

ORDER OF BUSINESS

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Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 20 March 2019 commencing at 5.32pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Attendance

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

APOLOGIES

G Robins	Councillor	Town Ward
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3. PUBLIC QUESTION TIME

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Shire of Kulin Ordinary Meeting – 20 February 2018

01/0319

Moved Cr Bowey Seconded Cr Varone that the minutes of the Ordinary Council Meeting held on 20 February 2019 be confirmed as a true and correct record.

Carried 8/0

Kulin Child Care Centre Management Committee - 26 February 2019

02/0319

Moved Cr Taylor Seconded Cr Smoker that the minutes of the Kulin Child Care Centre Management Committee Meeting held on 26 February 2019 be confirmed as a true and correct record.

Carried 8/0

6 MATTERS REQUIRING DECISION

6.1 List of Accounts – February 2019

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

SUMMARY:

Attached is the list of accounts paid during the month of February 2019 for Council's consideration.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That February payments being cheque no.'s 404 – 405 (Trust), 37086 – 37099; EFT No's 14953 - 15025, DD6823.1 – DD6842.11 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$541,667.13 be received.

VOTING REQUIREMENTS:

Simple majority required.

03/0319

Moved Cr Duckworth Seconded Cr Bowey that payments being cheque no.'s 404 – 405 (Trust), 37086 – 37099; EFT No's 14953 - 15025, DD6823.1 – DD6842.11 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$541,667.13 be received.

Carried 8/0

6.2 Financial Reports – February 2019

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 period ending 28 February 2019.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

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

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council endorse the monthly financial statements for the period ending 28 February 2019.

VOTING REQUIREMENTS:

Simple majority required.

04/0319

Moved Cr Taylor Seconded Cr McInnes that Council endorse the monthly financial statements for the period ending 28 February 2019.

Carried 8/0

7 COMPLIANCE

7.1 Compliance Reporting – General Compliance February 2019

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 February 2019. 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 January 2019

Compliance Audit Return – included at Item 7.3

LEMAC & Shire Emergency Management Plans – Review – not yet commenced

Review Agreement with Kulin DHS – not yet finalised

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 February 2019 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

05/0319

Moved Cr Duckworth Seconded Cr Lucchesi that Council receive the General & Financial Compliance Report for February 2019 and note the matters of non-compliance.

Carried 8/0

7.2 Compliance Reporting – Delegations Exercised – February 2019

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

SUMMARY:

To report back to Council actions performed under delegated authority for the period ending 28 February 2019. To provide a comprehensive report listing of the delegations able to be exercised following adoption of a more substantial array of delegations in June 2017.

BACKGROUND & COMMENT:

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

ADMINISTRATION

Policy	Delegation	Officers
A1	Acting Chief Executive Officer	(CEO)
A2	Agreements for Payments of Debts to Council	(CEO/DCEO)
A3	Casual Hirer’s Liability	(CEO)
A4	Complaint Handling	(CEO)
A5	Fees & Charges – Discounts	(CEO/DCEO/MW/MLS/CRC)
A6	Investment of Surplus Funds	(CEO/DCEO)
A7	IT & Social Media – Use of	(CEO)
A8	Legal Advice, Representation & Cost Reimbursement	(CEO)
A9	Payments from Municipal and Trust Funds	(CEO-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)
CS12	Kulin Bush Races	(Kulin Bush Races Committee)
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 September 2018 and are submitted to Council for information (excluding delegations under A9, Payments – refer to individual order and payment listed in Accounts paid).

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

Municipal funds

Type	Rate	Deposit/(Withdrawal)
At Call	1.5%	150,261.16
At Call	1.5%	(100,000)

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:

Nil

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 February 2019.

VOTING REQUIREMENTS:

Simple majority required.

06/0319

Moved Cr Bowey Seconded Cr Taylor that Council receive the Delegation Exercised Report for February 2019.

Carried 8/0

07/0319

Moved Cr Smoker Seconded Cr Taylor that the Ordinary Meeting be adjourned and Council convene as the Shire of Kulin Audit and Risk Committee.

Carried 8/0

08/0319

Moved Cr Lucchesi Seconded Cr Taylor that the Audit and Risk Committee adjourn and resume as the Ordinary Meeting of Council.

Carried 8/0

7.3 Compliance Audit Return 2018 – Adoption

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 Risk and Audit 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 2018 is due to the Department by the 31 March 2019.

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 2019. The CAR will be presented to both the Risk and Audit Committee and the Council on the same day being the 20 March 2019.

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 subregulation (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 and Risk Committee Recommendation:-

Moved Cr Duckworth Seconded Cr Smoker 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 2018, as presented;*
- 3. The Chief Executive Officer and the Shire President be authorised to sign the Compliance Audit Return 2018;*
- 4. Endorse the return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2019.*

Carried 8/0

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 2018, as presented;
3. The Chief Executive Officer and the Shire President be authorised to sign the Compliance Audit Return 2018;
4. Endorse the return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2019.

VOTING REQUIREMENTS:

Absolute majority required.

09/0319

Moved Cr Smoker Seconded Cr McInnes that Council;

1. Note the recommendations and comments of the Audit Committee as detailed;
2. Council adopt the Compliance Audit Return 2018, as presented;
3. The Chief Executive Officer and the Shire President be authorised to sign the Compliance Audit Return 2018;
4. Endorse the return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2019.

Carried By Absolute Majority

7.4 2018 - 2019 Annual Budget Review

NAME OF APPLICANT: DCEO
FILE REFERENCE: 12.04
AUTHOR: DCEO
STRATEGIC REFERENCE/S: 4.1 Strategic Community Plan – leadership
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires local governments to carry out, between the 1 January and 31 March in each financial year, a review of its annual budget for that year.

BACKGROUND:

Local Governments are required to conduct a budget review between 1 January and 31 March each year. This is mandatory under Regulation 33A of the *Local Government (Financial Management) Regulations 1996*. The thrust of the legislation is to ensure local governments conduct at least a single budget review after the half way mark of the financial year and before the completion of the ninth month.

A budget review comprises a detailed examination of year to date actual results with Council's adopted budget. Regulation 33A (2) and (3) of the FM Regulations requires the results of the budget review to be submitted to Council within 30 days of the review. Council is then to give consideration to adopting the review (or part of) and associated recommendations.

Regulations 33A (4) states that within 30 days after Council has conducted its review, a copy and recommendations are to be provided to the Department of Local Government.

COMMENT:

The review is presented in the attached report. The Report seeks to identify and quantify:

- i) the forecast year-end major variances from the adopted budget;
- ii) matters arising not currently included in the adopted budget but which are recommended for consideration of inclusion in the budget;

The review process has been undertaken having regard for:

- i) actual revenues and expenditures for the first 8 months of the financial year, a necessary indicator to informed forecasts for the remainder of the year;
- ii) forecast revenue and expenditure levels for the remaining 4 months of the year;
- iii) the more significant (in \$ terms) variances to budget rather than the many minor 'unders and overs' which, history has shown, will largely balance out;
- iv) recommendations in terms of transfers to Reserve funds have been incorporated

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Local Government Act 1995 Section 6.2 Municipal Budget

Local Government (Financial Management) Regulations 1996 Regulation 33A

Regulation 33A Review of Budget;

1. Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
2. Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

3. A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.
4. Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

Audit and Risk Committee Recommendation:-

Moved Cr Duckworth Seconded Cr McInnes that the Audit and Risk Committee recommend to Council that: Council accept the recommendations as contained in the Review of Budget for the period ending 28 February 2019 and adopt the report as presented.

Carried 8/0

COMMITTEE RECOMMENDATION:

That the Audit and Risk Committee recommend to Council;

That Council accept the recommendations as contained in the *Review of Budget for the period ending 28 February 2019* and adopt the report as presented.

VOTING REQUIREMENTS:

Absolute majority required.

10/0319

Moved Cr Taylor Seconded Cr Varone that Council accept the recommendations as contained in the *Review of Budget for the period ending 28 February 2019* and adopt the report as presented.

Carried by Absolute Majority

8 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

11/0319

Moved Cr Taylor Seconded Cr Lucchesi that Council agree to the inclusion of new business items:-

9.1 Wheatbelt Rockies – Request for Reduced Rate Community Bus;

9.2 Kulin-Kondinin Football Club Cropping Lease; and

9.3 CEO Vehicle Changeover

Carried 8/0

9.1 Wheatbelt Rockies – Request for Reduced Rate Community Bus

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 02.09
AUTHOR: CEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

The Wheatbelt Rockies have made a written request to have community bus hire fees at a reduced rate (or more) for their attendance at the 2019 South Central Senior Games in Hopetoun on 26 March 2019.

BACKGROUND & COMMENT:

Wheatbelt Rockies were previously known as Kon Kul Kats and Council have in the past waived bus hire costs for the group to attend the games.

Council's Delegation Register includes **A.5 Fees & Charges Discounts** which refers to Council decision 14/0517 (see below):-

14/0517

Moved Cr McInnes Seconded Cr Varone that Council delegate to the CEO the power to issue a discount on Shire of Kulin Schedule of Fees and Charges payable for the purpose of resolving fairness and service expectations;

- **for the CEO to offer up to a 30% reduction of the hire fee or charge without reference to Council;**
 - **for the CEO to have the authority to delegate to the DCEO, CRC Manager, Manager Leisure Services (FRC/Pool), Works Manager and front counter staff members (named) the capacity to offer a 10% discount on the fees and charges applicable to their services, as a direct response to a request by the payee, correcting a service or expectation requirement;**
 - **All delegations exercised to be recorded in the monthly delegation exercised register;**
- All discount amounts be recorded as Shire contributions through the normal process.**

Carried 8/0

CEO has offered to waive bus hire fee for the Wheatbelt Rockies trip to Hopetoun on the proviso the bus is returned with a full tank of fuel.

Council may like to consider waiving all costs relating to the trip.

FINANCIAL IMPLICATIONS:

Usual fee is \$1.10 per km (including fuel)

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

For Council consideration

VOTING REQUIREMENTS:

Simple majority required.

12/0319

Moved Cr Duckworth Seconded Cr McInnes that Council make the Community Bus available free of charge to the Wheatbelt Rockies for their attendance at the 2019 South Central Senior Games in Hopetoun.

Carried 8/0

9.2 Kulin-Kondinin Football Club Cropping Lease

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 02.08
AUTHOR: CEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

The Kulin-Kondinin Football Club (KKFC) lease agreement to crop the 'Airstrip' and 'Prouds' is currently in its final year. As there are some concerns with the uncertainty of the season and a potential late break it may be worthwhile to liaise with the club about their intended crop for 2019.

BACKGROUND & COMMENT:

In March last year Council agreed to extend the lease to the Kulin Kondinin Football Club, for the 'airstrip land' for 2 years until January 2020, which brings it in line with the expiry of the Proud paddock lease, and that KKFC use the same rotations on both the airstrip land and Proud paddock.

The lease agreement does not specify crop rotation (see point no. 3 below). However it is believed the crop rotation to be as follows:

- 2017 - wheat
- 2018 – barley
- 2019 - canola

**Shire of Kulin
Kulin Community Cropping Policy
"Airstrip" farmland loc 165 & "Proud's" farmland loc's 13765 & 9838**

Lessee/s:

Term of Lease: years commencing February to January

Rental: **Airstrip - \$10 per hectare (approx. 50 ha)**
 Proud's - \$10 per hectare (approx. 110 ha)

These funds shall be held in trust by Council and used to fund any extra work or the cost of inputs during such time as the land may not be leased e.g. weed spraying, fertiliser application, fencing (if ever required), maintaining access tracks etc

Conditions:

1. All income from the cropping land is to be retained by the lessee.
2. An agronomist is to be consulted to assist with the cropping program

The following management practices shall be adopted over the term of the lease:

1. Soil testing is required at least once every 3 years, the results of which shall be provided to the Shire for historical purposes. Where possible the soil testing shall be carried out at the same location.
2. A minimum of 10PPM of phosphate is to be applied each year, subject to soil testing indicating this application is required.
3. The lease shall generally be on a 3 year basis and if this is the case crop rotation techniques are strongly recommended.
4. Should a club/group wish to agist stock on the land they are required to install appropriate fencing.
5. All firebreaks, burning, removal of chaff heaps, water consumption etc. and other operating costs associated with the cropping program are the responsibility of the club/group.
6. A lime application is to be applied as required in the long term interest of the soil condition.
7. Clean seed must be used (nil weed seed).
8. Radish must not produce viable seed.
9. Mature ryegrass seed heads must be below 40 per square metre.
10. Wild oats and all weeds must be controlled using accepted farming practices.
11. A written record of cropping procedures is to be maintained, e.g. chemical and fertiliser application, for the benefit of crop rotation.
12. All test results and other matters, as outlined in 11 above, must be forwarded to the Shire Council annually for record purposes.

Council has concerns with the uncertainty of the season and with a potential late break it may be worthwhile to liaise with the club about their intended crop for 2019. Agronomic conditions as a result of a delayed season break may deem canola as inappropriate for the season and an alternative crop be considered. Since barley was last year's crop it is proposed that barely be considered again for 2019 if canola is deemed unsuitable.

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

KKFC.

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council liaise with the Kulin Kondinin Football Club to determine an appropriate crop rotation to be considered relative to the conditions of the season, with barley being the proposed alternative to canola if seasonal conditions are still a concern at 15 May 2019.

VOTING REQUIREMENTS:

Simple majority required.

13/0319

Moved Cr Smoker Seconded Cr Varone that Council liaise with the Kulin Kondinin Football Club to determine an appropriate crop rotation to be considered relative to the conditions of the season, with 2019's crop being a break crop or fallow.

Carried 8/0

9.3 CEO Vehicle Changeover

RESPONSIBLE OFFICER: CEO

FILE REFERENCE: 02.09

AUTHOR: CEO

STRATEGIC REFERENCE/S:

DISCLOSURE OF INTEREST: Nil

SUMMARY:

The Chief Executive Officer's vehicle is due for changeover at 15,000km and an alternative vehicle is proposed more suitable to the requirements of the CEO position.

BACKGROUND & COMMENT:

In the 2018/19 Budget the CEO vehicle has been scheduled for changeover nominally at the 15,000km mark. This occurred previously in October 2018 and is due for changeover again in April 2019 (current odometer reading 13,700km).

Historically the CEO vehicle has nominally been changed over at the 15,000km with changeover costs of around \$2,600 each time. This has generally been resulted in the CEO vehicle being changeover 2 to 3 times per year. Indicative changeover costs based upon different distances travelled are outlined as follows.

- 15,000km, 1 changeovers \$2,600
- 30,000km, 2 changeovers \$5,200
- 45,000km, 3 changeovers \$7,800.

Quoting, planning and travel time costs would also need to be factored in to each changeover. Changing vehicles over multiple times of the year is cost prohibitive and an inefficient use of administrative and executive time.

It is proposed to amend the changeover periods to a nominal 45,000km or once per year whichever is the later period. This is currently the case with the Works Manager's vehicle. It is proposed to make this standard across all executive vehicles – CEO, DCEO, WM.

The current CEO vehicle is a 2018 Holden Trailblazer SUV. Historically the CEO vehicle had been a Holden Statesman Caprice, however these are not made by Holden anymore. There are concerns regarding the adequate comfort and suitability of the Holden Trailblazer, especially when transporting staff and members of Council.

It is proposed to change the CEO's vehicle to a Toyota Prado GXL with similar specifications to the existing Works Manager's vehicle. This would provide greater comfort for passengers on staff and Council visits, as well as being a more family friendly vehicle for the CEO's family.

The costs and details of the changeover are outlined in the financial implications.

FINANCIAL IMPLICATIONS:

Details of changeover costs for CEO Vehicle in 2018/19 Budget are:

Changeovers:	2
New Vehicle Purchase:	\$85,360
Trade Value:	\$88,622
Changeover Value:	-\$3,262

The quoted budgeted changeover cost estimate in the 2018/19 Budget will not be realised due to differences in quotes from preparation of budget last year to actual changeover quotes received now.

The following summarises quotes latest quotes received and changeover details.

Current Vehicle:	2018 Holden Trail Blazer LTZ
Current Odometer:	13,700km
Proposed Changeover:	15,000km

Edwards Holden have provided the following quote details.

New Holden Trail Blazer LTZ:	\$43,247 (inc GST)
Trade Quote:	\$41,247 (inc GST)
Changeover Costs:	\$2,000

The indicative changeover costs for Holden Trailblazer LTZ would be:

- \$2,000 at 15,000km
- \$13,000 at 45,000km

Narrogin Toyota have provided the following quote details.

New Toyota Prado GXL:	\$61,142.59 (inc GST)
Trade Quote:	\$40,000 (inc GST)
Changeover Costs:	\$21,142.59

The indicative changeover costs for Toyota Prado GXL going forward would be:

- \$3,500 at 15,000km
- \$10,000 at 45,000km

The DCEO vehicle is proposed to be changed over in the 2018/19 Budget at 30,000km for a changeover value of \$10,000 (exc GST), however this vehicle has now completed 37,000km and is proposed to be held over until 2019/20 Budget to bring it in line with the proposed changeover at 45,000km for executive vehicles. This will costed during budget preparations.

There current status of 18/19 Budget regarding total plant changeover shows an under spend of \$22,000, which includes the \$10,000 not expended on the DCEO vehicle. These funds are proposed to cover the cost of the CEO vehicle changeover and as such would not require a budget amendment.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

This change of vehicle and value will need to be amended in the CEO's employment contract as part of the 6 month probation review.

OFFICER'S RECOMMENDATION:

That Council:

1. Recommend changeover of the CEO vehicle to a Toyota Prado GXL and this be nominally changed over in future at 45,000km, and
2. Amend the CEO's employment contract to note this change of vehicle and value during the 6 month probation review process.

VOTING REQUIREMENTS:

Absolute majority required.

14/0319

Moved Cr Bowey Seconded Cr Duckworth that Council

1. Recommend changeover of the CEO vehicle to a Toyota Prado GXL and this be nominally changed over in future at 45,000km, and
2. Amend the CEO's employment contract to note this change of vehicle and value during the 6 month probation review process.

Carried by Absolute Majority

10 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

Nil

11 DATE AND TIME OF NEXT MEETING

Wednesday 17 April 2019 at 1.00pm

12 CLOSURE OF MEETING

There being no further business the President declared the meeting closed 6.30pm