of appliances • Fire Extinguisher Check • Corner fence post pushed out 	Taryn Scadding		
	Hostel – Caravan Park	<ul style="list-style-type: none"> • Toilet door doesn't lock • Crack in boys dorm • Hang new fire blanket up 			
	Shire Building	<ul style="list-style-type: none"> • Muster Point • Electrical test and tag • Fire extinguishers • Exit sign picture missing 	Nicole Thompson		

8 Inspection Feedback
Pool
Child Care
Hostel – Caravan Park
Shire Administration
Rec Centre
Works

9. AROUND THE TABLE

Rod

- Light on Fuel Depot and bowsers need checking.
- The fuel cap and tank on the rollers are up so high that to reach them operators have been climbing on the roller standing on the wheel or using a milk crate to reach the cap and tank. Need a safety step to eliminate the hazard of climbing on the roller and milk crate is not stable.

Minutes of Occupational Safety & Health Meeting

Nicole

- Skin checks and hearing tests should be arranged – lung function?

Taryn

- Can the first Aid course include child care requirements?
- Need to check what immunisations are needed for childcare and ensure all staff are immunised – State childcare guidelines – Need to update records for children and staff

Judd

- Need to re send the updated Fit For Work Drug , Alcohol and Fatigue Policy and Procedure for shire to review and adoption sign off [https://790b9d67-f0a6-4c05-a8ac-7c04c0b1804c.filesusr.com/ugd/19ca4d_b09a50557ac84e5e9d9b09d98ed15e57.docx?dn=30%20Fitness%20for%20Work%20\(Drugs%20and%20Alcohol\)%20](https://790b9d67-f0a6-4c05-a8ac-7c04c0b1804c.filesusr.com/ugd/19ca4d_b09a50557ac84e5e9d9b09d98ed15e57.docx?dn=30%20Fitness%20for%20Work%20(Drugs%20and%20Alcohol)%20)
- OSH Inspection check sheets and vehicle and equipment pre start check sheets to be printed for works
- Need to check all work staff licences and white cards
- Follow up on status of Hepatitis B needles

Ruth

- There has been a request for a bed at the rec centre in the case of hot weather effecting older bowlers and the potential need to lay down. What are the options?

Mark -

Tom -

Steve -

8. CLOSURE OF MEETING -There being no further business the meeting was closed at 4.15 pm - Next Meeting: TBA

Shire of Kulin

EFT & Chq Listing for period ended 30 June 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
TRIP			
259	08/06/2020	RAYMOND JONES	\$500.00
		Refund Request from Trip Fund	
TRUST			
MUNICIPAL			
EFT16573	05/06/2020	CHILD SUPPORT AGENCY	\$219.82
		Payroll Deductions	
EFT16574	05/06/2020	ASHDOWN INGRAM	\$327.80
		Parts	
EFT16575	05/06/2020	BLACKWOODS	\$154.13
		Parts	
EFT16576	05/06/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	\$5,016.55
		ESLB 4th QTR Contribution	
EFT16577	05/06/2020	KULIN SOCIAL CLUB	\$190.00
		Payroll Deductions	
EFT16578	05/06/2020	KULIN SHIRE TRIP FUND	\$1,320.00
		Payroll Deductions	
EFT16579	05/06/2020	KULIN SHIRE TRUST FUND	\$715.00
		Payroll Deductions	
EFT16580	05/06/2020	MCINTOSH & SON	\$118.28
		Parts	
EFT16581	05/06/2020	NARROGIN STIHL	\$49.50
		Parts	
EFT16582	05/06/2020	SOLAR WATER PUMPS SALES & SERVICE PTY LTD	\$10,714.00
		Pump, Pingaring Dam	
EFT16583	05/06/2020	OFFICEWORKS BUSINESS DIRECT	\$154.98
		Stationery	
EFT16584	05/06/2020	WA DISTRIBUTORS PTY LTD	\$294.10
		Cleaning Supplies	
EFT16585	12/06/2020	AVON WASTE	\$11,844.29
		Refuse Collection	
EFT16586	12/06/2020	AIR LIQUIDE WA	\$21.70
		Cylinder Rent	
EFT16587	12/06/2020	ASHDOWN INGRAM	\$11.00
		Depot Supplies	
EFT16588	12/06/2020	ACRES OF TASTE	\$706.20
		Catering, Staff Training & Council Meeting	
EFT16589	12/06/2020	ALBANY 4WD AND CAMPING CENTRE	\$3,746.00
		Canopy	
EFT16590	12/06/2020	BOC GASES	\$45.91
		Cylinder Rent	
EFT16591	12/06/2020	BEST OFFICE SYSTEMS	\$2,013.66
		Photocopying Fees	
EFT16592	12/06/2020	BLACKWOODS	\$97.77
		Safety Glasses	
EFT16593	12/06/2020	COV'S PARTS	\$130.00
		Parts	
EFT16594	12/06/2020	C R INDUSTRIES	\$152.02
		Parts	
EFT16595	12/06/2020	LANDGATE	\$334.25
		Consolidated Mining Tenement Roll	
EFT16596	12/06/2020	STATE LIBRARY OF WA	\$317.66
		Library Freight Recoup 2019/20	

Shire of Kulin

EFT & Chq Listing for period ended 30 June 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT16597	12/06/2020	DIGGA WEST & EARTHPARTS WA	\$1,082.95
		Parts	
EFT16598	12/06/2020	DEPT OF MINES, INDUSTRY REGULATION AND SAFETY	\$56.65
		Building Service Levy	
EFT16599	12/06/2020	DARRELL FORREST ADVISORY SERVICES	\$2,600.00
		Consultant Fee, Review & Preparation of Local Laws	
EFT16600	12/06/2020	FEGAN BUILDING SURVEYING	\$522.50
		Contract Building Surveying	
EFT16601	12/06/2020	GREAT SOUTHERN FUEL SUPPLIES	\$8,641.69
		ULP & Diesel	
EFT16602	12/06/2020	JR & A HERSEY PTY LTD	\$5,676.00
		Road Maintenance Supplies	
EFT16603	12/06/2020	IT VISION	\$912.96
		Synergy Soft Upgrade	
EFT16604	12/06/2020	I SWEEP TOWN & COUNTRY	\$1,633.50
		Street Sweeping	
EFT16605	12/06/2020	KULIN HARDWARE & RURAL	\$4,835.38
		Various Building, Depot & Road Maintenance Supplies	
EFT16606	12/06/2020	KLEENHEAT GAS	\$385.94
		Gas	
EFT16607	12/06/2020	KULIN IGA	\$478.62
		Office Statement May 2020	
EFT16608	12/06/2020	LOMBARDI PTY LTD	\$811.50
		Parts	
EFT16609	12/06/2020	TRINITEQ INTERNATIONAL PTY LTD	\$363.00
		IT support FRAC	
EFT16610	12/06/2020	MULLAN ELECTRICAL PTY LTD	\$503.38
		Repair Lights, Old Office	
EFT16611	12/06/2020	MCINTOSH & SON	\$47.21
		Parts	
EFT16612	12/06/2020	MOORE STEPHENS	\$1,727.00
		Budget Workshop, Cassi Vandenberg	
EFT16613	12/06/2020	NARROGIN TOYOTA	\$9,973.76
		CEO'S Vehicle Changeover, 2020 Prado GXL	
EFT16614	12/06/2020	NEWDEGATE STOCK & TRADING CO	\$41,711.52
		ULP & Diesel	
EFT16615	12/06/2020	NEWGROUND WATER SERVICES PTY LTD	\$1,650.00
		Flow Test Pump, Henderson Road Varley	
EFT16616	12/06/2020	SHIRE OF KONDININ	\$361.52
		Reimbursement, Electricity	
EFT16617	12/06/2020	SPYKER BUSINESS SOLUTIONS	\$2,463.29
		IT Support	
EFT16618	12/06/2020	GOVERNMENT OF WA SOUTH REGIONAL TAFE	\$113.08
		Work At Heights Skill Set, Darren Thomas	
EFT16619	12/06/2020	TRUCK CENTRE (WA) PTY LTD	\$136.09
		Parts	
EFT16620	12/06/2020	TAMORA PLUMBING AND GAS	\$2,332.38
		Supply & Install HWS, Public Conveniences	
EFT16621	12/06/2020	SW TAYLOR	\$1,100.00
		OSH Services	
EFT16622	12/06/2020	ULTIMO PARTNERS PTY LTD	\$1,976.37
		Dry Hire of Mulcher	
EFT16623	12/06/2020	OFFICEWORKS BUSINESS DIRECT	\$944.90
		Brother A3 Inkjet Printer	
EFT16624	12/06/2020	W.A. TREASURY CORPORATION	\$62,724.72
		Principal & Interest Payment, Housing Loan	
EFT16625	12/06/2020	SYNERGY	\$1,640.49
		Street Lighting	

Shire of Kulin

EFT & Chq Listing for period ended 30 June 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT16626	12/06/2020	PROTEKT AUSTRALIA, CENTRAL SOUTH EAST Spider Treatment, Judd Hobsons	\$220.00
EFT16627	12/06/2020	WATERMAN IRRIGATION AUSTRALIA Standpipe Router Upgrades, Final Invoice	\$2,001.80
EFT16628	17/06/2020	CHILD SUPPORT AGENCY Payroll Deductions	\$219.82
EFT16629	17/06/2020	KULIN SOCIAL CLUB Payroll Deductions	\$200.00
EFT16630	17/06/2020	KULIN SHIRE TRIP FUND Payroll Deductions	\$1,420.00
EFT16631	17/06/2020	KULIN SHIRE TRUST FUND Payroll Deductions	\$915.00
EFT16632	19/06/2020	ASHDOWN INGRAM Depot Supplies	\$155.39
EFT16633	19/06/2020	ACRES OF TASTE Catering, Community Workshop Lunch	\$123.00
EFT16634	19/06/2020	ALDORO RESURCES LIMITED Rates Refund A1498	\$112.48
EFT16635	19/06/2020	BEST OFFICE SYSTEMS Photocopier Maintenance, FRAC	\$77.00
EFT16636	19/06/2020	C R INDUSTRIES Parts	\$72.07
EFT16637	19/06/2020	LANDGATE Rural UV'S Chargeable	\$83.76
EFT16638	19/06/2020	DUCKWORTH, RODNEY DAVID Sitting Fees & Travel Expenses Feb/June 2020	\$1,280.20
EFT16639	19/06/2020	EVERGREEN SYNTHETIC GRASS (WA) PTY LTD Consultation, Bowling Green Damage	\$660.00
EFT16640	19/06/2020	EASIFLEET MANAGEMENT Lease, Nisan Pathfinder, Garrick Yandle	\$1,522.67
EFT16641	19/06/2020	FARMERS CENTRE 1978 PTY LTD Parts	\$695.01
EFT16642	19/06/2020	GANGELLS AGSOLUTIONS Various Building, Depot & Road Maintenance Supplies	\$1,925.17
EFT16643	19/06/2020	KLEENHEAT GAS Gas	\$106.70
EFT16644	19/06/2020	KULIN IGA Freebairn Statement May 2020	\$27.29
EFT16645	19/06/2020	KULIN LIBRARY, POST OFFICE AND MAIL Library Service Fee May 2020	\$1,323.30
EFT16646	19/06/2020	LGIS RISK MANAGEMENT HR Service, Leadership Assessment	\$264.00
EFT16647	19/06/2020	MULLAN ELECTRICAL PTY LTD Electrical Repairs, Medical Centre Electronic Doors	\$2,013.51
EFT16648	19/06/2020	EXURBAN RURAL & REGIONAL PLANNING Town Planning Consulting Services	\$359.42
EFT16649	19/06/2020	PORTER CONSULTING ENGINEERS Road Safety Audit, Black Spot Submission & Concept Design for Yealering Road	\$25,740.00
EFT16650	19/06/2020	GRANT ROBINS Sitting Fees & Deputy President's Allowance Feb/June 2020	\$1,985.00
EFT16651	19/06/2020	SMOKER, BRADLEY Sitting Fee Feb/June 2020	\$1,320.00
EFT16652	19/06/2020	STRATCO (W.A.) PTY. LTD Clearspan Gable Patio	\$5,874.26
EFT16653	19/06/2020	STEWART, ALFRED THOMAS & FAYE JAN Rates Refund A543	\$2,031.76
EFT16654	19/06/2020	TAMORA PLUMBING AND GAS Child Care Centre, Supply Sink Outlet	\$53.35

Shire of Kulin

EFT & Chq Listing for period ended 30 June 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT16655	19/06/2020	SYNERGY Street Lighting	\$1,587.59
EFT16656	19/06/2020	WATERMAN IRRIGATION AUSTRALIA Supply & Install 80MM Standpipe Control System, Pingaring Dam - Final Payment	\$12,081.85
EFT16657	19/06/2020	WA CONTRACT RANGER SERVICES Ranger Service	\$561.00
EFT16658	25/06/2020	AUSTRALIAN TAXATION OFFICE BAS	\$57,846.00
EFT16659	25/06/2020	AUSTRALIA DAY COUNCIL OF WA CRC, Gold Membership 2020/21	\$594.00
EFT16660	25/06/2020	ACRES OF TASTE Catering, ROEROC Lunch	\$257.40
EFT16661	25/06/2020	ALBANY 4WD AND CAMPING CENTRE ARB Canopy Vent	\$140.00
EFT16662	25/06/2020	ARTXPRESS DESIGN PRINT Stencil, No Parking	\$310.00
EFT16663	25/06/2020	BENARA NURSERIES Various Trees & Plants, 10 Ellson Street	\$890.78
EFT16664	25/06/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND BCITF Levy	\$382.58
EFT16665	25/06/2020	COURIER AUSTRALIA Freight	\$132.62
EFT16666	25/06/2020	WINC AUSTRALIA LIMITED Powershred Waste Bags	\$69.33
EFT16667	25/06/2020	CORSIGN (WA) PYT LTD Signs	\$3,380.30
EFT16668	25/06/2020	C R INDUSTRIES Parts	\$178.02
EFT16669	25/06/2020	LANDGATE DLI Invoices	\$26.20
EFT16670	25/06/2020	ITR WESTERN AUSTRALIA Grader Blades	\$5,500.00
EFT16671	25/06/2020	KULIN TYRE SERVICE Tyres, Tubes & Batteries	\$4,678.74
EFT16672	25/06/2020	KIDSAFE WA Inspection of Child Care Playground	\$275.00
EFT16673	25/06/2020	LGIS RISK MANAGEMENT Developing & Imbedding Workplace Values Proposal	\$8,479.90
EFT16674	25/06/2020	METROCOUNT Road Maintenance Supplies	\$104.50
EFT16675	25/06/2020	NARROGIN GLASS QUICKFIT WINDSCREENS Supply Windscreen Camera for Works Manager	\$1,358.81
EFT16676	25/06/2020	SHIRE OF CORRIGIN Roe EHO Regional Environmental Health Services Scheme	\$5,341.55
EFT16677	25/06/2020	EB & OM SLOGGETT Service of Coolroom, FRAC	\$836.94
EFT16678	25/06/2020	SEEK LIMITED Advertising, Truck Driver/Road Train Operator	\$313.50
EFT16679	25/06/2020	SMOKER, BRADLEY Sitting Fee Feb/June 2019	\$1,000.00
EFT16680	25/06/2020	TRUCK CENTRE (WA) PTY LTD New Mack Prime Mover	\$241,223.86
EFT16681	25/06/2020	TAMORA PLUMBING AND GAS Service Solar Hot Water Unit, 14 Stewart Street	\$374.62
EFT16682	25/06/2020	SW TAYLOR OSH Services	\$1,210.00

Shire of Kulin

EFT & Chq Listing for period ended 30 June 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT16683	29/06/2020	AUSTRALIAN TAXATION OFFICE	\$716.86
		Super Guarantee Charge	
EFT16684	29/06/2020	GANGELLS AGSOLUTIONS	\$857.45
		Cellamix & Cylinder, Rapidard, F/Glass Black Base GPI Antenna	
EFT16685	29/06/2020	NEU-TECH AUTO ELECTRICS	\$3,877.50
		Parts	
EFT16686	29/06/2020	SPYKER BUSINESS SOLUTIONS	\$5,414.52
		Supply & Install Data Projector, Council Chambers	
EFT16687	29/06/2020	SUNWISE ENERGY	\$500.00
		Balance Owing, Solar Panels	
37237	12/06/2020	DENIS BRANDIS	\$43.13
		Reimbursement, Parts	
37238	12/06/2020	TELSTRA	\$1,749.42
		Phone Usage & Equipment Rent	
37239	12/06/2020	WATER CORPORATION	\$17,940.62
		Water Usage & Rates	
37240	19/06/2020	BRADLEY TAYLOR	\$1,376.40
		Sitting Fees & Travel Expenses Feb/June 2020	
37241	19/06/2020	RA & RJ BOWEY	\$1,358.48
		Sitting Fees & Travel Expenses Feb/June 2020	
37242	19/06/2020	DEPARTMENT OF TRANSPORT	\$250.50
		Licence, PE91	
37243	19/06/2020	MICHAEL LUCCHESI	\$1,228.40
		Sitting Fees & Travel Expenses Feb/June 2020	
37244	19/06/2020	JARRON NOBLE	\$1,337.72
		Sitting Fees & Travel Expenses Feb/June 2020	
37245	19/06/2020	LUCIA VARONE	\$1,890.16
		Sitting Fees & Travel Expenses Feb/June 2020	
37246	19/06/2020	WEST, BARRY	\$6,262.08
		Sitting Fees, Travel Expense & Presidents Allowance Feb/June 2020	
37247	25/06/2020	MELINA MCBOW	\$276.00
		Reimbursement, Child Protection Staff Training	
37248	25/06/2020	PETTY CASH RECOUP - PLEASE PAY CASH	\$488.30
		Petty Cash Recoup	
37249	25/06/2020	TELSTRA	\$249.12
		Mobile Phone Usage & Equipment Rent	
DD7348.1	14/06/2020	WA LOCAL GOVT SUPERANNUATION PLAN	\$12,393.54
		Payroll Deductions	
DD7348.2	14/06/2020	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE PERSONAL SUPER	\$808.66
		Superannuation Contribution	
DD7348.3	14/06/2020	BENDIGO SUPERANNUATION PLAN	\$269.51
		Superannuation Contribution	
DD7348.4	14/06/2020	AUSTRALIAN SUPERANNUATION	\$472.35
		Superannuation Contribution	
DD7348.5	14/06/2020	PRIME SUPERANNUATION	\$404.02
		Superannuation Contribution	
DD7348.6	14/06/2020	MLC MASTERKEY SUPERANNUATION	\$182.52
		Superannuation Contribution	
DD7348.7	14/06/2020	REST SUPERANNUATION	\$328.83
		Superannuation Contribution	
DD7348.8	14/06/2020	THE PIPA SELF MANAGED SUPER FUND	\$186.75
		Superannuation Contribution	
DD7348.9	14/06/2020	AMP	\$240.68
		Superannuation Contribution	
DD7353.1	01/06/2020	CREDIT CARD	\$3,763.98
		Statement May 2020	

Shire of Kulin

EFT & Chq Listing for period ended 30 June 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD7357.1	01/06/2020	BENDIGO BANK	\$4.10
		Bank Charges	
DD7357.2	15/06/2020	BENDIGO BANK	\$6.45
		Bank Charges	
DD7357.3	17/06/2020	BENDIGO BANK	\$7.95
		Bank Charges	
DD7357.4	18/06/2020	SYNERGY	\$112.89
		Electricity	
DD7357.5	18/06/2020	BENDIGO BANK	\$0.60
		Bank Charges	
DD7357.6	18/06/2020	WESTNET INTERNET SERVICES	\$109.90
		Westnet Service	
DD7357.7	19/06/2020	BENDIGO BANK	\$3.90
		Bank Charges	
DD7357.8	01/06/2020	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD	\$102.53
		Bank Charges	
DD7357.9	01/06/2020	WESTNET INTERNET SERVICES	\$209.90
		Westnet Service	
DD7371.1	26/06/2020	BENDIGO BANK	\$3.75
		Bank Charges	
DD7371.2	29/06/2020	BENDIGO BANK	\$0.75
		Bank Charges	
DD7371.3	30/06/2020	SYNERGY	\$904.34
		Electricity	
DD7348.10	14/06/2020	AMP SUPERLEADER	\$76.08
		Superannuation Contribution	
DD7357.10	02/06/2020	BENDIGO BANK	\$122.63
		Bank Charges	
DD7357.11	03/06/2020	SYNERGY	\$519.39
		Electricity	
DD7357.12	03/06/2020	BENDIGO BANK	\$7.35
		Bank Charges	
DD7357.13	05/06/2020	BENDIGO BANK	\$1.80
		Bank charges	
5925768	03/06/2020	SHIRE OF KULIN	\$60,035.69
		Payroll Bulk Payment	
5947573	17/06/2020	SHIRE OF KULIN	\$68,892.62
		Payroll Bulk Payment	
Sub-total: EFT & Chq Payments			\$794,508.19
TOTAL PAYMENTS FOR MONTH ENDING 30 June 2020			\$794,508.19

CREDIT CARD
Statement June 2020

Transaction Date	Officer	Creditor	Discription of Purchase	Amount
3/06/2020	Judd Hobson	Knack.com	Software, Payroll Timesheets	\$568.76
3/06/2020	Judd Hobson	Knack.com	Internation Fee	\$17.06
8/06/2020	Judd Hobson	Paypal Dengshaozhi	Battery for Drone	\$145.60
8/06/2020	Judd Hobson	Paypal Haitongxink	Aircondionter Control	\$15.90
11/06/2020	Judd Hobson	Kulin Community Bank	Plate Change, Plate Remake	\$92.30
15/06/2020	Garrick Yandle	Simpleinout	Monthly Subscription	\$29.49
15/06/2020	Garrick Yandle	Simpleinout	Transaction Fee	\$0.88
23/06/2020	Garrick Yandle	Officeworks	Stationery	\$51.97
29/06/2020		Bendigo Bank	Card Fee	\$16.00
				\$937.96

Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
Opening balance				\$3,763.98
5 Jun 20	KNACK.COM, 215436907 0 US RETAIL PURCHASE-INTERNATIONAL 03/06 390.00 U.S. DOLLAR CARD NUMBER 552638XXXXXXXX706 1	E143030-31 568.76	Software Payroll timesheets	4,332.74
5 Jun 20	INTERNATIONAL TRANSACTION FEE	" 17.06		4,349.80
10 Jun 20	PAYPAL *DENGSHAOZH1, 4029357733 AUS RETAIL PURCHASE 08/06 CARD NUMBER 552638XXXXXXXX706 1	E122121-31 145.60	Battery for Drone	4,495.40
10 Jun 20	PAYPAL *HAITONGXINK, 4029357733 AUS RETAIL PURCHASE 08/06 CARD NUMBER 552638XXXXXXXX706 1	63 H002710 15.90	Airconditioner remote	4,511.30
12 Jun 20	Kulin Community Bank, KULIN AUS RETAIL PURCHASE 11/06 CARD NUMBER 552638XXXXXXXX706 1	PE165 27.70 MV53 36.90 27.70	Change of Plates - Plate Remake	4,603.60
14 Jun 20	PERIODIC TFR 00074214151201 00000000000		3,763.98	839.62
17 Jun 20	SIMPLEINOUT.COM, 701 4918762 US RETAIL PURCHASE-INTERNATIONAL 15/06 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXXX405 1	E042060-31 29.49	Monthly Fee	869.11
17 Jun 20	INTERNATIONAL TRANSACTION FEE	" 0.88	"	869.99
24 Jun 20	OFFICEWORKS 0601, E V ICTORIA PK AUS RETAIL PURCHASE 23/06 CARD NUMBER 552638XXXXXXXX405 1	E042070-31 51.97	Stationery CEO	921.96
29 Jun 20	CARD FEE 4 @ \$4.00	F032100-31 16.00		937.96

160BH102 / E-0 / S-420 / H-420 / 0007421415000925

Date Paid ___ / ___ / ___ Amount \$ _____

Business Credit Card - Payment options

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

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

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

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

 **Bill code:** 342949
Ref: 691211254

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



Business Credit Card

BSB number 633-000
Account number 691211254
Customer name SHIRE OF KULIN
Minimum payment required \$28.13
Closing Balance on 30 Jun 2020 \$937.96
Payment due 14 Jul 2020

Date _____ **Payment amount** _____

Drawer	Chq No	BSB	Account No	\$	¢

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



Shire of Kulin

MONTHLY FINANCIAL REPORT

For the period ended 30 June 2020

Presented to Ordinary Council Meeting

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Shire of Kulin
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the period ended 30 June 2020

	Annual Budget	YTD Budget	YTD Actual	Var.	Var.	
	\$	\$	\$	\$	%	
Operating Revenues						
General Purpose Funding	1,149,894	1,149,894	2,139,855	989,961	46.26%	▲
Governance	16,970	16,970	59,360	42,390	71.41%	▲
Law, Order and Public Safety	33,400	33,400	45,461	12,061	26.53%	▲
Health	0	0	628	628	100.00%	
Education and Welfare	240,485	240,485	220,113	(20,372)	(9.26%)	
Housing	94,264	94,264	105,349	11,084	10.52%	▲
Community Amenities	100,224	100,224	97,082	(3,142)	(3.24%)	
Recreation and Culture	201,330	199,530	182,852	(16,678)	(9.12%)	
Transport	1,080,838	1,080,838	1,082,964	2,126	0.20%	
Economic Services	1,240,000	1,240,000	1,144,791	(95,209)	(8.32%)	
Other Property and Services	104,864	99,864	342,746	242,882	70.86%	▲
Total (Excluding Rates)	4,262,270	4,255,469	5,421,200	1,165,731		
Operating Expense						
General Purpose Funding	74,717	74,717	79,346	(4,629)	(5.83%)	
Governance	212,641	212,641	256,799	(44,158)	(17.20%)	▲
Law, Order and Public Safety	144,535	144,535	105,602	38,933	36.87%	▼
Health	121,926	121,926	83,240	38,685	46.47%	▼
Education and Welfare	294,124	294,124	297,149	(3,025)	(1.02%)	
Housing	209,584	209,584	195,276	14,308	7.33%	
Community Amenities	331,611	331,611	320,536	11,075	3.46%	
Recreation and Culture	1,267,480	1,267,480	1,070,313	197,167	18.42%	▼
Transport	4,582,213	4,582,213	3,695,864	886,348	23.98%	▼
Economic Services	1,488,230	1,488,230	1,450,830	37,399	2.58%	
Other Property and Services	148,366	148,366	341,149	(192,784)	(56.51%)	▲
Total	8,875,425	8,875,425	7,896,105	979,321		
Funding Balance Adjustment						
Add back Depreciation	3,800,291	3,800,291	3,028,822	(771,469)	(25.47%)	
Adjust (Profit)/Loss on Asset Disposal	54,554	0	673	673	100.00%	
Adjust Provisions and Accruals			7,716	7,716	(100.00%)	
Net Operating	(758,310)	(819,665)	562,306	1,381,971		
Capital Revenues						
Proceeds From Sale of Assets	245,000	245,000	291,455	0		
Transfer from Reserves	405,000	405,000	330,586	74,414	(22.51%)	
Total	650,000	650,000	622,041	74,414		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	702,526	702,526	370,335	332,191	89.70%	▲
Plant and Equipment	841,000	841,000	870,679	(29,679)	(3.41%)	
Furniture and Equipment	96,800	96,800	141,547	(44,747)	(31.61%)	▲
Infrastructure Assets - Roads	1,567,030	1,567,030	1,450,521	116,509	8.03%	
Infrastructure Assets - Other	251,851	251,851	185,728	66,123	35.60%	▼
Purchase of Investments	0	0	0	0		
Repayment of Debentures	87,804	87,804	87,804	0	0.00%	
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	55,594	55,594	160,793	(105,199)	(65.43%)	▲
Total	3,602,605	3,602,605	3,267,408	335,197		
Net Capital	2,952,605	2,952,605	2,645,367	409,611		
Total Net Operating + Capital	3,710,915	3,772,271	2,083,061	1,791,582		
Rate Revenue	2,019,169	2,019,168	2,012,228	(6,940)	(0.34%)	
Opening Funding Surplus(Deficit)	1,755,589	1,755,589	1,765,002	9,413	0.53%	
Closing Funding Surplus(Deficit)	63,843	2,487	1,694,169	1,794,055		

Shire of Kulin
STATEMENT OF EQUITY
For the period ended 30 June 2020

COA	Description	Balance	YTD Actual	Total Actual
		\$	\$	\$
	CURRENT ASSETS			
	Cash at Bank			
0A01101	CASH AT BANK	801,141	334,698	1,135,839
0A01102	PETTY CASH FLOAT	500	0	500
0A01103	TILL FLOAT	3,100	0	3,100
0A01108	CASH AT BANK - FREEBAIRN CLUB	9,398	(4,265)	5,134
0A01116	MUNICIPAL INVESTMENTS	1,332,651	(493,564)	839,088
	Sub-total Cash at Bank	2,146,791	(163,131)	1,983,660
	Cash at Bank Reserves & Restricted Funds			
0A01105	FREEBAIRN SPORTSPERSON SCHOLARSHIP RESERVE	12,430	1,195	13,625
0A01107	FREEBAIRN RECREATION CENTRE RESERVE	239,075	(21,752)	217,323
0A01112	PLANT RESERVE	390,779	7,200	397,979
0A01113	LSL & AL RESERVE	252,213	109,308	361,521
0A01114	BUILDING RESERVE	500,549	(252,516)	248,034
0A01117	ADMIN EQUIPMENT RESERVE	75,262	1,378	76,640
0A01118	NATURAL DISASTER RESERVE	141,448	914	142,362
0A01119	JOINT VENTURE HOUSING RESERVE	75,156	790	75,946
0A01123	FRC SURFACE & EQUIP REPLACEMENT RESERVE	181,533	(41,938)	139,595
0A01125	TOWN PLANNING RESERVE	0	0	-
0A01132	CAMP KULIN RESERVE	8	(8)	-
0A01133	MEDICAL SERVICES RESERVE	103,111	11,888	114,998
0A01134	FUEL FACILITY RESERVE	65,613	16,201	81,814
0A01135	ROAD REPLACEMENT RESERVE	2,450	(2,450)	-
	Sub-total Cash at Bank Reserves & Restricted Funds	2,039,627	(195,429)	1,869,837
	Sundry Debtors			
0A01120	SUNDRY DEBTORS	134,304	137,080	271,384
0A01150	PENSIONER REBATES ALLOWED	0	0	0
	Sub-total Sundry Debtors	134,304	137,080	271,384
	Sundry Debtors - Rates			
0A01121	SUNDRY DEBTORS - RATES	65,740	3,323	69,063
0A01126	Provision for Doubtful Debts - Rates	0	0	0
	Sub-total Sundry Debtors - Rates	65,740	3,323	69,063
	Prepaid Assets			
0A11210	ACCRUED INTEREST	0	3,007	3,007
	Sub-total Prepaid Assets	0	3,007	3,007
	Stock on hand			
0A01190	STOCK ON HAND DISTILLATE	11,155	22,912	34,067
0A01191	STOCK ON HAND FREEBAIRN	10,326	3,551	13,877
0A01193	STOCK ON HAND ULP	10,282	1,151	11,433
0A01192	STOCK RECEIVED CONTROL	(0)	0	0
	Sub-total Stock on hand	31,763	27,614	59,377
	TOTAL CURRENT ASSETS	4,418,225	(187,537)	4,256,327
	Sundry Creditors			
0L01215	SUNDRY CREDITORS	(157,320)	(43,205)	(200,525)
	Sub-total Sundry Creditors	(157,320)	(43,205)	(200,525)
	Accruals			
0L01220	ANNUAL LEAVE ACCRUAL	(177,814)	7,931	(169,883)
0L01213	GENERAL CLEARING ACCOUNT	(786)	467	(320)
0L01222	PAYROLL SUSPENSE ACCOUNT	(89,746)	3,183	(86,562)
	Sub-total Accruals	(268,346)	11,581	(256,765)

STATEMENT OF OPERATING

COA	Description	Balance \$	YTD Actual \$	Total Actual \$
	LSL - Current			
0L01221	LSL ACCRUAL - CURRENT	(173,413)	(43,951)	(217,364)
	Sub-total LSL - Current	(173,413)	(43,951)	(217,364)
	GST Clearing Account			
0A01140	GST PAID CLEARING ACCOUNT	77,208	(24,954)	52,254
0L01202	TAXATION CLEARING ACCOUNT	(61,880)	15,522	(46,358)
0L01210	GST COLLECTED CLEARING ACCOUNT	(33,452)	9,728	(23,724)
0A01141	FUEL TAX REBATE RECEIVABLE	5,003	(5,003)	0
0L01211	FBT SUSPENSE ACCOUNT	(2,256)	2,256	0
	Sub-total: GST Clearing Account	(15,377)	(2,451)	(17,828)
	Loan Commitment - Current			
0L01217	LOAN LIABILITY-CURRENT	(87,267)	(3,244)	(90,511)
E091110	PRINCIPAL ON LOANS 55 & 58	0	87,804	87,804
	Sub-total: Loan Commitment - Current	(87,267)	84,559	(2,707)
	ESL Collection			
0L01230	ESL LEVIED	919	(583)	336
0L01231	ESL CONTROL ACCOUNT	3,068	534	3,601
0L01232	ESL PENSIONER REBATE	0	0	0
	Sub-total: ESL Collection	3,987	(49)	3,937
	Rates Paid in Advance			
0L01223	EXCESS RATE RECEIPTS	(3,169)	(612)	(3,781)
0L01224	RATE REFUND SUSPENSE ACCOUNT	42	(42)	0
	Sub-total: Rates Paid in Advance	(3,127)	(654)	(3,781)
	TOTAL CURRENT LIABILITIES	(700,863)	5,830	(695,032)
	NET CURRENT ASSETS	3,717,362	(181,706)	3,561,295
	NON-CURRENT ASSETS			
	Work in Process			
E132500	HOSTEL CAPITAL	0	44,395	44,395
E132600	CARAVAN PARK CAPITAL	0	53,205	53,205
	Sub-total Work in Process	0	97,600	97,600
	Land & Buildings			
0A01510	Land & Buildings	22,973,031	0	22,973,031
0A01511	Accumulated Dep'N Land & Buildings	(865,170)	(380,266)	(1,245,436)
0A01590	Land for Resale	1,491,000	0	1,491,000
E091103	Accumulated Dep'N Land & Buildings	0	180,181	180,181
E042000	Accumulated Dep'N Land & Buildings	0	3,622	3,622
E113905	Freebairn Rec Centre Capital L & B	0	66,293	66,293
E134500	Freebairn Rec Centre Capital L & B	0	11,674	11,674
E122220	Kulin Depot Upgrade	0	475	475
	Sub-total Land & Buildings	23,598,861	(18,021)	23,480,840
	Construction other than Buildings			
0A01560	Other Than Buildings	731,954	0	731,954
0A01561	Accumulated Dep'N Other Buildings	(32,113)	(13,604)	(45,717)
E132700	Accumulated Dep'N Other Buildings	0	4,785	4,785
	Sub-total Construction other than Buildings	699,841	(8,819)	691,022
	Plant & Equipment			
0A01520	Plant & Equipment	3,435,973	0	3,435,973
0A01521	Accumulated Dep'N Plant & Equipment	(1,378,927)	(372,779)	(1,751,706)
I123299	Accumulated Dep'N Plant & Equipment	243,955	(243,955)	0
E123100	Plant & Equipment Purchases	0	407,354	407,354
	Sub-total Plant & Equipment	2,301,000	(209,380)	2,091,620

STATEMENT OF OPERATING

COA	Description	Balance \$	YTD Actual \$	Total Actual \$
Furniture & Equipment				
0A01530	Furniture & Equipment	132,237	0	132,237
0A01531	Accumulated Dep'N Furniture & Equipment	(51,880)	(9,619)	(61,499)
E042400	Administration Equipment	0	48,689	48,689
E113900	Freebairn Rec Centre Capital F & E	0	48,463	48,463
Sub-total Furniture & Equipment		80,357	87,534	167,891
Motor Vehicles				
0A01550	Motor Vehicles	1,101,945	(55,572)	1,046,373
0A01551	Accumulated Dep'N Motor Vehicle Esl	(135,878)	(78,907)	(214,785)
E123105	Motor Vehicle Purchases	0	463,326	463,326
Sub-total Motor Vehicles		966,067	328,846	1,294,913
Infrastrucutre				
0A01570	Infrastructure Assets	125,832,110	0	125,832,110
0A01571	Accumulated Dep'N Infrastructure	(46,060,252)	(2,166,247)	(48,226,499)
E117400	Accumulated Dep'N Infrastructure	0	50,000	50,000
E136045	Water Supply Infrastructure	0	185,532	185,532
E121500	Major Road Construction	0	610,429	610,429
E121550	Minor Road Construction	0	246,443	246,443
E121520	Roads To Recovery Construction	0	588,908	588,908
E121750	Black Spot Road Construction	0	4,741	4,741
E113700	Freebairn Carpark	0	195	195
E117110	Tourism Projects	0	100	100
Sub-total Infrastructure		79,771,858	(479,898)	79,291,960
Non-current Assets - Other				
0A01375	Shares - Kulin (Bendigo) Bank	5,000	0	5,000
Sub-total Non-current Assets - Other		5,000	0	5,000
TOTAL NON-CURRENT ASSETS		107,422,985	(302,138)	107,120,847
NON CURRENT LIABILITIES				
0L01710	LOAN LIABILITY Non Current	(1,164,231)	3,244	(1,160,987)
0L01715	LSL ACCRUAL - NON CURRENT	(67,162)	(7,716)	(74,878)
0A01110	Cash at Trust Bank	29,964	72,734	102,698
0A01109	Cash at Trip Bank	68,666	(16,266)	52,400
I001001	Housing Bonds Income	0	(8,647)	(8,647)
E001001	Housing Bonds Expense	0	10,100	10,100
I001002	Rates Paid in Advance Income	0	(18,599)	(18,599)
E001002	Rates Paid in Advance Expense	0	16,709	16,709
E001024	TRUST EXPENSE - A NOVEL EVENT	0	1,125	1,125
I001013	Trip Fund Income	0	(33,220)	(33,220)
E001013	Trip Fund Expense	0	16,063	16,063
L001001	Trust Liability	(98,630)	0	(98,630)
TOTAL NON-CURRENT LIABILITIES		(1,231,393)	35,528	(1,195,865)
NET ASSETS		109,908,953	(448,316)	109,486,277
ACCUMULATED RESERVES				
0L01802	PLANT RESERVE ACCUMULATION	390,779	7,200	397,979
0L01803	LSL & AL RESERVE ACCUMULATION	252,213	109,308	361,521
0L01804	BUILDING RESERVE ACCUMULATION	500,549	(252,516)	248,034
0L01805	ADMIN EQUIPMENT RESERVE	75,262	1,378	76,640
0L01807	JOINT VENTURE HOUSING RESERVE	75,156	790	75,946
0L01808	FRC SURFACE & EQUIP REPLACEMENT RESERVE	181,533	(41,938)	139,595
0L01810	FREEBAIRN ESTATE RESERVE ACCUMULATION	12,430	1,195	13,625
0L01811	Freebairn Recreation Reserve Accumulation	239,075	(21,752)	217,323
0L01812	NATURAL DISASTER RESERVE	141,448	914	142,362
0L01813	GENERAL PURPOSE RESERVE ACCUMULATION	0	0	0
0L01815	CAMP KULIN RESERVE ACCUMULATION	8	(8)	0
I001018	TRUST INCOME - FRC COURT RESURFACING	0	40,000	40,000
0L01816	MEDICAL SERVICES RESERVE ACCUMULATION	103,111	11,888	114,998
0L01817	FUEL FACILITY RESERVE ACCUMULATION	65,613	16,201	81,814

STATEMENT OF OPERATING

COA	Description	Balance	YTD Actual	Total Actual
		\$	\$	\$
0L01818	ROAD REPLACEMENT RESERVE ACCUMULATION	2,450	(2,450)	0
	TOTAL ACCUMULATED RESERVES	2,039,627	(129,790)	1,909,837
	ACCUMULATED SURPLUS			
0A01600	ASSET REVALUATION - INFRASTRUCTURE	51,965,197	0	51,965,197
0A01601	ASSET REVALUATION - PROPERTY, PLANT & EQUIPMENT	790,987	0	790,987
0L01800	ACCUMULATED SURPLUS	40,688,381	0	40,688,381
I042510	TRANSFER FROM ADMIN EQUIP RESERVE	0	0	0
I042515	Transfer from LSL & AL Reserve	0	0	0
I042520	TRANSFER FROM INSURANCE RESERVE	0	0	0
I091510	TRANSFER FROM BUILDING RESERVE	0	260,000	260,000
I092520	TRANSFER FROM GENERAL PURPOSE RESERVE	0	0	0
I092510	TRANSFER FROM JOINT VENTURE HOUSING RESERVE	0	0	0
I103510	TRANSFER FROM DEEP SEWAGE RESERVE	0	0	0
I113920	TRANSFER FROM FRC SURFACE & EQUIP REPLACEMENT RES	0	45,000	45,000
I113910	TRANSFER FROM FREEBAIRN RECREATION CENTRE RESERVE	0	25,000	25,000
I119110	TRANSFER FROM FREEBAIRN SPORTSPERSON SCHOLARSHIP	0	0	0
I121510	TRANSFER FROM ROAD REPLACEMENT RESERVE	0	(16)	(16)
I130700	TRANSFER FROM CAMP KULIN RESERVE	0	(0)	(0)
I143510	TRANSFER FROM LSL & AL RESERVE	0	0	0
I144510	Transfer from Plant Reserve	0	0	0
0A01602	ASSET REVALUATION - LAND & BUILDINGS	14,424,762	0	14,424,762
E042510	Transfer to Admin Equip Reserve	0	(1,378)	(1,378)
E042520	TRANSFER TO INSURANCE RESERVE	0	0	0
E077150	TRANSFER TO MEDICAL SERVICES RESERVE	0	(11,888)	(11,888)
E091510	Transfer to Building Reserve	0	(7,484)	(7,484)
E092520	TRANSFER TO GENERAL PURPOSE RESERVE	0	0	0
E092510	TRANSFER TO JOINT VENT HOUSING RESERVE	0	(790)	(790)
E113930	TRANSFER TO FRC SURFACE & EQUIP REPLACEMENT RESERV	0	(3,062)	(3,062)
E106105	TRANSFER TO TOWN PLANNING RESERVE	0	(586)	(586)
E113910	TRANSFER TO FREEBAIRN REC CENTRE RESERVE	0	(3,248)	(3,248)
E119010	TRANSFER TO FREEBAIRN SPORTSPERSON SCHOLARSHIP RE	0	(1,195)	(1,195)
E121510	Transfer to Road Replacement Reserve	0	2,466	2,466
E130910	TRANSFER TO CAMP KULIN RESERVE	0	8	8
I106300	TRANSFER FROM TOWN PLANNING RESERVE	0	586	586
E122300	TRANSFER TO NATURAL DISASTER RESERVE	0	(914)	(914)
E139100	TRANSFER TO FUEL FACILITY RESERVE	0	(16,201)	(16,201)
E144510	TRANSFER TO PLANT RESERVE	0	(7,200)	(7,200)
E143510	Transfer to LSL & AL Reserve	0	(109,308)	(109,308)
	TOTAL ACCUMULATED SURPLUS	107,869,327	169,790	108,039,117
	Net Change in Assets Resulting from Operations			462,677
	TOTAL EQUITY	109,908,953	40,000	109,486,277

Shire of Kulin
STATEMENT OF OPERATING
(Statutory Reporting Program)
For the period ended 30 June 2020

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
GENERAL PURPOSE FUNDING							
Rates							
I030001	General Rate - GRV	187,659	187,659	187,483	(176)	0%	
I030101	General Rate - UV	1,877,731	1,877,731	1,876,436	(1,295)	0%	
I030105	Interim Rates - GRV/UV	5,000	5,000	0	(5,000)		There have been some minor interim rates raised however these have been processed using the UV rates general ledger revenue account.
I030131	Minimum Rates- GRV	12,429	12,429	12,429	0	0%	
I030133	Minimum Rates - UV	14,648	14,648	14,648	0	0%	
I030140	Interest on Instalments	1,500	1,500	1,219	(281)	-19%	
I030141	PENALTY INTEREST	8,000	8,000	5,850	(2,150)	-27%	
I030142	Admin Charge for Instalments	700	700	658	(42)	-6%	
I030150	EX GRATIA RATES	23,701	23,701	23,701	0	0%	
I030160	Information & Search Fees	1,600	1,600	1,669	69	4%	
I030170	LEGAL FEES RECOVERED	4,000	4,000	0	(4,000)	-100%	
I030171	LEGAL FEES RECOVERED (NO GST)	6,500	6,500	0	(6,500)	-100%	We have changed our debt collection agency and all debt collection is currently being processed. We have not yet been billed for debt collection work so have therefore not recovered any fees
Total Revenue		2,143,468	2,143,468	2,124,093	(19,375)		
E030100	Discount Allowed on Rates	90,000	90,000	91,421	(1,421)	2%	
E030110	RATES WRITTEN OFF	12,000	12,000	11,048	952	-8%	
E030130	TITLE SEARCHES	660	660	0	660	-100%	Issue with budget timing, the invoice for valuations is usually received in June however was received early this year.
E030140	Valuation Expenses	7,500	7,500	7,988	(488)	7%	
E030150	Printing & Stationery	1,200	1,200	740	460	-38%	
E030999	General Admin Allocated	41,826	41,826	33,779	8,047	-19%	
Total Expenditure		153,186	153,186	144,976	8,210		
Sub-total Rates		(1,990,282)	(1,990,282)	(1,979,117)	(11,165)		
General Purpose Grants							
I031100	Grants Commission	1,070,000	1,070,000	2,070,207	1,000,207	93%	Advanced payment of 2020/21 grants received in May 2020
Total Revenue		1,070,000	1,070,000	2,070,207	1,000,207		
E031999	General Admin Allocated	0	0	586	(586)		
Total Expenditure		0	0	586	(586)		
Sub-total General Purpose Grants		(1,070,000)	(1,070,000)	(2,069,621)	999,621		
General Financing							
I032100	Interest on Municipal	27,000	27,000	25,042	(1,958)	-7%	
I032110	INTEREST ON PLANT RESERVE	5,919	5,919	7,200	1,281	22%	
I032120	Interest on LSL & AL Reserve	5,847	5,847	6,248	400	7%	
I032130	INTEREST ON BUILDING RESERVE	7,508	7,508	7,484	(24)	0%	
I032140	Interest on Admin Equip Reserv	1,129	1,129	1,378	249	22%	
I032145	Interest on Insurance Reserve	0	0	0	0		
I032150	Interest on Freebairn Recreation Centre Reserve	3,586	3,586	3,248	(338)	-9%	
I032160	Interest on Joint Venture Reserve	1,127	1,127	790	(337)	-30%	
I032170	INTEREST ON FRC SURFACE & EQUIP REPLACEMENT RESERVE	2,760	2,760	3,062	302	11%	
I032180	INTEREST ON NATURAL DISASTER RESERVE	0	0	914	914		
I032185	INTEREST ON FREEBAIRN SPORTSPERSON SCH	186	186	1,195	1,008	541%	
I032195	INTEREST ON GENERAL PURPOSE RESERVE	0	0	0	0		
I032196	INTEREST ON CAMP KULIN RESERVE	0	0	0	0		
I032115	Interest on Road Replacement Reserve	0	0	16	16		
I032198	INTEREST ON FUEL FACILITY RESERVE	984	984	1,201	217	22%	
I032197	INTEREST ON MEDICAL SERVICES RESERVE	1,547	1,547	1,888	341	22%	
Total Revenue		57,594	57,594	60,252	1,498		
E032100	BANK CHARGES	3,000	3,000	4,491	(1,491)	50%	
E032150	Interest	1,500	1,500	4,400	(2,900)	193%	Administration expenses are underspent in comparison to the budget and this affects how much of an allocation is made. This affects all administration allocation accounts throughout the financials
E032999	General Admin Allocated	19,031	19,031	27,361	(8,330)	44%	
Total Expenditure		23,531	23,531	36,253	(12,722)		
Sub-total General Financing		(34,063)	(34,063)	(24,000)	(11,224)		
TOTAL GENERAL PURPOSE FUNDING		(3,094,345)	(3,094,345)	(4,072,738)	977,232		
GOVERNANCE							
Members of Council							
I041041	NOMINATION FEES RECEIVED	0	0	0	0		
I041045	Reimbursements	0	0	1,397	1,397		
I041050	REBATES RECEIVED	5,000	5,000	11,528	6,528	131%	Good driver rebate and insurance rebate (discount on frist instalment) not budgeted for.
Total Revenue		5,000	5,000	12,925	7,925		

STATEMENT OF OPERATING

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
E041020	MEMBERS TRAVELLING	4,800	4,800	2,902	1,898	-40%	
E041030	CONFERENCE EXPENSES	13,000	13,000	13,792	(792)	6%	
E041040	Election Expenses	0	0	0			
E041041	Nomination Refunds	0	0	0	0		
E041050	SITTING FEES	24,200	24,200	23,690	510	-2%	
E041060	PRESIDENTIAL ALLOWANCE	8,750	8,750	8,808	(58)	1%	
E041070	DRESS SHIRTS FOR COUNCILLORS	1,000	1,000	425	575	-57%	
							Total expenditure incurred for FBT is within budgeted amounts however the budgets allocation of FBT on this account is lower than required.
E041075	FBT EXPENSE	2,500	2,500	8,608	(6,108)		
E041085	TELEPHONE	0	0	0	0		
E041110	REFRESHMENTS & GOODWILL	19,260	19,260	22,163	(2,903)	15%	
E041111	MEAL ENTERTAINMENT	1,500	1,500	3,009	(1,509)	101%	
E041120	ENTERTAINMENT SUBJECT TO FBT	0	0	595	(595)		
E041150	INSURANCES	3,785	3,785	3,484	301	-8%	
E041160	Subscriptions & Donations	23,800	23,800	20,389	3,411	-14%	
E041161	Printing & Stationery	1,000	1,000	55	945	-95%	
E041165	Advertising	1,000	1,000	1,150	(150)	15%	
E041180	Chamber Maintenance	7,500	7,500	5,136	2,364	-32%	
E041270	Community Contributions	12,000	12,000	15,948	(3,948)	33%	
E041298	Depreciation	914	914	747	167	-18%	
							Administration expenses are underspent in comparison to the budget and this affects how much of an allocation is made. This affects all administration allocation accounts throughout the financials
E041999	General Admin Allocated	75,662	75,662	61,109	14,552	-19%	
	Total Expenditure	200,671	200,671	192,010	8,660		
	Sub-total Members of Council	195,671	195,671	179,086	16,585		
	General Administration						
I042040	SUNDRY INCOME	0	0	75	75		
I042045	REIMBURSEMENTS	1,000	1,000	172	(828)	-83%	
I042046	CONTRIBUTION TO VEHICLES	10,920	10,920	11,865	945	9%	
I042051	VEHICLE CONTRIBUTION - NOVATED LEASES	0	0	803	803		
I042297	PROFIT ON SALE OF ASSET	0	0	0	0		
I042050	STAFF RENT ADMIN	0	0	300	300		
							Reimbursement for the purchase of new marquee in previous financial year, insurance claim.
I042391	REIMBURSEMENTS - INSURANCE	0	0	33,219	33,219		
I042440	PHOTOCOPYING & PRINTING	50	50	2	(48)	-97%	
	Total Revenue	11,970	11,970	46,435	34,465		
E042010	SALARIES	544,543	544,543	541,844	2,699	0%	
E042015	Admin Long Service Leave	15,000	15,000	17,425	(2,425)	16%	
							More employees than was budgeted for taking part in the superannuation matching that Council offer.
E042020	SUPERANNUATION	83,071	83,071	91,251	(8,180)	10%	
E042025	Administration Sundries	0	0	0	0		
E042030	INSURANCE	19,942	19,942	20,713	(772)	4%	
E042035	STAFF UNIFORMS	3,000	3,000	1,094	1,906	-64%	
E042040	STAFF TRAINING	11,250	11,250	12,706	(1,456)	13%	
E042041	CONFERENCES	18,000	18,000	12,123	5,877	-33%	
E042042	MEETING EXPENSES	0	0	808	(808)		
E042045	RELOCATION COSTS	5,000	5,000	0	5,000	-100%	
E042046	STAFF HOUSING	52,838	52,838	51,665	1,173	-2%	
E042047	Depreciation CEO Housing	4,234	4,234	3,635	599	-14%	
E042048	Depreciation DCEO Housing	8,488	8,488	7,479	1,009	-12%	
E042049	CEO UTILITIES	4,300	4,300	2,048	2,252	-52%	
E042050	OFFICE MAINTENANCE	7,500	7,500	3,314	4,186	-56%	
E042051	INTEREST ON LOAN 1 (ADMINISTRATION OFFICE)	46,246	46,246	19,156	27,090	-59%	2nd instalment will be paid in June
E042060	MEMBERSHIPS & SUBSCRIPTIONS	1,800	1,800	1,163	637	-35%	
E042070	Printing and Stationery	13,500	13,500	17,130	(3,630)	27%	
E042075	FBT EXPENSE	3,000	3,000	0	3,000	-100%	
E042080	TELEPHONE	13,400	13,400	10,079	3,321	-25%	
E042090	Postage and Freight	3,750	3,750	3,327	423	-11%	
E042100	ADVERTISING	5,000	5,000	425	4,575	-92%	
E042110	Office Equipment Maintenance	1,000	1,000	415	585	-58%	
E042115	Bad Debts Expense	5,000	5,000	0	5,000	-100%	
E042120	Cleaning	9,000	9,000	8,907	93	-1%	
							Computer lease payments budgeted for full year but were terminated Jan 2020.
E042130	Computer Maintenance	51,604	51,604	31,223	20,381	-39%	
E042135	IT Support	35,500	35,500	38,624	(3,124)	9%	
E042140	Staff Amenities	1,700	1,700	1,474	226	-13%	
E042160	OTHER EXPENSES	0	0	0	0		
							Timing, very little contractors have been used so far this financial year.
E042170	CONTRACT EMPLOYMENT	105,000	105,000	27,459	77,541	-74%	
E042180	UTILITIES	6,000	6,000	5,685	315	-5%	
E042190	KEY TO KULIN	1,000	1,000	0	1,000	-100%	
E042200	Audit Fees	25,000	25,000	29,900	(4,900)	20%	Permanent variance of \$4,900
E042297	LOSS ON SALE OF ASSET	0	0	0	0		
							Depreciation journals not posted until revaluation has been received.
E042298	Office Depreciation	35,000	35,000	14,516	20,484	-59%	
							Overall, all administration expenses are lower than expected, in turn, the amount allocated is lower than budgeted.
E042999	General Admin Allocated	(1,127,696)	(1,127,696)	(910,798)	(216,898)	-19%	
	Total Expenditure	11,970	11,970	64,788	(52,818)		
	Sub-total General Administration	0	0	18,353	(18,353)		

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
TOTAL GOVERNANCE		195,671	195,671	197,439	(1,769)		
LAW,ORDER & PUBLIC SAFETY							
Fire Prevention							
Total Revenue		1,000	1,000	0	(1,000)		
E051040	OFFICE EXPENSES	3,300	3,300	4,629	(1,329)	40%	
E051050	FIRE INSURANCE	24,200	24,200	8,374	15,826	-65%	Permanent Variance
E051055	Protective Clothing	417	417	7,099	(6,683)	1604%	The cost of providing fire protective clothing to BFB members. The overspend should be covered by the ESL grant
E051060	Communication Maintenance	1,000	1,000	0	1,000	-100%	
E051070	Sundry Fire Prevention Costs	5,700	5,700	1,906	3,794	-67%	
E051080	FIRE PREVENTION - RANGER	1,500	1,500	0	1,500	-100%	
E051298	Depreciation	50,000	50,000	34,735	15,265	-31%	Depreciation journals not posted until revaluation has been received.
E051700	Plant Operation Costs	0	0	0	0		
E051999	General Admin Allocated	12,781	12,781	10,322	2,459	-19%	Overall, all administration expenses are lower than expected, in turn, the amount allocated is lower than budgeted.
Total Expenditure		98,898	98,898	67,066	31,832		
Sub-total Fire Protection		97,898	97,898	67,066	30,832		
Animal Control							
I052400	FINES AND PENALTIES	200	200	0	(200)	-100%	
I052430	CAT REGISTRATION FEE INCOME	200	200	113	(88)		
I052420	DOG REGISTRATION FEES	2,000	2,000	2,137	137	7%	
Total Revenue		2,400	2,400	2,249	(151)		
E052010	Dog Control Costs	4,000	4,000	2,690	1,310	-33%	
E052020	CAT CONTROL COSTS	5,000	5,000	5,420	(420)	8%	
E052040	Pest Control	500	500	65	435	-87%	
E052999	General Admin Allocated	4,705	4,705	3,801	904	-19%	
Total Expenditure		14,205	14,205	11,976	2,228		
Sub-total Animal Control		11,805	11,805	9,727	2,077		
Other Law & Order							
I053010	ESL Bush Fires Allocation	25,000	25,000	38,906	13,906	56%	Permanent variance due to reimbursement of over payment of ESL expenditure in 17/18
I053030	ESL ADMINISTRATION	4,000	4,000	4,000	0	0%	
I053050	SALE OF PROTECTIVE CLOTHING	1,000	1,000	306	(694)	-69%	
I053610	Government Grants	0	0	0	0		
Total Revenue		30,000	30,000	43,212	13,212		
E053010	ESL BUSH FIRE BRIGADES	4,000	4,000	2,858	1,142	-29%	
E053020	ESL SES UNIT	0	0	0	0		
E053030	SES EMERGENCIES	0	0	0	0		
E053051	EMERGENCY BUILDING MAINTENANCE	6,302	6,302	4,552	1,750	-28%	
E053060	Law & Order Other	0	0	0	0		
E053298	Depreciation	12,000	12,000	9,702	2,298	-19%	
E053700	Plant Operation Costs	7,000	7,000	7,726	(726)	10%	
E053999	General Admin Allocated	2,130	2,130	1,721	409	-19%	
Total Expenditure		31,432	31,432	26,560	4,873		
Sub-total Other Law & Order		1,432	1,432	(16,652)	18,085		
TOTAL LAW,ORDER & PUBLIC SAFETY		111,135	111,135	60,141	50,994		
HEALTH							
Preventative Services							
I074410	OTHER LICENSES	0	0	628	628		
Total Revenue		0	0	628	628		
E074040	GROUP/REGIONAL SCHEME	37,000	37,000	38,072	(1,072)	3%	Quarterly bill was billed in January, budget timing is not corresponding to the billing cycle of the Shire of Corrigin
E074100	OTHER EXPENDITURE	2,500	2,500	0	2,500		
E074999	General Admin Allocated	3,461	3,461	2,796	665	-19%	
Total Expenditure		42,961	42,961	40,868	2,092		
Sub-total Other Law & Order		42,961	42,961	40,240	(1,464)		
Mosquito Control							
E075020	Mosquito Control	3,800	3,800	691	3,109	-82%	
E075999	General Admin Allocated	2,119	2,119	1,712	407	-19%	
Total Expenditure		5,919	5,919	2,403	3,516		
Sub-total Other Mosquito Control		5,919	5,919	2,403	3,516		
Analytical Expenses							
E076020	ANALYTICAL EXPENSES	1,000	1,000	418	582	-58%	
E076999	General Admin Allocated	2,130	2,130	1,721	409	-19%	
Total Expenditure		3,130	3,130	2,139	991		
Sub-total Other Analytical Expenses		3,130	3,130	2,139	991		
Medical Centre							
Total Revenue		0	0	0	0		

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
E077010	COMMUNITY NURSES	1,000	1,000	0	1,000	-100%	Expenditure on shared doctor service is not as high as budgeted for.
E077020	MEDICAL CENTRE	62,500	62,500	30,127	32,373	-52%	
E077030	AMBULANCE SERVICES	1,000	1,000	3,731	(2,731)	273%	
E077298	Depreciation	500	500	0	500	-100%	
E077999	General Admin Allocated	4,916	4,916	3,971	944	-19%	
	Total Expenditure	69,916	69,916	37,830	32,086		
	Sub-total Medical Centre	69,916	69,916	37,830	32,086		
	TOTAL HEALTH	121,926	121,926	82,612	35,129		
	EDUCATION & WELFARE						
	Education						
1080100	REIMBURSEMENT FROM SCHOOL	2,000	2,000	1,818	(182)	-9%	
	Total Revenue	2,000	2,000	1,818	(182)		
E080100	Contribution to School	6,733	6,733	2,686	4,047	-60%	
E080105	Contribution to Smartstart Program	0	0	0	0		
E080110	DONATIONS	2,000	2,000	0	2,000	-100%	
E080130	KULIN DHS PROMOTION	0	0	0	0		
E080999	General Admin Allocated	2,130	2,130	1,721	409	-19%	
	Total Expenditure	10,863	10,863	4,407	6,456		
	Sub-total Education	8,863	8,863	2,589	6,274		
	Community Aged Care						
E082280	MINOR WELFARE EXPENDITURE	1,000	1,000	0	1,000		
E082999	General Admin Allocated	4,705	4,705	3,801	904	-19%	
	Total Expenditure	5,705	5,705	3,801	1,904		
	Sub-total Community Aged Care	5,705	5,705	3,801	1,904		
	Other Welfare						
E083100	Care Group Donations	3,800	3,800	23	3,777	-99%	
E083999	General Admin Allocated	10,141	10,141	8,191	1,950	-19%	
	Total Expenditure	13,941	13,941	8,214	5,728		
	Sub-total Other Welfare	13,941	13,941	8,214	5,728		
	Child Care Services						
1084010	Fees & Charges	169,985	169,985	164,152	(5,833)	-3%	Higher than expected usage of the centre.
1084020	Family & Childrens Grant	52,500	52,500	52,500	0	0%	
1084030	TRAINEESHIPS	0	0	0	0		
1084040	FUNDRAISING - GST	5,000	5,000	0	(5,000)	-100%	
1084041	FUNDRAISING - GST FREE	0	0	420	420		
1084050	SPECIAL PROJECTS	0	0	0	0		
1084085	OTHER INCOME	1,000	1,000	36	(964)	-96%	
1084100	Various Grants	10,000	10,000	1,185	(8,815)	-88%	
1084060	Staff Rent & Utility Reimbursement	0	0	0	0		
	Total Revenue	238,485	238,485	218,294	(20,191)		
E084010	Salaries	157,199	157,199	193,707	(36,508)	23%	In line with higher attendance rates, wages costs are also higher. In addition to this the cost of LSL wages was not included in the budget.
E084011	Salaries - Building Maintenance	3,000	3,000	3,352	(352)	12%	
E084012	SALARIES - GARDENING	2,000	2,000	840	1,160	-58%	
E084013	SUPERANNUATION	14,934	14,934	19,188	(4,254)	28%	
E084014	CLEANING SALARIES	7,814	7,814	7,847	(34)	0%	
E084016	Insurance - Workers Comp	6,288	6,288	3,761	2,527	-40%	
E084020	ACCREDITATION	1,000	1,000	416	584	-58%	
E084025	Advert/Printing/Promotion	800	800	0	800	-100%	
E084030	Computer Exp	2,500	2,500	1,030	1,470	-59%	
E084035	EQUIPMENT UPGRADES	3,000	3,000	4,404	(1,404)	47%	
E084040	ELECTRICITY/GAS/WATER	4,500	4,500	4,377	123	-3%	
E084045	Gardening	2,000	2,000	506	1,494	-75%	
E084050	Insurance	2,200	2,200	1,970	230	-10%	
E084055	Subscriptions	1,000	1,000	756	244	-24%	
E084060	BUILDING LEASE	600	600	0	600	-100%	
E084061	STAFF HOUSING	0	0	0	0		
E084065	Postage & Stationery	1,000	1,000	2,939	(1,939)	194%	Not all works budgeted for have been completed during the financial year.
E084070	REPAIRS & MAINTENANCE	17,000	17,000	7,224	9,776	-58%	
E084075	STAFF EXPENSES	5,500	5,500	1,071	4,429	-81%	
E084080	TELEPHONE	1,000	1,000	424	576	-58%	
E084085	Sundry & Other	1,500	1,500	183	1,317	-88%	
E084086	FUNDRAISING	1,000	1,000	0	1,000	-100%	
E084090	Consumables	2,500	2,500	2,270	230	-9%	
E084095	CLEANING CONSUMABLES	3,000	3,000	2,634	366	-12%	
E084150	SPECIAL PROJECTS	0	0	1,498	(1,498)		
E084298	Depreciation	0	0	2,333	(2,333)		
E084999	General Admin Allocated	22,280	22,280	17,996	4,284	-19%	
	Total Expenditure	263,615	263,615	280,727	(17,112)		
	Sub-total Child Care Services	25,130	25,130	62,433	(37,303)		
	TOTAL EDUCATION & WELFARE	53,639	53,639	77,036	(23,397)		

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
HOUSING							
Housing - Other							
I092100	RENTAL - OTHER HOUSING	0	0	0	0		
I092110	Rental - GEHA Housing	42,404	42,404	39,757	(2,647)	-6%	
I092130	RENTAL - COMMUNITY BANK HOUSE	0	0	0	0		
I092150	RENTAL - JOINT VENTURE	51,610	51,610	65,011	13,401	26%	
I092391	Reimbursements - General	250	250	581	331	132%	Income from employee rent allocated here but budgeted to be allocated in governance or works programs.
Total Revenue		94,264	94,264	105,349	11,084		
E092020	INTEREST ON HOUSING LOANS 55 & 58	0	0	18,490	(18,490)		
E092050	OTHER HOUSING MAINTENANCE	29,523	29,523	9,711	19,811	-67%	Budgeted works at 5 Bowey Way have not been completed.
E092055	GENERAL MAINTENANCE	0	0	0	0		
E092060	KULIN RETIREMENT HOMES	15,431	15,431	11,102	4,329	-28%	10 Price Street kitchen renovation was budgeted to cost \$13,925 however total costs to date are \$26,230. There are also some costs being charged to this account which should be posted to the public works overheads subprogram, the coding issue will be recitified with the budget review.
E092148	GEHA HOUSING - COSTS	30,840	30,840	37,707	(6,867)	22%	
E092150	JOINT VENTURE HOUSING - COSTS	80,554	80,554	63,559	16,995	-21%	Timing of works being completed
E092155	Housing Project Ellson Street	0	0	70	(70)		
E092160	Depreciation - Joint Venture	0	0	19,571	(19,571)		Depreciation accounted for in E092298 below, allocation of dep'n needs to be adjusted.
E092170	COMMUNITY BANK HOUSE COSTS	6,200	6,200	3,869	2,331	-38%	Timing issue
E092180	Depreciation Community Bank Hs	5,707	5,707	4,664	1,043	-18%	Depreciation journals not posted until revaluation has been received.
E092298	Depreciation	36,624	36,624	22,732	13,892	-38%	Depreciation journals not posted until revaluation has been received.
E092999	General Admin Allocated	4,705	4,705	3,801	904	-19%	
Total Expenditure		209,584	209,584	195,276	14,308		
Sub-total Housing - Other		115,319	115,319	89,927	25,392		
TOTAL HOUSING							
TOTAL HOUSING		115,319	115,319	89,927	25,392		
COMMUNITY AMENITIES							
Sanitation - Household Refuse							
I101400	CHARGES - REFUSE REMOVAL	77,580	77,580	78,686	1,106	1%	
Total Revenue		77,580	77,580	78,686	1,106		
E101020	DOMESTIC REFUSE COLLECTION	124,693	124,693	118,253	6,440	-5%	Timing, Avon waste bills late.
E101021	DUDININ REFUSE COLLECTION	6,055	6,055	3,030	3,025	-50%	
E101022	PINGARING REFUSE COLLECTION	4,716	4,716	4,307	409	-9%	
E101030	REFUSE SITE MAINTENANCE	22,630	22,630	40,527	(17,897)	79%	Error in budget preparation - currently being investigated.
E101040	ROEROC	10,000	10,000	0	10,000	-100%	Contingency not utilised
E101050	Recycling Depot	252	252	0	252	-100%	
E101298	Depreciation	1,476	1,476	704	772	-52%	
E101999	General Admin Allocated	4,705	4,705	3,801	904	-19%	
Total Expenditure		174,526	174,526	170,621	3,905		
Sub-total Sanitation - Household Refuse		96,946	96,946	91,934	5,012		
Sanitation - Other							
I102030	Drum Muster Reimbursement	3,000	3,000	390	(2,610)	-87%	
I102410	CHARGES - REFUSE REMOVAL	15,444	15,444	15,335	(109)	-1%	
I102420	Sale of Bins	200	200	0	(200)	-100%	
Total Revenue		18,644	18,644	15,726	(2,918)		
E102020	Commercial Refuse Collection	57,211	57,211	41,169	16,042	-28%	Timing, Avon waste bills one month late.
E102030	Drum Muster	2,688	2,688	1,057	1,631	-61%	
E102298	Depreciation	1,300	1,300	1,083	217	-17%	
E102420	PURCHASE OF BINS	200	200	0	200	-100%	
E102999	General Admin Allocated	4,705	4,705	3,801	904	-19%	
Total Expenditure		66,103	66,103	47,109	18,995		
Sub-total Sanitation - Other		47,459	47,459	31,383	16,076		
Sewage							
E103010	DEEP SEWERAGE CONTRIBUTION	0	0	438	(438)		
E103999	General Admin Allocated	0	0	1,721	(1,721)		
Total Expenditure		0	0	2,159	(2,159)		
Sub-total Sewage		0	0	2,159	(2,159)		
Urban Stormwater Drainage							
E104010	Urban Stormwater Drainage	2,100	2,100	85	2,015	-96%	
E104999	General Admin Allocated	2,988	2,988	2,345	643	-22%	
Total Expenditure		5,088	5,088	2,430	2,658		
Sub-total Urban Stormwater Drainage		5,088	5,088	2,430	2,658		
Protection of Environment							
I105220	Income Other	0	0	0	0		
Total Revenue		0	0	0	0		

STATEMENT OF OPERATING

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
E105051	Reinstatement of Gravel Pits	0	0	16,786	(16,786)		These labour and plant hours were expected to be expensed to road maintenance when preparing the budget, overall wages are in line with budget.
E105100	Landcare	0	0	0	0		
E105200	TREE PLANTING - WATER CATCHMENT OFFSET	0	0	0	0		
E105999	General Admin Allocated	0	0	1,672	(1,672)		
	Total Expenditure	0	0	18,458	(18,458)		
	Sub-total Protection of Environment	0	0	18,458	(18,458)		
	Town Planning						
I106110	Planning Approvals	3,000	3,000	0	(3,000)	-100%	
I106297	Profit on Sale Rural Lots	0	0	0	0		
	Total Revenue	3,000	3,000	0	(3,000)		
E106020	Town Planning Advice	7,000	7,000	3,048	3,952	-56%	
E106030	Town Planning Other	3,800	3,800	1,970	1,830	-48%	
E106999	General Admin Allocated	9,794	9,794	7,911	1,883	-19%	
	Total Expenditure	20,594	20,594	12,928	7,666		
	Sub-total Town Planning	17,594	17,594	12,928	4,666		
	Other Community Amenities						
I107400	CHARGES - CEMETERY FEES	1,000	1,000	2,670	1,670	167%	
I107051	GRANT INCOME	0	0	0	0		
	Total Revenue	1,000	1,000	2,670	1,670		
E107031	KULIN CEMETERY	2,280	2,280	5,033	(2,753)	121%	
E107032	DUDININ CEMETERY	504	504	3,131	(2,627)	521%	
E107033	Pingaring Cemetery	504	504	613	(109)	22%	
E107050	PUBLIC CONVENIENCES	22,352	22,352	22,499	(147)	1%	
E107051	Public Notice Boards	504	504	43	461	-92%	
E107052	PUBLIC CONVENIENCES DUDININ	2,828	2,828	3,496	(668)	24%	
E107053	PUBLIC CONVENIENCES PINGARING	5,110	5,110	5,716	(606)	12%	
E107060	WAR MEMORIAL	3,576	3,576	4,201	(625)	17%	
E107298	Depreciation	17,500	17,500	13,909	3,591	-21%	
E107999	General Admin Allocated	10,141	10,141	8,191	1,950	-19%	
	Total Expenditure	65,299	65,299	66,831	(1,532)		
	Sub-total Other Community Amenities	64,299	64,299	64,161	138		
	TOTAL COMMUNITY AMMENITIES	231,387	231,387	223,454	7,933		
	RECREATION & CULTURE						
	Sports Facilities - Various						
E110298	Depreciation	71,772	71,772	62,072	9,700	-14%	Depreciation journals not posted until revaluation has been received.
E110999	General Admin Allocated	6,048	6,048	5,348	700	-12%	
E113331	BOWLING GREENS	0	0	1,203	(1,203)		
E113332	OVAL	66,588	66,588	53,051	13,537	-20%	Both materials and wages are underseprnt on oval. Works manager has planned works which will use part of materials budget.
E113333	GOLF TENNIS PAVILION	7,482	7,482	8,691	(1,209)	16%	
E113334	Golf Course	12,676	12,676	19,170	(6,494)	51%	
E113701	Plant Operation Costs	996	996	7,808	(6,812)	684%	
	Total Expenditure	165,562	165,562	157,342	8,220		
	Sub-total Sports Facilities - Various	165,562	165,562	157,342	8,220		
	Public Halls						
I111021	MEMORIAL HALL DONATIONS/GRANTS	1,800	0	0	0		
I111022	RENTAL FROM MEMORIAL HALL	0	0	2,018	2,018		
	Total Revenue	1,800	0	2,018	2,018		
E111021	MEMORIAL HALL	17,529	17,529	2,900	14,629	-83%	Maintenance works planned for the hall have not yet been carried out and are unlikely to be completed in 2020.
E111031	PINGARING HALL	6,750	6,750	5,200	1,550	-23%	
E111032	DUDININ HALL	10,230	10,230	1,975	8,255	-81%	Maintenance works planned for the hall have not yet been carried out and are unlikely to be completed in 2020.
E111033	JITARNING HALL	280	280	393	(113)	40%	
E111298	Depreciation	59,874	59,874	48,907	10,967	-18%	
E111999	General Admin Allocated	6,621	6,621	5,348	1,273	-19%	
	Total Expenditure	101,284	101,284	64,724	36,560		
	Sub-total Public Halls	99,484	101,284	62,705	38,578		
	Swimming Pools						
I112405	Pool Admission - Adults	7,200	7,200	6,556	(644)	-9%	
I112410	Pool Admission - Children	5,000	5,000	3,964	(1,036)	-21%	
I112450	Pool Slide Income	16,200	16,200	18,654	2,454	15%	
I112480	SEASON PASS	7,000	7,000	10,027	3,027	43%	YTD budget error, season pass revenue exceeds budget expectation but error exists in budget timing
I112600	EVENTS	417	417	640	223	54%	
I112510	STAFF RENT	625	625	4,320	3,695	591%	
	Total Revenue	36,442	36,442	44,160	7,719		

STATEMENT OF OPERATING

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
E112021	Salaries	86,052	86,052	70,160	15,892	-18%	Use of casual staff lower than is expected and salary arrangement of pool manager has wages split over the entire year and not just for the pool season. Superannuation cost also budgeted to this account.
E112022	Superannuation	0	0	5,482	(5,482)		Superannuation budgeted to the above GL account.
E112023	CHEMICALS	5,092	5,092	5,616	(525)	10%	
E112024	ELECTRICITY	31,707	31,707	32,318	(611)	2%	Electricity for May and June are significantly lower than months in the pool season however the expense will still be over budget by approximately \$1,000 at year end.
E112025	WATER	10,011	10,011	12,719	(2,708)	27%	
E112026	MAINTENANCE	45,340	45,340	39,669	5,671	-13%	Allocation of contractors has not been utilised.
E112027	INSURANCE	6,486	6,486	6,486	0	0%	
E112028	OTHER MINOR EXPENDITURE	3,764	3,764	1,129	2,635	-70%	
E112029	STAFF HOUSING	0	0	140	(140)		
E112030	TELEPHONE	504	504	1,773	(1,269)	252%	
E112298	Depreciation	89,664	89,664	72,660	17,004	-19%	Depreciation journals not posted until revaluation
E112600	EVENTS	1,350	1,350	2,250	(900)	67%	
E112999	General Admin Allocated	11,454	11,454	9,252	2,202	-19%	
	Total Expenditure	291,424	291,424	259,654	31,770		
	Sub-total Swimming Pools	254,982	254,982	215,493	39,488		
	Freebairn Recreation Centre						
I113100	Memberships - Adult	11,052	11,052	9,313	(1,740)	-16%	
I113110	Memberships - Children	500	500	164	(336)	-67%	
I113120	Memberships - Social	1,652	1,652	930	(722)	-44%	
I113130	MEMBERSHIPS - SHORT TERM	0	0	0	0		
I113140	Bank Charges recouped	0	0	0	0		
I113150	EVENTS	1,548	1,548	1,311	(237)	-15%	
I113300	Hire - Indoor Courts	504	504	0	(504)	-100%	
I113320	Hire - Kitchen	3,504	3,504	3,046	(458)	-13%	
I113299	Proceeds on Sale of Asset	0	0	0	0		
I113330	DONATIONS FOR FREEBAIRN REC CE NTRE	0	0	0	0		
I113335	Community Contributions	0	0	15,948	15,948		Timing
I113380	Hire - Golf/Tennis Pavilion	480	480	409	(71)	-15%	
I113390	Hire - Function Rooms	996	996	1,258	262	26%	
I113393	GYMNASIUM INCOME	456	456	1,176	720	158%	
I113395	Catering Income	0	0	0	0		
I113500	BAR SALES	129,996	129,996	100,101	(29,895)	-23%	Centre has been closed due to Covid-19 restrictions and takeaway sales have been minor in this time.
I113501	INTERNAL BAR SALES	3,000	3,000	0	(3,000)	-100%	
I113505	Canteen Sales	3,000	3,000	1,985	(1,015)	-34%	
	Total Revenue	161,688	161,688	136,627	(25,061)		
E113060	Advertising and Promotion	1,000	1,000	0	1,000	-100%	
E113100	BANK CHARGES	500	500	760	(260)	52%	
E113104	CATERING COSTS	0	0	1,706	(1,706)		
E113107	Committee Costs	200	200	0	200	-100%	
E113120	Cleaning Supplies	5,000	5,000	3,214	1,786	-36%	
E113130	IT MAINTENANCE	4,000	4,000	4,742	(742)	19%	
E113140	Depreciation- Freebairn Centre	4,265	4,265	3,486	779	-18%	
E113180	ELECTRICITY	23,500	23,500	16,270	7,230	-31%	Utilities cost not as high as expected. May be due to low use of centre during pandemic.
E113190	FREIGHT - NON-BAR	100	100	0	100	-100%	
E113210	GAS SUPPLIES	2,300	2,300	1,324	976	-42%	
E113218	Minor Equipment	500	500	8,863	(8,363)	1673%	Upgrade Point of Sale hardware Budget timing is off, expenditure slightly over full year budget but within threshold
E113220	INSURANCE	18,458	18,458	18,458	0	0%	
E113240	LICENCING COSTS	1,710	1,710	1,392	318	-19%	
E113243	Kitchen Consumables	800	800	892	(92)	11%	
E113250	Printing, Stationery and Post	2,500	2,500	704	1,796	-72%	
E113260	Pool Costs	200	200	0	200	-100%	
E113270	REPAIRS AND MAINTENANCE	54,580	54,580	22,604	31,976	-59%	Works being completed and it is expected that this will be expended
E113272	Security Costs	450	450	291	159	-35%	
E113280	Superannuation	10,066	10,066	13,328	(3,262)	32%	
E113285	STAFF TRAINING	2,850	2,850	3,162	(312)	11%	
E113290	TELEPHONE	3,500	3,500	1,849	1,651	-47%	
E113295	UNIFORMS	800	800	0	800	-100%	
E113298	Depreciation	155,281	155,281	126,069	29,212	-19%	Depreciation journals not posted until revaluation
E113300	Wages - Centre Manager	105,962	105,962	32,948	73,014	-69%	Staff coding wages to incorrect accounts, overall wages expenditure is currently right on track at FRC
E113310	Wages - Bar Staff Casuals	0	0	29,697	(29,697)		Staff coding wages to incorrect accounts, overall wages expenditure is currently below budget
E113315	EVENTS	5,000	5,000	(0)	5,000	-100%	
E113320	WAGES - CLEANER	5,000	5,000	27,288	(22,288)	446%	Staff coding wages to incorrect accounts, overall wages expenditure is currently below budget
E113330	OTHER COSTS	400	400	64	336	-84%	
E113335	KIDSPORT	500	500	0	500	-100%	
E113350	WORKERS COMPENSATION	4,600	4,600	2,535	2,065	-45%	
E113410	Sundry Equipment Purchases	2,500	2,500	155	2,345	-94%	
E113499	INTERNAL BAR PURCHASES	2,000	2,000	0	2,000	-100%	

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
E113500	Bar Purchases	52,000	52,000	51,967	33	0%	Stock on hand numbers higher than normal and possible not achieving margin on sales
E113501	Ice and Sundry Supplies	1,000	1,000	77	923	-92%	
E113502	FREIGHT ON BAR PURCHASES	2,400	2,400	1,804	596	-25%	
E113505	Canteen Purchases	500	500	340	160	-32%	
E113510	Bar Glassware	500	500	0	500	-100%	
E113540	STOCK WRITTEN OFF	400	400	0	400	-100%	
E113999	General Admin Allocated	10,401	10,401	8,400	2,001	-19%	
	Total Expenditure	485,723	485,723	384,409	101,314		
	Sub-total Freebairn Recreation Centre	324,035	324,035	247,782	76,253		
	Television Re-broadcasting						
I114310	Television Charges	1,400	1,400	0	(1,400)	-100%	
	Total Revenue	1,400	1,400	0	(1,400)		
E114280	EQUIPMENT MAINTENANCE	0	0	41	(41)		
E114290	CONT TO VARLEY RADIO	1,400	1,400	508	892	-64%	
E114298	Depreciation	0	0	0	0		
E114999	General Admin Allocated	2,942	2,942	2,376	566	-19%	
	Total Expenditure	4,342	4,342	2,925	1,417		
	Sub-total Television Re-broadcasting	2,942	2,942	2,925	17		
	Other Culture						
I116300	Grant - Railway Station	0	0	0	0		
	Total Revenue	0	0	0	0		
E116100	KULIN MUSEUM	400	400	293	108	-27%	
E116200	HERITAGE	0	0	0	0		
E116300	Railway Station Maintenance	2,159	2,159	0	2,159	-100%	
E116999	General Admin Allocated	0	0	1,721	(1,721)		
	Total Expenditure	2,559	2,559	2,013	545		
	Sub-total Other Culture	2,559	2,559	2,013	545		
	Other Sport & Recreation						
I117430	Kulin Squash Courts	0	0	0	0		
	Total Revenue	0	0	46	46		
E117029	OFFICE GARDENS	23,952	23,952	20,103	3,849	-16%	
E117030	PUBLIC PARKS GDNS & RESERVES	95,809	95,809	93,291	2,517	-3%	
E117031	RESERVES - OTHER	16,689	16,689	13,689	3,000	-18%	
E117042	KULIN SQUASH COURTS	0	0	0	0		
E117050	STORM WATER REUSE SCHEME	0	0	154	(154)		
E117053	HOLT ROCK TENNIS CLUB	0	0	0	0		
E117052	DUDININ SPORTSGROUND	1,500	1,500	1,980	(480)	32%	
E117054	Dudinin Tennis Club	2,000	2,000	2,415	(415)	21%	
E117056	OTHER SPORTING CLUBS	2,000	2,000	0	2,000	-100%	
E117058	SKATE PARK & PLAYGROUND	7,700	7,700	388	7,312	-95%	
E117298	Depreciation	25,000	25,000	21,622	3,378	-14%	
E117500	VARLEY DISTRICT CONTRIBUTIONS	25,000	25,000	27,500	(2,500)	10%	
E117520	Pingaring Golf Club	2,600	2,600	6,525	(3,925)	151%	
E117999	General Admin Allocated	14,336	14,336	11,579	2,758	-19%	
	Total Expenditure	216,586	216,586	199,246	17,341		
	Sub-total Other Sport & Recreation	216,586	216,586	199,199	17,387		
	Recreation Co-ordinator						
	Total Revenue	0	0	0	0		
E118010	Wages	0	0	0	0		
	Total Expenditure	0	0	0	0		
	Sub-total Recreation Co-ordinator	0	0	0	0		
	TOTAL RECREATION & CULTURE	1,066,150	1,067,950	887,461	180,489		
	TRANSPORT						
	Roadworks						
I121500	Regional Road Group	365,000	365,000	344,500	(20,500)	-6%	All works completed and remaining invoicing will be billed to Main Roads in May with income being received most likely June.
I121505	MISC INCOME	0	0	0	0		
I121520	Roads to Recovery	425,000	425,000	534,904	109,904	26%	
I121750	BLACK SPOT	99,000	99,000	0	(99,000)	-100%	
	Total Revenue	889,000	889,000	879,404	(9,596)		
E121298	Depreciation	2,500,000	2,500,000	2,022,743	477,257	-19%	Total allocation for R2R program is higher than budgeted. Total variance works out to be around \$100,000 per year. Invoice for funding not yet processed, blackspot project rolled forward to 2020/21 year.
E121602	Traffic Signs	7,000	7,000	4,265	2,735	-39%	
	Total Expenditure	2,507,000	2,507,000	2,027,008	479,992		
	Sub-total Roadworks	1,618,000	1,618,000	1,147,604	470,396		
	Road Maintenance						

STATEMENT OF OPERATING

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
I122360	Government Grants	190,838	190,838	203,560	12,722	7%	
	Total Revenue	191,838	191,838	203,560	11,722		
E122010	ROAD MAINTENANCE	1,254,301	1,254,301	1,036,582	217,719	-17%	Timing, winter grading is expected to start and will bring this account closer to budget.
E122120	Insurance - Contract Works	0	0	0	0		
E122121	KULIN DEPOT	55,600	55,600	49,746	5,854	-11%	Labour costs which have been charged to this account in the past have reduced, most likely due to employees allocating their time appropriately.
E122122	HOLT ROCK DEPOT	6,600	6,600	5,144	1,456	-22%	
E122140	Footpath Maintenance	3,588	3,588	2,055	1,533	-43%	
E122150	STREET LIGHTING	27,629	27,629	17,684	9,946	-36%	Overall under budget, could possibly be a permanent saving of approx \$5,000 at year end
E122160	Street Cleaning	0	0	2,413	(2,413)		
E122161	DUDININ CLEANING	3,348	3,348	3,309	39	-1%	
E122180	Street Trees	13,716	13,716	4,994	8,722	-64%	Purchases of plants being processed May/June
E122190	Streetscape Maintenance	74,352	74,352	66,302	8,050	-11%	
E122200	Roman Road System	7,500	7,500	7,364	136	-2%	
E122298	Depreciation	18,204	18,204	23,420	(5,216)	29%	Error in budget preparation has meant depreciation is under allocated.
E122999	General Admin Allocated	526,203	526,203	425,733	100,470	-19%	
	Total Expenditure	1,991,042	1,991,042	1,644,746	346,296		
	Sub-total Road Maintenance	1,799,204	1,799,204	1,441,186	358,018		
	Road Plant Purchases						
I123297	Profit on Sale of Asset	0	0	0	0		
	Total Revenue	0	0	0	0		
E123297	LOSS ON SALE OF ASSET	54,554	54,554	0	54,554	-100%	Not all plant disposals have been processed. There were differences in expected trade values of machinery and this is reflected in the reduction/increase on our profit or loss position on trades.
E123999	General Admin Allocated	13,747	13,747	11,103	2,644	-19%	
	Total Expenditure	68,301	68,301	11,103	57,198		
	Sub-total Road Plant Purchases	68,301	68,301	11,103	57,198		
	Aerodomes						
E126280	Airstrip Maintenance	5,740	5,740	4,624	1,116	-19%	
E126298	Depreciation	8,000	8,000	6,663	1,337	-17%	
E126999	General Admin Allocated	2,130	2,130	1,721	409	-19%	
	Total Expenditure	15,870	15,870	13,008	2,863		
	Sub-total Aerodomes	15,870	15,870	13,008	2,863		
	TOTAL TRANSPORT	3,501,375	3,501,375	2,612,900	888,474		
	ECOMONIC SERVICES						
I130100	GRANT FUNDING	0	0	0	0		
I130200	DONATIONS SCHOOL HOLIDAY/LOCAL PROGRAM	0	0	0	0		
I130210	DONATIONS CAMPS	0	0	0	0		
I130240	DONATIONS GENERAL	0	0	326	326		
I130300	USER CHARGES SCHOOL HOLIDAY/LOCAL PROG	0	0	0	0		
I130310	USER CHARGES CAMPS	0	0	941	941		
I130700	TRANSFER FROM CAMP KULIN RESERVE	0	0	0	0		
I130320	USER CHARGES SCHOOL CAMPS	0	0	10,663	10,663		
I130330	USER CHARGES CORPORATE CAMPS	0	0	568	568		
I132409	HOSTEL CHARGES	0	0	2,827	2,827		
I130500	RENTAL REIMBURSEMENTS	0	0	5,280	5,280		
I130600	REIMBURSEMENTS AND OTHER INCOME	330,000	330,000	88,179	(241,821)	-73%	
	Total Income	330,000	330,000	108,784	15,325		
E130100	FACILITATORS WAGES	203,259	203,259	178,647	24,612	-12%	
E130110	FACILITATORS SUPERANNUATION	19,310	19,310	15,470	3,839	-20%	
E130180	VOLUNTEER SUPPORT	0	0	0	0		
E130170	SUPERVISION OTHER EMPLOYMENT EXPENSES	0	0	0	0		
E130200	ACTIVITY COSTS - SCHOOL HOLIDAY/LOCAL PRO	0	0	109	(109)		
E130210	ACTIVITY COSTS - CAMPS	5,000	5,000	498	4,502	-90%	
E130220	ACTIVITY COSTS - SCHOOL CAMPS	0	0	0	0		
E130230	ACTIVITY COSTS - CORPORATE CAMPS	0	0	0	0		
E130310	TRANSPORTATION FOR CAMPS	25,000	25,000	6,962	18,038	-72%	
E130335	HOUSING COSTS	16,458	16,458	5,890	10,568	-64%	
E130500	CATERING SCHOOL HOLIDAY/LOCAL PROGRAMS	0	0	0	0		
E130510	CATERING CAMPS	28,000	28,000	13,523	14,477	-52%	
E130520	CATERING SCHOOL CAMPS	0	0	0	0		
E130610	ADVERTISING CAMPS	0	0	0	0		
E130630	ADVERTISING CORPORATE CAMPS	0	0	0	0		
E130670	ADVERTISING, MARKETING GENERAL	0	0	274	(274)		
E130700	MERCHANDISE COSTS	7,500	7,500	3,840	3,660	-49%	
E130800	CAMP KULIN ADMINISTRATION COSTS	20,000	20,000	16,165	3,835	-19%	
E130810	CAMP KULIN STAFF DEVELOPMENT & TRAINING	5,000	5,000	879	4,121	-82%	
E130820	INCORPORATION EXPENSES	0	0	0	0		
E130999	GENERAL ADMINISTRATION ALLOCATED	15,707	15,707	13,272	2,435	-16%	
E130705	EVENT EXPENSES	0	0	0	0		
E132040	KULIN HOSTEL	25,225	25,225	38,123	(12,898)	51%	
	Total Expenditure	370,458	370,458	298,656	84,700		
	Sub-total Camp Kulin	40,458	40,458	189,872			

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
Rural Services							
I131100	OTHER INCOME	0	0	0	0		
	Total Revenue	0	0	0	0		
E131040	Noxious Weeds/Pest Plants	8,486	8,486	12,734	(4,247)	50%	
E131060	Vermin Control	0	0	100	(100)		
E131298	Depreciation	0	0	0	0		
E131999	General Admin Allocated	2,130	2,130	1,721	409	-19%	
	Total Expenditure	10,617	10,617	14,555	(3,938)		
	Sub-total Rural Services	10,617	10,617	14,555	(3,938)		
Tourism & Area Promotion							
I132100	Grants	1,000	1,000	0	(1,000)	-100%	
I132400	Comm Info Officer Grant	0	0	0	0		
							Actuals exceeding budget expectations, patronage has been higher than expected. Covid-19 restrictions will reduce earning capability between April - June however will still be significantly over budget.
I132410	Caravan Park Charges	20,000	20,000	31,151	11,151	56%	
I132420	Sale of Maps	0	0	15	15		
I132430	SALE OF HISTORY BOOKS - KULIN	0	0	136	136		
I132450	SALE OF THH SOUVENIRS	1,200	1,200	3,145	1,945	162%	
	Total Revenue	22,200	22,200	34,447	13,247		
E132030	CARAVAN PARK	37,116	37,116	39,620	(2,504)	7%	
E132050	INFORMATION BAY	200	200	161	39	-19%	
							Astro tourism project was not completed and contingency for sundry marketing was not utilised.
E132100	Tourism & Area Promotion	34,100	34,100	15,969	18,131	-53%	
E132111	Herbarium Costs	0	0	0	0		
E132410	SUPERANNUATION	0	0	3,926	(3,926)		
E132298	Depreciation	35,000	35,000	32,032	2,968	-8%	
E132999	General Admin Allocated	38,140	38,140	30,803	7,336	-19%	
	Total Expenditure	144,556	144,556	122,514	22,041		
	Sub-total Tourism & Area Promotion	122,356	122,356	88,068	35,288		
Building Control							
I133410	BUILDING PERMITS	4,000	4,000	2,209	(1,791)	-45%	
I133420	BCITF LEVY COLLECTION	2,000	2,000	391	(1,609)	-80%	
I133425	BUILDING SERVICES LEVY COLLECTION	1,000	1,000	(1,434)	(2,434)	-243%	
	Total Revenue	7,000	7,000	1,166	(5,834)		
E133010	Group Building Scheme	7,500	7,500	2,933	4,568	-61%	
E133420	BCITF levy payment	2,000	2,000	0	2,000	-100%	
E133425	BUILDING SERVICES LEVY PAYMENT	1,000	1,000	391	609	-61%	
E133999	General Admin Allocated	3,541	3,541	2,859	682	-19%	
	Total Expenditure	14,041	14,041	6,182	7,859		
	Sub-total Building Control	7,041	7,041	5,017	2,024		
Kulin Resource Centre							
I134010	Business Memberships	0	0	127	127		
							KBR printing for race book not budgeted for. Income of \$6,000
I134070	Photocopying	4,500	4,500	9,156	4,656	103%	
I134080	BINDING, STAPLING & FOLDING	0	0	98	98		
I134090	FAXING, SCANNING & EMAILING	500	500	122	(378)	-76%	
I134100	Computer Usage	500	500	175	(325)	-65%	
I134120	Desktop Publishing	0	0	9	9		
I134130	KULIN UPDATE	7,000	7,000	6,018	(983)	-14%	
I134140	Laminating	500	500	442	(58)	-12%	
I134150	Equipment Hire	500	500	55	(445)	-89%	
I134160	CONSUMABLE SALES	500	500	590	90	18%	
I134170	BUILDING HIRE	800	800	4,227	3,427	428%	
I134180	PUBLIC TRAINING/COURSES	3,000	3,000	15,605	12,605	420%	Gen Ag, will be expenditure to match
I134185	EVENT INCOME & SPONSORSHIP	0	0	1,664	1,664		
I134190	Commissions	5,000	5,000	5,104	104	2%	
I134215	KODAK SCANNING & PHOTOSHOP	0	0	66	66		
							Pilot training course fees not budgeted for, matched by expenditure.
I134220	OTHER INCOME	2,000	2,000	11,048	9,048	452%	
I134270	COMMUNITY CONTRIBUTION REIMBURSEMENT	0	0	0	0		
I134300	Reimbursements	0	0	2,306	2,306		
							Permanent variance relating to the receipt of \$35,000 for trainee grant subsidy
I134500	GRANTS - CRC OPERATIONAL	100,000	100,000	133,688	33,688	34%	
I134510	EVENT & TICKETING INCOME	5,000	5,000	0	(5,000)	-100%	
	Total Revenue	129,800	129,800	192,500	67,700		
E134010	Wages	96,158	96,158	71,098	25,060	-26%	Savings due to the absence of a CRC Manager, CDO has been working on CRC and an allocation of the officer's time will be posted here.
							Savings due to the absence of a CRC Manager, CDO has been working on CRC and an allocation of the officer's time will be posted here.
E134020	Superannuation	9,135	9,135	2,898	6,237	-68%	
E134030	INSURANCE	12,000	12,000	12,000	0	0%	
E134040	UNIFORMS	800	800	52	748	-93%	
E134050	STAFF TRAINING	4,800	4,800	788	4,012	-84%	

STATEMENT OF OPERATING

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
E134060	TELEPHONE	1,500	1,500	1,302	198	-13%	
E134065	WATER	1,200	1,200	791	409	-34%	
E134070	ELECTRICITY	6,000	6,000	4,818	1,182	-20%	
E134080	Printing & Stationery	15,000	15,000	14,876	124	-1%	
E134090	Postage and Freight	0	0	0	0		
E134095	STAFF AMENITIES	0	0	0	0		
E134100	Advertising and Promotion	1,500	1,500	2,656	(1,156)	77%	
E134110	IT MAINTENANCE & SUPPORT	3,600	3,600	5,308	(1,708)	47%	
E134115	Cleaning	0	0	411	(411)		
E134120	CENTRE MAINTENANCE	3,000	3,000	3,162	(162)	5%	Heavy vehicle pilot course expenditure posted here and need to be reallocated to public works overheads based on employees who completed course.
E134130	COURSES & EVENTS	10,000	10,000	33,159	(23,159)	232%	
E134140	Library Freight	500	500	0	500	-100%	
E134150	LIBRARY COSTS	14,000	14,000	15,536	(1,536)	11%	
E134155	Kodak Scanning & Photoshop	0	0	0	0		
E134165	LEADERSHIP GROUP FUNCTIONS & SPONSORSH	0	0	0	0		
E134190	KEY TO KULIN	300	300	0	300	-100%	
E134200	GRANT FUNDING EXPENDITURE	2,000	2,000	731	1,269	-63%	
E134298	Depreciation	65,000	65,000	53,458	11,542	-18%	Depreciation journals not posted until revaluation
E134300	SUNDRY EXPENSES	0	0	209	(209)		
E134999	General Admin Allocated	14,286	14,286	11,545	2,741	-19%	
	Total Expenditure	260,779	260,779	235,118	25,661		
	Sub-total Kulin Resource Centre	130,979	130,979	42,618	93,360		
	Other Economic Services						
I136010	SALE OF STANDPIPE WATER	25,000	25,000	75,876	50,876	204%	Water charges for sale of standpipe water were not expected to be as significant as this. The income is matched by expenditure.
I136030	GRANTS	100,000	100,000	100,000	0	0%	
I136040	OTHER INCOME	0	0	0	0		
I136050	OTHER INCOME	0	0	0	0		
I136115	Community Cropping Program	1,000	1,000	1,364	364		
	Total Revenue	126,000	126,000	177,240	50,876		
E136040	WATER SUPPLY (STANDPIPES)	45,000	45,000	121,205	(76,205)	169%	New water charges for sale of standpipe water, higher than budgeted for and not completely re-couped due to software failure in the early months of the year. The cost of upgrading modems has been costed here also and was unbudgeted for.
E136050	Farm Water Supplies & Maintenance	1,000	1,000	0	1,000		
E136100	OTHER EXPENDITURE	0	0	0	0		
E136105	Pingaring Community Centre	4,000	4,000	4,000	0	0%	
E136115	COMMUNITY CROPPING PROGRAM	1,000	1,000	0	1,000	-100%	
E136200	ECONOMIC DEVELOPMENT	0	0	0	0		
E136298	DEPRECIATION	2,500	2,500	1,128	1,372	-55%	
E136999	General Admin Allocated	2,130	2,130	1,721	409	-19%	
	Total Expenditure	55,630	55,630	128,054	(72,423)		
	Sub-total Other Economic Services	(70,370)	(70,370)	(49,186)	(21,547)		
	Kulin Bush Races						
I138010	BUSH RACES INCOME	0	0	12,211	12,211		Long term loan to KBR repaid.
I138020	OTHER RACES INCOME	25,000	25,000	0	(25,000)	-100%	This income item comes from a fee on Blazing Swan's ticket sales which is paid to KBR and the landholder of the property. The event was not held this year so this income will not be received.
	Total Revenue	25,000	25,000	12,211	(12,789)		
E138010	BUSH RACES EXPENDITURE	0	0	0	0		
E138015	BLAZING SWAN EXPENDITURE	12,500	12,500	25,080	(12,580)	101%	Payment of Blazing Swan ticket contribution to landholder
E138020	INSURANCE & LICENSING.	0	0	0	0		
E138040	BUSH RACES CONTRIBUTION	18,986	18,986	13,173	5,813	-31%	Payment of Blazing Swan ticket contribution to KBR
E138298	Depreciation	0	0	0	0		
E138999	General Admin Allocated	15,707	15,707	12,685	3,022	-19%	
	Total Expenditure	47,193	47,193	50,938	(3,745)		
	Sub-total Kulin Bush Races	22,193	22,193	38,727	(16,534)		
	Fuel Facility						
I139010	SALES - PUBLIC	600,000	600,000	618,445	18,445	3%	
	Total Revenue	600,000	600,000	618,445	18,445		
E139010	FUEL PURCHASES	550,000	550,000	565,326	(15,326)	3%	
E139030	FUEL ACCOUNT SALES	1,500	1,500	1,331	169	-11%	
E139040	IT MAINTENANCE	3,500	3,500	6,637	(3,137)	90%	
E139045	BANK CHARGES	5,000	5,000	4,001	999	-20%	
E139050	MAINTENANCE & REPAIRS	7,660	7,660	3,680	3,980	-52%	
E139999	GENERAL ADMIN ALLOCATED	17,297	17,297	13,839	3,457	-20%	
	Total Expenditure	584,957	584,957	594,814	(9,858)		
	Sub-total Fuel Facility	(15,043)	(15,043)	(23,630)	8,587		
	TOTAL ECONOMIC SERVICES	248,230	248,230	306,040	97,241		

STATEMENT OF OPERATING

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
OTHER PROPERTY & SERVICES							
Private Works							
I141025	MAIN ROADS WORKS	0	0	0	0		
I141410	Private Works	24,000	24,000	257,387	233,387	972%	Works completed which were unbudgeted for
	Total Revenue	24,000	24,000	257,387	233,387		
E141010	PRIVATE WORKS	22,080	22,080	90,259	(68,179)	309%	Labour hours, overheads and plant costs for private works jobs completed which were not budgeted for.
E141022	MRWA - Hyden Kondinin Road	0	0	18,440	(18,440)		Labour hours, overheads and plant costs for private works jobs completed which were not budgeted for.
E141025	MAIN ROADS WORKS	0	0	14,215	(14,215)		Labour hours, overheads and plant costs for private works jobs completed which were not budgeted for.
E141999	General Admin Allocated	11,032	11,032	8,911	2,121	-19%	
	Total Expenditure	33,112	33,112	131,825	(98,713)		
	Sub-total Private Works	9,112	9,112	(125,562)	134,674		
Community Bus							
I142100	Hire of Bus & Trailer	6,000	6,000	5,837	(163)	-3%	
I142200	Contributions - Bus Purchase	0	0	0	0		
	Total Revenue	6,000	6,000	5,837	(163)		
E142020	Community Bus Shed	50	50	132	(82)	164%	
E142105	LICENSING & INSURANCE	840	840	0	840	-100%	
E142298	Depreciation	3,000	3,000	4,481	(1,481)	49%	
E142700	Plant Operation Costs	6,000	6,000	5,036	964	-16%	
	Total Expenditure	9,890	9,890	9,648	242		
	Sub-total Community Bus	3,890	3,890	3,811	79		
Public Works Overheads							
I143100	STAFF HOUSING RENTAL	39,364	39,364	23,280	(16,084)	-41%	Rent revenue received for JV Housing rentals has been allocated to the housing program. All expected rental income has been paid.
I143390	REIMBURSEMENTS	10,000	10,000	9,673	(327)	-3%	
	Total Revenue	49,364	49,364	32,953	(16,411)		
E143010	ENGINEERS SALARY	90,751	90,751	112,781	(22,030)	24%	Trainee tech officer wages also being coded to this account but had been budgeted to be allocated across the budget.
E143020	ENGINEER SUNDRIES	0	0	0	0		
E143025	WORKERS COMPENSATION INSURANCE	34,000	34,000	46,624	(12,624)	37%	Permanent variance
E143030	OFFICE EXPENSES	3,100	3,100	4,633	(1,533)	49%	
E143035	UTILITIES	0	0	0	0		
E143040	Superannuation	138,185	138,185	157,729	(19,544)	14%	More staff than budgeted for taking part in Council's superannuation matching scheme
E143050	Sick & Holiday Pay	163,200	163,200	145,187	18,013	-11%	Employees were expected take more leave than has been taken.
E143060	Insurance on Works	19,000	19,000	19,000	0	0%	
E143070	Long Service leave	8,500	8,500	51,667	(43,167)	508%	Small allowance for staff using LSL during the year was not utilised.
E143075	FBT EXPENSE	1,500	1,500	0	1,500	-100%	
E143090	Award Allowances	80,345	80,345	72,968	7,377	-9%	Three staff members budgeted to receive housing allowance who have either left the Shire or are not entitled.
E143110	Consumable Stores	0	0	0	0		
E143120	PROTECTIVE CLOTHING	6,300	6,300	6,788	(488)	8%	
E143125	STAFF HOUSING	100,295	100,295	157,847	(57,552)	57%	Project overspend and unbudgeted purchases at mechanics and works manager's residences
E143130	Removal Expenses	5,000	5,000	0	5,000	-100%	
E143140	Seminar Expenses	25,238	25,238	11,067	14,171	-56%	Labour charges for staff on training courses is expected to be allocated here. Budgeted allocation of time has not been utilised.
E143150	Health & Safety Program	12,286	12,286	9,842	2,444	-20%	
E143152	CONSULTING	10,000	10,000	29,400	(19,400)	194%	Consultation on black spot projects
E143155	Apprentice Training	0	0	0	0		
E143180	TRANSFER FROM POC	0	0	0	0		
E143190	KEY TO KULIN	0	0	0	0		
E143205	WORKERS COMPENSATION	0	0	0	0		
E143290	ALLOCATED TO WORKS & SERVICES	(849,654)	(849,654)	(796,751)	(52,903)	-6%	
E143297	Loss on Sale of Asset	0	0	673	(673)		
E143298	Depreciation	13,281	13,281	13,583	(302)	2%	
E143999	General Admin Allocated	188,037	188,037	117,039	70,998	-38%	
	Total Expenditure	49,364	49,364	160,078	(110,714)		
	Sub-total Public Works Overheads	(0)	(0)	127,124	(127,124)		
Plant Operation							
I144390	Insurance Claims	0	0	0	0		
I144297	Profit on Sale of Asset	0	0	0	0		
I144100	DIESEL REBATE	20,000	20,000	24,254	4,254	21%	
	Total Revenue	20,000	20,000	24,254	4,254		

STATEMENT OF OPERATING

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
E144000	Plant Repair Wages	147,154	147,154	103,286	43,868	-30%	Mechanic has taken leave throughout the year, these labour hours are allocated to leave rather than plant repairs.
E144005	Tyres & Tubes	48,000	48,000	43,860	4,140	-9%	
E144010	Parts & Repairs	180,000	180,000	136,713	43,287	-24%	Funds budgeted for materials have not been used, there is fat in this budget item to cover for any major repairs which may occur unexpectedly.
E144015	INSURANCE & LICENCE	95,000	95,000	96,393	(1,393)	1%	
E144020	Fuel & Oil	340,000	340,000	320,240	19,760	-6%	
E144030	BLADES & TYNES	12,000	12,000	11,533	467	-4%	
E144060	Expendable Tools	2,400	2,400	0	2,400	-100%	
E144061	TELEPHONE	1,200	1,200	1,421	(221)	18%	
E144070	OFFICE EXPENSES	1,200	1,200	0	1,200	-100%	
E144080	Relocation Expenses	0	0	2,310	(2,310)		
E144180	Other Minor Expenditure	2,400	2,400	4,669	(2,269)	95%	
E144290	ALLOCATED TO WORKS & SERVICES	(813,354)	(813,354)	(642,770)	(170,584)	-21%	
E144700	PLANT OPERATION COSTS	40,000	40,000	25,538	14,462	-36%	
	Total Expenditure	56,000	56,000	103,192	(47,193)		
	Sub-total Plant Operation	36,000	36,000	78,938	(42,939)		
	Salaries & Wages						
I146390	Workers Compensation	5,000	5,000	22,314	17,314	346%	Employee on long term worker's compensation for injury sustained at work. Expected to return late June.
	Total Revenue	5,000	5,000	22,314	17,314		
E146010	Gross Total For Year	2,700,000	2,700,000	2,613,493	86,507	-3%	
E146020	Workers Compensation	0	0	221	(221)		
E146200	Salaries & Wages Allocated	(2,700,000)	(2,700,000)	(2,622,137)	(77,863)	-3%	
E146400	Unallocated Salaries & Wages	0	0	0	0		
	Total Expenditure	0	0	(8,423)	8,423		
	Sub-total Salaries & Wages	(5,000)	(5,000)	(30,737)	25,737		
	Unclassified						
I147360	SALE OF PARTS/SCRAP	500	500	0	(500)	-100%	
	Total Revenue	500	500	0	(500)		
	Sub-total Unclassified	(500)	(500)	0	(500)		
	Public Works Depreciation						
E144298	Depreciation	560,000	560,000	369,741	190,259	-34%	Depreciation journals have not been posted as we are waiting on valuations to be completed.
E148298	Gross Depreciation	0	0	30,948	(30,948)		
E148299	LESS DEPRECIATION ALLOCATED	(560,000)	(560,000)	(455,861)	(104,139)	-19%	
	Total Expenditure	0	0	(55,171)	55,171		
	Sub-total Public Works Depreciation	0	0	(55,171)	55,171		
	TOTAL OTHER PROPERTY & SERVICES	43,502	43,502	(1,596)	45,098		
	GRAND TOTAL	2,593,988	2,595,788	462,677	2,282,817		

Shire of Kulin
STATEMENT OF CAPITAL
(Statutory Reporting Program)
For the period ended 30 June 2020

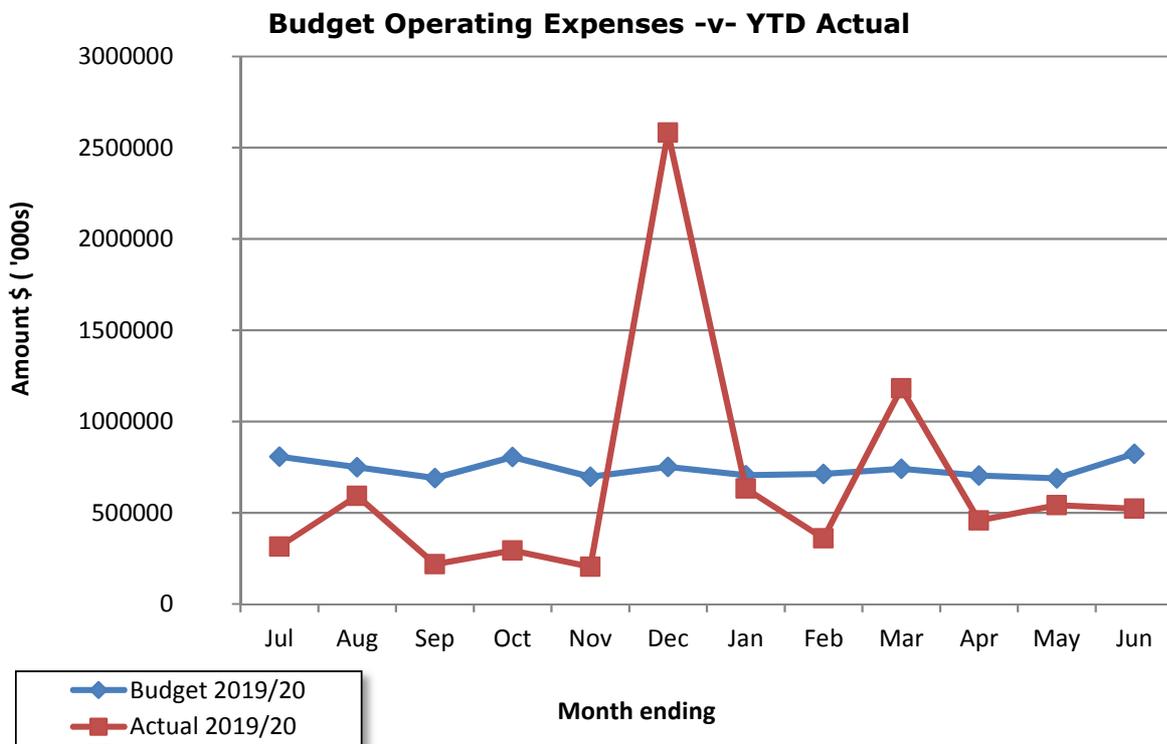
COA	Description	Annual Budget	YTD Budget	YTD Actual	Var.	Var.
		\$	\$	\$	\$	%
GOVERNANCE						
E042000	OLD ADMINISTRATION BUILDING	34,000	34,000	3,622	30,378	
E042400	ADMINISTRATION EQUIPMENT	0	0	48,689	(48,689)	
E042510	Transfer to Admin Equip Reserve	1,129	1,129	1,378	(249)	22%
	Total Expenditure	35,129	35,129	53,689	(48,938)	
	Sub-total Governance	35,129	35,129	53,689	(48,938)	
LAW, ORDER & PUBLIC SAFETY						
E053720	FESA BUILDING	16,130	16,130	0	16,130	-100%
	Total Expenditure	16,130	16,130	0	16,130	
	Sub-total Law, Order & Public Safety	16,130	16,130	0	16,130	
HEALTH						
E077150	TRANSFER TO MEDICAL SERVICES RESERVE	1,547	1,547	11,888	(10,341)	669%
	Total Expenditure	1,547	1,547	11,888	(10,341)	
	Sub-total Law, Order & Public Safety	1,547	1,547	11,888	(10,341)	
EDUCATION & WELFARE						
	Sub-total Education & Welfare	0	0	0	0	
HOUSING						
I091510	TRANSFER FROM BUILDING RESERVE	(260,000)	(260,000)	(260,000)	0	0%
E091103	STAFF HOUSING PROJECT 3 RESIDENCIES	282,677	282,677	180,181	102,496	-36%
E091110	PRINCIPAL ON LOANS 55 & 58	87,804	87,804	87,804	0	0%
E091510	Transfer to Building Reserve	7,508	7,508	7,484	24	0%
E092510	TRANSFER TO JOINT VENT HOUSING RESERVE	1,127	1,127	790	337	-30%
	Total Expenditure	119,116	119,116	16,259	362	
	Sub-total Housing	119,116	119,116	16,259	362	
COMMUNITY AMENITIES						
E106105	TRANSFER TO TOWN PLANNING RESERVE	0	0	586	(586)	
	Total Expenditure	0	0	0	0	
	Sub-total Community Amenities	0	0	0	0	
RECREATION & CULTURE						
I113910	TRANSFER FROM FREEBAIRN RECREATION CENTRE	(25,000)	(25,000)	(25,000)	0	
E112000	SOLAR PANELS - AQUATIC CENTRE	25,000	25,000	0	25,000	-100%
E113700	Freebairn Carpark	0	0	195	(195)	
E113900	FREEBAIRN REC CENTRE CAPITAL F & E	49,200	49,200	48,463	737	-1%
E113910	TRANSFER TO FREEBAIRN REC CENTRE RESERVE	3,586	3,586	3,248	338	-9%
E113930	TRANSFER TO FRC SURFACE & EQUIP REPLACEMENT	2,760	2,760	3,062	(302)	11%
E117400	SPORTING CLUB CONTRIBUTIONS	50,000	50,000	50,000	0	0%
E117110	PLAYGROUND JOHNSTON STREET	0	0	100	(100)	
E113905	FREEBAIRN REC CENTRE CAPITAL L & B	62,000	62,000	66,293	(4,293)	
E119010	TRANSFER TO FREEBAIRN SPORTSPERSON SCHOOL	186	186	1,195	(1,008)	
I113920	TRANSFER FROM FRC SURFACE & EQUIP REPLACEMENT	(45,000)	(45,000)	(45,000)	0	
	Total Expenditure	122,732	122,732	102,557	21,184	
	Sub-total Recreation & Culture	122,732	122,732	102,557	21,184	

STATEMENT OF OPERATING

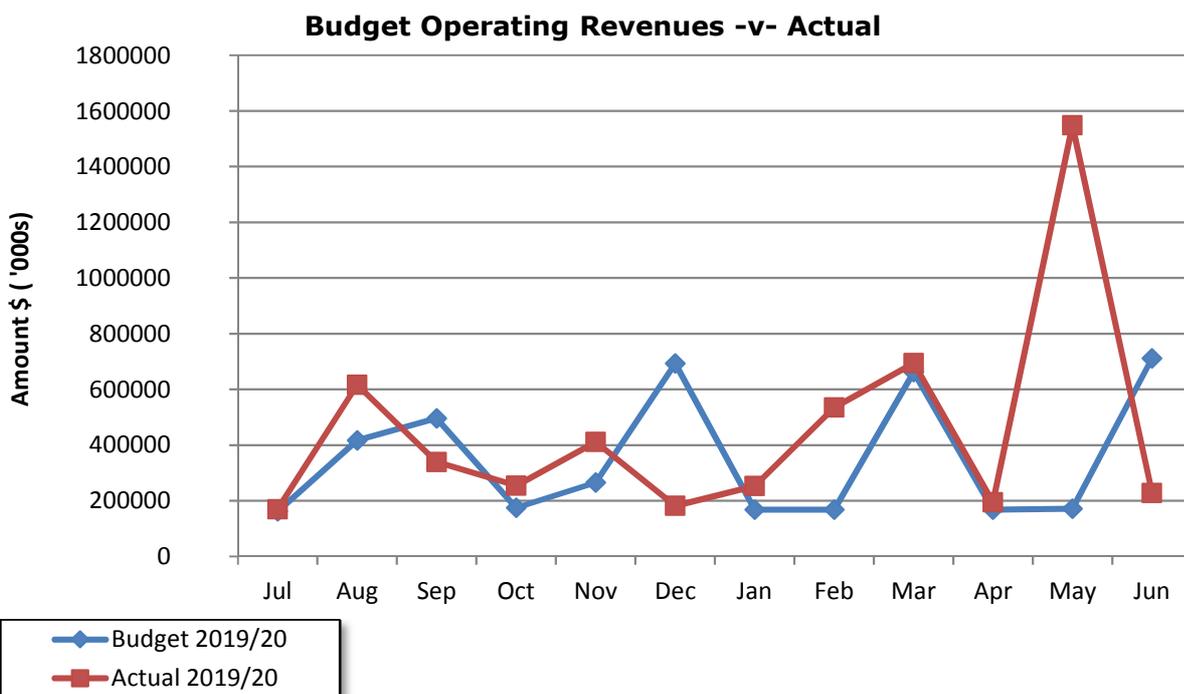
COA	Description	Annual Budget	YTD Budget	YTD Actual	Var.	Var.
		\$	\$	\$	\$	%
TRANSPORT						
E121500	MAJOR ROAD CONSTRUCTION	600,494	600,494	610,429	(9,935)	2%
E121520	ROADS TO RECOVERY CONSTRUCTION	440,080	440,080	588,908	(148,828)	34%
E121550	MINOR ROAD CONSTRUCTION	375,400	375,400	246,443	128,957	-34%
E121750	BLACK SPOT ROAD CONSTRUCTION	151,056	151,056	4,741	146,315	-97%
E122220	KULIN DEPOT UPGRADE	85,000	85,000	475	84,525	-99%
E121580	Footpaths	76,851	76,851	0	76,851	-100%
E123100	PLANT & EQUIPMENT PURCHASES	664,000	664,000	407,354	256,646	-39%
E123105	MOTOR VEHICLE PURCHASES	177,000	177,000	463,326	(286,326)	162%
	Total Expenditure	2,569,881	2,569,881	2,320,140	247,275	
	Sub-total Transport	2,569,881	2,569,881	2,320,140	247,275	
ECONOMIC SERVICES						
E132700	TOURISM PROJECT CAPITAL	77,300	77,300	4,785	72,515	-94%
E134500	RESOURCE CENTRE CAPITAL L & B	10,000	10,000	11,674	(1,674)	17%
E132600	CARAVAN PARK CAPITAL	60,419	60,419	53,205	7,214	
E132500	HOSTEL CAPITAL	47,600	47,600	44,395	3,205	
E136045	WATER SUPPLY INFRASTRUCTURE	175,000	175,000	185,532	(10,533)	6%
E139100	TRANSFER TO FUEL FACILITY RESERVE	25,984	25,984	16,201	9,783	-38%
	Total Expenditure	396,303	396,303	315,784	70,728	
	Sub-total Economic Services	396,303	396,303	315,784	70,728	
OTHER PROPERTY & SERVICES						
I144510	Transfer from Plant Reserve	(75,000)	(75,000)	0	75,000	-100%
	Total Expenditure	(75,000)	(75,000)	0	0	
E143510	Transfer to LSL & AL Reserve	5,847	5,847	109,308	(103,461)	1769%
E144510	TRANSFER TO PLANT RESERVE	5,919	5,919	7,200	(1,281)	22%
	Total Expenditure	11,767	11,767	116,508	(104,741)	
	Sub-total Other Property & Services	(63,233)	(63,233)	116,508	(104,741)	
	TOTAL	3,181,475	3,181,475	2,936,825	175,528	

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 June 2020

Note 1 - Graphical Representation - Source Statement of Financial Activity



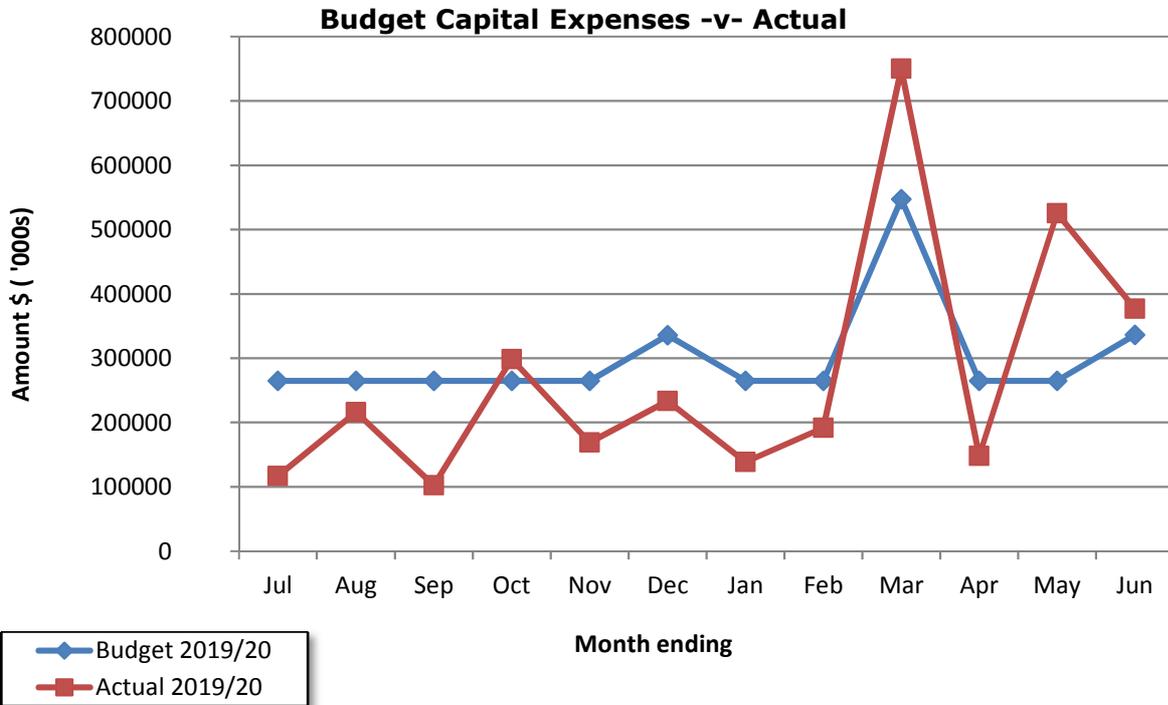
Comments/Notes - Operating Expenses



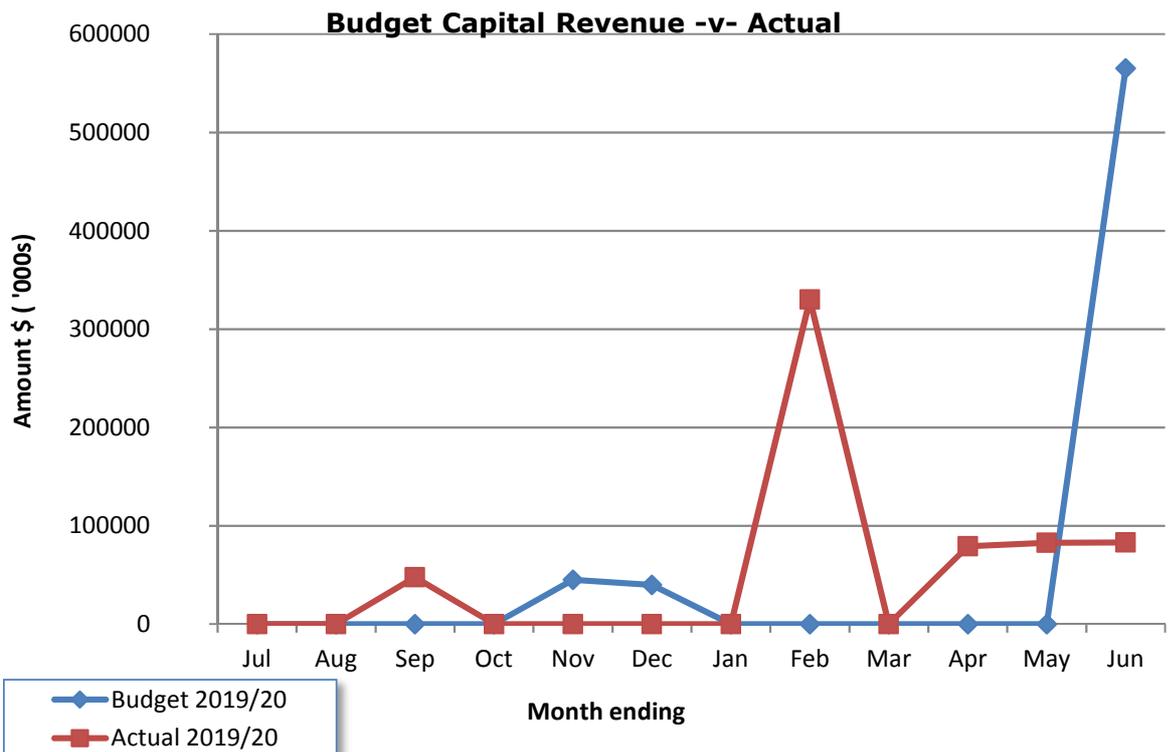
Comments/Notes - Operating Revenues

**Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 June 2020**

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses



Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 June 2020

Note 2: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits						
Municipal		590,149	0	1,146,909	Bendigo	
Freebairn		21,720	0	5,134	Bendigo	
(b) Cash on Hand						
Petty Cash Float		500		500	On Hand	
Till Float		3,100		3,100	On Hand	
(c) Term Deposits						
1807302	1.60%			1,869,837	Bendigo Treasury	
(d) Investments						
Short term investments	0.75%	22,467	0	22,467	Bendigo Treasury	
Term Deposit (3329197)	1.50%	166,620		166,620	Bendigo Treasury	6/07/2020
Term Deposit (3327386)	1.50%	250,000		250,000	Bendigo Treasury	2/07/2020
Term Deposit (3327384)	1.55%	400,000		400,000	Bendigo Treasury	3/08/2020
Total		1,454,556	0	3,864,567		

Comments/Notes

Reserve	Previous Balance \$	% of Total Reserve	Interest Earnt \$	Transfers In/Out \$	Current Balance \$
Plant	395,424	23%	2,555		397,979
Leave	256,802	15%	1,659	103,060	361,521
Building	246,441	14%	1,592		248,034
Admin Equipment	76,148	4%	492		76,640
Town Planning	583	0%	4	586	-
Joint Venture	75,458	4%	488		75,946
FRC Surface Replacement	138,699	8%	896		139,595
FRC Sportsperson	13,537	1%	87		13,625
Freebairn Recreation	215,928	12%	1,395		217,323
Medical Services	104,324	6%	674	10,000	114,998
Fuel Facility	66,385	4%	429	15,000	81,814
Road Replacement	2,450	0%	16	2,466	-
Natural Disaster	141,448	8%	914		142,362
CAMP KULIN RESERVE	8	0%	0	8	-
Total	1,733,634	100%	11,202	125,000	1,869,837

Net Current Assets Composition	
Current Assets	-
Cash at Bank	1,983,660
Debtors	343,454
Stock on Hand	59,377
Current Liabilities	
Creditors	- 196,587
Accruals & Employee Provisions	- 474,129
GST	- 17,828
Excess Rates Received	- 3,781
Total	1,694,166

Shire of Kulin
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the period ended 30 June 2020

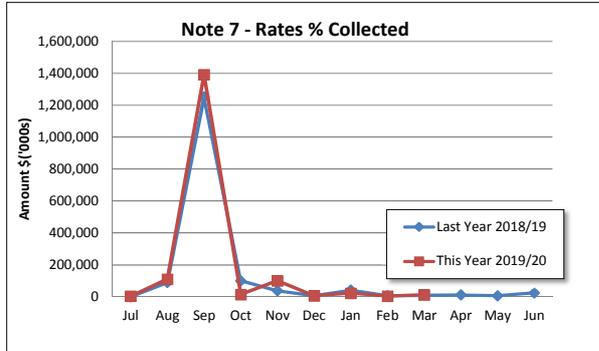
Note 5: RECEIVABLES

Receivables - Rates and Rubbish

	Current 2019/20	Previous	Total
	\$	\$	\$
Opening Arrears Previous Years		65,639	65,639
Rates Levied this year	2,236,003		2,236,003
Less Collections to date	2,217,261	15,589	2,232,850
Equals Current Outstanding	18,742	50,050	68,792
Net Rates Collectable			68,792
% Collected			-97.01%

Opening Arrears Previous Years
 Rates Levied this year
 Less Collections to date
 Equals Current Outstanding

Net Rates Collectable
 % Collected



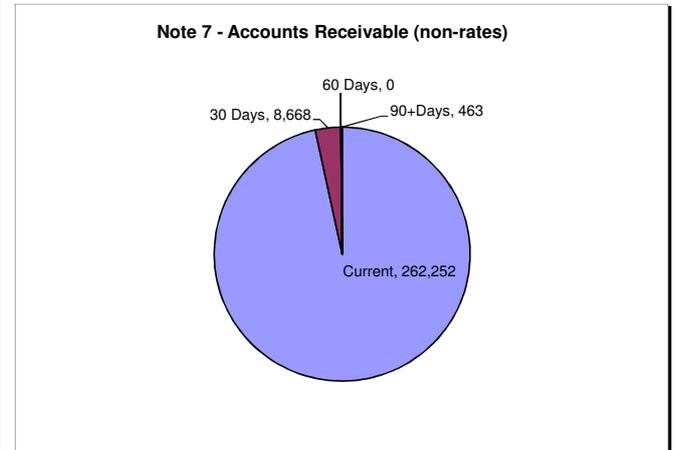
Comments/Notes - Receivables Rates and Rubbish

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Total Outstanding	262,252	8,668	0	463
				271,384

Total Outstanding

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 June 2020

Note 7: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1-Jul-19	Amount Received	Amount Paid	Closing Balance 30-Jun-20
	\$	\$	\$	\$
Housing Bonds	21,960	7,850	(9,700)	20,110
Rates	14,885	9,595	(7,706)	16,774
Miscellaneous	10,966	0	(1,125)	9,841
Trip Fund	35,730	24,720	(7,563)	52,887
Kulin Hockey Club	15,486	0	0	15,486
Colts Carnival Court Resurfacing	0	40,000		40,000
	99,027	82,165	(26,094)	155,098

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30 June 2020

Note 8: FINANCIAL RATIOS**2 CURRENT RATIO****YTD
ACTUAL**

Current assets means the total current assets as shown in the balance sheet
Restricted assets means assets that are committed or set aside (e.g.. Unspent grants)
Current liabilities means the total current liabilities as shown in the balance sheet
Liabilities associated with restricted assets means the lesser value of a current liability or the cash component of restricted assets held to fund that liability

Calculated using the following formula;

current assets - restricted assets	2,414,461
current liabilities - liabilities associated with restricted assets	492,203

Ratio Measure:

short term obligations, where a ratio of **LESS THAN 1** indicates that Council may have a short term funding issue.

Ratings:	0.00 - 0.75	Very concerning
	0.75 - 1.00	Vulnerable
	1.00 - 1.25	Acceptable
	1.25 - 2.00	Good
	2.00+	Excellent

Financial Ratio Results**4.91****Comments****EXCELLENT****2 UNTIED CASH TO TRADE CREDITORS RATIO****YTD
ACTUAL**

Untied Cash means cash available for immediate use
Unpaid Trade Creditors means outstanding creditors

Calculated using the following formula;

untied cash	1,962,546
unpaid trade creditors	200,525

Ratio Measure:

immediate obligations, where a ratio of **LESS THAN 1** indicates that Council may have funding issues in the immediate future.

Ratings:	0.00 - 0.75	Very concerning
	0.75 - 1.00	Vulnerable
	1.00 - 1.25	Acceptable
	1.25 - 2.00	Good
	2.00+	Excellent

Financial Ratio Results**9.79****Comments****EXCELLENT**

3 DEBT RATIO**YTD
ACTUAL**

Total Liabilities includes both current and non-current liabilities

Total Assets includes both current and non-current assets

Calculated using the following formula;

Total Liabilities	1,930,898
Total Assets	111,377,174

Ratio Measure:

Generally, the **LOWER** the ratio, the greater the capacity an organisation has to borrow.

Ratings:	0.00 - 0.025	Excellent
	0.025 - 0.50	Good
	0.05 - 0.08	Acceptable
	0.08 - 1.20	Vulnerable
	1.20+	Very concerning

Financial Ratio Results**0.017****Comments****EXCELLENT****4 DEBT SERVICE RATIO****YTD
ACTUAL**

Debt Service Cost means principal payments and interest costs on borrowings

Available Operating Revenue means operating revenue, plus contributions towards self supporting loans, less grants/contribution/donations of a capital nature.

Calculated using the following formula;

Debt Service Cost	18,490
Available Operating Revenue	7,433,428

Ratio Measure:

Generally, the **LOWER** the ratio, the greater the capacity an organisation has to borrow funds.

Ratings:	0.00 - 0.025	Excellent
	0.025 - 0.50	Good
	0.05 - 0.08	Acceptable
	0.08 - 1.20	Vulnerable
	1.20+	Very concerning

Financial Ratio Results**0.00****Comments****EXCELLENT**

5 GROSS DEBT TO REVENUE RATIO**YTD
ACTUAL**

Gross Debt means current and non-current loan and lease liabilities
Total Revenue means operating revenue less specific purpose grants

Calculated using the following formula;

Gross Debt	1,163,694
Total Revenue	7,433,428

Ratio Measure:

Illustrates the Councils ability to cover its gross debt with its revenue in any given year. The **LOWER** the % of the ratio, the greater the ability to cover the gross debt.

Ratings:	0.00 - 0.20	Excellent
	0.20 - 0.35	Good
	0.35 - 0.50	Acceptable
	0.50 - 0.75	Vulnerable
	0.75+	Very concerning

Financial Ratio Results**0.16****Comments****EXCELLENT****6 GROSS DEBT TO ECONOMICALLY REALISABLE ASSETS RATIO****YTD
ACTUAL**

Gross Debt means current and non-current loan and lease liabilities
Economically Realisable Assets means all assets other than Infrastructure

Ratio Measure:

Illustrates the amount of actual borrowings against available tangible assets. In other words, it illustrates the amount of assets which would be committed to debt retirement in the event this action was required. Ratios up to 30% are considered to be strong and manageable.

Calculated using the following formula;

Gross Debt	1,163,694
Economically Realisable Assets	27,726,287

Ratings:	0.00 - 0.10	Excellent
	0.10 - 0.20	Good
	0.20 - 0.30	Acceptable
	0.30 - 0.50	Vulnerable
	0.50+	Very concerning

Financial Ratio Results**0.04****Comments****EXCELLENT**

7 RATE COVERAGE RATIO

Net Rate Revenue = Rates, plus interest and other charges, less any discounts, concessions or rates written off during the year
 Operating Revenue = all revenue for the financial year

Ratio Measure:

The higher the ratio, the higher the dependency on rates and less dependant the Shire is on government grants and other funding sources. It is argued that Councils with a higher rate coverage ratio find it easier to cope with unforeseen funding requirements and have more flexibility with their budget options because they have greater control over their revenue base via rate increases.

Calculated using the following formula;

Net Rate Revenue	2,032,672
Operating Revenue	<u>7,433,428</u>

Ratings:	0.00 - 0.20	Too Low
	0.20 - 0.30	Acceptable
	0.30 - 0.40	Good
	0.40 - 0.50	Desirable
	0.50+	Excellent

Financial Ratio Results

0.27

Comments

ACCEPTABLE

8 OUTSTANDING RATES RATIOYTD
ACTUAL

Rates Outstanding means rates still remaining unpaid

Rates Collectable means all rates raised during the current financial year, plus any previous outstanding rates brought forward from prior years.

Ratio Measure:

Shows Councils effectiveness in rate collection. When analysing the ratio the amount of rates written off during the year should also be taken into consideration.

Calculated using the following formula;

Rates Outstanding	50,050
Rates Collectable	<u>2,301,642</u>

Ratings:	0.00 - 0.02	Excellent
	0.02 - 0.05	Good
	0.05 - 0.10	Acceptable
	0.10 - 0.25	Vulnerable
	0.25+	Very concerning

Financial Ratio Results

0.02

Comments

GOOD

9 ASSET SUSTAINABILITY RATIO

YTD
ACTUAL

This ratio is an approximation of the extent to which managed by a local government are being replaced as these reach the end of their useful lives. It is calculated by measuring capital expenditure on renewal or replacement of assets, relative to depreciation expense.

Calculated using the following formula;

Capital expenditure on renewal or replacement	2,788,335
Depreciation expense	3,028,822

Ratio Measure:

short term obligations, where a ratio of **LESS THAN 1** indicates that Council may have a short term funding issue.

Ratings:	1.10+	Exceeds Standard
	0.90 - 1.10	Standard Met
	0.00 - 0.89	Standard Not Met

Financial Ratio Results
Comments

0.92
STANDARD MET

LOCAL GOVERNMENT ACT 1995

Shire of Kulin

Standing Orders Local Law 2020

ARRANGEMENT

PART 1 – PRELIMINARY

- 1.1 Citation
- 1.2 Commencement
- 1.3 Purpose and intent
- 1.4 Application
- 1.5 Interpretation

PART 2 – ESTABLISHMENT AND MEMBERSHIP OF COMMITTEES

- 2.1 Establishment of committees
- 2.2 Types of committees
- 2.3 Delegation of some powers and duties to certain committees
- 2.4 Limits on delegation of powers and duties to certain committees
- 2.5 Appointment of committee members
- 2.6 Tenure of committee membership
- 2.7 Resignation of committee members
- 2.8 Register of delegations to committees
- 2.9 Committees to report

PART 3 – CALLING AND CONVENING MEETINGS

- 3.1 Ordinary and special Council meetings
- 3.2 Calling Council meetings
- 3.3 Convening Council meetings
- 3.4 Calling committee meetings
- 3.5 Convening committee meetings
- 3.6 Public notice of meetings

PART 4 – PRESIDING MEMBER AND QUORUM

Division 1: Who presides

- 4.1 Who presides
- 4.2 When the Deputy President can act
- 4.3 Who acts if no President
- 4.4 Election of presiding members of committees
- 4.5 Election of deputy presiding members of committees
- 4.6 Functions of deputy presiding members
- 4.7 Who acts if no presiding member

Division 2 – Quorum

- 4.8 Quorum for meetings
- 4.9 Reduction of quorum for Council meetings
- 4.10 Reduction of quorum for committee meetings
- 4.11 Procedure where no quorum to begin a meeting
- 4.12 Procedure where quorum not present during a meeting
- 4.13 Names to be recorded

PART 5 – BUSINESS OF A MEETING

- 5.1 Business to be specified
- 5.2 Order of business
- 5.3 Motions of which previous notice has been given
- 5.4 New business of an urgent nature
- 5.5 Motions without notice
- 5.6 Adoption by exception resolution

PART 6 – PUBLIC PARTICIPATION

- 6.1 Meetings generally open to the public
- 6.2 Meetings not open to the public
- 6.3 Question time for the public
- 6.4 Question time for the public at certain meetings
- 6.5 Minimum question time for the public
- 6.6 Procedures for question time for the public
- 6.7 Other procedures for question time for the public
- 6.8 Distinguished visitors
- 6.9 Deputations
- 6.10 Petitions
- 6.11 Presentations
- 6.12 Participation at committee meetings
- 6.13 Council may meet to hear public submissions
- 6.14 Public Inspection of agenda materials
- 6.15 Confidentiality of information withheld
- 6.16 Recording of proceedings
- 6.17 Standard of conduct
- 6.18 Right of reply

PART 7 – QUESTIONS BY MEMBERS

- 7.1 With due notice
- 7.2 Without due notice

PART 8 – CONDUCT OF MEMBERS

- 8.1 Members to be in their proper places
- 8.2 Respect to the presiding member
- 8.3 Titles to be used
- 8.4 Advice of entry or departure
- 8.5 Members to indicate their intention to speak
- 8.6 Priority of speaking
- 8.7 Presiding member may take part in debates
- 8.8 Relevance
- 8.9 Speaking twice
- 8.10 Duration of speeches
- 8.11 No speaking after conclusion of debate
- 8.12 No interruption
- 8.13 Personal explanations
- 8.14 No reopening of discussion
- 8.15 Adverse reflection
- 8.16 Withdrawal of offensive language

PART 9 – PRESERVING ORDER

- 9.1 Presiding member to preserve order
- 9.2 Point of order
- 9.3 Procedures on a point of order
- 9.4 Calling attention to breach
- 9.5 Ruling by the presiding member
- 9.6 Continued breach of order
- 9.7 Right of presiding member to adjourn

PART 10 – DEBATE OF MEMBERS

- 10.1 Recommendations in reports

PART 11 – PROCEDURAL MOTION

- 11.1 Permissible procedural motions
- 11.2 No debate
- 11.3 Who may move
- 11.4 Procedural motions - right of reply on substantive motion
- 11.5 Meeting to proceed to the next business
- 11.6 Debate to be adjourned
- 11.7 Meeting now adjourn
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SCHEDULE 1 - PETITION OF ELECTORS OF THE SHIRE OF KULIN

LOCAL GOVERNMENT ACT 1995

Shire of Kulin

Standing Orders Local Law 2020

Under the powers conferred by the *Local Government Act 1955* and under all other powers enabling it, the Council of the Shire of Kulin resolved on 22 July 2020 to make the following local law.

PART 1 – PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Kulin Standing Orders Local Law 2020*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*

1.3 Purpose and intent

(1) The purpose of the local law is to provide for the conduct of meetings of the Council, Committees and electors.

(2) This local law is intended to result in-

- (a) better decision-making at meetings;
- (b) the orderly and efficient conduct of meetings;
- (c) greater community participation and understanding of the business of the Council; and
- (d) more open and accountable local government.

1.4 Application

All meetings of the Council, committees and the electors are to be conducted in accordance with the Act, the Regulations and this local law.

1.5 Interpretation

In this local law, unless the contrary intention appears-

absolute majority has the meaning given to it in the Act;

The footnote **Absolute majority required**, applying to a power conferred in this Act, means that -
in relation to council, means a majority comprising enough of the members for the time being of the council for their number to be more than 50% of the number of offices (whether vacant or not) of member of the council;
In relation to any other body, means a majority comprising enough of the persons for the time being constituting the body for their number to be more than 50% of the number of offices (whether vacant or not) on the body

[Section 1.9 of the Act]

Act means the *Local Government Act 1995*;

CEO means the Chief Executive Officer of the Shire;

committee means a committee of the council (established under section 5.8 of the Act);

Council means the Council of the Shire;

Councillor has the same meaning as is given to it in the Act;

Means a person who holds the office of councillor on a council (including a person who holds another office under section 2.17(2)(a) or (b) as well as the office of councillor)

[Section 1.4 of the Act]

Deputy President means the deputy president of the Shire;

district means the district of the local government;

employee has the same meaning as is given to it in the Act;

Means a person employed by a local government under section 5.36

[Section 1.4 of the Act]

Local Government means the Shire;

meeting means a meeting of the Council or of a committee, or an electors' meeting, as the context requires;

member has the same meaning as given to it in the Act;

In relation to the council of a local government means –

(a) An elector mayor or president of the local government; or

(b) A councillor on the council (including a councillor who holds another office under section 2.17(2)(a) or (b) as well as the office of councillor)

[Section 1.4 of the Act]

Minister means the Minister responsible for administering the Act;

minor amendment in relation to a motion, means an amendment which does not alter the basic intent of the motion to which the amendment applies;

President means the president of the Shire;

presiding person means the person presiding at a meeting;

Regulations means the *Local Government (Administration) Regulations 1996*;

Rules of Conduct Regulations means the *Local Government (Rules of Conduct) Regulations 2007*,

Shire means the Shire of Kulin;

simple majority means more than 50% of the members present and voting;

substantive motion means an original motion, or an original motion as amended, but does not include an amendment motion or a procedural motion.

PART 2 – ESTABLISHMENT AND MEMBERSHIP OF COMMITTEES

2.1 Establishment of committees

- 1) The establishment of committees is dealt with in the Act.

A local government may establish* committees of three or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

*Absolute majority required.

[Section 5.8 of the Act]

- 2) A Council resolution to establish a committee under section 5.8 of the Act is to include-
- the terms of reference of the committee;
 - the number of Council members, employees and other persons to be appointed to the committee;
 - the names or titles of the Council members and employees to be appointed to the committee;
 - the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
 - details of the delegation of any powers or duties to the committee under section 5.16 of the Act.
- 3) This local law is to apply to the conduct of committee meetings.

2.2 Types of committees

The types of committees are dealt with in the Act.

- (1) In this section –
Other person means a person who is not a council member or an employee
- (2) A committee is to comprise –
 - (a) Council members only;
 - (b) Council members and employees;
 - (c) Council members, employees and other persons
 - (d) Council members and other persons;
 - (e) Employees and other persons; or
 - (f) Other persons only

[Section 5.9 of the Act]

2.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.
**Absolute majority required*
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984*
 - (a) A delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) Any decision to amend or revoke a delegation under this section is to be by an absolute majority
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

[Section 5.16 of the Act]

2.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

- (1) A local government can delegate –
 - (a) To a committee comprising council members only, any of the council's powers or duties under this Act except –
 - (i) Any power or duty that requires a decision of an absolute majority of the local government; and
 - (ii) Any other power or duty that is prescribed.
 - (b) To a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - (c) To a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of –
 - (i) The local government's property; or
 - (ii) An event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

[Section 5.17 of the Act]

2.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

- (1) A committee is to have as its members –
 - (a) Persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b); and
 - (b) Persons who are appointed to be members of the committee under subsection (4) or (5)
**absolute majority required*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) by any power exercised under section 52 (1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish –
 - (a) To be a member of the committee; or
 - (b) That a representative of the CEO be a member of the committee,
 The local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

[Section 5.2 of the Act]

2.6 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
 - (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first

[Section 5.18 of the Act]

2.7 Resignation of committee members

The resignation of committee members is dealt with in the Regulations.

A committee member may resign from membership of the committee by giving the CEO or the committee's presiding member written notice of the resignation

[Regulation 4 of the Regulations]

2.8 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

A local government may establish* committees of three or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

*Absolute majority required.

[Section 5.8 of the Act]

2.9 Committees to report

A committee-

- (a) is answerable to the Council; and
- (b) is to report on its activities when, and to the extent, required by the Council.

PART 3 – CALLING AND CONVENING MEETINGS

3.1 Ordinary and special Council meetings

(1) Ordinary and special Council meetings are dealt with in the Act.

(2)

- (1) A council is to hold ordinary meetings and may hold special meetings.
(2) Ordinary meetings are to be held not more than 3 months apart.
(3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

[Section 5.3 of the Act]

(2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.

(3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

3.2 Calling Council meetings

The calling of Council meetings is dealt with in the Act.

An ordinary or a special meeting of the council is to be held –

(a) If called for by either –

- (i) The mayor or president; or
(ii) At least one third of the councillors

In a notice to the CEO setting out the date and purpose of the proposed meeting;
or

(b) If so decided by council.

[Section 5.4 of the Act]

3.3 Convening Council meetings

(1) The convening of a Council meeting is dealt with in the Act.

(1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.

(2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.

[Section 5.5 of the Act]

(2) Subject to subclause (3), the CEO is to give at least 72 hours notice, for the purposes of section 5.5 of the Act, in convening a special meeting of the Council.

(3) Where, in the opinion of the President or at least one-third of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

3.4 Calling committee meetings

A meeting of a committee is to be held–

- (a) If called for in a verbal or written request to the CEO by the President or the presiding member of the committee, advising the date and purpose of the proposed meeting;
(b) If called for by at least one-third of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting; or
(c) In accordance with a decision of the Council or the committee.

3.5 Convening committee meetings

(1) The CEO is to convene a committee meeting by giving each member of the committee notice of the date, time and place of the meeting and an agenda for the meeting

(2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of subclause (1), in convening a meeting of a committee.

- (3) Where, in the opinion of the President, the presiding member of the committee or at least one-third of the members of the committee, there is a need to meet urgently, the CEO may give a lesser period of notice of a committee meeting.

3.6 Public notice of meetings

Public notice of meetings is dealt with in the Regulations.

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

[Regulation 12 of the Regulations]

PART 4 – PRESIDING MEMBER AND QUORUM

Division 1: Who presides

4.1 Who presides

Who presides at a Council meeting is dealt with in the Act.

- (1) The mayor or president is to preside at all meetings of the council.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at a meeting of the council in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,then, the council is to choose one of the councillors present to preside at the meeting.

An ordinary or a special meeting of the council is to be held –

- (c) If called for by either –
 - (iii) The mayor or president; or
 - (iv) At least one third of the councillorsIn a notice to the CEO setting out the date and purpose of the proposed meeting; or
- (d) If so decided by council.

[Section 5.6 of the Act]

4.2 When the Deputy President can act

When the Deputy President can act is dealt with in the Act.

If —

- (a) the office of mayor or president is vacant; or
 - (b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president,
then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president, as the case requires.
- (1) The mayor or president is to preside at all meetings of the council.
 - (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at a meeting of the council in accordance with that section.
 - (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,then, the council is to choose one of the councillors present to preside at the meeting.

[Section 5.34 of the Act]

4.3 Who acts if no President

Who acts if there is no President is dealt with in the Act.

- (1) If the circumstances mentioned in section 5.34(a) or (b) apply and —
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,and the mayor or president or deputy will not be able to perform the functions of the mayor or president for a time known to the council, then the council may appoint a councillor to perform during that time the functions of mayor or president, as the case requires.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply and —
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,and a person has not been appointed under subsection (1), the CEO, after consultation with, and obtaining the agreement of, 2 councillors selected by the CEO, may perform the functions of mayor or president, as the case requires.

[Section 5.35 of the Act]

4.4 Election of presiding members of committees

The election of presiding members of committees and their deputies is dealt with in the Act.

- (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —
 - (a) to “office” were references to “office of presiding member”; and
 - (b) to “council” were references to “committee”; and
 - (c) to “councillors” were references to “committee members”.

[Section 5.12(1) of the Act]

Clauses 2 to 5 inclusive of Schedule 2.3 provide as follows

2. When council elects mayor or president

- (1) The office is to be filled as the first matter dealt with —
 - (a) at the first meeting of the council after an inaugural election or a section .13 or 4.14 election or after an ordinary elections day; and
 - (b) at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (2) If the first ordinary meeting of the council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.

3. CEO to preside

The CEO is to preside at the meeting until the office is filled.

4. How mayor or president is elected

- (1) The council is to elect a councillor to fill the office.
- (2) The election is to be conducted by the CEO in accordance with the procedure prescribed.
- (3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

5. Votes may be cast a second time

- (1) If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.
- (3) When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.
- (4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

[Clauses 2 to 5 inclusive of Schedule 2.3 of the Act]

4.5 Election of deputy presiding members of committees

The election of deputy presiding members of committees is dealt with in the Act.

- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —
 - (a) to “office” were references to “office of deputy presiding member”; and
 - (b) to “council” were references to “committee”; and
 - (c) to “councillors” were references to “committee members”; and
 - (d) to “mayor or president” were references to “presiding member”.

[Section 5.12(2) of the Act]

Clauses 6, 7 and 8 of Schedule 2.3 provide as follows:

6. Terms used

In this Division —

extraordinary vacancy means a vacancy that occurs under section 2.34(1);

office means the office of deputy mayor or deputy president.

7. When the council elects the deputy mayor or deputy president

- (1) If the local government has an elector mayor or president the office of deputy mayor or deputy president is to be filled as the first matter dealt with —
 - (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
 - (b) at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (2) If the local government has a councillor mayor or president the office of deputy mayor or deputy president is to be filled —
 - (a) as the next matter dealt with after the mayor or president is elected at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
 - (b) subject to subclause (3), as the first matter dealt with at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (3) If at a meeting referred to in clause 2(1)(b) the deputy mayor or deputy president is elected to be the mayor or president, the resulting extraordinary vacancy in the office is to be filled as the next matter dealt with at the same meeting.

8. How deputy mayor or deputy president is elected

- (1) The council is to elect a councillor (other than the mayor or president) to fill the office.
- (2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.
- (3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

[Clauses 6, 7 and 8 inclusive of Schedule 2.3 of the Act]

4.6 Functions of deputy presiding members

The functions of deputy presiding members are dealt with in the Act.

If, in relation to the presiding member of a committee —

- (a) the office of presiding member is vacant; or
- (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

[Section 5.13 of the Act]

4.7 Who acts if no presiding member

Who acts if no presiding member is dealt with in the Act.

If, in relation to the presiding member of a committee —

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

[Section 5.14 of the Act]

Division 2 – Quorum

4.8 Quorum for meetings

The quorum for meetings is dealt with in the Act.

The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

[Section 5.19 of the Act]

4.9 Reduction of quorum for Council meetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

- (1) The Minister may reduce the number of offices of member required for a quorum at a council meeting specified by the Minister if there would not otherwise be a quorum for the meeting.
- (2) The Minister may reduce the number of offices of member required at a council meeting to make a decision specified by the Minister if the decision is one which would otherwise be required to be made by an absolute majority and a sufficient number of members would not otherwise be present at the meeting.

[Section 5.7 of the Act]

4.10 Reduction of quorum for committee meetings

The reduction of a quorum for committee meetings is dealt with in the Act.

The local government may reduce* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

* *Absolute majority required.*

[Section 5.15 of the Act]

4.11 Procedure where no quorum to begin a meeting

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

If a quorum has not been established within the 30 minutes after a council or committee meeting is due to begin then the meeting can be adjourned —

- (a) in the case of a council, by the mayor or president or if the mayor or president is not present at the meeting, by the deputy mayor or deputy president; or
- (b) in the case of a committee, by the presiding member of the committee or if the presiding member is not present at the meeting, by the deputy presiding member; or
- (c) if no person referred to in paragraph (a) or (b), as the case requires, is present at the meeting, by a majority of members present; or
- (d) if only one member is present, by that member; or
- (e) if no member is present or if no member other than the CEO is present, by the CEO or a person authorised by the CEO.

[Section 5.25 (1)(c) of the Act and Regulation 8 of the Regulations]

4.12 Procedure where quorum not present during a meeting

If at any time during a meeting a quorum is not present, the presiding member is-

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- (b) if a quorum is not present at the expiry of that period, the presiding member is to adjourn the meeting to some future time or date.

4.13 Names to be recorded

At any meeting-

- (a) at which there is not a quorum present; or which is adjourned for want of a quorum,
- (b) the names of the members then present are to be recorded in the minutes.

PART 5 – BUSINESS OF A MEETING

5.1 Business to be specified

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the presiding member or the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) No business is to be transacted at a committee meeting other than that specified in the agenda or in the notice of the meeting as the purpose of the meeting, without the approval of the presiding member or the committee.
- (4) Where a Council meeting is adjourned to the next ordinary meeting of the Council, the business unresolved at the meeting that is adjourned is to be dealt with as soon as practicable after the confirmation of the minutes of the previous meeting.
- (5) Where a committee meeting is adjourned to the next ordinary committee meeting, the business unresolved at the meeting that is adjourned is to be dealt with as soon as practicable after the confirmation of the minutes of the previous meeting.
- (6) Where a Council or committee meeting is adjourned to a meeting not described in subclauses (4) or (5), no business is to be transacted at that later meeting other than that-
 - (a) is specified in the notice of the meeting that is adjourned; and
 - (b) which remains unresolved.

5.2 Order of business

- (1) The order of business of an ordinary meeting of the Council or a committee must be determined by the Council from time to time.
- (2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
- (3) In determining the order of business for any meeting of the Council or a committee, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

5.3 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or this local law otherwise provide, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 5 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
 - (a) with the concurrence of the President, may exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
 - (b) must inform members on each occasion that a notice has been excluded and the reasons for that exclusion;
 - (c) may, after consultation with the member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
 - (d) may provide to the meeting relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.

- (5) A motion of which notice has been given is to lapse unless
 - (a) the member who gave notice of it, or some other member authorised by the originating member in writing, moves the motion when called on; or
 - (b) the meeting on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

5.4 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the presiding member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters –
 - (a) that have arisen after the preparation of the agenda that are considered by the presiding member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council or committee before the next meeting; and
 - (b) that, if not dealt with at the meeting, are likely to –
 - (i) have a significant adverse effect (financially or otherwise) on the Local Government; or
 - (ii) result in a contravention of a written law.
- (3) Before debate begins on a matter under this clause that is not the subject of a written employee report to the meeting –
 - (a) the presiding member is to ask the CEO to give; and
 - (b) the CEO, or the CEO's nominee, is to give, a verbal report to the meeting.
- (4) The minutes of the meeting are to include –
 - (a) a summary of the verbal report and any recommendations of the CEO or the CEO's nominee; and
 - (b) the reasons for any decision made at the meeting that is significantly different from any advice or recommendations of the CEO or the CEO's nominee.

5.5 Motions without notice

A motion moved without notice, must be worded so as to refer to a particular matter for investigation and report to a committee for consideration of the Council at a later date, or directly to Council.

5.6 Adoption by exception resolution

- (1) In this clause 'adoption by exception resolution' means a resolution of the Council that has the effect of adopting, recommendations from any committee or, for a number of specifically identified reports, the employee recommendation as the Council resolution.
- (2) Subject to subclause (3), the Council may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter-
 - (a) that requires an absolute majority;
 - (b) in which an interest has been disclosed;
 - (c) that has been the subject of a petition or deputation;
 - (d) that is a matter on which a member wishes to make a statement; or
 - (e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

PART 6 – PUBLIC PARTICIPATION

6.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (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.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

[Section 5.23 of the Act]

6.2 Meetings not open to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried-
 - (a) the presiding member is to direct everyone to leave the meeting except-
 - (i) the members;
 - (ii) the CEO;
 - (iii) any employee specified by the presiding member; and
 - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the presiding member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.
- (7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the presiding member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including the vote of a member or members that is required under clause 13.4(3) to be included in the minutes.

6.3 Question time for the public

Question time for the public is dealt with in the Act.

- (1) Time is to be allocated for questions to be raised by members of the public and responded to at —
 - (a) every ordinary meeting of a council; and
 - (b) such other meetings of councils or committees as may be prescribed.
- (2) Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations

[Section 5.24 of the Act]

6.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

For the purposes of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are —

- (a) every special meeting of a council;
- (b) every meeting of a committee to which the local government has delegated a power or duty.

[Regulation 5 of the Regulations]

6.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

- (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters

[Regulation 6 of the Regulations]

6.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

- (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) are to be determined —
 - (a) by the person presiding at the meeting; or
 - (b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members,
having regard to the requirements of subregulations (2), (3) and (5).
- (2) The time allocated to the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.
- (4) Nothing in subregulation (3) requires —
 - (a) a council to answer a question that does not relate to a matter affecting the local government; or
 - (b) a council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
 - (c) a committee to answer a question that does not relate to a function of the committee.

[Regulation 7 of the Regulations]

6.7 Other procedures for question time for the public

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council or a committee for later response.
- (3) When a question is taken on notice the CEO is to ensure that-
 - (a) a response is given to the member of the public in writing; and
 - (b) a summary of the response is included in the agenda of the next meeting of the Council or the committee.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to-
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.
- (5) Where a member of the public provides written questions then the presiding member may elect for the questions to be responded to as normal business correspondence.
- (6) The presiding member may decide that a public question must not be responded to where-
 - (a) the same or similar question was asked at a previous meeting a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
 - (b) the member of the public uses public question time to make a statement, provided that the presiding member has taken reasonable steps to assist the member of the public to phrase the statement as a question; or
 - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the presiding member has taken reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (7) The presiding member may agree to extend public question time.
- (8) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.
- (9) In this clause: “**relevant person**” has the same meaning as in section 5.59 of the Act.

relevant person means a person who is either a member or a person to whom section 5.70 or 5.71 applies.

6.8 Distinguished visitors

If a distinguished visitor is present at a meeting of the Council, the presiding member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor must be recorded in the minutes.

6.9 Deputations

- (1) Any person or group wishing to be received as a deputation by the Council or a committee, is to either-
 - (a) apply, before the meeting, to the President for approval; or
 - (b) with the approval of the presiding member, at the meeting, address the Council or a committee.
- (2) Any application for a deputation is to include details of the topic on which the deputation is to be made and a brief outline of the contents of the proposed submission which will be made during the deputation.
- (3) The President may either-
 - (a) approve the request and invite the deputation to attend a meeting of the Council or committee; or
 - (b) refer the request to the Council or the committee to decide by simple majority whether or not to receive the deputation.
- (4) Unless the Council or committee resolves otherwise, a deputation invited to attend a Council or committee meeting-
 - (a) is not to exceed 5 persons, only 2 of whom may address the Council or a committee, although others may respond to specific questions from members;
 - (b) is not to address the Council or a committee for a period exceeding 10 minutes without the agreement of the Council; and
 - (c) an extension of time and the increase in number of speaking members of the deputation may be allowed with the leave of the presiding member.
- (5) Unless decided otherwise by the President or presiding member of a committee, the number of deputations approved for any meeting must not exceed four.
- (6) Any matter which is the subject of a deputation to the Council or a committee is not to be decided by the Council or the committee until the deputation has completed its presentation.

6.10 Petitions

- (1) Where a member or the CEO receives a petition conforming to the requirements of clause 6.10 (2), that petition is to be presented to the next Council meeting.
- (2) Except where required by the Act, the Regulations or any other written law, any petition to the Council-
 - (a) must be addressed to the Council;
 - (b) state the name and address of the person to whom correspondence in respect of the petition may be served; and
 - (c) be in the form detailed in Schedule 1 of this local law.
- (3) Once a petition is presented to the Council, a motion may be moved to receive the petition and refer it to the CEO for action.

6.11 Presentations

- (1) In this clause, a **presentation** means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the President.

6.12 Participation at committee meetings

- (1) In this clause a reference to a **person** is to a person who-
 - (a) is entitled to attend a committee meeting;
 - (b) attends a committee meeting; and
 - (c) is not a member of that committee.

- | |
|---|
| <ol style="list-style-type: none">(1) Subject to subsection (2), the following are to be open to members of the public —<ol style="list-style-type: none">(b) all meetings of any committee to which a local government power or duty has been delegated. |
|---|

[Section 5.23 (1)(b) of the Act]

- (2) Without the consent of the presiding member, no person is to address a committee meeting.
- (3) The presiding member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes on a recommendation contained in a report to the committee, with a maximum of 3 speakers for the recommendation and 3 speakers against the recommendation.
- (4) A person addressing the committee with the consent of the presiding member is to cease that address immediately after being directed to do so by the presiding member.
- (5) A person who fails to comply with a direction of the presiding member under subclause (4) may, by order of the presiding member, be removed from the committee room.
- (6) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

6.13 Council may meet to hear public submissions

- (1) Where an item on the agenda at a Council meeting is contentious and is likely be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the President must set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the presiding member must-
 - (a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;
 - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 6.9 to make a deputation on the issue; and
 - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) must be conducted only to hear submissions but a member may, at any time with leave of the presiding member, ask a question to seek to clarify any aspect of a submission. The Council must not make resolutions at a meeting held under subclause (1).

- (5) At a meeting held under subclause (1), each person making a submission must be provided with the opportunity to fully state his or her case.
- (6) A member of the public must be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the presiding member.
- (7) Once every member of the public has had the opportunity to make a submission the presiding member is to close the meeting.
- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.
- (9) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

6.14 Public Inspection of agenda materials

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at the Shire's administration office, any Shire library or on the Local Government's website.

<p>(1) A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents which —</p> <ol style="list-style-type: none"> (a) are to be tabled at the meeting; or (b) have been produced by the local government or a committee for presentation at the meeting, <p>and which have been made available to members of the council or committee for the meeting are available for inspection by members of the public from the time the notice papers, agenda or documents were made available to the members of the council or committee.</p> <p>(2) Nothing in subregulation (1) entitles members of the public to inspect the information referred to in that subregulation if, in the CEO's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to members of the public under section 5.23(2).</p> <p style="text-align: right;"><i>[Regulation 14 of the Regulations]</i></p>
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6.15 Confidentiality of information withheld

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be-
 - (a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed"; and
 - (b) marked "*Confidential*" in the agenda.
- (2) A member or an employee who has:
 - (a) confidential information under subclause (1); or
 - (b) information that is provided or disclosed during a meeting or part of a meeting that is closed to the public,

is not to disclose any of that information to any person other than member employee to the extent necessary for the purpose of carrying out his or her functions.
- (3) Subclause (2) does not prevent a member or employee from disclosing the information-
 - (a) at a closed meeting;
 - (b) to the extent specified by Council and subject to such other conditions as the Council determines;
 - (c) that is already in the public domain;
 - (d) to an officer of the Department;
 - (e) to the Minister;
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.
- (4) The Council may by resolution declare that any information withheld under clause 6.15 (1) must remain confidential for a specified period or indefinitely.

6.16 Recording of proceedings

- (1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council, any committee or electors meeting without the permission of the presiding member.
- (2) If the presiding member gives permission under subclause (1), the presiding member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.

6.17 Standard of conduct

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person at a meeting-
 - (a) addressing the Council or a committee must, when invited to speak, extend due courtesy and respect to the person presiding and others at the meeting;
 - (b) must not reflect adversely on the character or actions of any member or employee;
 - (c) must not impute any motive to a member or employee;
 - (d) must not use offensive or objectionable expressions;
 - (e) must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether expressing approval or dissent, by conversing or by any other means;
 - (f) must ensure that his or her mobile telephone or audible pager is not switched on or used; and
 - (g) must not behave in a manner that is contrary to section 75 of the Criminal Code.

Any person who by violence, or by threats or intimidation of any kind, hinders or interferes with the free exercise of any political right by another person, is guilty of a crime, and is liable to imprisonment for 3 years.

[Section 75 of the Criminal Code]

- (3) The presiding person may warn a person who fails to comply with this clause.
- (4) If a person-
 - (a) after being warned, acts contrary to this clause, or to this local law; or
 - (b) refuses or fails to comply with a direction by the presiding member,the presiding member may expel the person from the meeting by ordering him or her to leave the meeting room.
- (5) A person who is ordered to leave the meeting room and fails to do so may, by order of the presiding person, be removed from the meeting room and, if the presiding person orders, from the premises.

6.18 Right of reply

- (1) A member who is aggrieved by a statement made (including a question asked) by a member of the public at a meeting may, with the leave of the presiding member, reply to that statement.
- (2) A reply under this clause is to be confined to a succinct response to the specific part of the statement in respect of which the member is aggrieved.

PART 7 – QUESTIONS BY MEMBERS

7.1 With due notice

- (1) A question on notice is to be given by a member in writing to the CEO at least four (4) clear business days before the meeting at which it is raised.
- (2) If the question referred to in subclause (1) is in order, the answer is, so far as practicable, to be included in written form in the agenda of the meeting, or otherwise tabled at that meeting.
- (3) Every question and answer is to be submitted as briefly and concisely as possible and no discussion is to be allowed thereon, unless with the consent of the presiding member.

7.2 Without due notice

- (1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.
- (2) A member requesting general information from an employee at a Council or committee meeting may ask a question without notice and with the consent of the presiding member, may ask one or more further questions of that employee or another employee present at the meeting.
- (3) Where possible the employee must endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the employee may ask that –
 - (a) the question be placed on notice for the next meeting of Council; or committee and
 - (b) the answer to the question be given to the member who asked it within 14 days

- (4) Every question and answer –
 - (a) is to be brief and concise; and
 - (b) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer
- (5) In answering any question, an employee may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer

PART 8 – CONDUCT OF MEMBERS

8.1 Members to be in their proper places

- (1) At the first meeting held after each election day, or at any other time considered necessary, each member is to be allocated a seat at the Council table by the Council.
- (2) Each member is to occupy his or her position allotted position at each Council or committee meeting.

8.2 Respect to the presiding member

After the business of a Council or a committee has been commenced, a member is not to enter or leave the meeting without first paying due respect to the presiding member.

8.3 Titles to be used

A speaker, when referring to the President, Deputy President or presiding member, or a member or employee, is to use the title of that person's office.

8.4 Advice of entry or departure

A member is not to enter or leave the meeting without first advising the presiding member, in order to facilitate the recording in the minutes of the time or entry or departure.

8.5 Members to indicate their intention to speak

A member of the Council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council.

8.6 Priority of speaking

- (1) Where two or more members indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.
- (2) A decision of the presiding member under subclause (1) is not open to discussion or dissent.
- (3) A member is to cease speaking immediately after being asked to do so by the presiding member.

8.7 Presiding member may take part in debates

The presiding member may take part in a discussion of any matter before the Council or a committee, subject to compliance with this local law.

8.8 Relevance

A member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

8.9 Speaking twice

A member is not to address the Council or a committee more than once on any motion or amendment except-

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

8.10 Duration of speeches

- (1) A member is not to speak on any matter for more than 5 minutes without the consent of the Council or a committee which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a member's total speaking time to exceed 10 minutes.

8.11 No speaking after conclusion of debate

A member is not to speak on any motion or amendment-

- (a) after the mover has replied; or
- (b) after the question has been put.

8.12 No interruption

A member is not to interrupt another member who is speaking unless-

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.13; or
- (d) to move a procedural motion that the member be no longer heard (see clause 11.1(e)).

8.13 Personal explanations

- (1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking is to indicate to the presiding member his or her intention to make a personal explanation.
- (2) The presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.
- (3) A member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

8.14 No reopening of discussion

A member is not to reopen discussion on any Council or committee decision, except to move that the decision be revoked or changed.

8.15 Adverse reflection

- (1) A member is not to reflect adversely on a decision of the Council or committee except -
 - (a) on a motion that the decision be revoked or changed; or
 - (b) where the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (2) A member is not-
 - (a) to reflect adversely on the character or actions of another member or employee; or
 - (b) to impute any motive to a member or employee, unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (3) A member is not to use offensive expressions in reference to any member, employee or other person.
- (4) If a member specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes-
 - (a) the presiding member is to cause the words used to be taken down and read to the meeting for verification; and
 - (b) the Council or committee may, by resolution, decide to record those words in the minutes.

8.16 Withdrawal of offensive language

- (1) A member who, in the opinion of the presiding member, uses an expression which-
 - (a) in the absence of a resolution under clause 8.15(2)-
 - (i) reflects adversely on the character or actions of another member or employee; or
 - (ii) imputes any motive to a member or employee; or
 - (b) is offensive or insulting,
must, when directed by the presiding member, withdraw the expression and make a satisfactory apology.
- (2) If a member fails to comply with a direction of the presiding member under subclause (1), the presiding member may direct the member to refrain from taking any further part in the debate of that item, other than by voting, and the member must comply with that direction.

PART 9 – PRESERVING ORDER

9.1 Presiding member to preserve order

- (1) The presiding member is to preserve order, and, whenever he or she considers necessary, may call any member to order.
- (2) When the presiding member speaks during a debate, any member then speaking, or indicating that he or she wishes to speak, is to preserve strict silence so that the presiding member may be heard without interruption.
- (3) Subclause (2) is not to be used by the presiding member to exercise the right provided in clause 8.7, but to preserve order.

9.2 Point of order

- (1) A member may object, by way of a point of order, only to a breach of-
 - (a) any of this local law; or
 - (b) any other written law.
- (2) Despite anything in this local law to the contrary, a point of order-
 - (a) takes precedence over any discussion; and
 - (b) until determined, suspends the consideration or discussion of any other matter.

9.3 Procedures on a point of order

- (1) A member who is addressing the presiding member is not to be interrupted except on a point of order.
- (2) A member interrupted on a point of order is to resume his or her seat until-
 - (a) the member raising the point of order has been heard; and
 - (b) the presiding member has ruled on the point of order, and, if permitted, the member who has been interrupted may then proceed.

9.4 Calling attention to breach

A member may, at any time, draw the attention of the Presiding Member to any breach of this local law.

9.5 Ruling by the presiding member

- (1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the presiding member rules that:
 - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
 - (b) a statement made or act done by a member is out of order, the presiding member may require the member to make an explanation, retraction or apology.

9.6 Continued breach of order

If a member-

- (a) persists in any conduct that the presiding member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the presiding member under clause 9.5(3),

the presiding member may direct the member to refrain from taking any further part in the debate on that item, other than by voting, and the member is to comply with that direction.

9.7 Right of presiding member to adjourn

- (1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

PART 10 – DEBATE OF MEMBERS

10.1 Recommendations in reports

- (1) Recommendations contained in a committee or employee's report are to be given first priority consideration for adoption by the Council.
- (2) Any proposed amendment to a recommendation in a committee or employees' report that is significantly different to the recommendation, is not to be accepted unless a notice of motion in accordance with clause 5.3 has been given by the mover of the proposed amendment.
- (3) The Council may by majority decision dispense with requirements of clause 5.1 (2) where the Council is satisfied that the reason for the proposed amendment meets the criteria of "extreme urgency or other special circumstances" in clause 5.4 (2).
- (4) The requirements for recording of written reasons in the minutes of a meeting for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee are dealt with in the regulations.

10.2 Alternative motion

- (1) A member may submit an alternative motion for consideration by the Council that differs from a committee or employee's recommendation contained in the meeting agenda.
- (2) A member may submit an alternative motion for consideration by a committee that differs from an employee's recommendation contained in a meeting agenda.
- (3) A request for an alternative motion must be received by the CEO or their delegate no later than 9.00am on the day of the meeting.
- (4) The meeting may by absolute majority dispense with the requirement of clause 10.2 (3) where the meeting is satisfied that that the alternative motion does not-
 - (a) reflect a significant departure from the intent of the recommendation; or
 - (b) involve a determination of a matter or the exercise of a discretion under the Local Planning Scheme.

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| <ol style="list-style-type: none">(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —<ol style="list-style-type: none">(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or(b) in any other case, by at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.(1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.(2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —<ol style="list-style-type: none">(a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or(b) in any other case, by an absolute majority.(3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different |
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[Regulation 10 of the Regulations]

10.3 Motions to be stated and in writing

Any member who wishes to move a substantive motion or an amendment to a substantive motion-

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the presiding member, is to put the motion or amendment in writing.
- (c) for complex amendments they must be in writing.

10.4 Motions to be supported

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

10.5 Unopposed business

- (1) Immediately after a substantive motion has been moved and seconded, the presiding member may ask the meeting-
 - (a) if any member opposes it; or
 - (b) if any member wishes the mover to speak to the motion before deciding whether to oppose it.
- (2) If any member wishes the mover to speak to the motion, the presiding member may-
 - (a) call on the mover to speak to the motion; and
 - (b) after the mover has spoken to the motion, again ask the meeting if any member opposes it.
- (3) If no member opposes the motion, the presiding member may declare it carried without debate and without taking a vote.
- (4) A motion declared carried under this clause is to be recorded in the minutes as a "carried without dissent" decision of the Council.
- (5) If a member opposes a motion, the motion is to be dealt with under this Part.
- (6) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting.

10.6 Only one substantive motion at a time

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time

10.7 Order of call in debate

The presiding member is to call speakers to a substantive motion in the following order-

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

10.8 Limit of debate

The presiding member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all members may not have spoken.

10.9 Member may require question to be read

A member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

10.10 Consent of seconder required for alteration

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

10.11 Order of amendments

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

10.12 Form of an amendment

An amendment must add, delete, or substitute words to the substantive motion.

10.13 Amendment must not negate original motion

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

10.14 Relevance of amendments

Each amendment is to be relevant to the motion in respect of which it is moved.

10.15 Mover of motion may speak on amendment

Any member may speak during debate on an amendment in reference to the order set out in clause 10.7.

10.16 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

10.17 Withdrawal of motion or amendment

- (1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

10.18 Right of reply

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised-
 - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
 - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply-
 - (a) no other member is to speak on the question; and
 - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

10.19 Foreshadowing alternative motions

- (1) Should a member wish to negate a substantive motion and have a meeting consider a new substantive motion on the matter with different intent, the member is to foreshadow the new substantive motion prior to the right of reply.
- (2) Should a substantive motion be lost, the presiding member is to call upon the member who foreshadowed the new substantive motion to move the proposed motion.
- (3) Once moved and seconded, the foreshadowed motion becomes the substantive motion and the same procedures and rules of debate apply to this motion as any other motion.
- (4) If more than one foreshadowed motion is proposed for any item before a meeting, the presiding member is to deal with them in the order in which they were presented.

PART 11 – PROCEDURAL MOTION

11.1 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion, a member may move the following procedural motions-

- (a) that the meeting proceed to the next item of business;
- (b) that the debate be adjourned;
- (c) that the meeting now adjourn;
- (d) that the question be now put;
- (e) that the member be no longer heard;
- (f) that the ruling of the presiding member be disagreed with; and
- (g) that the meeting be closed to the public.

11.2 No debate

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

11.3 Who may move

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

11.4 Procedural motions - right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

11.5 Meeting to proceed to the next business

The motion “that the meeting proceed to the next business”, if carried, has the effect that-

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

11.6 Debate to be adjourned

A motion “that the debate be adjourned”-

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

11.7 Meeting now adjourn

- (1) A member is not to move or second more than one motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the presiding member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution (see clause 5.6).
- (3) A motion “that the meeting now adjourn”-
 - (a) is to state the time and date to which the meeting is to be adjourned; and
 - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the presiding member or the Council determines otherwise.

11.8 Question to be put

- (1) If the motion "that the question be now put", is carried during debate on a substantive motion without amendment, the presiding member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the question be now put" is carried during discussion of an amendment, the presiding member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

11.9 Member to be no longer heard

If the motion "that the member be no longer heard", is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

11.10 Ruling of the presiding member to be disagreed with

If the motion "that the ruling of the presiding member be disagreed with", is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

PART 12 – DISCLOSURE OF INTERESTS

12.1 Disclosure of interests

Disclosure of interests is dealt with in the Act.

Provisions relating to the disclosure of financial interests at meetings are contained in Division 6 Part 5 of the Act (see sections 5.59 to 5.73) and regulations 20 & 21 of the Regulations.

PART 13 - VOTING

13.1 Question - when put

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the presiding member -
 - (a) is to put the question to the Council; and
 - (b) if requested by any member, is to again state the terms of the question.
- (2) A member is not to leave the meeting when the presiding member is putting any question.

13.2 Voting

Voting is dealt with in the Act and the Regulations.

- (1) Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.
- (2) Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.
- (3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.
- (4) If a member of a council or a committee specifically requests that there be recorded —
 - (a) his or her vote; or
 - (b) the vote of all members present,on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (5) A person who fails to comply with subsection (2) or (3) commits an offence.

[Section 5.21 of the Act]

Voting at a council or committee meeting is to be conducted so that no voter's vote is secret.

[Regulations 9 of the Regulations.]

13.3 Majorities required for decisions

The majorities required for decisions of the Council and committees are dealt with in the Act.

- (1) A decision of a council does not have effect unless it has been made by a simple majority or, if another kind of majority is required under any provision of this Act or has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.
- (2) A decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.
- (3) This section does not apply to elections —
 - (a) by a council of the local government's mayor or president under section 2.11; or
 - (b) by a council of the local government's deputy mayor or president under section 2.15; or
 - (c) by a committee of the committee's presiding member or deputy presiding member under section 5.12.

[Section 5.20 of the Act]

13.4 Method of taking vote

- (1) In taking the vote on any motion or amendment the presiding member-
 - (a) is to put the question, first in the affirmative, and then in the negative;
 - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
 - (c) may accept a vote on the voices or may require a show of hands; and
 - (d) is, subject to this clause, to declare the result.
- (2) If a member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) Unless decided otherwise by a decision of Council or a committee the details of the members vote or votes for or against, a matter, as the case may be, is to be recorded in the minutes.

PART 14 – MINUTES OF MEETINGS

14.1 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

- (1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.
- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.
- (3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

[Section 5.22 of the Act.]

14.2 Content of minutes

- (1) The content of minutes is dealt with in the Regulations.

The content of minutes of a meeting of a council or a committee is to include —

- (a) the names of the members present at the meeting; and
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and
- (d) details of each decision made at the meeting; and
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.

[Regulation 11 of the Regulations.]

- (2) In addition to the matters required by regulation 11 of the Regulations, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

14.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in Regulations.

A local government is to ensure that unconfirmed minutes of each council and committee meeting are available for inspection by members of the public —

- (a) in the case of a council meeting, within 10 business days after the meeting; and
- (b) in the case of a committee meeting, within 5 business days after the meeting.

[Regulation 13 of the Regulations.]

14.4 Confirmation of minutes

- (1) When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a member is dissatisfied with the accuracy of the minutes, the member may provide the Local Government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.
- (2) At the next ordinary meeting of the Council, the member who provided the alternative wording must, at the time for confirmation of minutes-
 - (a) state the item or items with which he or she is dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

PART 15 - ADJOURNMENT OF MEETING

15.1 Meeting may be adjourned

The Council or a committee may adjourn any meeting-

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

15.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under this local law-

- (a) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 8.9 apply when the debate is resumed.

PART 16 – REVOKING OR CHANGING DECISIONS

16.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

<p>(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —</p> <ul style="list-style-type: none">(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or(b) in any other case, by at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover. <p>(1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.</p> <p>(2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —</p> <ul style="list-style-type: none">(a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or(b) in any other case, by an absolute majority. <p>(3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.</p> <p style="text-align: right;"><i>[Regulation 10 of the Regulations.]</i></p>
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16.2 Limitations on powers to revoke or change decisions

- (1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision-
 - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
 - (b) where the decision is procedural in its form or effect.
- (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

16.3 Implementing a decision

- (1) In this clause-
 - (a) **authorisation** means a licence, permit, approval or other means of authorising a person to do anything;
 - (b) **implement**, in relation to a decision, includes-
 - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
 - (ii) take any other action to give effect to the decision; and
 - (c) **valid notice of revocation motion** means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the local laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
- (4) A decision made at a meeting is not to be implemented by the CEO or any other person-
 - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
 - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
- (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation-
 - (a) is to take effect only in accordance with this clause; and
 - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

PART 17 – SUSPENSION OF LOCAL LAW

17.1 Suspension of local law

- (1) A member may at any time move that the operation of one or more of the provisions of this local law be suspended.
- (2) A member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is-
 - (a) seconded; and
 - (b) carried by an absolute majority,is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

17.2 Where local law does not apply

- (1) In situations where:
 - (a) one or more provisions of this local law have been suspended; or
 - (b) a matter is not regulated by the Act, the Regulations or this local law,the presiding member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the presiding member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

PART 18 – MEETINGS OF ELECTORS

18.1 Electors' general meetings

Electors' general meetings are dealt with in the Act.

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

[Section 5.27 of the Act.]

18.2 Matters for discussion at electors' general meetings

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

[Regulation 15 of the Regulations.]

18.3 Electors' special meetings

Electors' special meetings are dealt with in the Act.

- (1) A special meeting of the electors of a district is to be held on the request of not less than —
 - (a) 100 electors or 5% of the number of electors —whichever is the lesser number; or
 - (b) $\frac{1}{3}$ of the number of council members.
- (2) The request is to specify the matters to be discussed at the meeting and the form or content of the request is to be in accordance with regulations.
- (3) The request is to be sent to the mayor or president.
- (4) A special meeting is to be held on a day selected by the mayor or president but not more than 35 days after the day on which he or she received the request.

[Section 5.28 of the Act.]

18.4 Requests for electors' special meetings

Requests for electors' special meetings are dealt with in the Regulations.

A request for a special meeting of the electors of a district is to be in the form of Form 1.

[Regulation 16 of the Regulations.]

18.5 Convening electors' meetings

Convening electors' meetings is dealt with in the Act.

- (1) The CEO is to convene an electors' meeting by giving —
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

[Section 5.29 of the Act.]

18.6 Who presides at electors' meetings

Who presides at electors' meetings is dealt with in the Act.

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

[Section 5.30 of the Act.]

18.7 Procedure for electors' meetings

- (1) The procedure for electors' meetings is dealt with in the Act and the Regulations.

The procedure to be followed at, and in respect of, electors' meetings and the methods of voting at electors' meetings are to be in accordance with regulations.

[Section 5.31 of the Act]

Subject to regulations 15 and 17, the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting.

[Regulation 18 of the Regulations.]

- (2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the presiding member is to have regard to this local law.

18.8 Participation of non-electors

A person who is not an elector of the Local Government must not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.

18.9 Voting at electors' meetings

Voting at electors' meetings is dealt with in the Regulations.

- (1) Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote.
- (2) All decisions at a general or special meeting of electors are to be made by a simple majority of votes.
- (3) Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.

[Regulation 17 of the Regulations.]

18.10 Minutes of electors' meetings

Minutes of electors' meetings are dealt with in the Act.

The CEO is to —

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

[Section 5.32 of the Act.]

18.11 Decisions made at electors' meetings

Decisions made at electors' meetings are dealt with in the Act.

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose, whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

[Section 5.33 of the Act.]

PART 19 - ENFORCEMENT

19.1 Penalty for breach

A person who breaches a provision of this local law commits an offence.

Penalty: \$1,000.00 and a daily penalty of \$500.00.

19.2 Who can prosecute

Who can prosecute is dealt with in the Act.

SCHEDULE 1

PETITION OF ELECTORS OF THE SHIRE OF KULIN

To the Shire President and Councillors of the Shire of Kulin

We, the undersigned, all being electors of the Shire of Kulin do respectfully request that the Council—

[Here set out a concise statement of facts and the action sought]

Correspondence in respect of this petition should be addressed to—

[Here set out relevant name(s) and address (es) for correspondence]

The names and addresses of your petitioners are as follows—

Date	Full Name	Address	Signature	Agree/Disagree/ No Opinion

Dated 22 July 2020

The Common Seal of the Shire of Kulin was affixed by authority of a resolution of Council in the presence of:

Barry West
Shire President

Garrick Yandle
Chief Executive Officer



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

MEMO

TO: Helen Jennings hjennings@marketforce.com.au
FROM: Garrick Yandle
DATE: 10th June 2020
SUBJECT: Disposition of Property - Lot 6, 23 Bull Street. Kulin

Disposition of Property

In accordance with the Local Government Act 1995, Section 3.58, the Shire of Kulin is advertising its intention dispose of property by sale.

Property Details

Lot 6, 23 Bull Street. Kulin.

Proposed Disposition Details

Sale of the house and land at Lot 6, 23 Bull Street, Kulin between the Shire of Kulin and Grant and Sam Jenks.

A valuation obtained from a licensed valuer indicates a market value of \$73,000.

An offer of \$35,000 has been received by the Shire of the Kulin from Grant and Sam Jenks.

Submissions and or comments on the proposed disposition are required to be lodged in writing with the Chief Executive Officer, Shire of Kulin, PO Box 125, Kulin WA 6365 or can be submitted electronically to ceo@kulin.wa.gov.au on or before 4pm, Monday 13th July 2020.

Submission should clearly indicate the name and address of the person making the submission and the subject to which the submission relates.

Following the public advertising period, Council will consider all submissions at the next available Council Meeting and may decide (by absolute majority) to proceed with the disposition in accordance the Local Government Act 1995.

Garrick Yandle

Chief Executive Officer



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

21 April 2020

Mr Adrian Stewart – Regional Manager Stakeholders
Water Corporation – Great Southern Region
Post Office Box 915
Albany WA 6331

Dear Adrian

RE: PINGARING TANK PROPOSED REVESTING ARRANGEMENTS

Thank you for your letter dated 12th December 2019 regarding Pingaring Tank Proposed Revesting Arrangements. Kulin Shire Council is certainly keen to progress this process with Water Corporation in a timely manner.

I have reviewed your proposed conditions and provide the following response for your consideration.

1. The portion of Reserve 27574 south the tank pipeline corridor being vested in the Shire of Kulin.
 - The Shire is accepting of this proposed condition.
2. The portion of Reserve 27574 north the tank pipeline corridor being transferred to DBCA for amalgamation into the nature reserve (ie. Reserve 23993).
 - The Shire is accepting of this proposed condition.
3. Reserve 18926 (containing the 9 ML tank, associated rock catchments, catchment drains and portions of the golf course) being vested in the Shire.
 - The Shire is accepting of this proposed condition.
4. An easement in favour of the Water Corporation being granted over the portions of Reserve 18296 containing active Water Corporation infrastructure (ie. Around the tank and pipeline corridor).
 - The Shire is accepting of this proposed condition.
5. An easement in favour of Water Corporation being granted over the 20m wide access track extending from Pingaring-Varley Road to the tank.
 - The Shire is accepting of this proposed condition.
6. The Shire undertaking removal of the degraded 9 ML tank roof and refurbishment of the catchment drains, at the Shire's cost.
 - The Shire is accepting of this proposed condition.
7. The Shire undertaking any surveying requirement by DPLH to facilitate the transfer, at the Shire's cost (estimated to be \$10K). The exact boundary alignments can only be determined after a site feature survey is complete and the location of conservation values have been confirmed by DBCA.
 - The Shire is of the opinion that all costs and works associated with the land transfer be borne by the Water Corporation and request that this condition is removed from the proposed Revesting Arrangements.
8. Before using scheme water to fill the smaller Luke Price Avenue tank in town, the Shire must have exhausted its non-potable options, including the 9 ML tank and catchment.
 - The Shire is accepting of this proposed condition.



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

Once a response is received to this request, I will put an item to Council for approval.

I trust this provides sufficient information on this matter. Should you have any further questions please contact me directly.

Yours sincerely

Garrick Yandle
Chief Executive Officer

Our Ref : #70778857
Enquiries: Mick Irving
Telephone: (08) 9791 0409

12 December 2019

Garrick Yandle
Chief Executive Officer
Shire of Kulin
38 Johnston Street
KULIN WA 6365

Dear Garrick,

PINGARING TANK – PROPOSED REVESTING ARRANGEMENTS

Further to our discussions earlier this year, I can confirm that the Water Corporation gives in-principle, conditional support to restructuring the Reserve vestings surrounding the Pingaring Service Tank.

Given that the land has competing conservation, operational and recreational values, it will be recommend that parts of the land be vested in the DBCA, Water Corporation and the Shire of Kulin respectively. The recommended allocation of land is shown on the plan overleaf, although as DBCA has only provided preliminary advice at this time, the exact composition may be subject to change.

Notwithstanding the above, please note that the transfer would be subject to the following conditions:

1. The portion of Reserve 27574 south of the tank pipeline corridor being vested in the Shire of Kulin.
2. The portion of Reserve 27574 north of pipeline corridor being transferred to DBCA for amalgamation into the nature reserve (ie. Reserve 23993).
3. Reserve 18926 (containing the 9 ML tank, associated rock catchments, catchment drains and portions of the golf course) being vested in the Shire.
4. An easement in favour of the Water Corporation being granted over the portions of Reserve 18926 containing active Water Corporation infrastructure (ie. around the tank and the pipeline corridor).
5. An easement in favour of Water Corporation being granted over the 20m wide access track extending from Pingaring-Varley Rd to the tank.
6. The Shire undertaking the removal of the degraded 9 ML tank roof and refurbishment of the catchment drains, at the Shire's cost.

7. The Shire undertaking any surveying required by DPLH to facilitate the transfer, at the Shire's cost (estimated to be \$10K). The exact boundary alignments can only be determined after a site feature survey is complete and the location of conservation values has been confirmed with DBCA.
8. Before using scheme water to fill the smaller Luke Price Ave tank in town, the Shire must have exhausted its non-potable options, including the 9 ML tank and catchment.

Once you have obtained a Council Resolution confirming acceptance of the above, please send a formal request to our Procurement and Property Business Unit (marked to the attention of David Morgan – Senior Planner). He will then conduct a formal due diligence process and seek the necessary Executive Approvals. If Executive Approval is obtained, Water Corporation will then prepare a transfer request for submission to the Department of Planning, Lands and Heritage (DPLH).

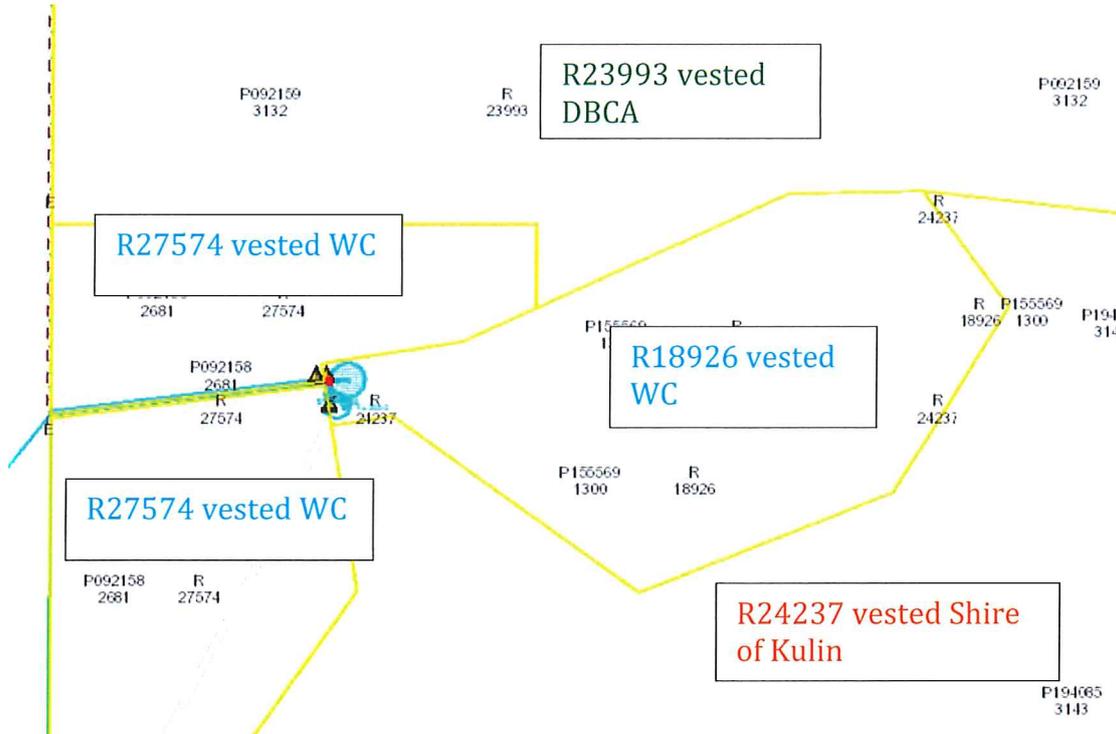
Please note that as this transaction involves Crown Land, DPLH will ultimately be responsible for approving and facilitating any transfer. However, the Water Corporation will support the transfer and assist wherever possible to ensure a timely resolution.

Yours sincerely



Adrian Stewart
Regional Manager Stakeholder
Great Southern Region

Existing Vesting Arrangement



Proposed Land Transfers





Memorandum of Understanding (MoU)

for

ROE TOURISM ASSOCIATION

1 July 2020 – 30 June 2023



CONTENTS

- 1. Description of collaborating organisations**
- 2. Purpose of the MoU**
- 3. Financial contributions**
- 4. Withdrawal of Member Councils**
- 5. Admitting new Member Councils**
- 6. Communication and exchange of information**
- 7. Intellectual property**
- 8. Amendment of the Memorandum of Understanding**

ATTACHMENT 1

Terms of Agreement - dates and signatures

AGREEMENT

This Memorandum of Understanding (MoU) represents an agreement between;

Shire of Bruce Rock,
Shire of Corrigin,
Shire of Kondinin,
Shire of Kulin,
Shire of Lake Grace,
Shire of Narembeen and
Shire of Quairading

(“the Member Councils”)

These local governments are working as an advisory committee of the participating member Councils of the Roe Tourism Association (RTA).

1. Description of collaborating organisations

The seven (7) partner organisations are all Local Government Authorities under the Local Government Act 1995 (as amended), governed by the RTA Constitution, adopted on 15 October 2018.

2. Purpose of the MoU

The purpose of the MoU is to establish a financial contribution and commitment from the seven (7) Councils that form the Roe Tourism group.

3. Financial contributions

- 3.1 Member Councils are required to make Full Membership annual financial contribution towards the operations of RTA as determined by the RTA committee, the contributions are to be distributed between pathway development and employment of an Executive Officer and may also be requested to contribute towards specific projects or initiatives of RTA.
- 3.2 The Executive shall have the power to seek external funding for the association.
- 3.3 The committee shall have the power to suggest levies to be paid by all members and to set the level of any such levy.
- 3.4 RTA to provide annual financial contribution information to member Councils in March each year, for budgetary considerations.
- 3.5 Manner of Payment - The contributions referred to in clause 3.1 shall be paid by each Member Council to RTA in the manner determined by Roe Tourism Association.

- 3.6 Member Councils contributions and any grant funding is to be centralised by the RTA dedicated bank account. RTA will be responsible for the financial reporting requirements.

4. Withdrawal of a Member Councils

- 4.1 A Member Council may at any time withdraw from RTA upon giving twelve (12) months written notice to of its intention to withdraw.
- 4.2 The withdrawal of a Member Council shall take effect from the end of the financial year (30 September), in which notice of withdrawal under 4.1 is given.
- 4.3 The Member Council shall still be liable for its financial contribution to full membership costs for the duration of the notice period.

5. Admitting new Member Councils

- 5.1 Section 3.65 of the Local Government Act 1995 is to apply if a Regional Local Government is established.
- 5.2 Prospective new member Councils shall be required to submit an application in writing to the committee for RTA Full Membership
- 5.3 Prospective new member Councils may be admitted to join RTA subject to the unanimous agreement of the current members.
- 5.4 If a new member Council applies to join RTA, the committee shall determine and consider any additional 'entry' costs incurred by RTA for updating their website, altering the Constitution, printing new promotional material and any other associated costs.
- 5.5 On entry, a new member Council shall be liable to pay RTA the determined 'entry' cost, in addition to the annual Full Member fee and Executive Officer contribution as described in section 3.

6. Communication and exchange of information

Information dissemination is largely via email. Records are to be retained as per Record Keeping Plan of the respective local government. Agendas and Minutes are to be retained in a hard copy as well as electronic version by the RTA Executive Officer.

7. Intellectual property

Rights to the intellectual property as produced will be retained by the committee of all work produced.

8. Amendment of the Memorandum of Understanding

- 8.1 The Member Councils may amend this MoU by majority agreement of the member Councils
- 8.2 The MoU can be amended to include another local government as a party to the amending agreement.

ATTACHMENT 1

Terms of the Agreement

This MoU is effective from _____ (date of signing) to 30 June 2023 and can be extended on mutual agreement of all signatories.

Signature: _____
Shire of Bruce Rock – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Corrigin – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Kondinin – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Kulin – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Lake Grace – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____

Shire of Narembeen – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____

Shire of Quairading – Chief Executive Officer

Print Full Name of Authorised person

GENERAL COMPLIANCE CHECKLIST – JUNE 2020

Class	Task	Date	Frequency	Detail	Yes/No
Governance	IntPlan - Corporate Business Plan Quarterly Report	31/08/2020	Quarterly	Review CPB actions and report to Council meeting	Ongoing
Governance	Elections	1/06/2020	Biannual	Calculate dates for various activities associated with Election and enter into Outlook	N/A
Governance	Risk Management Report	30/06/2020	Annual	Risk Management report to Council	
	Commence Disability Access and Inclusion Plan review	31/07/2020	Annual	Review and report as required - Online report required in July - do information gathering on prescribed information DS Act 1993 s.29(4)r8	Reviewed in May 2020 - 2025
Governance	EEO Report review	1/07/2020	Annual	Report to be prepared and submitted On-line by 30th June (as indicated by PSC)	Completed
Governance/ CEO	Annual Report CCC	31/07/2020	Annual	Prepare Annual CCC report on any reports made in past financial year - Due July On-line options - watch for email	No Due 31 July
Gov / CRC	Australia Day Awards	01/06/20	Annual	Nominations open end of July and close end of October	
Gov / SAO	Council Photo	June	Bi-annual	Take photo of current Council	September
CEO	Strategic Community Plan	30/06/2020		Strategically reviewed 2 years from when adopted (due 30/06/20)	Minor Review done June 2019
Gov / CEO	Audit Committee to Meet Quarterly	June	Quarterly	Include agenda for June Council Meeting	As required
CEO	LEMAC Meeting - June Dec	30/06/2020	Twice Year	LEMAC Meeting	5 August
Governance/ CEO	Delegation Review	01/06/20	Annual	CEO to confirm in writing to employees Delegations approved by Council for each year	Completed
CEO/WM	RRG Direct Grant Payments	July	Annual	Councils to provide Certificate of Completion for financial year plus tax invoice without GST for 19/20 funds.	No Late July
DCEO/CEO	Report Staffing changes and Wages Review for Budget	30/06/2020	Annual	Report staffing changes and complete Salaries and Wages projections incorporate changes for consideration in Budget	Yes
Finance	Prepare Budget in AAS27 Format for Aug	1/07/2020	Annual	Commence loading AAS27 numbers for Budget	Yes
Finance	Reserve Fund Budgeted Transfers	1/06/2020	Annual	Transfer before 30 June	Yes
Finance	CPI Update	1/06/2020	Annual	Advise managers re what CPI estimates to use for Budget programmes and carry over projects for Budget calculations	Yes
Finance	Private Works charges	1/06/2020	Annual	Check revenue against expenses for each private works carried out to review estimation process	Yes
Finance	Petty Cash & other Advances Recoup	30/06/2020	Annual	Recoup prior to closing off Accounts to ensure all expenditure is included in Accounts and avoid accruals	Yes
Finance	Draft Budget to Council				Yes

GENERAL COMPLIANCE CHECKLIST – JUNE 2020

SFO	Workers Compensation Wages Declaration	1/03/2020	Annual	Remind Staff when completing declaration of wages paid, exclude wages paid for workers compensation	No
SFO	DrumMuster	1/06/2020	Annual	Submit annual DrumMuster Reimbursement Claim	Yes
SFO	Check Recurrent Debtors		6 months		Yes
SFO	Fuel Account Holders	31/01/20	Monthly	Invoice account holders from monthly fuel from Fuel Facility	Yes
SFO	Rate Notices	1/02/2020	Annual	Check stock of rate notices for next year - reprint as required. Revise information on reverse, update as necessary	Yes
SFO	Water Usage Charges	Monthly	Monthly	Issue invoices for Water Standpipe Consumption	Yes
WM	Road Construction & Maintenance Review	01/06/20	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	Ongoing
WM	Traffic Signs (Stock in Depot) May – June	1/06/2020	Annual		Yes
WM	Occupational Health Safety Meeting	31/06/2020	Quarterly	Occ Health Safety Committee meeting - review all incidents accidents and commence 1/2 yearly inspections - make recommendations for Budget	Meeting held 30 June
WM	Smoke Alarms	June	Annual	Shire Housing - RCD testing and smoke alarm testing required annually by electrician - HZ Electrics (retirement homes & shire)	No
Tourism/CRC	Tourism Marketing Plan	1/06/2020	Annual	Develop annual Tourism Activities and Marketing Plan	Commenced – will also include social media plan
CRC	Action Plan	1/06/2020		Submit to DRD by 30 June	Completed
CRC	Conduct staff performance reviews and report to CEO	30/06/2020	6 monthly		N/A
CRC	Updating of Town Notice Board/Website		Weekly		Revamp scheduled for end July
CDO	Kulin Child Care Centre Budget	1/06/2020	Annual	Incorporate with Council budget discussions	Completed
CDO	Kulin Child Care Centre Staff Reviews	30/06/2020	Biannual		Scheduled for Aug
CDO	Kulin CCC Annual Service Fee	1/06/2020	Annual	Fee to be paid to Dept. Local Govt & Communities. Due 1 July	Paid
FRC	Final EOY Stocktake	30/06/2020	Annual	Report to DCEO	Yes
EHO	Re-licencing & invoicing of lodging houses	1/06/2020	Annual		
EHO	Transfer Station - DWER Annual License Fee		Annual	EHO to forward license fee invoice to Shire's finance officer seeking payment by mid July	

HR1 DRUGS AND ALCOHOL

Human Resources

PREAMBLE: The Shire of Kulin is committed to providing a safe, healthy and productive workplace for all employees and contractors performing work for/or on behalf the Shire of Kulin. Fitness for work can be adversely affected by the effects of fatigue, stress, injury/illness, alcohol or drugs. These factors can cause impairment or deficiencies in the employee's work performance and can be a contributing factor in workplace accidents or incidents.

The Shire of Kulin will not tolerate employees and contractors attending work or performing work for/or on behalf the Shire whilst under the influence or in possession of alcohol or drugs. The Shire of Kulin will take appropriate action where this occurs.

Scope:

This policy applies to:

- a) All employees and contractors performing work for/or on behalf the Shire.
- b) All visitors to the Shire of Kulin workplaces and
- c) All Shire of Kulin workplace sponsored functions.

The Shire of Kulin has a legal obligation to manage alcohol and drugs in the workplace. The employer has a 'Duty of Care' imposed by the Occupational Safety and Health Act 1984 to minimise risk and exposure to hazards in the workplace and this will include intoxicated or drug affected employees.

Employees also have a legal duty of care under the Occupational Safety and Health Act to behave responsibly at all times and not expose themselves or others to safety risks due to impairment caused by alcohol or drugs. This includes not undertaking work if they believe they may be impaired, and reporting to management if they believe another employee, or anyone in the workplace, is affected and may be creating a workplace hazard.

OBJECTIVE: This policy aims to:

- Provide a safe work environment and a safe system of work for employees, contractors and visitors.
- Minimise the risk of injury to employees, contractors or visitors in the workplace.
- Minimise the risk of damage to the Shire of Kulin property or that of contractors or the general public.
- Minimise risk of disruption to operations and productivity as a result of illness, injury or damage to property caused by consumption of drugs or alcohol.
- Provide a framework for dealing with the issue of fitness for work

Policy Statement:

All employees and contractors performing work for/or on behalf of the Shire of Kulin are required to be "fit for work" at all times. Any employee or contractor, whom the Shire of Kulin reasonably considers is unfit for work will not be permitted to commence or continue work and will be required to leave the work site/premises immediately. Disciplinary action may result.

The Shire of Kulin will take reasonable steps to ensure employees and contractors are in a fit state to work safely and to minimise risks to both themselves and others in the workplace through consultation, education, observation and testing.

This policy is part of a broader Health and Wellbeing Program provided by the Shire of Kulin to its employees.

Contractors are responsible for broader Health and Wellbeing Programs for their employees.

The situations in which the Shire of Kulin may reasonably consider that an employee or contractor is unfit for work include, but are not limited to:

1. Exhibiting a physical, mental or emotional state that potentially compromises a safe work environment.
2. Presenting for work with a level of alcohol and/or drugs (prescription or otherwise) in their system which is in excess of the cut off prescribed in this policy or in excess of that allowed by law.
 - a. Employees/contractors need to have a Blood Alcohol Concentration (BAC) level of 0.00 whilst in the workplace. The employee/contractor will not be permitted to commence or continue work and will be required to leave the premises. Or at the direct line Manager – Supervisors discretion, if under 0.005 may be given non-hazardous tasks e.g. sweeping the yard, until a BAC Reading of 0.000 is returned.

- b. Employees/contractors are prohibited from having any other illegal drugs detected in their system; e.g. Cannabis, methamphetamines (“speed” or “Ice”) or MDMA (“Ecstasy”) or any other illicit drug.
- c. Employees/contractors are prohibited from attending the workplace whilst taking prescription or over the counter drugs or medication that may impair their fitness for work.

Definitions:

Alcohol:	Alcohol means ethyl alcohol or ethanol. Blood Alcohol Content (BAC)
Contractor:	A person or firm that undertakes a contract to provide materials or labour or to perform a service or do a job for or on behalf of the Shire of Kulin.
Drug:	Any substance that may result in psychological or behavioural changes that cause impaired work performance. In this context, the term ‘substance’ includes, but is not limited to, alcohol, intoxicating products, Prescription Drugs, Non-Prescription Drugs, legal and illegal/illicit Drugs, whether naturally occurring or synthetic.
Duty of Care:	A responsibility owed to another person because of a relationship between the two people.
Employee	Employee directly employed by the Shire of Kulin.
Fit for work:	Refers to an individual’s functional capacity (physically, mentally and behaviourally) to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others.
Illicit or illegal Drugs:	Illegal / Illicit Drugs includes all drugs identified as such by AS/NZS 4308 2008 or drugs which have been synthetically designed to be outside the detection limits of AS/NZS 4308 2008 and are not considered Prescription Drugs or Non-Prescription Drugs.
Impairment:	The alteration of an individual’s normal physical and/or mental function which results in diminished ability to safely undertake tasks at the normal level of concentration and performance.
Non Negative Result	A result equal to or above the cut off level or target used in initial On Site Testing e.g. Blood Alcohol Content (BAC) level above 0.000
Non-prescription Drugs Or Over the Counter(OTC)	Non Prescription Drugs include medications and other substances, both naturally occurring and synthetic, as sold legally over the counter, by a registered medical practitioner (ie pharmacist) without a physician's prescription.
Prescription Drugs:	Prescription Drugs includes medications and other substances, both naturally occurring and synthetic, that cannot be legally purchased without a prescription from a registered medical practitioner.

Responsibilities:

- The Shire of Kulin has a duty of care to provide a safe workplace to its employees/contractors, as per safety and health legislation and common law.
- The Shire direct Supervisor/line Manager is responsible for making the decision as to whether an employee/contractor is fit for work and removing any impaired employee/contractor from possible harm.
- The Shire direct Supervisor/line Manager is responsible for ensuring the privacy of any drug/alcohol suspected incidents.
- All employees/contractors have a corresponding duty of care to take reasonable care so as not to expose themselves or their fellow employees to unnecessary risks. This duty extends to notifying their immediate Supervisor/line Manager if they reasonably suspect that another employee may be a risk because they are unfit to work.
- The employee/contractor is responsible for advising their direct Supervisor/line Manager of any drug use (including prescription or over the counter drugs), adhering to this policy and subsequent procedures and following directions with regard to the drug/alcohol testing procedures as outlined.

PROCEDURES:

Assessment for fitness for work:

An employee/contractors fitness for work may be assessed by any or all of the following methods:

- **Pre-Employment Testing**

Prior to appointment of certain positions, a Pre-Employment Medical Assessment may be required. This may include a Drug and Alcohol test and will be performed. Should a positive test be returned, employment appointment may not proceed.

- **Random / Blanket Testing**

The Shire of Kulin and all its employees and contractors engaged, acknowledge that the Shire will conduct random or blanket testing of employees/contractors for alcohol and drugs in order to maintain a safe and healthy working environment for all.

Testing methods will be in accordance with ASNZS4309:2008 for testing drugs of abuse: and will be conducted by an independent and approved tester In accordance with relevant Australian Standards.

- **Reasonable Cause testing**

Employees/contractors may be directed to attend drug and/or alcohol testing where there are reasonable grounds to believe the employee/contractors fitness for work may be impaired by drugs and/or alcohol, or there is a work-related incident. Reasonable Cause Test should be taken as soon as is practicable after an incident, or reasonable grounds are identified. These include but are not limited to the following:

- a) Reasonable suspicion of impairment
- b) Vehicle accidents
- c) Property damage
- d) Reportable near misses

The testing for any drug will be via any available, valid and reliable National Association of Testing Authorities (NATA) approved drug testing collector or centre e.g. PathWest Katanning or Narrogin.

See [reasonable cause – schedule \(A\)](#)

Suspected impairment of employees / contractors:

1. Where the Shire of Kulin has a reasonable suspicion that an employee or contractor may be impaired by the use of drugs or alcohol the employee/contractor will not be permitted to commence or resume work until they have undergone testing and the test indicates that they are not under the influence of drugs or alcohol and not in breach of this policy.
 - 1.1 An employee or contractor directed by the Shire of Kulin to undertake an alcohol and/or drug test, must comply with the direction. Any refusal to comply with a direction to undertake testing will be treated as a breach of this policy and will be considered a Non Negative Result. The employee/contractor will be suspended immediately without pay and not allowed to return to work (pending disciplinary action) until the refusing employee/contractor supplies a clear (negative) D&A result from an independent testing lab (at the employees/contractors own expense). Disciplinary action may result, such as dismissal.
 - 1.2 The Shire of Kulin is responsible for ensuring that an employee/contractor who is suspected of breaching this policy is provided with transport to and from the testing location (if required) and/or is provided with appropriate assistance to return home safely where necessary.
 - 1.3 Where an employee/contractor is directed to undertake an alcohol and or/drug test by the Shire of Kulin, the Shire of Kulin will meet the costs of the initial test regardless of the test results.
 - 1.4 An employee/contractor who vexatiously reports another employee/contractor for breaching this policy (for example; without reasonable grounds or for personal gain) may be subject to disciplinary action.
 - 1.5 The Shire of Kulin is committed to ensuring confidentiality and privacy of employee/contractors personal information. Accordingly access to information that is retained on an employee/contractors personnel file regarding breaches of this policy and individual test results are strictly controlled and will be restricted to the employee/contractor direct line Manager and senior management of the Shire of Kulin only.

Non Negative alcohol test - (BAC above 0.000), Unfit for work:

2. The devices used for testing for Blood Alcohol Concentration (BAC) should be a Breathalyser Unit in accordance with AS 3547 Certified Breathalyser (within calibration period) and operational training in Unit of Competency HLTPAT005

In the event that a breathalyser Blood Alcohol Concentration (BAC) test result indicates a test result higher than 0.000%.

- 2.1 Then a second "confirmatory" breathalyser (BAC) test will be undertaken after 20 minutes. The donor will be instructed not to eat, drink or smoke and must be supervised for this period.
- 2.2 The second (BAC) test is final and must be witnessed by an authorised Shire representative. (see secondary breath alcohol confirmatory test request form Appendix 2 - Page: 15)
- 2.3 The donor, tester and official witness must print their names and sign the request form. The donor will not be permitted to commence or continue work and will be required to leave the premises. Or at the direct line Manager – Supervisors discretion, if under 0.005 may be given non-hazardous tasks e.g. sweeping the yard, until a BAC Reading of 0.000 is returned.
- 2.4 In the instance of a Non Negative Alcohol test (above 0.000), the donor will receive a written warning and be advised that this is a serious offence and will be subject to further investigation and disciplinary action, including potential for dismissal.

Non Negative drug test - Unfit for work:

- 3 In the event that the employee/contractor returns a "Non - Negative" drug test result to AS/NZS 4308:2008 for testing drugs of abuse:
 - 3.1 The employee/contractor will be immediately stood down without pay and required to leave the premises.
 - 3.2 The employee/contractor must immediately contact and present to an authorized testing centre such as PathWest in Narrogin or Katanning and be tested to AS/NZS 4308:2008 for testing drugs of abuse:
 - 3.3 Any refusal to immediately comply with the direction to undertake further confirmatory testing at an authorized testing centre will be treated as a breach of this policy. Disciplinary action will result and may lead to dismissal.
 - 3.4 The Shire of Kulin will pay for the initial confirmatory testing at an authorized testing centre.
 - 3.5 Subsequent testing will be at the employee/contractors own expense.
 - 3.6 The employee/contractor will not be reinstated until the employee/contractor provides a clear test result from an authorized testing centre (pending on disciplinary action)
 - 3.7 In the instance of a Non Negative Drug test result confirmation from an authorized testing centre, the employee/contractor will receive a written warning and be advised that this is a serious offence and will be subject to further investigation and disciplinary action, including potential for dismissal.
 - 3.8 All details and documentation related to the test and circumstances will be retained on the employee/contractors personal file with confidentiality maintained.
 - 3.9 **Shire of Kulin employees** will be required to undergo training/education and counselling regarding the effects of alcohol and/or drugs on their health and at the workplace (pending on disciplinary action).
 - 3.10 In the instance that the confirmatory test results from the authorized testing centre come back clear then the employee/contractor will be reinstated and fully reimbursed for normal hours for the time spent off work during this process.
 - 3.11 Breaches of this policy and its procedures will be regarded as a serious matter by the Shire of Kulin and will be subject to further Investigation and disciplinary action, including the possibility of termination of employment.
 - 3.12 Any time off work as a consequence of a breach of this policy will be treated as unpaid leave.

Random / blanket fitness for work testing:

4. Drugs to be screened for are: alcohol, cannabis, opiates, methamphetamines or any other illicit drugs or prescription and over the counter drugs. Unacceptable levels will be as per AS/NZS 4308:2008
 - 4.1 Employees/contractors will be chosen for testing at the Employers discretion several times per year. Testing will be as per this policy and/or relevant EBA document.
 - 4.2 Testing will be carried out by an impartial person trained to administer the chosen test e.g. urine, saliva, BAC.
 - 4.3 The tester will be tested prior to each random set of staff testing. If the tester is impaired, another suitable person agreed with the employees and the employer will be chosen (Breathalyser testing only).
 - 4.4 Test results will be kept confidential and will be dealt with on an individual basis with each employee/contractor at the time the confirmed impairment is discovered.
 - 4.5 Potential consequences for impairment:
 - Removal from the workplace (until proven fit for duty, at the employee/contractors expense)
 - Discussion with the employee/contractor (with representation) to determine reasons for impairment.
 - Written Warning, Education, Counselling Sessions, Disciplinary Action.

If an employee/contractor tests positive for impairment on multiple occasions, the employee/contractor will receive disciplinary action, including the possibility of termination.

Shire of Kulin employees may be referred for medical / EAP assistance.

Possession of Drugs or Alcohol at the Workplace:

5. Employees/contractors must not have any alcohol or other drugs in their possession on Shire of Kulin work premises/sites or consume alcohol or drugs (prescription or otherwise) whilst on the work premises/sites without the knowledge and permission of their immediate supervisor/line manager, unless it is a prescribed or over the counter drug and the employee has established with their medical practitioner or pharmacist that the drug does not work in such a way that it may not impair their fitness for work.
 - 5.1 Any employee/contractors performing work for/or on behalf the Shire of Kulin, who have illicit/illegal drugs in their possession will be asked to leave the work premises/site immediately and will receive disciplinary action, including the possibility of termination of employment.
 - 5.2 Where there is reasonable cause to suspect that the employee/contractor is in possession of, or affected by drugs or alcohol the Shire of Kulin may instigate a search of the employee/contractors workplace. This includes lockers or other personal spaces within the workplace. The employee/contractor may also be asked to make bags, vehicles or other personal property at the workplace/site at that time available for inspection to ascertain the presence of drugs or alcohol. Failure to do so may be viewed as evasive behaviour and will be the subject of further investigation with the employee/contractor and may lead to disciplinary action, including the possibility of termination.
 - 5.3 Employees/contractors who are taking any over the counter or prescription medication are required to consult with their medical practitioner or pharmacist about possible side effects of prescription drugs and the impact on their ability to work safely prior to use.
 - 5.4 Where there are potential side effects from prescription drugs that may affect an employee/contractors fitness for work, the employee/contractor is required to advise their immediate Supervisor/ line Manager of the potential effect on workplace performance. The Supervisor/ line Manager will then take any necessary action to assess and minimise any identified risk to employee's safety.

Cheating – Sample Substitution or Dilution:

- 6 An employee/contractor found, to have, or having attempted to dilute or substitute a sample will be asked to leave the workplace immediately. The incident will be reported directly to the Chief Executive Officer. The CEO will give the employee/contractor the opportunity to “show cause” why their employment with the Shire of Kulin should not be immediately terminated. The Shire of Kulin views this practice to be a serious offence in trying to create the illusion that the employee/contractor is unaffected by the substance. Without reasonable cause being shown by the employee/contractor, the CEO will terminate the employee/contractors employment immediately.

Unable to provide a urine sample at a testing time

7 Employee/contractors unable to provide a urine sample at a testing time will be required to wait (supervised) for an hour to give the opportunity to provide a sample. If still unable to provide a urine sample, the employee/contractor will be required to immediately contact and present to an authorized testing center such as PathWest in Narrogin or Katanning and be tested to AS/NZS 4308:2008 for testing drugs of abuse at the Shires cost.

7.1 Any refusal to immediately comply with the direction to undertake further confirmatory testing at an authorized testing centre will be treated as a breach of this policy. Disciplinary action will result such as dismissal (Use Request for Reasonable Cause Alcohol and Drug Test Page: 12).

Workplace functions:

8 The Shire of Kulin, while not responsible for the private lives of our employees or contractors, carry the primary responsibility for safety at work through creating and maintaining a safe working environment. The impact of unsafe behaviour potentially caused by alcohol consumption at workplace functions are emphasised in the creation and communication of this policy.

8.1 The Shire of Kulin, at times, makes alcohol available to employees/contractors over the age of 18 at work functions. The Shire will minimise risks of that consumption causing harm to others by ensuring non-alcoholic and low-alcohol beverages are readily available. Food will also be offered.

8.2 Prior to attending a workplace function, employees/contractors will be reminded that the responsibility to limit the amount of alcohol to safe levels of consumption at a workplace function is their personal responsibility.

8.3 Driving over the legal blood alcohol limit or under the influence of illicit drugs is illegal and is not condoned by the Shire of Kulin.

Prior Planning – Employee/Contractor: If there is any potential that alcohol consumption at a workplace function may result in driving over the legal blood alcohol limit then employee/contractors are encouraged to organise alternative transport prior to any workplace function where alcohol is available, to minimise the risk of them driving under the influence of alcohol.

Prior Planning – Shire: In the event an employee/contractor becomes intoxicated at a Shire of Kulin workplace function, or if the Shire of Kulin believes that there is the potential for employees/contractors to drive under the influence of alcohol after a workplace function, the Shire of Kulin must ensure that they get home safely by following normal procedures for managing intoxicated workers e.g., “Skipper”.

Self-Referral:

9 Where an employee/contractor believes that he or she has a problem with drug or alcohol use, they are encouraged to discuss the matter with their direct Supervisor/line Manager and/or the Chief Executive Officer.

9.1 **Shire of Kulin employees** will be supported in such instance with initial counselling (3 visits)

9.2 Time off work to attend drug and alcohol rehabilitation will be negotiated between the Shire and the Shire employee e.g. annual leave, RDO's etc.

9.3 Ongoing rehabilitation contract where regular discussions with managers and ongoing testing will be a feature in an environment of absolute confidentiality (see schedule (C) Health Rehabilitation Contract.

9.4 The employee will not be permitted to work if under the influence of drugs or alcohol and subsequent time off work will be without pay.

9.5

Multiple Drug/Alcohol Offences:

10 Where an employee/contractor has breached this policy on more than one occasion, the employee /contractor will be removed from the workplace, pending further investigations/testing.

10.1 The employee/contractor will be advised that their employment may be in jeopardy which may include termination of employment.

10.2 If a **Shire of Kulin employee** dependency issue is apparent, they will be guided to appropriate medical assistance or counselling service e.g. Holyoake or any Employee Assistance Program (EAP) – see *H3 Employee Assistance Program*.

10.3 If a contractor employee dependency issue is apparent, they will be guided to appropriate medical assistance or counselling service e.g. Holyoake.

Employee Education:

11 An education program will run in conjunction with this policy ensuring that employees understand the effects of drugs and alcohol in the workplace in order to make an informed choice about their actions and behaviour. Employees will be given education material re the effects of different drugs and the potential consequences in the workplace at their Induction. Annual refreshers will be conducted to reinforce the knowledge.

Employee Assistance Program (EAP):

12 The Shire of Kulin understands that employees may be experiencing drug and alcohol problems that may influence their behaviour, safety and health whilst at work. To assist with the recovery of the employee, the Shire of Kulin has in place a confidential Employee Assistance Program (EAP) – *refer separate policy HR3 Employee Assistance Program*

Signs of Impairment:

13 Impairment can be caused by a range of factors, including alcohol and other drug use. The focus at the workplace should be on occupational safety and health management rather than more general concerns about personal health.

13.1 It should not be assumed that any observed impairment is caused by alcohol and/or other drug use. Other impairment factors may include fatigue, medical conditions, chemicals, heat, noise and symptoms of work-related stress.

13.2 Some work-specific signs that an employee may be impaired by drugs, alcohol or other factors are:

- Repeated accidents, near misses or mistakes
- Altered, uncharacteristic behaviour in the workplace or with colleagues
- Aggressive behaviour or defensive attitude,
- Poor concentration, impaired memory, inattention or carelessness in work duties

13.3 Where the ability to work safely is impaired, the Supervisor/line Manager and employee/contractor should respond in a respectful manner based on the information available.

13.4 If an employee/contractor suspects that a person is impaired in the workplace, they should immediately advise a supervisor or direct Supervisor/line Manager.

13.5 Any action taken by the Supervisor/line Manager toward any person with a suspected impairment should be brief, firm, calm, clear and confidential (Refer to Appendix (3) - Fitness for Work – Policy - Procedure Flowchart for further details page).

Disciplinary Action:

14 If this procedure is in anyway contravened by an employee/contractor the following potential disciplinary action may result.

General Guidelines:

Any employee/contractor who tests positive to an alcohol breath screen or urine screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work. Any person who is found to be significantly fatigued will also be stood down from work without pay until such time as they have proven they are fit for work.

First Offence:

- I. **BAC Reading of over 0.000** - The employee/contractor will be immediately suspended from duty without pay if found unfit to work. Or at the direct Supervisors/ line Managers discretion, if under 0.005, may be given non-hazardous tasks e.g. sweeping the yard, until a BAC Reading of 0.000 is returned.
- II. **Drugs** - The employee/contractor will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- III. **Alcohol and Drugs** - The employee/contractor will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- IV. The employee/contractor will be counselled by their Supervisor/ line Manager focusing on;
 - a. The unacceptability of the employee/contractors behaviour.
 - b. The risk that such behaviour creates for the safety of the individual and other employees/contractors or members of the public.

- c. The employee/contractors responsibility to demonstrate that the problem is being effectively addressed;
- d. That any future breach of the policy will result in second offence and disciplinary action may result in dismissal.

The employee/contractor will be formally offered the opportunity to contact a professional counsellor.

- I. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee/contractor and cannot be made mandatory.
- II. However, refusal to accept counselling may result in instant dismissal on second offence.
- III. The Shire of Kulin will insist that the employee/contractor provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work (including a negative drug test result from a (NATA) approved drug testing collector or centre e.g. PathWest Katanning or Narrogin).

Second Offence- Alcohol and Drugs:

- I. The employee/contractor will be immediately suspended from duty without pay pending further disciplinary action including potential dismissal if found unfit for work.
- II. The employee/contractor will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- III. The employee/contractor will not be permitted to return to work until they have been tested again and provided a negative drug test result from a (NATA) approved drug testing collector or centre e.g. PathWest Katanning or Narrogin.
- IV. The employee/contractor will be counselled by their Supervisor/line Manager focusing on;
 - a. The unacceptability of the employee/contractors behaviour
 - b. The risk that such behaviour creates for the safety of the individual and other employees/contractors or members of the public
 - c. The employee/contractors responsibility to demonstrate that the problem is being effectively addressed;
 - d. That any future breach of the policy will result in instant dismissal.
- I. Counselling will be offered, refer to *First Offence*, if counselling was not used in the first offence.
- II. **The Shire of Kulin employee** will be instantly dismissed without notice if found to decline the offer to an EAP on second offence.
- III. Contractors will be instantly dismissed without notice if found to decline the opportunity to contact a professional counsellor on the second offence.
- IV. At the Shires discretion - If/or upon returning to work(pending disciplinary action), the employee/contractor will be submitted for alcohol and/or drug testing at a frequency and for a period of time that the shire deems necessary, paid for the Shire.
- V. If tests confirm positive, instant dismissal will follow.
- VI. If the employee refuses to comply, instant dismissal will follow.

Third Offence:

- I. The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- II. The employee will be immediately dismissed from duty without notice.

Instant Dismissal:

The following are guidelines to circumstances that will result in dismissal without notice:

- I. Any attempt to falsify the drug and alcohol screen
- II. Cultivating, selling or supplying drugs and/or other substances at any Shire of Kulin premises or worksites
- III. Unauthorised consumption of illicit drugs or alcohol or other substances at any Shire of Kulin premises or worksites during the working period.
- IV. Unlawful behaviour.

Other:

If an employee/contractor is found to be heavily intoxicated, above the legal limit to drive or extremely fatigued, in addition to complying with the procedures in this policy, it is a requirement of the Supervisor/line Manager to:

- a) Contact the employee's next of kin to arrange pick up.
- b) If next of kin is unable to be contacted or unable to take employee home, the direct line Manager - Supervisor is to arrange for alternative transport)
- c) The employee is to be advised that their vehicle must be collected that day.

Table from **AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine**

TABLE 1
IMMUNOASSAY SCREENING TEST
CUT-OFF LEVELS

Class of drug*	Cut-off level, µg/L
Amphetamine type substances	300
Benzodiazepines	200
Cannabis metabolites	50
Cocaine metabolites	300
Opiates	300

Relevant Legislation/Documents:

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

AS 3547-1997: Breath alcohol testing devices for personal use

AS/NZS 4308:2008; Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine

AS 4760-2006: Procedures for specimen collection and the detection and quantitation of drugs in oral fluid

References:

Guidance Note Alcohol and Other Drugs At The Workplace 2008

WA Government, Alcohol Think Again - Fitness-for-work-alcohol-policy-development

WA Government, Alcohol Think Again - Fitness-for-work-alcohol-policy-inclusion

Workplace Health and Safety Queensland, Department of Justice and Attorney- General Framework for alcohol and drug management in the workplace - Source: <http://www.druginfo.adf.org.au>

<https://www.commerce.wa.gov.au/worksafe/alcohol-and-drugs-frequently-asked-questions>

HEAD OF POWER: Occupational Safety and Health Act 1984

REASONABLE CAUSE – SCHEDULE A

When determining “reasonable cause” physical symptoms and/or unusual or out of character observable or reported behaviours must be considered.

Examples of physical symptoms or behaviours include, but are not limited to:

- Excessive lateness
- Absences often on Monday or Friday or in conjunction with holidays
- Increased health problems or complaints about health
- Emotional signs – outbursts, anger or aggression
- Changes in personality
- Changes in alertness – clothing, hair, personal hygiene
- Less energy
- Involvement in various minor accidents
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour
- dizziness
- slurred speech
- hangovers
- violent behaviours
- impaired motor skills
- bloodshot eyes
- impaired or reduced short term memory
- reduced ability to perform tasks requiring concentration and co-ordination
- Intense anxiety or panic attacks
- Impairments in learning and memory, perception and judgement
- Irritability
- Depression
- Odour of alcohol or drugs

Reasonable grounds testing may also take place where the Shire of Kulin learns, from a credible source, that the employee/contractor is at risk of impairment of drugs and/or alcohol, or where the employee/contractor is observed (whether by the Shire of Kulin or a credible source) using, possessing, distributing or consuming drugs or alcohol during work time or during any breaks, whether on or off the Shire of Kulin premises or worksites.



SCHEDULE A - REASONABLE CAUSE
ALCOHOL AND DRUG TESTING REQUEST FORM

Employee name:

Date:

Supervisor name:

Supervisor's reasons for reasonable cause alcohol or drug testing:

.....
.....
.....
.....

Employee/Contractor comments:

.....
.....
.....

DETERMINING REASONABLE CAUSE

Yes No

Do you believe that there is a risk to the safety and health of this person or others?

Are you satisfied that it is reasonably possible that the risk is a result of the possible use of drugs or alcohol?

**DO NOT proceed with reasonable cause testing unless
the answer to both of these questions is YES.**

Reasonable Cause established Yes/No at (time)..... Date

Action Taken:

.....
.....
.....

Supervisors Signature..... Time: Date

CEO's Signature Time: Date

SAFETY SENSITIVE ROLES AND POSITIONS – SCHEDULE B

The following is a non-exhaustive list of the types of positions and roles that are classed as safety sensitive positions or roles and which are subject to random testing under this policy.

- Any employee or contractor who uses a motor vehicle or heavy machinery such as trucks or heavy mobile plant in the course of their employment or engagement, high risk licence activities e.g. forklift operation;
- Any employee or contractor who is working within the confines of a warehouse or depot facility;
- Any employee or contractor working in a marked HAZCHEM area or has cause to work with dangerous chemicals or materials;
- Any employee or contractor working at heights or in confined spaces;
- Any employee or contractor operating machinery or power tools;
- Any employee or contractor working in trenches or excavations;
- Any employee or contractor working in water or boats;
- Any employee or contractor working with dangerous animals;
- Any employee or contractor working at high risk sites, for example, active construction or road maintenance sites or regular visits to such sites;
- Any employee or contractor who works in a supervisory role;

SCHEDULE C
HEALTH REHABILITATION CONTRACT

The Shire of Kulin – Health Rehabilitation Contract.

EMPLOYEE NAME:

I, acknowledge that I have been entered into the Shire of Kulin Health Rehabilitation Plan and that my continued employment with the Shire of Kulin is subject to the following:

I am committed to full participation in the Plan with the service provider(s) specified by the Shire of Kulin.

I understand that I may be required to contribute to part or all of the cost of the plan.

I authorise the service provider(s) to release the following information to the Shire of Kulin:

- Whether I have kept my appointments;
- Whether the service provider(s) has recommended a course of treatment;
- Whether I am following that course of treatment;
- Whether a return to work is appropriate and within what timeframe; and
- Whether I have completed the required course of treatment.

I understand that the Shire of Kulin may disclose this information as a proof of action where it is appropriate to defend the employee or the Shire of Kulin with regard to the employee's rehabilitation.

I agree to take this course of treatment outside of work hours or use leave entitlements - if required and approved, to participate during work hours. I agree to take up to 6 drug and alcohol tests (at my own expense) in the 12 months following treatment and agree to the release of the results to my employer.

I accept that I may be suspended from my duties with or without pay or allocated alternative duties while I participate in the programme.

I accept that, if I do not attend or complete the required course of treatment, or if I refuse to take any of the 6 subsequent tests referred to above or if during those tests or any other future tests I return a positive drug or alcohol test, the consequence may be dismissal without notice.

I accept the terms of this contract, which I acknowledge may be in addition or vary the terms of my current employment agreement.

Employee Name: Sign: Date:

CEO/DCEO Name: Sign: Date:

Appendix 2

SECONDARY BREATH ALCOHOL CONTENT CONFIRMATORY TEST REQUEST FORM

Employee name:

Date:

Initial Reading: (BrAC)		Time:		Secondary Reading: (BrAC)		Time:	
Instrument serial number:				Instrument serial number:			
Calibration due date:				Calibration due date:			

Donors Name:	Signature:
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Testers Name:	Signature:
----------------------	-------------------

Official Witness Name:	Signature:
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Performing a confirmatory breathalyser test

- If the initial screening breathalyser test presents a breath alcohol concentration higher than 0.000 then a second confirmatory test is to be conducted 20 minutes following the first test.
- The donor should be instructed to abstain from eating drinking or smoking for the 20 minute period.
- The donor should be supervised during this period.
- The second test is performed in the same manner as the initial test.
- A new sealed mouth piece is to be used.
- The second test must be witnessed by an authorised Shire representative e.g. Supervisor.
- The second test is final.
- All parties to the collection (including the donor) must print their names and sign the request form.

Notes:

- The breathalyser serial number must be recorded on the request form
- Always record the breathalyser reading to three decimal points, i.e. 0.000%

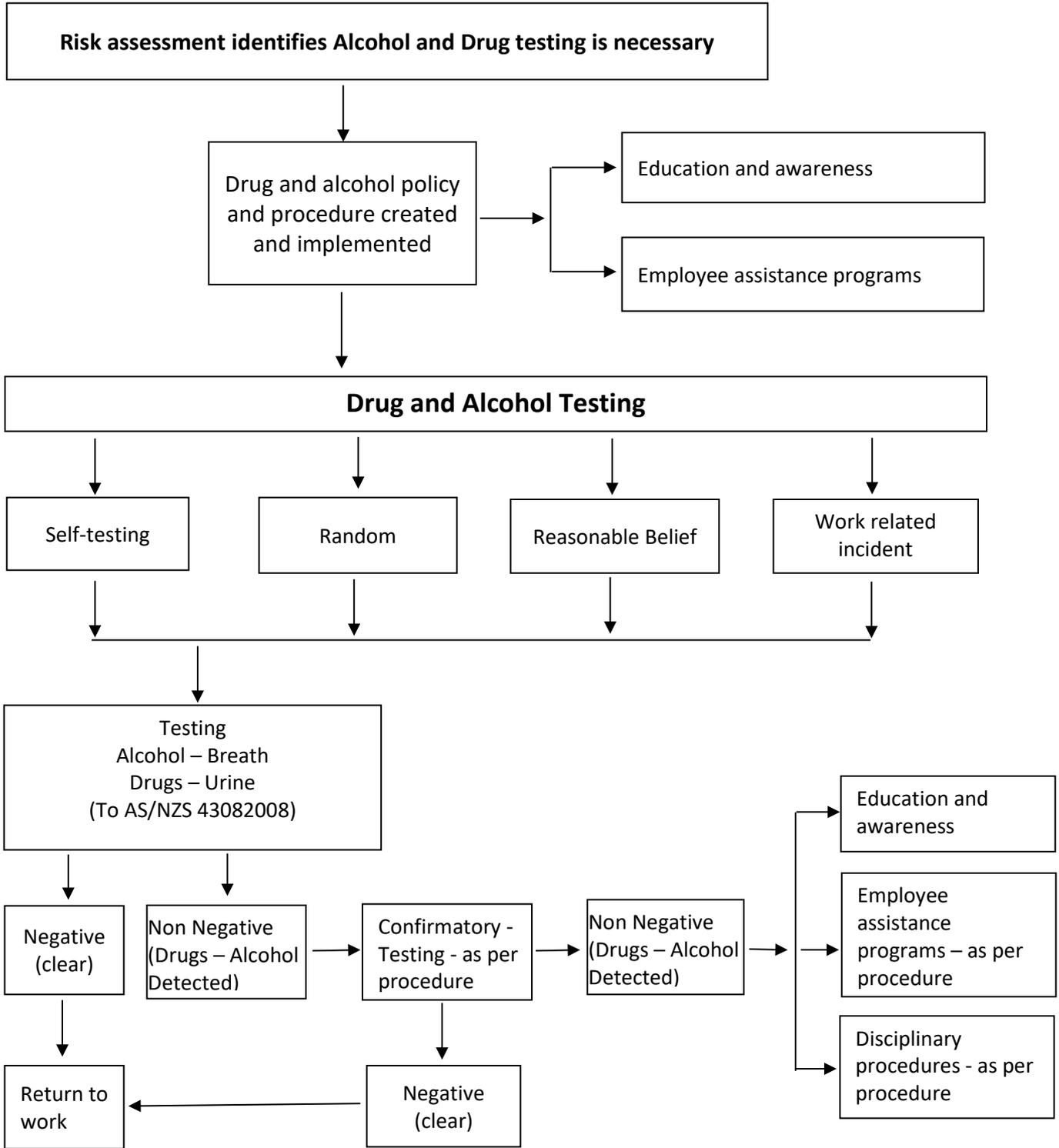
Appendix 3

Fitness for Work – Policy - Procedure Flowchart

Developed in consultation with workers, Health and Safety Committees and Health and Safety Representatives, (where these exist).

Policy Aim - to prevent drug and alcohol-related incidents and foster safe behaviours at work.

Objective -to prevent or minimise the potential for alcohol and drugs to contribute to work-related injury



+ Note: the policy needs to be assessed and evaluated on an ongoing basis

+ Note: Flowchart template adapted from Workplace Health and Safety Queensland, Department of Justice and Attorney- General Framework for alcohol and drug management in the workplace