

# Minutes for June 2020



# ORDER OF BUSINESS

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# Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 17 June 2020 commencing 1:00pm

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 1.00pm – as no members of public were in attendance it was agreed to adjourn the meeting and continue with Concept Forum budget discussions. Meeting recommenced at 2.55pm.

The President expressed thanks to all staff involved in the preparation of the 2020/21 budget.

The President conveyed Council's congratulations to long serving staff member Taryn Scadding who recently celebrated 20 years of service with the Shire of Kulin. Taryn's role as Community Development Officer has seen her successfully undertake many grants over her time, contributing to much needed funding coming into the Shire allowing many community projects to come to fruition. She continues to do a fantastic job and is an asset to our Council. Well done Taryn.

## 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

### 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 – 20 May 2020

01/0620

Moved Cr Bowey Seconded Cr Varone that the minutes of the Ordinary Council Meeting held on 20 May 2020 be confirmed as a true and correct record.

Carried 9/0

## 7 MATTERS REQUIRING COUNCIL DECISION

### 7.1 List of Accounts – May 2020

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

**SUMMARY:**

Attached is the list of accounts paid during the month of May 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 May payments being; cheque no's 258 (Trip), 37232 – 37236; EFT no's 16495 - 16572; DD7321.1 – DD7339.10 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$637,512.35 be received.

**VOTING REQUIREMENTS:**

Simple majority required.

02/0620

Moved Cr Duckworth Seconded Cr Robins that May payments being; cheque no's 258 (Trip), 37232 – 37236; EFT no's 16495 - 16572; DD7321.1 – DD7339.10 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$637,512.35 be received.

Carried 9/0

### 7.2 Financial Reports – May 2020

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**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 31 May 2020 are attached.

**BACKGROUND & COMMENT:**

Further commentary on variances has been provided in addition to the comments provided in the operating income and expenditure comparison to budget.

### Depreciation

Depreciation journals have not been posted for May with the hope that the review of the asset management plan will mean a reduction in our depreciation expense. Rather than posting these journals at the rates adopted at the beginning of the year, then reversing the expenditure if the rate changes, I am holding off until the plan is received. There are depreciation expense accounts which have material variances related to these journals not being posted.

### Camp Kulin

As Council is aware, the Camp Kulin program is in recess with the expected long-term sick leave of the program manager. This was unexpected and unbudgeted for. The Camp Kulin subprogram accounts (I030100 – I030600, E130100 – E132040) have material variances due to this reason.

### General Administration Allocation

Administration expenses are underspent so far in 2019/20. These expenses are allocated out to each abc costing account throughout the operating budget. As the expenditure is underspent the allocation also lower than what was budgeted. In some instances, this variance is material.

### Capital Expenditure Project Variances

Depot Upgrade – Unable to progress with the project until identified land has been made available (Saving \$85,000)  
Aquatic Centre Solar Panels – Unable to progress project as structure at aquatic centre not suitable for solar panels (\$25,000)

Disabled toilet ablutions – Project not complete, will be carried forward to 2020/21 budget (\$25,000)

Housing Project – expenditure for this project straddled two financial years with some costs being incurred in 2019/20 when the expectation was for a majority of costs to be incurred in 2020/21 (\$100,000)

Mack Truck – machine is ordered but not delivered or paid for (\$200,000)

Footpaths (infrastructure other) – The work has been completed but has been allocated to road expenditure, showing a variance of (\$76,000)

A Plant reserve transfer of \$70,000 was budgeted for however did not take place as the revenue was not required this financial year. This can be carried forward to 2020/21.

### **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 31 May 2020.

### **VOTING REQUIREMENTS:**

Simple majority required.

**03/0620**

**Moved Cr Smoker Seconded Cr Robins that Council endorse the monthly financial statements for the period ending 31 May 2020.**

**Carried 9/0**

## 7.3 Adoption of Percentage and Value for the Reporting of Material Variances

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**RESPONSIBLE OFFICER:** DCEO  
**FILE REFERENCE:** 12.01 – Financial Reporting, Annual and Monthly  
**AUTHOR:** DCEO  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:** Nil

### **SUMMARY:**

Financial Management Regulations that came into effect on 1 July 2005 require the adoption of a percentage or value, calculated in accordance with *Australian Accounting Standard AASB 1031 Materiality* to be used in the statements of financial activity for reporting material variances.

### **BACKGROUND & COMMENT:**

Currently the Shire variance reported is +/- 10% and +/- \$5,000. It is not proposed to change this position.

### **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.

1. The statement is to contain the following detail:
  - a) annual budget estimates, taking into account any expenditures incurred for an additional purpose under Section 6.8(1)(b) or (c) (i.e. the revised budget);
  - b) budget estimates to the end of the month to which the statement relates;
  - c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - d) material variances between the comparable amounts referred to in (b) and (c) above; and
  - e) the net current assets at the end of the month to which the statement relates (ie. surplus/(deficit) position).
2. The statement of financial activity is to be accompanied by:
  - a) explanation of the composition of the net current asset of the month to which the statement relates, less committed assets and restricted assets;
  - b) an explanation of each the material variance referred to in sub regulation 1(d) above; and;
  - c) such other supporting information as is considered relevant by the local government.
3. The information in a statement of financial activity may be shown:
  - a) according to nature and type classification; or
  - b) by program; or
  - c) by business unit.
4. A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be:
  - a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - b) recorded in the minutes of the meeting at which it is presented.
5. Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards (AAS), to be used in statements of financial activity for reporting material variances.

### **POLICY IMPLICATIONS:**

Adoption of the proposed percentage and value will become Council policy to guide the preparation of monthly statements.

### **COMMUNITY CONSULTATION:**

Nil

### **WORKFORCE IMPLICATIONS:**

Nil

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

That staff report material variances of +/- 10% and +/- \$5,000, whichever is the greater, from the budget figure and report these variances by way of a supporting note to the Monthly Statement of Financial Activity for the financial year 2020/2021.

## VOTING REQUIREMENTS:

Simple majority required.

04/0620

Moved Cr Lucchesi Seconded Cr Taylor that Council adopt the reporting of material variances of +/- 10% and +/- \$5,000, whichever is the greater, from the budget figure and report these variances by way of a supporting note to the Monthly Statement of Financial Activity for the financial year 2020/2021.

Carried 9/0

## 7.4 Review of Local Laws – Cemeteries Local Law 2020

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

### SUMMARY:

Local Laws are considered necessary for the good governance of a district. This initial review is followed by a process of public notice, once complete the local laws are presented to Council for final approval. Following the decision at the May meeting to commence a comprehensive review of the Shire's local laws this process is continuing with the review and approval of the Cemeteries Local Law 2020 (attached).

### BACKGROUND & COMMENT:

The proposed Cemeteries Local Law 2020 applies to the Kulin Public Cemetery (Reserve 192552) Dudinin Public Cemetery (Reserve 14995) and the Pingaring Public Cemetery (Lot 3142) located in the Shire of Kulin.

This proposed new local law will repeal the following:

Name	Date (Gazetted)	Page (Gazette)	Action
Cemeteries Kulin & Dudinin	15-07-1977	2258/59	New law required
Cemeteries Kulin & Dudinin – Metric Conversion	21-12-1973	4700	

There is a draft Cemeteries Guideline which will need to be adopted following the gazettal of the local law. This document contains more detail than the local law and is designed to assist in the processes involved with arranging a suitable grave or niche memorial at any of the three cemeteries.

*Note: The local law on a number of occasions refers to "as approved by the Board". Where there is no independent Board, the Council is the Board and the Shire CEO is the CEO of the Board.*

### FINANCIAL IMPLICATIONS:

Nil

### STATUTORY AND PLANNING IMPLICATIONS:

Section 3 of the *Local Government Act 1995* provides the process for making and amending local laws  
Cemeteries Act 1986

### 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, the Shire of Kulin being the Cemeteries Local Law 2020;

2. Notes that:

- a) the purpose of the proposed local law is to provide for the orderly management of the Kulin Public Cemetery (Reserve 192552) Dudinin Public Cemetery (Reserve 14995) and the Pingaring Public Cemetery (Lot 3142) in accordance with established plans and to create offences for inappropriate behaviour within the cemetery grounds; and
- b) the effect of the proposed local law is to ensure compliance by all persons engaged in the administration, the burying of deceased and the provision of services to or making use of the three cemeteries in the district.

**VOTING REQUIREMENTS:**

Simple majority required.

**05/0620**

**Moved Cr Noble Seconded Cr Robins that Council:**

1. Gives local public notification that Council proposes to make a new local law, the Shire of Kulin being the Cemeteries Local Law 2020;
2. Notes that:
  - a) the purpose of the proposed local law is to provide for the orderly management of the Kulin Public Cemetery (Reserve 192552) Dudinin Public Cemetery (Reserve 14995) and the Pingaring Public Cemetery (Lot 3142) in accordance with established plans and to create offences for inappropriate behaviour within the cemetery grounds; and
  - b) the effect of the proposed local law is to ensure compliance by all persons engaged in the administration, the burying of deceased and the provision of services to or making use of the three cemeteries in the district.

**Carried 9/0**

## **7.5 Review of Local Laws – Dogs Local Law 2020**

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

**SUMMARY:**

Local Laws are considered necessary for the good governance of a district. This initial review is followed by a process of public notice, once complete the local laws are presented to Council for final approval. Following the decision at the May meeting to commence a comprehensive review of the Shire's local laws this process is continuing with the review and approval of the Dogs Law 2020 (attached).

**BACKGROUND & COMMENT:**

The proposed Dogs Local Law 2020 will repeal the following:

Name	Date (Gazetted)	Page (Gazette)	Action
Dogs Control of	19-02-1976	505/6	New law required

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Section 3 of the *Local Government Act 1995* provides the process for making and amending local laws  
Dog Act 1976

**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 Dogs Local Law 2020;
2. Notes that:
  - a) the purpose of the proposed local law is to make provisions about the impounding of dogs, to control the number of dogs that can be kept on premises and the manner of keeping those dogs and to prescribe areas which dogs are prohibited.
  - b) the effect of the proposed local law is to extend the controls over dogs which exist under the Dog Act 1976.

## VOTING REQUIREMENTS:

Simple majority required.

**06/0620**

**Moved Cr Duckworth Seconded Cr Lucchesi that Council:**

1. Gives local public notification that Council proposes to make a new local law, being the Shire of Kulin Dogs Local Law 2020;
2. Notes that:
  - a) the purpose of the proposed local law is to make provisions about the impounding of dogs, to control the number of dogs that can be kept on premises and the manner of keeping those dogs and to prescribe areas which dogs are prohibited.
  - b) the effect of the proposed local law is to extend the controls over dogs which exist under the Dog Act 1976.

**Carried 9/0**

## 7.6 Lease Agreement – Varley Progress Association

**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 02.11  
**AUTHOR:** ESO  
**STRATEGIC REFERENCE/S:** 4.1.3  
**DISCLOSURE OF INTEREST:** Nil

### SUMMARY:

The lease agreement between the Shire of Kulin and the Varley Progress Association to lease Loc 2315 for cropping purposes expired a number of years ago, and although the arrangement has continued no updated documents exist. A new lease agreement is now required, and it is timely for Council to consider the conditions of the lease having recently done so with the "Kulin Community Cropping Lease" for the "Airstrip" and "Proud's" farmland.

### BACKGROUND & COMMENT:

Varley Progress Association representative Ben Hyde has advised he is happy with the updated lease to reflect the existing arrangements as stipulated in the original lease agreement prepared in 2004.

As Council recently formalised a lease agreement with CKC and included a number of details surrounding the conditions and management practices some of these can be included with the updated Varley Progress Association lease; as follows:

1. Commercial Details
  - a. All income from the cropping land is to be retained by the lessee.
  - b. The lease period is to be for 10 years.
  - c. Lease period commences 1 July 2020.
  - d. The lease will be reviewed within 6 months of expiry.
2. Agronomy
  - a. An agronomist is to be consulted to assist with the cropping program
  - b. A written record of cropping procedures is to be maintained, eg chemical, fertiliser and crop rotation.
  - c. Summer spraying is to be carried out by the lease in the last 6 months of the term.
3. Maintenance
  - a. All burning, removal of chaff heaps, water consumption, picking of rocks etc, and other operating costs associated with the cropping program are the responsibility of the lease.
  - b. Firebreaks will be the responsibility of the Association as the lessee.

If council have any other conditions to include these can be raised at the meeting.

**FINANCIAL IMPLICATIONS:**

When reviewing User Fees & Charges at the May Meeting, Council agreed to include a \$0 per hectare charge in recognition that this constitutes a historical contribution to this area of the Shire.

**STATUTORY AND PLANNING IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

Liaison with Varley Progress Association representative Ben Hyde.

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICERS RECOMMENDATION:**

That Council agree to lease the land containing approximately 230 hectares being Roe Location 2315 on Reserve 24609 to the Varley Progress Association for one peppercorn commencing 1 July 2020 for a period of 10 years.

**VOTING REQUIREMENTS:**

Simple majority required.

**07/0620**

**Moved Cr Taylor Seconded Cr Bowey that Council agree to lease the land containing approximately 230 hectares being Roe Location 2315 on Reserve 24609 to the Varley Progress Association for one peppercorn commencing 1 July 2020 for a period of 10 years.**

**Carried 9/0**

## **7.7 Main Roads WA Deproclamation of Roads – Kulin Townsite**

**RESPONSIBLE OFFICER:** CEO

**FILE REFERENCE:**

**AUTHOR:** CEO

**STRATEGIC REFERENCE/S:**

**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Council consider following proposal from Main Roads WA Wheatbelt Region (MRWA) regarding de-proclamation and proclamation of roads around Kulin townsite

1. MRWA agrees to deproclaim the portion of Gorge Rock Lake Grace Road M017 slk 27.93 – 30.44 (2.51km) and to transfer responsibility for the road to Kulin Shire Council
2. the Shire agrees to accept the transfer of that portion of Gorge Rock Lake Grace slk 27.93- 30.44 (2.51km) from MRWA and for the road to be designated a local road for which the Local Government will take responsibility.

**BACKGROUND & COMMENT:**

There have been several adjustments to the road system in and around the Kulin Town site in response to the construction of the Cooperative Bulk Handling Facility in 1990. The Davies Road southern connection to the Narrogin Kondinin Road effectively replaces the proposed deproclaimed section and provides a direct access to the CBH bin, just east of the town centre.

Wheatbelt Region have indicated for some time wish to commence this process, which changes the jurisdiction of two roads around the Kulin townsite. These being:

1. Lake Grace-Gorge Rock Road and High Street, from Davies Road to Johnston Street.
  - a. Currently under the jurisdiction of Main Roads WA.
  - b. Proposed to be deproclaimed to Kulin Shire Council.
2. Davies Road from Lake Grace-Gorge Rock Road to Williams-Kondinin.
  - a. Currently under the jurisdiction of Kulin Shire Council
  - b. Proposed to be proclaimed by Main Roads WA

Originally, this portion of Gorge Rock Lake Grace provided the North West road connection between Kulin and Corrigin. It was the primary connection carrying all freight and localised agricultural needs. However, it was not desirable for it to remain as a conduit for heavy vehicle movements through the town centre. With the advent of the southern (bypass via Davies Road) heavy vehicle connection to the CBH bin the importance and functionality of this section diminished.

#### **STATUTORY ENVIRONMENT:**

Guidelines for Determining and Assigning Responsibility for Roads in Western Australia (WALGA and MRWA 2011) (Attachment 9.2.1 – Doc Id: 24833 - Appendix C).

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

MRWA have proposed the following conditions associated with the road. Shire staff responses to MRWA for consideration have also been note below as the bullet points to each proposal.

MRWA agrees that following Kulin Shire upgrading and improved drainage works (at their cost) Main Roads would contribute the cost of an equivalent two coat 14/7mm aggregate surfacing between Day Street and High Street. This section was excluded from recent resurfacing works undertaken by MRWA in early 2020. Notionally MRWA responsibility for this is remaining work is 140m long by 10m wide @ \$7/m<sup>2</sup> (capped at \$15,000 including mobilisation).

- Council is accepting of these proposed costs.

In addition, between the Corrigin Kulin Slip Road and the town boundary notionally Short Street the existing table drains should be reconditioned (shape and vegetation adjustments). Notionally capped at \$15,000.

- Council is accepting of these proposed costs and can also undertake some drainage and vegetation management on other MRWA roads around the Kulin townsite at the same time if required by MRWA.

It is agreed that transfer of responsibility for the road will be at 30th June 2020. It is agreed that transfer of responsibility will in no way negate the agreed works and/or funding as stated above will occur within the 2020/2021 financial year (or prior to 30th June 2021).

- Council to consider accepting the proposed date.

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In addition to the proposed reseal of High Street to paid for by Main Roads, Council should be aware the Shire staff are in the process of investigation and developing costs to undertake drainage improvements in this area. Resurfacing of this area section will not be undertaken until after the drainage improvement works have taken place. Key details associated with the drainage and resurfacing works that Council should be aware of are:

- Existing seal is asphalt and it is recommended to Council's that the resurfacing is also asphalt on top of a 14mm seal
- Council will undertake and be responsible for the cost of proposed civil works associated with the drainage.
- Shire staff are still awaiting drainage design information from consultant regarding proposed drainage works, which is likely to include new pipe and pit installation, as well as associated backfill and compaction, rekerbing and reinstatement of the footpaths as required by drainage design.
- There are issues with surface water ponding and lack of kerb height that have been created from previous resurfacing treatments undertaken by MRWA.
- It is likely that profiling and reshaping of the road surface and recompacting of the pavement will be required following the drainage works before resurfacing.
- The exact extent of these works required will not be known until the Shire received the drainage design, at which time we will engage in discussions with MRWA to clarify the exact surface and any specific pavement treatments.
- A geotechnical report undertaken by MRWA indicates that "there were numerous layers of re-seal with the centre averaging 20mm thicker than the sides. Site at SLK 30.42 showed the asphalt surfacing was thicker than the recommended 30mm to 40mm for 14mm dense grade asphalt." This is indicative that some profiling and reshaping is likely to be required.
- Based upon information in the geotechnical report, Shire staff have concerns regarding the thickness of the pavement being less than 250mm in places and having inconsistent depths, especially with the subgrade being clay.
- Staff sought a response from MRWA regards to rectification measures prior to handover and resurfacing and they indicated that any such responsibility will become the Shire's once deproclamation process has taken place and MRWA's responsibility prior to deproclamation was to ensure the road met appropriate maintenance standards.
- It has been indicated to Shire that any profiling, reshaping and recompacting of the existing pavement will be undertaken by Council at Council's.

**COMMUNITY CONSULTATION:**

Council via Council forum.

**WORKFORCE IMPLICATIONS:**

Council staff to undertake drainage vegetation management and Council to be reimbursed.  
Council to undertake installation of drainage rectification measures in High Street.

**OFFICER'S RECOMMENDATION:**

That Council agree to accept the transfer of the portion of Gorge Rock Lake Grace slk 27.93- 30.44 (2.51km) from MRWA and to transfer the responsibility for the road to Kulin Shire Council and for the road to be designated a local road for which the Local Government will take responsibility on the condition that MRWA:

1. Provide a funding allocation of \$30,000 to the Council as a contribution toward resurfacing the proposed section between Day Street and High Street as well as vegetation management and reshaping of the existing table drains between the Corrigin Kulin Slip Road and the town boundary notionally Short Street.
2. Proclaim Davies Road from Lake Grace-Gorge Rock Road to Williams-Kondinin, currently under the jurisdiction of Kulin Shire Council, and to transfer responsibility for the road to Main Roads WA and for the road to be designated a State road for which the State Government will take responsibility.

**VOTING REQUIREMENTS:**

Simple Majority required.

08/0620

Moved Cr Duckworth Seconded Cr Robins that Council agree to accept the transfer of the portion of Gorge Rock Lake Grace slk 27.93- 30.44 (2.51km) from MRWA and to transfer the responsibility for the road to Kulin Shire Council and for the road to be designated a local road for which the Local Government will take responsibility on the condition that MRWA:

1. Provide a funding allocation of \$30,000 to the Council as a contribution toward resurfacing the proposed section between Day Street and High Street as well as vegetation management and reshaping of the existing table drains between the Corrigin Kulin Slip Road and the town boundary notionally Short Street.
2. Proclaim Davies Road from Lake Grace-Gorge Rock Road to Williams-Kondinin, currently under the jurisdiction of Kulin Shire Council, and to transfer responsibility for the road to Main Roads WA and for the road to be designated a State road for which the State Government will take responsibility.
3. Request Main Roads WA provide additional funding to assist with drainage rectification measures as per recommendations contained in the Shire of Kulin's Drainage Report prepared by Porter Consulting up to the value of \$50,000.

Carried 5/4

Cr's Taylor, Varone, Bowey & West voted against the motion

*Note: Point 3 included to seek additional funding towards the cost of works.*

Meeting adjourned for Afternoon Tea at 3.50pm

Meeting resumed from Afternoon Tea at 4.10pm

## 7.8 National Redress Scheme - Participation

**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 14.05  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

The following email from the Department of Local Government, Sport and Cultural Industries (DLGSC) was received yesterday advising they are still awaiting a response from Council regarding participation in the National Redress Scheme:

*The DLGSC is part of the Western Australian Government (State Government) implementing reforms from the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse.*

*The establishment of a National Redress Scheme (Scheme) was a key recommendation of the Royal Commission to recognise the harm suffered by survivors of institutional child sexual abuse.*

*DLGSC consulted with WA local governments throughout 2019 and early 2020 focusing on raising awareness of the Scheme (including an Information Paper – copy attached) and identifying how participation of the sector may be best approached.*

*Following this consultation and in line with the WALGA State Council resolution on 3 July 2019, the State Government (December 2019):*

- *Noted the consultation undertaken with the WA local government sector about the National Redress Scheme;*
- *Noted the options for WA local government participation in the Scheme;*
- *Agreed to WA local governments participating in the Scheme as State Government institutions and to include local governments (that formally indicate a desire to do so) within an amended State Government participation declaration;*
- *Agreed to the State Government covering payments to the survivor (LGs that receive an application will cover their own information search / administration costs and the delivery of an apology, if requested by the survivor).*

*A Memorandum of Understanding has now been signed with WALGA that sets out the key principles of the WA local government sector participating in the Scheme with the State Government.*

*Attached to this email is a template Council report – local governments are requested to use the template Council report through the May 2020 round of meetings and for each local government to make a formal decision regarding Scheme participation.*

***Critical note – The financial and administrative coverage offered by the State will only be afforded to WA local governments that decide (via a resolution of Council) to join the Scheme as a State Government institution, as part of the State’s amended participation declaration.***

*Should a local government formally decide (via a resolution of Council) **not** to participate with the State or in the Scheme altogether, considerations for the local government include:*

- *Divergence from the Commonwealth, State, WALGA and the broader local government sector’s position on the Scheme (noting the Commonwealth’s impending intent to name-and-shame non-participating organisations);*
- *Potential reputational damage at a State, sector and community level;*
- *Complete removal of the State’s coverage of costs and administrative support, with the local government having full responsibility and liability for any potential claim;*
- *Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the local government.*

The DLGSC item requests Council:

- Note the background information and the WA Government’s decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Kulin to participate in the National Redress Scheme;
- Formally endorse the Shire of Kulin’s participation as part of the WA Government’s declaration in the National Redress Scheme; and
- Grant authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received.

#### **BACKGROUND & COMMENT:**

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission’s Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community. The implications of the Royal Commission’s recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme. All levels of Australian society (including the WA local government sector and Shire of Kulin) will be required to consider leading practice approaches to child safeguarding separately in the future.

### National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.<sup>1</sup>

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

### **DETAILS**

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and

- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Kulin's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Kulin formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Kulin will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Kulin to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Kulin formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Kulin include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Kulin having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Kulin.

#### Considerations for the Shire of Kulin

Detailed below is a list of considerations for the Shire of Kulin to participate in the Scheme:

##### 1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Kulin will receive a Redress application. A Service Agreement will only be executed if the Shire of Kulin receives a Redress application. The Shire of Kulin needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

##### 2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

##### 3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Kulin will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

#### 4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Kulin's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

#### 5. Redress Decisions

The Shire of Kulin should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Kulin do not have any influence on the decision made and there is no right of appeal.

### **CONSULTATION:**

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.
- 

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

**STRATEGIC IMPLICATIONS:**

Nil

**STATUTORY IMPLICATIONS:**

The Shire of Kulin in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

**FINANCIAL IMPLICATIONS:**

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

**RECOMMENDATIONS:**

That Council:

- 1) Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;
- 2) Notes that the Shire of Kulin will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Council makes a specific and formal decision to the be included;
- 3) Endorses the participation of the Shire of Kulin in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
- 4) Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;
- 5) Notes that a confidential report will be provided if a Redress application is received by the Shire of Kulin.

**VOTING REQUIREMENTS:**

Simple Majority required.

**09/0620**

**Moved Cr Bowey Seconded Cr Noble that Council:**

- 1) **Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;**
- 2) **Notes that the Shire of Kulin will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Council makes a specific and formal decision to the be included;**
- 3) **Endorses the participation of the Shire of Kulin in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;**
- 4) **Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;**
- 5) **Notes that a confidential report will be provided if a Redress application is received by the Shire of Kulin.**

**Carried 9/0**

## 8 COMPLIANCE

### 8.1 Compliance Reporting – General Compliance May 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 May 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 June 2019

Staff Performance Reviews & KRA's – *only 1 to be completed*

#### Outstanding October

Conduct Fire Training Day – *as per LEMC minutes*

CEO Performance Review – *rescheduled for June*

#### Outstanding April

Auditors Management Letter (Asset Sustainability Ratio) – *revalue all classes of assets – response received*

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

Budget Review – *submit review and determination to Department by 30 May – complete*

R2R Projects 2021 – *included in draft budget*

Smoke Detector Batteries – *memo sent to tenants*

#### **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 May 2020 and note the matters of non-compliance.

#### **VOTING REQUIREMENTS:**

Simple majority required.

10/0620

**Moved Cr Duckworth Seconded Cr Smoker that Council receive the General & Financial Compliance Report for May 2020 and note the matters of non-compliance.**

**Carried 9/0**

## 8.2 Compliance Reporting – Delegations Exercised – May 2020

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

### **SUMMARY:**

To report back to Council actions performed under delegated authority for the 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**

<b>Policy</b>	<b>Delegation</b>	<b>Officers</b>
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).

**A6 Investment of Surplus Funds (DCEO) – Local Government Act 1995, section 6.14**  
Municipal funds

Type	Investments made	Term	Rate
Term Deposit (Reserves)	\$1,869,836.57	3 months	0.70
Term Deposit	(\$403,243.53)	Withdrawn	

**A10 Use of Common Seal**

Apply Common Seal to General Repeal Local Law 2020.

**A13 Procedure for Unpaid Rates Finance**

Approval of payment plans for A130; A1374; A42 and A81

**G2 Building Licenses and Swimming Pools**

Lot 244 Johnston St – detached carport

**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 May 2020.

**VOTING REQUIREMENTS:**

Simple majority required.

**11/0620**

**Moved Cr Robins Seconded Cr Lucchesi that Council receive the Delegation Exercised Report for May 2020.**

**Carried 9/0**

### 8.3 New Policy – G8 Elected Member and CEO Attendance at Events

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

**SUMMARY:**

Section 5.90A of the Local Government Act requires that local governments have an attendance at events policy. The purpose of the policy is for the council to actively consider the purpose of and benefits to the community from council members and the CEO attending events. The policy provides a framework for the acceptance of invitations to various events, clarifies who will pay for tickets or the equivalent value of the invitation.

Tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person, so any invitation or ticket **not addressed** to the Council is not captured by the policy and must be disclosed in accordance with the gift and interest provisions in the LG Act.

**BACKGROUND & COMMENT:**

The requirement for this policy has come about due to the Legislation Amendment Act 2019. In adopting an Attendance at Events policy, Council needs to consider what is the benefit to the community or local government in having members of council or the CEO attend the event.

The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings.

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Section 5.90A of the *Local Government Act 1995*

**POLICY IMPLICATIONS:**

New policy created to be included in APOG Manual

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council adopt the amended policy G8 Elected Member and CEO Attendance at Events which meets the requirements under Section 5.90A of the Local Government Act 1995.

**VOTING REQUIREMENTS:**

Absolute majority required.

12/0620

Moved Cr Taylor Seconded Cr Noble that Council adopt the amended policy G8 Elected Member and CEO Attendance at Events which meets the requirements under Section 5.90A of the Local Government Act 1995.

Carried by Absolute Majority

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

Nil

## 10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Meeting adjourned at 4.13pm to hold Concept Forum.

Meeting resumed at 5.25pm

Cr Lucchesi left the Council Chambers at 5.26pm

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

Nil

## 12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

13/0620

Moved Cr Robins Seconded Cr Noble that the meeting be 'closed to the public' Under Section 5.23 of the *Local Government Act 1995*, matter affecting an employee.

Carried 8/0

Cassi Vandenberg, Judd Hobson & Nicole Thompson left the meeting at 5.28pm

Cr Lucchesi returned to the Council Chambers at 5.28pm

### 12.1 Confidential Item Staff Matter - CEO Annual Review June 2020

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Garrick Yandle left the meeting at 6:00pm and returned at 6:10pm

14/0620

Moved Cr Smoker Seconded Cr Robins that Council on the basis of the evidence provided in this report and other verbal Councillor and staff reports before Council endorse the CEO Review June 2020 of Shire of Kulin CEO Garrick Yandle as of the 17 June 2020 and recommend an increase to his annual base salary of the CPI, based upon recommendations expected from Fair Work Australia in late June 2020 as proposed to be applied to general staff, from pay period commencing 13th July 2020.

Carried 9/0

15/0620

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 22 July 2020 at 1.00pm

## 14 CLOSURE OF MEETING

There being no further business the President declared the meeting closed at 6:15pm.

# Notice of Meeting

Councillors: Please be advised that the next meeting of the

## Kulin Shire Council

will be held on **Wednesday 17 June 2020**

Draft Budget Discussion	10.00am
Lunch	12.00pm
Council Meeting	1.00pm
Afternoon Tea	3.30pm
<i>Concept Forum to follow</i>	
Dinner	6.30pm



**Garrick Yandle**  
Chief Executive Officer  
12 June 2020



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

# ORDER OF BUSINESS

- 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS - COUNCIL CHAMBERS**
- 2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
- 3 PUBLIC QUESTION TIME**
- 4. DECLARATIONS OF INTEREST BY MEMBERS**
  - 4.1 Declarations of Financial Interest
  - 4.2 Declarations of Proximity Interest
  - 4.3 Declarations of Impartiality Interest
- 5. APPLICATIONS FOR APPROVED LEAVE OF ABSENCE**
- 6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
  - 6.1 Shire of Kulin Ordinary Meeting – 20 May 2020
- 7 MATTERS REQUIRING DECISION**
  - 7.1 List of Accounts – May 2020 Attachment 1
  - 7.2 Financial Reports – May 2020 Attachment 2
  - 7.3 Adoption of Percentage and Value for the Reporting of Material Variances
  - 7.4 Review of Local Laws – Cemeteries Local Law 2020 Attachment 3
  - 7.5 Review of Local Laws – Dogs Local Law 2020 Attachment 4
  - 7.6 Lease Agreement – Varley Progress Association Attachment 5
  - 7.7 Main Roads WA Deproclamation of Roads – Kulin Townsite Attachment 6
  - 7.8 National Redress Scheme – Participation Attachment 7
- 8 COMPLIANCE**
  - 8.1 Compliance Reporting - General Compliance May 2020 Attachment 8
  - 8.2 Compliance Reporting – Delegations Exercised May 2020
  - 8.3 New Policy – G8 Elected Member and CEO Attendance at Events Attachment 9
- 9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
- 11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**
- 13 DATE AND TIME OF NEXT MEETING**
- 14 CLOSURE OF MEETING**

## **7 MATTERS REQUIRING COUNCIL DECISION**

### **7.1 List of Accounts – May 2020**

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

**SUMMARY:**

Attached is the list of accounts paid during the month of May 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 May payments being; cheque no's 258 (Trip), 37232 – 37236; EFT no's 16495 - 16572; DD7321.1 – DD7339.10 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$637,512.35 be received.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 1

## 7.2 Financial Reports – May 2020

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**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 31 May 2020 are attached.

**BACKGROUND & COMMENT:**

Further commentary on variances has been provided in addition to the comments provided in the operating income and expenditure comparison to budget.

Depreciation

Depreciation journals have not been posted for May with the hope that the review of the asset management plan will mean a reduction in our depreciation expense. Rather than posting these journals at the rates adopted at the beginning of the year, then reversing the expenditure if the rate changes, I am holding off until the plan is received. There are depreciation expense accounts which have material variances related to these journals not being posted.

Camp Kulin

As Council is aware, the Camp Kulin program is in recess with the expected long-term sick leave of the program manager. This was unexpected and unbudgeted for. The Camp Kulin subprogram accounts (I030100 – I030600, E130100 – E132040) have material variances due to this reason.

General Administration Allocation

Administration expenses are underspent so far in 2019/20. These expenses are allocated out to each abc costing account throughout the operating budget. As the expenditure is underspent the allocation also lower than what was budgeted. In some instances, this variance is material.

Capital Expenditure Project Variances

Depot Upgrade – Unable to progress with the project until identified land has been made available (Saving \$85,000)  
Aquatic Centre Solar Panels – Unable to progress project as structure at aquatic centre not suitable for solar panels (\$25,000)  
Disabled toilet ablutions – Project not complete, will be carried forward to 2020/21 budget (\$25,000)  
Housing Project – expenditure for this project straddled two financial years with some costs being incurred in 2019/20 when the expectation was for a majority of costs to be incurred in 2020/21 (\$100,000)  
Mack Truck – machine is ordered but not delivered or paid for (\$200,000)  
Footpaths (infrastructure other) – The work has been completed but has been allocated to road expenditure, showing a variance of (\$76,000)  
A Plant reserve transfer of \$70,000 was budgeted for however did not take place as the revenue was not required this financial year. This can be carried forward to 2020/21.

**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 31 May 2020.

**VOTING REQUIREMENTS:**

Simple majority required.

## **7.3 Adoption of Percentage and Value for the Reporting of Material Variances**

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**RESPONSIBLE OFFICER:** DCEO  
**FILE REFERENCE:** 12.01 – Financial Reporting, Annual and Monthly  
**AUTHOR:** DCEO  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:** Nil

### **SUMMARY:**

Financial Management Regulations that came into effect on 1 July 2005 require the adoption of a percentage or value, calculated in accordance with *Australian Accounting Standard AASB 1031 Materiality* to be used in the statements of financial activity for reporting material variances.

### **BACKGROUND & COMMENT:**

Currently the Shire variance reported is +/- 10% and +/- \$5,000. It is not proposed to change this position.

### **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.

1. The statement is to contain the following detail:
  - a) annual budget estimates, taking into account any expenditures incurred for an additional purpose under Section 6.8(1)(b) or (c) (i.e. the revised budget);
  - b) budget estimates to the end of the month to which the statement relates;
  - c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - d) material variances between the comparable amounts referred to in (b) and (c) above; and
  - e) the net current assets at the end of the month to which the statement relates (ie. surplus/(deficit) position).
2. The statement of financial activity is to be accompanied by:
  - a) explanation of the composition of the net current asset of the month to which the statement relates, less committed assets and restricted assets;
  - b) an explanation of each the material variance referred to in sub regulation 1(d) above; and;
  - c) such other supporting information as is considered relevant by the local government.
3. The information in a statement of financial activity may be shown:
  - a) according to nature and type classification; or
  - b) by program; or
  - c) by business unit.
4. A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be:
  - a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - b) recorded in the minutes of the meeting at which it is presented.
5. Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards (AAS), to be used in statements of financial activity for reporting material variances.

### **POLICY IMPLICATIONS:**

Adoption of the proposed percentage and value will become Council policy to guide the preparation of monthly statements.

### **COMMUNITY CONSULTATION:**

Nil

### **WORKFORCE IMPLICATIONS:**

Nil

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

That staff report material variances of +/- 10% and +/- \$5,000, whichever is the greater, from the budget figure and report these variances by way of a supporting note to the Monthly Statement of Financial Activity for the financial year 2020/2021.

### **VOTING REQUIREMENTS:**

Simple majority required.

## 7.4 Review of Local Laws – Cemeteries Local Law 2020

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

### SUMMARY:

Local Laws are considered necessary for the good governance of a district. This initial review is followed by a process of public notice, once complete the local laws are presented to Council for final approval. Following the decision at the May meeting to commence a comprehensive review of the Shire's local laws this process is continuing with the review and approval of the Cemeteries Local Law 2020 (attached).

### BACKGROUND & COMMENT:

The proposed Cemeteries Local Law 2020 applies to the Kulin Public Cemetery (Reserve 192552) Dudinin Public Cemetery (Reserve 14995) and the Pingaring Public Cemetery (Lot 3142) located in the Shire of Kulin.

This proposed new local law will repeal the following:

Name	Date (Gazetted)	Page (Gazette)	Action
Cemeteries Kulin & Dudinin	15-07-1977	2258/59	New law required
Cemeteries Kulin & Dudinin – Metric Conversion	21-12-1973	4700	

There is a draft Cemeteries Guideline which will need to be adopted following the gazettal of the local law. This document contains more detail than the local law and is designed to assist in the processes involved with arranging a suitable grave or niche memorial at any of the three cemeteries.

*Note: The local law on a number of occasions refers to "as approved by the Board". Where there is no independent Board, the Council is the Board and the Shire CEO is the CEO of the Board.*

### FINANCIAL IMPLICATIONS:

Nil

### STATUTORY AND PLANNING IMPLICATIONS:

Section 3 of the *Local Government Act 1995* provides the process for making and amending local laws  
 Cemeteries Act 1986

### 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, the Shire of Kulin being the Cemeteries Local Law 2020;
2. Notes that:
  - a) the purpose of the proposed local law is to provide for the orderly management of the Kulin Public Cemetery (Reserve 192552) Dudinin Public Cemetery (Reserve 14995) and the Pingaring Public Cemetery (Lot 3142) in accordance with established plans and to create offences for inappropriate behaviour within the cemetery grounds; and
  - b) the effect of the proposed local law is to ensure compliance by all persons engaged in the administration, the burying of deceased and the provision of services to or making use of the three cemeteries in the district.

### VOTING REQUIREMENTS:

Simple majority required.

## 7.5 Review of Local Laws – Dogs Local Law 2020

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

**SUMMARY:**

Local Laws are considered necessary for the good governance of a district. This initial review is followed by a process of public notice, once complete the local laws are presented to Council for final approval. Following the decision at the May meeting to commence a comprehensive review of the Shire’s local laws this process is continuing with the review and approval of the Dogs Law 2020 (attached).

**BACKGROUND & COMMENT:**

The proposed Dogs Local Law 2020 will repeal the following:

Name	Date (Gazetted)	Page (Gazette)	Action
Dogs Control of	19-02-1976	505/6	New law required

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Section 3 of the *Local Government Act 1995* provides the process for making and amending local laws  
 Dog Act 1976

**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, the Shire of Kulin being the Dogs Local Law 2020;
2. Notes that:
  - a) the purpose of the proposed local law is to make provisions about the impounding of dogs, to control the number of dogs that can be kept on premises and the manner of keeping those dogs and to prescribe areas which dogs are prohibited.
  - b) the effect of the proposed local law is to extend the controls over dogs which exist under the Dog Act 1976.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 4 – Shire of Kulin Dogs Local Law 2020

## **7.6 Lease Agreement – Varley Progress Association**

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**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 02.11  
**AUTHOR:** ESO  
**STRATEGIC REFERENCE/S:** 4.1.3  
**DISCLOSURE OF INTEREST:** Nil

### **SUMMARY:**

The lease agreement between the Shire of Kulin and the Varley Progress Association to lease Loc 2315 for cropping purposes expired a number of years ago, and although the arrangement has continued no updated documents exist. A new lease agreement is now required, and it is timely for Council to consider the conditions of the lease having recently done so with the “Kulin Community Cropping Lease” for the “Airstrip” and “Proud’s” farmland.

### **BACKGROUND & COMMENT:**

Varley Progress Association representative Ben Hyde has advised he is happy with the updated lease to reflect the existing arrangements as stipulated in the original lease agreement prepared in 2004.

As Council recently formalised a lease agreement with CKC and included a number of details surrounding the conditions and management practices some of these can be included with the updated Varley Progress Association lease; as follows:

1. Commercial Details
  - a. All income from the cropping land is to be retained by the lessee.
  - b. The lease period is to be for 10 years.
  - c. Lease period commences 1 July 2020.
  - d. The lease will be reviewed within 6 months of expiry.
2. Agronomy
  - a. An agronomist is to be consulted to assist with the cropping program
  - b. A written record of cropping procedures is to be maintained, eg chemical, fertiliser and crop rotation.
  - c. Summer spraying is to be carried out by the lease in the last 6 months of the term.
3. Maintenance
  - a. All burning, removal of chaff heaps, water consumption, picking of rocks etc, and other operating costs associated with the cropping program are the responsibility of the lease.
  - b. Firebreaks will be the responsibility of the Association as the lessee.

If council have any other conditions to include these can be raised at the meeting.

### **FINANCIAL IMPLICATIONS:**

When reviewing User Fees & Charges at the May Meeting, Council agreed to include a \$0 per hectare charge in recognition that this constitutes a historical contribution to this area of the Shire.

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

Nil

### **POLICY IMPLICATIONS:**

Nil

### **COMMUNITY CONSULTATION:**

Liaison with Varley Progress Association representative Ben Hyde.

### **WORKFORCE IMPLICATIONS:**

Nil

### **OFFICERS RECOMMENDATION:**

That Council agree to lease the land containing approximately 230 hectares being Roe Location 2315 on Reserve 24609 to the Varley Progress Association for one peppercorn commencing 1 July 2020 for a period of 10 years.

### **VOTING REQUIREMENTS:**

Simple majority required.

Attachment 5 – Draft Lease Agreement

## 7.7 Main Roads WA Deproclamation of Roads – Kulin Townsite

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

### SUMMARY:

Council consider following proposal from Main Roads WA Wheatbelt Region (MRWA) regarding de-proclamation and proclamation of roads around Kulin townsite

1. MRWA agrees to deproclaim the portion of Gorge Rock Lake Grace Road M017 slk 27.93 – 30.44 (2.51km) and to transfer responsibility for the road to Kulin Shire Council
2. the Shire agrees to accept the transfer of that portion of Gorge Rock Lake Grace slk 27.93- 30.44 (2.51km) from MRWA and for the road to be designated a local road for which the Local Government will take responsibility.

### BACKGROUND & COMMENT:

There have been several adjustments to the road system in and around the Kulin Town site in response to the construction of the Cooperative Bulk Handling Facility in 1990. The Davies Road southern connection to the Narrogin Kondinin Road effectively replaces the proposed deproclaimed section and provides a direct access to the CBH bin, just east of the town centre.

Wheatbelt Region have indicated for some time wish to commence this process, which changes the jurisdiction of two roads around the Kulin townsite. These being:

1. Lake Grace-Gorge Rock Road and High Street, from Davies Road to Johnston Street.
  - a. Currently under the jurisdiction of Main Roads WA.
  - b. Proposed to be deproclaimed to Kulin Shire Council.
2. Davies Road from Lake Grace-Gorge Rock Road to Williams-Kondinin.
  - a. Currently under the jurisdiction of Kulin Shire Council
  - b. Proposed to be proclaimed by Main Roads WA

Originally, this portion of Gorge Rock Lake Grace provided the North West road connection between Kulin and Corrigin. It was the primary connection carrying all freight and localised agricultural needs. However, it was not desirable for it to remain as a conduit for heavy vehicle movements through the town centre. With the advent of the southern (bypass via Davies Road) heavy vehicle connection to the CBH bin the importance and functionality of this section diminished.

### STATUTORY ENVIRONMENT:

Guidelines for Determining and Assigning Responsibility for Roads in Western Australia (WALGA and MRWA 2011) (Attachment 9.2.1 – Doc Id: 24833 - Appendix C).

### POLICY IMPLICATIONS:

Nil

### FINANCIAL IMPLICATIONS:

MRWA have proposed the following conditions associated with the road. Shire staff responses to MRWA for consideration have also been note below as the bullet points to each proposal.

MRWA agrees that following Kulin Shire upgrading and improved drainage works (at their cost) Main Roads would contribute the cost of an equivalent two coat 14/7mm aggregate surfacing between Day Street and High Street. This section was excluded from recent resurfacing works undertaken by MRWA in early 2020. Notionally MRWA responsibility for this is remaining work is 140m long by 10m wide @ \$7/m<sup>2</sup> (capped at \$15,000 including mobilisation).

- Council is accepting of these proposed costs.

In addition, between the Corrigin Kulin Slip Road and the town boundary notionally Short Street the existing table drains should be reconditioned (shape and vegetation adjustments). Notionally capped at \$15,000.

- Council is accepting of these proposed costs and can also undertake some drainage and vegetation management on other MRWA roads around the Kulin townsite at the same time if required by MRWA.

It is agreed that transfer of responsibility for the road will be at 30th June 2020. It is agreed that transfer of responsibility will in no way negate the agreed works and/or funding as stated above will occur within the 2020/2021 financial year (or prior to 30th June 2021).

- Council to consider accepting the proposed date.

In addition to the proposed reseal of High Street to paid for by Main Roads, Council should be aware the Shire staff are in the process of investigation and developing costs to undertake drainage improvements in this area. Resurfacing of this area section will not be undertaken until after the drainage improvement works have taken place. Key details associated with the drainage and resurfacing works that Council should be aware of are:

- Existing seal is asphalt and it is recommended to Council's that the resurfacing is also asphalt on top of a 14mm seal
- Council will undertake and be responsible for the cost of proposed civil works associated with the drainage.
- Shire staff are still awaiting drainage design information from consultant regarding proposed drainage works, which is likely to include new pipe and pit installation, as well as associated backfill and compaction, rekerbing and reinstatement of the footpaths as required by drainage design.
- There are issues with surface water ponding and lack of kerb height that have been created from previous resurfacing treatments undertaken by MRWA.
- It is likely that profiling and reshaping of the road surface and recompacting of the pavement will be required following the drainage works before resurfacing.
- The exact extent of these works required will not be known until the Shire received the drainage design, at which time we will engage in discussions with MRWA to clarify the exact surface and any specific pavement treatments.
- A geotechnical report undertaken by MRWA indicates that "there were numerous layers of re-seal with the centre averaging 20mm thicker than the sides. Site at SLK 30.42 showed the asphalt surfacing was thicker than the recommended 30mm to 40mm for 14mm dense grade asphalt." This is indicative that some profiling and reshaping is likely to be required.
- Based upon information in the geotechnical report, Shire staff have concerns regarding the thickness of the pavement being less than 250mm in places and having inconsistent depths, especially with the subgrade being clay.
- Staff sought a response from MRWA regards to rectification measures prior to handover and resurfacing and they indicated that any such responsibility will become the Shire's once deproclamation process has taken place and MRWA's responsibility prior to deproclamation was to ensure the road met appropriate maintenance standards.
- It has been indicated to Shire that any profiling, reshaping and recompacting of the existing pavement will be undertaken by Council at Council's.

**COMMUNITY CONSULTATION:**

Council via Council forum.

**WORKFORCE IMPLICATIONS:**

Council staff to undertake drainage vegetation management and Council to be reimbursed.  
Council to undertake installation of drainage rectification measures in High Street.

**OFFICER'S RECOMMENDATION:**

That Council agree to accept the transfer of the portion of Gorge Rock Lake Grace slk 27.93- 30.44 (2.51km) from MRWA and to transfer the responsibility for the road to Kulin Shire Council and for the road to be designated a local road for which the Local Government will take responsibility on the condition that MRWA:

1. Provide a funding allocation of \$30,000 to the Council as a contribution towarded resurfacing the proposed section between Day Street and High Street as well as vegetation management and reshaping of the existing table drains between the Corrigin Kulin Slip Road and the town boundary notionally Short Street.
2. Proclaim Davies Road from Lake Grace-Gorge Rock Road to Williams-Kondinin, currently under the jurisdiction of Kulin Shire Council, and to transfer responsibility for the road to Main Roads WA and for the road to be designated a State road for which the State Government will take responsibility.

**VOTING REQUIREMENTS:**

Simple Majority required.

Attachment 6 Map

## 7.8 National Redress Scheme - Participation

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**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 14.05  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:** Nil

### **SUMMARY:**

The following email from the Department of Local Government, Sport and Cultural Industries (DLGSC) was received yesterday advising they are still awaiting a response from Council regarding participation in the National Redress Scheme:

*The DLGSC is part of the Western Australian Government (State Government) implementing reforms from the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. The establishment of a National Redress Scheme (Scheme) was a key recommendation of the Royal Commission to recognise the harm suffered by survivors of institutional child sexual abuse. DLGSC consulted with WA local governments throughout 2019 and early 2020 focusing on raising awareness of the Scheme (including an Information Paper – copy attached) and identifying how participation of the sector may be best approached. Following this consultation and in line with the WALGA State Council resolution on 3 July 2019, the State Government (December 2019):*

- *Noted the consultation undertaken with the WA local government sector about the National Redress Scheme;*
- *Noted the options for WA local government participation in the Scheme;*
- *Agreed to WA local governments participating in the Scheme as State Government institutions and to include local governments (that formally indicate a desire to do so) within an amended State Government participation declaration;*
- *Agreed to the State Government covering payments to the survivor (LGs that receive an application will cover their own information search / administration costs and the delivery of an apology, if requested by the survivor).*

*A Memorandum of Understanding has now been signed with WALGA that sets out the key principles of the WA local government sector participating in the Scheme with the State Government.*

*Attached to this email is a template Council report – local governments are requested to use the template Council report through the May 2020 round of meetings and for each local government to make a formal decision regarding Scheme participation.*

***Critical note – The financial and administrative coverage offered by the State will only be afforded to WA local governments that decide (via a resolution of Council) to join the Scheme as a State Government institution, as part of the State’s amended participation declaration.***

*Should a local government formally decide (via a resolution of Council) **not** to participate with the State or in the Scheme altogether, considerations for the local government include:*

- *Divergence from the Commonwealth, State, WALGA and the broader local government sector’s position on the Scheme (noting the Commonwealth’s impending intent to name-and-shame non-participating organisations);*
- *Potential reputational damage at a State, sector and community level;*
- *Complete removal of the State’s coverage of costs and administrative support, with the local government having full responsibility and liability for any potential claim;*
- *Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the local government.*

The DLGSC item requests Council:

- Note the background information and the WA Government’s decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Kulin to participate in the National Redress Scheme;
- Formally endorse the Shire of Kulin’s participation as part of the WA Government’s declaration in the National Redress Scheme; and
- Grant authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received.

## **BACKGROUND & COMMENT:**

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and Shire of Kulin) will be required to consider leading practice approaches to child safeguarding separately in the future.

### National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.<sup>1</sup>

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

## **DETAILS**

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
  - Noted the options for WA local government participation in the Scheme;
  - Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
  - Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.
-

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Kulin's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Kulin formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Kulin will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Kulin to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Kulin formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Kulin include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Kulin having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Kulin.

#### Considerations for the Shire of Kulin

Detailed below is a list of considerations for the Shire of Kulin to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Kulin will receive a Redress application. A Service Agreement will only be executed if the Shire of Kulin receives a Redress application. The Shire of Kulin needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Kulin will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Kulin's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

5. Redress Decisions

The Shire of Kulin should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Kulin do not have any influence on the decision made and there is no right of appeal.

**CONSULTATION:**

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.
- 

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

**STRATEGIC IMPLICATIONS:**

Nil

**STATUTORY IMPLICATIONS:**

The Shire of Kulin in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

**FINANCIAL IMPLICATIONS:**

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

**RECOMMENDATIONS:**

That Council:

- 1) Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;
- 2) Notes that the Shire of Kulin will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Council makes a specific and formal decision to be included;
- 3) Endorses the participation of the Shire of Kulin in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
- 4) Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;
- 5) Notes that a confidential report will be provided if a Redress application is received by the Shire of Kulin.

**VOTING REQUIREMENTS:**

Simple Majority required.

Attachment 7 Local Government Information Paper (December 2019).

## 8 COMPLIANCE

### 8.1 Compliance Reporting – General Compliance May 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 May 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 June 2019

Staff Performance Reviews & KRA's – *only 1 to be completed*

Outstanding October

Conduct Fire Training Day – *as per LEMC minutes*

CEO Performance Review – *rescheduled for June*

Outstanding April

Auditors Management Letter (Asset Sustainability Ratio) – *revalue all classes of assets – response received*

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

Budget Review – *submit review and determination to Department by 30 May – complete*

R2R Projects 2021 – *included in draft budget*

Smoke Detector Batteries – *memo sent to tenants*

**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 May 2020 and note the matters of non-compliance.

**VOTING REQUIREMENTS:**

Simple majority required.

## 8.2 Compliance Reporting – Delegations Exercised – May 2020

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

### SUMMARY:

To report back to Council actions performed under delegated authority for the 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

<b>Policy</b>	<b>Delegation</b>	<b>Officers</b>
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).

**A6 Investment of Surplus Funds (DCEO) – Local Government Act 1995, section 6.14**  
Municipal funds

Type	Investments made	Term	Rate
Term Deposit (Reserves)	\$1,869,836.57	3 months	0.70
Term Deposit	(\$403,243.53)	Withdrawn	

**A10 Use of Common Seal**

Apply Common Seal to General Repeal Local Law 2020.

**A13 Procedure for Unpaid Rates Finance**

Approval of payment plans for A130; A1374; A42 and A81

**G2 Building Licenses and Swimming Pools**

Lot 244 Johnston St – detached carport

**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 May 2020.

**VOTING REQUIREMENTS:**

Simple majority required.

### **8.3 New Policy – G8 Elected Member and CEO Attendance at Events**

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

**SUMMARY:**

Section 5.90A of the Local Government Act requires that local governments have an attendance at events policy. The purpose of the policy is for the council to actively consider the purpose of and benefits to the community from council members and the CEO attending events. The policy provides a framework for the acceptance of invitations to various events, clarifies who will pay for tickets or the equivalent value of the invitation.

Tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person, so any invitation or ticket **not addressed** to the Council is not captured by the policy and must be disclosed in accordance with the gift and interest provisions in the LG Act.

**BACKGROUND & COMMENT:**

The requirement for this policy has come about due to the Legislation Amendment Act 2019. In adopting an Attendance at Events policy, Council needs to consider what is the benefit to the community or local government in having members of council or the CEO attend the event.

The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings.

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Section 5.90A of the *Local Government Act 1995*

**POLICY IMPLICATIONS:**

New policy created to be included in APOG Manual

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council adopt the amended policy G6 Council Member Training and Development which meets the requirements relating to universal training of Councillors.

**VOTING REQUIREMENTS:**

Absolute majority required.

Attachment 9

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

Nil

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

Meeting may adjourn to move into Concept Forum

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

**12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**

**13 DATE AND TIME OF NEXT MEETING**

Wednesday 22 July 2020 at 1.00pm

**14 CLOSURE OF MEETING**

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

# Shire of Kulin

EFT & Chq Listing for period ended 31 May 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
<b>TRIP</b>			
258	12/05/2020	VICKIE JOHNSON	\$500.00
		Refund Request from Trip Account	
<b>TRUST</b>			
<b>MUNICIPAL</b>			
EFT16495	07/05/2020	ASHDOWN INGRAM	\$46.20
		Parts & Repairs	
EFT16496	07/05/2020	BLACKWOODS	\$323.21
		Depot Supplies	
EFT16497	07/05/2020	BITUTEK PTY LTD	\$96,710.57
		Supply and Spray Bitumen	
EFT16498	07/05/2020	LANDGATE	\$6,903.57
		Rural UV General Revaluation 2019/20	
EFT16499	07/05/2020	DENARO NOMINEES	\$5,296.50
		Plant Hire, Clearing Trees & Pushing Gravel	
EFT16500	07/05/2020	GILBARCO AUSTRALIA PTY LTD	\$4,099.90
		Fuel Facility OPT Compliance Update	
EFT16501	07/05/2020	JR & A HERSEY PTY LTD	\$1,155.00
		Cleaning Supplies	
EFT16502	07/05/2020	KLEENHEAT GAS	\$248.14
		Gas & Yearly Facility Fees	
EFT16503	07/05/2020	STRATCO (W.A.) PTY. LTD	\$1,188.00
		Privacy Screening, 10 Ellson Street	
EFT16504	07/05/2020	OFFICEWORKS BUSINESS DIRECT	\$264.33
		Stationery	
EFT16505	13/05/2020	MAIA FINANCIAL PTY LIMITED	\$6,488.90
		IT Equipment Lease	
EFT16506	13/05/2020	BOC GASES	\$44.42
		Cylinder Rent	
EFT16507	13/05/2020	BEST OFFICE SYSTEMS	\$1,934.80
		Printing Cost	
EFT16508	13/05/2020	BLACKWOODS	\$94.47
		Parts	
EFT16509	13/05/2020	COV'S PARTS	\$36.59
		Depot Supplies	
EFT16510	13/05/2020	WINC AUSTRALIA LIMITED	\$38.78
		Stationery	
EFT16511	13/05/2020	EASTERN WHEATBELT BIOSECURITY GROUP INC	\$89.00
		Refund for Overpayment	
EFT16512	13/05/2020	FEGAN BUILDING SURVEYING	\$123.75
		Contract Building Surveying	
EFT16513	13/05/2020	HOWARD PORTER	\$29,688.32
		Tandem Axle Dolly	
EFT16514	13/05/2020	KULIN BUSH RACES INC.	\$13,284.00
		Blazing Swan Income 2019	
EFT16515	13/05/2020	NARROGIN TOYOTA	\$22,511.66
		DCEO Vehicle Changeover	
EFT16516	13/05/2020	NEWDEGATE STOCK & TRADING CO	\$825.00
		1,000 LTRS Ad Blue	
EFT16517	13/05/2020	NARROGIN STIHL	\$25.30
		Parts	
EFT16518	13/05/2020	IXOM OPERATIONS PTY LTD	\$20.46
		Service Fee	

# Shire of Kulin

EFT & Chq Listing for period ended 31 May 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT16519	13/05/2020	<b>OIL TECH FUEL</b> Distillate & Unleaded Fuel	\$36,562.86
EFT16520	13/05/2020	<b>PRICE'S FABRICATION &amp; STEEL</b> Supply and Installation of GT250 Pioneer Water Tank	\$18,541.00
EFT16521	13/05/2020	<b>RAY WHITE RURAL</b> Refund for Overpayment	\$210.00
EFT16522	13/05/2020	<b>WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION</b> Online Training, Making Local Laws, Nicole Thompson	\$215.00
EFT16523	13/05/2020	<b>WATERMAN IRRIGATION AUSTRALIA</b> Supply and Install 80mm Standpipe Control System, Pingaring Dam - 50% Deposit	\$14,083.89
EFT16524	13/05/2020	<b>CHILD SUPPORT AGENCY</b> Payroll Deductions	\$219.82
EFT16525	13/05/2020	<b>KULIN SOCIAL CLUB</b> Payroll Deductions	\$200.00
EFT16526	13/05/2020	<b>KULIN SHIRE TRIP FUND</b> Payroll Deductions	\$1,270.00
EFT16527	13/05/2020	<b>KULIN SHIRE TRUST FUND</b> Payroll Deductions	\$715.00
EFT16528	18/05/2020	<b>AVON WASTE</b> Refuse Collection April 20	\$11,829.99
EFT16529	18/05/2020	<b>AIR LIQUIDE WA</b> Cylinder Rent	\$21.00
EFT16530	18/05/2020	<b>AC ELECTRICS WA</b> Disconnect/Reconnect HWS, Public Conveniences	\$225.50
EFT16531	18/05/2020	<b>BEST OFFICE SYSTEMS</b> Photocopier Maintenance	\$154.00
EFT16532	18/05/2020	<b>COUNTRY WIDE FRIDGE LINES PTY TLD</b> Freight on Bar Purchase	\$50.13
EFT16533	18/05/2020	<b>COURIER AUSTRALIA</b> Freight	\$226.33
EFT16534	18/05/2020	<b>COV'S PARTS</b> Parts	\$137.15
EFT16535	18/05/2020	<b>LANDGATE</b> Mining Tenements Chargeable	\$39.80
EFT16536	18/05/2020	<b>EDWARDS MOTORS PTY LTD</b> Parts	\$20.80
EFT16537	18/05/2020	<b>GANGELLS AGSOLUTIONS</b> Various Building, Depot & Road Maintenance Supplies	\$12,854.21
EFT16538	18/05/2020	<b>HOST CATERING SUPPLIES HEAD OFFICE</b> Glasses, FRAC	\$313.28
EFT16539	18/05/2020	<b>IT VISION</b> SynergySoft Automation Toolset, Emailing Payslips	\$2,392.31
EFT16540	18/05/2020	<b>JASON SIGNMAKERS</b> Signage	\$3,203.09
EFT16541	18/05/2020	<b>JILAKIN EARTHMOVING PTY</b> Wet Hire 12M Grader, Pingaring Dam	\$4,768.50
EFT16542	18/05/2020	<b>KULIN HARDWARE &amp; RURAL</b> Various Building, Depot & Road Maintenance Supplies	\$11,902.09
EFT16543	18/05/2020	<b>KULIN SOCIAL CLUB</b> Annual Contribution	\$6,600.00
EFT16544	18/05/2020	<b>KULIN IGA</b> Statement April 20	\$540.71
EFT16545	18/05/2020	<b>KULIN TYRE SERVICE</b> Tyres, Tubes & Batteries	\$4,900.48
EFT16546	18/05/2020	<b>KULIN LIBRARY, POST OFFICE AND MAIL</b> Library Services	\$1,323.30
EFT16547	18/05/2020	<b>LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA</b> Finance Professionals Conference 2020, Cassi Vandenberg	\$1,460.00

# Shire of Kulin

EFT & Chq Listing for period ended 31 May 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT16548	18/05/2020	<b>MERINDAH KUNARI</b> New Fence, Pingaring Dam	\$2,326.50
EFT16549	18/05/2020	<b>A &amp; M MEDICAL SERVICES PTY LTD</b> Annual Oxy-Sok, Aquatic Centre	\$110.50
EFT16550	18/05/2020	<b>MOORE STEPHENS</b> 2020 Financial & management Reporting Workshop - Cassi Vandenberg	\$2,191.20
EFT16551	18/05/2020	<b>NARROGIN CARPETS &amp; CURTAINS</b> Laminate Flooring, 38 Day Street	\$605.00
EFT16552	18/05/2020	<b>OFFICE OF THE AUDITOR GENERAL</b> Attest Audit June 2019	\$31,900.00
EFT16553	18/05/2020	<b>ST JOHN AMBULANCE AUSTRALIA</b> First Aid Kit Supplies & Annual Service on Defibs	\$853.10
EFT16554	18/05/2020	<b>SPYKER BUSINESS SOLUTIONS</b> IT Support	\$11,563.57
EFT16555	18/05/2020	<b>SUNWISE ENERGY</b> Supply & Install Solar Panels	\$32,574.19
EFT16556	18/05/2020	<b>TAMORA PLUMBING AND GAS</b> Connect New 25mm Mains, Pingaring Standpipe	\$782.67
EFT16557	18/05/2020	<b>WESTRAC PTY LTD</b> Parts	\$402.86
EFT16558	18/05/2020	<b>WA HINO SALES &amp; SERVICE</b> Parts	\$245.59
EFT16559	18/05/2020	<b>BURNBACK WELDING EQUIP SERVICES</b> Parts	\$2,818.75
EFT16560	20/05/2020	<b>CHILD SUPPORT AGENCY</b> Payroll Deductions	\$219.82
EFT16561	20/05/2020	<b>KULIN SOCIAL CLUB</b> Payroll Deductions	\$200.00
EFT16562	20/05/2020	<b>KULIN SHIRE TRIP FUND</b> Payroll Deductions	\$1,420.00
EFT16563	20/05/2020	<b>KULIN SHIRE TRUST FUND</b> Payroll Deductions	\$723.57
EFT16564	20/05/2020	<b>SYNERGY</b> Electricity Usage	\$339.49
EFT16565	25/05/2020	<b>AUSTRALIA POST</b> Postage & Freight	\$676.84
EFT16566	25/05/2020	<b>HIGHLUX SMART OUTDOOR LIGHTING</b> Solar Bollard & Freight	\$533.50
EFT16567	25/05/2020	<b>EXURBAN RURAL &amp; REGIONAL PLANNING</b> Town Planning Consulting Services March/April 20	\$300.75
EFT16568	25/05/2020	<b>PERTH TACTILES</b> Terracotta Tiles	\$2,813.50
EFT16569	25/05/2020	<b>THE AG SHOP</b> Sanitiser Spray & Hand Gel, FRAC	\$186.48
EFT16570	25/05/2020	<b>WICKEPIN MOTORS</b> Insurance Excess	\$1,000.00
EFT16571	25/05/2020	<b>WA CONTRACT RANGER SERVICES</b> Ranger Service	\$561.00
EFT16572	25/05/2020	<b>WA DISTRIBUTORS PTY LTD</b> Cleaning Supplies	\$149.90
37231	13/05/2020	<b>TELSTRA</b> Integrated Messaging	\$680.98
37232	14/05/2020	<b>SHIRE OF KULIN</b> Refund Request from Trust Account, A Novel Event Committee	\$1,125.00
37233	18/05/2020	<b>TELSTRA</b> Phone Usage & Equipment Rent	\$1,714.59

# Shire of Kulin

EFT & Chq Listing for period ended 31 May 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
37234	18/05/2020	<b>WATER CORPORATION</b>	\$2,098.38
		Water Usage & Rates	
37235	25/05/2020	<b>TELSTRA</b>	\$1,528.12
		Mobile Phone Usage & Equipment Rent	
37236	25/05/2020	<b>WATER CORPORATION</b>	\$20,016.81
		Water Usage & Rates	
DD7321.1	03/05/2020	<b>WA LOCAL GOVT SUPERANNUATION PLAN</b>	\$10,624.43
		Payroll Deductions	
DD7321.2	03/05/2020	<b>BENDIGO SUPERANNUATION PLAN</b>	\$299.35
		Superannuation Contributions	
DD7321.3	03/05/2020	<b>AUSTRALIAN SUPERANNUATION</b>	\$364.36
		Superannuation Contributions	
DD7321.4	03/05/2020	<b>ANZ SMART CHOICE SUPER</b>	\$120.02
		Superannuation Contributions	
DD7321.5	03/05/2020	<b>PRIME SUPERANNUATION</b>	\$412.57
		Superannuation Contributions	
DD7321.6	03/05/2020	<b>MLC MASTERKEY SUPERANNUATION</b>	\$183.35
		Superannuation Contributions	
DD7321.7	03/05/2020	<b>REST SUPERANNUATION</b>	\$200.21
		Superannuation Contributions	
DD7321.8	03/05/2020	<b>THE PIPA SELF MANAGED SUPER FUND</b>	\$186.75
		Superannuation Contributions	
DD7321.9	03/05/2020	<b>COLONIAL FIRST STATE FIRST CHOICE WHOLESALE PERSONAL SUPER</b>	\$808.66
		Superannuation Contributions	
DD7333.1	17/05/2020	<b>WA LOCAL GOVT SUPERANNUATION PLAN</b>	\$19,612.50
		Superannuation Contributions	
DD7333.2	17/05/2020	<b>COLONIAL FIRST STATE FIRST CHOICE WHOLESALE PERSONAL SUPER</b>	\$808.66
		Superannuation Contributions	
DD7333.3	17/05/2020	<b>BENDIGO SUPERANNUATION PLAN</b>	\$476.94
		Superannuation Contributions	
DD7333.4	17/05/2020	<b>AUSTRALIAN SUPERANNUATION</b>	\$436.87
		Superannuation Contributions	
DD7333.5	17/05/2020	<b>ANZ SMART CHOICE SUPER</b>	\$101.46
		Superannuation Contributions	
DD7333.6	17/05/2020	<b>PRIME SUPERANNUATION</b>	\$992.09
		Superannuation Contributions	
DD7333.7	17/05/2020	<b>MLC MASTERKEY SUPERANNUATION</b>	\$248.30
		Superannuation Contributions	
DD7333.8	17/05/2020	<b>REST SUPERANNUATION</b>	\$335.77
		Superannuation Contributions	
DD7333.9	17/05/2020	<b>THE PIPA SELF MANAGED SUPER FUND</b>	\$197.87
		Superannuation Contributions	
DD7337.1	14/05/2020	<b>BENDIGO BANK</b>	\$3.45
		Bank Charges	
DD7337.2	01/05/2020	<b>SYNERGY</b>	\$4,747.66
		Electricity Usage	
DD7337.3	15/05/2020	<b>AUSTRALIAN LIQUOR MARKETERS PTY LTD - METCASH TRADING LIMITED</b>	\$1,711.52
		Bar Purchase	
DD7337.4	18/05/2020	<b>BENDIGO BANK</b>	\$4.80
		Bank Charges	
DD7337.5	18/05/2020	<b>WESTNET INTERNET SERVICES</b>	\$109.90
		Westnet Services	
DD7337.6	19/05/2020	<b>SYNERGY</b>	\$6,248.89
		Electricity Usage	
DD7337.7	08/05/2020	<b>BENDIGO BANK</b>	\$1.50
		Bank Charges	

# Shire of Kulin

EFT & Chq Listing for period ended 31 May 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD7337.8	06/05/2020	BENDIGO BANK	\$7.50
		Bank Charges	
DD7337.9	20/05/2020	BENDIGO BANK	\$7.80
		Bank Charges	
DD7339.1	31/05/2020	WA LOCAL GOVT SUPERANNUATION PLAN	\$10,369.48
		Superannuation Contributions	
DD7339.2	31/05/2020	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE PERSONAL SUPER	\$808.66
		Superannuation Contributions	
DD7339.3	31/05/2020	ANZ SMART CHOICE SUPER	\$107.65
		Superannuation Contributions	
DD7339.4	31/05/2020	AUSTRALIAN SUPERANNUATION	\$392.15
		Superannuation Contributions	
DD7339.5	31/05/2020	PRIME SUPERANNUATION	\$412.57
		Superannuation Contributions	
DD7339.6	31/05/2020	MLC MASTERKEY SUPERANNUATION	\$184.30
		Superannuation Contributions	
DD7339.7	31/05/2020	REST SUPERANNUATION	\$326.42
		Superannuation Contributions	
DD7339.8	31/05/2020	THE PIPA SELF MANAGED SUPER FUND	\$186.74
		Superannuation Contributions	
DD7339.9	31/05/2020	BENDIGO SUPERANNUATION PLAN	\$109.89
		Superannuation Contributions	
DD7333.10	17/05/2020	AMP	\$525.89
		Superannuation Contributions	
DD7337.10	21/05/2020	BENDIGO BANK	\$0.75
		Bank Charges	
DD7337.11	25/05/2020	BENDIGO BANK	\$1.20
		Bank Charges	
DD7337.12	25/05/2020	SYNERGY	\$118.48
		Electricity Usage	
DD7337.13	27/05/2020	SYNERGY	\$427.98
		Electricity Usage	
DD7337.14	02/05/2020	BENDIGO BANK	\$99.68
		Bank Charges	
DD7337.15	01/05/2020	WESTNET INTERNET SERVICES	\$229.85
		Westnet Services	
DD7337.16	01/05/2020	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD	\$325.46
		Bank Charges	
DD7337.17	01/05/2020	BENDIGO BANK	\$7.69
		Bank Charges	
DD7339.10	31/05/2020	AMP	\$203.55
		Superannuation Contributions	
5878412	06/05/2020	BULK PAYMENT	\$58,503.78
		Payroll	
5901430	20/05/2020	BULK PAYMENT	\$65,333.23
		Payroll	
<b>Sub-total: EFT &amp; Chq Payments</b>			<b>\$637,512.35</b>
<b>TOTAL PAYMENTS FOR MONTH ENDING 31 May 2020</b>			<b>\$637,512.35</b>

## Bendigo Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
<b>Opening balance</b>				
3 May 20	HOLDMYPHONE, 0213001 30531 AUS RETAIL PURCHASE 01/05 CARD NUMBER 552638XXXXXXXX706 1	<i>E122121.31</i> Depot	158.90	Magnetic Suction Mount Kit Magnetic Vent Mount Device Slim set, 1,337.88 Magnetic AMP Plate, Self-Tapping Screws <b>\$1,178.98</b>
7 May 20	STUMPY'S GATEWAY ROA, BROOKTON AUS RETAIL PURCHASE 05/05 CARD NUMBER 552638XXXXXXXX706 1	<i>MV16</i>	12.60	Meal Jude Hobson 1,350.48
7 May 20	Kulin Community Bank, KULIN AUS RETAIL PURCHASE 06/05 CARD NUMBER 552638XXXXXXXX706 1	<i>MV25 0152</i> 728	36.90	Remake K4572 1,387.38
8 May 20	BP QUAIRADING 6561, QUAIRADING AUS RETAIL PURCHASE 06/05 CARD NUMBER 552638XXXXXXXX405 1	<i>MV27 0152</i> 728	69.65	CEO Fuel 1,457.03
13 May 20	BP KULIN OPT, KULIN AUS RETAIL PURCHASE 09/05 CARD NUMBER 552638XXXXXXXX405 1	<i>MV27 0152</i> 728	99.45	" " 1,556.48
14 May 20	PERIODIC TFR 00074214151201 00000000000			1,178.98 377.50
14 May 20	TELSTRA BILL PAYMNT, MELBOURNE AUS RETAIL PURCHASE 13/05 CARD NUMBER 552638XXXXXXXX823 1	<i>E112030.47</i>	231.90	Aquatic Centre Internet Apr 1 - May 20 609.40
15 May 20	LOCAL GOVERNEMENT M, EAST PERTH AUS RETAIL PURCHASE 13/05 CARD NUMBER 552638XXXXXXXX405 1	<i>E042041.31</i>	45.00	Training - Justin Langer 654.40
17 May 20	SIMPLEINOUT.COM, 701 4918762 US RETAIL PURCHASE-INTERNATIONAL 15/05 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXXX405 1	<i>E042060.31</i>	31.22	Subscription 685.62

0825H101 / E-49364 / S-12257 / D000/427413000004

Date Paid \_\_\_ / \_\_\_ / \_\_\_ Amount \$ \_\_\_\_\_

## Bendigo Business Credit Card - Payment options

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

 **Internet banking:** Pay your credit card using ebanking 24 hours a day, 7 days a week.  
[www.bendigobank.com.au](http://www.bendigobank.com.au)

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

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

 **Bill code:** 342949  
**Ref:** 691211254

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



## Bendigo Business Credit Card

BSB number 633-000  
 Account number 691211254  
 Customer name SHIRE OF KULIN  
 Minimum payment required \$112.91  
 Closing Balance on 31 May 2020 \$3,763.98  
 Payment due 14 Jun 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.

**Bendigo Business Credit Card (continued)**

Date	Transaction	Withdrawals	Payments	Balance
17 May 20	INTERNATIONAL TRANSACTION FEE	0.94	"	686.56
23 May 20	CALTEX MIDVALE, MIDVALE AUS RETAIL PURCHASE 21/05 CARD NUMBER 552638XXXXXXXX706 1	MV30 0152 728 50.00	Fuel Judd Hobson	736.56
24 May 20	BP KULIN OPT, KULIN AUS RETAIL PURCHASE 21/05 CARD NUMBER 552638XXXXXXXX823 1	MV20 0152 728 78.36	DCEO - Fuel	814.92
24 May 20	MCDONALDS THOMSONS LK E, SUCCESS AUS RETAIL PURCHASE 21/05 CARD NUMBER 552638XXXXXXXX706 1	MV16 24.85	Meals Judd Hobson	839.77
24 May 20	SQ *ACRES OF TASTE, Kulin AUS RETAIL PURCHASE 22/05 CARD NUMBER 552638XXXXXXXX405 1	EG61110 31 104.50	Meals Staff Training L&S	944.27
27 May 20	ABC BLINDS/CURT, OSB ORNE PARK AUS RETAIL PURCHASE 26/05 CARD NUMBER 552638XXXXXXXX405 1	58 H002 710 3,170.00	Window Treatments	4,114.27
28 May 20	NOVOTEL VINES RESORT, THE VINES AUS RETAIL PURCHASE RETURN 25/05 CARD NUMBER 552638XXXXXXXX706 1		756.00	3,358.27
28 May 20	SQ *ACRES OF TASTE, Kulin AUS RETAIL PURCHASE 26/05 CARD NUMBER 552638XXXXXXXX405 1	EG61110 31 47.50	Meal Staff Training	3,405.77
30 May 20	CALTEX MUNDARING, MUNDARING AUS RETAIL PURCHASE 28/05 CARD NUMBER 552638XXXXXXXX405 1	MV27 0152 728 153.21	CEO Fuel	3,558.98
30 May 20	CARD FEE 4 @ \$4.00	EG32100 31 16.00		3,574.98
31 May 20	DEPT OF HEALTH PHARM, PERTH AUS RETAIL PURCHASE 28/05 CARD NUMBER 552638XXXXXXXX706 1	E12026 31 127.00	Industrial Swimming Pool chlorination Permit	3,701.98
31 May 20	SQ *ACRES OF TASTE, Kulin AUS RETAIL PURCHASE 29/05 CARD NUMBER 552638XXXXXXXX405 1	EG41110 31 62.00	Taryn's Morning Tea	3,763.98
<b>Transaction totals / Closing balance</b>		tax invoice for fuel <b>\$4,519.98</b>	<b>\$1,934.98</b>	<b>\$3,763.98</b>

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED FOR YOUR ACCOUNT.

Bendigo Bank suggests you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions are to be promptly reported to your branch. It is important that you notify Bendigo Bank of any disputed transactions as soon as possible as Bendigo Bank's ability to investigate disputed transactions and to subsequently process a chargeback in your favour is restricted by the time limits imposed under the operating rules of the applicable credit card scheme. If you wish to obtain further information about this product (including your chargeback rights) or you have a question or concern about your account or its operation please contact your local Bendigo Bank Branch (details supplied on the front of the statement).



## **Shire of Kulin**

### **MONTHLY FINANCIAL REPORT**

**For the period ended 31 May 2020**

**Presented to Ordinary Council Meeting**

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**Shire of Kulin**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the period ended 31 May 2020**

	Annual Budget	YTD Budget	YTD Actual	Var.	Var.	
	\$	\$	\$	\$	%	
<b>Operating Revenues</b>						
General Purpose Funding	1,149,894	878,249	2,136,401	1,258,152	58.89%	▲
Governance	16,970	15,543	57,695	42,152	73.06%	▲
Law, Order and Public Safety	33,400	26,754	34,533	7,779	22.53%	▲
Health	0	0	628	628	100.00%	
Education and Welfare	240,485	198,543	209,424	10,881	5.20%	
Housing	94,264	86,394	97,816	11,422	11.68%	▲
Community Amenities	100,224	99,613	96,986	(2,627)	(2.71%)	
Recreation and Culture	201,330	182,357	177,104	(5,253)	(2.97%)	
Transport	1,080,838	842,596	1,045,444	202,848	19.40%	▲
Economic Services	1,240,000	1,121,977	1,113,387	(8,590)	(0.77%)	
Other Property and Services	104,864	91,520	224,836	133,316	59.29%	▲
<b>Total (Excluding Rates)</b>	<b>4,262,270</b>	<b>3,543,546</b>	<b>5,194,256</b>	<b>1,650,710</b>		
<b>Operating Expense</b>						
General Purpose Funding	74,717	60,500	74,064	(13,564)	(18.31%)	▲
Governance	212,641	167,099	202,662	(35,563)	(17.55%)	▲
Law, Order and Public Safety	144,535	82,155	102,593	(20,438)	(19.92%)	▲
Health	121,926	104,846	76,199	28,647	37.59%	▼
Education and Welfare	294,124	269,467	271,671	(2,204)	(0.81%)	
Housing	209,584	192,027	161,236	30,791	19.10%	▼
Community Amenities	331,611	294,668	292,910	1,758	0.60%	
Recreation and Culture	1,267,480	1,169,349	1,030,944	138,405	13.43%	▼
Transport	4,582,213	4,200,887	3,430,220	770,667	22.47%	▼
Economic Services	1,488,230	1,364,959	1,386,547	(21,588)	(1.56%)	
Other Property and Services	148,366	146,031	345,715	(199,684)	(57.76%)	▲
<b>Total</b>	<b>8,875,425</b>	<b>8,051,988</b>	<b>7,374,762</b>	<b>677,226</b>		
<b>Funding Balance Adjustment</b>						
Add back Depreciation	3,800,291	3,419,361	3,028,822	(390,539)	(12.89%)	
Adjust (Profit)/Loss on Asset Disposal	54,554	0	673	673	100.00%	
<b>Net Operating</b>	<b>(758,310)</b>	<b>(1,089,081)</b>	<b>848,989</b>	<b>1,938,070</b>		
<b>Capital Revenues</b>						
Proceeds From Sale of Assets	245,000	0	208,455	0		
Transfer from Reserves	405,000	(15,000)	330,586	(345,586)	104.54%	
<b>Total</b>	<b>650,000</b>	<b>(15,000)</b>	<b>539,041</b>	<b>(345,586)</b>		
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0	0		
Land and Buildings	702,526	667,424	367,934	299,490	81.40%	▲
Plant and Equipment	841,000	770,913	569,212	201,701	35.44%	▼
Furniture and Equipment	96,800	88,715	141,547	(52,832)	(37.32%)	▲
Infrastructure Assets - Roads	1,567,030	1,436,380	1,435,859	521	0.04%	
Infrastructure Assets - Other	251,851	230,824	171,056	59,768	34.94%	▼
Purchase of Investments	0	0	0	0		
Repayment of Debentures	87,804	43,902	43,569	333	0.77%	
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	55,594	28,263	160,793	(132,530)	(82.42%)	▲
<b>Total</b>	<b>3,602,605</b>	<b>3,266,421</b>	<b>2,889,970</b>	<b>376,451</b>		
<b>Net Capital</b>	<b>2,952,605</b>	<b>3,281,421</b>	<b>2,350,929</b>	<b>30,865</b>		
<b>Total Net Operating + Capital</b>	<b>3,710,915</b>	<b>4,370,502</b>	<b>1,501,940</b>	<b>1,968,935</b>		
Rate Revenue	2,019,169	2,018,994	2,012,228	(6,766)	(0.34%)	
Opening Funding Surplus(Deficit)	1,755,589	1,528,224	1,761,703	233,479	13.25%	▲
<b>Closing Funding Surplus(Deficit)</b>	<b>63,843</b>	<b>(823,284)</b>	<b>2,271,992</b>	<b>2,195,648</b>		

**Shire of Kulin**  
**STATEMENT OF EQUITY**  
For the period ended 31 May 2020

COA	Description	Balance	YTD Actual	Total Actual
		\$	\$	\$
	<b>CURRENT ASSETS</b>			
	<b>Cash at Bank</b>			
0A01101	CASH AT BANK	801,141	785,994	1,587,135
0A01102	PETTY CASH FLOAT	500	0	500
0A01103	TILL FLOAT	3,100	0	3,100
0A01108	CASH AT BANK - FREEBAIRN CLUB	9,398	(9,273)	125
0A01116	MUNICIPAL INVESTMENTS	1,332,651	(493,564)	839,088
	<b>Sub-total Cash at Bank</b>	<b>2,146,791</b>	<b>283,157</b>	<b>2,429,948</b>
	<b>Cash at Bank Reserves &amp; Restricted Funds</b>			
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)	-
	<b>Sub-total Cash at Bank Reserves &amp; Restricted Funds</b>	<b>2,039,627</b>	<b>(195,429)</b>	<b>1,869,837</b>
	<b>Sundry Debtors</b>			
0A01120	SUNDRY DEBTORS	134,304	153,296	287,599
0A01150	PENSIONER REBATES ALLOWED	0	0	0
	<b>Sub-total Sundry Debtors</b>	<b>134,304</b>	<b>153,296</b>	<b>287,599</b>
	<b>Sundry Debtors - Rates</b>			
0A01121	SUNDRY DEBTORS - RATES	65,740	7,974	73,715
0A01126	Provision for Doubtful Debts - Rates	0	0	0
	<b>Sub-total Sundry Debtors - Rates</b>	<b>65,740</b>	<b>7,974</b>	<b>73,715</b>
	<b>Prepaid Assets</b>			
0A01130	PREPAID ASSETS	0	0	0
	<b>Sub-total Prepaid Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Stock on hand</b>			
0A01190	STOCK ON HAND DISTILLATE	11,155	7,699	18,854
0A01191	STOCK ON HAND FREEBAIRN	10,326	0	10,326
0A01193	STOCK ON HAND ULP	10,282	(3,713)	6,569
0A01192	STOCK RECEIVED CONTROL	(0)	0	0
	<b>Sub-total Stock on hand</b>	<b>31,763</b>	<b>3,986</b>	<b>35,749</b>
	<b>TOTAL CURRENT ASSETS</b>	<b>4,418,225</b>	<b>252,984</b>	<b>4,696,848</b>
	<b>Sundry Creditors</b>			
0L01215	SUNDRY CREDITORS	(160,619)	2,467	(158,152)
	<b>Sub-total Sundry Creditors</b>	<b>(160,619)</b>	<b>2,467</b>	<b>(158,152)</b>
	<b>Accruals</b>			
0L01220	ANNUAL LEAVE ACCRUAL	(177,814)	0	(177,814)
0L01213	GENERAL CLEARING ACCOUNT	(786)	467	(320)
0L01222	PAYROLL SUSPENSE ACCOUNT	(89,746)	89,746	0
	<b>Sub-total Accruals</b>	<b>(268,346)</b>	<b>90,212</b>	<b>(178,133)</b>

## STATEMENT OF OPERATING

COA	Description	Balance \$	YTD Actual \$	Total Actual \$
	<b>LSL - Current</b>			
0L01221	LSL ACCRUAL - CURRENT	(173,413)	0	(173,413)
	<b>Sub-total LSL - Current</b>	<b>(173,413)</b>	<b>0</b>	<b>(173,413)</b>
	<b>GST Clearing Account</b>			
0A01140	GST PAID CLEARING ACCOUNT	77,208	62,846	140,054
0L01202	TAXATION CLEARING ACCOUNT	(61,880)	(80,101)	(141,981)
0L01210	GST COLLECTED CLEARING ACCOUNT	(33,452)	(11,610)	(45,062)
0A01141	FUEL TAX REBATE RECEIVABLE	5,003	(5,003)	0
0L01211	FBT SUSPENSE ACCOUNT	(2,256)	2,256	0
	<b>Sub-total: GST Clearing Account</b>	<b>(15,377)</b>	<b>(31,613)</b>	<b>(46,989)</b>
	<b>Loan Commitment - Current</b>			
0L01217	LOAN LIABILITY-CURRENT	(87,267)	0	(87,267)
E091110	PRINCIPAL ON LOANS 55 & 58	0	43,569	43,569
	<b>Sub-total: Loan Commitment - Current</b>	<b>(87,267)</b>	<b>43,569</b>	<b>(43,698)</b>
	<b>ESL Collection</b>			
0L01230	ESL LEVIED	919	2,830	3,749
0L01231	ESL CONTROL ACCOUNT	3,068	647	3,714
0L01232	ESL PENSIONER REBATE	0	0	0
	<b>Sub-total: ESL Collection</b>	<b>3,987</b>	<b>3,477</b>	<b>7,464</b>
	<b>Rates Paid in Advance</b>			
0L01223	EXCESS RATE RECEIPTS	(3,169)	(2,630)	(5,799)
0L01224	RATE REFUND SUSPENSE ACCOUNT	42	(42)	0
	<b>Sub-total: Rates Paid in Advance</b>	<b>(3,127)</b>	<b>(2,672)</b>	<b>(5,799)</b>
	<b>TOTAL CURRENT LIABILITIES</b>	<b>(704,162)</b>	<b>105,440</b>	<b>(598,722)</b>
	<b>NET CURRENT ASSETS</b>	<b>3,714,063</b>	<b>358,424</b>	<b>4,098,126</b>
	<b>NON-CURRENT ASSETS</b>			
	<b>Work in Process</b>			
E132500	HOSTEL CAPITAL	0	44,395	44,395
E132600	CARAVAN PARK CAPITAL	0	53,205	53,205
	<b>Sub-total Work in Process</b>	<b>0</b>	<b>97,600</b>	<b>97,600</b>
	<b>Land &amp; Buildings</b>			
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	178,565	178,565
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	11,219	11,219
E122220	Kulin Depot Upgrade	0	475	475
	<b>Sub-total Land &amp; Buildings</b>	<b>23,598,861</b>	<b>(120,092)</b>	<b>23,478,769</b>
	<b>Construction other than Buildings</b>			
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	4,454	4,454
	<b>Sub-total Construction other than Buildings</b>	<b>699,841</b>	<b>(9,150)</b>	<b>690,691</b>
	<b>Plant &amp; Equipment</b>			
0A01520	Plant & Equipment	3,585,973	0	3,585,973
0A01521	Accumulated Dep'N Plant & Equipment	(1,465,167)	(372,779)	(1,837,946)
I123299	Accumulated Dep'N Plant & Equipment	0	(160,955)	(160,955)
E123100	Plant & Equipment Purchases	0	407,354	407,354
	<b>Sub-total Plant &amp; Equipment</b>	<b>2,120,806</b>	<b>(126,380)</b>	<b>1,994,426</b>

## STATEMENT OF OPERATING

COA	Description	Balance	YTD Actual	Total Actual
		\$	\$	\$
<b>Furniture &amp; Equipment</b>				
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
<b>Sub-total Furniture &amp; Equipment</b>		<b>80,357</b>	<b>87,534</b>	<b>167,891</b>
<b>Motor Vehicles</b>				
0A01550	Motor Vehicles	1,343,590	(55,572)	1,288,018
0A01551	Accumulated Dep'N Motor Vehicle Esl	(233,704)	(78,907)	(312,611)
E123105	Motor Vehicle Purchases	0	161,858	161,858
<b>Sub-total Motor Vehicles</b>		<b>1,109,886</b>	<b>27,379</b>	<b>1,137,265</b>
<b>Infrastrucutre</b>				
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	171,056	171,056
E121500	Major Road Construction	0	602,005	602,005
E121550	Minor Road Construction	0	246,443	246,443
E121520	Roads To Recovery Construction	0	582,670	582,670
E121750	Black Spot Road Construction	0	4,741	4,741
E117110	Tourism Projects	0	100	100
<b>Sub-total Infrastructure</b>		<b>79,771,858</b>	<b>(509,232)</b>	<b>79,262,626</b>
<b>Non-current Assets - Other</b>				
0A01375	Shares - Kulin (Bendigo) Bank	5,000	0	5,000
<b>Sub-total Non-current Assets - Other</b>		<b>5,000</b>	<b>0</b>	<b>5,000</b>
<b>TOTAL NON-CURRENT ASSETS</b>		<b>107,386,610</b>	<b>(552,341)</b>	<b>106,834,269</b>
<b>NON CURRENT LIABILITIES</b>				
0L01710	LOAN LIABILITY Non Current	(1,164,231)	0	(1,164,231)
0L01715	LSL ACCRUAL - NON CURRENT	(67,162)	0	(67,162)
0A01110	Cash at Trust Bank	29,964	31,104	61,068
0A01109	Cash at Trip Bank	68,666	(18,506)	50,160
I001001	Housing Bonds Income	0	(8,447)	(8,447)
E001001	Housing Bonds Expense	0	10,100	10,100
I001002	Rates Paid in Advance Income	0	(17,169)	(17,169)
E001002	Rates Paid in Advance Expense	0	16,709	16,709
I001013	Trip Fund Income	0	(30,480)	(30,480)
E001013	Trip Fund Expense	0	16,688	16,688
L001001	Trust Liability	(98,630)	0	(98,630)
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>(1,231,393)</b>	<b>0</b>	<b>(1,231,393)</b>
<b>NET ASSETS</b>		<b>109,869,280</b>	<b>(193,917)</b>	<b>109,701,002</b>
<b>ACCUMULATED RESERVES</b>				
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
0L01816	MEDICAL SERVICES RESERVE ACCUMULATION	103,111	11,888	114,998
0L01817	FUEL FACILITY RESERVE ACCUMULATION	65,613	16,201	81,814
0L01818	ROAD REPLACEMENT RESERVE ACCUMULATION	2,450	(2,450)	0
<b>TOTAL ACCUMULATED RESERVES</b>		<b>2,039,627</b>	<b>(169,790)</b>	<b>1,869,837</b>

## STATEMENT OF OPERATING

COA	Description	Balance	YTD Actual	Total Actual
		\$	\$	\$
	<b>ACCUMULATED SURPLUS</b>			
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	40,648,707	0	40,648,707
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 RESERY	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)
	<b>TOTAL ACCUMULATED SURPLUS</b>	<b>107,829,653</b>	<b>169,790</b>	<b>107,999,443</b>
	Net Change in Assets Resulting from Operations			<b>168,278</b>
	<b>TOTAL EQUITY</b>	<b>109,869,280</b>	<b>0</b>	<b>109,701,002</b>

Shire of Kulin  
STATEMENT OF OPERATING  
(Statutory Reporting Program)  
For the period ended 31 May 2020

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
<b>GENERAL PURPOSE FUNDING</b>							
<b>Rates</b>							
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	4,576	0	(4,576)		
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	1,375	1,219	(156)	-11%	
I030141	PENALTY INTEREST	8,000	7,326	5,617	(1,709)	-23%	
I030142	Admin Charge for Instalments	700	638	658	20	3%	
I030150	EX GRATIA RATES	23,701	23,701	23,701	0	0%	
I030160	Information & Search Fees	1,600	1,463	1,459	(4)	0%	
I030170	LEGAL FEES RECOVERED	4,000	3,663	0	(3,663)	-100%	
I030171	LEGAL FEES RECOVERED (NO GST)	6,500	5,951	0	(5,951)	-100%	We have changed our debt collection agency and all debt collection is currently being processed.
	<b>Total Revenue</b>	<b>2,143,468</b>	<b>2,141,160</b>	<b>2,123,650</b>	<b>(17,510)</b>		
E030100	Discount Allowed on Rates	90,000	90,000	91,421	(1,421)	2%	
E030110	RATES WRITTEN OFF	12,000	11,750	11,048	702	-6%	
E030130	TITLE SEARCHES	660	605	0	605	-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	0	7,988	(7,988)		
E030150	Printing & Stationery	1,200	0	740	(740)		
E030999	General Admin Allocated	41,826	38,335	30,996	7,339	-19%	
	<b>Total Expenditure</b>	<b>153,186</b>	<b>140,690</b>	<b>142,193</b>	<b>(1,503)</b>		
	<b>Sub-total Rates</b>	<b>(1,990,282)</b>	<b>(2,000,470)</b>	<b>(1,981,457)</b>	<b>(19,013)</b>		
<b>General Purpose Grants</b>							
I031100	Grants Commission	1,070,000	802,500	2,070,207	1,267,707	158%	Advanced payment of 2020/21 grants received in May 2020
	<b>Total Revenue</b>	<b>1,070,000</b>	<b>802,500</b>	<b>2,070,207</b>	<b>1,267,707</b>		
E031999	General Admin Allocated	0	0	583	(583)		
	<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>583</b>	<b>(583)</b>		
	<b>Sub-total General Purpose Grants</b>	<b>(1,070,000)</b>	<b>(802,500)</b>	<b>(2,069,624)</b>	<b>1,267,124</b>		
<b>General Financing</b>							
I032100	Interest on Municipal	27,000	24,750	22,031	(2,719)	-11%	
I032110	INTEREST ON PLANT RESERVE	5,919	5,918	7,200	1,282	22%	
I032120	Interest on LSL & AL Reserve	5,847	5,846	6,248	402	7%	
I032130	INTEREST ON BUILDING RESERVE	7,508	7,507	7,484	(23)	0%	
I032140	Interest on Admin Equip Reserv	1,129	1,128	1,378	250	22%	
I032145	Interest on Insurance Reserve	0	0	0	0		
I032150	Interest on Freebairn Recreation Centre Reserve	3,586	3,585	3,248	(337)	-9%	
I032160	Interest on Joint Venture Reserve	1,127	1,126	790	(336)	-30%	
I032170	INTEREST ON FRC SURFACE & EQUIP REPLACEMENT	2,760	2,759	3,062	303	11%	
I032180	INTEREST ON NATURAL DISASTER RESERVE	0	0	914	914		
I032185	INTEREST ON FREEBAIRN SPORTSPERSON SCH	186	185	1,195	1,010	546%	
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	983	1,201	218	22%	
I032197	INTEREST ON MEDICAL SERVICES RESERVE	1,547	1,546	1,888	342	22%	
	<b>Total Revenue</b>	<b>57,594</b>	<b>55,333</b>	<b>57,241</b>	<b>746</b>		
E032100	BANK CHARGES	3,000	2,750	4,303	(1,553)	56%	
E032150	Interest	1,500	1,375	4,400	(3,025)	220%	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	17,435	25,053	(7,618)	44%	
	<b>Total Expenditure</b>	<b>23,531</b>	<b>21,560</b>	<b>33,756</b>	<b>(12,196)</b>		
	<b>Sub-total General Financing</b>	<b>(34,063)</b>	<b>(33,773)</b>	<b>(23,485)</b>	<b>(11,450)</b>		
	<b>TOTAL GENERAL PURPOSE FUNDING</b>	<b>(3,094,345)</b>	<b>(2,836,743)</b>	<b>(4,074,565)</b>	<b>1,236,660</b>		
<b>GOVERNANCE</b>							
<b>Members of Council</b>							
I041041	NOMINATION FEES RECEIVED	0	0	0	0		
I041045	Reimbursements	0	0	1,397	1,397		
I041050	REBATES RECEIVED	5,000	4,576	11,528	6,952	152%	Good driver rebate and insurance rebate (discount on frist instalment) not budgeted for.
	<b>Total Revenue</b>	<b>5,000</b>	<b>4,576</b>	<b>12,925</b>	<b>8,349</b>		
E041020	MEMBERS TRAVELLING	4,800	2,400	1,529	871	-36%	
E041030	CONFERENCE EXPENSES	13,000	12,407	10,166	2,241	-18%	
E041040	Election Expenses	0	0	0	0		
E041041	Nomination Refunds	0	0	0	0		
E041050	SITTING FEES	24,200	12,100	11,400	700	-6%	

## STATEMENT OF OPERATING

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
E041060	PRESIDENTIAL ALLOWANCE	8,750	4,375	4,433	(58)	1%	
E041070	DRESS SHIRTS FOR COUNCILLORS	1,000	913	425	488	-53%	
E041075	FBT EXPENSE	2,500	0	4,512	(4,512)		
E041085	TELEPHONE	0	0	0	0		
E041110	REFRESHMENTS & GOODWILL	19,260	12,840	20,537	(7,697)	60%	
E041111	MEAL ENTERTAINMENT	1,500	0	2,509	(2,509)		
E041120	ENTERTAINMENT SUBJECT TO FBT	0	0	595	(595)		
E041150	INSURANCES	3,785	3,784	3,484	300	-8%	
E041160	Subscriptions & Donations	23,800	23,800	20,389	3,411	-14%	
E041161	Printing & Stationery	1,000	913	55	858	-94%	
E041165	Advertising	1,000	913	1,150	(237)	26%	
E041180	Chamber Maintenance	7,500	6,875	214	6,662	-97%	AV Equipment expected to be installed prior to June 20.
E041270	Community Contributions	12,000	11,000	15,948	(4,948)	45%	Non-cash journal has not been processed
E041298	Depreciation	914	836	747	89	-11%	
E041999	General Admin Allocated	75,662	69,355	56,075	13,280	-19%	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
	<b>Total Expenditure</b>	<b>200,671</b>	<b>162,511</b>	<b>154,168</b>	<b>8,343</b>		
	<b>Sub-total Members of Council</b>	<b>195,671</b>	<b>157,935</b>	<b>141,244</b>	<b>16,691</b>		
	<b>General Administration</b>						
I042040	SUNDRY INCOME	0	0	75	75		
I042045	REIMBURSEMENTS	1,000	913	167	(746)	-82%	
I042046	CONTRIBUTION TO VEHICLES	10,920	10,010	10,827	817	8%	
I042051	VEHICLE CONTRIBUTION - NOVATED LEASES	0	0	482	482		
I042297	PROFIT ON SALE OF ASSET	0	0	0	0		
I042391	REIMBURSEMENTS - INSURANCE	0	0	33,219	33,219		Reimbursement for the purchase of new marquee in previous financial year, insurance claim.
I042440	PHOTOCOPYING & PRINTING	50	44	2	(42)	-96%	
	<b>Total Revenue</b>	<b>11,970</b>	<b>10,967</b>	<b>44,771</b>	<b>33,804</b>		
E042010	SALARIES	544,543	499,158	493,783	5,375	-1%	
E042015	Admin Long Service Leave	15,000	13,750	12,021	1,729	-13%	
E042020	SUPERANNUATION	83,071	76,142	82,498	(6,356)	8%	
E042025	Administration Sundries	0	0	0	0		
E042030	INSURANCE	19,942	19,940	20,713	(773)	4%	
E042035	STAFF UNIFORMS	3,000	2,750	1,094	1,656	-60%	
E042040	STAFF TRAINING	11,250	11,250	12,706	(1,456)	13%	
E042041	CONFERENCES	18,000	16,500	12,015	4,485	-27%	
E042042	MEETING EXPENSES	0	0	808	(808)		
E042045	RELOCATION COSTS	5,000	4,576	0	4,576	-100%	
E042046	STAFF HOUSING	52,838	48,422	44,634	3,788	-8%	
E042047	Depreciation CEO Housing	4,234	3,872	3,635	237	-6%	
E042048	Depreciation DCEO Housing	8,488	7,777	7,479	298	-4%	
E042049	CEO UTILITIES	4,300	3,938	1,934	2,004	-51%	
E042050	OFFICE MAINTENANCE	7,500	6,864	2,579	4,285	-62%	
E042051	INTEREST ON LOAN 1 (ADMINSTRATION OFFICE)	46,246	42,383	19,156	23,227	-55%	2nd instalment will be paid in June
E042060	MEMBERSHIPS & SUBSCRIPTIONS	1,800	1,650	1,106	544	-33%	
E042070	Printing and Stationery	13,500	12,375	13,134	(759)	6%	
E042075	FBT EXPENSE	3,000	0	0	0		
E042080	TELEPHONE	13,400	12,276	8,739	3,537	-29%	
E042090	Postage and Freight	3,750	3,432	3,083	349	-10%	
E042100	ADVERTISING	5,000	4,576	425	4,151	-91%	
E042110	Office Equipment Maintenance	1,000	913	415	498	-55%	
E042115	Bad Debts Expense	5,000	4,576	0	4,576	-100%	
E042120	Cleaning	9,000	8,250	8,210	40	0%	
E042130	Computer Maintenance	51,604	51,604	31,223	20,381	-39%	Computer lease payments budgeted for full year but were terminated Jan 2020.
E042135	IT Support	35,500	32,538	34,622	(2,084)	6%	
E042140	Staff Amenities	1,700	1,551	1,474	77	-5%	
E042160	OTHER EXPENSES	0	0	0	0		
E042170	CONTRACT EMPLOYMENT	105,000	96,250	16,910	79,340	-82%	Timing, very little contractors have been used so far this financial year.
E042180	UTILITIES	6,000	5,500	5,450	50	-1%	
E042190	KEY TO KULIN	1,000	913	0	913	-100%	
E042200	Audit Fees	25,000	12,500	29,900	(17,400)	139%	Permanent variance of \$4,900
E042297	LOSS ON SALE OF ASSET	0	0	0	0		
E042298	Office Depreciation	35,000	32,076	14,516	17,560	-55%	
E042999	General Admin Allocated	(1,127,696)	(1,033,714)	(835,770)	(197,944)	-19%	Overall, all administration expenses are lower than expected, in turn, the amount allocated is lower than budgeted.
	<b>Total Expenditure</b>	<b>11,970</b>	<b>4,588</b>	<b>48,494</b>	<b>(43,906)</b>		
	<b>Sub-total General Administration</b>	<b>0</b>	<b>(6,379)</b>	<b>3,723</b>	<b>(10,102)</b>		
	<b>TOTAL GOVERNANCE</b>	<b>195,671</b>	<b>151,556</b>	<b>144,967</b>	<b>6,589</b>		
	<b>LAW,ORDER &amp; PUBLIC SAFETY</b>						
	<b>Fire Prevention</b>						
	<b>Total Revenue</b>	<b>1,000</b>	<b>913</b>	<b>0</b>	<b>(913)</b>		
E051040	OFFICE EXPENSES	3,300	3,025	4,218	(1,193)	39%	
E051050	FIRE INSURANCE	24,200	24,200	8,374	15,826	-65%	Permanent Variance
E051055	Protective Clothing	417	374	7,071	(6,697)	1791%	The overspend should be covered by the ESL grant
E051060	Communication Maintenance	1,000	913	0	913	-100%	

## STATEMENT OF OPERATING

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
E051070	Sundry Fire Prevention Costs	5,700	0	1,906	(1,906)		
E051080	FIRE PREVENTION - RANGER	1,500	0	0	0		
E051298	Depreciation	50,000	0	34,735	(34,735)		Budget timing is off, overall annual budget will match expenditure
E051700	Plant Operation Costs	0	0	0	0		
E051999	General Admin Allocated	12,781	11,715	9,472	2,243	-19%	Overall, all administration expenses are lower than expected, in turn, the amount allocated is lower than budgeted.
	<b>Total Expenditure</b>	<b>98,898</b>	<b>40,227</b>	<b>65,776</b>	<b>(25,549)</b>		
	<b>Sub-total Fire Protection</b>	<b>97,898</b>	<b>39,314</b>	<b>65,776</b>	<b>(26,462)</b>		
	<b>Animal Control</b>						
I052400	FINES AND PENALTIES	200	176	0	(176)	-100%	
I052430	CAT REGISTRATION FEE INCOME	200	176	103	(74)		
I052420	DOG REGISTRATION FEES	2,000	1,826	2,077	251	14%	
	<b>Total Revenue</b>	<b>2,400</b>	<b>2,178</b>	<b>2,179</b>	<b>1</b>		
E052010	Dog Control Costs	4,000	3,663	2,435	1,228	-34%	
E052020	CAT CONTROL COSTS	5,000	4,576	4,910	(334)	7%	
E052040	Pest Control	500	451	65	386	-85%	
E052999	General Admin Allocated	4,705	4,312	3,488	824	-19%	
	<b>Total Expenditure</b>	<b>14,205</b>	<b>13,002</b>	<b>10,898</b>	<b>2,104</b>		
	<b>Sub-total Animal Control</b>	<b>11,805</b>	<b>10,824</b>	<b>8,719</b>	<b>2,105</b>		
	<b>Other Law &amp; Order</b>						
I053010	ESL Bush Fires Allocation	25,000	18,750	28,049	9,299	50%	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	913	306	(607)	-66%	
I053610	Government Grants	0	0	0	0		
	<b>Total Revenue</b>	<b>30,000</b>	<b>23,663</b>	<b>32,354</b>	<b>8,691</b>		
E053010	ESL BUSH FIRE BRIGADES	4,000	3,663	2,772	891	-24%	
E053020	ESL SES UNIT	0	0	0	0		
E053030	SES EMERGENCIES	0	0	0	0		
E053051	EMERGENCY BUILDING MAINTENANCE	6,302	5,903	4,139	1,764	-30%	
E053060	Law & Order Other	0	0	0	0		
E053298	Depreciation	12,000	11,000	9,702	1,298	-12%	
E053700	Plant Operation Costs	7,000	6,413	7,726	(1,313)	20%	
E053999	General Admin Allocated	2,130	1,947	1,579	368	-19%	
	<b>Total Expenditure</b>	<b>31,432</b>	<b>28,926</b>	<b>25,918</b>	<b>3,008</b>		
	<b>Sub-total Other Law &amp; Order</b>	<b>1,432</b>	<b>5,263</b>	<b>(6,436)</b>	<b>11,699</b>		
	<b>TOTAL LAW,ORDER &amp; PUBLIC SAFETY</b>	<b>111,135</b>	<b>55,401</b>	<b>68,059</b>	<b>(12,658)</b>		
	<b>HEALTH</b>						
	<b>Preventative Services</b>						
I074410	OTHER LICENSES	0	0	628	628		
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>628</b>	<b>628</b>		
E074040	GROUP/REGIONAL SCHEME	37,000	27,750	33,216	(5,466)	20%	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	2,288	0	2,288		
E074999	General Admin Allocated	3,461	3,168	2,566	602	-19%	
	<b>Total Expenditure</b>	<b>42,961</b>	<b>33,206</b>	<b>35,782</b>	<b>(2,576)</b>		
	<b>Sub-total Other Law &amp; Order</b>	<b>42,961</b>	<b>33,206</b>	<b>35,154</b>	<b>3,205</b>		
	<b>Mosquito Control</b>						
E075020	Mosquito Control	3,800	3,465	691	2,774	-80%	
E075999	General Admin Allocated	2,119	1,936	1,571	365	-19%	
	<b>Total Expenditure</b>	<b>5,919</b>	<b>5,401</b>	<b>2,262</b>	<b>3,139</b>		
	<b>Sub-total Other Mosquito Control</b>	<b>5,919</b>	<b>5,401</b>	<b>2,262</b>	<b>3,139</b>		
	<b>Analytical Expenses</b>						
E076020	ANALYTICAL EXPENSES	1,000	913	418	495	-54%	
E076999	General Admin Allocated	2,130	1,947	1,579	368	-19%	
	<b>Total Expenditure</b>	<b>3,130</b>	<b>2,860</b>	<b>1,997</b>	<b>863</b>		
	<b>Sub-total Other Analytical Expenses</b>	<b>3,130</b>	<b>2,860</b>	<b>1,997</b>	<b>863</b>		
	<b>Medical Centre</b>						
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
E077010	COMMUNITY NURSES	1,000	913	0	913	-100%	
E077020	MEDICAL CENTRE	62,500	56,603	28,993	27,610	-49%	Expenditure on shared doctor service is not as high as budgeted for.
E077030	AMBULANCE SERVICES	1,000	913	3,521	(2,608)	286%	
E077298	Depreciation	500	451	0	451	-100%	
E077999	General Admin Allocated	4,916	4,499	3,644	855	-19%	
	<b>Total Expenditure</b>	<b>69,916</b>	<b>63,379</b>	<b>36,158</b>	<b>27,221</b>		
	<b>Sub-total Medical Centre</b>	<b>69,916</b>	<b>63,379</b>	<b>36,158</b>	<b>27,221</b>		
	<b>TOTAL HEALTH</b>	<b>121,926</b>	<b>104,846</b>	<b>75,571</b>	<b>34,428</b>		

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
<b>EDUCATION &amp; WELFARE</b>							
<b>Education</b>							
1080100	REIMBURSEMENT FROM SCHOOL	2,000	1,826	0	(1,826)	-100%	
	<b>Total Revenue</b>	<b>2,000</b>	<b>1,826</b>	<b>0</b>	<b>(1,826)</b>		
E080100	Contribution to School	6,733	6,149	2,602	3,547	-58%	
E080105	Contribution to Smartstart Program	0	0	0	0		
E080110	DONATIONS	2,000	1,826	0	1,826	-100%	
E080130	KULIN DHS PROMOTION	0	0	0	0		
E080999	General Admin Allocated	2,130	1,947	1,579	368	-19%	
	<b>Total Expenditure</b>	<b>10,863</b>	<b>9,922</b>	<b>4,181</b>	<b>5,741</b>		
	<b>Sub-total Education</b>	<b>8,863</b>	<b>8,096</b>	<b>4,181</b>	<b>3,915</b>		
<b>Community Aged Care</b>							
E082280	MINOR WELFARE EXPENDITURE	1,000	913	0	913		
E082999	General Admin Allocated	4,705	4,312	3,488	824	-19%	
	<b>Total Expenditure</b>	<b>5,705</b>	<b>5,225</b>	<b>3,488</b>	<b>1,737</b>		
	<b>Sub-total Community Aged Care</b>	<b>5,705</b>	<b>5,225</b>	<b>3,488</b>	<b>1,737</b>		
<b>Other Welfare</b>							
E083100	Care Group Donations	3,800	3,476	23	3,453	-99%	
E083999	General Admin Allocated	10,141	9,295	7,516	1,779	-19%	
	<b>Total Expenditure</b>	<b>13,941</b>	<b>12,771</b>	<b>7,539</b>	<b>5,232</b>		
	<b>Sub-total Other Welfare</b>	<b>13,941</b>	<b>12,771</b>	<b>7,539</b>	<b>5,232</b>		
<b>Child Care Services</b>							
1084010	Fees & Charges	169,985	155,815	155,502	(313)	0%	Higher than expected usage of the centre. Timing issue, this grant was expected later in the year.
1084020	Family & Childrens Grant	52,500	26,250	52,500	26,250	100%	
1084030	TRAINEESHIPS	0	0	0	0		
1084040	FUNDRAISING - GST	5,000	4,576	0	(4,576)	-100%	
1084041	FUNDRAISING - GST FREE	0	0	200	200		
1084050	SPECIAL PROJECTS	0	0	0	0		
1084085	OTHER INCOME	1,000	913	36	(877)	-96%	
1084100	Various Grants	10,000	9,163	1,185	(7,978)	-87%	Permanent Variance, no grants received or fundraising completed.
1084060	Staff Rent & Utility Reimbursement	0	0	0	0		
	<b>Total Revenue</b>	<b>238,485</b>	<b>196,717</b>	<b>209,424</b>	<b>12,707</b>		
E084010	Salaries	157,199	144,089	177,822	(33,733)	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	2,750	3,279	(529)	19%	
E084012	SALARIES - GARDENING	2,000	1,826	515	1,311	-72%	
E084013	SUPERANNUATION	14,934	13,684	17,830	(4,146)	30%	
E084014	CLEANING SALARIES	7,814	7,161	7,308	(147)	2%	
E084016	Insurance - Workers Comp	6,288	5,753	3,761	1,992	-35%	
E084020	ACCREDITATION	1,000	913	416	497	-54%	
E084025	Advert/Printing/Promotion	800	726	0	726	-100%	
E084030	Computer Exp	2,500	2,288	1,030	1,258	-55%	
E084035	EQUIPMENT UPGRADES	3,000	2,750	4,129	(1,379)	50%	
E084040	ELECTRICITY/GAS/WATER	4,500	4,125	4,377	(252)	6%	
E084045	Gardening	2,000	1,826	506	1,320	-72%	
E084050	Insurance	2,200	2,013	1,970	43	-2%	
E084055	Subscriptions	1,000	913	756	157	-17%	
E084060	BUILDING LEASE	600	550	0	550	-100%	
E084061	STAFF HOUSING	0	0	0	0		
E084065	Postage & Stationery	1,000	913	1,840	(927)	102%	Underspent at this moment in time but there are expectations that maintenance works will be carried out before year end.
E084070	REPAIRS & MAINTENANCE	17,000	15,576	4,885	10,691	-69%	
E084075	STAFF EXPENSES	5,500	5,038	708	4,330	-86%	
E084080	TELEPHONE	1,000	913	352	561	-61%	
E084085	Sundry & Other	1,500	1,375	183	1,192	-87%	
E084086	FUNDRAISING	1,000	913	0	913	-100%	
E084090	Consumables	2,500	2,288	1,928	360	-16%	
E084095	CLEANING CONSUMABLES	3,000	2,750	2,522	228	-8%	
E084150	SPECIAL PROJECTS	0	0	1,498	(1,498)		
E084298	Depreciation	0	0	2,333	(2,333)		
E084999	General Admin Allocated	22,280	20,416	16,513	3,903	-19%	
	<b>Total Expenditure</b>	<b>263,615</b>	<b>241,549</b>	<b>256,463</b>	<b>(14,914)</b>		
	<b>Sub-total Child Care Services</b>	<b>25,130</b>	<b>44,832</b>	<b>47,039</b>	<b>(2,207)</b>		
	<b>TOTAL EDUCATION &amp; WELFARE</b>	<b>53,639</b>	<b>70,924</b>	<b>62,247</b>	<b>8,677</b>		
<b>HOUSING</b>							
<b>Housing - Other</b>							
1092100	RENTAL - OTHER HOUSING	0	0	0	0		
1092110	Rental - GEHA Housing	42,404	38,863	36,480	(2,383)	-6%	
1092130	RENTAL - COMMUNITY BANK HOUSE	0	0	0	0		

## STATEMENT OF OPERATING

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
I092150	RENTAL - JOINT VENTURE	51,610	47,311	60,756	13,445	28%	Income from employee rent allocated here but budgeted to be allocated in governance or works programs.
I092391	Reimbursements - General	250	220	581	361	164%	
	<b>Total Revenue</b>	<b>94,264</b>	<b>86,394</b>	<b>97,816</b>	<b>11,422</b>		
E092020	INTEREST ON HOUSING LOANS 55 & 58	0	0	0	(0)		
E092050	OTHER HOUSING MAINTENANCE	29,523	27,038	7,875	19,163	-71%	Timing issue
E092055	GENERAL MAINTENANCE	0	0	0	0		
E092060	KULIN RETIREMENT HOMES	15,431	14,135	10,766	3,369	-24%	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	28,259	37,538	(9,279)	33%	
E092150	JOINT VENTURE HOUSING - COSTS	80,554	73,821	50,664	23,157	-31%	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	5,665	3,869	1,796	-32%	Timing issue
E092180	Depreciation Community Bank Hs	5,707	5,225	4,664	561	-11%	
E092298	Depreciation	36,624	33,572	22,732	10,840	-32%	
E092999	General Admin Allocated	4,705	4,312	3,488	824	-19%	
	<b>Total Expenditure</b>	<b>209,584</b>	<b>192,027</b>	<b>161,236</b>	<b>30,791</b>		
	<b>Sub-total Housing - Other</b>	<b>115,319</b>	<b>105,633</b>	<b>63,419</b>	<b>42,214</b>		
	<b>TOTAL HOUSING</b>	<b>115,319</b>	<b>105,633</b>	<b>63,419</b>	<b>42,214</b>		
	<b>COMMUNITY AMENITIES</b>						
	<b>Sanitation - Household Refuse</b>						
I101400	CHARGES - REFUSE REMOVAL	77,580	77,580	78,668	1,088	1%	
	<b>Total Revenue</b>	<b>77,580</b>	<b>77,580</b>	<b>78,668</b>	<b>1,088</b>		
E101020	DOMESTIC REFUSE COLLECTION	124,693	114,279	108,749	5,530	-5%	Timing, Avon waste bills late.
E101021	DUDININ REFUSE COLLECTION	6,055	5,533	2,778	2,755	-50%	
E101022	PINGARING REFUSE COLLECTION	4,716	4,323	3,978	345	-8%	Error in budget preparation - currently being investigated.
E101030	REFUSE SITE MAINTENANCE	22,630	20,735	36,924	(16,189)	78%	
E101040	ROEROC	10,000	0	0	0		
E101050	Recycling Depot	252	231	0	231	-100%	
E101298	Depreciation	1,476	1,353	704	649	-48%	
E101999	General Admin Allocated	4,705	4,312	3,488	824	-19%	
	<b>Total Expenditure</b>	<b>174,526</b>	<b>150,766</b>	<b>156,620</b>	<b>(5,854)</b>		
	<b>Sub-total Sanitation - Household Refuse</b>	<b>96,946</b>	<b>73,186</b>	<b>77,952</b>	<b>(4,766)</b>		
	<b>Sanitation - Other</b>						
I102030	Drum Muster Reimbursement	3,000	2,750	312	(2,438)	-89%	
I102410	CHARGES - REFUSE REMOVAL	15,444	15,444	15,335	(109)	-1%	
I102420	Sale of Bins	200	176	0	(176)	-100%	
	<b>Total Revenue</b>	<b>18,644</b>	<b>18,370</b>	<b>15,648</b>	<b>(2,722)</b>		
E102020	Commercial Refuse Collection	57,211	52,426	36,143	16,283	-31%	Timing, Avon waste bills one month late.
E102030	Drum Muster	2,688	2,453	834	1,619	-66%	
E102298	Depreciation	1,300	1,188	1,083	105	-9%	
E102420	PURCHASE OF BINS	200	176	0	176	-100%	
E102999	General Admin Allocated	4,705	4,312	3,488	824	-19%	
	<b>Total Expenditure</b>	<b>66,103</b>	<b>60,555</b>	<b>41,547</b>	<b>19,008</b>		
	<b>Sub-total Sanitation - Other</b>	<b>47,459</b>	<b>42,185</b>	<b>25,899</b>	<b>16,286</b>		
	<b>Sewage</b>						
E103010	DEEP SEWERAGE CONTRIBUTION	0	0	438	(438)		
E103999	General Admin Allocated	0	0	1,579	(1,579)		
	<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,017</b>	<b>(2,017)</b>		
	<b>Sub-total Sewage</b>	<b>0</b>	<b>0</b>	<b>2,017</b>	<b>(2,017)</b>		
	<b>Urban Stormwater Drainage</b>						
E104010	Urban Stormwater Drainage	2,100	1,914	0	1,914	-100%	
E104999	General Admin Allocated	2,988	2,739	2,146	593	-22%	
	<b>Total Expenditure</b>	<b>5,088</b>	<b>4,653</b>	<b>2,146</b>	<b>2,507</b>		
	<b>Sub-total Urban Stormwater Drainage</b>	<b>5,088</b>	<b>4,653</b>	<b>2,146</b>	<b>2,507</b>		
	<b>Protection of Environment</b>						
I105220	Income Other	0	0	0	0		
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
E105051	Reinstatement of Gravel Pits	0	0	14,182	(14,182)		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	1,530	(1,530)		
	<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>15,713</b>	<b>(15,713)</b>		

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
<b>Sub-total Protection of Environment</b>		<b>0</b>	<b>0</b>	<b>15,713</b>	<b>(15,713)</b>		
<b>Town Planning</b>							
I106110	Planning Approvals	3,000	2,750	0	(2,750)	-100%	
I106297	Profit on Sale Rural Lots	0	0	0	0		
<b>Total Revenue</b>		<b>3,000</b>	<b>2,750</b>	<b>0</b>	<b>(2,750)</b>		
E106020	Town Planning Advice	7,000	6,413	2,326	4,087	-64%	
E106030	Town Planning Other	3,800	3,476	1,970	1,506	-43%	
E106999	General Admin Allocated	9,794	8,976	7,259	1,717	-19%	
<b>Total Expenditure</b>		<b>20,594</b>	<b>18,865</b>	<b>11,555</b>	<b>7,310</b>		
<b>Sub-total Town Planning</b>		<b>17,594</b>	<b>16,115</b>	<b>11,555</b>	<b>4,560</b>		
<b>Other Community Amenities</b>							
I107400	CHARGES - CEMETERY FEES	1,000	913	2,670	1,757	192%	
I107051	GRANT INCOME	0	0	0	0		
<b>Total Revenue</b>		<b>1,000</b>	<b>913</b>	<b>2,670</b>	<b>1,757</b>		
E107031	KULIN CEMETERY	2,280	2,090	4,969	(2,879)	138%	
E107032	DUDININ CEMETERY	504	462	3,131	(2,669)	578%	
E107033	Pingaring Cemetery	504	462	613	(151)	33%	
E107050	PUBLIC CONVENIENCES	22,352	20,493	20,606	(113)	1%	
E107051	Public Notice Boards	504	462	43	419	-91%	
E107052	PUBLIC CONVENIENCES DUDININ	2,828	2,574	3,112	(538)	21%	
E107053	PUBLIC CONVENIENCES PINGARING	5,110	4,675	5,716	(1,041)	22%	
E107060	WAR MEMORIAL	3,576	3,278	3,697	(419)	13%	
E107298	Depreciation	17,500	16,038	13,909	2,129	-13%	
E107999	General Admin Allocated	10,141	9,295	7,516	1,779	-19%	
<b>Total Expenditure</b>		<b>65,299</b>	<b>59,829</b>	<b>63,311</b>	<b>(3,482)</b>		
<b>Sub-total Other Community Amenities</b>		<b>64,299</b>	<b>58,916</b>	<b>60,641</b>	<b>(1,725)</b>		
<b>TOTAL COMMUNITY AMMENITIES</b>		<b>231,387</b>	<b>195,055</b>	<b>195,924</b>	<b>(869)</b>		
<b>RECREATION &amp; CULTURE</b>							
<b>Sports Facilities - Various</b>							
E110298	Depreciation	71,772	65,791	62,072	3,719	-6%	
E110999	General Admin Allocated	6,048	5,544	4,908	636	-11%	
E113331	BOWLING GREENS	0	0	603	(603)		
E113332	OVAL	66,588	61,028	50,932	10,096	-17%	
E113333	GOLF TENNIS PAVILION	7,482	6,853	8,215	(1,362)	20%	
E113334	Golf Course	12,676	11,605	16,370	(4,765)	41%	
E113701	Plant Operation Costs	996	913	7,808	(6,895)	755%	
<b>Total Expenditure</b>		<b>165,562</b>	<b>151,734</b>	<b>150,907</b>	<b>827</b>		
<b>Sub-total Sports Facilities - Various</b>		<b>165,562</b>	<b>151,734</b>	<b>150,907</b>	<b>827</b>		
<b>Public Halls</b>							
I111021	MEMORIAL HALL DONATIONS/GRANTS	1,800	0	0	0		
I111022	RENTAL FROM MEMORIAL HALL	0	0	1,909	1,909		
<b>Total Revenue</b>		<b>1,800</b>	<b>0</b>	<b>1,909</b>	<b>1,909</b>		
E111021	MEMORIAL HALL	17,529	16,060	2,747	13,313	-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	6,171	3,148	3,023	-49%	Maintenance works planned for the hall have not yet been carried out and are unlikely to be completed in 2020.
E111032	DUDININ HALL	10,230	9,361	1,776	7,585	-81%	
E111033	JITARNING HALL	280	253	309	(56)	22%	
E111298	Depreciation	59,874	54,879	48,907	5,972	-11%	
E111999	General Admin Allocated	6,621	6,061	4,908	1,153	-19%	
<b>Total Expenditure</b>		<b>101,284</b>	<b>92,785</b>	<b>61,794</b>	<b>30,991</b>		
<b>Sub-total Public Halls</b>		<b>99,484</b>	<b>92,785</b>	<b>59,885</b>	<b>32,900</b>		
<b>Swimming Pools</b>							
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	3,500	10,027	6,527	186%	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	572	3,900	3,328	582%	
<b>Total Revenue</b>		<b>36,442</b>	<b>32,889</b>	<b>43,740</b>	<b>10,852</b>		
E112021	Salaries	86,052	86,051	64,528	21,523	-25%	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.
E112022	Superannuation	0	0	4,947	(4,947)		
E112023	CHEMICALS	5,092	4,653	5,616	(963)	21%	
E112024	ELECTRICITY	31,707	29,062	35,117	(6,055)	21%	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.

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
E112025	WATER	10,011	9,174	12,719	(3,545)	39%	
E112026	MAINTENANCE	45,340	42,368	39,060	3,308	-8%	
E112027	INSURANCE	6,486	5,940	6,486	(546)	9%	
E112028	OTHER MINOR EXPENDITURE	3,764	3,443	1,129	2,314	-67%	
E112029	STAFF HOUSING	0	0	140	(140)		
E112030	TELEPHONE	504	462	1,498	(1,036)	224%	
E112298	Depreciation	89,664	82,192	72,660	9,532	-12%	
E112600	EVENTS	1,350	1,232	2,250	(1,018)	83%	
E112999	General Admin Allocated	11,454	10,494	8,490	2,004	-19%	
	<b>Total Expenditure</b>	<b>291,424</b>	<b>275,071</b>	<b>254,641</b>	<b>20,430</b>		
	<b>Sub-total Swimming Pools</b>	<b>254,982</b>	<b>242,182</b>	<b>210,901</b>	<b>31,281</b>		
	<b>Freebairn Recreation Centre</b>						
I113100	Memberships - Adult	11,052	10,131	8,958	(1,173)	-12%	
I113110	Memberships - Children	500	451	164	(287)	-64%	
I113120	Memberships - Social	1,652	1,507	903	(604)	-40%	
I113130	MEMBERSHIPS - SHORT TERM	0	0	0	0		
I113140	Bank Charges recouped	0	0	0	0		
I113150	EVENTS	1,548	1,419	1,311	(108)	-8%	
I113300	Hire - Indoor Courts	504	462	0	(462)	-100%	
I113320	Hire - Kitchen	3,504	3,212	2,988	(224)	-7%	
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	440	341	(99)	-23%	
I113390	Hire - Function Rooms	996	913	1,222	309	34%	
I113393	GYMNASIUM INCOME	456	418	1,176	758	181%	
I113395	Catering Income	0	0	0	0		
							Centre has been closed due to Covid-19 restrictions and takeaway sales have been minor in this time.
I113500	BAR SALES	129,996	119,163	95,427	(23,736)	-20%	
I113501	INTERNAL BAR SALES	3,000	2,750	0	(2,750)	-100%	
I113505	Canteen Sales	3,000	2,750	1,985	(765)	-28%	
	<b>Total Revenue</b>	<b>161,688</b>	<b>148,192</b>	<b>131,408</b>	<b>(16,784)</b>		
E113060	Advertising and Promotion	1,000	913	0	913	-100%	
E113100	BANK CHARGES	500	451	710	(259)	57%	
E113104	CATERING COSTS	0	0	1,695	(1,695)		
E113107	Committee Costs	200	176	0	176	-100%	
E113120	Cleaning Supplies	5,000	4,576	2,593	1,983	-43%	
E113130	IT MAINTENANCE	4,000	3,663	4,169	(506)	14%	
E113140	Depreciation- Freebairn Centre	4,265	3,905	3,486	419	-11%	
E113180	ELECTRICITY	23,500	21,538	17,498	4,040	-19%	
E113190	FREIGHT - NON-BAR	100	88	0	88	-100%	
E113210	GAS SUPPLIES	2,300	2,101	1,303	798	-38%	
E113218	Minor Equipment	500	451	8,863	(8,412)	1865%	Upgrade Point of Sale hardware Budget timing is off, expenditure slightly over full year budget but within threshold
E113220	INSURANCE	18,458	16,918	18,458	(1,540)	9%	
E113240	LICENCING COSTS	1,710	1,562	1,237	325	-21%	
E113243	Kitchen Consumables	800	726	892	(166)	23%	
E113250	Printing, Stationery and Post	2,500	2,288	562	1,726	-75%	
E113260	Pool Costs	200	176	0	176	-100%	
							Works being completed and it is expected that this will be expended
E113270	REPAIRS AND MAINTENANCE	54,580	50,017	17,746	32,271	-65%	
E113272	Security Costs	450	407	291	116	-28%	
E113280	Superannuation	10,066	9,218	12,358	(3,140)	34%	
E113285	STAFF TRAINING	2,850	2,607	3,165	(558)	21%	
E113290	TELEPHONE	3,500	3,201	1,513	1,688	-53%	
E113295	UNIFORMS	800	726	0	726	-100%	
E113298	Depreciation	155,281	142,340	126,069	16,271	-11%	
							Staff coding wages to incorrect accounts, overall wages expenditure is currently right on track at FRC
E113300	Wages - Centre Manager	105,962	97,130	29,655	67,475	-69%	
							Staff coding wages to incorrect accounts, overall wages expenditure is currently below budget
E113310	Wages - Bar Staff Casuals	0	0	28,088	(28,088)		
E113315	EVENTS	5,000	4,576	(0)	4,576	-100%	
							Staff coding wages to incorrect accounts, overall wages expenditure is currently below budget
E113320	WAGES - CLEANER	5,000	4,576	26,409	(21,833)	477%	
E113330	OTHER COSTS	400	363	64	299	-82%	
E113335	KIDSPORT	500	451	0	451	-100%	
E113350	WORKERS COMPENSATION	4,600	4,213	2,535	1,678	-40%	
E113410	Sundry Equipment Purchases	2,500	2,288	155	2,133	-93%	
E113499	INTERNAL BAR PURCHASES	2,000	1,826	0	1,826	-100%	
							Stock on hand numbers higher than normal and possible not achieving margin on sales
E113500	Bar Purchases	52,000	47,663	54,767	(7,104)	15%	
E113501	Ice and Sundry Supplies	1,000	913	77	836	-92%	
E113502	FREIGHT ON BAR PURCHASES	2,400	2,200	1,804	396	-18%	
E113505	Canteen Purchases	500	451	340	111	-25%	
E113510	Bar Glassware	500	451	0	451	-100%	
E113540	STOCK WRITTEN OFF	400	363	0	363	-100%	
E113999	General Admin Allocated	10,401	9,526	7,708	1,818	-19%	
	<b>Total Expenditure</b>	<b>485,723</b>	<b>445,038</b>	<b>374,233</b>	<b>70,805</b>		
	<b>Sub-total Freebairn Recreation Centre</b>	<b>324,035</b>	<b>296,846</b>	<b>242,824</b>	<b>54,022</b>		
	<b>Television Re-broadcasting</b>						
I114310	Television Charges	1,400	1,276	0	(1,276)	-100%	

## STATEMENT OF OPERATING

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
	<b>Total Revenue</b>	<b>1,400</b>	<b>1,276</b>	<b>0</b>	<b>(1,276)</b>		
E114280	EQUIPMENT MAINTENANCE	0	0	41	(41)		
E114290	CONT TO VARLEY RADIO	1,400	1,276	508	768	-60%	
E114298	Depreciation	0	0	0	0		
E114999	General Admin Allocated	2,942	2,695	2,180	515	-19%	
	<b>Total Expenditure</b>	<b>4,342</b>	<b>3,971</b>	<b>2,729</b>	<b>1,242</b>		
	<b>Sub-total Television Re-broadcasting</b>	<b>2,942</b>	<b>2,695</b>	<b>2,729</b>	<b>(34)</b>		
	<b>Other Culture</b>						
I116300	Grant - Railway Station	0	0	0	0		
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
E116100	KULIN MUSEUM	400	363	293	71	-19%	
E116200	HERITAGE	0	0	0	0		
E116300	Railway Station Maintenance	2,159	1,969	0	1,969	-100%	
E116999	General Admin Allocated	0	0	1,579	(1,579)		
	<b>Total Expenditure</b>	<b>2,559</b>	<b>2,332</b>	<b>1,872</b>	<b>460</b>		
	<b>Sub-total Other Culture</b>	<b>2,559</b>	<b>2,332</b>	<b>1,872</b>	<b>460</b>		
	<b>Other Sport &amp; Recreation</b>						
I117430	Kulin Squash Courts	0	0	0	0		
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>46</b>	<b>46</b>		
E117029	OFFICE GARDENS	23,952	21,923	17,970	3,953	-18%	
E117030	PUBLIC PARKS GDNS & RESERVES	95,809	87,802	84,017	3,785	-4%	
E117031	RESERVES - OTHER	16,689	15,279	11,946	3,333	-22%	
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	1,375	1,980	(605)	44%	
E117054	Dudinin Tennis Club	2,000	1,826	2,415	(589)	32%	
E117056	OTHER SPORTING CLUBS	2,000	1,826	0	1,826	-100%	Funds budgeted to investigate a youth precinct have not yet been used.
E117058	SKATE PARK & PLAYGROUND	7,700	7,051	16	7,035	-100%	
E117298	Depreciation	25,000	22,913	21,622	1,291	-6%	
E117500	VARLEY DISTRICT CONTRIBUTIONS	25,000	22,913	27,500	(4,587)	20%	
E117520	Pingaring Golf Club	2,600	2,376	6,525	(4,149)	175%	
E117999	General Admin Allocated	14,336	13,134	10,625	2,509	-19%	
	<b>Total Expenditure</b>	<b>216,586</b>	<b>198,418</b>	<b>184,769</b>	<b>13,649</b>		
	<b>Sub-total Other Sport &amp; Recreation</b>	<b>216,586</b>	<b>198,418</b>	<b>184,722</b>	<b>13,696</b>		
	<b>Recreation Co-ordinator</b>						
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
E118010	Wages	0	0	0	0		
	<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>Sub-total Recreation Co-ordinator</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>TOTAL RECREATION &amp; CULTURE</b>	<b>1,066,150</b>	<b>986,992</b>	<b>853,841</b>	<b>133,151</b>		
	<b>TRANSPORT</b>						
	<b>Roadworks</b>						
I121500	Regional Road Group	365,000	273,750	306,980	33,230	12%	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	318,750	534,904	216,154	68%	Grants will be claimed as work is completed, timing issue for now
I121750	BLACK SPOT	99,000	74,250	0	(74,250)	-100%	Invoice for funding not yet processed, will be done when work has substantially begun which is not expected in 2019/20.
	<b>Total Revenue</b>	<b>889,000</b>	<b>666,750</b>	<b>841,884</b>	<b>175,134</b>		
E121298	Depreciation	2,500,000	2,291,663	2,022,743	268,920	-12%	
E121602	Traffic Signs	7,000	6,413	4,223	2,190	-34%	
	<b>Total Expenditure</b>	<b>2,507,000</b>	<b>2,298,076</b>	<b>2,026,966</b>	<b>271,110</b>		
	<b>Sub-total Roadworks</b>	<b>1,618,000</b>	<b>1,631,326</b>	<b>1,185,082</b>	<b>446,244</b>		
	<b>Road Maintenance</b>						
I122360	Government Grants	190,838	174,933	203,560	28,627	16%	YTD budget issue, total grant is 203k and has been received in a lump sum rather than over the year as the ytd budget would suggest it should.
	<b>Total Revenue</b>	<b>191,838</b>	<b>175,846</b>	<b>203,560</b>	<b>27,714</b>		
E122010	ROAD MAINTENANCE	1,254,301	1,149,764	821,451	328,313	-29%	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	50,952	43,436	7,516	-15%	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	6,039	4,645	1,394	-23%	

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
E122140	Footpath Maintenance	3,588	3,289	105	3,184	-97%	Overall under budget, could possibly be a permanent saving of approx \$5,000 at year end
E122150	STREET LIGHTING	27,629	25,322	14,778	10,544	-42%	
E122160	Street Cleaning	0	0	2,413	(2,413)		
E122161	DUDININ CLEANING	3,348	3,069	3,309	(240)	8%	
E122180	Street Trees	13,716	12,573	4,994	7,579	-60%	
E122190	Streetscape Maintenance	74,352	68,145	63,563	4,582	-7%	
E122200	Roman Road System	7,500	7,500	7,364	136	-2%	
E122298	Depreciation	18,204	16,687	23,420	(6,733)	40%	
E122999	General Admin Allocated	526,203	482,350	390,720	91,630	-19%	
	<b>Total Expenditure</b>	<b>1,991,042</b>	<b>1,825,690</b>	<b>1,380,200</b>	<b>445,490</b>		
	<b>Sub-total Road Maintenance</b>	<b>1,799,204</b>	<b>1,649,844</b>	<b>1,176,640</b>	<b>473,204</b>		
	<b>Road Plant Purchases</b>						
I123297	Profit on Sale of Asset	0	0	0	0		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.
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
E123297	LOSS ON SALE OF ASSET	54,554	50,006	0	50,006	-100%	
E123999	General Admin Allocated	13,747	12,595	10,188	2,407	-19%	
	<b>Total Expenditure</b>	<b>68,301</b>	<b>62,601</b>	<b>10,188</b>	<b>52,413</b>		
	<b>Sub-total Road Plant Purchases</b>	<b>68,301</b>	<b>62,601</b>	<b>10,188</b>	<b>52,413</b>		
	<b>Aerodomes</b>						
E126280	Airstrip Maintenance	5,740	5,247	4,624	623	-12%	
E126298	Depreciation	8,000	7,326	6,663	663	-9%	
E126999	General Admin Allocated	2,130	1,947	1,579	368	-19%	
	<b>Total Expenditure</b>	<b>15,870</b>	<b>14,520</b>	<b>12,866</b>	<b>1,654</b>		
	<b>Sub-total Aerodomes</b>	<b>15,870</b>	<b>14,520</b>	<b>12,866</b>	<b>1,654</b>		
	<b>TOTAL TRANSPORT</b>	<b>3,501,375</b>	<b>3,358,291</b>	<b>2,384,776</b>	<b>973,515</b>		
	<b>ECOMONIC SERVICES</b>						
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	302,500	154,631	(147,869)	-49%	
	<b>Total Income</b>	<b>330,000</b>	<b>302,500</b>	<b>175,236</b>	<b>15,325</b>		
E130100	FACILITATORS WAGES	203,259	186,318	178,647	7,671	-4%	
E130110	FACILITATORS SUPERANNUATION	19,310	17,699	15,470	2,229	-13%	
E130180	VOLUNTEER SUPPORT	0	0	0	0		
E130170	SUPERVISION OTHER EMPLOYMENT EXPENSES	0	0	0	0		
E130200	ACTIVITY COSTS - SCHOOL HOLIDAY/LOCAL PROG	0	0	109	(109)		
E130210	ACTIVITY COSTS - CAMPS	5,000	4,576	498	4,078	-89%	
E130220	ACTIVITY COSTS - SCHOOL CAMPS	0	0	0	0		
E130230	ACTIVITY COSTS - CORPORATE CAMPS	0	0	0	0		
E130310	TRANSPORTATION FOR CAMPS	25,000	22,913	6,962	15,951	-70%	
E130335	HOUSING COSTS	16,458	15,048	5,890	9,158	-61%	
E130500	CATERING SCHOOL HOLIDAY/LOCAL PROGRAMS	0	0	0	0		
E130510	CATERING CAMPS	28,000	25,663	13,523	12,140	-47%	
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	6,875	3,840	3,035	-44%	
E130800	CAMP KULIN ADMINISTRATION COSTS	20,000	18,326	16,120	2,206	-12%	
E130810	CAMP KULIN STAFF DEVELOPMENT & TRAINING	5,000	4,576	879	3,697	-81%	
E130820	INCORPORATION EXPENSES	0	0	0	0		
E130999	GENERAL ADMINISTRATION ALLOCATED	15,707	14,388	12,148	2,240	-16%	
E130705	EVENT EXPENSES	0	0	0	0		
E132040	KULIN HOSTEL	25,225	23,111	38,031	(14,920)	65%	
	<b>Total Expenditure</b>	<b>370,458</b>	<b>339,493</b>	<b>297,396</b>	<b>57,017</b>		
	<b>Sub-total Camp Kulin</b>	<b>40,458</b>	<b>36,993</b>	<b>122,160</b>			
	<b>Rural Services</b>						
I131100	OTHER INCOME	0	0	0	0		
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
E131040	Noxious Weeds/Pest Plants	8,486	7,777	10,953	(3,176)	41%	
E131060	Vermin Control	0	0	100	(100)		
E131298	Depreciation	0	0	0	0		
E131999	General Admin Allocated	2,130	1,947	1,579	368	-19%	
	<b>Total Expenditure</b>	<b>10,617</b>	<b>9,724</b>	<b>12,632</b>	<b>(2,908)</b>		
	<b>Sub-total Rural Services</b>	<b>10,617</b>	<b>9,724</b>	<b>12,632</b>	<b>(2,908)</b>		

## STATEMENT OF OPERATING

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
<b>Tourism &amp; Area Promotion</b>							
I132100	Grants	1,000	913	0	(913)	-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	18,326	27,979	9,653	53%	
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	1,100	3,060	1,960	178%	
	<b>Total Revenue</b>	<b>22,200</b>	<b>20,339</b>	<b>31,191</b>	<b>11,765</b>		
E132030	CARAVAN PARK	37,116	34,026	36,569	(2,543)	7%	
E132050	INFORMATION BAY	200	176	132	44	-25%	
							Astro tourism project was not completed and contingency for sundry marketing was not utilised.
E132100	Tourism & Area Promotion	34,100	31,251	15,969	15,282	-49%	
E132111	Herbarium Costs	0	0	0	0		
E132410	SUPERANNUATION	0	0	3,926	(3,926)		
E132298	Depreciation	35,000	32,076	32,032	44	0%	
E132999	General Admin Allocated	38,140	34,958	28,266	6,692	-19%	
	<b>Total Expenditure</b>	<b>144,556</b>	<b>132,487</b>	<b>116,896</b>	<b>15,591</b>		
	<b>Sub-total Tourism &amp; Area Promotion</b>	<b>122,356</b>	<b>112,148</b>	<b>85,705</b>	<b>27,356</b>		
<b>Building Control</b>							
I133410	BUILDING PERMITS	4,000	3,663	2,209	(1,454)	-40%	
I133420	BCITF LEVY COLLECTION	2,000	1,826	391	(1,435)	-79%	
I133425	BUILDING SERVICES LEVY COLLECTION	1,000	913	(1,442)	(2,355)	-258%	
	<b>Total Revenue</b>	<b>7,000</b>	<b>6,402</b>	<b>1,157</b>	<b>(5,245)</b>		
E133010	Group Building Scheme	7,500	6,875	2,933	3,943	-57%	
E133420	BCITF levy payment	2,000	1,826	0	1,826	-100%	
E133425	BUILDING SERVICES LEVY PAYMENT	1,000	913	0	913	-100%	
E133999	General Admin Allocated	3,541	3,245	2,623	622	-19%	
	<b>Total Expenditure</b>	<b>14,041</b>	<b>12,859</b>	<b>5,556</b>	<b>7,303</b>		
	<b>Sub-total Building Control</b>	<b>7,041</b>	<b>6,457</b>	<b>4,398</b>	<b>2,059</b>		
<b>Kulin Resource Centre</b>							
I134010	Business Memberships	0	0	127	127		
							KBR printing for race book not budgeted for.
I134070	Photocopying	4,500	4,125	9,110	4,985	121%	Income of \$6,000
I134080	BINDING, STAPLING & FOLDING	0	0	98	98		
I134090	FAXING, SCANNING & EMAILING	500	451	105	(346)	-77%	
I134100	Computer Usage	500	451	170	(281)	-62%	
I134120	Desktop Publishing	0	0	9	9		
I134130	KULIN UPDATE	7,000	6,413	5,758	(655)	-10%	
I134140	Laminating	500	451	442	(9)	-2%	
I134150	Equipment Hire	500	451	55	(396)	-88%	
I134160	CONSUMABLE SALES	500	451	540	89	20%	
I134170	BUILDING HIRE	800	726	327	(399)	-55%	
I134180	PUBLIC TRAINING/COURSES	3,000	2,750	15,605	12,855	467%	Gen Ag, will be expenditure to match
I134185	EVENT INCOME & SPONSORSHIP	0	0	1,664	1,664		
I134190	Commissions	5,000	4,576	5,104	528	12%	
I134215	KODAK SCANNING & PHOTOSHOP	0	0	40	40		Pilot training course fees not budgeted for, matched by expenditure.
I134220	OTHER INCOME	2,000	1,826	11,048	9,222	505%	
I134270	COMMUNITY CONTRIBUTION REIMBURSEMENT	0	0	0	0		
I134300	Reimbursements	0	0	306	306		
							Permanent variance relating to the receipt of \$35,000 for trainee grant subsidy
I134500	GRANTS - CRC OPERATIONAL	100,000	91,663	133,688	42,025	46%	
I134510	EVENT & TICKETING INCOME	5,000	4,576	0	(4,576)	-100%	
	<b>Total Revenue</b>	<b>129,800</b>	<b>118,910</b>	<b>186,196</b>	<b>71,862</b>		
E134010	Wages	96,158	88,143	71,098	17,045	-19%	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	8,371	2,751	5,620	-67%	
E134030	INSURANCE	12,000	12,000	12,000	0	0%	
E134040	UNIFORMS	800	726	52	674	-93%	
E134050	STAFF TRAINING	4,800	4,400	788	3,612	-82%	
E134060	TELEPHONE	1,500	1,375	1,092	283	-21%	
E134065	WATER	1,200	1,100	791	309	-28%	
E134070	ELECTRICITY	6,000	5,500	4,416	1,084	-20%	
E134080	Printing & Stationery	15,000	13,750	14,285	(535)	4%	
E134090	Postage and Freight	0	0	0	0		
E134095	STAFF AMENITIES	0	0	0	0		
E134100	Advertising and Promotion	1,500	1,375	1,476	(101)	7%	
E134110	IT MAINTENANCE & SUPPORT	3,600	3,300	4,975	(1,675)	51%	
E134115	Cleaning	0	0	411	(411)		
E134120	CENTRE MAINTENANCE	3,000	2,750	3,162	(412)	15%	

## STATEMENT OF OPERATING

COA	Description	Current Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	Explanation of variances
E134130	COURSES & EVENTS	10,000	9,163	32,619	(23,456)	256%	Heavy vehicle pilot course expenditure posted here and need to be reallocated to public works overheads based on employees who completed course.
E134140	Library Freight	500	451	0	451	-100%	
E134150	LIBRARY COSTS	14,000	12,826	12,783	43	0%	
E134155	Kodak Scanning & Photoshop	0	0	0	0		
E134165	LEADERSHIP GROUP FUNCTIONS & SPONSORSH	0	0	0	0		
E134190	KEY TO KULIN	300	275	0	275	-100%	
E134200	GRANT FUNDING EXPENDITURE	2,000	1,826	731	1,095	-60%	
E134298	Depreciation	65,000	59,576	53,458	6,118	-10%	
E134300	SUNDRY EXPENSES	0	0	209	(209)		
E134999	General Admin Allocated	14,286	13,090	10,594	2,496	-19%	
	<b>Total Expenditure</b>	<b>260,779</b>	<b>239,997</b>	<b>228,010</b>	<b>11,987</b>		
	<b>Sub-total Kulin Resource Centre</b>	<b>130,979</b>	<b>121,087</b>	<b>41,813</b>	<b>83,850</b>		
	<b>Other Economic Services</b>						
I136010	SALE OF STANDPIPE WATER	25,000	22,913	55,919	33,006	144%	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	80,000	(20,000)	-20%	
I136040	OTHER INCOME	0	0	0	0		
I136050	OTHER INCOME	0	0	0	0		
I136115	Community Cropping Program	1,000	913	1,364	451		
	<b>Total Revenue</b>	<b>126,000</b>	<b>123,826</b>	<b>137,283</b>	<b>13,006</b>		
E136040	WATER SUPPLY (STANDPIPES)	45,000	41,250	118,546	(77,296)	187%	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	913	0	913		
E136100	OTHER EXPENDITURE	0	0	0	0		
E136105	Pingaring Community Centre	4,000	3,663	4,000	(337)	9%	
E136115	COMMUNITY CROPPING PROGRAM	1,000	913	0	913	-100%	
E136200	ECONOMIC DEVELOPMENT	0	0	0	0		
E136298	DEPRECIATION	2,500	2,288	1,128	1,160	-51%	
E136999	General Admin Allocated	2,130	1,947	1,579	368	-19%	
	<b>Total Expenditure</b>	<b>55,630</b>	<b>50,974</b>	<b>125,253</b>	<b>(74,279)</b>		
	<b>Sub-total Other Economic Services</b>	<b>(70,370)</b>	<b>(72,852)</b>	<b>(12,030)</b>	<b>(61,272)</b>		
	<b>Kulin Bush Races</b>						
I138010	BUSH RACES INCOME	0	0	12,211	12,211		Long term loan to KBR repaid.
I138020	OTHER RACES INCOME	25,000	0	0	0		
	<b>Total Revenue</b>	<b>25,000</b>	<b>0</b>	<b>12,211</b>	<b>12,211</b>		
E138010	BUSH RACES EXPENDITURE	0	0	0	0		
E138015	BLAZING SWAN EXPENDITURE	12,500	11,451	25,080	(13,629)	119%	Payment of Blazing Swan ticket contribution to landholder
E138020	INSURANCE & LICENSING.	0	0	0	0		
E138040	BUSH RACES CONTRIBUTION	18,986	17,402	13,173	4,229	-24%	Payment of Blazing Swan ticket contribution to KBR
E138298	Depreciation	0	0	0	0		
E138999	General Admin Allocated	15,707	14,388	11,640	2,748	-19%	
	<b>Total Expenditure</b>	<b>47,193</b>	<b>43,241</b>	<b>49,893</b>	<b>(6,652)</b>		
	<b>Sub-total Kulin Bush Races</b>	<b>22,193</b>	<b>43,241</b>	<b>37,682</b>	<b>5,559</b>		
	<b>Fuel Facility</b>						
I139010	SALES - PUBLIC	600,000	550,000	570,113	20,113	4%	
	<b>Total Revenue</b>	<b>600,000</b>	<b>550,000</b>	<b>570,113</b>	<b>20,113</b>		
E139010	FUEL PURCHASES	550,000	504,163	523,531	(19,368)	4%	
E139030	FUEL ACCOUNT SALES	1,500	1,375	1,331	44	-3%	
E139040	IT MAINTENANCE	3,500	3,201	6,316	(3,115)	97%	
E139045	BANK CHARGES	5,000	4,576	3,908	668	-15%	
E139050	MAINTENANCE & REPAIRS	7,660	7,018	3,136	3,882	-55%	
E139999	GENERAL ADMIN ALLOCATED	17,297	15,851	12,689	3,162	-20%	
	<b>Total Expenditure</b>	<b>584,957</b>	<b>536,184</b>	<b>550,911</b>	<b>(14,727)</b>		
	<b>Sub-total Fuel Facility</b>	<b>(15,043)</b>	<b>(13,816)</b>	<b>(19,202)</b>	<b>5,386</b>		
	<b>TOTAL ECONOMIC SERVICES</b>	<b>248,230</b>	<b>242,982</b>	<b>273,159</b>	<b>60,028</b>		
	<b>OTHER PROPERTY &amp; SERVICES</b>						
	<b>Private Works</b>						
I141025	MAIN ROADS WORKS	0	0	0	0		Works completed which were unbudgeted for
I141410	Private Works	24,000	22,000	163,772	141,772	644%	
	<b>Total Revenue</b>	<b>24,000</b>	<b>22,000</b>	<b>163,772</b>	<b>141,772</b>		
E141010	PRIVATE WORKS	22,080	20,240	88,341	(68,101)	336%	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)		
E141025	MAIN ROADS WORKS	0	0	14,215	(14,215)		
E141999	General Admin Allocated	11,032	10,109	8,177	1,932	-19%	

## STATEMENT OF OPERATING

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
	<b>Total Expenditure</b>	<b>33,112</b>	<b>30,349</b>	<b>129,173</b>	<b>(98,824)</b>		
	<b>Sub-total Private Works</b>	<b>9,112</b>	<b>8,349</b>	<b>(34,599)</b>	<b>42,948</b>		
	<b>Community Bus</b>						
I142100	Hire of Bus & Trailer	6,000	5,500	5,748	248	5%	
I142200	Contributions - Bus Purchase	0	0	0	0		
	<b>Total Revenue</b>	<b>6,000</b>	<b>5,500</b>	<b>5,748</b>	<b>248</b>		
E142020	Community Bus Shed	50	50	48	2	-4%	
E142105	LICENSING & INSURANCE	840	490	0	490	-100%	
E142298	Depreciation	3,000	2,750	4,481	(1,731)	63%	
E142700	Plant Operation Costs	6,000	5,500	5,036	464	-8%	
	<b>Total Expenditure</b>	<b>9,890</b>	<b>8,790</b>	<b>9,564</b>	<b>(774)</b>		
	<b>Sub-total Community Bus</b>	<b>3,890</b>	<b>3,290</b>	<b>3,816</b>	<b>(526)</b>		
	<b>Public Works Overheads</b>						
I143100	STAFF HOUSING RENTAL	39,364	36,080	22,000	(14,080)	-39%	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	9,163	9,253	90	1%	
	<b>Total Revenue</b>	<b>49,364</b>	<b>45,243</b>	<b>31,253</b>	<b>(13,990)</b>		
E143010	ENGINEERS SALARY	90,751	83,182	97,465	(14,283)	17%	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	43,017	(9,017)	27%	Permanent variance
E143030	OFFICE EXPENSES	3,100	2,838	3,118	(280)	10%	
E143035	UTILITIES	0	0	0	0		
E143040	Superannuation	138,185	126,665	139,809	(13,144)	10%	
E143050	Sick & Holiday Pay	163,200	149,600	150,451	(851)	1%	
E143060	Insurance on Works	19,000	19,000	19,000	0	0%	
E143070	Long Service leave	8,500	7,788	0	7,788	-100%	Small allowance for staff using LSL during the year was not utilised.
E143075	FBT EXPENSE	1,500	1,500	0	1,500	-100%	Three staff members budgeted to receive housing allowance who have either left the Shire or are not entitled.
E143090	Award Allowances	80,345	73,645	67,733	5,912	-8%	
E143110	Consumable Stores	0	0	0	0		
E143120	PROTECTIVE CLOTHING	6,300	5,775	6,085	(310)	5%	
E143125	STAFF HOUSING	100,295	91,916	141,592	(49,676)	54%	Project overspend and unbudgeted purchases at mechanics and works manager's residences
E143130	Removal Expenses	5,000	4,576	0	4,576	-100%	Labour charges for staff on training courses is expected to be allocated here. Budgeted allocation of time has not been utilised.
E143140	Seminar Expenses	25,238	23,122	11,710	11,412	-49%	Payments to OSH Contractor have not been as high as budgeted.
E143150	Health & Safety Program	12,286	9,213	4,104	5,109	-55%	Consultation on black spot projects
E143152	CONSULTING	10,000	9,163	29,400	(20,237)	221%	
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)	(778,844)	(723,306)	(55,538)	-7%	Staff housing and trainee wage expense have meant that the overhead rate of 80% has not been high enough to allocate all labour overheads. A manual allocation will be made closer to year end to ensure all costs are allocated. Rate of 80% will be reviewed with budget 2021
E143297	Loss on Sale of Asset	0	0	673	(673)		
E143298	Depreciation	13,281	12,166	13,583	(1,417)	12%	
E143999	General Admin Allocated	188,037	172,359	107,398	64,961	-38%	
	<b>Total Expenditure</b>	<b>49,364</b>	<b>47,664</b>	<b>111,832</b>	<b>(64,168)</b>		
	<b>Sub-total Public Works Overheads</b>	<b>(0)</b>	<b>2,421</b>	<b>80,578</b>	<b>(78,157)</b>		
	<b>Plant Operation</b>						
I144390	Insurance Claims	0	0	0	0		
I144297	Profit on Sale of Asset	0	0	0	0		
I144100	DIESEL REBATE	20,000	18,326	12,436	(5,890)	-32%	Fuel usage applicable to the rebate was not as high as budgeted for.
	<b>Total Revenue</b>	<b>20,000</b>	<b>18,326</b>	<b>12,436</b>	<b>(5,890)</b>		
E144000	Plant Repair Wages	147,154	134,882	95,347	39,536	-29%	Mechanic has taken leave throughout the year, these labour hours are allocated to leave rather than plant repairs.
E144005	Tyres & Tubes	48,000	44,000	33,438	10,562	-24%	
E144010	Parts & Repairs	180,000	164,989	116,707	48,282	-29%	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	95,930	(930)	1%	
E144020	Fuel & Oil	340,000	311,663	294,865	16,798	-5%	
E144030	BLADES & TYNES	12,000	11,000	11,533	(533)	5%	
E144060	Expendable Tools	2,400	2,200	0	2,200	-100%	
E144061	TELEPHONE	1,200	1,100	1,238	(138)	13%	
E144070	OFFICE EXPENSES	1,200	1,100	0	1,100	-100%	

## STATEMENT OF OPERATING

COA	Description	Current Budget	YTD Budget	YTD Actual	Var.	Var.	Explanation of variances
		\$	\$	\$	\$	%	
E144080	Relocation Expenses	0	0	2,310	(2,310)		
E144180	Other Minor Expenditure	2,400	2,200	4,669	(2,469)	112%	
E144290	ALLOCATED TO WORKS & SERVICES	(813,354)	(745,569)	(580,590)	(164,979)	-22%	Plant usage has not been as high as expected meaning that all of the plant costs have not been fully allocated, a manual allocation will have to take place close to year end.
E144700	PLANT OPERATION COSTS	40,000	36,663	24,153	12,510	-34%	
	<b>Total Expenditure</b>	<b>56,000</b>	<b>59,228</b>	<b>99,600</b>	<b>(40,372)</b>		
	<b>Sub-total Plant Operation</b>	<b>36,000</b>	<b>40,902</b>	<b>87,164</b>	<b>(46,262)</b>		
	<b>Salaries &amp; Wages</b>						
I146390	Workers Compensation	5,000	4,576	11,627	7,051	154%	Employee on long term worker's compensation for injury sustained at work. Expected to return late June.
	<b>Total Revenue</b>	<b>5,000</b>	<b>4,576</b>	<b>11,627</b>	<b>7,051</b>		
E146010	Gross Total For Year	2,700,000	2,475,000	2,419,014	55,986	-2%	
E146020	Workers Compensation	0	0	147	(147)		
E146200	Salaries & Wages Allocated	(2,700,000)	(2,475,000)	(2,419,014)	(55,986)	-2%	
E146400	Unallocated Salaries & Wages	0	0	0	0		
	<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>147</b>	<b>(147)</b>		
	<b>Sub-total Salaries &amp; Wages</b>	<b>(5,000)</b>	<b>(4,576)</b>	<b>(11,479)</b>	<b>6,903</b>		
	<b>Unclassified</b>						
I147360	SALE OF PARTS/SCRAP	500	451	0	(451)	-100%	
	<b>Total Revenue</b>	<b>500</b>	<b>451</b>	<b>0</b>	<b>(451)</b>		
	<b>Sub-total Unclassified</b>	<b>(500)</b>	<b>(451)</b>	<b>0</b>	<b>(451)</b>		
	<b>Public Works Depreciation</b>						
E144298	Depreciation	560,000	513,326	369,741	143,585	-28%	
E148298	Gross Depreciation	0	0	30,948	(30,948)		
E148299	LESS DEPRECIATION ALLOCATED	(560,000)	(513,326)	(405,292)	(108,034)	-21%	
	<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>(4,602)</b>	<b>4,602</b>		
	<b>Sub-total Public Works Depreciation</b>	<b>0</b>	<b>0</b>	<b>(4,602)</b>	<b>4,602</b>		
	<b>TOTAL OTHER PROPERTY &amp; SERVICES</b>	<b>43,502</b>	<b>49,935</b>	<b>120,878</b>	<b>(70,943)</b>		
	<b>GRAND TOTAL</b>	<b>2,593,988</b>	<b>2,484,872</b>	<b>168,278</b>	<b>2,410,791</b>		

**Shire of Kulin**  
**STATEMENT OF CAPITAL**  
**(Statutory Reporting Program)**  
**For the period ended 31 May 2020**

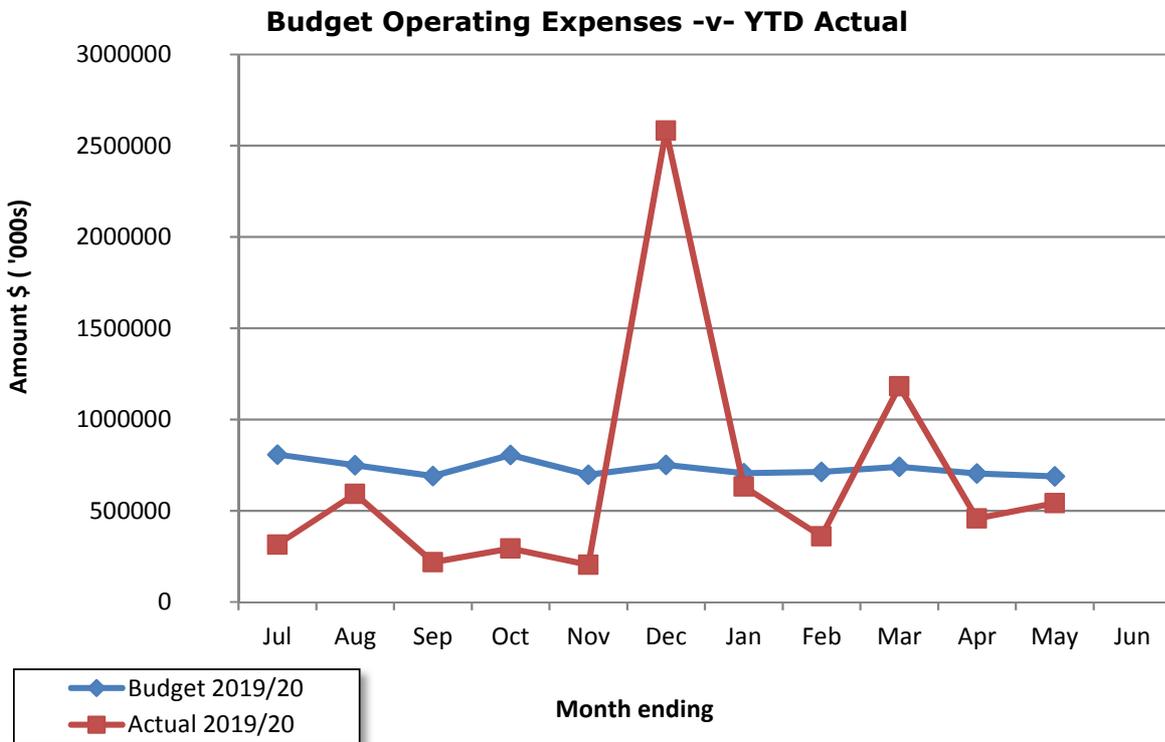
COA	Description	Annual Budget	YTD Budget	YTD Actual	Var.	Var.
		\$	\$	\$	\$	%
<b>GOVERNANCE</b>						
E042000	OLD ADMINISTRATION BUILDING	34,000	31,152	3,622	27,530	
E042400	ADMINISTRATION EQUIPMENT	0	0	48,689	(48,689)	
E042510	Transfer to Admin Equip Reserve	1,129	1,034	1,378	(344)	33%
	<b>Total Expenditure</b>	<b>35,129</b>	<b>32,186</b>	<b>53,689</b>	<b>(49,033)</b>	
	<b>Sub-total Governance</b>	<b>35,129</b>	<b>32,186</b>	<b>53,689</b>	<b>(49,033)</b>	
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>						
E053720	FESA BUILDING	16,130	14,762	0	14,762	-100%
	<b>Total Expenditure</b>	<b>16,130</b>	<b>14,762</b>	<b>0</b>	<b>14,762</b>	
	<b>Sub-total Law, Order &amp; Public Safety</b>	<b>16,130</b>	<b>14,762</b>	<b>0</b>	<b>14,762</b>	
<b>HEALTH</b>						
E077150	TRANSFER TO MEDICAL SERVICES RESERVE	1,547	773	11,888	(11,115)	1438%
	<b>Total Expenditure</b>	<b>1,547</b>	<b>773</b>	<b>11,888</b>	<b>(11,115)</b>	
	<b>Sub-total Law, Order &amp; Public Safety</b>	<b>1,547</b>	<b>773</b>	<b>11,888</b>	<b>(11,115)</b>	
<b>EDUCATION &amp; WELFARE</b>						
	<b>Sub-total Education &amp; Welfare</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>HOUSING</b>						
I091510	TRANSFER FROM BUILDING RESERVE	(260,000)	130,000	(260,000)	390,000	-300%
E091103	STAFF HOUSING PROJECT 3 RESIDENCIES	282,677	282,677	178,565	104,112	-37%
E091110	PRINCIPAL ON LOANS 55 & 58	87,804	43,902	43,569	333	-1%
E091510	Transfer to Building Reserve	7,508	3,754	7,484	(3,730)	99%
E092510	TRANSFER TO JOINT VENT HOUSING RESERVE	1,127	563	790	(227)	40%
	<b>Total Expenditure</b>	<b>119,116</b>	<b>460,896</b>	<b>(29,593)</b>	<b>(3,624)</b>	
	<b>Sub-total Housing</b>	<b>119,116</b>	<b>460,896</b>	<b>(29,593)</b>	<b>(3,624)</b>	
<b>COMMUNITY AMENITIES</b>						
E106105	TRANSFER TO TOWN PLANNING RESERVE	0	0	586	(586)	
	<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Sub-total Community Amenities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>RECREATION &amp; CULTURE</b>						
I113910	TRANSFER FROM FREEBAIRN RECREATION CENTRE	(25,000)	(25,000)	(25,000)	0	
E112000	SOLAR PANELS - AQUATIC CENTRE	25,000	22,913	0	22,913	-100%
E113900	FREEBAIRN REC CENTRE CAPITAL F & E	49,200	45,100	48,463	(3,363)	7%
E113910	TRANSFER TO FREEBAIRN REC CENTRE RESERVE	3,586	1,793	3,248	(1,455)	81%
E113930	TRANSFER TO FRC SURFACE & EQUIP REPLACEMENT	2,760	1,379	3,062	(1,683)	122%
E117400	SPORTING CLUB CONTRIBUTIONS	50,000	45,826	50,000	(4,174)	9%
E113905	FREEBAIRN REC CENTRE CAPITAL L & B	62,000	56,826	66,293	(9,467)	
E119010	TRANSFER TO FREEBAIRN SPORTSPERSON SCHOOL	186	93	1,195	(1,102)	
I113920	TRANSFER FROM FRC SURFACE & EQUIP REPLACEMENT	(45,000)	(45,000)	(45,000)	0	
	<b>Total Expenditure</b>	<b>122,732</b>	<b>103,930</b>	<b>102,362</b>	<b>2,670</b>	
	<b>Sub-total Recreation &amp; Culture</b>	<b>122,732</b>	<b>103,930</b>	<b>102,362</b>	<b>2,670</b>	

## STATEMENT OF OPERATING

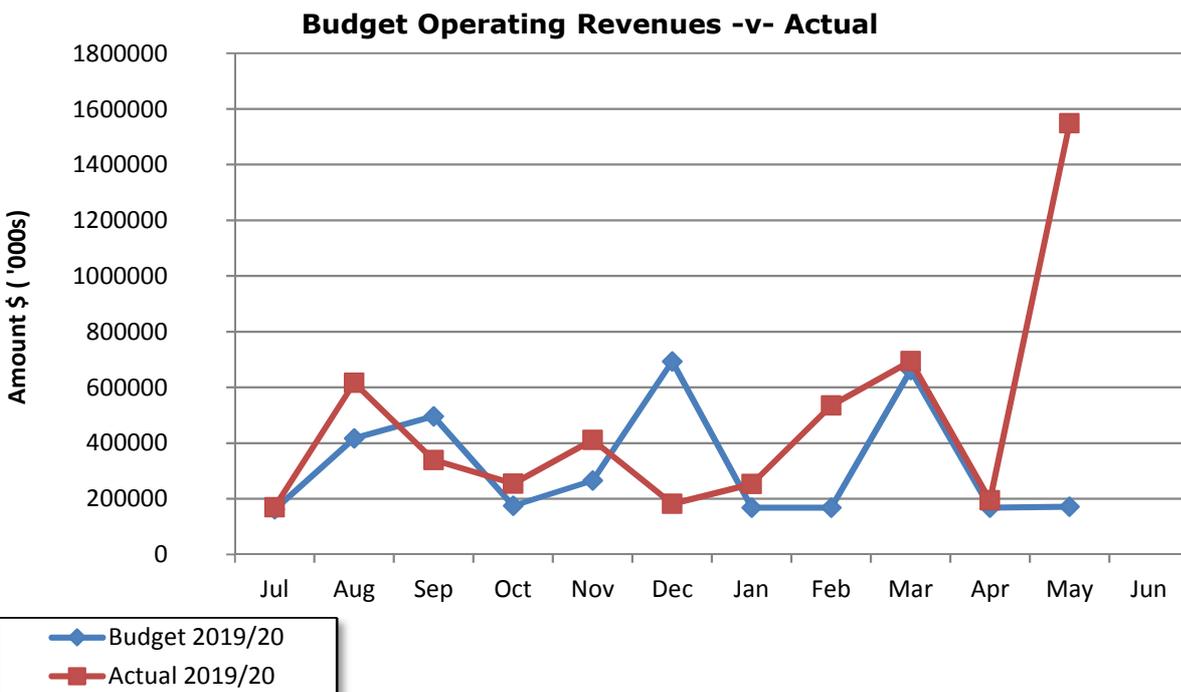
COA	Description	Annual Budget	YTD Budget	YTD Actual	Var.	Var.
		\$	\$	\$	\$	%
<b>TRANSPORT</b>						
E121500	MAJOR ROAD CONSTRUCTION	600,494	550,429	602,005	(51,576)	9%
E121520	ROADS TO RECOVERY CONSTRUCTION	440,080	403,392	582,670	(179,278)	44%
E121550	MINOR ROAD CONSTRUCTION	375,400	344,102	246,443	97,659	-28%
E121750	BLACK SPOT ROAD CONSTRUCTION	151,056	138,457	4,741	133,716	-97%
E122220	KULIN DEPOT UPGRADE	85,000	77,902	475	77,427	-99%
E121580	Footpaths	76,851	70,422	0	70,422	-100%
E123100	PLANT & EQUIPMENT PURCHASES	664,000	608,663	407,354	201,309	-33%
E123105	MOTOR VEHICLE PURCHASES	177,000	162,250	161,858	392	0%
	<b>Total Expenditure</b>	<b>2,569,881</b>	<b>2,355,617</b>	<b>2,004,011</b>	<b>349,140</b>	
	<b>Sub-total Transport</b>	<b>2,569,881</b>	<b>2,355,617</b>	<b>2,004,011</b>	<b>349,140</b>	
<b>ECONOMIC SERVICES</b>						
E132700	TOURISM PROJECT CAPITAL	77,300	70,840	4,454	66,386	-94%
E134500	RESOURCE CENTRE CAPITAL L & B	10,000	9,163	11,219	(2,056)	22%
E132600	CARAVAN PARK CAPITAL	60,419	55,363	53,205	2,158	
E132500	HOSTEL CAPITAL	47,600	43,615	44,395	(780)	
E136045	WATER SUPPLY INFRASTRUCTURE	175,000	160,402	171,056	(10,654)	7%
E139100	TRANSFER TO FUEL FACILITY RESERVE	25,984	12,992	16,201	(3,209)	25%
	<b>Total Expenditure</b>	<b>396,303</b>	<b>352,375</b>	<b>300,522</b>	<b>55,054</b>	
	<b>Sub-total Economic Services</b>	<b>396,303</b>	<b>352,375</b>	<b>300,522</b>	<b>55,054</b>	
<b>OTHER PROPERTY &amp; SERVICES</b>						
I144510	Transfer from Plant Reserve	(75,000)	(75,000)	0	75,000	-100%
	<b>Total Expenditure</b>	<b>(75,000)</b>	<b>(75,000)</b>	<b>0</b>	<b>0</b>	
E143510	Transfer to LSL & AL Reserve	5,847	2,923	109,308	(106,385)	3640%
E144510	TRANSFER TO PLANT RESERVE	5,919	2,959	7,200	(4,241)	143%
	<b>Total Expenditure</b>	<b>11,767</b>	<b>5,882</b>	<b>116,508</b>	<b>(110,626)</b>	
	<b>Sub-total Other Property &amp; Services</b>	<b>(63,233)</b>	<b>(69,118)</b>	<b>116,508</b>	<b>(110,626)</b>	
	<b>TOTAL</b>	<b>3,181,475</b>	<b>3,236,659</b>	<b>2,559,387</b>	<b>232,467</b>	

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 31 May 2020**

**Note 1 - Graphical Representation - Source Statement of Financial Activity**



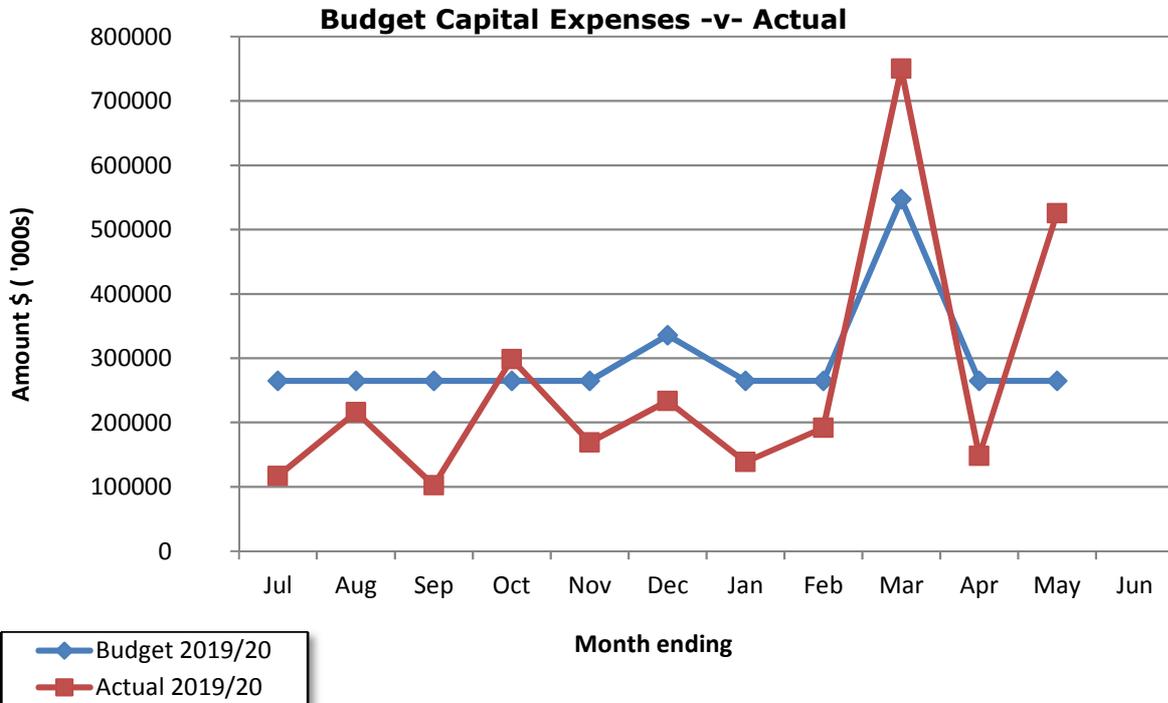
**Comments/Notes - Operating Expenses**



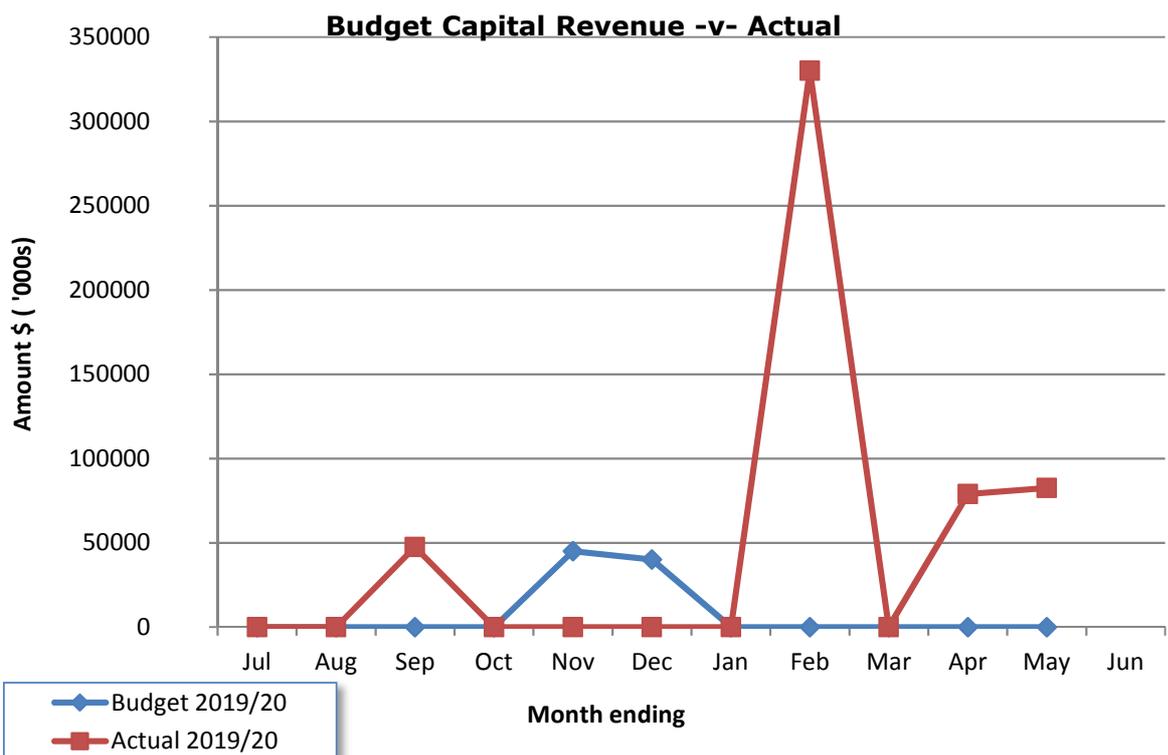
**Comments/Notes - Operating Revenues**

**Shire of Kulin  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the period ended 31 May 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 31 May 2020**

**Note 2: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>						
Municipal		590,149	0	1,683,976	Bendigo	
Freebairn		21,720	0	2,125	Bendigo	
(b) <b>Cash on Hand</b>						
Petty Cash Float		500		500	On Hand	
Till Float		3,100		3,100	On Hand	
(c) <b>Term Deposits</b>						
1807302	1.60%			1,869,837	Bendigo Treasury	
(d) <b>Investments</b>						
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
<b>Total</b>		<b>1,454,556</b>	<b>0</b>	<b>4,398,626</b>		

**Comments/Notes**

Kulin Bush Races cash & investments have been excluded from this report

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	-
<b>Total</b>	<b>1,733,634</b>	<b>100%</b>	<b>11,202</b>	<b>125,000</b>	<b>1,869,837</b>

**Net Current Assets Composition**

<b>Current Assets</b>		
Cash at Bank		2,429,948
Debtors		361,314
Stock on Hand		35,749
<b>Current Liabilities</b>		
Creditors	-	150,689
Accruals & Employee Provisions	-	351,547
GST	-	46,989
Excess Rates Received	-	5,799
<b>Total</b>		<b>2,271,988</b>

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the period ended 31 May 2020

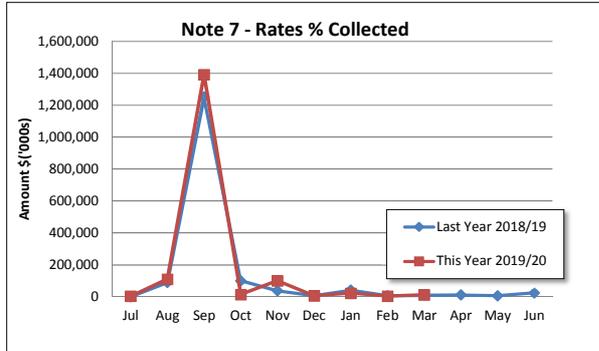
**Note 5: RECEIVABLES**

**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	2,214,953	15,060	2,230,013
<b>Equals Current Outstanding</b>	<b>21,050</b>	<b>50,579</b>	<b>71,629</b>
<b>Net Rates Collectable</b>			<b>71,629</b>
% Collected			-96.89%

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

**Net Rates Collectable**  
 % Collected



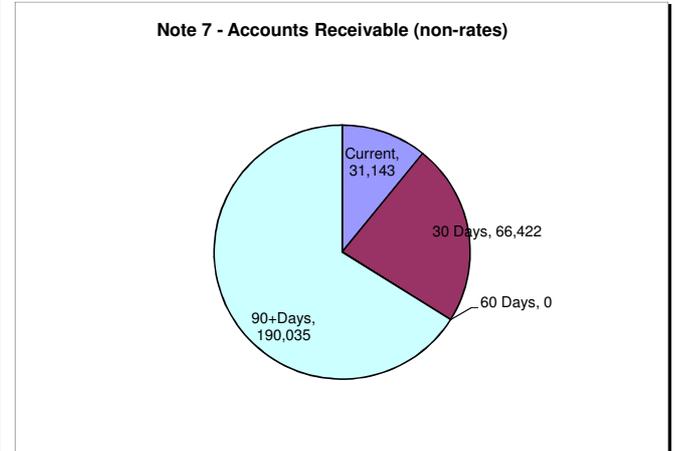
**Comments/Notes - Receivables Rates and Rubbish**

**Receivables - General**

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	31,143	66,422	0	190,035
<b>Total Outstanding</b>				<b>287,599</b>

**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 31 May 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	7,650	(9,700)	19,910
Rates	14,885	8,165	(7,706)	15,344
Miscellaneous	10,966	0	(1,125)	9,841
Trip Fund	35,730	22,080	(7,163)	50,647
Kulin Hockey Club	15,486	0	0	15,486
	0			0
	<b>99,027</b>	<b>37,895</b>	<b>(25,694)</b>	<b>111,228</b>

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 31 May 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;

<b>current assets - restricted assets</b>	2,947,296
<b>current liabilities - liabilities associated with restricted assets</b>	444,210

**Ratio Measure:**

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

<b>Ratings:</b>	<b>0.00 - 0.75</b>	Very concerning
	<b>0.75 - 1.00</b>	Vulnerable
	<b>1.00 - 1.25</b>	Acceptable
	<b>1.25 - 2.00</b>	Good
	<b>2.00+</b>	Excellent

**Financial Ratio Results****6.63****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;

<b>untied cash</b>	2,408,834
<b>unpaid trade creditors</b>	158,152

**Ratio Measure:**

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

<b>Ratings:</b>	<b>0.00 - 0.75</b>	Very concerning
	<b>0.75 - 1.00</b>	Vulnerable
	<b>1.00 - 1.25</b>	Acceptable
	<b>1.25 - 2.00</b>	Good
	<b>2.00+</b>	Excellent

**Financial Ratio Results****15.23****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;

<b>Total Liabilities</b>	1,830,115
<b>Total Assets</b>	111,531,117

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

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

**Financial Ratio Results****0.016****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;

<b>Debt Service Cost</b>	0
<b>Available Operating Revenue</b>	7,206,484

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

<b>Ratings:</b>	<b>0.00 - 0.025</b>	Excellent
	<b>0.025 - 0.50</b>	Good
	<b>0.05 - 0.08</b>	Acceptable
	<b>0.08 - 1.20</b>	Vulnerable
	<b>1.20+</b>	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;

<b>Gross Debt</b>	1,207,929
<b>Total Revenue</b>	7,206,484

**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.

<b>Ratings:</b>	<b>0.00 - 0.20</b>	Excellent
	<b>0.20 - 0.35</b>	Good
	<b>0.35 - 0.50</b>	Acceptable
	<b>0.50 - 0.75</b>	Vulnerable
	<b>0.75+</b>	Very concerning

**Financial Ratio Results****0.17****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;

<b>Gross Debt</b>	1,207,929
<b>Economically Realisable Assets</b>	27,469,043

<b>Ratings:</b>	<b>0.00 - 0.10</b>	Excellent
	<b>0.10 - 0.20</b>	Good
	<b>0.20 - 0.30</b>	Acceptable
	<b>0.30 - 0.50</b>	Vulnerable
	<b>0.50+</b>	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;

	<b>Net Rate Revenue</b>	2,032,229
	<b>Operating Revenue</b>	7,206,484
<hr/>		
<b>Ratings:</b>	<b>0.00 - 0.20</b>	Too Low
	<b>0.20 - 0.30</b>	Acceptable
	<b>0.30 - 0.40</b>	Good
	<b>0.40 - 0.50</b>	Desirable
	<b>0.50+</b>	Excellent
<b>Financial Ratio Results</b>		<b>0.28</b>
<b>Comments</b>		<b>ACCEPTABLE</b>

**8 OUTSTANDING RATES RATIO****YTD  
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;

	<b>Rates Outstanding</b>	50,579
	<b>Rates Collectable</b>	2,301,642
<hr/>		
<b>Ratings:</b>	<b>0.00 - 0.02</b>	Excellent
	<b>0.02 - 0.05</b>	Good
	<b>0.05 - 0.10</b>	Acceptable
	<b>0.10 - 0.25</b>	Vulnerable
	<b>0.25+</b>	Very concerning
<b>Financial Ratio Results</b>		<b>0.02</b>
<b>Comments</b>		<b>GOOD</b>

**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;

<b>Capital expenditure on renewal or replacement</b>	2,456,944
<b>Depreciation expense</b>	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.

<b>Ratings:</b>	<b>1.10+</b>	Exceeds Standard
	<b>0.90 - 1.10</b>	Standard Met
	<b>0.00 - 0.89</b>	Standard Not Met

**Financial Ratio Results**  
**Comments**

**0.81**  
**STANDARD NOT MET**

**CEMETERIES ACT 1986**  
**LOCAL GOVERNMENT ACT 1995**

*Shire of Kulin*

Cemeteries Local Law 2020

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**CEMETERIES ACT 1986**  
**LOCAL GOVERNMENT ACT 1995**

*Shire of Kulin*

Cemeteries Local Law 2020

Under the powers conferred by the *Cemeteries Act 1986* and the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Kulin resolved on 17 June 2020 to adopt the following local law.

**PART 1 - PRELIMINARY**

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**1.1 Citation**

This local law may be cited as the *Shire of Kulin Cemeteries 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 Application**

This local law applies to the Kulin Public Cemetery (Reserve 192552), Dudinin Public Cemetery (Reserve 14995) and the Pingaring Public Cemetery (Lot 3142) located in the district.

**1.4 Repeal**

This local law repeals *the Shire of Kulin, Kulin and Dudinin Cemeteries (Reserves 19252 and 14995) By-Laws* as published in the *Government Gazette* on 8 November 1967 and as amended in the *Government Gazette* on 21 December 1973 and 15 July 1977.

**1.5 Definitions**

In this local law, unless the context otherwise requires—

**Act** means the *Cemeteries Act 1986*;

**Ashes** means so much of the remains of a dead body after the due processes of cremation as may be contained in a standard sized cremation urn;

**authorised person** means a person—

(a) appointed by the Board for the purposes of performing any function or exercising any power, other than the giving of infringement notices, conferred upon an authorised person by this local law; or

(b) authorised under section 64 of the Act to give infringement notices;

**board** means the local government;

**Burial** means placement of a coffin containing a dead body into a grave, and includes a natural burial;

**business day** means any week day other than a public holiday in Western Australia;

**cemetery** means a cemetery under the care and control of the Board;

**CEO** means the chief executive officer, for the time being, of the Board;

**coffin** means a coffin or other receptacle used for the transportation of a dead body to the grave site, or the receptacle used for the burial of a dead body in a grave;

**Commissioner of Police** means the Commissioner of Police for the time being appointed under the *Police Act 1892* and includes any person for the time being acting in that capacity;

**district** means the district of the local government;

**funeral** has the meaning given to it in the Act;

**funeral director** means a person holding a current funeral director's licence;

**grant of right of burial** means a right granted under clause 2.3 for immediate burial of a dead body, and for the purposes of this local law, includes placement of ashes in a grave, niche wall, memorial garden or under a memorial plaque, or scattering of ashes within a cemetery;

**headstone** means a memorial designed for placement at the head of a grave, commemorating a grave or the placement of ashes;

**interment** includes, as the case may be—

- (a) burial of a dead body;
- (b) placement of ashes in a grave, niche wall, memorial garden or under a commemorative plaque;
- or
- (c) scattering of ashes;

**interment permit** means a single funeral permit issued by the Board under section 20 or 21 of the Act which entitles the holder to conduct the interment of a person named in the permit, and includes placement or scattering of ashes in a cemetery;

**local government** means the Shire of Kulin;

**memorial** has the meaning set out in the Act;

**memorial plaque** means a panel, plate or tablet designed or used for purposes of bearing a commemorative inscription;

**memorial work** means to install, repair, renovate or remove a memorial;

**monument** means a sculpture, statue, cover of a grave or other form of memorial approved by the Board commemorating a grave or the placement of ashes, other than a headstone or memorial plaque;

**natural burial** means burial in the ground—

- (a) without preparation of the dead body using chemical preservatives; and
- (b) by containment of the dead body only in a shroud or biodegradable coffin;

**niche wall** means a structure for the placement of a container of ashes in a compartment secured with a covering memorial plaque;

**personal representative** means—

- (a) the administrator or executor of an estate of a deceased person;
- (b) the person who, by law of practice, has the right to apply for administration of the estate of the deceased person; or
- (c) a person having the lawful custody of a dead body;

**pre-need certificate** means the purchase of a certificate made under clause 2.4 setting aside for use of the person who wishes to secure the use of the grave, niche wall compartment or memorial position, prior to any grant of right of burial made under clause 2.3;

**Schedule** means a Schedule to this local law;

**set fee** refers to fees and charges set by a resolution of the Board and published in the *Government Gazette*, under section 53 of the Act;

**shroud** means, as the context requires—

- (a) a cloth or cloths used to securely wrap a dead body for burial; or
- (b) a dead body contained within a cloth or cloths;

**standard grave** means a grave which does not exceed any of the following dimensions: 2000 millimetres long, 1200 millimetres wide and 2100 millimetres deep;

**utility services** means municipal or public services and includes the supply of water, electrical power, and, gas and also includes refuse, building waste and sewerage disposal services;

**vault** means a below ground lined grave with one or more sealed compartments constructed to specifications approved from time to time by the Board; and

**vehicle** includes every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise, other than a wheelchair or baby stroller, and includes a bicycle and a skateboard.

## **PART 2 - ADMINISTRATION**

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### **2.1 Powers and functions of CEO**

Subject to the direction of the Board, the CEO shall exercise all the powers and functions of the Board in respect of a cemetery in the district.

### **2.2 Plans**

- (1) The Board shall establish and maintain a plan of each cemetery showing—
  - (a) the location of areas set aside for burials, niche walls, memorial gardens, and placement of ashes in a garden;
  - (b) the location of an area to be used only for burials of persons of a particular religious denomination;
  - (c) the location of different areas of the cemetery to which different requirements for memorials apply;
  - (d) the location of areas set aside for the works and other uses as specified in sections 24(2)(a) and (b) of the Act; and
  - (e) any restricted areas.
- (2) The plans referred to in subclause (1) shall be open for inspection by members of the public during normal office hours of the Board.

### **2.3 Grant of right of burial**

- (1) Upon payment of the set fee, a grave or niche compartment location shall be granted right of burial for a period in accordance with section 25(1) of the Act.
- (2) Upon payment of the set fee, a grant of right of burial shall be extended for a further period in accordance with section 25(2) or (4) of the Act.
- (3) A grant of right of burial made and recorded at the commencement of this local law, shall remain valid for the periods specified by the Act.
- (4) If the Board refuses an application under subclause (1) or (2), written notice of the refusal is to be given to the applicant.

### **2.4 Pre-need certificate**

- (1) Prior to issue of a grant of right of burial, and upon payment of the set fee, purchase of a pre-need certificate for a specific position of gravesite, niche compartment or memorial location may be approved for a period not exceeding to five years
- (2) Upon payment of the set fee, a pre-need certificate may be renewed for a further period not exceeding five years
- (3) Cancellation of a pre-need certificate may be made by the person holding the pre-need certificate or authorised representative at any time.
- (4) For avoidance of doubt, a pre-need certificate is not a grant of right of burial.
- (5) If the Board refuses to grant an application under subclause (1) or (2), written notice of the refusal is to be given to the applicant.

### **2.5 Board may enter into an agreement for maintenance**

The Board may enter into an agreement with the holder of a grant of right of burial under clause 2.3 or holder of a pre-need certificate under clause 2.4 for the maintenance of an area of a cemetery at the expense of the holder.

## **PART 3 - APPLICATION FOR INTERMENT**

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### **3.1 Application for interment permit**

- (1) A funeral director may apply for approval for an interment of a dead body in a cemetery.
- (2) A funeral director, the personal representative of a deceased person whose body has been cremated, or other person approved by an authorised person may apply for approval for interment of ashes in a cemetery.
- (3) An application for an interment permit under subclause (1) or (2) of—
  - (a) a dead body shall include details of—
    - (i) proposed burial method for the dead body in accordance with clause 5.1; and
    - (ii) the vehicle transporting the dead body to the gravesite; or
  - (b) ashes shall include details of the proposed interment arrangements for the ashes in accordance with clause 5.4(2).
- (4) An application under subclauses (1) or (2) shall be accompanied by the set fee.

### **3.2 Applications to be accompanied by certificates etc.**

An application under clause 3.1(1) shall be accompanied by—

- (a) a certificate issued under clause 3.3; and
- (b) either a medical certificate of death or a Coroner's order of burial.

### **3.3 Certificate of identification**

- (1) Prior to the dead body being removed to a cemetery, a person who personally knew the deceased shall identify the dead body and shall provide a certificate of identification, unless—
  - (a) in the opinion of the funeral director, the dead body is not in a fit state to be viewed; or
  - (b) after reasonable effort the funeral director is unable to arrange for a person to identify the dead body.
- (2) A funeral director shall provide a certificate, where—
  - (a) in the opinion of the funeral director, the dead body is not in a fit state to be viewed; or
  - (b) after reasonable effort the funeral director is unable to arrange for a person to identify the dead body.

### **3.4 Minimum notice required**

An application for interment shall be made to the Board at least four business days prior to the day proposed for interment, otherwise an extra fee may be charged.

### **3.5 Refusal of application**

- (1) The Board may refuse an application for the interment permit under clause 3.1(1).
- (2) The Board may refuse an application for a pre-need certificate.
- (3) If the Board refuses to approve an application under subclause (1), written notice of the refusal is to be given to the applicant.

## **PART 4 - FUNERALS AND MEMORIAL SERVICES**

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### **4.1 Fixing times for interments**

- (1) On receipt of a completed application form and the satisfaction of all other requirements of the Act and this local law, the Board may—
  - (a) approve a time for the interment; and
  - (b) dig or re-open any grave that is required.
- (2) The time approved for an interment is at the discretion of the Board but will be as near as possible to the time requested by the applicant.
- (3) Except with the permission of the Board and subject to such conditions as may be applied, a person shall not carry out a burial—
  - (a) on a Saturday, a Sunday or a public holiday;
  - (b) commencing at any time other than between the hours 9:00 am to 3:00 pm; or
  - (c) to conclude later than 4:00 pm.

### **4.2 Memorial services or processions**

A person shall not conduct a memorial service or procession within a cemetery unless that person has the permission of the Board.

### **4.3 Conduct of interments by the Board**

When conducting an interment, or for the purposes of deciding whether to conduct an interment, under section 22 of the Act the Board may—

- (a) require a written request to be made for the Board to conduct an interment;
- (b) in its absolute discretion, charge any person requesting it to conduct an interment the set fee for the conduct of that funeral;
- (c) where no fee is applicable or a reduced fee has been charged by it for the conduct of the interment, determine the manner in which the interment shall be conducted;
- (d) specify an area in a cemetery for the interment;
- (e) conduct the funeral notwithstanding the failure of a person to make any application or to obtain any consent required under this local law; and
- (f) do or require anything which is considered necessary or convenient for the conduct of the funeral by the Board.

## **PART 5 - INTERMENTS**

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### **5.1 Requirements for burials**

A person shall not bring a dead body into a cemetery unless—

- (a) the Board has approved an application for the burial of that dead body made under clause 3.1(1);
- (b) it is enclosed in a coffin or shroud which bears the name of the deceased person indelibly inscribed in legible characters on a plate attached in a clearly visible position; and
- (c) under the plate referred to in paragraph (b) there is a substantive lead strip bearing the surname of the deceased person stamped in legible characters, each character being not less than 10 millimetres in height.

### **5.2 Requirements for preparation of graves**

- (1) A person shall not dig or prepare a grave or fill a grave, unless that person has the permission of the Board.
- (2) Regardless of prior grant of right of burial under clause 2.3 or gravesite approved upon application made under clause 3.1, the Board may direct the digging or preparation of a grave in an alternate position, where—
  - (a) evidence of a prior interment is found, or known to have occurred;
  - (b) access to the position is constrained;
  - (c) the digging or preparation of the grave is unreasonably difficult; or
  - (d) utility services may be interfered with.
- (3) Where an alternative position for the grave is directed under subclause (2), the Board is to advise the funeral director immediately.

### **5.3 Requirements for dimensions of graves**

- (1) A person shall not bury a dead body in a cemetery other than in a standard grave, unless that person has the permission of the Board.
- (2) Every grave prepared by the Board shall be dug at least 1800 millimetres deep and shall not exceed 2300 millimetres in depth, unless otherwise determined by the Board.
- (3) Unless otherwise permitted by the Board, a person shall not bury a dead body within a cemetery so that the distance from the top of the coffin or shroud to the original surface of the ground is—
  - (a) subject to paragraph (b), less than 1600 millimetres, unless that person has the permission of an authorised person; or
  - (b) in any circumstances less than 750 millimetres.
- (4) The permission of the Board in subclause (3) shall not be granted unless in the opinion of the authorised person exceptional circumstances require granting of that permission.

### **5.4 Requirements for disposal of ashes**

- (1) Except in accordance with an approved application under clause 3.1(2), a person shall not bring or dispose of the ashes of a deceased person into a cemetery.
- (2) The person approved under subclause (1) may dispose of the ashes of that deceased person in a cemetery by one of the following methods, if that method is available—
  - (a) placed within the perimeter of an authorised gravesite at a depth of at least 600 millimetres;
  - (b) placed in a niche wall; or
  - (c) scattered in an area approved by the Board.
- (3) The Board may require a person making an application under clause 3.1(2) to provide additional information reasonably related to the application before determining the application.
- (4) The Board may—
  - (a) approve an application under clause 3.1(2) unconditionally or subject to any conditions; or
  - (b) refuse to approve an application under clause 3.1(2).
- (5) Where an application under clause 3.1(2) has been approved subject to conditions, the applicant must comply with each of those conditions, as amended.

- (6) If the Board refuses to approve an application under clause 3.1(2), written notice of the refusal is to be given to the applicant.

#### **5.5 Requirements for re-opening a grave**

- (1) A person shall not reopen a grave without the approval of the Board.
- (2) If for the purpose of re-opening a grave in a cemetery, the Board finds it necessary to remove plants, grass, shrubs or other like matter from the grave, then the person ordering the re-opening of that grave shall bear the cost of the removal and any necessary reinstatement

#### **5.6 Requirements for exhumation**

- (1) Subject to subclause (2), a person shall not exhume a dead body in a cemetery for the purposes of reburial within 12 months after the date of its interment.
- (2) Subclause (1) shall not apply where the exhumation is ordered or authorised pursuant to the Act.
- (3) Subject to subclause (1) and (2) prior to any other exhumation, the holder of a grant of right of burial must have applied in writing to the Board requesting the exhumation and an authorised person has authorised the exhumation.

#### **5.7 Requirements for opening of coffin or removal of shroud**

A person shall not open a coffin or remove a shroud in a cemetery unless—

- (a) the coffin is opened or shroud removed for the purposes of the exhumation of a dead body; or
- (b) that person has produced to the Board an order signed or authorised pursuant to the Act and an authorised person has approved the opening of that coffin or removal of the shroud.

#### **5.8 Ashes not to be held by the Board**

The Board shall not accept custody of ashes of a deceased person.

### **PART 6 - APPLICATIONS FOR MEMORIALS**

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#### **6.1 Application to place memorial**

- (1) Upon payment of the set fee, the Board may approve an application to place a memorial with or without conditions, including restricting use of materials such as wood, dimensions of a memorial etc, so as not to detract from the amenity of a cemetery.
- (2) The Board may require the written consent of the holder of the grant of right of burial of the grave, the personal representative of a deceased person, or other person to the satisfaction of an authorised person to accompany an application for a memorial made under section 30 of the Act.
- (3) Where written consent is not able to be produced, the Board may approve with or without conditions or decline an application in its absolute discretion
- (4) If the Board refuses to approve an application under subclause (2), written notice of that refusal is to be provided to the applicant.

#### **6.2 Australian War Graves**

Notwithstanding anything in this local law to the contrary, the Office of Australian War Graves—

- (a) may place a complying memorial on a military grave; and
- (b) is not required to pay the set fee for any memorial that is placed upon a military grave.

## **PART 7 - MEMORIALS PERMITTED**

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### **7.1 Limitation on dimensions of memorials**

- (1) No part of a memorial, including any grave cover, kerbing, boundary marker or enclosure is to extend beyond the dimensions of a standard grave.
- (2) No part of a monument above its base shall extend horizontally beyond its base.
- (3) Notwithstanding subclause (1), on request of the personal representative, the Board may approve a memorial over adjoining multiple gravesites—
  - (a) where the persons interred are of the same family; or
  - (b) for another acceptable reason.

### **7.2 Specification for monument**

A monument is to be constructed in a manner approved by the Board.

### **7.3 Specification for headstone**

A headstone is to be constructed in a manner approved by the Board.

### **7.4 Specification for memorial plaque base**

A memorial plaque base is to be constructed in a manner approved by the Board.

### **7.5 Specification for memorial plaque**

A memorial plaque is to be made in a manner approved by the Board.

### **7.6 Specification for gravesite fencing**

Gravesite fencing is to be constructed in a manner approved by the Board.

### **7.7 Display of trade names on memorials not allowed**

A person shall not display any trade names or marks on a memorial.

### **7.8 Use of wood**

No wooden fence, railing or construction other than a cross, shall be allowed on or around a grave, other than as a temporary marker or with the permission of the Board.

## **PART 8 - MEMORIALS AND OTHER WORK**

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### **8.1 Carrying out memorial work**

- (1) A person shall not carry out memorial work within a cemetery unless that person is authorised by the Board to do so under clause 6.1
- (2) All material required in the erection and completion of any memorial work shall, be prepared before being taken to a cemetery.
- (3) The Board may place restrictions on the hours of work, access to a cemetery or other matters considered appropriate.
- (4) Memorial works shall be suspended during the conduct of any funeral within a cemetery.
- (5) Work is not permitted to be left unattended in an untidy or unsafe state.

### **8.2 Removal of sand, soil or loam**

No sand, earth or other material shall be taken from any part of a cemetery for use in the construction of any memorial or other work, or cause any material to be removed from a cemetery except with the written approval of the Board.

### **8.3 Removal of rubbish**

All refuse, rubbish or surplus material remaining after approved memorial works are completed shall be immediately removed from a cemetery by the person carrying out the same.

### **8.4 Plants and trees**

No trees or shrubs shall be planted on any grave or within a cemetery except such as shall be approved by the Board.

### **8.5 Supervision**

All workers, whether employed by the Board or by any other person, shall at all times while within the boundaries of a cemetery be subject to the supervision of the Board and shall obey any directions of the Board.

### **8.6 Placing of grave ornaments**

A person shall not place vases or other grave ornaments—

- (a) outside the perimeter of a grave in a cemetery as defined in the plans kept and maintained under section 40(2) of the Act; or
- (b) outside of an area set aside by the Board as a memorial plaque section.

### **8.7 Hours of work**

Except in accordance with the permission of an authorised person, a person shall not carry out memorial or other work within a cemetery—

- (a) during a funeral; or
- (b) other than between the hours of 8:00 am and 5:00 pm on a business day.

### **8.8 Unfinished work**

A person who does not complete any work before 5:00 pm on a business day shall leave the work in a neat and safe condition to the satisfaction of the Board.

## PART 9 - GENERAL

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### 9.1 Vehicle access and speed limitation

- (1) A person must only drive a vehicle on a vehicular access way or the constructed roadway or other areas designated for the use of vehicles within a cemetery, unless otherwise authorised by the Board.
- (2) A person driving a vehicle, within a cemetery, shall not exceed the speed limit of 20 kilometres per hour, and shall comply with the signs and directions in the cemetery.

### 9.2 Animals

A person shall not bring an animal into or permit an animal to enter or remain in the cemetery, other than an **assistance animal** as defined in section 9(2) of the *Disability Discrimination Act 1992* (Cth) or with the approval of the CEO or an authorised officer.

### 9.3 Utility services

- (1) Other than with the approval of the Board, a person shall not—
  - (a) connect any device or equipment to any utility services supplied on or at a cemetery;
  - (b) alter or interfere with utility services infrastructure located in a cemetery.
- (2) The Board may recover from a person the reasonable costs incurred by the Board for the supply to and use of any utility services by that person at a cemetery

### 9.4 Damaging and removing of objects

Subject to clause 9.5, a person shall not damage, remove or pick any tree, plant, shrub or flower in a cemetery or any other object or thing on any grave or memorial or which is the property of the Board without the permission of the Board.

### 9.5 Withered flowers

A person may remove withered flowers from a grave or memorial and these are to be disposed of in an appropriate manner.

### 9.6 Littering and vandalism

A person shall not—

- (a) damage, deface or interfere with any monument or gravesite in any manner whatsoever;
- (b) break or cause to be broken any glass, ceramic or other material in or upon a cemetery; or
- (c) discard, deposit, leave or cause to be discarded, deposited or leave any refuse or litter in a cemetery other than in a receptacle provided for that purpose

### 9.7 Advertising

- (1) A person shall not advertise or carry on any trade, business or profession in a cemetery without the approval of the Board.
- (2) Upon payment of the set fee, the Board may consider and give approval subject to such conditions as the Board thinks fit

### 9.8 Signs and directions of the Board

- (1) The Board may display, mark, place or erect a sign within a cemetery specifying conditions relating to the use of that cemetery
- (2) A person shall obey all signs displayed, marked, placed or erected by the Board within a cemetery and any other lawful direction by the Board

### 9.9 Removal from a cemetery

- (1) Any person failing to comply with any provisions of this local law or behaving in a manner that in the opinion of the Board is inappropriate in a cemetery may in addition to any penalty provided by this local law be ordered to leave the cemetery.
- (2) A person to whom an order under subclause (1) is given must comply with that order.

#### **9.10 Board may close cemetery**

The Board may—

- (a) temporarily close a cemetery or any part of it;
- (b) exclude from a cemetery the public and all persons or so many of the public or so many persons as the Board consider to be necessary;
- (c) regulate, prohibit or restrict access to a cemetery or any part of it; or
- (d) direct persons to leave a cemetery or any part of it, for purposes of—
  - (i) a funeral or public convenience;
  - (ii) maintenance, redevelopment or extension of a cemetery;
  - (iii) public safety; or
  - (iv) other operational reasons.

#### **9.11 Offensive matters**

- (1) A person shall not allow or cause to be displayed and offensive materials, wording, symbols or images of any kind, whether as a sign, on a memorial or otherwise visible.
- (2) Where, in the opinion of the Board, a person does not comply with subclause (1), the Board may issue a notice under clause 9.13(1).

#### **9.12 Liability for damage or works required to comply**

- (1) Where a person—
  - (a) causes damage to any grave, memorial, structure, building, furniture, plant or any other item or thing in a cemetery;
  - (b) does a thing not authorised by this local law; or
  - (c) does not do a thing required by this local law;

the Board may by notice in writing to that person require that person within the time required in the notice to, at the option of the Board—

- (d) pay the costs of reinstating the property to the state it was in prior to the occurrence of the damage;
  - (e) pay the costs of replacing that property;
  - (f) pay the costs of works required to comply with this local law; or
  - (g) carry out works required to comply with this local law.
- (2) On a failure to comply with a notice issued under subclause (1), the Board may recover the costs referred to in the notice as a debt due to it.

#### **9.13 Offence to fail to comply with notice**

Whenever the Board gives a notice under this local law requiring a person to do anything, if a person fails to comply with the notice, that person commits an offence.

#### **9.14 Board may undertake requirements of notice**

Where a person fails to comply with a notice referred to in clause 9.14, the Board may do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.

## **PART 10 - OFFENCES AND MODIFIED PENALTIES**

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### **10.1 General penalties**

A person who commits a breach of any provisions of this local law commits an offence and shall on conviction be liable to a penalty not exceeding \$500, and if the offence is a continuing one to a further penalty not exceeding \$20 for every day or part of a day during which the offence has continued.

### **10.2 Modified penalties**

- (1) The offences specified in Schedule 1 are offences which may be dealt with under section 63 of the Act.
- (2) The modified penalty payable in respect of an offence specified in Schedule 1 is set out in the fourth column of Schedule 1.
- (3) The infringement notice referred to in section 63(1) of the Act shall be in the form set out in the Schedule 2
- (4) The notice withdrawing an infringement notice referred to in section 63(3) of the Act shall be in the form set out in Schedule 3.

## SCHEDULE 1 - MODIFIED PENALTIES

[cl. 10.2(1)]

Item	Clause	Nature of offence	Modified Penalty \$
1	4.2	Conducting a memorial service or procession without permission	50
2	5.1	Failure to obtain approval to bring a dead body into a cemetery	50
3	5.2(1)	Unauthorised digging, preparation or filling of grave	50
4	5.3(1)	Unauthorised burial of dead body	50
5	5.4(1)	Unauthorised disposal of ashes	50
6	5.5(1)	Unauthorised construction of vault or mausoleum	50
7	5.6(1)	Unauthorised reopening of a grave	50
8	5.7(1)	Unauthorised exhumation of a coffin or shroud	50
9	5.8	Unauthorised opening of a coffin or shroud	50
10	7.7	Use of trade name or mark on a memorial	50
11	7.8	Unauthorised use of wood on a gravesite	50
12	8.1	Unauthorised construction of a memorial	50
13	8.2	Unauthorised use of materials taken from within a cemetery	50
14	8.3	Failure to remove rubbish and surplus materials	50
15	8.4	Unauthorised planting of tree or shrub	50
16	8.5	Failure to comply with direction of authorised person	50
17	8.6	Unauthorised placing of grave ornaments	50
18	8.7	Works carried out during unauthorised times	50
19	8.8	Failure to leave uncompleted works in a tidy and safe condition	50
20	9.1(1)	Driving vehicle other than on vehicular access way or constructed roadways or within designated areas	50
21	9.1(2)	Exceeding speed limit	50
22	9.3	Interference with utility services	50
23	9.4	Damaging or removing object	50
24	9.5	Failure to dispose of withered flowers appropriately	50
25	9.6	Littering or vandalism within a cemetery	50
26	9.7	Unauthorised advertising and/or trading	50
27	9.8(2)	Failure to obey sign or lawful direction within cemetery	50
28	9.9(2)	Failure to comply with order to leave cemetery	50
29	9.11(1)	Display of offensive materials, wording, symbols or images	50
30	9.13	Failure to comply with notice within specified period	50

**SCHEDULE 2 - INFRINGEMENT NOTICE**

[cl. 10.2(3)]

**Infringement Notice**

<b>INFRINGEMENT NUMBER—</b>		
To—		
Address—		
	It is alleged that—	
Cemetery address—		
At—	Time	
On—	Date	
	You committed the following offence—	
Contrary to—	<i>Shire of Kulin Cemeteries Local Law 2020</i>	
Schedule 1 reference—	Item No.—	Clause—
Offence—		
Brief description—		
The modified penalty for the offence is—	\$	
	If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid at the Shire of Kulin within a period of 28 days after the giving of this notice.	
Name of authorised person—		
Position—		
Signature—		
Date—		
Payments may be made—	(a) EFT to the Shire of Kulin specifying the infringement number (b) In person at—Shire of Kulin, 38 Johnston Street, Kulin during business hours (c) By mail to—Shire of Kulin PO Box 125, Kulin 6365 Please make cheques payable to Shire of Kulin.	

If the penalty is not paid within the time specified, then a complaint of the alleged offence may be made and heard and determined by a court.

**SCHEDULE 3 – WITHDRAWAL OF INFRINGEMENT NOTICE**

[cl. 10.2(4)]

**Withdrawal of Infringement Notice**

No. .... Date ..... / ..... / .....

To: <sup>[1]</sup>

Infringement Notice No dated \_\_\_/\_\_\_/\_\_\_ for the alleged offence of <sup>[2]</sup>

Penalty <sup>[3]</sup> \$\_\_\_\_\_ is withdrawn.

(Delete whichever does not apply)

\* No further action will be taken.

\* It is proposed to institute court proceedings for the alleged offence.

(Authorised Person)

<sup>[1]</sup> Insert name and address of alleged offender.

<sup>[2]</sup> Insert short particulars of offence alleged.

<sup>[3]</sup> Insert amount of penalty prescribed.

Dated 17 June 2020

The Common Seal of the Shire of Kulin was affixed in the presence of-

\_\_\_\_\_  
Barry West  
Shire President

\_\_\_\_\_  
Garrick Yandle  
Chief Executive Officer

**DOG ACT 1976**  
**LOCAL GOVERNMENT ACT 1995**  
*Shire of Kulin*  
Dogs Local Law 2020

**PART 1 - PRELIMINARY**

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- 1.5 Definitions

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- 2.2 Attendance of authorised person at dog management facility
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#### PART 5 - DOGS IN PUBLIC PLACES

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- 5.1 Places where dogs are prohibited absolutely
- 5.2 Places which are dog exercise areas

#### PART 6 - MISCELLANEOUS

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- 6.1 Fees and charges
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#### PART 7 - ENFORCEMENT

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- 7.1 Offences
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- 7.4 Issue of infringement notice
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#### SCHEDULE 1 - INFORMATION REQUIRED FOR APPLICATION FOR A LICENCE FOR APPROVED KENNEL ESTABLISHMENT

#### SCHEDULE 2 - CONDITIONS OF A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

#### SCHEDULE 3 - PRESCRIBED OFFENCES

## DOG ACT 1976

## LOCAL GOVERNMENT ACT 1995

### *Shire of Kulin*

### Dogs Local Law 2020

Under the powers conferred by the *Dog Act 1976*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Kulin resolved on 17 June 2020 to make the following local law.

#### **PART 1 - PRELIMINARY**

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##### **1.1 Citation**

This local law may be cited as the *Shire of Kulin Dogs 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 Application**

This local law applies throughout the district

##### **1.4 Repeal**

This local law repeals the *Shire of Kulin By-Laws Relating to the Control of Dogs* as published in the *Government Gazette* on 19 February 1976.

##### **1.5 Definitions**

In this local law unless the context otherwise requires—

**Act** means the *Dog Act 1976*;

**adjoining** includes land or premises which have a portion of a common boundary with a lot or is separated from that lot by a public reserve, road, right-of-way, pedestrian access way, access leg of a battle-axe lot or the equivalent not more than 6 metres in width;

**authorised person** means a person appointed by the local government to perform all or any of the functions conferred on an authorised person under this local law;

**CEO** means the chief executive officer of the local government;

**dangerous dog** has the meaning given to it by section 3(1) of the Act;

**district** means the district of the Shire of Kulin;

**dog management facility** has the meaning given to it in section 3(1) of the Act;

**infringement notice** means the notice referred to in clause 7.4;

**kennel establishment** means any premises where more than the number of dogs under clause 3.2(2) over the age of three months are kept, boarded, trained or bred temporarily, usually for profit and where the occupier of the premises is not the ordinary keeper of the dogs;

**licence** means a licence to keep an approved kennel establishment on premises granted under clause 4.7;

**licensee** means the holder of a licence granted under clause 4.7;

**local government** means the Shire of Kulin;

**local planning scheme** means a planning scheme of the local government made under the *Planning and Development Act 2005*;

**notice of withdrawal** means the notice referred to in clause 7.7(1);

**owner**, in relation to a dog, has the same meaning as in section 3(1) and (2) of the Act;

**person liable for the control of the dog** has the same meaning as in section 3(1) of the Act;

**premises** in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence made under clause 4.1;

**public place** has the meaning given to it by section 3(1) of the Act;

**Regulations** means the *Dog Regulations 2013*;

**Schedule** means a schedule to this local law;

**set fee** means a fee or charge made by the local government in accordance with clause 2.1 or clause 4.8;

**thoroughfare** has the meaning given to it in section 1.4 of the *Local Government Act 1995*; and

**transferee** means a person who applies for the transfer of a licence to her or him under clause 4.12.

## **PART 2 - IMPOUNDING OF DOGS**

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### **2.1 Fees and charges**

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*—

- (a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
- (b) the additional set fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
- (c) application for additional costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

### **2.2 Attendance of authorised person at dog management facility**

An authorised person is to be in attendance at the dog management facility for the release of dogs at the times and on the days of the week as determined by the CEO.

### **2.3 Release of impounded dog**

- (1) A claim for the release of a dog seized and impounded is to be made to an authorised person.
- (2) An authorised person is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of an authorised person, evidence—
  - (a) of her or his ownership of the dog or of her or his authority to take delivery of it; or
  - (b) that he or she is the person identified as the owner on a microchip implanted in the dog.

### **2.4 Unauthorised release**

Unauthorised release of dogs is dealt with by section 43 of the Act.

## **PART 3 - KEEPING OF DOGS**

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### **3.1 Dogs to be confined**

- (1) An occupier of premises on which a dog is kept must—
  - (a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;
  - (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
  - (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises (unless the gate is temporarily opened in a manner that ensures that the dog remains confined) and is fitted with a proper latch or other means of fastening it;
  - (d) maintain the fence and all gates and doors in the fence in good order and condition; and
  - (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.
- (2) Where an occupier fails to comply with subclause (1), he or she commits an offence.
- (3) Notwithstanding subclause (1) and (2), the confinement of dangerous dogs is dealt with in the Act and the Regulations.

### **3.2 Limitation on the number of dogs**

- (1) This clause does not apply to premises which have been—
  - (a) licensed under Part 4 of this local law as an approved kennel establishment; or
  - (b) granted an exemption under section 26(3) of the Act.
- (2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act—
  - (a) two dogs over the age of three months and the young of those dogs under that age if the premises are zoned other than as rural, rural residential or urban under a local planning scheme; or
  - (b) four dogs over the age of three months and the young of those dogs under that age if the premises are zoned as rural, rural residential or urban under a local planning scheme.

### **3.3 Application to keep additional dog or dogs**

- (1) Subject to clause 3.5, the local government may consider an application to keep an additional dog or dogs where—
  - (a) the property is deemed suitable by an authorised person—
    - (i) having sufficient space capable of confining all dogs;
    - (ii) noise, odours, fleas, flies and other vectors of disease will be effectively controlled; and
    - (iii) the care and welfare of the dogs is considered adequate.
  - (b) the details of every dog proposed to be kept on the premises are provided including name, age, colour/description, breed, registration number and microchip details; and
  - (c) sufficient reason has been provided, including—
    - (i) to replace an elderly or sick dog not expected to live;
    - (ii) a family emergency resulting in the dog being inherited;
    - (iii) merging of two households;
    - (iv) where the applicants have had approval to keep an additional dog or dogs in another local authority; or
    - (v) on premises zoned as rural or rural residential under a local planning scheme, the dog or dogs are required for stock management or to be on the premises temporarily for the purposes of training for stock management.
- (2) An application to keep two additional dogs on premises that are zoned other than as rural or rural residential under a local planning scheme shall—
  - (a) provide sufficient detail regarding the reason for keeping more than two dogs;
  - (b) provide written consent from owners and occupiers of any premises adjoining the premises; and
  - (c) in the case of a tenanted property, provide written consent from either the landowner or their appointed property manager.

- (3) An application to keep more than four dogs on premises zoned as rural or rural residential under a local planning scheme shall—
  - (a) provide sufficient detail regarding the reason for keeping more than four dogs; and
  - (b) in the case of a tenanted property, provide written consent from either the landowner or their appointed property manager.

### **3.4 Determination of application**

In determining an application for a licence, the local government is to have regard to—

- (a) the matters referred to in clause 3.5;
- (b) the effect which approval of the proposed may have on the environment or amenity of the neighbourhood; and
- (c) whether approval of the application will create a nuisance for the owners and occupiers of adjoining premises.

### **3.5 Where application cannot be approved**

The local government will not approve an application to keep an additional dog or dogs where—

- (a) more than four dogs are proposed to be kept on premises zoned other than as rural or rural residential under a local planning scheme;
- (b) more than six dogs are proposed to be kept on premises zoned as rural or rural residential under a local planning scheme; or
- (c) where any dog already kept on the premises is a dangerous dog.

### **3.6 Conditions of approval**

- (1) The local government may approve an application to keep an additional dog or dogs subject to any conditions as considered appropriate.
- (2) Approval of an application is not transferable to successive owners or occupiers of the premises.
- (3) A person who fails to comply with a condition imposed under sub-clause (1) commits an offence.

### **3.7 Revocation of licence to keep additional dogs**

Where a person does not comply with the conditions of approval to keep an additional dog or dogs under clause 3.6 the local government may revoke the approval to keep an additional dog or dogs.

## **PART 4 - APPROVED KENNEL ESTABLISHMENTS**

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### **4.1 Application for licence for approved kennel establishment**

An application for a licence must contain the information listed in Schedule 1, and must be lodged with the local government together with—

- (a) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government;
- (b) any other information reasonably required by the local government; and
- (c) the set fee for the application for a licence referred to in clause 4.8(1).

### **4.2 Notice of proposed use**

- (1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged—
  - (a) once in a newspaper circulating in the district; and
  - (b) to the owners and occupiers of any premises adjoining the premises.
- (2) The notices in subclause (1) must specify that—
  - (a) any written submissions as to the proposed use are to be lodged with the local government within 14 days of the date the notice is given; and
  - (b) the application, plans and specifications may be inspected at the offices of the local government.
- (3) The local government may refuse to determine the application for a licence until the notice or notices, as the case may be, is given in accordance with its directions where—
  - (a) a notice given under subclause (1) does not clearly identify the premises; or
  - (b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises.

### **4.3 Exemption from notice requirements**

The requirements of clauses 4.2 and 4.4(a) and Schedule 1 clause 5(c) do not apply in respect of the application for a licence where under a local planning scheme an application for a licence is made in respect of premises on which an approved kennel establishment is either a—

- (a) permitted use; or
- (b) use which the local government may approve subject to compliance with specified notice requirements.

### **4.4 When application can be determined**

An application for a licence is not to be determined by the local government until—

- (a) the applicant has complied with clause 4.2;
- (b) the applicant submits proof that the notices referred to in clause 4.2(1) have been given in accordance with that clause; and
- (c) the local government has considered any written submissions received within the time specified in clause 4.2(2)(a) on the proposed use of the premises.

### **4.5 Determination of application**

In determining an application for a licence, the local government is to have regard to—

- (a) the matters referred to in clause 4.6;
- (b) any written submissions received within the time specified in clause 4.2(2)(a) on the proposed use of the premises;
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

#### **4.6 Where application cannot be approved**

The local government cannot approve an application for a licence where—

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a local planning scheme; or
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

#### **4.7 Conditions of approval**

- (1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.
- (2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.
- (3) A person who fails to comply with a condition imposed under sub-clause (1) commits an offence.

#### **4.8 Fees**

- (1) On lodging an application for a licence, the applicant is to pay a set fee to the local government.
- (2) On the issue or renewal of a licence, the licensee is to pay a set fee to the local government.
- (3) On lodging an application for the transfer of a valid licence, the transferee is to pay a set fee to the local government.
- (4) The set fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

#### **4.9 Form of licence**

The licence is to be in the form determined by the local government from time to time and is to be issued to the licensee.

#### **4.10 Period of licence**

- (1) The period of effect of a licence is set out in section 27(5) of the Act.
- (2) A licence is to be renewed if the set fee referred to in clause 4.8(2) is paid to the local government prior to the expiry of the licence.
- (3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

#### **4.11 Variation or cancellation of licence**

- (1) The local government may vary the conditions of a licence.
- (2) The local government may cancel a licence—
  - (a) on the request of the licensee;
  - (b) following a breach of the Act, the Regulations or this local law; or
  - (c) if the licensee is not a fit and proper person.
- (3) The date a licence is cancelled is to be, in the case of—
  - (a) subclause (2)(a), the date requested by the licensee; or
  - (b) subclause (2)(b) or (c), the date determined under section 27(6) of the Act.

#### **4.12 Transfer**

- (1) A written application for the transfer of a valid licence from the licensee to another person must be—
  - (a) made by the transferee;
  - (b) made with the written consent of the licensee; and
  - (c) lodged with the local government together with—
    - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence;
    - (ii) the set fee for the application for the transfer of a licence referred to in clause 4.8(3); and
    - (iii) any other relevant information required.
- (2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).
- (3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.

- (4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 4.13(b), the transferee becomes the licensee of the licence for the purposes of this local law.

#### **4.13 Notification**

The local government is to give written notice to—

- (a) an applicant for a licence of the local government's decision on her or his application;
- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 4.11(1);
- (d) a licensee when her or his licence is due for renewal & the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 4.11(2)(a); and
- (g) a licensee of the cancellation of a licence under clause 4.11(2)(b) or (c), which notice is to be given in accordance with section 27(6) of the Act.

#### **4.14 Objections and appeals**

- (1) The provisions of Division 1 of Part 9 of the *Local Government Act 1995* and regulation 33 of the *Local Government (Functions and General) Regulations 1996* apply to a decision where the local government makes a decision as to whether it will—
- (a) grant an application for a licence;
  - (b) vary or cancel a licence;
  - (c) impose or amend a condition to which a licence is subject; or
  - (d) transfer of a licence.
- (2) Under these provisions, an affected person may have the right to object to, or to appeal against, a decision of the local government.

#### **4.15 Inspection of kennel**

With the consent of the occupier, an authorised person may inspect an approved kennel establishment at any time.

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### **PART 5 - DOGS IN PUBLIC PLACES**

#### **5.1 Places where dogs are prohibited absolutely**

Designation of places where dogs are prohibited absolutely is dealt with in the Act.

#### **5.2 Places which are dog exercise areas**

Designation of places which are dog exercise areas is dealt with in the Act.

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### **PART 6 - MISCELLANEOUS**

#### **6.1 Fees and charges**

Set fees and charges are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

#### **6.2 Offence to excrete**

- (1) A dog must not excrete on—
- (a) any thoroughfare or other public place; or
  - (b) any land which is not a public place without the consent of the occupier.
- (2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.
- (3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.
- (4) Notwithstanding clause 7.2, the maximum penalty for an offence under subclause (1) is \$1000.

## **PART 7 - ENFORCEMENT**

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### **7.1 Offences**

A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

### **7.2 General penalty**

A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000 and if the offence is of a continuing nature, to an additional penalty not exceeding \$100 for each day or part of the day during which the offence has continued.

### **7.3 Modified penalties**

- (1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.
- (2) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is not a dangerous dog.
- (3) The amount appearing in the fifth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

### **7.4 Issue of infringement notice**

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 2 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

### **7.5 Failure to pay modified penalty**

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by an authorised person, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

### **7.6 Payment of modified penalty**

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by an authorised person, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

### **7.7 Withdrawal of infringement notice**

- (1) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice in the form of Form 3 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.
- (2) A person authorised to issue an infringement notice under clause 7.4 cannot sign or send a notice of withdrawal.

### **7.8 Service of notices**

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

## SCHEDULE 1

### INFORMATION REQUIRED FOR APPLICATION FOR A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

[cl. 4.1]

1. Details of applicants-
  - (a) Full name/s of applicant/s;
  - (b) Postal address;
  - (c) Telephone number;
  - (d) Mobile number;
  - (e) Fax number; and
  - (f) E-mail address.
2. Address of proposed premises-
3. Dogs to be kept-
  - (a) Number; and
  - (b) Breed.
4. Either-
  - (a) Person residing on the premises-
    - (i) Name;
    - (ii) As from; and
    - (iii) Mobile phone number, or
  - (b) Person sufficiently close to the premises so as to control the dogs and ensure their health and welfare-
    - (i) Name;
    - (ii) Address;
    - (iii) As from; and
    - (iv) Mobile phone number.
5. To be included-
  - (a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
  - (b) plans and specifications of the proposed kennel establishment;
  - (c) copy of notice of proposed use to appear in newspaper and to be given to adjoining premises under clause 4.2;
  - (d) written evidence that a person will reside—
    - (i) at the premises; or
    - (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
  - (e) if the person in item (d) is not the applicant, written evidence that the person is a person in charge of the dogs.
6. Signature of applicant/s.
7. Date.

## SCHEDULE 2

### CONDITIONS OF A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

[cl. 4.7]

An application for a licence for an approved kennel establishment may be approved subject to the following conditions—

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than—
  - (i) 25 metres from the front boundary of the premises and 5 metres from any other boundary of the premises;
  - (ii) 10 metres from any dwelling; and
  - (iii) 25 metres from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be—
  - (i) at least 100 millimetres above the surface of the surrounding ground;
  - (ii) smooth so as to facilitate cleaning;
  - (iii) rigid;
  - (iv) durable;
  - (v) slip resistant;
  - (vi) resistant to corrosion;
  - (vii) non-toxic;
  - (viii) impervious;
  - (ix) free from cracks, crevices and other defects; and
  - (x) ) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
- (h) the kennel floor must have a durable up-stand rising 75 millimetres above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50 millimetres from the underside of the bottom plate to the floor;
- (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
- (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of—
  - (i) 2000 millimetres; or
  - (ii) four times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;
- (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheeted internally and externally with good quality new zinalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
- (l) all external surfaces of each kennel must be kept in good condition;
- (m) the roof of each kennel must be constructed of impervious material;
- (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorised person;
- (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;

- (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
- (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and
- (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside-
  - (i) at the premises; or
  - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.

**SCHEDULE 3**  
**PRESCRIBED OFFENCES**

[cl. 7.3]

<b>Item</b>	<b>Clause</b>	<b>Nature of offence</b>	<b>Modified penalty \$</b>	<b>Dangerous Dog Modified Penalty \$</b>
1	3.1	Failing to provide means for effectively confining a dog	200	As per Regulations
2	3.6	Failure to comply with conditions of approval to keep additional dog or dogs	200	500
3	4.7	Failure to comply with the conditions of a licence	200	200
4	6.2	Dog excreting in prohibited place	100	100

Dated 17 June 2020

The Common Seal of the Shire of Kulin was affixed in the presence of-

---

Barry West  
Shire President

---

Garrick Yandle  
Chief Executive Officer

# *Lease Agreement*

Location 2315

Varley Progress Association

&

Shire of Kulin

THIS AGREEMENT made this 1st day of July two thousand and twenty BETWEEN:

SHIRE OF KULIN (herein called "the Lessor") of the one part

AND

VARLEY PA of PO Varley, Western Australia (hereinafter called "the Lessee") of the other part

WHEREAS:

- A. The Lessor is the registered proprietor of land containing approximately 230 hectares being Roe Location 2315 on Reserve 24609 and being the land contained in the sketch in the Schedule ("the Land").
- B. The Lessor is desirous of leasing and the Lessee of taking the Land for the purpose of cropping of arable land (with the exclusion of the airstrip) for the term and upon the conditions herein set out.

NOW IT IS AGREED:

- 1. The Lessor will lease and the Lessee will take the Land for a term of ten years commencing on the 1st day of July 2020 paying therefore a rent of one peppercorn.
- 2. The Lessee hereby covenants with the Lessor:
  - a To use the Land for the purpose of cropping and for no other purpose without the written consent of the Lessor first had and obtained;
  - b To take out and keep current a policy of public liability in respect of the Land with a reputable Insurance Company and to upon demand deliver a copy of the policy and proof of currency to the Lessor;
  - c To at all times except for the times the Land is being used by the Lessee, permit the Lessor to have free entry and access to the land for any purpose and inspecting the Land in his capacity of Landlord.

- d So far as is consistent with the use of the Land to at all times that the Lessee has use of the Land keep the Land clean and tidy and free of rubbish and refuse and also to at all times that the Lessee has use of the Land ensure that the Land does not constitute a fire or health risk within the terms of the Bush Fires Act or any other Statute State or Federal applicable to Health, Local Government or Fire Prevention and containment.
  - e Not to undertake any development of the Land without the consent of the Lessor who may not unreasonably withhold their consent.
  - f This agreement has an option for review, if either party so desires after five years.
3. The Lessor HEREBY COVENANTS with the Lessee to permit the Lessee upon duly paying the said rent and performing and observing the covenants, conditions and stipulations herein on the Lessee's part to be performed and observed to peaceably hold and enjoy the said lands without any lawful interruption by the Lessor or any person lawfully claiming under him.
4. It is mutually agreed and declared:
- a That all buildings existing on the Land at the commencement of the said term and all buildings and constructions hereinafter placed on the Land by the Lessee and the property of the Lessee and the same shall be removed from the Land at the determination of these presents within a reasonable time of the date of determination.

THE COMMON SEAL of SHIRE OF KULIN )  
was hereunto affixed by )  
resolution of the Council in the presence of: )  
on this date: )

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
CEO

THE COMMON SEAL of the VARLEY P A )  
was hereunto affixed by authority of a resolution )  
of the Association in the presence of: )  
on this date: )

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY

AMENDMENTS

PROCLAMATION LEGEND

EXISTING PROCLAIMED ROUTE

- H006** Highway  
(^ Road Name)
- M042** Main Road  
(^ Road Name)

SECTION TO BE DE-PROCLAIMED

- ~~H002~~
- ~~M012~~

SECTION TO BE PROCLAIMED

- H006** Highway
- M042** Main Road

^ Landgate approved local usage name.

PATHWAY RESPONSIBILITY

- P018** Main Roads Controlled Path
  - Other Path
  - ~~P018~~ MR Controlled Path Removed
- Controlled paths (shared, pedestrian or bicycle) depicted on this drawing are those for which Main Roads Western Australia has responsibility.

Paths, shared, pedestrian or bicycle, the responsibility of other entities are not shown.

This is to certify that Council endorses the proposal shown on this plan.

Council Resolution:.....of

Council Meeting Held On:

**OR DELEGATED AUTHORITY**  
in accordance with Section 5.41(d) of the Local Government Act 1995.

Chief Executive Officer

Date:.....

Gazette:.....

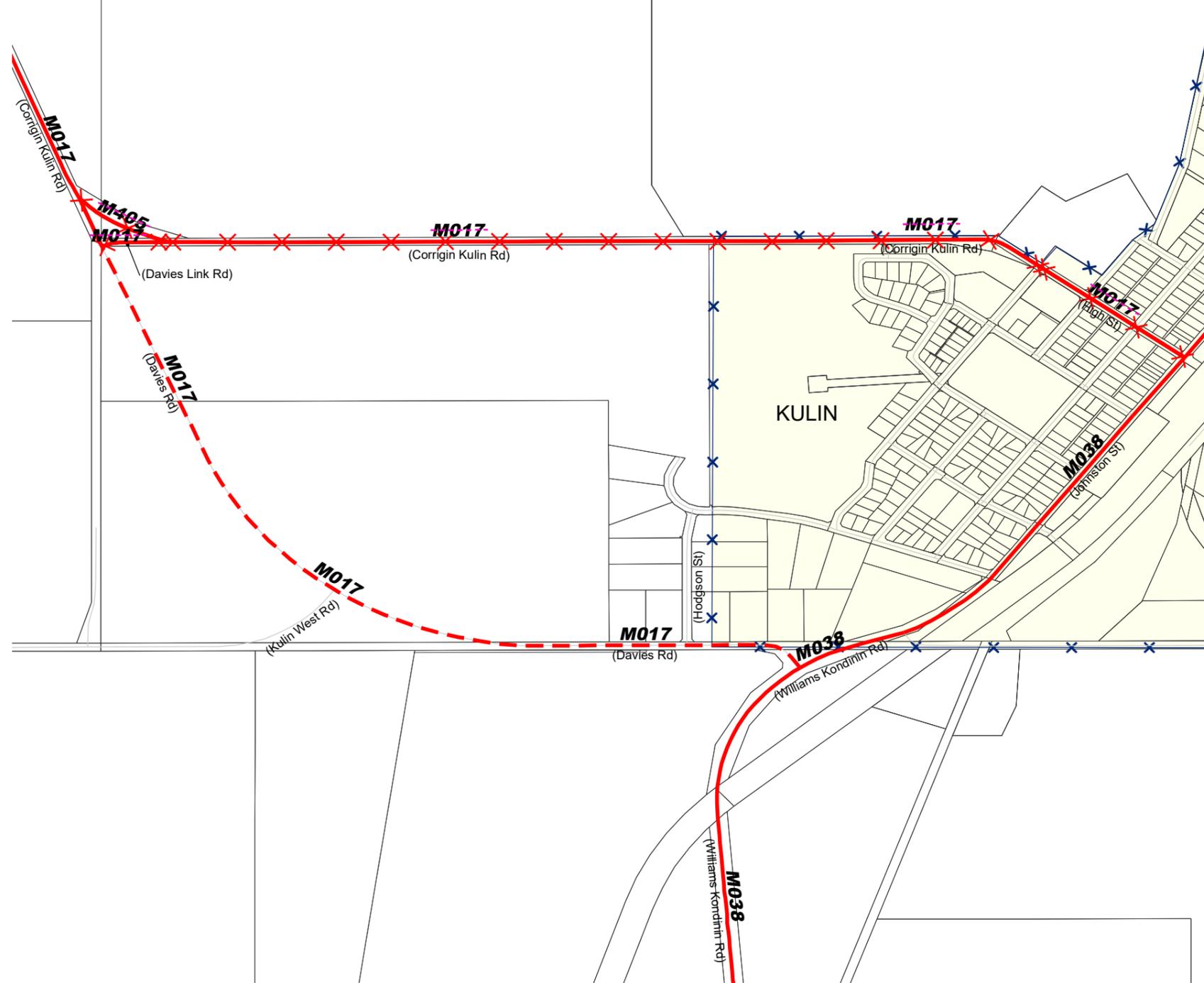
Page No:.....

DATE OF ORIGINAL ISSUE: 05 June 19

DRAWING AMENDMENT DATE:

THIS DRAWING SUPERSEDES:

SHIRE OF KULIN



NOTES: **DRAFT**

Roads and/or paths are represented by centrelines which are a notional reference line that generates and approximates the centre of the pavement extent.

Ramp intersections are shown schematically. The point at which the lines meet represents the end of the median which separates the converging or diverging carriageways.

Slip lanes where ramps intersect other roads are not shown.



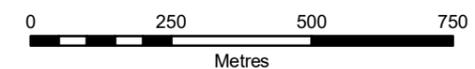
SHIRE OF KULIN

BASE MAP LEGEND

- Local Government Boundary
- Town Site Area And Boundary
- Cadastre
- Local Road

NOTE: FOR DETAIL OF TOWNSITES - REFER TO TOWNSITE DRAWINGS

RECOMMENDED	APPROVED
Signature: .....	Signature: .....
Position: .....	Position: .....
Date: .....	Date: .....



Planning and Technical Services Directorate

PROCLAMATION PLAN

Declared Roads  
Proclaim M017, Davies Rd (Gorge Rock Lake Grace Rd)  
Deproclaim M017, Davies Link Rd, Corrigin Kulin Rd, High St  
(Gorge Rock Lake Grace Rd), M405 Corrigin Kulin Slip Rd  
SHIRE OF KULIN - LG No. 412

SHEET 1 of 1

MAIN ROADS WESTERN AUSTRALIA

DWG TYPE	FILE No	DWG NUMBER
20:00	12/601	201921-0014-00



Department of  
**Local Government, Sport  
and Cultural Industries**

# **National Redress Scheme for Institutional Child Sexual Abuse**

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**Department of Local Government, Sport  
and Cultural Industries**

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Information Paper

3 February 2020

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# 1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

---

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

## 2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

---

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

### CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.<sup>1</sup>

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

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<sup>1</sup> Section 111(1)(b).

### 3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

---

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

#### LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

## WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

## 4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

---

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

## KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

### State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

### Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). \*

\* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

## 5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

---

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

### CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

### APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

### RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

## REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

## MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

## 6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

---

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

# ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au).
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

## FOR MORE INFORMATION

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# APPENDIX A

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## ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions<sup>2</sup> to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks (August 2015)*; *Redress and Civil Litigation (September 2015)* and *Criminal Justice (August 2017)*. The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

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<sup>2</sup> \* For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

# THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
  - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
  - Places emphasis on genuine engagement with and valuing of children;
  - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
  - Creates conditions that increase the likelihood of identifying any harm;
  - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

# APPENDIX B

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## NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au) or the [National Redress Guide](#).

## SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

# TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> <li>No responsibility for local governments.</li> <li>The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.</li> </ul>
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> <li>ACT has no municipalities, and the ACT Government is responsible for local government functions.</li> <li>ACT has therefore not been required to explore the issue of local government participation in the Scheme.</li> </ul>
New South Wales (NSW)	<ul style="list-style-type: none"> <li>In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability.</li> <li>The NSW Office for Local Government is leading communications with local councils about this decision.</li> <li>NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.</li> </ul>
Northern Territory (NT)	<ul style="list-style-type: none"> <li>The NT Government has consulted all of the Territory's local governments, including individually visiting each local government.</li> <li>NT is in the process of amending Territory's declaration of participating institutions to include local governments.</li> </ul>
Queensland	<ul style="list-style-type: none"> <li>Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions.</li> <li>The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.</li> </ul>
South Australia (SA)	<ul style="list-style-type: none"> <li>Local governments are not currently included in the SA Government's declaration</li> <li>The SA Government is still considering its approach to local governments.</li> </ul>
Tasmania	<ul style="list-style-type: none"> <li>Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration.</li> <li>A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.</li> </ul>
Victoria	<ul style="list-style-type: none"> <li>The Victorian Government's declaration includes local governments.</li> <li>The Victorian Government is covering local governments' redress liability.</li> </ul>
Western Australia (WA)	<ul style="list-style-type: none"> <li>The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.</li> </ul>

## TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

## THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

## MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

## EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

## GENERAL COMPLIANCE CHECKLIST – MAY 2020

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Bush Fire Control - Dual Officers Appointment	1/05/2020	Annual	Advise surrounding Shires of Dual FCO appointments following BFB AGM	No Meeting rescheduled to Aug
Governance	Bush Fire Control Officers Appointment	1/05/2020	Annual	Determine to allow information to be included with annual fire break/prevention notice	No Meeting rescheduled to Aug
Governance	Integrated Planning Review	31/05/2020	Quarterly	Quarterly review due this month if not already completed - Corporate Plan	
Governance/ SAO	Delegation Manual Review	31/05/2020	Annual	Ensure agenda item includes 'Absolute Majority'	Yes Completed in May
CEO	Plus all the reviews for Integrated Planning Documents	May	Annual	As detailed in CEO Report	Ongoing
CEO	Equal Employment Management Plan review	May	Annual	Review Equal Employment Management Plan and forward copy to Director of Equal Opportunity	Yes
CEO	Annual Performance Review	May	Annual	On Anniversary - report to Council	Date to be set
DCEO	Housing Inspections		Annual	CSO sends letters	N/A Inspections not yet held
Finance	Letters to tenants regarding Shire Housing Rental increases	April/ May	Annual	After Fees & Charges adopted	N/A
SFO	Complete Form A - ESL Annual Service levy Billing	31/07/2020	Annual	FESA Act 1998, manual of Operations S5 - part 6A Div5	July
WM	Road Construction & Maintenance Review	01/05/20	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	Yes
CRC	Updating of Town Notice Board/Website	May	Weekly		No
CDO	Kulin Child Care Centre budget to be finalised		Annual	In consultation with KCCC Management Committee	No meeting with Committee
FRC	Monthly Stock on Hand	May	Monthly	Report to DCEO	Yes
EHO	Transfer Station - DWER Annual License Fee	31/05/2020	Annual	EHO to apply online to obtain a license fee invoice from DWER	

## **G8 ELECTED MEMBER AND CEO ATTENDANCE AT EVENTS**

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### **Governance**

**PREAMBLE:** Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt an Attendance at Events policy. This policy is made in accordance with those provisions.

**OBJECTIVE:** This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the Chief Executive Officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

**LEGISLATION:** 5.90A Policy for attendance at events:

1. *Event* includes the following:
  - Concert
  - Conference (not included in G6 Council Members Training and Development)
  - Function
  - Sporting event
  - Occasions prescribed by the *Local Government (Administration) Regulations 1996*.
2. A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
  - (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.

\* *Absolute majority required.*
3. A local government may amend\* the policy.

\* *Absolute majority required.*
4. When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
5. The CEO must publish an up-to-date version of the policy on the local government's official website.

### **Provision of tickets to events**

#### **1. Invitations**

- 1.1 All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Shire of Kulin.
- 1.2 Any invitation or offer of tickets not addressed to the Council is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

- 1.3 A list of events and attendees authorised by the local government in advance of the event is listed under Pre-Approved Events.

## **2. Approval of attendance**

- 2.1 In making a decision on attendance at an event, the council will consider:
  - a) who is providing the invitation or ticket to the event,
  - b) the location of the event in relation to the local government (within the district or out of the district),
  - c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
  - d) whether the event is sponsored by the local government,
  - e) the benefit of local government representation at the event,
  - f) the number of invitations / tickets received, and
  - g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- 2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

## **3. Payments in respect of attendance**

- 3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determines attendance to be of public value.
- 3.2 For any events where a member of the public is required to pay, unless previously approved, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 3.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 3.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

## **Pre-Approved Events**

- a) Meetings of clubs or organisations within the Shire of Kulin
- b) Any free event held in the Shire
- c) Australian or West Australian Local Government Events
- d) Events hosted by Clubs or Not for Profit Organisations within the Shire to which the President, Elected Members of CEO has been officially invited
- e) Functions or events to which the Shire has provided sponsorship
- f) Cultural events / festivals / exhibitions held in the community
- g) Events run by a Local, State or Federal Government
- h) Events run by Kulin District High School
- i) Major professional bodies associated with local government at a local, state and federal level
- j) Opening or launch of an event or facility within the Shire
- k) Recognition of service events
- l) RSL Club events
- m) Where representation by the President or CEO has been formally requested.

### **Non – Approved Events**

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

If the event is a free event to the public then no action is required.

If the event is ticketed and the Elected Member or CEO pays the full ticketed price and does not seek reimbursement then no action is required.

If the event is ticketed and the Elected Member or CEO pays a discounted rate or is provided with a free ticket then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days.

### **PROCESS:**

#### **Approval Process**

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval via email no later than three business days prior to the event as follows:

- Events for Councillors will be approved via consultation with the CEO and President; and
- Events for the Chief Executive Officer will be approved in consultation with the President.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Council of the person attending.
- Alignment to the Council's Strategic Objectives.
- The number of Council representatives already approved to attend.

Where an Elected Member or the CEO has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid out of the current year budget.

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