

# Minutes for February 2021



# ORDER OF BUSINESS

## 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS - COUNCIL CHAMBERS

KDHS Principal will join Council members for Afternoon Tea at 3:30pm  
KKFC President Simon Duckworth will join council at 4:00pm

## 2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Leave of Absence – Cr Taylor

## 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 – 17 December 2020
- 6.2 Kulin LEMC Meeting – 3 February 2021

## 7 MATTERS REQUIRING DECISION

- 7.1 List of Accounts – December 2020 & January 2021
- 7.2 Financial Reports – December 2020 & January 2021
- 7.3 All Ages Activity Precinct – Stage 2 Detailed Design - Withdrawn
- 7.4 Development Application – Proposed New Outbuilding on Lot 6 Bull Street, Kulin
- 7.5 A11 Procurement Purchasing and Tenders – Policy Amendment Adoption
- 7.6 Request for Overflow Camping at Kulin Recreation Area Easter Weekend
- 7.7 Former Kulin PPC - Reserve 36914

## 8 COMPLIANCE

- 8.1 Compliance Reporting - General Compliance December 2020 & January 2021
- 8.2 Compliance Reporting – Delegations Exercised December 2020 & January 2021
- 8.3 Compliance Audit Return 2020 – Adoption - Withdrawn

## 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

- 11.1 Resignation of Cr Taylor

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

## 13 DATE AND TIME OF NEXT MEETING

## 14 CLOSURE OF MEETING

# Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 17 February 2021 commencing 12:57pm

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

KDHS Principal Garry Walker will join Council members for Afternoon Tea at 3:30pm  
KKFC President Simon Duckworth will join council at 4:00pm

## 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
B Smoker	Councillor	West Ward
MS Lucchesi	Councillor	Central Ward
JK Noble	Councillor	Town Ward
RD Duckworth	Councillor	West Ward
G Yandle	CEO	
C Vandenberg	Deputy CEO	
T Scadding	Community Service Manager	
J Hobson	Works Manager	
F Jasper	Executive Support Officer	

### Apologies

Nil

### Leave of Absence

BP Taylor	Councillor	Central Ward
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## 3. PUBLIC QUESTION TIME

Nil

## 4. DECLARATIONS OF INTEREST BY MEMBERS

CEO Garrick Yandle – Item 7.6

## 5. APPLICATIONS FOR APPROVED LEAVE OF ABSENCE

Nil

## 6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Shire of Kulin Ordinary Meeting – 17 December 2020

**01/0221**

Moved Cr Lucchesi Seconded Cr Smoker that the minutes of the Ordinary Council Meeting held on 17 December 2020 be confirmed as a true and correct record.

**Carried 8/0**

LEMC Meeting – 3 February 2021

**02/0221**

Moved Cr Noble Seconded Cr Lucchesi that the minutes of the Kulin LEMC Meeting held on 3 February 2021 be received.

**Carried 8/0**

## **7 MATTERS REQUIRING COUNCIL DECISION**

### **7.1 List of Accounts – December 2020 & January 2021**

**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 months of December 2020 and January 2021, 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 December payments being cheque no.'s 265 - 266 (Trip), 451 -452, 454 (Trust), 37296 – 37300; EFT No's 17216 - 17335, DD7568.1 – DD7576.2 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$637,307.52 be received.

That January payments being cheque no.'s 455 (Trust), 37301 - 37306; EFT No's 17336 - 117386, DD7605.1 – DD7611.10 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$432,932.14 be received.

**VOTING REQUIREMENTS:**

Simple majority required.

**03/0221**

**Moved Cr Bowey Seconded Cr Varone that December payments being cheque no.'s 265 - 266 (Trip), 451 - 452, 454 (Trust), 37296 – 37300; EFT No's 17216 - 17335, DD7568.1 – DD7576.2 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$637,307.52 be received.**

**That January payments being cheque no.'s 455 (Trust), 37301 - 37306; EFT No's 17336 - 117386, DD7605.1 – DD7611.10 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$432,932.14 be received.**

**Carried 8/0**

**Works Manager Judd Hobson joined the meeting at 1:10pm**

## 7.2 Financial Reports – December 2020 & January 2021

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

**SUMMARY:**

Attached are the financial reports for the periods ending 31 December 2020 and 31 January 2021.

**BACKGROUND & COMMENT:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

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

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council endorse the monthly financial statements for the periods ending 31 December 2020 and 31 January 2021.

**VOTING REQUIREMENTS:**

Simple majority required.

04/0221

Moved Cr Duckworth Seconded Cr Varone that Council endorse the monthly financial statements for the period ending 31 December 2020 and 31 January 2021.

Carried 8/0

## 7.3 All Ages Activity Precinct – Stage 2 Detailed Design - Withdrawn

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**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 21.02 Parks and Reserves / Design and Construction  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:** 1.4 A liveable and safe community  
1.4.3 Provide a variety of sport, recreation and leisure services and facilities for all life stages.  
1.4.5 Opportunities for development and participation of young people (e.g. Youth Services Group).  
2.2 A positive visitor experience  
2.2.1 The Shire's capacity for tourism is grown, founded on iconic major events and distinct local attractions

**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

The All Ages Activity Precinct project is funded within 2020/21 Budget for \$330K to undertake design and construction. Presented is the Stage 2 Detailed Design for endorsement by Council.

**BACKGROUND & COMMENT:**

Kulin All Ages Precinct Stage 1 Detailed Design was endorsed by Council at the December 2020 Ordinary Council Meeting with instruction given to staff to proceed to Stage 2 Detailed Design "Obstacle Zone".

The Shire engaged consultant Emerge Associates to continue with the development of the Stage 2 Design following their Stage 1 Design.

Attached are the All Ages Activity Precinct Detailed Design Drawings for Stage 2 – Obstacle Zone.

**COMMUNITY CONSULTATION:**

KDHS via survey and Workshop  
CKC

- via Workshop June 2020
- presentation of Design November 2020

Kulin Community Workshop in June 2020

Council via various Concept Forums

- June 2020
- July 2020
- August 2020
- September 2020 (Site Visit)
- October 2020 – Concept Design Endorsement
- December 2020 – Stage 1 – Detailed Design Endorsement

Arc Infrastructure

- Meeting in September 2020.
- Submission of Concept Design for license approval within railway license area.
- Submission of detailed Design for construction approval

**STATUTORY IMPLICATIONS:**

Section 11 Local Government (Functions & General) Regulations 1996 – When tenders have to be publicly invited.

**POLICY IMPLICATIONS:**

A11 Procurement, Purchasing and Tenders.

**FINANCIAL IMPLICATIONS:**

The All Ages Activity Precinct project is funded within 2020/21 Budget for \$300K to undertake construction of Stage 1, as well as staff hours to assist with bulk earthworks and site preparation. This is funded by the following sources:

- Local Roads and Community Infrastructure Program (LRCIP) \$150K.
- Cultivating Kulin Committee \$100K.
- Council \$50K.

As per Concept Forum information. Council has received a further \$400K of LRCIP Extension funding from 1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021. This additional available funding could be utilised to design and construct Stage 2.

The Opinion of Cost estimate for Stage 2 is \$300,000.

**WORKFORCE IMPLICATIONS:**

Council staff involved in Detailed Design review and Procurement Process.

Council works staff to be involved in bulk earthworks and site preparation, with hours already allocated within Council's 20/21 budget.

**OFFICER'S RECOMMENDATION:**

That Council:

1. Endorse the proposed All Ages Activity Precinct Stage 2 Detailed Design
2. Authorise CEO to provide All Ages Activity Precinct Stage 2 Detailed Design to ARC Infrastructure for final approval for construction within the licensed area of the Railway Reserve
3. Authorise a budget amendment for \$300,000 of for Stage 2 to be funded by LRCIP Extension

**VOTING REQUIREMENTS:**

Simple Majority.

**05/0221**

**Item 7.3 withdrawn at CEO's Advice – pending further information that is required for detailed plans. Item will be re-introduced to council at a later date.**

## 7.4 Development Application – Proposed New Outbuilding on Lot 6 (No.23) Bull Street, Kulin

**APPLICANT:** GW & SK Jenks (Landowners)  
**FILE REF:** 07.02  
**AUTHOR:** Mr Joe Douglas - Consultant Town Planner (Exurban Rural & Regional Planning)

### SUMMARY:

This report recommends that a development application submitted by GW & SK Jenks (Landowners) to construct a new 135m<sup>2</sup> steel framed and Colorbond clad outbuilding on Lot 6 (No.23) Bull Street, Kulin be approved subject to conditions.

### BACKGROUND:

The applicant is seeking Council's development approval for the construction and use of a new 135m<sup>2</sup> steel framed and Colorbond clad outbuilding on Lot 6 (No.23) Bull Street, Kulin for domestic storage purposes.

Under the terms of the application received an existing domestic storage shed at the rear of the property is proposed to be removed in its entirety and a new, larger sized storage shed, including an integrated carport, constructed in the same location.

Full details of the application, including supporting plans, are provided in Attachment 6.

Lot 6 is located in the south-western segment of the Kulin townsite in a designated residential precinct and comprises a total area of approximately 1,063m<sup>2</sup>. The property is generally flat throughout, with the natural ground level being approximately 315 metres AHD, and has not been formally designated as being flood or bushfire prone.



Location & Lot Configuration Plan (Source: Landgate)

By virtue of its location in a well-established part of the Kulin townsite, the subject land is served by a wide range of essential service infrastructure including power, water, reticulated sewerage, stormwater drainage and telecommunication infrastructure.

Lot 6 has direct frontage and access to Bull Street along its eastern boundary which is a sealed and drained local road under the care, control and management of the Shire.

Lot 6 has been extensively developed and used for low density residential purposes for many years and contains an older style dwelling in good habitable condition including a number of associated improvements.

Existing adjoining and other nearby land uses are also residential in nature comprising single houses and various associated improvements on similar sized lots. It is significant to note Council has previously granted development approval for a number of oversized outbuildings in the immediate locality similar to the new outbuilding proposed by

this application.

**COMMENT:**

Lot 6 is classified 'Residential' zone in the Shire of Kulin Local Planning Scheme No.2 (LPS2) with a density coding of R10/30.

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

- i) To encourage single houses as the predominant form of residential development;
- ii) To achieve a high standard of development and residential amenity; and
- iii) To provide for the development of a variety of non-residential-type uses which are compatible with the character, scale and operation of existing residential development and do not detract from the general amenity of the area.

Under the terms of the Zoning Table in LPS2 the development of a single house, including any associated outbuilding, is listed as being a permitted (i.e. 'P') use on any land classified 'Residential' zone provided it complies with all relevant development standards and requirements.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS2 and all relevant local planning policies, the Residential Design Codes and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This assessment has confirmed the proposal is compliant or capable of compliance with the following requirements:

- Land capability and suitability;
- Private open space;
- Building finish and appearance;
- Amenity of the locality including potential environmental and visual impacts;
- Vehicle access and parking arrangements; and
- Bushfire, flood risk and stormwater drainage management.

Notwithstanding the above conclusion, Council is required to exercise its discretion in relation to the proposal's non-compliance with the following requirements of Council's Planning Policy No.1 entitled 'Development of Outbuildings in Residential Precincts' when finally determining the application:

- i) Floor Area  
The new shed is proposed to have a total floor area of 135m<sup>2</sup> in lieu of a maximum permitted floor area of 80m<sup>2</sup> for any outbuilding constructed using non-reflective cladding (i.e. brick, Colorbond, timber etc.).
- ii) Wall Height  
The new shed is proposed to have a wall height of 3.99 metres in lieu of a maximum permitted wall height of 3 metres; and
- iii) Roof Ridge Height  
The new shed is proposed to have a roof ridge height of 4.788 metres in lieu of a maximum permitted roof ridge height of 3.3 metres.

In considering whether or not to approve these proposed variations to the abovementioned policy requirements Council must decide whether such variations are likely to have a detrimental impact upon the amenity, character, functionality and safety of the immediate locality or any immediately adjoining or other nearby properties.

It is concluded, following detailed assessment of the application in the context of comments received from two (2) adjoining private landowners, that the proposed variations to the relevant policy requirements are acceptable and unlikely to:

- a) have any adverse impacts on the amenity, character, functionality and safety of any adjoining or other nearby properties or the local streetscape;
- b) compromise opportunities for access to adequate daylight to major openings to habitable rooms of the existing dwelling on the land or any existing dwellings on the adjoining lots given the proposed new shed's location at the rear of the property and the backyard area of all adjoining properties; or
- c) set an undesirable precedent for the future development of residential outbuildings in the Kulin townsite given Council has previously approved similar sized outbuildings on residential lots in the immediate locality.

It is also contended Council's policy requirement as it applies to the maximum permitted roof ridge height for residential outbuildings is outdated and too restrictive given the R-Codes allow a maximum ridge height of 4.2 metres which can be varied by Council having regard for the circumstances of any given development proposal. It is therefore suggested this policy requirement be reviewed and formally amended at some stage in the near future.

In light of the above findings it is concluded the proposal for Lot 6 is acceptable subject to compliance with a number of conditions. As such, it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal and the relevant standards and requirements of the Shire's local planning framework.



**STATUTORY ENVIRONMENT:**

- Planning and Development Act 2005 (as amended)
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Kulin Local Planning Scheme No.2
- State Planning Policy 7.3 – Residential Design Codes Volume 1

**POLICY IMPLICATIONS:**

- Shire of Kulin Local Planning Policy No.1 – ‘Development of Outbuildings in Residential Precincts’

**COMMUNITY CONSULTATION:**

Not required or deemed necessary given the applicant consulted with two (2) immediately adjoining private landowners and provided evidence of their written support for the proposal. The Shire of Kulin also owns the three (3) remaining adjoining properties however it was considered inappropriate for the Shire’s CEO to sign the ‘Adjoining Property Owners Comment Form’ given the need for Council to consider and determine the application.

Council should also note the application was the subject of detailed discussion with the applicant prior to lodgement with the Shire as well during the planning assessment process to clarify a few queries raised by the reporting officer.

**FINANCIAL IMPLICATIONS:**

Nil immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council’s annual budget. All costs associated with the proposed development will be met by the applicant / landowners.

It is significant to note that should the applicant / landowners be aggrieved by Council’s final decision in this matter, they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

**STRATEGIC IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council approve the development application submitted by GW & SK Jenks (Landowners) to construct a new 135m<sup>2</sup> steel framed and Colorbond clad outbuilding on Lot 6 (No.23) Bull Street, Kulin for domestic storage purposes subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the use shall not be carried out without the further approval of Council having first being sought and obtained.
2. The proposed development shall be undertaken in a manner consistent with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
3. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
4. All external surfaces of the proposed new outbuilding shall be clad with new non-reflective materials only.
5. All stormwater drainage generated by the proposed new outbuilding shall be managed and disposed of on-site (i.e. no stormwater is permitted to be directed and disposed of via any immediately adjoining property).
6. The proposed new outbuilding shall be used for domestic storage / hobby purposes only unless otherwise approved by the local government.
7. All building waste generated by the proposed demolition of the existing outbuilding on the land and construction of the new replacement outbuilding shall be recycled and/or disposed of at an approved landfill facility immediately upon completion of the proposed works. The stockpiling of any building waste on the land is not permitted unless that waste is to be recycled and is stored at the rear of the land out of public view.

Advice Notes

1. Should the landowner/applicant wish to amend the proposal in any way, including any conditions of this approval, a further application for development approval is required to be prepared and submitted to the Shire for Council’s consideration and determination pursuant to the requirements of clause 77 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it

has been drawn to the Shire's attention.

3. This is a development approval of the Shire of Kulin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the landowner / applicant to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
4. In accordance with the Building Act 2011 and Building Regulations 2012, demolition and building permit applications must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any demolition, construction or earthworks on the land.
5. The proposed new outbuilding is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.
6. No construction works shall commence on the land prior to 7am without the Shire's written approval. No construction works are permitted on Sundays or Public Holidays.
7. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
8. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Kulin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
9. If the applicant / landowners are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

**VOTING REQUIREMENTS:**

Simple majority required.

**06/0221**

**Moved Cr Duckworth Seconded Cr Smoker that Council approve the development application submitted by GW & SK Jenks (Landowners) to construct a new 135m<sup>2</sup> steel framed and Colorbond clad outbuilding on Lot 6 (No.23) Bull Street, Kulin for domestic storage purposes subject to the following conditions and advice notes.**

**Carried 8/0**

## **7.5 A11 Procurement Purchasing and Tenders – Policy Amendment Adoption**

**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 04.04 Shire of Kulin Policy  
**AUTHOR:** Garrick Yandle  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

To amend the A11 Procurement Purchasing and Tenders to Streamline procurement process when purchasing items under \$5000.

**BACKGROUND & COMMENT:**

Extract from Councils policy A11 is as follows  
Recommended changes have been highlighted

## PROCESS:

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Model Policy
Up to \$1,000	<del>Direct purchase from suppliers not requiring any quotations, although one verbal quote could be obtained in most instances.</del>
Up to \$5,000	Direct purchase from suppliers not requiring any quotations, although one verbal quote could be obtained in most instances.
<del>\$1,001 – \$5,000</del>	<del>Direct purchase from suppliers requiring only two verbal quotations.</del>
\$5,001 - \$19,999	Obtain at least two written quotations
\$20,000 - \$49,999	Obtain at least two written quotations but where suppliers/contractors are available a minimum of three is required.
\$50,000 - \$249,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$250,000 and above	Conduct a public tender process.

\* Note: For purchase of specific plant and machinery parts up to value of \$5,000 refer to “Sole Source of Supply” criteria.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

### **Up to \$1,000**

~~Goods and services valued at up to \$1,000 do not require the conduct of a competitive process, although one verbal quote could be obtained in most instances, and the purchase must represent value for money.~~

### **Up to \$5,000**

Goods and services valued at up to \$5,000 do not require the conduct of a competitive process, although one verbal quote could be obtained in most instances, and the purchase must represent value for money.

### **~~\$1,001 to \$5,000~~**

~~Where the value of procurement of goods or services does not exceed \$5,000, purchase on the basis of at least two verbal quotations is permitted. However, it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.~~

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains a sample form for recording verbal quotations.

## FINANCIAL IMPLICATIONS:

Nil

## STATUTORY AND PLANNING IMPLICATIONS:

Section 11 Local Government (Functions & General) Regulations 1996 – When tenders have to be publicly invited.

## POLICY IMPLICATIONS:

If approved, the existing Policy, A11, will need to be amended.

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Amendment to the policy will streamline purchasing processes for staff.

**OFFICER'S RECOMMENDATION:**

That Council amend A11 Procurement Purchasing and Tenders Policy to allow purchases up to the value of \$5,000 to require only 1 quote.

**VOTING REQUIREMENTS:**

Simple majority required.

Policy A11 included at Attachment under 8.4 Review of APOG and Policy Manual

07/0221

Moved Cr Noble Seconded Cr Bowey that Council amend A11 Procurement Purchasing and Tenders Policy to allow purchases up to the value of \$5,000 to require only 1 quote.

Carried 8/0

Declaration of Interest signed and filled out by CEO Garrick Yandle  
CEO Garrick Yandle left Council Chambers at 1:43pm

## 7.6 Request for Overflow Camping at Kulin Recreation Area Easter Weekend

**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 21.01 Caravan & Camping Parks  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:** 2.2 A positive visitor experience  
**DISCLOSURE OF INTEREST:** CEO – Garrick Yandle

**SUMMARY:**

A request has been made to enable overflow camping at the Kulin Recreation Area over the Easter Weekend.

**BACKGROUND & COMMENT:**

Garrick Yandle and Tenille Harrington have booked the Freebairn Recreation Centre to host their wedding on Easter Saturday 3<sup>rd</sup> April 2021. Their guests have been encouraged to camp and enjoy the hospitality of Kulin over the course of the weekend. A significant number of accommodation options within Kulin have already been booked by their guests including the Kulin Caravan Park which is close to being fully booked. Guests have also booked the Hostel for the weekend.

Most accommodation available in town is close to fully booked for the weekend. They have requested that any guests who wish to camp in town and cannot find other accommodation be able to camp around the Kulin Recreation Precinct. This would be in the form of unpowered sites, that would not be located on the oval, but in suitably available locations within the precinct. Such guests would have access to the toilet and changeroom facilities at the FRC, which would be open with one being designed to male and female guests.

It is envisaged that this camping option be available to the wedding guests from Friday 1<sup>st</sup> 2<sup>nd</sup> April to Sunday 4<sup>th</sup> April inclusive. All bookings would be taken through Shire of Kulin Administration via Trish Mahe, as per Caravan Park bookings.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

**POLICY IMPLICATIONS:**

Given that this item is relating to an event for the CEO, it was deemed that this should be brought before Council for a decision, on the basis of transparency.

**FINANCIAL IMPLICATIONS:**

Council's fees and charges for such campers indicates \$28 per vehicle per night over the course of their stay. However, camping fees for the overflow camping unpowered sites are generally collected in the same manner as they are collected for the Caravan Park along the 'Pay What You Think' system. These fees would be collected by Trish Mahe as part of her normal camping fee collection routine over the course of the weekend. It is envisaged that

around 10 sites would be required over the course of 2 nights. This is an estimated income of \$300-500 depending upon final number of sites required.

**COMMUNITY CONSULTATION:**

DCEO – Cassi Vandenberg  
FRC Manager – Ruth Tyson  
Customer Service Officer – Trish Mahe

**WORKFORCE IMPLICATIONS:**

These fees would be collected by Trish Mahe as part of her normal camping fee collection routine over the course of the weekend. Trish would also facilitate the bookings as per her routine with the Caravan Park.

A male and a female changeroom will be required to be opened by FRC Manager from Good Friday through to Easter Monday.

**OFFICER'S RECOMMENDATION**

That Council authorise overflow camping at the Kulin Recreation Precinct over the days of Friday 1<sup>st</sup> April through to Sunday 4<sup>th</sup> April 2021 inclusive.

**VOTING REQUIREMENTS:**

Simple majority

**08/0221**

**Moved Cr Bowey Seconded Cr Lucchesi that Council authorise overflow camping at the Kulin Recreation Precinct over the days of Friday 1<sup>st</sup> April through to Sunday 4<sup>th</sup> April 2021 inclusive.**

**Carried 8/0**

CEO Garrick Yandle returned to Council Chambers at 1:49pm

**7.7 Former Kulin PPC - Reserve 36914**

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**NAME OF APPLICANT:** CSM  
**RESPONSIBLE OFFICER:** CSM  
**FILE REFERENCE:** 05.04  
**STRATEGIC REFERENCE/S:** CBP 1.3.3  
CSP 2.3  
**AUTHOR:** CSM  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Further to the acceptance of the Management of Reserve 36914 (Kulin Child Care Centre) (Resolution 10/1020) the Department of Planning, Lands and Heritage have asked the Shire of Kulin to request the Power to Lease over the reserve.

**BACKGROUND & COMMENT:**

In October 2020 Shire of Kulin resolved

**10/1020**

**Moved Cr Bowey Seconded Cr Lucchesi that Council write to the Department of Planning, Lands and Heritage to accept the Management of Reserve 36914 to secure the premises for Kulin Child Care Centre.**

**Carried 8/0**

Correspondence with the Department of Planning, Lands and Heritage accepting the Management of Reserve 36914 for the Kulin Child Care Centre was submitted in November 2020.

The current reserve purpose is "Pre-Primary Centre" which the Department is satisfied that a "child care centre" is an ancillary use.

The Department of Planning, Lands and Heritage have requested further information regarding the potential use of the land if not for a Child Care Centre. The Department have questioned if the Shire will require the Power to Lease the reserve in the future if it were not to be a child care centre.

Based on plans to investigate a purpose-built Early Childhood Education Centre, it would be advisable for the Shire to have the opportunity to lease the building for another purpose which based on the site would be commercial or community purpose.

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND TOWN PLANNING IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council write to the Department of Planning, Lands and Heritage to request the Power to Lease Reserve 36914 for commercial or community purpose if the use is not for a child care centre.

**VOTING REQUIREMENTS:**

Simple majority required.

09/0221

**Moved Cr Duckworth Seconded Cr Smoker that Council write to the Department of Planning, Lands and Heritage to request the Power to Lease Reserve 36914 for commercial or community purpose if the use is not for a child care centre.**

**Carried 8/0**

## **8 COMPLIANCE**

### **8.1 Compliance Reporting – General Compliance December 2020 & January 2021**

**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 December 2020 and January 2021. 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

Workers Compensation Wages Declaration - *completed*

Smoke Alarms & RCD Testing of Shire Houses - *completed*

Outstanding August

Budget Commentary distributed to staff

Outstanding September

FOI Statement to be in Annual Report - *completed*

Record Keeping Plan Compliance comment in Annual Report - *completed*

Outstanding October

Annual Electors Meeting - *to be scheduled for March 2021.*

Commence process for property sale for rates outstanding 3 years - *ongoing*

Register and review information for AGO Holiday Planner - *completed*

Outstanding November

Destroy election material from 4 years prior – *Not required, sufficient storage space*

**FINANCIAL IMPLICATIONS:**

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

**STATUTORY AND PLANNING IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Identified as necessary – this report Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER’S RECOMMENDATION:**

That Council receive the General & Financial Compliance Report for December 2020 and January 2021 and note the matters of non-compliance.

**VOTING REQUIREMENTS:**

Simple majority required.

10/0221

Moved Cr Duckworth Seconded Cr Noble that Council receive the General & Financial Compliance Report December 2020 & January 2021 and note the matters of non-compliance.

Carried 8/0

**8.2 Compliance Reporting – Delegations Exercised – December 2020 & January 2021**

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

**SUMMARY:**

To report back to Council actions performed under delegated authority for the periods ending 31 December 2020 and 31 January 2021.

To provide a comprehensive report listing of the delegations able to be exercised following adoption of a more substantial array of delegations in June 2017.

**BACKGROUND & COMMENT:**

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

**ADMINISTRATION**

**Policy Delegation**

<b>Policy 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-to numerous staff – purchase orders)
A10 Use of Common Seal	(CEO)
A11 Writing Off Debts	(CEO)
A12 Housing	(CEO)
A13 Procedure for Unpaid Rates Finance	(CEO)

**GOVERNANCE**

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

### **HUMAN RESOURCES**

H1	Grievance Procedures	(CEO)
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### **COMMUNITY SERVICES**

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

### **WORKS**

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

### **COMMENT:**

The following details the delegations exercised within the Shire relative to the delegated authority for the month of October 2019 and are submitted to Council for information (excluding delegations under A9, Payments – refer to individual order and payment listed in Accounts paid).

#### **A1 Acting Chief Executive Officer**

CEO appointed Cassi Vandenberg Acting Chief Executive Officer for the Shire of Kulin for the period commencing Monday 4<sup>th</sup> January 2021 until the commencement of business on the Tuesday 19<sup>th</sup> January 2021, via written letter.

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

07/12/2020	11am Account	500,000
07/12/2020	Term Deposit	(500,000)
05/01/2021	11am Account	(500,000)
05/01/2021	Term Deposit	500,000

#### **CS20 Seed Collection**

CEO granted permission to Carlos de Sancha to collect seed within the Shire of Kulin via emailed letter on 18<sup>th</sup> January 2021.

#### **G2 Building Licences and Swimming Pools**

DM & RM Young Family Trust – New Single Dwelling – 1367 Kukerin Rd Walyurin  
Shire of Kulin – Shed – Lot 1 Mitchell Street Dudinin  
H. Hodgson – New Single Dwelling – 900 Kulin Holt Rock Road Jilakin

### **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 December 2020 and January 2021.

**VOTING REQUIREMENTS:**

Simple majority required.

11/0221

Moved Cr Noble Seconded Cr Varone that Council receive the Delegation Exercised Report for December 2020 & January 2021.

Carried 8/0

### **8.3 Compliance Audit Return 2020 – Adoption - Withdrawn**

**NAME OF APPLICANT:** CEO  
**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 04.02 Local Government Act & Returns  
**STRATEGIC REFERENCE/S:** CBP 4.1 Civic Leadership, 4.1.8 Compliance methods  
**AUTHOR:** CEO  
**DISCLOSURE OF INTEREST:** NIL

**SUMMARY:**

To present the Compliance Audit Return to the Audit and Risk Committee who adopt the report and make recommendation to Council.

**BACKGROUND:**

Each year all local governments across the State are required by legislation to undertake a compliance audit for the period 1 January to 31 December. This audit is performed against the requirements of the Compliance Audit Return prepared by the Department of Local Government covering the following business areas considered to be 'high risk':

- Commercial Enterprises by Local Government;
- Delegation of Power / Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Local Government Employees;
- Official Conduct; and
- Tendering for Providing Goods & Services

**COMMENT:**

The Audit and Risk Committee's consideration and endorsement of the Compliance Audit Return (addressing those areas identified as high risk) is required prior to the report being submitted to the Department of Local Government

and Communities. A completed return for the year ended 31 December 2020 is due to the Department by the 31 March 2021.

Please note that the Risk and Audit Committee is required to review the completed CAR and report the results to the Council, prior to the CAR's adoption by Council and submission to the Department by 31 March 2021.

The Compliance Audit Return is attached for the Committee's and Council's consideration. Note the report was prepared by the CEO.

**STATUTORY IMPLICATIONS:**

Regulation 14 of the Local Government (Audit) Regulations 1996 provides:

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —
  - (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

Regulation 15 provides that:

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
  - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  - (b) any additional information explaining or qualifying the compliance audit,
  - (c) is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- (2) In this regulation, certified in relation to a compliance audit return means signed by;
  - (a) the mayor or president; and
  - (b) the CEO.

**FINANCIAL IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY STRATEGIC PLAN IMPLICATIONS:**

Nil

**AUDIT & RISK COMMITTEE RECOMMENDATION:**

That the Audit and Risk Committee recommend to Council that;

1. Note the recommendations and comments of the Audit Committee as detailed;
2. Council adopt the Compliance Audit Return 2020, as presented;
3. The Chief Executive Officer and the Shire President be authorised to sign the Compliance Audit Return 2019;
4. Endorse the return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2021.

**VOTING REQUIREMENTS:**

Absolute Majority Required

12/0221

Item 8.3 withdrawn at CEO's Advice - awaiting date for Audit Committee Meeting – original meeting was postponed – Item will be re-introduced to council at a later date.

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

Nil

# 10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

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

## 11.1 Resignation of Cr Brad Taylor

**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 13.03  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:** CBP 4.1.2 – Manage the organisation in a responsible, accountable and consultative manner.  
**DISCLOSURE OF INTEREST:** Nil

### SUMMARY:

Councillor Brad Taylor provided Shire President and CEO with his resignation on Friday 12 February 2021 effective immediately. This leaves a vacancy on Council in the Central Ward.

Cr Taylor's term ends in 2023.

### BACKGROUND & COMMENT:

Councillor Brad Taylor provided Shire President and CEO with his resignation on Friday 12 February 2021 effective immediately. This leaves a vacancy on Council in the Central Ward.

Cr Taylor's term ends in 2023.

CEO has contacted the WA electoral commission and WALGA and the advice given is that an extraordinary election is not required to be held. The position will be filled in the 2021 Election for a 2-year term.

### COMMUNITY CONSULTATION:

WA Electoral Commission – Phil Richards  
WALGA – James McGovern

### STATUTORY IMPLICATIONS:

#### 4.16. *Postponement of elections to allow consolidation*

- (1) This section modifies the operation of sections 4.8, 4.9 and 4.10 in relation to the holding of extraordinary elections.
- (2) If a member's office becomes vacant under section 2.32 (otherwise than by resignation) on or after the third Saturday in July in an election year and long enough before the ordinary elections day in that year to allow the electoral requirements to be complied with, any poll needed for the extraordinary election to fill the vacancy is to be held on that ordinary elections day.
- (3) In the case of a member's office becoming vacant under section 2.32 by resignation, if —
  - (a) the resignation takes effect, or is to take effect, on or after the third Saturday in July in an election year but not later than one month after the ordinary elections day in that year; and
  - (b) the CEO receives notice of the resignation long enough before that ordinary elections day to allow the electoral requirements to be complied with,any poll needed for the extraordinary election to fill the vacancy is to be held on that ordinary elections day.
- (4) If a member's office becomes vacant under section 2.32 —
  - (a) after the third Saturday in January in an election year; but
  - (b) before the third Saturday in July in that election year,the council may, with the approval of the Electoral Commissioner, fix the ordinary elections day in that election year as the day for holding any poll needed for the extraordinary election to fill that vacancy.  
[Section 4.16 amended: No. 66 of 2006 s. 7; No. 2 of 2012 s. 11.]

#### 4.17. *Cases in which vacant offices can remain unfilled*

- (1) If a member's office becomes vacant under section 2.32 on or after the third Saturday in July in the election year in which the term of the office would have ended under the Table to section 2.28, the vacancy is to remain unfilled and the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

- (2) If a member's office becomes vacant under section 2.32 —
- (a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but
  - (b) before the third Saturday in July in that election year,
- the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- (3) If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow\* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- \* *Absolute majority required.*
- (4A) Subsection (3) applies —
- (a) if —
    - (i) the office is for a district that has no wards; and
    - (ii) at least 80% of the number of offices of member of the council in the district are still filled;
 or
  - (b) if —
    - (i) the office is for a ward for which there are 5 or more offices of councillor; and
    - (ii) at least 80% of the number of offices of councillor for the ward are still filled.
- (4) If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.
- [Section 4.17 amended: No. 49 of 2004 s. 31; No. 66 of 2006 s. 8; No. 17 of 2009 s. 12.]

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil since we are not proposing to hold an extra ordinary election.

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council:

1. Accepts Cr Brad Taylor's resignation from Council dated 12 February 2021.
2. Resolves not to hold an extraordinary election before the scheduled October 2021 Local Government Elections.
3. Authorise the CEO to write to the Electoral Commissioner requesting approval accordingly.

**VOTING REQUIREMENTS:**

Absolute Majority.

**13/0221**

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

1. Accepts Cr Brad Taylor's resignation from Council dated 12 February 2021.
2. Resolves not to hold an extraordinary election before the scheduled October 2021 Local Government Elections.
3. Authorise the CEO to write to the Electoral Commissioner requesting approval accordingly.

**Carried 8/0**

**Community Service Manager Taryn Scadding joined the meeting at 2:01pm**

**Meeting adjourned at 2:20pm to hold Concept Forum.**

**Meeting resumed at 6:30pm**

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

Nil

## **13 DATE AND TIME OF NEXT MEETING**

Wednesday 17 March 2021 at 1.00pm

## **14 CLOSURE OF MEETING**

There being no further business the President declared the meeting closed at 6:32pm.



## Kulin Local Emergency Management Committee

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Minutes of a Meeting of the Shire of Kulin LEMC held in the Kulin Shire Council Offices on Wednesday 3 February 2021 commencing at 3:05pm.

### 1. Present

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Dave Ball	- Kulin Police, WAPOL
Garrick Yandle	- CEO, Shire of Kulin – Chairperson
Judd Hobson	- Works Manager, Shire of Kulin
Craig McInnes	- Kulin Volunteer Fire & Rescue
Brendan Sloggett	- St John Ambulance

### 2. Apologies

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Rodney Duckworth	- Councillor, Shire of Kulin
Jess Smith	- Kondinin Hospital WACHS
Gary Strother	- Chief Bush Fire Control Officer
Grant Hansen	- DFES Narrogin

### 3. Confirmation of Minutes

---

Moved Dave Ball, Seconded Brendan Sloggett that the minutes from meeting held 16 December 2020 be confirmed as true and correct.

CARRIED

### 4. Organisation Updates

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#### WAPOL

- Lockdown Areas Identified - Perth, Peel, South West - COVID-19 outbreak from hotel Quarantine Security guard
- Contact Registers and QR codes mandatory brought out earlier than expected with new outbreak
- WA police – compliance with compassion
- Current high-risk cases awaiting more test results after being retested
- Extension of lockdown possible – waiting for results before Fridays lockdown ends
- WAPOL – Stock of PPE

#### VFRS

- Call outs
- Members numbers dropping – some working away on mines
- Truck asked to be sent to Perth – awaiting volunteers
- Lights not working on Bush Fire Truck
- Bush to be burnt – over the road from Water Corp and near Tip
- Fire Break out near Jilakin

#### Shire

- Has stock of PPE – enough for whole community if needed (not community knowledge right now)
- PPE register kept

#### St John Ambulance

- Business as usual
- Same member numbers – one returning
- Has stock of PPE too

#### KDHS

- School is open – even with Perth lockdown COVID-19
- 1 teacher wearing a mask
- A few students wearing masks at school after being in a hotspot area before returning to school – awaiting on test results
- COVID-19 Cleaning is still in place and going well – additional cleaning of taps, door handles etc
- Otherwise a smooth start to the school year 2021

WACHS – Jess Smith was unable to attend but emailed through and update.

- No major changes for us with the COVID lockdown
- Able to do COVID testing for anyone who was in any of the hotspots; people just need to ring prior to presentation.
- We now have safeWA QR codes at both Kulin Health Centre and Kondinin Hospital for visitors & patients to sign in on app, but there is still a contact register available for those without the app
- There is the Coronavirus information hotline 13COVID (13 268 43) for anyone in the community who has any questions regarding testing and the lockdown etc.

## **5. General Business**

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### **Training Exercise**

Desktop training exercise completed.

- Commenced at 3:25pm
- Finished at 4:25pm

## **4. Meeting Closure**

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There being no further business the meeting closed at 3:25pm.

Next Meeting 3pm Wednesday 2<sup>nd</sup> June 2021.

# Shire of Kulin

EFT & Chq Listing for period ended 31 December 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
<b>TRIP</b>			
265	16/12/2020	<b>SARAH READER</b>	\$2,000.00
		Trip Fund Request	
266	23/12/2020	<b>TOM BENNIER</b>	\$2,100.00
		Trip Fund Request	
<b>TRUST</b>			
451	08/12/2020	<b>SHIRE OF KULIN</b>	\$200.00
		Carpet Cleaning, 19 McInnes Street	
452	08/12/2020	<b>JONATHON PITTS</b>	\$600.00
		Bond, Balance Owing 19 McInnes Street	
454	16/12/2020	<b>SARAH READER</b>	\$1,000.00
		Trust Fund Request	
<b>MUNICIPAL</b>			
EFT17216	04/12/2020	<b>CHILD SUPPORT AGENCY</b>	\$212.12
		Payroll Deduction	
EFT17217	04/12/2020	<b>KULIN SOCIAL CLUB</b>	\$190.00
		Payroll Deduction	
EFT17218	04/12/2020	<b>KULIN SHIRE TRIP FUND</b>	\$1,420.00
		Payroll Deduction	
EFT17219	04/12/2020	<b>KULIN SHIRE TRUST FUND</b>	\$790.00
		Payroll Deduction	
EFT17221	08/12/2020	<b>AVON WASTE</b>	\$14,060.94
		Refuse Service	
EFT17222	08/12/2020	<b>AIR LIQUIDE WA</b>	\$21.00
		Cylinder Rent	
EFT17223	08/12/2020	<b>AC ELECTRICS WA</b>	\$1,199.88
		Electrical Repairs, 5 Bowey Way	
EFT17224	08/12/2020	<b>BOC GASES</b>	\$44.42
		Cylinder Rent	
EFT17225	08/12/2020	<b>BEST OFFICE SYSTEMS</b>	\$2,283.80
		Photocopying Fees	
EFT17226	08/12/2020	<b>COUNTRY WIDE FRIDGE LINES PTY TLD</b>	\$162.24
		Freight on Bar Purchase	
EFT17227	08/12/2020	<b>COURIER AUSTRALIA</b>	\$571.62
		Freight	
EFT17228	08/12/2020	<b>DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY</b>	\$56.65
		Building Service Levy	
EFT17229	08/12/2020	<b>EDWARDS MOTORS PTY LTD</b>	\$33.80
		Parts	
EFT17230	08/12/2020	<b>FEGAN BUILDING SURVEYING</b>	\$222.75
		Contract Building Surveying	
EFT17231	08/12/2020	<b>FIRE &amp; SAFETY WA</b>	\$746.57
		Full Face Masks & Filters	
EFT17232	08/12/2020	<b>GREAT SOUTHERN FUEL SUPPLIES</b>	\$269.28
		Fuel	
EFT17233	08/12/2020	<b>GARPEN PTY LTD</b>	\$66.00
		Parts	
EFT17234	08/12/2020	<b>HOST CATERING SUPPLIES HEAD OFFICE</b>	\$306.45
		Kitchen Consumables	
EFT17235	08/12/2020	<b>J &amp; J TURNER &amp; SONS</b>	\$36.00
		Refund Debtor Overpayment	
EFT17236	08/12/2020	<b>KULIN HARDWARE &amp; RURAL</b>	\$10,753.44
		Various Buildings, Depot & Road Maintenance Supplies	
EFT17237	08/12/2020	<b>KLEENHEAT GAS</b>	\$301.35
		Gas	
EFT17238	08/12/2020	<b>KULIN IGA</b>	\$494.25



# Shire of Kulin

EFT & Chq Listing for period ended 31 December 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
		Office Statement November 2020	
EFT17239	08/12/2020	KULIN LIBRARY, POST OFFICE AND MAIL	\$1,323.30
		Library Service Fee	
EFT17240	08/12/2020	KONDININ MEDICAL CENTRE	\$165.00
		Pre Employment Medical - Edson Batista	
EFT17241	08/12/2020	MARTINS TRAILER PARTS PTY LTD	\$870.96
		Parts	
EFT17242	08/12/2020	MCINTOSH & SON	\$128.66
		Parts	
EFT17243	08/12/2020	MARKETFORCE	\$580.53
		Advertising, Road Maintenance/Plant Operator	
EFT17244	08/12/2020	BUSINESS BASE WA	\$4,288.00
		Office Chairs for Meeting Room, Stool for Aquatic Centre	
EFT17245	08/12/2020	MOORE AUSTRALIA (WA) PTY LTD	\$242.00
		2020 WALGA Tax Webinar	
EFT17246	08/12/2020	MAPIEN	\$2,475.00
		Consultant	
EFT17247	08/12/2020	KOMATSU AUSTRALIA PTY LTD	\$61.91
		Parts	
EFT17248	08/12/2020	NEWDEGATE STOCK & TRADING CO	\$825.00
		1,000 Litres Ad Blue	
EFT17249	08/12/2020	NARROGIN STIHL	\$39.11
		Parts	
EFT17250	08/12/2020	NEWGROUND WATER SERVICES PTY LTD	\$815.10
		Hunter Nozzles	
EFT17251	08/12/2020	PORTER CONSULTING ENGINEERS	\$26,221.25
		Consultant: Rabbit Proof Fence Road/Muller Road Dudinin	
EFT17252	08/12/2020	SHIRE OF KONDININ	\$303.52
		Reimbursement, Electricity	
EFT17253	08/12/2020	STATE LAW PUBLISHER	\$4,799.70
		Advertise Local Laws in Government Gazette	
EFT17254	08/12/2020	SWAN BREWERY COMPANY PTY LTD	\$1,502.26
		Bar Purchase	
EFT17255	08/12/2020	STEWART & HEATON CLOTHING CO PTY LTD	\$4,722.74
		Bushfire Protective Clothing	
EFT17256	08/12/2020	ST JOHN AMBULANCE AUSTRALIA	\$1,728.00
		First Aid Equipment & Supplies	
EFT17257	08/12/2020	TAMORA PLUMBING AND GAS	\$532.40
		Supply 251 Litre Rheem Hot Water System, Depot	
EFT17258	08/12/2020	OFFICEWORKS BUSINESS DIRECT	\$189.77
		Stationery	
EFT17259	08/12/2020	SYNERGY	\$61.83
		Electricity	
EFT17260	08/12/2020	WESTRAC PTY LTD	\$719.61
		Parts	
EFT17261	08/12/2020	WA CONTRACT RANGER SERVICES	\$561.00
		Ranger Service	
EFT17262	08/12/2020	WA DISTRIBUTORS PTY LTD	\$435.40
		Cleaning Supplies	
EFT17263	10/12/2020	AC ELECTRICS WA	\$1,092.85
		Replace Light Fittings with LED, Unit 3 Johnston Street	
EFT17264	10/12/2020	C R INDUSTRIES	\$111.55
		Parts	
EFT17265	10/12/2020	DANTHONIA DESIGNS	\$5,801.84
		Cemetery RHS/LHS Monument, Progress Payment	
EFT17266	10/12/2020	EASIFLEET MANAGEMENT	\$1,522.67
		Staff Novated Lease	
EFT17267	10/12/2020	EMERGE ASSOCIATES	\$7,799.00
		Youth Precinct	

# Shire of Kulin

EFT & Chq Listing for period ended 31 December 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT17268	10/12/2020	<b>GANGELLS AGSOLUTIONS</b> Various Buildings, Depot & Road Maintenance Supplies	\$18,624.05
EFT17269	10/12/2020	<b>J W ROGERS PTY LTD</b> Neoprene Cord 10MM Extrusion, Aquatic Centre	\$220.00
EFT17270	10/12/2020	<b>TRINITEQ INTERNATIONAL PTY LTD</b> IT Support	\$363.00
EFT17271	10/12/2020	<b>LAZCO REFRIDGERATION</b> Fridge Shelves, FRC	\$946.00
EFT17272	10/12/2020	<b>LGISWA</b> Liability Insurance	\$22,308.00
EFT17273	10/12/2020	<b>NARROGIN STIHL</b> Parts	\$38.18
EFT17274	10/12/2020	<b>EXURBAN RURAL &amp; REGIONAL PLANNING</b> Town Planning Consulting Service	\$2,261.07
EFT17275	10/12/2020	<b>STATEWIDE BEARINGS</b> Parts	\$54.52
EFT17276	10/12/2020	<b>TAMORA PLUMBING AND GAS</b> Repair Hot Water System, 21 Bull Street	\$376.20
EFT17277	10/12/2020	<b>MJB INDUSTRIES</b> Concrete Pipes	\$13,788.50
EFT17278	23/12/2020	<b>A.R.M SECURITY</b> Security, FRC	\$100.10
EFT17279	23/12/2020	<b>ONEMUSIC AUSTRALIA</b> Public Performance Licence, FRC, Aquatic Centre, CRC	\$350.00
EFT17280	23/12/2020	<b>CHILD SUPPORT AGENCY</b> Payroll Deduction	\$212.12
EFT17281	23/12/2020	<b>AUSTRAL WINDSCREENS AND TINTING</b> Parts	\$108.00
EFT17282	23/12/2020	<b>ACRES OF TASTE</b> Seniors Christmas Party Catering	\$599.00
EFT17283	23/12/2020	<b>AC ELECTRICS WA</b> Electrical Maintenance	\$1,190.81
EFT17284	23/12/2020	<b>BEST OFFICE SYSTEMS</b> Printing Fees	\$1,944.93
EFT17285	23/12/2020	<b>BLACKWOODS</b> Depot Supplies	\$540.96
EFT17286	23/12/2020	<b>BITUTEK PTY LTD</b> Road Works	\$105,537.08
EFT17287	23/12/2020	<b>BULLIVANTS PTY LTD</b> Parts	\$137.06
EFT17288	23/12/2020	<b>BUSSELTON ADVANCED DRIVER TRAINING</b> HR Licence Upgrade	\$1,225.00
EFT17289	23/12/2020	<b>COUNTRY PAINT SUPPLIES PTY LTD</b> Maintenance Supplies	\$168.00
EFT17290	23/12/2020	<b>CORSIGN (WA) PYT LTD</b> Signs	\$1,150.05
EFT17291	23/12/2020	<b>C R INDUSTRIES</b> Depot Supplies	\$161.70
EFT17292	23/12/2020	<b>DARREN THOMAS</b> DJ	\$250.00
EFT17293	23/12/2020	<b>LANDGATE</b> Rural UV'S Chargeable	\$152.76
EFT17295	23/12/2020	<b>EDWARDS MOTORS PTY LTD</b> Parts	\$35.50
EFT17296	23/12/2020	<b>ENGINE PROTECTION EQUIPMENT PTY LTD</b> Parts	\$569.87
EFT17297	23/12/2020	<b>EURO DIESEL SERVICES PTY LTD</b> Parts	\$1,281.42
EFT17298	23/12/2020	<b>FACE PAINTING BY MARY</b>	\$225.00

# Shire of Kulin

EFT & Chq Listing for period ended 31 December 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
		Community Christmas Party	
EFT17299	23/12/2020	<b>GAS-IT PIPE CONTRACTING</b>	\$1,320.00
		Provision of Annual Generic Traffic Management	
EFT17300	23/12/2020	<b>HITACHI</b>	\$777.21
		Parts	
EFT17301	23/12/2020	<b>SOUTH WEST ISUZU</b>	\$95.54
		Parts	
EFT17302	23/12/2020	<b>J W ROGERS PTY LTD</b>	\$44.83
		Clear PVC Tubing	
EFT17303	23/12/2020	<b>KLEENHEAT GAS</b>	\$191.04
		Gas & Yearly Facility Fee	
EFT17304	23/12/2020	<b>KULIN SOCIAL CLUB</b>	\$190.00
		Payroll Deduction	
EFT17305	23/12/2020	<b>KULIN SHIRE TRIP FUND</b>	\$1,420.00
		Payroll Deduction	
EFT17306	23/12/2020	<b>KULIN SHIRE TRUST FUND</b>	\$790.00
		Payroll Deduction	
EFT17307	23/12/2020	<b>KULIN COMMUNITY HUB PTY LTD</b>	\$600.00
		Seniors Christmas Party Catering	
EFT17308	23/12/2020	<b>KULIN IGA</b>	\$70.86
		Child Care Statement November 2020	
EFT17309	23/12/2020	<b>KULIN TYRE SERVICE</b>	\$672.65
		Tyres & Repairs	
EFT17310	23/12/2020	<b>KONDININ MEDICAL CENTRE</b>	\$238.65
		Medical Assessment	
EFT17311	23/12/2020	<b>LOMBARDI PTY LTD</b>	\$190.23
		Parts	
EFT17312	23/12/2020	<b>LAZCO REFRIDGERATION</b>	\$235.34
		Equipment, FRC	
EFT17313	23/12/2020	<b>MONSTERBALL AMUSEMENTS &amp; HIRE</b>	\$3,990.00
		Community Christmas Party Amusement Rides	
EFT17314	23/12/2020	<b>NELSON, A &amp; M</b>	\$27.50
		Parts	
EFT17315	23/12/2020	<b>NEWDEGATE STOCK &amp; TRADING CO</b>	\$42,326.19
		Distillate & ULP	
EFT17316	23/12/2020	<b>P &amp; AF READER</b>	\$112.50
		Gardener	
EFT17317	23/12/2020	<b>SHIRE OF KONDININ</b>	\$11,255.23
		Hire of Semi Water Cart	
EFT17318	23/12/2020	<b>SIGMA CHEMICALS</b>	\$1,181.40
		Chemicals	
EFT17319	23/12/2020	<b>STRATCO (W.A.) PTY. LTD</b>	\$2,362.50
		Fencing for 5 Bowey Way	
EFT17320	23/12/2020	<b>SWAN BREWERY COMPANY PTY LTD</b>	\$1,719.11
		Bar Purchase	
EFT17321	23/12/2020	<b>STATEWIDE BEARINGS</b>	\$54.52
		Parts	
EFT17322	23/12/2020	<b>SPYKER BUSINESS SOLUTIONS</b>	\$3,850.66
		IT Support	
EFT17323	23/12/2020	<b>SOUTH WEST FIRE</b>	\$695.90
		Parts	
EFT17324	23/12/2020	<b>TOLL EXPRESS</b>	\$32.18
		Freight	
EFT17325	23/12/2020	<b>TRUCKLINE</b>	\$367.00
		Parts	
EFT17326	23/12/2020	<b>UNIFORMS AT WORK AUSTRALIA PTY LTD</b>	\$1,221.00
		FRC Uniforms	
EFT17327	23/12/2020	<b>OFFICEWORKS BUSINESS DIRECT</b>	\$1,393.73
		Stationery	

# Shire of Kulin

EFT & Chq Listing for period ended 31 December 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT17328	23/12/2020	CASSI-DEE VANDENBERG	\$167.88
		Reimbursement, Purchase of Canva Pro	
EFT17329	23/12/2020	W.A. TREASURY CORPORATION	\$62,724.72
		General - Annuity Lending	
EFT17330	23/12/2020	WEST COAST SHADE	\$4,796.00
		Supply & Install Shade Sail Structure	
EFT17332	23/12/2020	WATERMAN IRRIGATION AUSTRALIA	\$880.00
		Standpipe Supplies	
EFT17333	23/12/2020	WA CONTRACT RANGER SERVICES	\$280.50
		Ranger Service	
EFT17334	23/12/2020	WA DISTRIBUTORS PTY LTD	\$1,075.25
		Cleaning, Bar Purchase Supplies	
EFT17335	23/12/2020	YILGARNIA WINES PTY LTD	\$475.20
		Bar Purchase	
37296	08/12/2020	FORREST PERSONNEL	\$40.00
		Refund Debtor Overpayment	
37297	08/12/2020	KULIN MUSEUM SOCIETY INC	\$1,980.00
		Refuse Site Maintenance	
37298	08/12/2020	TELSTRA	\$286.66
		Integrated Messaging	
37299	08/12/2020	WATER CORPORATION	\$12,987.10
		Water Usage & Rates	
37300	10/12/2020	TELSTRA	\$1,719.64
		Phone Usage & Equipment Rent	
DD7568.1	01/12/2020	BENDIGO BANK	\$4.08
		Bank Charges	
DD7568.2	08/12/2020	SYNERGY	\$6,386.68
		Electricity	
DD7568.3	09/12/2020	BENDIGO BANK	\$6.30
		Bank Charges	
DD7568.4	01/12/2020	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD	\$355.04
		Bank Charges	
DD7568.5	01/12/2020	WESTNET INTERNET SERVICES	\$179.90
		Westnet Service	
DD7568.6	02/12/2020	BENDIGO BANK	\$210.83
		Bank Charges	
DD7568.7	04/12/2020	BENDIGO BANK	\$0.60
		Bank Charges	
DD7576.1	13/12/2020	AWARE SUPER	\$8,057.89
		Superannuation Contributions	
DD7576.2	13/12/2020	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE PERSONAL SUPER	\$822.76
		Superannuation Contributions	
DD7576.3	13/12/2020	WA LOCAL GOVT SUPERANNUATION PLAN	\$3,567.60
		Superannuation Contributions	
DD7576.4	13/12/2020	BENDIGO SUPERANNUATION PLAN	\$410.35
		Superannuation Contributions	
DD7576.5	13/12/2020	AUSTRALIAN SUPERANNUATION	\$482.88
		Superannuation Contributions	
DD7576.6	13/12/2020	ANZ SMART CHOICE SUPER	\$181.98
		Superannuation Contributions	
DD7576.7	13/12/2020	SUNSUPER SUPERANNUATION FUND	\$207.79
		Superannuation Contributions	
DD7576.8	13/12/2020	MLC MASTERKEY SUPERANNUATION	\$238.13
		Superannuation Contributions	
DD7576.9	13/12/2020	PRIME SUPERANNUATION	\$198.55
		Superannuation Contributions	
DD7583.1	02/12/2020	BENDIGO BANK	\$66.09
		Merchant Fees	

# Shire of Kulin

EFT & Chq Listing for period ended 31 December 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD7587.1	27/12/2020	<b>REST SUPERANNUATION</b> Superannuation Contributions	\$402.45
DD7587.2	27/12/2020	<b>HOSTPLUS SUPERANNUATION FUND</b> Superannuation Contributions	\$182.08
DD7587.3	27/12/2020	<b>COLONIAL FIRST STATE FIRST CHOICE WHOLESALE PERSONAL SUPER</b> Superannuation Contributions	\$822.76
DD7587.4	27/12/2020	<b>WA LOCAL GOVT SUPERANNUATION PLAN</b> Superannuation Contributions	\$3,405.27
DD7587.5	27/12/2020	<b>AWARE SUPER</b> Superannuation Contributions	\$7,872.27
DD7587.6	27/12/2020	<b>AUSTRALIAN SUPERANNUATION</b> Superannuation Contributions	\$449.97
DD7587.7	27/12/2020	<b>ANZ SMART CHOICE SUPER</b> Superannuation Contributions	\$47.23
DD7587.8	27/12/2020	<b>SUNSUPER SUPERANNUATION FUND</b> Superannuation Contributions	\$62.84
DD7587.9	27/12/2020	<b>MLC MASTERKEY SUPERANNUATION</b> Superannuation Contributions	\$221.75
DD7590.1	30/12/2020	<b>BENDIGO BANK</b> Bank Charges	\$9.15
DD7590.2	11/12/2020	<b>BENDIGO BANK</b> Bank Charges	\$4.65
DD7590.3	24/12/2020	<b>CARLTON UNITED BREWERIES PTY LTD</b> Bar Purchase	\$1,223.29
DD7590.4	23/12/2020	<b>BENDIGO BANK</b> Bank Charges	\$8.70
DD7590.5	23/12/2020	<b>SYNERGY</b> Electricity	\$1,690.10
DD7590.6	18/12/2020	<b>WESTNET INTERNET SERVICES</b> Westnet Service	\$109.90
DD7590.7	16/12/2020	<b>BENDIGO BANK</b> Bank Charges	\$9.75
DD7590.8	15/12/2020	<b>AUSTRALIAN LIQUOR MARKETERS PTY LTD - METCASH TRADING LIMITED</b> Bar Purchase	\$2,140.38
DD7590.9	14/12/2020	<b>SYNERGY</b> Electricity	\$694.63
DD7576.10	13/12/2020	<b>REST SUPERANNUATION</b> Superannuation Contributions	\$364.32
DD7587.10	27/12/2020	<b>PRIME SUPERANNUATION</b> Superannuation Contributions	\$197.27
DD7587.12	27/12/2020	<b>BENDIGO SUPERANNUATION PLAN</b> Superannuation Contributions	\$100.28
6239590	02/12/2020	<b>BULK PAYMENT</b> Payroll	\$78,131.94
6266184	16/12/2020	<b>BULK PAYMENT</b> Payroll	\$67,958.97
<b>Sub-total: EFT &amp; Chq Payments</b>			<b>\$637,307.52</b>
<b>TOTAL PAYMENTS FOR MONTH ENDING 31 December 2020</b>			<b>\$637,307.52</b>

# CREDIT CARD

## Statement Summary 31 December 2020

Transaction Date	Officer	Creditor	Amount
1/12/2020	CASSI VANDENBERG	COLES EXPRESS	\$41.54
		Fuel	
2/12/2020	GARRICK YANDLE	DEPARTMENT OF JUSTICE	\$71.70
		Shire of Kulin v Williams - Filing Fee, Court Hearing	
5/12/2020	CASSI VANDENBERG	CALTEX ALBANY NORTH RD	\$26.27
		Fuel	
13/12/2020	GARRICK YANDLE	CCS COFFEE & CAKE, KONDININ	\$19.00
		ROEROC Meeting	
13/12/2020	GARRICK YANDLE	ACRES OF TASTE	\$45.00
		Staff Morning Tea	
17/12/2020	CASSI VANDENBERG	TELSTRA	\$115.95
		Aquatic Centre Internet Service	
17/12/2020	GARRICK YANDLE	SIMPLEINOUT	\$27.36
		Monthly Subscription	
17/12/2020	JUDD HOBSON	KULIN HOTEL	\$67.50
		Meals, Gordon Street Footpath	
22/12/2020	CASSI VANDENBERG	PAGODA RESORT & SPA	\$40.54
		Incorrectly Charged - to be resolved	
23/12/2020	CASSI VANDENBERG	CALTEX GOSNELLS	\$65.93
		Fuel	
30/12/2020		BENDIGO BANK	\$16.00
		Card Fee	
31/12/2020	CASSI VANDENBERG	PAGODA RESORT & SPA	\$30.41
		Incorrectly Charged - to be resolved	
			\$567.20

## Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
<b>Opening balance</b>				<b>\$8,079.92</b>
1 Dec 20	COLES EXPRESS 6929, KARAWARA AUS RETAIL PURCHASE 29/11 CARD NUMBER 552638XXXXXXX823 1	41.54		8,121.46
2 Dec 20	DEPT OF JUSTICE-CTG PA, PERTH AUS RETAIL PURCHASE 30/11 CARD NUMBER 552638XXXXXXX405 1	71.70		8,193.16
5 Dec 20	CALTEX ALBANY NORTH RD, ALBANY AUS RETAIL PURCHASE 02/12 CARD NUMBER 552638XXXXXXX823 1	26.27		8,219.43
13 Dec 20	CCS COFFEE AND CAKES , KONDININ AUS RETAIL PURCHASE 11/12 CARD NUMBER 552638XXXXXXX405 1	19.00		8,238.43
13 Dec 20	SQ *ACRES OF TASTE, Kulin AUS RETAIL PURCHASE 11/12 CARD NUMBER 552638XXXXXXX405 1	45.00		8,283.43
14 Dec 20	PERIODIC TFR 00074214151201 00000000000		8,079.92	203.51
17 Dec 20	Telstra Direct Debit , AUSTRALIA AUS RETAIL PURCHASE 15/12 CARD NUMBER 552638XXXXXXX823 1	115.95		319.46
17 Dec 20	SIMPLEINOUT.COM, 701 4918762 US RETAIL PURCHASE-INTERNATIONAL 15/12 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXX405 1	26.56		346.02
17 Dec 20	INTERNATIONAL TRANSACTION FEE	0.80		346.82

768BH102 / E-O / S-300 / I-300 / 0007421415000878

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

## Business Credit Card - Payment options



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



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



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



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



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

Bank@Post™ Pay at any Post Office by Agency Banking Bank@Post<sup>^</sup> using your credit card.



## Business Credit Card

**BSB number** 633-000  
**Account number** 691211254  
**Customer name** SHIRE OF KULIN  
**Minimum payment required** \$17.01  
**Closing Balance on 31 Dec 2020** \$567.20  
**Payment due** 14 Jan 2021

Date \_\_\_\_\_ Payment amount \_\_\_\_\_

Drawer	Chq No	BSB	Account No	\$	¢

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

**Business Credit Card (continued)**

Date	Transaction	Withdrawals	Payments	Balance
17 Dec 20	Kulin Hotel, KULIN AUS RETAIL PURCHASE 16/12 CARD NUMBER 552638XXXXXXXX706 1	67.50		414.32
22 Dec 20	PAGODA RESORT SPA, C OMO AUS RETAIL PURCHASE 18/12 CARD NUMBER 552638XXXXXXXX823 1	40.54		454.86
23 Dec 20	CALTEX GOSNELLS NORT H,GOSNELLS AUS RETAIL PURCHASE 20/12 CARD NUMBER 552638XXXXXXXX823 1	65.93		520.79
30 Dec 20	CARD FEE 4 @ \$4.00	16.00		536.79
31 Dec 20	PAGODA RESORT SPA, C OMO AUS RETAIL PURCHASE 29/12 CARD NUMBER 552638XXXXXXXX823 1	30.41		567.20
<b>Transaction totals / Closing balance</b>		<b>\$567.20</b>	<b>\$8,079.92</b>	<b>\$567.20</b>

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED  
FOR YOUR ACCOUNT.

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

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

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

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

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

**Card Security**

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

Making great things happen  
in your community.





# Shire of Kulin

EFT & Chq Listing for period ended 31 January 2021

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
<b>TRIP</b>			
<b>TRUST</b>			
455	13/01/2021	GRACE ABBOTT	\$650.00
		Bond Refunded, Unit 6, Kulinda Village	
<b>MUNICIPAL</b>			
EFT17336	05/01/2021	CHILD SUPPORT AGENCY	\$212.12
		Payroll Deduction	
EFT17337	05/01/2021	KULIN SOCIAL CLUB	\$190.00
		Payroll Deduction	
EFT17338	05/01/2021	KULIN SHIRE TRIP FUND	\$970.00
		Payroll Deduction	
EFT17339	05/01/2021	KULIN SHIRE TRUST FUND	\$735.00
		Payroll Deduction	
EFT17340	08/01/2021	AVON WASTE	\$17,526.54
		Refuse Service	
EFT17341	08/01/2021	AIR LIQUIDE WA	\$21.70
		Cylinder Rent, FRC	
EFT17342	08/01/2021	AC ELECTRICS WA	\$209.00
		Electrical Repairs, 17 McInnes Street - Smoke Alarm	
EFT17343	08/01/2021	APPLIED EDUCATION	\$455.00
		Trainee Course Final Payment, Nicole Poletti	
EFT17344	08/01/2021	BOC GASES	\$45.91
		Cylinder Rent, Depot & Medical Centre	
EFT17345	08/01/2021	COUNTRY WIDE FRIDGE LINES PTY LTD	\$65.69
		Freight on Bar Purchase	
EFT17346	08/01/2021	COCA-COLA AMATIL (AUST) PTY LTD	\$1,176.33
		Bar Purchase	
EFT17347	08/01/2021	COURIER AUSTRALIA	\$740.80
		Freight	
EFT17348	08/01/2021	CS LEGAL	\$1,426.80
		Bad Debt Expense, 8 Day Street	
EFT17349	08/01/2021	LANDGATE	\$69.20
		Gross Rental Valuations	
EFT17350	08/01/2021	FEGAN BUILDING SURVEYING	\$522.00
		Contract Building Surveying	
EFT17351	08/01/2021	GANGELLS AGSOLUTIONS	\$1,235.34
		Various Buildings, Depot & Road Maintenance Supplies	
EFT17352	08/01/2021	GREAT SOUTHERN FUEL SUPPLIES	\$206.08
		Fuel	
EFT17353	08/01/2021	GARPEN PTY LTD	\$1,700.00
		Parts	
EFT17354	08/01/2021	KULIN COMMUNITY HUB PTY LTD	\$300.00
		Christmas Gift Vouchers	
EFT17355	08/01/2021	KULIN IGA	\$1,045.52
		Office Statement December 2020	
EFT17356	08/01/2021	KULIN LIBRARY, POST OFFICE AND MAIL	\$1,323.30
		Library Service Fee	
EFT17357	08/01/2021	LAKE GRACE TRANSPORT	\$116.03
		Freight	
EFT17358	08/01/2021	KOMATSU AUSTRALIA PTY LTD	\$721.18
		Glass Front Windshield	
EFT17359	08/01/2021	NEWDEGATE STOCK & TRADING CO	\$22,466.17
		Fuel Purchase	
EFT17360	08/01/2021	NEWGROUND WATER SERVICES PTY LTD	\$1,762.20
		Hunter Nozzle Sprinklers	

# Shire of Kulin

EFT & Chq Listing for period ended 31 January 2021

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT17361	08/01/2021	NOELA ATKINSON	\$522.20
		Supply & Install Curtains, Holt Rock Depot	
EFT17362	08/01/2021	EXURBAN RURAL & REGIONAL PLANNING	\$1,896.11
		Town Planning Consulting Services	
EFT17363	08/01/2021	PLAYMASTER PTY LTD	\$7,140.10
		Playground Equipment Dudinin Tennis Club, 50% Payment	
EFT17364	08/01/2021	NM & MA SCADDING	\$5,973.00
		Concrete Pour, Gordon Street Footpath	
EFT17365	08/01/2021	EB & OM SLOGGETT	\$234.56
		Service Air Conditioners, 3 Hodgson Street	
EFT17366	08/01/2021	SWAN BREWERY COMPANY PTY LTD	\$1,657.56
		Bar Purchase	
EFT17367	08/01/2021	TRUCK CENTRE (WA) PTY LTD	\$589.05
		Parts	
EFT17368	08/01/2021	UNIFORMS AT WORK AUSTRALIA PTY LTD	\$2,357.80
		Office Staff Uniforms	
EFT17369	14/01/2021	ADVERTISER PRINT	\$396.00
		Caravan Park Receipt Books	
EFT17370	14/01/2021	ALLIED PUMPS PTY LTD	\$129.80
		Tube Assembly	
EFT17371	14/01/2021	BLACKWOODS	\$252.34
		Depot Supplies	
EFT17372	14/01/2021	COURIER AUSTRALIA	\$265.65
		Freight	
EFT17373	14/01/2021	EDWARDS MOTORS PTY LTD	\$661.95
		Parts	
EFT17374	14/01/2021	EASIFLEET MANAGEMENT	\$1,522.67
		Staff Novated Lease Payments	
EFT17375	14/01/2021	HEMPFIELD SMALL MOTORS	\$1,620.00
		Bertolini Pump	
EFT17376	14/01/2021	KULIN HARDWARE & RURAL	\$19,692.74
		Various Buildings, Depot & Road Maintenance Supplies	
EFT17377	14/01/2021	KULIN IGA	\$100.70
		Freebairn Statement December 2020	
EFT17378	14/01/2021	MULLAN ELECTRICAL PTY LTD	\$2,132.62
		Electrical Repairs, Aquatic Centre	
EFT17379	14/01/2021	CHRISTINA MEIER	\$411.56
		Reimbursement, Various Supplies, Seniors Christmas Lunch & Mr Prouds Birthday Celebrations	
EFT17380	14/01/2021	NEWDEGATE STOCK & TRADING CO	\$9,401.55
		Diesel, 8,200 Litres, Omitted from Original Invoice C14/95979 24/12/2020	
EFT17381	14/01/2021	GJ & PE ROBERTSON	\$1,435.50
		Side Tipper Hire	
EFT17382	14/01/2021	SYNERGY	\$107.24
		Electricity Usage, Unit 1 25 Johnston Street	
EFT17383	14/01/2021	WA DISTRIBUTORS PTY LTD	\$361.50
		Cleaning Supplies	
EFT17384	14/01/2021	XTREME BOUNCE PARTY HIRE	\$1,970.00
		Hire; Mechanical Bull, Animal Ranch Combo - Aquatic Centre	
EFT17385	14/01/2021	AUSTRALIAN TAXATION OFFICE	\$132,602.00
		BAS Statement December 2020	
EFT17386	14/01/2021	TUDOR HOUSE	\$370.00
		Australian & Western Australian Flags	
37301	08/01/2021	BUNNINGS TRADE	\$391.98
		Retic Parts	
37302	08/01/2021	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES - RGL	\$612.00
		Liquor License, FRC	

# Shire of Kulin

EFT & Chq Listing for period ended 31 January 2021

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
37303	08/01/2021	PETTY CASH RECOUP - PLEASE PAY CASH	\$252.00
		Petty Cash Recoup	
37304	08/01/2021	TELSTRA	\$777.05
		Integrated Messaging	
37305	08/01/2021	WATER CORPORATION	\$949.02
		Water Usage & Rates	
37306	14/01/2021	TELSTRA	\$1,692.59
		Phone Usage & Equipment Rent	
DD7605.1	01/01/2021	BENDIGO BANK	\$2.10
		Bank Charges	
DD7605.2	08/01/2021	BENDIGO BANK	\$4.35
		Bank Charges	
DD7605.3	13/01/2021	BENDIGO BANK	\$7.65
		Bank Charges	
DD7605.4	14/01/2021	SYNERGY	\$485.54
		Electricity	
DD7605.5	14/01/2021	BENDIGO BANK	\$2.40
		Bank Charges	
DD7605.6	15/01/2021	BENDIGO BANK	\$0.15
		Bank Charges	
DD7605.7	02/01/2021	BENDIGO BANK	\$232.35
		Merchant Fee	
DD7605.8	04/01/2021	BENDIGO BANK	\$4.56
		Bank Charges	
DD7605.9	04/01/2021	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD	\$331.70
		Merchant Fee	
DD7606.1	14/01/2021	CREDIT CARD - MASTER CARD	\$567.20
		Statement December 2020	
DD7609.1	10/01/2021	AWARE SUPER	\$8,698.98
		Superannuation Contributions	
DD7609.2	10/01/2021	HOSTPLUS SUPERANNUATION FUND	\$47.86
		Superannuation Contributions	
DD7609.3	10/01/2021	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE PERSONAL SUPER	\$822.76
		Superannuation Contributions	
DD7609.4	10/01/2021	WA LOCAL GOVT SUPERANNUATION PLAN	\$3,824.64
		Superannuation Contributions	
DD7609.5	10/01/2021	AUSTRALIAN SUPERANNUATION	\$488.75
		Superannuation Contributions	
DD7609.6	10/01/2021	PRIME SUPERANNUATION	\$206.56
		Superannuation Contributions	
DD7609.7	10/01/2021	MLC MASTERKEY SUPERANNUATION	\$193.90
		Superannuation Contributions	
DD7609.8	10/01/2021	REST SUPERANNUATION	\$368.56
		Superannuation Contributions	
DD7609.9	10/01/2021	BT SUPER FOR LIFE	\$173.35
		Superannuation Contributions	
DD7611.1	24/01/2021	AWARE SUPER	\$8,655.37
		Superannuation Contributions	
DD7611.2	24/01/2021	WA LOCAL GOVT SUPERANNUATION PLAN	\$3,584.51
		Superannuation Contributions	
DD7611.3	24/01/2021	PRIME SUPERANNUATION	\$198.55
		Superannuation Contributions	
DD7611.4	24/01/2021	AUSTRALIAN SUPERANNUATION	\$468.70
		Superannuation Contributions	
DD7611.5	24/01/2021	MLC MASTERKEY SUPERANNUATION	\$203.55
		Superannuation Contributions	
DD7611.6	24/01/2021	REST SUPERANNUATION	\$429.79
		Superannuation Contributions	

# Shire of Kulin

EFT & Chq Listing for period ended 31 January 2021

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD7611.7	24/01/2021	<b>BT SUPER FOR LIFE</b> Superannuation Contributions	\$173.35
DD7611.8	24/01/2021	<b>BENDIGO SUPERANNUATION PLAN</b> Superannuation Contributions	\$104.55
DD7611.9	24/01/2021	<b>CBUS SUPER</b> Superannuation Contributions	\$165.78
DD7613.1	27/01/2021	<b>BENDIGO BANK</b> Bank Charges	\$8.25
DD7613.2	15/01/2021	<b>SYNERGY</b> Electricity Usage	\$5,262.16
DD7613.3	27/01/2021	<b>SYNERGY</b> Electricity Usage	\$116.50
DD7613.4	25/01/2021	<b>SYNERGY</b> Electricity Usage	\$1,635.57
DD7613.5	18/01/2021	<b>WESTNET INTERNET SERVICES</b> Westnet Service, Medical Centre	\$109.90
DD7613.6	15/01/2021	<b>AUSTRALIAN LIQUOR MARKETERS PTY LTD - METCASH TRADING LIMITED</b> Bar Purchase	\$1,345.93
DD7613.7	15/01/2021	<b>BENDIGO BANK</b> Bank Charges	\$0.30
DD7615.1	02/01/2021	<b>BENDIGO BANK</b> Merchant Fee	\$99.29
DD7605.10	04/01/2021	<b>WESTNET INTERNET SERVICES</b> Westnet Service, Depot & Office	\$179.90
DD7605.11	05/01/2021	<b>BENDIGO BANK</b> Bank Charges	\$0.60
DD7605.12	08/01/2021	<b>SYNERGY</b> Electricity Usage	\$6,319.33
DD7609.10	10/01/2021	<b>BENDIGO SUPERANNUATION PLAN</b> Superannuation Contributions	\$117.37
DD7609.11	10/01/2021	<b>CBUS SUPER</b> Superannuation Contributions	\$124.67
DD7611.10	24/01/2021	<b>COLONIAL FIRST STATE FIRST CHOICE WHOLESALE PERSONAL SUPER</b> Superannuation Contributions	\$822.76
6308267	13/01/2021	<b>BULK PAYMENT</b> Payroll	\$63,596.53
6311263	14/01/2021	<b>BULK PAYMENT</b> Payroll	\$468.72
6330791	27/01/2021	<b>BULK PAYMENT</b> Payroll	\$67,906.10
<b>Sub-total: EFT &amp; Chq Payments</b>			<b>\$432,932.14</b>
<b>TOTAL PAYMENTS FOR MONTH ENDING 31 January 2021</b>			<b>\$432,932.14</b>

# CREDIT CARD

## Statement Summary 31 January 2021

Transaction Date	Officer	Creditor	Amount
1/01/2021	JUDD HOBSON	PUMA BUSSLETON	\$136.06
		Fuel	
7/01/2021	JUDD HOBSON	A P S REWINDS & SALES	\$1,045.00
		Pressure Cleaner	
15/01/2021	GARRICK YANDLE	SIMPLEINOUT	\$26.65
		Monthly Subscription	
16/01/2021	JUDD HOBSON	NARROGIN BEARINGS	\$397.87
		Taper Assy Complete Oil Seals	
15/01/2021	CASSI VANDENBERG	CALTEX GOSNELLS	\$60.00
		Fuel	
18/01/2021	CASSI VANDENBERG	TELSTRA	\$115.95
		Aquatic Centre Internet	
19/01/2021	GARRICK YANDLE	MAILCHIMP	\$13.11
		Monthly Subscription	
21/01/2021	JUDD HOBSON	TYLDEN EQUIP SALES	\$105.60
		Dust Cover Suits	
25/01/2021	CASSI VANDENBERG	EG FUEL CO	\$53.82
		Fuel	
27/01/2021	JUDD HOBSON	IVARION RAPID PLAN	\$412.50
		Licence Renewal	
29/01/2021	CASSI VANDENBERG	OYSTER HARBOUR STORE	\$73.89
		Fuel	
30/01/2021		BENDIGO BANK	\$16.00
		Card Fee	
29/01/2021	GARRICK YANDLE	WA LOCAL GOVERNMENT	\$70.00
		Registration, Transport & Roads Forum - Grant Robins	
29/01/2021	GARRICK YANDLE	WA LOCAL GOVERNMENT	\$70.00
		Registration, Transport & Roads Forum - Judd Hobson	
29/01/2021	GARRICK YANDLE	WA LOCAL GOVERNMENT	\$70.00
		Registration, Transport & Roads Forum - Garrick Yandle	
			<b>\$2,666.45</b>

## Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
Opening balance				\$567.20
5 Jan 21	PUMA BUSSELTON, BUSS ELTON AUS RETAIL PURCHASE 01/01 CARD NUMBER 552638XXXXXXXX706 1	136.06		703.26
9 Jan 21	A.P.S. REWINDS & SAL ES,BELMONT AUS RETAIL PURCHASE 07/01 CARD NUMBER 552638XXXXXXXX706 1	1,045.00		1,748.26
14 Jan 21	PERIODIC TFR 00074214151201 00000000000		567.20	1,181.06
17 Jan 21	SIMPLEINOUT.COM, 701 4918762 US RETAIL PURCHASE-INTERNATIONAL 15/01 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXXX405 1	25.87		1,206.93
17 Jan 21	INTERNATIONAL TRANSACTION FEE	0.78		1,207.71
19 Jan 21	NARROGIN BEARING S, NARROGIN AUS RETAIL PURCHASE 16/01 CARD NUMBER 552638XXXXXXXX706 1	397.87		1,605.58
19 Jan 21	CALTEX GOSNELLS NORT H,GOSNELLS AUS RETAIL PURCHASE 15/01 CARD NUMBER 552638XXXXXXXX823 1	60.00		1,665.58
20 Jan 21	Telstra Direct Debit ,AUSTRALIA AUS RETAIL PURCHASE 18/01 CARD NUMBER 552638XXXXXXXX823 1	115.95		1,781.53
21 Jan 21	MAILCHIMP *MISC, MAILCHIMP.COM AUS RETAIL PURCHASE-INTERNATIONAL 19/01 CARD NUMBER 552638XXXXXXXX405 1	13.11		1,794.64

878BH102 / E-O / S-227 / I-227 / 0007421415000867

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

## Business Credit Card - Payment options



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



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



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



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



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

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

## Business Credit Card

**BSB number** 633-000  
**Account number** 691211254  
**Customer name** SHIRE OF KULIN  
**Minimum payment required** \$79.99  
**Closing Balance on 31 Jan 2021** \$2,666.45  
**Payment due** 14 Feb 2021

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.

**Business Credit Card (continued).**

Date	Transaction	Withdrawals	Payments	Balance
22 Jan 21	TYLDEN EQUIP SALES, KYNETON AUS RETAIL PURCHASE 21/01 CARD NUMBER 552638XXXXXXXX706 1	105.60		1,900.24
26 Jan 21	EG FUELCO 4048 MANJI M,MANJIMUP AUS RETAIL PURCHASE 25/01 CARD NUMBER 552638XXXXXXXX823 1	53.82		1,954.06
28 Jan 21	Invarion RapidPlan P 1,Ballararat AUS RETAIL PURCHASE 27/01 CARD NUMBER 552638XXXXXXXX706 1	412.50		2,366.56
30 Jan 21	OYSTER HARBOUR STORE , ALBANY AUS RETAIL PURCHASE 29/01 CARD NUMBER 552638XXXXXXXX823 1	73.89		2,440.45
30 Jan 21	CARD FEE 4 @ \$4.00	16.00		2,456.45
31 Jan 21	WA LOCAL GOVERN1,WES T LEEDERVI AUS RETAIL PURCHASE 29/01 CARD NUMBER 552638XXXXXXXX405 1	70.00		2,526.45
31 Jan 21	WA LOCAL GOVERN1,WES T LEEDERVI AUS RETAIL PURCHASE 29/01 CARD NUMBER 552638XXXXXXXX405 1	70.00		2,596.45
31 Jan 21	WA LOCAL GOVERN1,WES T LEEDERVI AUS RETAIL PURCHASE 29/01 CARD NUMBER 552638XXXXXXXX405 1	70.00		2,666.45
<b>Transaction totals / Closing balance</b>		<b>\$2,666.45</b>	<b>\$567.20</b>	<b>\$2,666.45</b>

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

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

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

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

Please note: These are guidelines only. While following these steps will help you to protect your PIN, your liability for any losses arising from unauthorised transactions is determined in accordance with the ePayments Code. For further details, see

<https://asic.gov.au/regulatory-resources/financial-services/epayments-code/> or visit [bendigobank.com.au/mycard](http://bendigobank.com.au/mycard) for all card related information. Business customers visit [/mybusinesscard](http://mybusinesscard).

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

**Card Security**

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



## **Shire of Kulin**

### **MONTHLY FINANCIAL REPORT**

**For the period ended 31 December 2020**

**Presented to Ordinary Council Meeting**

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Statement of Financial Position

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Note 5 Grants Information

Note 6 Borrowings

Note 7 Major Variances

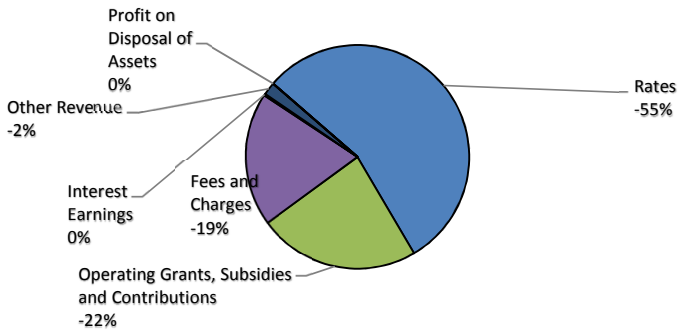
**LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**



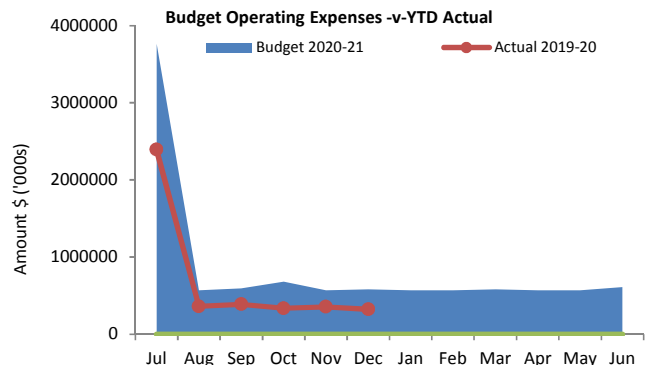
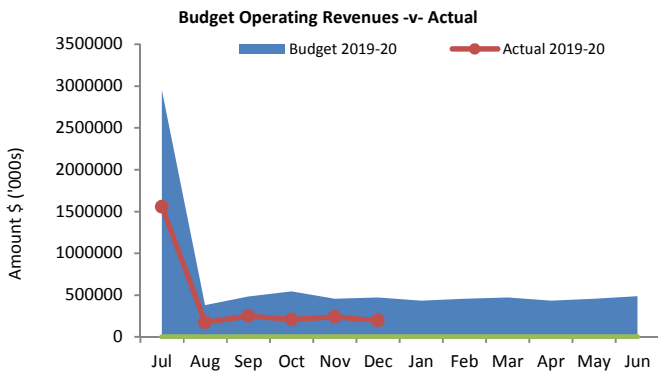
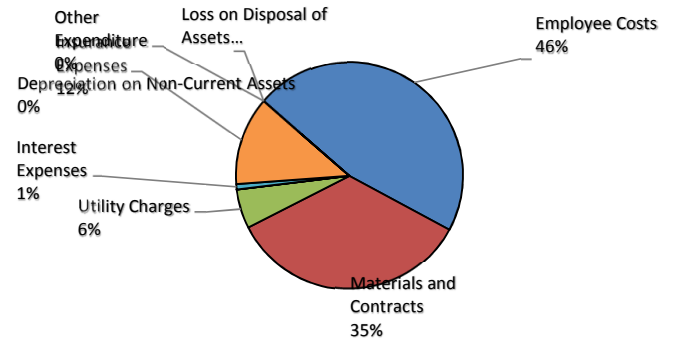
**Shire of Kulin  
SUMMARY INFORMATION - GRAPHS  
For the period ended 31 December 2020**

**OPERATING ACTIVITIES**

**OPERATING REVENUE**

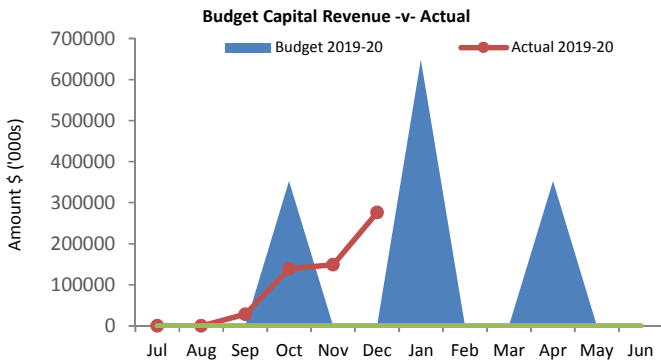


**OPERATING EXPENSES**

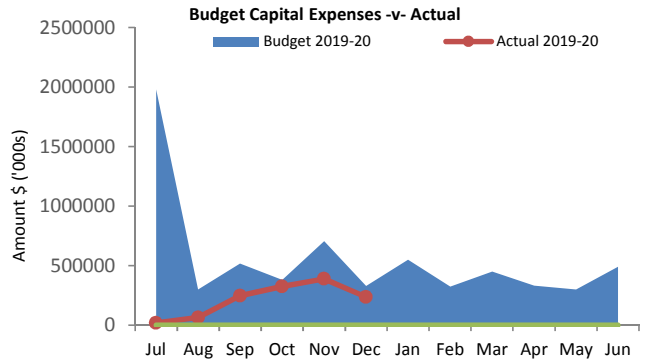


**INVESTING ACTIVITIES**

**CAPITAL REVENUE**



**CAPITAL EXPENSES**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

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

	<b>Ref Note</b>	<b>Annual Budget \$</b>	<b>YTD Budget \$</b>	<b>YTD Actual \$</b>	<b>Var. \$</b>	<b>Var. %</b>	
<b>Opening Funding Surplus(Deficit)</b>	1(a)	1,671,941	1,671,941	1,657,227	(14,714)	(1%)	
<b>Operating Revenues</b>							
General Purpose Funding		1,717,020	855,656	552,534	(303,122)	(55%)	▼
General Purpose Funding - Rates	2	2,028,931	2,028,931	2,033,590	4,659	0%	
Governance		17,970	8,976	37,816	28,840	76%	▲
Law, Order and Public Safety		33,400	8,434	9,667	1,233	13%	
Health		0	0	118	118	100%	
Education and Welfare		270,440	135,210	117,619	(17,591)	(15%)	▼
Housing		108,282	54,132	48,965	(5,167)	(11%)	▼
Community Amenities		101,224	97,618	100,865	3,247	3%	
Recreation and Culture		214,449	102,780	106,715	3,935	4%	
Transport		257,681	235,303	206,610	(28,693)	0%	
Economic Services		1,235,800	662,838	427,089	(235,749)	(55%)	▼
Other Property and Services		120,864	57,918	53,527	(4,391)	(8%)	
<b>Total (Excluding Rates)</b>		<b>6,106,061</b>	<b>4,247,796</b>	<b>3,695,115</b>	<b>(552,681)</b>		
<b>Operating Expense</b>							
General Purpose Funding		(96,808)	(44,052)	(36,765)	(7,287)	(20%)	▼
Governance		(219,077)	(143,374)	(135,944)	(7,430)	(5%)	
Law, Order and Public Safety		(151,392)	(63,154)	(56,990)	(6,164)	(11%)	▼
Health		(120,039)	(59,972)	(25,119)	(34,853)	(139%)	▼
Education and Welfare		(323,674)	(161,772)	(165,033)	3,261	2%	
Housing		(263,405)	(131,634)	(115,018)	(16,616)	(14%)	▼
Community Amenities		(377,752)	(183,762)	(170,678)	(13,084)	(8%)	
Recreation and Culture		(1,231,739)	(628,040)	(490,772)	(137,268)	(28%)	▼
Transport		(3,382,226)	(1,687,260)	(895,811)	(791,449)	(88%)	▼
Economic Services		(1,101,998)	(557,028)	(474,864)	(82,164)	(17%)	▼
Other Property and Services		(93,007)	(124,270)	166,223	(290,493)	175%	
<b>Total</b>		<b>(7,361,116)</b>	<b>(3,784,318)</b>	<b>(2,400,772)</b>	<b>(1,383,546)</b>		
<b>Funding Balance Adjustment</b>							
Add back Depreciation	3(c)	3,175,584	1,587,792	0	(1,587,792)	-100%	▼
Adjust (Profit)/Loss on Asset Disposal	3(b)	(43,746)	0	0	0		
<b>Total Adjustments</b>		<b>3,131,838</b>	<b>1,587,792</b>	<b>0</b>	<b>(3,524,019)</b>		
<b>Investing Activities</b>							
Proceeds from Capital Grants	5	1,504,000	707,000	564,632	(142,368)	-25%	▼
Proceeds from disposal of assets	3(b)	171,000	42,750	92,127	49,377	54%	▲
Payments for property, plant and equipment and infrastructure	3(a)	(4,991,340)	(1,980,368)	(1,329,501)	(650,867)	-49%	▼
		(3,316,340)	(1,230,618)	(672,742)			
<b>Financing Activities</b>							
Transfer from reserves	4	218,327	0	0	0	0%	
Repayment of debentures	6	(90,511)	0	(44,912)	44,912	0%	
Transfer to reserves	4	(316,263)	0	(43,326)	43,326	0%	
		(188,447)	0	(88,238)			
<b>Closing Funding Surplus(Deficit)</b>	1(a)	<b>43,937</b>	<b>2,492,594</b>	<b>2,190,590</b>			

**Shire of Kulin**  
**STATEMENT OF FINANCIAL POSITION**  
For the period ended 31 December 2020

Description	Balance 30 June 2020 \$	Movement \$	Total Actual 31-Dec-20 \$
<b>CURRENT ASSETS</b>			
Cash at Bank	1,983,660	1,090,063	3,073,724
Cash at Bank Reserves & Restricted Funds	1,871,837	42,979	1,915,163
Sundry Debtors	265,734	(220,103)	45,631
Sundry Debtors - Rates	54,423	76,639	131,062
Accrued Interest	3,007	(3,007)	0
Stock on hand	52,446	(5,082)	47,364
<b>TOTAL CURRENT ASSETS</b>	<b>4,231,106</b>	<b>981,490</b>	<b>5,212,943</b>
<b>CURRENT LIABILITIES</b>			
Contract Liabilities	0		(420,191)
Sundry Creditors	(196,709)	96,215	(100,494)
Accruals	(276,683)	71,954	(204,729)
LSL - Current	(217,364)	0	(217,364)
GST Clearing Account	(11,443)	(137,989)	(149,431)
Loan Commitment - Current	(90,511)	44,912	(45,599)
ESL Collection	3,937	(18,589)	(14,652)
Rates Paid in Advance	(3,781)	3,452	(329)
<b>TOTAL CURRENT LIABILITIES</b>	<b>(792,554)</b>	<b>59,955</b>	<b>(1,152,789)</b>
<b>NET CURRENT ASSETS</b>	<b>3,438,553</b>	<b>1,041,445</b>	<b>4,060,154</b>
<b>NON-CURRENT ASSETS</b>			
Land & Buildings	21,065,490	0	21,065,490
Construction other than Buildings	325,900	(0)	331,305
Plant & Equipment	3,070,738	69,348	3,140,086
Furniture & Equipment	141,596	0	145,956
Motor Vehicles	1,465,714	91,588	1,557,302
Infrastructure	107,273,928	686,034	108,340,162
Shares - Kulin (Bendigo) Bank	5,000	0	5,000
Units Held - Local Government House Trust	71,221	0	71,221
<b>TOTAL NON-CURRENT ASSETS</b>	<b>133,419,587</b>	<b>847,410</b>	<b>134,656,961</b>
<b>NON CURRENT LIABILITIES</b>			
Loan Liability Non Current	(1,073,183)	0	(1,073,183)
Lsl Accrual - Non Current	(74,878)	0	(74,878)
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>(1,148,061)</b>	<b>0</b>	<b>(1,148,061)</b>
<b>NET ASSETS</b>	<b>135,710,078</b>	<b>1,888,855</b>	<b>137,569,054</b>
<b>TOTAL ACCUMULATED RESERVES</b>			
	<b>1,871,837</b>	<b>43,326</b>	<b>1,915,163</b>
Asset Revaluation - Infrastructure	80,027,800	0	80,027,800
Asset Revaluation - Property, Plant & Equipment	1,851,617	0	1,851,617
Asset Revaluation - Land & Buildings	11,639,170	0	11,639,170
Accumulated Surplus	40,319,655	1,858,975	42,178,631
<b>TOTAL ACCUMULATED SURPLUS</b>	<b>133,838,241</b>	<b>(43,326)</b>	<b>135,653,891</b>
<b>TOTAL EQUITY</b>	<b>135,710,078</b>	<b>0</b>	<b>137,569,054</b>

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

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

	<b>Budget Last Year Closing 30 June 2019</b>	<b>Actual Last Year Closing 30 June 2019</b>	<b>Year to Date 31-Dec-20</b>
<b>Current Assets</b>			
Cash and Cash Equivalents	4,010,595	3,855,497	4,988,886
Accounts Receivable - Rates	69,220	54,579	116,081
Accounts Receivable - Sundry	271,384	265,734	45,631
Inventories	59,377	52,446	47,364
Other	3,007	3,007	0
<b>Less: Current Liabilities</b>			
<b>Contract Liabilities</b>	0	0	(420,191)
Sundry Creditors	(372,755)	(197,359)	(135,340)
Payroll Accruals	(86,562)	(106,150)	0
Provision for Annual Leave	(169,883)	(169,883)	(169,883)
Provision for Long Service Leave (Current)	(217,364)	(217,364)	(217,364)
ATO Liability	(17,828)	(11,443)	(149,431)
Borrowings (Current)	(90,511)	(90,511)	(45,599)
<b>Adjustments to Current Assets</b>			
Less: Reserves (Restricted Cash)	(1,871,837)	(1,871,837)	(1,915,163)
Add: Borrowings (Current)	90,511	90,511	45,599
<b>Closing funding surplus/(deficit)</b>	<b>1,677,353</b>	<b>1,657,227</b>	<b>2,190,590</b>

Current And Non-Current Classification

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

**Note 1(b) - Banking Information**

	<b>General Ledger Balance 31-Dec-20</b>	<b>Bank Statement Balance 31-Dec-20</b>
<b>Cash at Bank - Unrestricted</b>		
Municipal Funds	1,270,115	1,280,351
Freebairn Recreation Centre	80,001	80,974
Investments	1,719,692	1,719,466
Till Float	3,415	3,415
Petty Cash	500	500
	<b>3,073,724</b>	<b>3,084,706</b>
<b>Cash at Bank - Restricted</b>		
Reserve Funds	1,915,163	1,915,163
	<b>1,915,163</b>	<b>1,915,163</b>

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

**Note 2 - Rating information**

Rate Type	Rate in \$	Number of properties	Rateable Value	Budgeted Rate Revenue	Actual Rate Revenue
<b>General Rate</b>					
Gross Rental Value					
Residential	0.10187	134	1,189,708	121,196	121,146
Industrial	0.10187	13	116,376	11,855	11,855
Commercial	0.10187	28	447,448	45,582	45,582
Rural	0.10187	11	88,608	9,026	9,026
Unimproved Value					
Rural	0.01049	347	180,837,500	1,896,713	1,897,023
Mining	0.01049	0	-	-	-
<b>Sub-total</b>		<b>533</b>	<b>182,679,640</b>	<b>2,084,371</b>	<b>2,084,632</b>
<b>Minimum Payment</b>					
Gross Rental Value					
Residential	443.89	10	4,160	4,439	4,439
Industrial	443.89	5	9,736	2,219	2,219
Commercial	443.89	4	8,600	1,776	1,776
Rural	443.89	7	12,795	3,107	3,107
Unimproved Value					
Rural	443.89	9	235,700	3,995	3,995
Mining	443.89	21	213,553	9,322	9,322
<b>Sub-total</b>		<b>56</b>	<b>484,544</b>	<b>24,858</b>	<b>24,858</b>
		<b>589</b>	<b>183,164,184</b>	<b>2,109,229</b>	<b>2,109,490</b>
Discount				(91,000)	(89,721)
Concessions/Write-offs				(13,000)	(9,880)
<b>Total raised from general rates</b>				<b>2,005,229</b>	<b>2,009,889</b>
Ex-Gratia Rates				23,701	23,701
<b>Total Rates</b>				<b>2,028,930</b>	<b>2,033,590</b>

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

The general rates detailed for the 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

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

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

**Note 3 - Asset information**

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

Description	YTD			Category	Renewal/	
	Budget	Budget	YTD Actual		Replace	New Asset
Server Equipment Replacement	47,732	-	-	F&E	Y	
Old Administration Building	13,500	-	-	F&E	Y	
Main Street CCTV	75,000	-	-	OC		Y
KCCC Shade Sail	-	-	4,360	F&E	Y	
Cemetery Entrance Upgrade	15,098	-	5,274	OC	Y	
Aquatic Centre Recreation Improvements	135,000	-	35,916	Inf	Y	
Aquatic Centre Infr & Equip Improvements	83,000	83,000	-	Inf	Y	
Freebairn Rec Centre Surface Replacement	250,000	-	-	L&B	Y	
Freebairn Rec Centre Equip Improvements	30,000	15,000	-	P&E		Y
Oval Irrigation Upgrade	160,000	160,000	153,260	Inf	Y	
Town Playground Sofffall Replacement	50,000	-	-	L&B	Y	
Lowloader	125,000	-	-	P&E	Y	
Side Tipper Trailer	120,000	120,000	98,145	P&E	Y	
Tractor	55,000	55,000	55,000	P&E	Y	
Mini Excavator	45,000	-	-	P&E		Y
Plant Trailer	11,000	11,000	8,330	P&E		Y
Miscellaneous Plant (inc EWP trial)	20,000	10,000	-	P&E		Y
Toyota Prado (CEO)	55,000	-	-	MV	Y	
Toyota Prado (WM)	55,000	55,000	58,757	MV	Y	
Isuzu 3T Tipper	66,000	-	-	MV	Y	
4x2 Utility (No Trade)	25,000	25,000	32,832	MV		Y
Holt Rock Depot Improvements	24,706	12,353	-	L&B	Y	
RRG Road Construction	626,271	313,136	486,847	Inf	Y	
R2R Road Construction	426,344	213,172	107,348	Inf	Y	
BS Road Construction	802,786	401,393	2,390	Inf	Y	
WSFN Road Construction	-	-	22,650	Inf	Y	
HSVPP Road Construction	-	-	18,663	Y		
Own Resource Road Construction	890,628	445,314	175,647	Inf	Y	
Drainage Improvements (High Street)	147,884	-	-	Inf	Y	
Footpath Construction	150,891	-	42,363	Inf		Y
Pingaring Dam	30,500	15,000	18,395	Inf		Y
Youth Precinct	330,000	-	-	L&B		Y
Water Infrastructure	92,000	46,000	2,886	Inf		Y
Caravan Park Disabled Ablutions	33,000	-	440	L&B	Y	
	<b>4,991,340</b>	<b>1,980,368</b>	<b>1,329,501</b>			

**Note 3(b) - Disposal of Assets**

Asset Description	Budget			YTD Actual		
	Net Book Value	Proceeds on Sale	Profit/Loss on Sale	Net Book Value	Proceeds on Sale	Profit/Loss on Sale
PPE74 - Roadwest Lowloader	10,000	25,000	(15,000)	-	-	-
PPE114 - Haulmore S/Tipper	8,502	20,000	(11,498)	-	-	-
PPE18 - New Holland Tractor	12,752	20,000	(7,248)	-	-	-
PMV37 - Isuzu 3T Tipper	6,000	16,000	(10,000)	-	-	-
PMV27 - Toyota Prado (CEO)	44,000	45,000	(1,000)	-	-	-
PMV30 - Toyota Prado (WM)	46,000	45,000	1,000	-	-	-
	<b>127,254</b>	<b>171,000</b>	<b>(43,746)</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Note 3(c) - Depreciation**

	Depreciation Expense			Asset Sustainability Ratio	
	YTD			Budget	Actual
	Budget	Budget	YTD Actual		
Furniture & Equipment	9,942	4,971	0	-	0
Land & Buildings	461,285	230,643	0	0.05	0
Motor Vehicles	72,100	36,050	0	1.53	0
Construction Other than Buildings	15,205	7,603	0	-	0
Plant & Equipment	366,115	183,058	0	0.96	0
Infrastructure	2,250,937	1,125,469	0	1.44	0
	<b>3,175,584</b>	<b>1,587,792</b>	<b>-</b>	<b>1.25</b>	<b>-</b>

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

**Note 4 - Cash Backed Reserves**

Reserve	Budget				Actual			
	Opening Balance	Transfer to	Transfer from	Closing Balance	Opening Balance	Transfer to	Transfer from	Closing Balance
Leave	361,521	28,150	-	389,671	361,521	638	-	362,159
Plant	397,979	53,600	-	451,579	397,979	702	-	398,681
Building	248,034	87,250	-	335,284	248,034	437	-	248,471
Admin Equipment	76,640	675	47,732	29,583	76,640	135	-	76,775
Natural Disaster	142,362	1,260	20,000	123,622	142,362	251	-	142,613
Joint Venture Housing	75,946	675	-	76,621	75,946	134	-	76,080
FRC Surface & Equipment	141,595	600	139,595	2,600	141,595	40,275	-	181,870
Medical Services	114,998	1,035	-	116,033	114,998	212	-	115,210
Fuel Facility	81,814	720	-	82,534	81,814	135	-	81,949
Sportsperson Scholarship	13,625	108	-	13,733	13,625	24	-	13,649
Freebairn Rec Centre	217,323	1,935	11,000	208,258	217,323	383	-	217,706
Short Stay Accommodation	-	140,255	-	140,255	-	-	-	-
	<b>1,871,837</b>	<b>316,263</b>	<b>218,327</b>	<b>1,969,773</b>	<b>1,871,837</b>	<b>43,326</b>	<b>-</b>	<b>1,915,163</b>

Reserve Details	Reserve Details	Anticipated Use Date	Informal Min.	Informal Max.
Leave	To fund employee long service and annual leave entitlements	-	-	As req
Plant	To fund the purchase of major plant. On average plant replacement cost approx. \$450k annually, on years where we spend less than this the difference is banked in to reserve. In years where we spend more we draw from the reserve.	-	350,000	-
Building	To fund the development of future housing	-	-	-
Admin Equipment	To fund the replacement of administration equipment.	-	50,000	100,000
Natural Disaster	To fund the LG contribution as specified through the WANDRRA guidelines and other natural disaster recovery expenditure.	-	100,000	-
Joint Venture Housing	A maintenance reserve to fund the long term maintenance of each Joint Venture Housing arrangement.	-	-	-
FRC Surface & Equipment	To fund the replacement of equipment and sports surfaces at the Freebairn Recreation Facility as necessary.	-	-	-
Medical Services	To fund the recruitment and provision of medical services in the future. Difference between the budgeted and actual expenditure is	-	100,000	150,000
Fuel Facility	To fund the replacement of the equipment at the fuel facility. Net profit from the sale of fuel is transferred to this reserve.	-	75,000	200,000
Sportsperson Scholarship	To fund the development of local sportspersons.	-	-	15,000
Freebairn Rec Centre	To fund maintenance and replacement of land and building assets at the FRC	-	100,000	-
Short Stay Accommodation	To fund the construction of short stay accommodation	30/06/2022	-	250,000

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

**Note 5 - Operating Grants**

<b>Grant Source</b>	<b>Purpose</b>	<b>Budget</b>	<b>YTD</b>	
			<b>Budget</b>	<b>YTD Actual</b>
Grants Commission	Federal financial assistance grants	1,070,000	535,000	541,540
Local Roads & Community Infrastructure Program	Federal Government Stimulus	571,000	300,500	-
Department of Primary Industries & Regional Development	Regional Economic Development (RED)	30,000	-	-
Fire & Emergency Services	Emergency Services Levy Operating Grant	25,000	6,250	7,170
KCCC Sustainability Grant	Childcare Sustainability Grant	52,500	26,250	25,000
Main Roads	State Direct Grant (Untied Road Funding)	212,935	212,935	206,610
Department of Primary Industries & Regional Development	Community Resource Centre Funding	100,000	50,000	80,470
Department of Water	Drought Communities	500,000	295,000	-
		<b>2,061,435</b>	<b>1,130,935</b>	<b>860,789</b>

**Capital Grants**

<b>Grant Source</b>	<b>Purpose</b>	<b>Budget</b>	<b>YTD</b>	
			<b>Budget</b>	<b>YTD Actual</b>
Main Roads	Regional Road Group Road Construction	365,000	182,500	471,735
Department of Infrastructure	Roads to Recovery Road Construction	525,000	262,500	92,896
Main Roads	Black Spot Road Construction	524,000	262,000	-
Department of Water	Community Water Supply	90,000	-	-
		<b>1,504,000</b>	<b>707,000</b>	<b>564,631</b>



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

**Note 6 - Borrowings**

	Budget				Actual			
	Principal		Interest		Principal		Interest	
	Principal 01/07/2020	Repayment s	Principal 30/06/2020	Repayment s	Principal 01/07/2020	Repayment s	Principal 30/06/2020	Repayment s
Loan 1 Administration Building	1,164,231	90,511	1,073,720	42,895	1,164,231	44,912	1,119,319	17,813
	<b>1,164,231</b>	<b>90,511</b>	<b>1,073,720</b>	<b>42,895</b>	<b>1,164,231</b>	<b>44,912</b>	<b>1,119,319</b>	<b>17,813</b>

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

**Note 7 - Explanation of Material Variances**

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

The material variance adopted by Council for the 2020-21 year is \$5,000 or 10.00% whichever is the greater.

<b>Revenue from operating activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
			\$285k of LRCIP grant has been received but has not yet been recognised as income as most expenditure has not yet taken place, once performance obligations are satisfied this income will be recognised as per regulation changes. YTD budgeted income for LRCIP is \$300k.
General purpose funding - other	(303,122)	-55%	
General purpose funding - rates	4,659	0%	Below \$5,000 & 10% threshold
Governance	28,840	76%	Insurance rebate (27k) not budgeted for
Law, order and public safety	1,233	13%	Below \$5,000 threshold
Health	118	100%	Below \$5,000 & 10% threshold
Education and welfare	(17,591)	-15%	Childcare centre fees below what was budgeted (17k)
Housing	(5,167)	-11%	Rental income down (5k) due to lower than expected
Community amenities	3,247	3%	Below \$5,000 & 10% threshold
Recreation and culture	3,935	4%	Below \$5,000 & 10% threshold
Transport	(28,693)	0%	Below 10% threshold
Economic services	(235,749)	-55%	Drought communities income has been received however
Other property and services	(4,391)	-8%	Below \$5,000 & 10% threshold
<b>Expenditure from operating activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
General purpose funding	(7,287)	-20%	Admin allocations lower than budgeted.
Governance	(7,430)	-5%	Below 10% threshold
Law, order and public safety	(6,164)	-11%	Fire insurance lower than budget (4k), admin allocation
Health	(34,853)	-139%	Expenditure on medical centre (16k) and EHO (2.5k) lower than budgeted for.
Education and welfare	3,261	2%	Below \$5,000 & 10% threshold
Housing	(16,616)	-14%	Depreciation journals not yet posted.
Community amenities	(13,084)	-8%	Below 10% threshold
Recreation and culture	(137,268)	-28%	Depreciation journals not yet posted as is causing the most significant variance.
Transport	(791,449)	-88%	Depreciation journals not yet posted (945k), road maintenance higher than budgeted for (215k) due to timing
Economic services	(82,164)	-17%	CRC employee costs lower than budgeted for due to vacant positions , depreciation journals for c/park & CRC not yet posted
Other property and services	(290,493)	175%	Depreciation journals not yet posted for plant (247k), fuel and oil expense lower than budgeted (45k), plant mechanic expenditure lower than budgeted due to planned leave periods (17k).
<b>Investing activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
Proceeds from non-operating grants, subsidies and contributions	(142,368)	0	Road grants not yet received as projects not yet started or not progressed far enough to recognise the associated income.
Proceeds from disposal of assets	49,377	0	Budget timing differences relating to sale of plant, vehicles which have been traded have not had their disposals processed as asset transactions cannot take place until audit finalised.
Payments for property, plant and equipment and infrastructure	(650,867)	-49%	Timing issues when comparing budgets, no foreseeable issues will impact delivery.
<b>Financing activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
Transfer from reserves	0	0	Below \$5,000 & 10% threshold
Repayment of debentures	0	0	Below \$5,000 & 10% threshold
Transfer to reserves	(43,326)	0	Colts Carnival \$40k transferred to Reserve in July, was unbudgeted for



## **Shire of Kulin**

### **MONTHLY FINANCIAL REPORT**

**For the period ended 31 January 2021**

**Presented to Ordinary Council Meeting**

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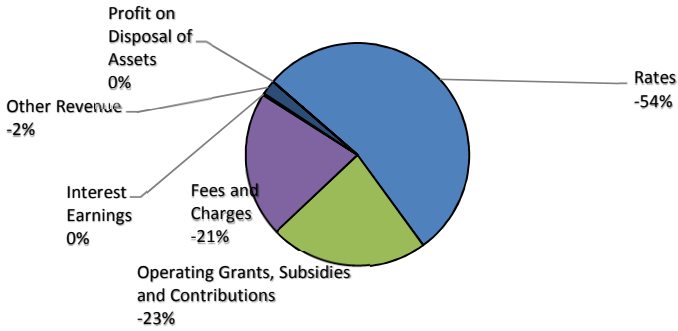
Note 7 Major Variances

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

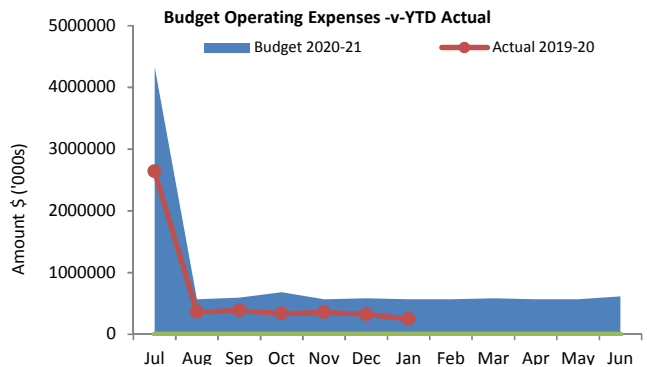
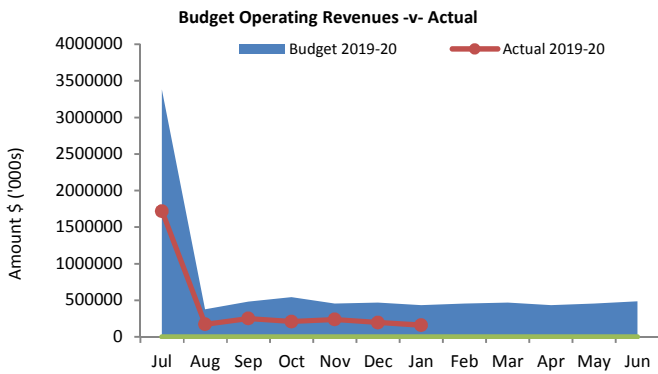
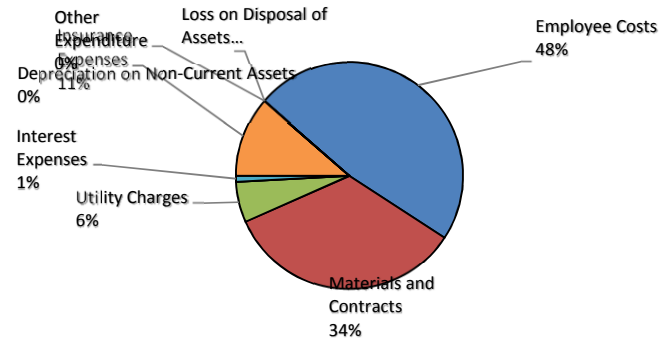
**Shire of Kulin**  
**SUMMARY INFORMATION - GRAPHS**  
 For the period ended 31 January 2021

**OPERATING ACTIVITIES**

**OPERATING REVENUE**

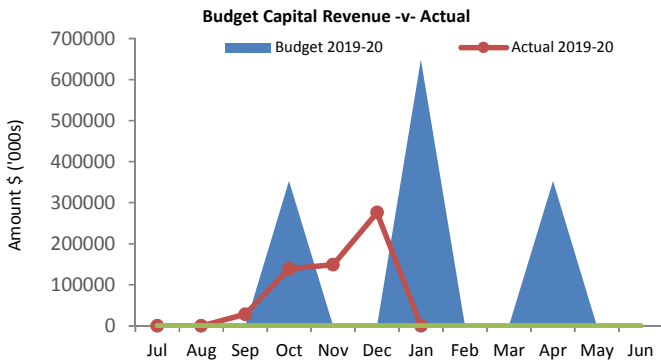


**OPERATING EXPENSES**

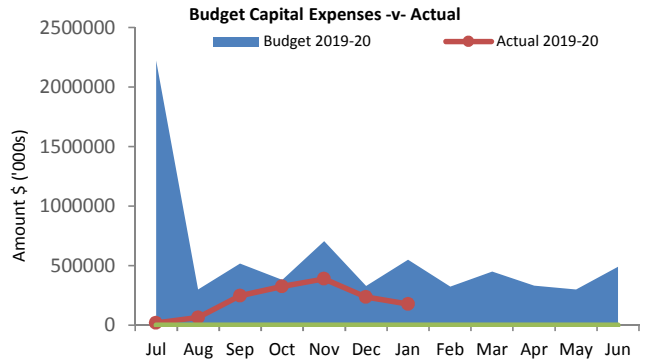


**INVESTING ACTIVITIES**

**CAPITAL REVENUE**



**CAPITAL EXPENSES**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**Shire of Kulin**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the period ended 31 January 2021**

	<b>Ref Note</b>	<b>Annual Budget \$</b>	<b>YTD Budget \$</b>	<b>YTD Actual \$</b>	<b>Var. \$</b>	<b>Var. %</b>	
<b>Opening Funding Surplus(Deficit)</b>	1(a)	1,671,941	1,671,941	1,657,227	(14,714)	(1%)	
<b>Operating Revenues</b>							
General Purpose Funding		1,717,020	858,058	553,341	(304,717)	(55%)	▼
General Purpose Funding - Rates	2	2,028,931	2,028,931	2,034,529	5,598	0%	
Governance		17,970	10,472	39,481	29,009	73%	▲
Law, Order and Public Safety		33,400	19,048	20,574	1,526	7%	
Health		0	0	354	354	100%	
Education and Welfare		270,440	153,370	119,305	(34,065)	(29%)	▼
Housing		108,282	63,154	56,005	(7,149)	(13%)	▼
Community Amenities		101,224	98,217	101,144	2,927	3%	
Recreation and Culture		214,449	124,630	133,246	8,616	6%	
Transport		257,681	239,031	206,610	(32,421)	0%	
Economic Services		1,235,800	740,811	479,043	(261,768)	(55%)	▼
Other Property and Services		120,864	67,571	65,458	(2,113)	(3%)	
<b>Total (Excluding Rates)</b>		<b>6,106,061</b>	<b>4,403,293</b>	<b>3,809,090</b>	<b>(594,203)</b>		
<b>Operating Expense</b>							
General Purpose Funding		(96,808)	(51,394)	(41,672)	(9,722)	(23%)	▼
Governance		(219,077)	(149,127)	(154,241)	5,114	3%	
Law, Order and Public Safety		(151,392)	(68,763)	(60,873)	(7,890)	(13%)	▼
Health		(120,039)	(66,884)	(27,105)	(39,780)	(147%)	▼
Education and Welfare		(323,674)	(188,734)	(182,960)	(5,774)	(3%)	
Housing		(263,405)	(153,573)	(129,610)	(23,963)	(18%)	▼
Community Amenities		(377,752)	(214,389)	(189,338)	(25,051)	(13%)	▼
Recreation and Culture		(1,231,739)	(728,556)	(546,004)	(182,552)	(33%)	▼
Transport		(3,382,226)	(1,968,470)	(957,060)	(1,011,410)	(106%)	▼
Economic Services		(1,101,998)	(647,816)	(540,282)	(107,534)	(20%)	▼
Other Property and Services		(93,007)	(117,475)	162,841	(280,316)	172%	
<b>Total</b>		<b>(7,361,116)</b>	<b>(4,355,181)</b>	<b>(2,666,303)</b>	<b>(1,688,878)</b>		
<b>Funding Balance Adjustment</b>							
Add back Depreciation	3(c)	3,175,584	1,852,424	0	(1,852,424)	-100%	▼
Adjust (Profit)/Loss on Asset Disposal	3(b)	(43,746)	0	0	0		
<b>Total Adjustments</b>		<b>3,131,838</b>	<b>1,852,424</b>	<b>0</b>	<b>(4,135,505)</b>		
<b>Investing Activities</b>							
Proceeds from Capital Grants	5	1,504,000	707,000	564,632	(142,368)	-25%	▼
Proceeds from disposal of assets	3(b)	171,000	42,750	92,127	49,377	54%	▲
Payments for property, plant and equipment and infrastructure	3(a)	(4,991,340)	(2,220,595)	(1,607,902)	(612,694)	-38%	▼
		(3,316,340)	(1,470,845)	(951,143)			
<b>Financing Activities</b>							
Transfer from reserves	4	218,327	0	0	0	0%	
Repayment of debentures	6	(90,511)	0	(44,912)	44,912	0%	
Transfer to reserves	4	(316,263)	0	(43,326)	43,326	0%	
		(188,447)	0	(88,238)			
<b>Closing Funding Surplus(Deficit)</b>	1(a)	<b>43,937</b>	<b>2,101,632</b>	<b>1,760,633</b>			

**Shire of Kulin**  
**STATEMENT OF FINANCIAL POSITION**  
For the period ended 31 January 2021

Description	Balance 30 June 2020 \$	Movement \$	Total Actual 31-Jan-21 \$
<b>CURRENT ASSETS</b>			
Cash at Bank	1,983,660	839,162	2,822,823
Cash at Bank Reserves & Restricted Funds	1,871,837	42,979	1,915,163
Sundry Debtors	265,734	(234,220)	31,514
Sundry Debtors - Rates	54,423	36,637	91,060
Accrued Interest	3,007	(3,007)	0
Stock on hand	52,446	(16,267)	36,179
<b>TOTAL CURRENT ASSETS</b>	<b>4,231,106</b>	<b>665,286</b>	<b>4,896,739</b>
<b>CURRENT LIABILITIES</b>			
Contract Liabilities	0		(420,191)
Sundry Creditors	(196,709)	(138,080)	(334,790)
Accruals	(276,683)	71,825	(204,858)
LSL - Current	(217,364)	0	(217,364)
GST Clearing Account	(11,443)	(16,706)	(28,148)
Loan Commitment - Current	(90,511)	44,912	(45,599)
ESL Collection	3,937	(19,201)	(15,263)
Rates Paid in Advance	(3,781)	3,452	(329)
<b>TOTAL CURRENT LIABILITIES</b>	<b>(792,554)</b>	<b>(53,798)</b>	<b>(1,266,542)</b>
<b>NET CURRENT ASSETS</b>	<b>3,438,553</b>	<b>611,488</b>	<b>3,630,196</b>
<b>NON-CURRENT ASSETS</b>			
Land & Buildings	21,065,490	0	21,065,490
Construction other than Buildings	325,900	(0)	331,305
Plant & Equipment	3,070,738	69,348	3,140,086
Furniture & Equipment	141,596	0	145,956
Motor Vehicles	1,465,714	91,588	1,557,302
Infrastructure	107,273,928	756,168	108,618,563
Shares - Kulin (Bendigo) Bank	5,000	0	5,000
Units Held - Local Government House Trust	71,221	0	71,221
<b>TOTAL NON-CURRENT ASSETS</b>	<b>133,419,587</b>	<b>917,544</b>	<b>134,935,362</b>
<b>NON CURRENT LIABILITIES</b>			
Loan Liability Non Current	(1,073,183)	0	(1,073,183)
Lsl Accrual - Non Current	(74,878)	0	(74,878)
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>(1,148,061)</b>	<b>0</b>	<b>(1,148,061)</b>
<b>NET ASSETS</b>	<b>135,710,078</b>	<b>1,529,031</b>	<b>137,417,497</b>
<b>TOTAL ACCUMULATED RESERVES</b>			
	<b>1,871,837</b>	<b>43,326</b>	<b>1,915,163</b>
Asset Revaluation - Infrastructure	80,027,800	0	80,027,800
Asset Revaluation - Property, Plant & Equipment	1,851,617	0	1,851,617
Asset Revaluation - Land & Buildings	11,639,170	0	11,639,170
Accumulated Surplus	40,319,655	1,707,419	42,027,074
<b>TOTAL ACCUMULATED SURPLUS</b>	<b>133,838,241</b>	<b>(43,326)</b>	<b>135,502,335</b>
<b>TOTAL EQUITY</b>	<b>135,710,078</b>	<b>0</b>	<b>137,417,497</b>

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 31 January 2021**

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

	<b>Budget Last Year Closing 30 June 2019</b>	<b>Actual Last Year Closing 30 June 2019</b>	<b>Year to Date 31-Jan-21</b>
<b>Current Assets</b>			
Cash and Cash Equivalents	4,010,595	3,855,497	4,737,985
Accounts Receivable - Rates	69,220	54,579	75,468
Accounts Receivable - Sundry	271,384	265,734	31,514
Inventories	59,377	52,446	36,179
Other	3,007	3,007	0
<b>Less: Current Liabilities</b>			
<b>Contract Liabilities</b>	0	0	(420,191)
Sundry Creditors	(372,755)	(197,359)	(369,764)
Payroll Accruals	(86,562)	(106,150)	0
Provision for Annual Leave	(169,883)	(169,883)	(169,883)
Provision for Long Service Leave (Current)	(217,364)	(217,364)	(217,364)
ATO Liability	(17,828)	(11,443)	(28,148)
Borrowings (Current)	(90,511)	(90,511)	(45,599)
<b>Adjustments to Current Assets</b>			
Less: Reserves (Restricted Cash)	(1,871,837)	(1,871,837)	(1,915,163)
Add: Borrowings (Current)	90,511	90,511	45,599
<b>Closing funding surplus/(deficit)</b>	<b>1,677,353</b>	<b>1,657,227</b>	<b>1,760,633</b>

Current And Non-Current Classification

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

**Note 1(b) - Banking Information**

	<b>General Ledger Balance 31-Jan-21</b>	<b>Bank Statement Balance 31-Jan-21</b>
<b>Cash at Bank - Unrestricted</b>		
Municipal Funds	1,011,073	1,022,831
Freebairn Recreation Centre	87,903	86,308
Investments	1,719,931	1,719,466
Till Float	3,415	3,415
Petty Cash	500	500
	<b>2,822,823</b>	<b>2,832,520</b>
<b>Cash at Bank - Restricted</b>		
Reserve Funds	1,915,163	1,915,163
	<b>1,915,163</b>	<b>1,915,163</b>

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 31 January 2021**

**Note 2 - Rating information**

Rate Type	Rate in \$	Number of properties	Rateable Value	Budgeted Rate Revenue	Actual Rate Revenue
<b>General Rate</b>					
Gross Rental Value					
Residential	0.10187	134	1,189,708	121,196	121,146
Industrial	0.10187	13	116,376	11,855	11,855
Commercial	0.10187	28	447,448	45,582	45,582
Rural	0.10187	11	88,608	9,026	9,026
Unimproved Value					
Rural	0.01049	347	180,837,500	1,896,713	1,897,964
Mining	0.01049	0	-	-	-
<b>Sub-total</b>		<b>533</b>	<b>182,679,640</b>	<b>2,084,371</b>	<b>2,085,572</b>
<b>Minimum Payment</b>					
Gross Rental Value					
Residential	443.89	10	4,160	4,439	4,439
Industrial	443.89	5	9,736	2,219	2,219
Commercial	443.89	4	8,600	1,776	1,776
Rural	443.89	7	12,795	3,107	3,107
Unimproved Value					
Rural	443.89	9	235,700	3,995	3,995
Mining	443.89	21	213,553	9,322	9,322
<b>Sub-total</b>		<b>56</b>	<b>484,544</b>	<b>24,858</b>	<b>24,858</b>
		<b>589</b>	<b>183,164,184</b>	<b>2,109,229</b>	<b>2,110,430</b>
Discount				(91,000)	(89,721)
Concessions/Write-offs				(13,000)	(9,881)
<b>Total raised from general rates</b>				<b>2,005,229</b>	<b>2,010,828</b>
Ex-Gratia Rates				23,701	23,701
<b>Total Rates</b>				<b>2,028,930</b>	<b>2,034,529</b>

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

The general rates detailed for the 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

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



**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the period ended 31 January 2021

**Note 3 - Asset information**

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

Description	YTD			Category	Renewal/	New Asset
	Budget	Budget	YTD Actual		Replace	
Server Equipment Replacement	47,732	-	-	F&E	Y	
Old Administration Building	13,500	-	-	F&E	Y	
Main Street CCTV	75,000	-	-	OC		Y
KCCC Shade Sail	-	-	4,360	F&E	Y	
Cemetery Entrance Upgrade	15,098	-	5,274	OC	Y	
Aquatic Centre Recreation Improvements	135,000	-	35,916	Inf	Y	
Aquatic Centre Infr & Equip Improvements	83,000	83,000	-	Inf	Y	
Freebairn Rec Centre Surface Replacement	250,000	-	-	L&B	Y	
Freebairn Rec Centre Equip Improvements	30,000	15,000	-	P&E		Y
Oval Irrigation Upgrade	160,000	160,000	153,260	Inf	Y	
Town Playground Sofffall Replacement	50,000	-	-	L&B	Y	
Lowloader	125,000	-	-	P&E	Y	
Side Tipper Trailer	120,000	120,000	98,145	P&E	Y	
Tractor	55,000	55,000	55,000	P&E	Y	
Mini Excavator	45,000	-	-	P&E		Y
Plant Trailer	11,000	11,000	8,330	P&E		Y
Miscellaneous Plant (inc EWP trial)	20,000	11,667	-	P&E		Y
Toyota Prado (CEO)	55,000	-	-	MV	Y	
Toyota Prado (WM)	55,000	55,000	58,757	MV	Y	
Isuzu 3T Tipper	66,000	-	-	MV	Y	
4x2 Utility (No Trade)	25,000	25,000	32,832	MV		Y
Holt Rock Depot Improvements	24,706	14,412	-	L&B	Y	
RRG Road Construction	626,271	365,325	549,001	Inf	Y	
R2R Road Construction	426,344	248,701	214,640	Inf	Y	
BS Road Construction	802,786	468,292	3,890	Inf	Y	
WSFN Road Construction	-	-	22,650	Inf	Y	
HSVPP Road Construction	-	-	119,576		Y	
Own Resource Road Construction	890,628	519,533	182,045	Inf	Y	
Drainage Improvements (High Street)	147,884	-	-	Inf	Y	
Footpath Construction	150,891	-	42,425	Inf		Y
Pingaring Dam	30,500	15,000	18,476	Inf		Y
Youth Precinct	330,000	-	-	L&B		Y
Water Infrastructure	92,000	53,667	2,886	Inf		Y
Caravan Park Disabled Ablutions	33,000	-	440	L&B	Y	
	<b>4,991,340</b>	<b>2,220,595</b>	<b>1,607,902</b>			

**Note 3(b) - Disposal of Assets**

Asset Description	Budget			YTD Actual		
	Net Book Value	Proceeds on Sale	Profit/Loss on Sale	Net Book Value	Proceeds on Sale	Profit/Loss on Sale
PPE74 - Roadwest Lowloader	10,000	25,000	(15,000)	-	-	-
PPE114 - Haulmore S/Tipper	8,502	20,000	(11,498)	-	-	-
PPE18 - New Holland Tractor	12,752	20,000	(7,248)	-	-	-
PMV37 - Isuzu 3T Tipper	6,000	16,000	(10,000)	-	-	-
PMV27 - Toyota Prado (CEO)	44,000	45,000	(1,000)	-	-	-
PMV30 - Toyota Prado (WM)	46,000	45,000	1,000	-	-	-
	<b>127,254</b>	<b>171,000</b>	<b>(43,746)</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Note 3(c) - Depreciation**

	Depreciation Expense			Asset Sustainability Ratio	
	Budget	Budget	YTD Actual	Budget	Actual
Furniture & Equipment	9,942	5,800	0	-	0
Land & Buildings	461,285	269,083	0	0.05	0
Motor Vehicles	72,100	42,058	0	1.31	0
Construction Other than Buildings	15,205	8,870	0	-	0
Plant & Equipment	366,115	213,567	0	0.82	0
Infrastructure	2,250,937	1,313,047	0	1.41	0
	<b>3,175,584</b>	<b>1,852,424</b>	<b>-</b>	<b>1.20</b>	<b>-</b>

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 31 January 2021**

**Note 4 - Cash Backed Reserves**

Reserve	Budget				Actual			
	Opening Balance	Transfer to	Transfer from	Closing Balance	Opening Balance	Transfer to	Transfer from	Closing Balance
Leave	361,521	28,150	-	389,671	361,521	638	-	362,159
Plant	397,979	53,600	-	451,579	397,979	702	-	398,681
Building	248,034	87,250	-	335,284	248,034	437	-	248,471
Admin Equipment	76,640	675	47,732	29,583	76,640	135	-	76,775
Natural Disaster	142,362	1,260	20,000	123,622	142,362	251	-	142,613
Joint Venture Housing	75,946	675	-	76,621	75,946	134	-	76,080
FRC Surface & Equipment	141,595	600	139,595	2,600	141,595	40,275	-	181,870
Medical Services	114,998	1,035	-	116,033	114,998	212	-	115,210
Fuel Facility	81,814	720	-	82,534	81,814	135	-	81,949
Sportsperson Scholarship	13,625	108	-	13,733	13,625	24	-	13,649
Freebairn Rec Centre	217,323	1,935	11,000	208,258	217,323	383	-	217,706
Short Stay Accommodation	-	140,255	-	140,255	-	-	-	-
	<b>1,871,837</b>	<b>316,263</b>	<b>218,327</b>	<b>1,969,773</b>	<b>1,871,837</b>	<b>43,326</b>	<b>-</b>	<b>1,915,163</b>

Reserve Details	Reserve Details	Anticipated Use Date	Informal Min.	Informal Max.
Leave	To fund employee long service and annual leave entitlements	-	-	As req
Plant	To fund the purchase of major plant. On average plant replacement cost approx. \$450k annually, on years where we spend less than this the difference is banked in to reserve. In years where we spend more we draw from the reserve.	-	350,000	-
Building	To fund the development of future housing	-	-	-
Admin Equipment	To fund the replacement of administration equipment.	-	50,000	100,000
Natural Disaster	To fund the LG contribution as specified through the WANDRRA guidelines and other natural disaster recovery expenditure.	-	100,000	-
Joint Venture Housing	A maintenance reserve to fund the long term maintenance of each Joint Venture Housing arrangement.	-	-	-
FRC Surface & Equipment	To fund the replacement of equipment and sports surfaces at the Freebairn Recreation Facility as necessary.	-	-	-
Medical Services	To fund the recruitment and provision of medical services in the future. Difference between the budgeted and actual expenditure is	-	100,000	150,000
Fuel Facility	To fund the replacement of the equipment at the fuel facility. Net profit from the sale of fuel is transferred to this reserve.	-	75,000	200,000
Sportsperson Scholarship	To fund the development of local sportspersons.	-	-	15,000
Freebairn Rec Centre	To fund maintenance and replacement of land and building assets at the FRC	-	100,000	-
Short Stay Accommodation	To fund the construction of short stay accommodation	30/06/2022	-	250,000

**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 31 January 2021**

**Note 5 - Operating Grants**

<b>Grant Source</b>	<b>Purpose</b>	<b>Budget</b>	<b>YTD</b>	
			<b>Budget</b>	<b>YTD Actual</b>
Grants Commission	Federal financial assistance grants	1,070,000	535,000	541,540
Local Roads & Community Infrastructure Program	Federal Government Stimulus	571,000	300,500	-
Department of Primary Industries & Regional Development	Regional Economic Development (RED)	30,000	-	-
Fire & Emergency Services	Emergency Services Levy Operating Grant	25,000	12,500	18,028
KCCC Sustainability Grant	Childcare Sustainability Grant	52,500	26,250	25,000
Main Roads	State Direct Grant (Untied Road Funding)	212,935	212,935	206,610
Department of Primary Industries & Regional Development	Community Resource Centre Funding	100,000	75,000	80,470
Department of Water	Drought Communities	500,000	295,000	-
		<b>2,061,435</b>	<b>1,162,185</b>	<b>871,647</b>

**Capital Grants**

<b>Grant Source</b>	<b>Purpose</b>	<b>Budget</b>	<b>YTD</b>	
			<b>Budget</b>	<b>YTD Actual</b>
Main Roads	Regional Road Group Road Construction	365,000	182,500	471,735
Department of Infrastructure	Roads to Recovery Road Construction	525,000	262,500	92,896
Main Roads	Black Spot Road Construction	524,000	262,000	-
Department of Water	Community Water Supply	90,000	-	-
		<b>1,504,000</b>	<b>707,000</b>	<b>564,631</b>

Shire of Kulin  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the period ended 31 January 2021

**Note 6 - Borrowings**

	Budget				Actual			
	Principal		Interest		Principal		Interest	
	Principal 01/07/2020	Repayment s	Principal 30/06/2020	Repayment s	Principal 01/07/2020	Repayment s	Principal 30/06/2020	Repayment s
Loan 1 Administration Building	1,164,231	90,511	1,073,720	42,895	1,164,231	44,912	1,119,319	21,902
	<b>1,164,231</b>	<b>90,511</b>	<b>1,073,720</b>	<b>42,895</b>	<b>1,164,231</b>	<b>44,912</b>	<b>1,119,319</b>	<b>21,902</b>

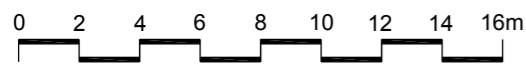
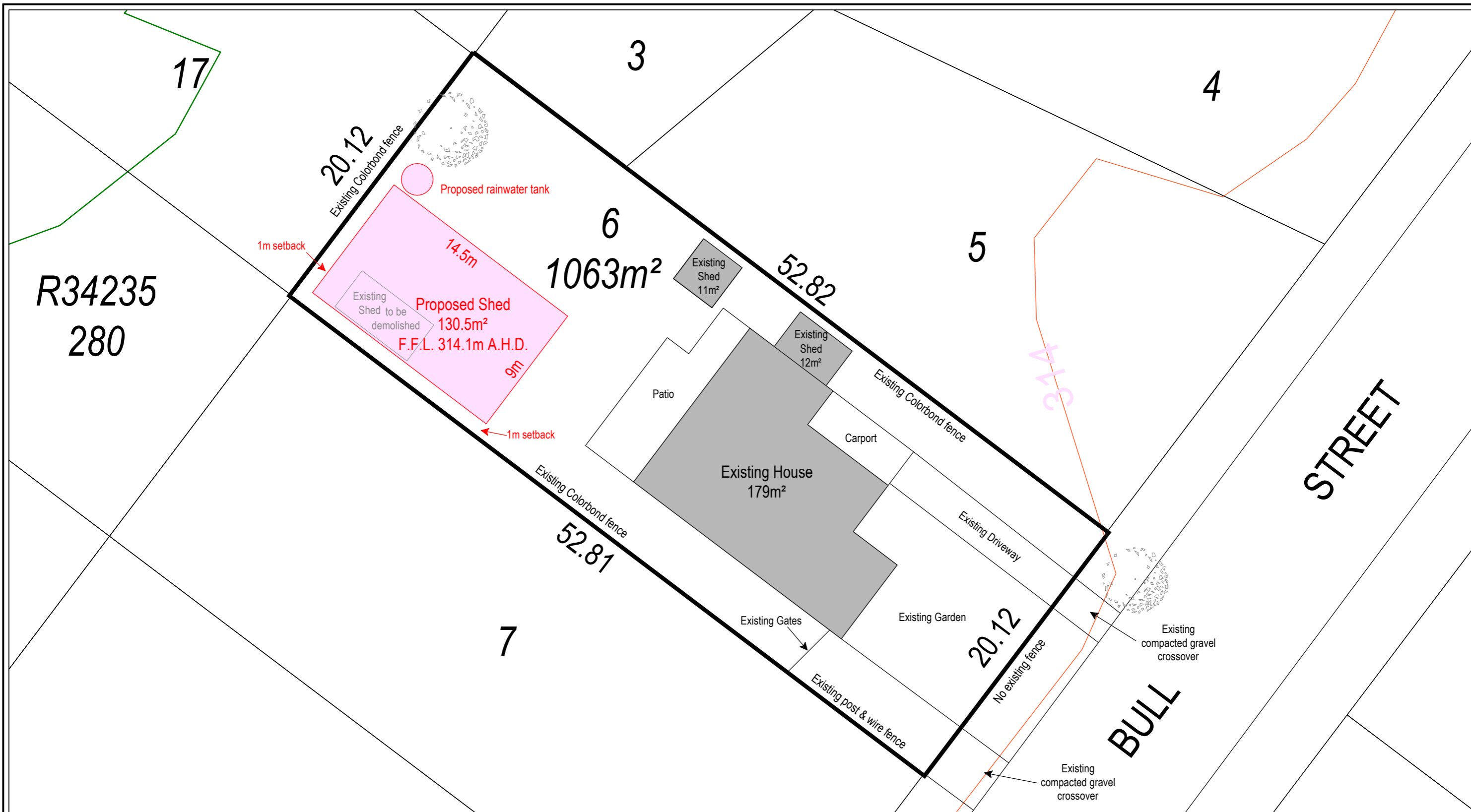
**Shire of Kulin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the period ended 31 January 2021**

**Note 7 - Explanation of Material Variances**

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

The material variance adopted by Council for the 2020-21 year is \$5,000 or 10.00% whichever is the greater.

<b>Revenue from operating activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
			\$285k of LRCIP grant has been received but has not yet been recognised as income as most expenditure has not yet taken place, once performance obligations are satisfied this income will be recognised as per regulation changes. YTD budgeted income for LRCIP is \$300k.
General purpose funding - other	(304,717)	-55%	
General purpose funding - rates	5,598	0%	Below 10% threshold
Governance	29,009	73%	Insurance rebate (27k) not budgeted for
Law, order and public safety	1,526	7%	Below \$5,000 & 10% threshold
Health	354	100%	Below \$5,000 & 10% threshold
Education and welfare	(34,065)	-29%	Childcare centre fees below what was budgeted (17k)
			Rental income down (7k) due to lower than expected vacancy rates. Budget prepared based on fully rented houses however this has not been the case throughout the year.
Housing	(7,149)	-13%	
Community amenities	2,927	3%	Below \$5,000 & 10% threshold
Recreation and culture	8,616	6%	Below 10% threshold
Transport	(32,421)	0%	Below 10% threshold
			Drought communities income has been received however not recognised in financials until progress milestones achieved.
Economic services	(261,768)	-55%	
Other property and services	(2,113)	-3%	Below \$5,000 & 10% threshold
<b>Expenditure from operating activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
General purpose funding	(9,722)	-23%	Admin allocations lower than budgeted.
Governance	5,114	3%	Below 10% threshold
			Fire insurance lower than budget (4k), admin allocation lower than budgeted (2k)
Law, order and public safety	(7,890)	-13%	
Health	(39,780)	-147%	Expenditure on medical centre (25k), mosquito control (2k) and EHO (11k) lower than budgeted for.
Education and welfare	(5,774)	-3%	Below 10% threshold
Housing	(23,963)	-18%	Depreciation journals not yet posted.
			Avon waste billing cycle running slightly behind budget profile (11k), maintenance works on public toilets not yet commenced (16k)
Community amenities	(25,051)	-13%	
Recreation and culture	(182,552)	-33%	Depreciation journals not yet posted as is causing the most significant variance.
			Depreciation journals not yet posted (945k), road maintenance higher than budgeted for (215k) due to timing
Transport	(1,011,410)	-106%	
			CRC employee costs lower than budgeted for due to vacant positions, depreciation journals for c/park & CRC not yet posted
Economic services	(107,534)	-20%	
Other property and services	(280,316)	172%	Depreciation journals not yet posted for plant (270k).
<b>Investing activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
Proceeds from non-operating grants, subsidies and contributions	(142,368)	0	Road grants not yet received as projects not yet started or not progressed far enough to recognise the associated income.
			Budget timing differences relating to sale of plant, vehicles which have been traded have not had their disposals processed as asset transactions cannot take place until audit finalised.
Proceeds from disposal of assets	49,377	0	
Payments for property, plant and equipment and infrastructure	(612,694)	-38%	Timing issues when comparing budgets, no foreseeable issues will impact delivery.
<b>Financing activities</b>	<b>Var \$</b>	<b>Var %</b>	<b>Explanation</b>
Transfer from reserves	0	0	Below \$5,000 & 10% threshold
Repayment of debentures	0	0	Below \$5,000 & 10% threshold
			Colts Carnival \$40k transferred to Reserve in July, was unbudgeted for
Transfer to reserves	(43,326)	0	



SCALE 1:250  
ORIGINAL PLAN SIZE: A3



NORTH

PREPARED FOR:  
Grant Jenks  
23 Bull Street  
Kulin  
E: 1grantjenks@gmail.com

NOTE:

1. Dimensions and areas subject to survey.
2. Stormwater will be disposed of by rainwater tank (as indicated on plan).
3. New shed to be constructed with steel framework, covered in Colorbond.
4. Walls & roof to be coloured Colorbond Cottage Green to match existing fencing.
5. Total site coverage will be 332.5m² or 31.3%.

SITE PLAN

LOT 6 (No. 23) BULL STREET  
KULIN  
Shire of Kulin

## **A11 PROCUREMENT PURCHASING AND TENDERS**

### ***Policy originally A21 in APOG Manual***

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#### **Administration**

**PREAMBLE:** The Shire of Kulin is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This practice statement provides the Shire of Kulin with a more effective way of purchasing goods and services, ensures that purchasing transactions are carried out in a fair and equitable manner and strengthens integrity and confidence in the purchasing system.

The practice should deliver value for money, compliance, heightened governance, environmental impact analysis and when followed offer a degree of risk minimisation via sound probity principles.

**OBJECTIVE:** Firstly, to provide compliance with the Local Government Act 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007) and to deliver a best practice approach and procedures to internal purchasing for the Shire of Kulin.

#### **PRACTICE: ETHICS & INTEGRITY**

All officers and employees of the Shire of Kulin shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Kulin.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Kulin Regional Price Preference Policy and the Code of Conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Kulin by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

**Value for money is an overarching principle** governing purchasing that allows the best possible outcome to be achieved for the Shire of Kulin. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

### **SUSTAINABLE PROCUREMENT**

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Kulin is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Kulin sustainability objectives.

Practically, sustainable procurement means the Shire of Kulin shall endeavour at all times to identify and procure products and services that:

- have been determined as necessary;
- demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- demonstrate environmental best practice in water efficiency;
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.

For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;

For new buildings and refurbishments – where available use renewable energy and technologies.

### **PROCESS:**

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Model Policy
Up to \$1,000	Direct purchase from suppliers not requiring any quotations, although one verbal quote could be obtained in most instances.
Up to \$5,000	Direct purchase from suppliers not requiring any quotations, although one verbal quote could be obtained in most instances.
<del>\$1,001 – \$5,000</del>	<del>Direct purchase from suppliers requiring only two verbal quotations.</del>
\$5,001 - \$19,999	Obtain at least two written quotations
\$20,000 - \$49,999	Obtain at least two written quotations but where suppliers/contractors are available a minimum of three is required.
\$50,000 - \$249,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$250,000 and above	Conduct a public tender process.

\* Note: For purchase of specific plant and machinery parts up to value of \$5,000 refer to “Sole Source of Supply” criteria.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.



### **Up to \$1,000**

~~Goods and services valued at up to \$1,000 do not require the conduct of a competitive process, although one verbal quote could be obtained in most instances, and the purchase must represent value for money.~~

### **Up to \$5,000**

~~Goods and services valued at up to \$5,000 do not require the conduct of a competitive process, although one verbal quote could be obtained in most instances, and the purchase must represent value for money.~~

### **~~\$1,001 to \$5,000~~**

~~Where the value of procurement of goods or services does not exceed \$5,000, purchase on the basis of at least two verbal quotations is permitted.~~ However, it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains a sample form for recording verbal quotations.

The general principles for obtaining verbal quotations are:

- ensure that the requirement / specification is clearly understood by the Shire of Kulin employee seeking the verbal quotations;
- ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote;
- read back the details to the Supplier contact person to confirm their accuracy;
- written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.

### **\$20,000 to \$49,999**

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$49,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase). Where sufficient suppliers or contractors are unavailable the requirement shall be two written quotations.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

NOTES: The general principles relating to written quotations are;

- an appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion;
- the request for written quotation should include as a minimum:
  - written Specification;
  - Selection Criteria to be applied;
  - Price Schedule;
  - Conditions of responding
  - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

Note: *The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.*

### **\$50,000 to \$249,999+**

For the procurement of goods or services where the value exceeds \$50,000 but is less than \$249,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

NOTES: The general principles relating to written quotations are;

- an appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion;
- the request for written quotation should include as a minimum:
  - written Specification;
  - Selection Criteria to be applied;
  - Price Schedule;
  - Conditions of responding
  - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

Note: *The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.*

### **Tender Exemption**

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- an emergency situation as defined by the Local Government Act 1995;
- the purchase is prequalified panel of suppliers, a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- the purchase is under auction which has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines;

Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

### **Sole Source of Supply (Monopoly Suppliers)**

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

**Anti-Avoidance**

The Shire of Kulin shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000 thereby avoiding the need to publicly tender.

**Tender Criteria**

The Shire of Kulin shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

**Advertising Tenders**

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include;

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;

Detailed information shall include;

- such information as the Shire of Kulin decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;
- the criteria for deciding which tender should be accepted;
- whether or not the Shire of Kulin has decided to submit a tender; and
- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

**Issuing Tender Documentation**

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Kulin not to compromise its duty to be fair.

**Tender Deadline**

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

**Opening of Tenders**

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Shire of Kulin. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire of Kulin Officers present at the opening of tenders.

### **No Tenders Received**

Where the Shire of Kulin has invited tenders, however no compliant submissions have been received; direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$50,000 & \$250,000 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

### **Tender Evaluation**

Tenders that have not been rejected shall be assessed by the Shire of Kulin by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

### **Addendum to Tender**

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Kulin may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

### **Minor Variation**

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Kulin and tenderer have entered into a Contract, a minor variation may be made by the Shire of Kulin

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

### **Notification of Outcome**

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- the name of the successful tenderer
- the total value of consideration of the winning offer
- the details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

### **Records Management**

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- tender documentation;
- internal documentation;
- evaluation documentation;
- enquiry and response documentation;
- notification and award documentation.

For a direct purchasing process this includes:

- quotation documentation;
- internal documentation;
- order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Kulin internal records management policy.

### **HEAD OF POWER:**

Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).

SHIRE OF Shire of Kulin  
 VERBAL & WRITTEN QUOTATION FORM (\$1,001 - \$19,999)

**Action REQUIRED**  
 Procurement Description  
 Description of purchase/service \_\_\_\_\_  
 \_\_\_\_\_  
 Project Number (If applicable): \_\_\_\_\_

Quotation and Evaluation  
 Selection Criteria (Note – at this level, it may be sufficient to just quote ‘value for money’)  
 \_\_\_\_\_  
 \_\_\_\_\_

The following suppliers were asked to quote as per Shire policy

Date	Company/Contact Name/Contact Number	Amount Quoted
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

The recommended quote is from \_\_\_\_\_ For an amount of \$ \_\_\_\_\_  
 Justification: \_\_\_\_\_

Signed \_\_\_\_\_ Date / / \_\_\_\_\_  
 Name / Title Contract Officer / s

Contract Award  
 Purchase Order Issued. (Goods/minor services only) or Purchase Order Number: \_\_\_\_\_  
 Letter of Appointment (Services) Acknowledged by Contractor & filed) or Yes   
 Letter of Engagement (Consultancy) (Acknowledged by Consultant & filed). Yes   
 Is the Contractor a small business? (i.e. employs less than 20 people) Yes/No  
 Other \_\_\_\_\_  
 Signed \_\_\_\_\_ Date / / \_\_\_\_\_  
 Approving Officer

# GENERAL COMPLIANCE CHECKLIST – DECEMBER 2020

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Electors Meeting	1/10/2020		Annual Electors Meeting to be held within 56 days of acceptance of the Annual Report by Council.	Delayed by OAE
Governance	IntPlan - Corporate Business Plan Quarterly Report	31/08/2020		Review CPB actions and report to Council meeting	Full Renew Feb-Apr
Governance	Annual Report - if not adopted previously	31/12/2020	Annual	Annual Report required to be accepted by Council (absolute majority) prior to 31 December and contains information prescribed	Delayed by OAE
Governance	Annual Electors Meeting (AEM) - check Minutes and Outcomes	31/12/2020	Annual	AEM check Minutes and complete Outcomes	Delayed by OAE
Governance	Local Laws review	1/12/2020	8 yearly	Local laws required to be reviewed every 8 years after coming into effect	Yes 2020
Governance	Varley Progress Association Cropping Lease	30/06/2030		Lease of 230ha expires 30 June 2030 - to be reviewed 6 months prior	NA
SAO	Email Signatures	1/12/2020	Annual	Update email signatures when date of KBR is confirmed	No
Governance/SAO	Ordinary Council Meeting Dates	1/02/2020		Advertise on website	Yes
CEO	LEMAR Meeting - June Dec	31/12/2020	Twice Year	LEMAR Meeting	Yes held 3 <sup>rd</sup> Feb 21
Governance/CEO	Audit Committee to Meet Quarterly	December	Quarterly	Include agenda for December Council Meeting	February
CEO/WM	Regional Road Group	31/12/2020	Annual	Federal & State Blackspot Applications and Regional Run-off Roads - Councils to be advised by 31 Dec 2020 of outcomes & assessments for 2020/20	Lakes Sub group meeting
DCEO	Grants Commission	Nov	Annual	Grants Commission Statistical report due 31 Jan	Yes
SFO	Submit deferred interest rate claim to Office of State Revenue	1/12/2020	Annual	And ESL deferred claims	
WM	Staff Performance Reviews - Outside staff	19/12/2020	6 monthly	Report to CEO - changes in Position composition, rates of pay, FTE structure and status	Done
WM	Vegetation Control	1/12/2020		Spray road side suckers – Dec – Feb	Done
WM	Bush Races Stickers Update - Feb	1/02/2020	Annual		
WM/TO/CEO	Grants Commission Road Report	31/12/20	Annual	WA Local Government Grants Commission Road Information Return due end December	Done
WM/TO	Road Construction & Maintenance Review	01/12/20	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	Done
WM/Oval Mtce	Waste Water Recycling Scheme water samples		Monthly	Start-up test, beginning of month tests (no more than 4 weeks apart), keep record of residual chlorine and PH on Form	Done

## GENERAL COMPLIANCE CHECKLIST – DECEMBER 2020

TO	Occupational Health Safety Meeting	31/12/20	Quarterly	Occ Health Safety Committee meeting - review all incidents accidents and commence 1/2 yearly inspections - make recommendations for Budget	Late January
TO	First Aid Kits	1/04/2020	Annual	Restock First Aid Kits	February
TO	Occupational Health & Safety	Nov	Tri-annual	Hold committee meeting and toolbox meeting	Done
SAO	Carpet cleaning	1/12/2020	Annual		Yes
CDO	Kulin CCC Staff Reviews	19/12/2020	Biannual		Done
CDO	Kulin Child Care Centre Mgt Committee	1/11/2020	Annual	Agenda item to endorse new members onto KCCC Management Committee	NA
CRC	Updating of Town Notice Board/Website		Weekly		Done
CRC	Australia Day Function planning	31/12/2020	Annual	Early preparation of Australia Day function - selection of Council events etc. - report to Council	Yes
SPM	Swimming Pool Water Sampling	1/12/2020	Oct>Apr	due once a month in opening season	Done
FRC	Monthly Stock on Hand		Monthly	Report to DCEO	Yes
EHO	Create and order waste and recycling caMWdar	15-Dec	Annual		
EHO	Swimming Pool and Spa Inspections	12-Dec	4Yearly	Inspect private swimming pools and spas once every 4 years	

# GENERAL COMPLIANCE CHECKLIST – JANUARY 2021

Class	Task	Date	Frequency	Detail	Yes/No
Governance/ SAO	Gifts Register	01/01/21	Monthly	Update Gifts register with new entries, includes election gifts and notifiable gifts	
Governance SAO	Financial Interests	01/01/21	Annual	Check to see all past Councillor's and Staff's Financial Interests declarations have been removed from the archive Register of Financial Interests after 5 years following their departure	Yes
Governance/ SAO	Financial Interests declaration	01/01/21	Biannual	New Councillors to lodge with the CEO a Primary Financial Interests Return within 3 months of appointment/election	NA
Governance/ SAO	Records Archive	01/01/21	Annual	Review, archive and destroy non-permanent records	Yes
Governance/ SAO	AOOB's Trailer	31/01/21	Annual	Book trailer for weekend of Charity Rally - Queens Birthday September	Yes – Emailed Trish
Governance/ CEO	Senior Employees	01/01/21	Annual	Review and Confirm Designated employees	
Governance/ CEO	Legal Authorisations Review	01/01/21	Annual	Review and confirm authorised officers for legal matters	
Governance/ CEO	Compliance Audit Return	31/01/21	Annual	Commence process - Complete Compliance Audit Return - Submit to Council Jan/Feb - Due at DLG by 31st March	Going to Feb Council meeting
Governance/ CEO	Authorisations	31/01/21	Annual	Appointment of Authorised Officers for the purposes of the Dog Act 1976	
Governance/ CEO	LEMC and Shire Emergency Management Plans	31/01/21	Annual	Review LEMC and Shire Emergency Management Plans - and every 5 years	Done 2020
CEO	R2R Quarterly Report Due	31/01/21	Quarterly	R2R Quarterly report due	Yes
DCEO	Reimburse Members Travelling		6 Monthly		Fiona has printed forms
DCEO	Fair Value Calculations and Inclusion in reporting	31/01/21	Annual	Calculation of Fair Value and record in Accounts - Plant & Equipment, land & Property, Infrastructure - as required	Was done Jun 2020
DCEO	Budget Review - required between 1 January to 31 March	31/01/21	Annual	The Department of Local Government & Regional Development has provided guidance on the Budget Review procedure as follows:	Will be presented in March
DCEO	Review Ordering Controls	02/02/21	Annual	Ensure orders are being completed prior to receipt of goods and controls are in place to ensure verification of receipt of goods prior to payment of acc	Yes
Finance	Community Cropping Land	July	Annual	Levy group (currently KKFC) leasing "Airstrip" & "Proud's" at \$10 per hectare. See file 15.01 for Lease Agreement	CKC long term contract
SFO	KKFC Cropping Lease	31/01/21	Annual	Invoice for calender year as per agreement DK14	In progress
CRC	Phone Book to be completed and ready for distribution	28/02/21	Annual		In Progress
CRC	Australia Day	26/01/21	Annual	Finalise preparations for Australia Day celebrations	Completed
CRC	Updating of Town Notice Board/Website		Weekly		Done



## GENERAL COMPLIANCE CHECKLIST – JANUARY 2021

CRC	Quarterly Stats to DRD	1/07/2021	Quarterly	Submit quarterly statistics to Dept. Regional Development	Done
CDO	Review Agreement with Kulin DHS	31/01/2021	Annual	Investigate actual costs comparison with in-kind support	In progress in Feb
WM	Vegetation Control	1/01/2021	Dec-Feb	Spray road side suckers – Dec – Feb	Ongoing
WM	Standpipes	1/01/2021	Annual	Review 5 year anode replacement for rhino galv tanks - last done December 2018	Done
WM/CEO	Staff Work related accidents report to WorkSafe	1/01/2021	Annual	A serious accident is any accident that results in an employee being off work for 10 days or more. All fatal accidents must be reported. In addition, any accident that results in a fracture of the skull, spine or pelvis; a fracture of any bone in the arm other than wrist or hand; and in the leg other than the foot or ankle; or amputation of a hand or foot; and the loss of an eye.	Done
WM	Road Construction & Maintenance Review	1/01/2021	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	Done
WM	Christmas decorations removal	05/01/21	Annual	Liaise with Town Maintenance staff	Done
WM	Fire extinguishers service	31/01/21	Biannual	Fire extinguishers service - Rocket & Denis	Done
WM	Spray caltrop golf course	Summer rain		As required	Done
WM/Oval Mtce	Waste Water Recycling Scheme water samples		Monthly	Start-up test, beginning of month tests (no more than 4 weeks apart), keep record of residual chlorine and PH on Form	Done
FRC	Monthly Stock on Hand		Monthly	Report to DCEO	Yes

**Nicole Thompson**

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**From:** Brad Taylor <bradptaylor3@bigpond.com>  
**Sent:** Friday, 12 February 2021 9:03 AM  
**To:** 'Barry West'  
**Cc:** Garrick Yandle; Nicole Thompson  
**Subject:** resignation

Barry West  
President Kulin Shire

I wish to resign as a councillor from the shire of kulin, effective immediately

Brad Taylor



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