

Notice of Meeting

Councillors: Please be advised that the next meeting of the

Kulin Shire Council

will be held on **Wednesday 21 August 2019**

Concept Forum	1.00pm
Afternoon Tea	3.30pm
Council Meeting	5.00pm
Dinner	6.30pm

Garrick Yandle
Chief Executive Officer
16 August 2019

DISCLAIMER: The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations, which have not yet been adopted by Council.



ORDER OF BUSINESS

- 1 **DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS - COUNCIL CHAMBERS**
- 2 **RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
Cr Varone – Leave of Absence granted at July Meeting
- 3 **PUBLIC QUESTION TIME**
- 4 **APPLICATIONS FOR LEAVE OF ABSENCE**
- 5 **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
 - 5.1 Shire of Kulin Ordinary Meeting – 17 July 2019
 - 5.2 Kulin LEMC Meeting – 31 July 2019 Attachment 1
 - 5.3 Kulin Retirement Homes Meeting – 4 July 2019 Attachment 2
- 6 **MATTERS REQUIRING DECISION**
 - 6.1 List of Accounts – July 2019 Attachment 3
 - 6.2 Financial Reports – July 2019 Attachment 4
 - 6.3 Letter from Norm Scadding – Commonwealth Rd Attachment 5
 - 6.4 Nomination of Council Representative for Cultivating Kulin Committee
 - 6.5 Nomination of Council Representative for Camp Kulin Inc.
- 7 **COMPLIANCE**
 - 7.1 Compliance Reporting - General Compliance July 2019 Attachment 6
 - 7.2 Compliance Reporting – Delegations Exercised July 2019
- 8 **ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 9 **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 10 **MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**
- 11 **DATE AND TIME OF NEXT MEETING**
- 12 **CLOSURE OF MEETING**

6 MATTERS REQUIRING COUNCIL DECISION

6.1 List of Accounts – July 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 July 2019 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 July payments being cheque no.'s 249 (Trip), 411 (Trust), 37132 - 37146; EFT No's 15454 - 15562, DD6986.1 - DD7001.10 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$698,535.94 be received.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 3

6.2 Financial Reports – July 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 31 July 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 31 July 2019.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 4

6.3 Letter from Norm Scadding – Commonwealth Road

RESPONSIBLE OFFICER: CEO / Works Manager
FILE REFERENCE: 28.11 Roads General
AUTHOR: CEO
STRATEGIC REFERENCE/S: 1.2 Connected communities through a safe and efficient transport network throughout the Shire.
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Norm and Margaret Scadding have written to Kulin Shire Council asking that their letter regarding Commonwealth Road be tabled at the next available Council Meeting.

BACKGROUND & COMMENT:

On 25th July 2019 Kulin Shire Council received a letter from Norm and Margaret Scadding regarding Commonwealth Road following a recent fatal accident on the road on Tuesday 16th July 2019.

In the letter Norm has requested council put some warning signage on the "bad piece of road" where the accident occurred as he had also seen another accident in the same vicinity along Commonwealth Road.

The location has two sharp bends that potentially contribute towards a safety hazard along Commonwealth Road near Dandagin Road. The bends wind around lake country and it would be difficult to straighten this section of road, hence additional signage is proposed.

It is proposed that the CEO and Works Manager inspect the site to investigate key issues raised and identify appropriate rectification measures for this section of Commonwealth Road and provide a written report back to Council.

STATUTORY ENVIRONMENT:

Local Government Act 1995.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

- Appropriate rectification measures to be undertaken within the maintenance budget by Council staff.
- Should significant Capital Works be required these will be fully scoped and costed by Works Manager in conjunction with CEO and brought back to Council for consideration as a Budget Amendment.
- Council could also investigate the option of seeking Blackspot funding should major works be identified.

COMMUNITY CONSULTATION:

Written response to be provided to Norma and Margaret Scadding.

WORKFORCE IMPLICATIONS:

CEO and Works Manager to inspect and investigate site.

Works Crew to undertake appropriate rectification measures within the maintenance budget.

OFFICER'S RECOMMENDATION:

That Council:

1. Receive the letter table by Norm and Margaret Scadding.
2. Request the CEO to inspect the site with appropriate staff to investigate key issues raised and identify appropriate rectification measures for this section of Commonwealth Road and provide a written report back to Council.
3. Request the CEO provide a written response to Norm and Margaret Scadding thanking them for their correspondence and outlining how Council propose to address their queries.

VOTING REQUIREMENTS:

Simple Majority required.

Attachment 5

6.4 Nomination of Council Representative for Cultivating Kulin Committee

RESPONSIBLE OFFICER: CEO / CDO
FILE REFERENCE: 02.07
AUTHOR: CEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

The Cultivating Kulin Committee (CKC) is seeking a formal representative from Kulin Shire Council.

BACKGROUND & COMMENT:

In the early stages of 2019 the CKC reformed after a recent hiatus. As part of the reform process the CKC was required to develop a new constitution in line with updated WA State government guidelines. The CKC is a community driven group with representatives from the following local Kulin community organisations:

- Kulin Community Financial Services
- Kulin Bush Races Inc.
- Kulin Shire Council
- Wider Kulin community members

The following provides an overview of the proposed Cultivating Kulin Committee structure as per the CKC Constitution adopted at its June 2019 AGM:

- (1) *The committee will consist of nine (9) persons made up of six (6) community representatives and three (3) appointed committee representatives consisting of —*
 - (a) *Six (6) community representatives*
 - i. *Office Holders of the Association*
 1. *chairperson*
 2. *deputy chairperson*
 3. *secretary*
 4. *treasurer*
 - ii. *two (2) Kulin community members*
 - (b) *Three (3) appointed committee representatives*
 - i. *one member to be appointed by Kulin Community Financial Services*
 - ii. *one member to be appointed by Kulin Bush Races Inc.*
 - iii. *one member to be appointed by Kulin Shire Council*

During the initial meetings held by CKC during 2019 Kulin Shire Council has been informally represented by President Barry West or CEO Garrick Yandle. This item provides the mechanism for Council to formally nominate a representative from Kulin Shire Council to CKC.

STATUTORY ENVIRONMENT:

Associations Incorporations Act 2015

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Cultivating Kulin Committee

WORKFORCE IMPLICATIONS:

Currently the Secretary position on CKC is being undertaken by Taryn Scadding as the Shire's Community Development Officer (CDO). It is proposed that this role be renamed Executive Officer for CKC and that the Shire would undertake this responsibility through the CDO. Council's CEO will continue to work closely with CKC members to provide a conduit with Council's operations and provide clarity on Council's roles and responsibility within CKC and the wider Local Government Act.

OFFICER'S RECOMMENDATION:

That Council nominate Cr West as the Kulin Shire Council representative on the Cultivating Kulin Committee, with this position to be reviewed after each 2 year Council election cycle.

VOTING REQUIREMENTS:

Simple Majority

6.5 Nomination of Council Representative for Camp Kulin Inc.

RESPONSIBLE OFFICER: CEO / CDO
FILE REFERENCE: 05.20
AUTHOR: CEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

The Camp Kulin Inc. (CK Inc.) is seeking a formal representative from Kulin Shire Council.

BACKGROUND & COMMENT:

In the early stages of 2019 the CK Inc. has developed a formal board process as required in becoming a registered charity. As part of the development process CK Inc. was required to develop a constitution in line with updated WA State government guidelines.

CK Inc. was established to be a charity organisation with its main purpose to advance social and public welfare by undertaking activities including:

- The provision of enjoyable day programs and residential camping experiences for children and young people, in Kulin, WA
- The provision of individual support, mentoring and informal therapy to children and young people as components of an early intervention approach to support positive mental health
- The engagement of Government, business and community to facilitate funding and sponsorship opportunities for disadvantaged children and young people
- Engagement with tertiary education and research organisations to provide research opportunities and student placements

The following provides an overview of the proposed CK Inc. committee structure as per the CKC Constitution adopted at its June 2019 AGM:

- (a) *The Committee is to consist of:*
 - (i) *the office holders of the Association; and*
 - (ii) *not less than one other Member.*

- (b) *The maximum number of other Members of the Committee is to be determined by the Committee.*

- (c) *The office holders of the Association are:*
 - (i) *the Chairperson;*
 - (ii) *the Deputy-Chairperson;*
 - (iii) *the Secretary; and*
 - (iv) *the Treasurer.*

During the initial meetings held by CK Inc. during 2019, Kulin Shire Council has been informally represented by CEO Garrick Yandle, CK Manager Tanya Dupagne and Community Development Officer Taryn Scadding. This item provides the mechanism for Council to formally nominate a representative from Kulin Shire Council to CK Inc.

STATUTORY ENVIRONMENT:

Associations Incorporations Act 2015
Charitable Collections Act 1946

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Camp Kulin Inc. Committee
Camp Kulin Manager

WORKFORCE IMPLICATIONS:

Currently the Secretary position on Camp Kulin Inc. is being undertaken by Taryn Scadding as the Shire's Community Development Officer (CDO). It is proposed that this role be renamed Executive Officer for CK Inc. and that the Shire would undertake this responsibility through the CDO.

Council's CEO will continue to work closely with Camp Kulin Inc. committee members to provide a conduit with Council's operations and provide clarity on Council's roles and responsibility within Camp Kulin Inc. and the wider Local Government Act.

The Council representative will be a co-opted member of the Camp Kulin Inc Committee until the structure is changed at the next AGM.

OFFICER'S RECOMMENDATION:

That Council nominate _____ (person / position) to be a co-opted committee member on the Camp Kulin Inc. Committee, with this position to be reviewed after each 2 year Council election cycle.

VOTING REQUIREMENTS:

Simple Majority

7 COMPLIANCE

7.1 Compliance Reporting – General Compliance July 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 July 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 April 2019

Records Management Disaster Plan

Outstanding May 2019

Review of Equal Opportunity Employment Plan

Outstanding June 2019

Staff Performance Reviews & KRA's – commenced

CRC Staff Performance Reviews – N/A

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 July 2019 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 6

7.2 Compliance Reporting – Delegations Exercised – July 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 30 June 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

<u>Policy</u>	<u>Delegation</u>	<u>Officers</u>
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)
----	----------------------	-------

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 September 2018 and are submitted to Council for information (excluding delegations under A9, Payments – refer to individual order and payment listed in Accounts paid).

C16 Bushfire Control – Confirmation Appointment of Dual FCO's

Appoint Greg Doyle and Bryce Nicholls Shire of Corrigin

G2 Building Licences and Swimming Pools

Building Permit -New House 10 Ellson Street Kulin

Building Permit – Shed 90 Johnston Street Kulin

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 July 2019.

VOTING REQUIREMENTS:

Simple majority required.

8 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

10 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

Nil

11 DATE AND TIME OF NEXT MEETING

Wednesday 18 September 2019 at 1.00pm

12 CLOSURE OF MEETING

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



Kulin Local Emergency Management Committee

Minutes of a Meeting of the Shire of Kulin LEMC held in the Kulin Shire Council Offices on Wednesday 31 July 2019 commencing at 4.10pm.

1. Present

Garrick Yandle	- CEO, Shire of Kulin - Chairperson
Dave Ball	- Kulin Police
Dot Cook	- Kulin Seniors
Haydn McInnes	- Kulin Shire Councillor
Brendan Sloggett	- St John Ambulance

2. Apologies

Craig McInnes	- Kulin Volunteer Fire Brigade
Jamie Mawer	- Kulin District High School
Lisa Biglin	- Kondinin Hospital
Judd Hobson	- Manager of Works, Shire of Kulin

3. Opening

The Chairman declared the meeting open at 4.10pm.

4. Minutes 2 April 2019

Moved D Ball Seconded H McInnes that the minutes of the Kulin LEMC meeting held on 2 April 2019 be confirmed as a true and correct record.

Carried

5. Matters Arising from Previous Minutes

5.1 Vehicle Identification Stickers

CEO to follow up procurement of stickers in time for 19/20 fire season.

From 2018 Meeting

Vehicle Identification Stickers – Bushfire Incidents

CEO advised the meeting that the Shire has adopted a DFES system of vehicle identification stickers that were current for two years to Sept 2018 – to be used for identification of personnel able to proceed beyond WA Police road closures at the time of a bushfire or other incident.

Stickers are available for Shire and farmer personnel.

6. General Business

6.1 LEMC Manual

A draft updated manual was presented to the meeting. Area's still to be updated are:

Appendix 1 – Incident Types (Kulin Police)

Appendix 2 – Local Hazard Plans (Kulin Police) &

Appendix 8 – Provision of Welfare Support (DCP)

The document is close to being finalised and a final draft will be presented to the next meeting.

Agreed that Dave Ball liaise with Nicole Thompson to finalise.

Follow up

- Outline Committee Members
- DCP – need to identify newest local contact
- Fire & Rescue – Rod Diery

6.2 Incidents Register

Level 1 – Emergency Management Incident

Desktop Incident Exercise

- Location – Emergency Services Building
- Date – late October
- Draft Scenario – Dave Ball & Garrick Yandle to discuss

OEM – who covers this area?

- Presentation
- Desktop Exercises

6.3 FESA

Lake Grace – Generator assessment – Mass Evacuation Centre

Does Kulin have Mass Evacuation Centre?

Generator – 100kVA approx. \$30K (sewerage pumps / water supply)

Agreed Brendan Sloggett to investigate specifications and indicative costings on a generator

Agreed Garrick Yandle to investigate potential grant applications

6.4 WALGA Emergency Management Training

Discussion on having 2 – 3 staff undertake this training.

7. Meeting Closure

There being no further business the meeting closed at 4.50pm.

KULIN RETIREMENT HOMES INC
Committee Meeting held @ Shire Meeting Room
On Thursday 4 July @ 10am.

1. Present

Mary Lucchesi, Tricia Robertson, Annette Lewis, Harold Proud, Peta West, Josette Noble, Robbie Bowey, Tricia Meikle, Fiona Murphy, Graeme Robertson.

2. Apologies

Sue Hobson, Sharyn Cook, Norma Blyth

3. Minutes

Minutes from the previous meeting held on 21 March 2019 were tabled.

Moved Tricia Robertson seconded Harold Proud that the minutes as read be confirmed as a true and correct record.

Carried

3.1 Business Arising from minutes.

- Unit 2 Quote was received for renovations – ongoing
- Garden re-vamp has been completed at Kulinda Village.

4. Correspondence**Inward**

- E-mail from Tricia Tyson to Robbie re Unit 9 Maintenance jobs.
- E-mail from Norma Blyth asking permission to look after her own front garden.

Outward

- Letters to Kulinda and Workman Estate tenants informing them of Unit inspections.
- Tricia Tysons email forwarded to Judd Hobson from Annette Lewis re Unit 9 maintenance jobs.
- E-mail from Mary Lucchesi to all committee informing them of Garden upkeep schedule.
- Rental increase letters to all Seniors at Kulinda Village.
- Apology letter to Jaki Revenir – Unit 3 as she received the wrong rental increase letter.

Moved Tricia Robertson Seconded Tricia Meikle that the inward correspondence be received and the outward be endorsed.

Carried

4.1 Business arising from correspondence.

- * Unit 9 maintenance jobs have been completed.
- * Harold Proud offered his help with maintenance jobs if needed.
- * Peta West suggested a sheet be placed in each unit outlining the procedure for maintenance issues.

5. Financial Statement

Financial statement was presented by the treasurer Annette Lewis
Moved Annette Lewis seconded Peta West that the financial statement be
accepted as a true and correct record.

Cheque account balance \$20,724.03

Term Deposit balances \$220,000.00

5.1 Business arising from the financial statement.

Unit 6 has been painted by Rick Anderson. Also new blinds and Floor coverings.

6 General Business

- Fiona Murphy and Graeme Robertson attended the meeting to explain the \$100k bank loan we have with Bendigo bank and put forward the Proposed Resolution to their accounting issue.
- Maintenance jobs from Unit inspections are well under way.
- Garden schedule in place.
- Backpacker is in Unit 2.
- Back veranda of Unit 2 will be fenced, paved and enclosed.
- Unit 1 & 2 windows will be fixed to working order.
- Discussion on Bank loan with Bendigo bank. Decision to be made at November meeting.

7 **Closure** - There being no further business the meeting closed @ 11.35am

8 **Next meeting** Thursday 21 November 2019 @ 10am

KULIN RETIREMENT HOMES INC.
Special Resolution Meeting held 4 July 2019 @ 10am

1. Present

Mary Lucchesi, Tricia Robertson, Annette Lewis, Robbie Bowey, Peta West, Harold Proud, Tricia Meikle, Josette Noble, Graeme Robertson, Fiona Murphy.

2. Apologies

Sue Hobson, Sharyn Cook, Norma Blyth.

3. Special Resolution

Robbie Bowey moved the following:

That the current constitution of Kulin Retirement Homes inc. be replaced by the proposed new Kulin Retirement Homes constitution July 2019.

That the new rules apply to the operations of Kulin Retirement Homes inc. as from its adoption by the Special General Meeting pending final approval by Consumer Protection (Dept of Mines, Industry Regulation and Safety)

Seconded Peta West

Carried

Meeting Closed 10.35am

Shire of Kulin

EFT & Chq Listing for period ended 31 July 2019

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
TRIP			
249	30/07/2019	RAYMOND JONES	\$150.00
		Refund Request from Trip Fund	
TRUST			
411	18/07/2019	MADDISON EARL-SADLER	\$800.00
		Refund Housing Bond, Unit Four Kulinda	
MUNICIPAL			
EFT15454	05/07/2019	AVON WASTE	\$11,624.23
		Waste Removal	
EFT15455	05/07/2019	BOC GASES	\$135.31
		Cylinder Rent	
EFT15456	05/07/2019	BEST OFFICE SYSTEMS	\$226.00
		Staples	
EFT15457	05/07/2019	BLACKWOODS	\$396.18
		Depot Supplies	
EFT15458	05/07/2019	COUNTRY WIDE FRIDGE LINES PTY TLD	\$197.60
		Freight on Bar Purchase	
EFT15459	05/07/2019	COURIER AUSTRALIA	\$26.18
		Freight	
EFT15460	05/07/2019	COUNTRY PAINT SUPPLIES PTY LTD	\$183.74
		Tiles, 3 Bull Street	
EFT15461	05/07/2019	FEGAN BUILDING SURVEYING	\$272.25
		Contract Building Surveying	
EFT15462	05/07/2019	KULIN HARDWARE & RURAL	\$7,751.46
		Various Buildings, Housing & Depot Supplies	
EFT15463	05/07/2019	KLEENHEAT GAS	\$875.44
		Gas	
EFT15464	05/07/2019	KULIN IGA	\$2,127.77
		Statement June 2019	
EFT15465	05/07/2019	MULLAN ELECTRICAL PTY LTD	\$7,428.70
		Lights, Oval	
EFT15466	05/07/2019	MCINTOSH & SON	\$4.92
		Parts & Repairs	
EFT15467	05/07/2019	MODULAR WA	\$48,850.00
		Progress Payment	
EFT15468	05/07/2019	IXOM OPERATIONS PTY LTD	\$81.84
		Chlorine Cylinders Service Fee	
EFT15469	05/07/2019	SLF LAWYERS	\$1,336.40
		Bad Debt Expenses	
EFT15470	05/07/2019	TALIS CONSULTANTS	\$6,160.00
		Consultancy Services, Asset Management	
EFT15471	05/07/2019	OFFICEWORKS BUSINESS DIRECT	\$346.67
		Stationery	
EFT15472	05/07/2019	W.A. TREASURY CORPORATION	\$4,478.60
		GFE	
EFT15473	05/07/2019	WESTRAC PTY LTD	\$3,098.59
		Parts & Repairs	
EFT15475	10/07/2019	CREDIT CARD - MASTER CARD	\$3,426.01
		Statement June 2019	
EFT15476	10/07/2019	AIR LIQUIDE WA	\$21.00
		Cylinder Rent	
EFT15477	10/07/2019	AIRPORT PUBLICATIONS	\$385.00
		Quarterly Charge Brochure Stand Fee	
EFT15478	10/07/2019	BOC GASES	\$45.27
		Cellamix Cylinder	
EFT15479	10/07/2019	BEST OFFICE SYSTEMS	\$1,912.33
		Photocopying Fee	
EFT15480	10/07/2019	CENTRAL COUNTRY ZONE - WALGA	\$4,158.00
		Annual Subscription 2019/20	
EFT15481	10/07/2019	LANDGATE	\$350.15
		Consolidated Mining Tenement Roll	

Shire of Kulin

EFT & Chq Listing for period ended 31 July 2019

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT15482	10/07/2019	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION Annual Rubbish Tip Licence	\$324.84
EFT15483	10/07/2019	GANGELLS AGSOLUTIONS Various Buildings, Housing & Depot Supplies	\$2,171.69
EFT15484	10/07/2019	G & M DETERGENTS Cleaning Supplies	\$50.00
EFT15485	10/07/2019	IT VISION Annual Synergy Soft Licence Renewal 2019/20	\$26,637.57
EFT15486	10/07/2019	KULIN IGA Freebairn Statement May 2019	\$170.30
EFT15487	10/07/2019	KULIN LIBRARY, POST OFFICE AND MAIL Library Service Fee	\$1,323.30
EFT15488	10/07/2019	TRINITEQ INTERNATIONAL PTY LTD IT Equipment, FRAC - 50% Deposit	\$3,546.40
EFT15489	10/07/2019	MCINTOSH & SON Parts & Repairs	\$118.28
EFT15490	10/07/2019	NEWDEGATE STOCK & TRADING CO Distillate & Unleaded	\$49,672.08
EFT15491	10/07/2019	EXURBAN RURAL & REGIONAL PLANNING Town Planning Consulting Services	\$547.15
EFT15492	10/07/2019	RAMM SOFTWARE PTY LTD Annual support	\$8,100.16
EFT15493	10/07/2019	SPYKER BUSINESS SOLUTIONS IT Support	\$4,194.56
EFT15494	10/07/2019	TUDOR HOUSE Flags	\$580.00
EFT15495	10/07/2019	OFFICEWORKS BUSINESS DIRECT Monitors, Toners, Cable & Batteries	\$2,017.47
EFT15496	10/07/2019	WURTH AUSTRALIA PTY LTD Depot Supplies	\$71.50
EFT15497	16/07/2019	CHILD SUPPORT AGENCY Payroll Deductions	\$254.43
EFT15498	16/07/2019	KULIN SOCIAL CLUB Payroll Deductions	\$190.00
EFT15499	16/07/2019	KULIN SHIRE TRIP FUND Payroll Deductions	\$1,120.00
EFT15500	16/07/2019	KULIN SHIRE TRUST FUND Payroll Deductions	\$1,065.00
EFT15501	17/07/2019	BRADLEY TAYLOR Sitting Fees & Travel Expenses Feb/June 2019	\$1,266.40
EFT15502	17/07/2019	RA & RJ BOWEY Sitting Fees & Travel Expenses Feb/June 2019	\$1,048.10
EFT15503	17/07/2019	COURIER AUSTRALIA Freight	\$88.88
EFT15504	17/07/2019	DUCKWORTH, RODNEY DAVID Sitting Fees & Travel Expenses Feb/June 2019	\$2,920.20
EFT15505	17/07/2019	KULIN TYRE SERVICE Tyres, Tubes & Batteries	\$6,172.10
EFT15506	17/07/2019	THE JOB SHOP Recruitment of Backpacker, Emily Xu	\$330.00
EFT15507	17/07/2019	PACIFIC BRANDS WORKWEAR Staff Uniforms, Annette Lewis	\$99.00
EFT15508	17/07/2019	NARROGIN TOYOTA Parts & Repairs	\$88.73
EFT15509	17/07/2019	GRANT ROBINS Sitting Fees Feb/June 2019	\$600.00
EFT15510	17/07/2019	SOUTHERN CROSS AUSTRALIA PTY LTD Around The Towns	\$110.00
EFT15511	17/07/2019	TOURISM COUNCIL WESTERN AUSTRALIA LTD CRC Accreditation Membership 2019/20	\$1,328.00
EFT15512	17/07/2019	WEST, BARRY Sitting Fee & Travel Expenses Feb/June 2019	\$368.40
EFT15513	18/07/2019	CHILD SUPPORT AGENCY Payroll Deductions	\$254.43

Shire of Kulin

EFT & Chq Listing for period ended 31 July 2019

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT15514	18/07/2019	KULIN SOCIAL CLUB Payroll Deductions	\$190.00
EFT15515	18/07/2019	KULIN SHIRE TRIP FUND Payroll Deductions	\$1,120.00
EFT15516	18/07/2019	KULIN SHIRE TRUST FUND Payroll Deductions	\$965.00
EFT15517	23/07/2019	AUSTRALIAN TAXATION OFFICE BAS Activity Statement June 2019	\$15,377.00
EFT15518	23/07/2019	ALL-WAYS FOODS Cleaning Supplies	\$563.70
EFT15519	23/07/2019	ADVERTISER PRINT Printing: Safety Checklist Books, Envelopes, Timesheet Pads, Rate	\$2,677.00
EFT15520	23/07/2019	PAGODA RESORT & SPA Accommodation & Meals, Fiona Bradford	\$760.00
EFT15521	23/07/2019	AUSTRALIAN CHILDCARE ALLIANCE WA ACA WA Membership 2019/20	\$395.00
EFT15522	23/07/2019	CLUBS WA Full Club Annual Membership 2019/20	\$642.75
EFT15523	23/07/2019	CONNECTIV Base Plate, Cradles & Antenna - OKU	\$565.00
EFT15524	23/07/2019	DUMBLEYUNG COMMUNITY RESOURCE CENTRE Advertising	\$15.00
EFT15525	23/07/2019	EDWARDS MOTORS PTY LTD Parts & Repairs	\$868.95
EFT15526	23/07/2019	FEGAN BUILDING SURVEYING Contract Building Surveying	\$497.75
EFT15527	23/07/2019	G & M DETERGENTS Hygiene Service Agreement 2019/20	\$2,664.00
EFT15528	23/07/2019	LOCAL HEALTH AUTH. ANALYT. COMM. Analytical Services, 2019/20	\$396.00
EFT15529	23/07/2019	BUSINESS BASE WA Office Furniture	\$3,855.00
EFT15530	23/07/2019	NARROGIN GLASS QUICKFIT WINDSCREENS Mirror	\$99.00
EFT15531	23/07/2019	SYRED MECHANICAL SERVICES Oils & Grease	\$7,580.43
EFT15532	23/07/2019	THE FENCE POST Advertising	\$40.00
EFT15533	23/07/2019	THE AG SHOP Parts & Repairs	\$42.10
EFT15534	23/07/2019	OFFICEWORKS BUSINESS DIRECT Stationery	\$69.88
EFT15535	23/07/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA Subscriptions 2019/20	\$18,269.96
EFT15536	23/07/2019	WATERSHED NEWS Advertising	\$30.00
EFT15537	23/07/2019	WA CONTRACT RANGER SERVICES Ranger Services	\$654.50
EFT15538	23/07/2019	WESTERN SHEDS & GARAGES Shed Kit	\$6,880.00
EFT15539	23/07/2019	WCS CONCRETE PTY LTD Small Septic Tank Lid	\$132.00
EFT15540	25/07/2019	ALL-WAYS FOODS Bar Purchase & Cleaning Supplies	\$720.54
EFT15541	25/07/2019	KULINARY KREATIONS Catering, Council June Meeting	\$520.00
EFT15542	25/07/2019	BT EQUIPMENT P/L Parts & Repairs	\$97.09
EFT15543	25/07/2019	BLACKWOODS Depot Supplies	\$348.00
EFT15544	25/07/2019	BUSSELTON ADVANCED DRIVER TRAINING Training Course & Assessment, HR, HC & MC Licence	\$10,225.00
EFT15545	25/07/2019	COURIER AUSTRALIA Freight	\$348.81

Shire of Kulin

EFT & Chq Listing for period ended 31 July 2019

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT15546	25/07/2019	CORSIGN (WA) PYT LTD Signage	\$2,731.30
EFT15547	25/07/2019	LANDGATE Rural UV'S Chargeable	\$123.15
EFT15548	25/07/2019	STATE LIBRARY OF WA Better Beginnings Program 2019/20	\$33.00
EFT15549	25/07/2019	EMBROIDEME Camp Kulin Merchandise	\$744.15
EFT15550	25/07/2019	JR & A HERSEY PTY LTD Road Maintenance Supplies	\$660.00
EFT15551	25/07/2019	KLEENHEAT GAS Yearly Facility Fee	\$205.14
EFT15552	25/07/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA Membership 2019/20, Garrick Yandle	\$531.00
EFT15553	25/07/2019	MODERN TEACHING AIDS PTY LTD Various Art & Craft Supplies	\$257.90
EFT15554	25/07/2019	MCINTOSH & SON Parts & Repairs	\$420.19
EFT15555	25/07/2019	MODULAR WA Progress Payment	\$48,850.00
EFT15556	25/07/2019	NEWDEGATE STOCK & TRADING CO Distillate & Unleaded	\$55,886.03
EFT15557	25/07/2019	NICHOLLS BUS & COACH SERVICE Transportation for Camps	\$4,600.00
EFT15558	25/07/2019	PINGELLY TIMES Advertising	\$30.00
EFT15559	25/07/2019	SHIRE OF CORRIGIN ROEEHO Regional Environmental Health Services	\$793.66
EFT15560	25/07/2019	THE WILLIAMS NEWSPAPER Advertising	\$15.00
EFT15561	25/07/2019	OFFICEWORKS BUSINESS DIRECT Stationery	\$1,023.08
EFT15562	25/07/2019	WESTRAC PTY LTD Depot Supplies	\$949.31
37132	05/07/2019	DOUGLAS JOE Town Planning Consulting Services	\$532.48
37133	05/07/2019	KULIN RETIREMENT HOMES INC Rent Unit Six Kulinda Village, Cathy Howard	\$1,071.42
37134	05/07/2019	TELSTRA ADSL Service	\$63.96
37135	05/07/2019	WATER CORPORATION Water Usage	\$1,127.62
37136	05/07/2019	SYNERGY Electricity usage	\$8,463.60
37137	10/07/2019	DEPARTMENT OF TRANSPORT Vehicle & Plant Licensing Renewals	\$12,350.65
37138	10/07/2019	TELSTRA Phone Usage & Equipment Rent	\$1,707.17
37139	15/07/2019	DEPARTMENT OF TRANSPORT Vehicle & Plant Licensing Renewals	\$838.65
37140	17/07/2019	MICHAEL LUCCHESI Sitting Fees & Travel Expenses Feb/June 2019	\$1,118.40
37141	17/07/2019	MCINNES HAYDN Sitting Fees Feb/June 2019	\$1,000.00
37142	17/07/2019	SMOKER, BRADLEY Sitting Fees Feb/June 2019	\$1,000.00
37143	17/07/2019	LUCIA VARONE Sitting Fees & Travel Expenses Feb/June 2019	\$1,888.00
37144	17/07/2019	SYNERGY Electricity Usage	\$546.70
37145	23/07/2019	SYNERGY Electricity usage	\$4,523.20
37146	25/07/2019	TELSTRA Phone Usage & Equipment Rent	\$368.10

Shire of Kulin

EFT & Chq Listing for period ended 31 July 2019

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD6986.1	14/07/2019	WA LOCAL GOVT SUPERANNUATION PLAN Superannuation Contributions	\$10,968.89
DD6986.2	14/07/2019	ESSENTIAL SUPER Superannuation Contributions	\$178.92
DD6986.3	14/07/2019	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE PERSONAL Superannuation Contributions	\$493.27
DD6986.4	14/07/2019	AUSTRALIAN SUPERANNUATION Superannuation Contributions	\$1,244.94
DD6986.5	14/07/2019	STUDENT SUPER PROFESSIONAL SUPER Superannuation Contributions	\$70.66
DD6986.6	14/07/2019	PRIME SUPERANNUATION Superannuation Contributions	\$409.72
DD6986.7	14/07/2019	MLC MASTERKEY SUPERANNUATION Superannuation Contributions	\$128.96
DD6986.8	14/07/2019	REST SUPERANNUATION Superannuation Contributions	\$304.70
DD6986.9	14/07/2019	THE PIPA SELF MANAGED SUPER FUND Superannuation Contributions	\$183.89
DD7000.1	10/07/2019	BENDIGO BANK Bank Charges	\$3.15
DD7000.2	15/07/2019	AUSTRALIAN LIQUOR MARKETERS PTY LTD - METCASH TRADING Bar Purchase	\$7,908.25
DD7000.3	18/07/2019	BENDIGO BANK Bank Charges	\$0.60
DD7000.4	18/07/2019	WESTNET INTERNET SERVICES Westnet Service	\$109.90
DD7000.5	23/07/2019	BENDIGO BANK Bank Charges	\$3.45
DD7000.6	26/07/2019	BENDIGO BANK Bank Charges	\$3.45
DD7000.7	05/07/2019	BENDIGO BANK Bank Charges	\$3.00
DD7000.8	03/07/2019	BENDIGO BANK Bank Charges	\$9.30
DD7000.9	02/07/2019	BENDIGO BANK Bank Charges	\$103.82
DD7001.1	28/07/2019	WA LOCAL GOVT SUPERANNUATION PLAN Superannuation Contributions	\$9,889.53
DD7001.2	28/07/2019	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE PERSONAL Superannuation Contributions	\$529.81
DD7001.3	28/07/2019	AUSTRALIAN SUPERANNUATION Superannuation Contributions	\$1,165.34
DD7001.4	28/07/2019	PRIME SUPERANNUATION Superannuation Contributions	\$424.92
DD7001.5	28/07/2019	MLC MASTERKEY SUPERANNUATION Superannuation Contributions	\$132.13
DD7001.6	28/07/2019	REST SUPERANNUATION Superannuation Contributions	\$284.11
DD7001.7	28/07/2019	THE PIPA SELF MANAGED SUPER FUND Superannuation Contributions	\$183.89
DD7001.8	28/07/2019	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND Superannuation Contributions	\$183.89
DD7001.9	28/07/2019	BENDIGO SUPERANNUATION PLAN Superannuation Contributions	\$172.54
DD6986.10	14/07/2019	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND Superannuation Contributions	\$183.89
DD6986.11	14/07/2019	BENDIGO SUPERANNUATION PLAN Superannuation Contributions	\$171.52
DD7000.10	01/07/2019	WESTNET INTERNET SERVICES Westnet Service	\$179.90
DD7000.11	01/07/2019	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD Merchant Fee	\$367.06
DD7000.12	01/07/2019	BENDIGO BANK Bank Charges	\$4.87

Shire of Kulin

EFT & Chq Listing for period ended 31 July 2019

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD7000.13	17/07/2019	BENDIGO BANK	\$12.00
		Bank Charges	
DD7001.10	28/07/2019	ESSENTIAL SUPER	\$192.54
		Superannuation Contributions	
#5346199	03/07/2019	SHIRE OF KULIN	\$73,189.57
		Bulk Payroll 30 June 2019	
#5367687	17/07/2019	SHIRE OF KULIN	\$66,616.29
		Bulk Payroll 14 July 2019	
#5391744	31/07/2019	SHIRE OF KULIN	\$66,782.34
		Bulk Payroll 28 July 2019	
Sub-total: EFT & Chq Payments			\$698,535.94
Sub-total: Other Payments Processed			\$0.00
TOTAL PAYMENTS FOR MONTH ENDING 31 July 2019			\$698,535.94



Credit Card Account
633000 / 691211254

\$4,899.50
Available balance

-\$5,000.55
Current balance

		Debit	Credit	Running balance
July 30, 2019	Card Fee 4 @ \$4.00	-\$16.00		-\$2,460.97
	BP Bp Tomeo'S S/S 745,Karragullen / 2707 Aud000000004438	DCEO Fuel -\$44.38		-\$2,444.97
July 28, 2019	Rocky Bay Inc, Mosman Park 2507 Aud000000020000	Staff Training Camp Kulin -\$200.00		-\$2,400.59
July 25, 2019	Wotif Wotif, Wotif.Com / 2307 Aud000000016150	Accommodation Judd Hobson -\$161.50		-\$2,200.59
July 23, 2019	Stumpy'S Gateway Roa, Brookton 1907 Aud000000002310	Meals, CEO - Alan Pitts -\$23.10		-\$2,039.09
July 20, 2019	Truck Centre WA PTY, Kewdale 1807 Aud000000117536	Parts + Repairs MVT0 -\$1,175.36		-\$2,015.99
July 19, 2019	Kulin Hotel, Kulin 1707 Aud000000005500	Council chambers Drinks -\$55.00		-\$840.63
July 18, 2019	Bakers Food and Fuel Bakers Food and Fu1,King River / 1507 Aud000000008929	DCEO Fuel -\$89.29		-\$785.63
	Telstra Telstra Bill Dir Deb, Adelaide / 1607 Aud000000004995	Aquatic Centre Phone -\$49.95		-\$696.34
July 16, 2019	Amelup Service Station, Borden 1207 Aud000000009424	DCEO Fuel -\$94.24		-\$646.39
	Lake Grace Roadhouse,Lake Grace 1507 Aud000000002040	DCEO Fuel -\$20.40		-\$552.15
July 14, 2019	Ezi*Childcare Centre ,Wameral 1207 Aud000000039700	Child Care Subscriptions 14/20 -\$397.00		-\$531.75
	Credit Card Account 00000000000 / 00074214151201		+\$3,426.01	-\$134.75
July 9, 2019	Kulin Community Bank, Kulin 0807 Aud000000003475	Registration MVI6 -\$34.75		-\$3,560.76
July 6, 2019	Rural Health West, Nedlands 0507 Aud000000010000	Membership Renewal -\$100.00		-\$3,526.01

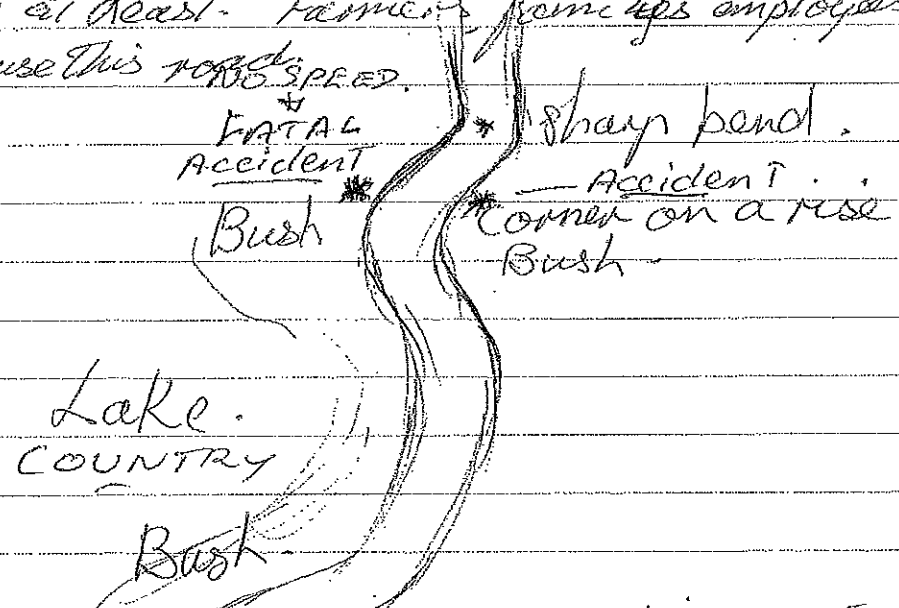
No more activity

SHIRE OF KULIN	
25 JUL 2019	
File	28-11
Officer	CCP/WN

Box 143
 KULIN 3635
 19.07.2019
 Incoming Curro

To the Kulin Shire.

As concerned citizens of our area, and recently having witnessed a tragic accident on a bad piece of road which I've seen also another accident on the same piece of road. I wonder if the Shire can put up some signs to warn drivers of the impending hazard. It winds around Lake country and there are two sharp bends involved. I realize if the Shire tried to straighten out all the sharp bends it would be too costly to the Shire, but at least warning signs may help. The location is on the commonwealth road a few K's up from the Dandelagin Commonwealth Cross Road heading East. The Road goes like this. We need to slow traffic down at least. Farmers, families, employees and general traffic use this road.



"Please" Table my letter at a Shire meeting and look at Signage. We need action.
 Yours Sincerely
 Norman + Margaret Seadding

GENERAL COMPLIANCE CHECKLIST – JULY 2019

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Annual Report Preparation/Adoption	1/07/2019	Annual	Report to be prepared & submitted to Auditor by 30 September	No
Governance	Disability Access and Inclusion Plan Review	1/07/2019	Annual	Review and report as required - Online report required - changes to plan to be forwarded within 2 months from EOY	To be submitted end of Sept
Governance/SAO	Financial Interests Return due August	1/07/2019	Annual	Councillors & Staff to lodge with the CEO an Annual Financial Interests Return by 31st August. CEO to lodge with President.	Forms emailed out 14 August
Governance	Freedom of Information Online report	1/07/2019	Annual	Annual Report of FOI Activity - Online	Completed
Governance	Freedom of Information Review	1/07/2019	Annual	Prepare Information Statement for advertising - due by August	Completed
Governance	Financial Reporting Variances	1/07/2019	Annual	Resolve monthly financial reporting variance	Yes – July Meeting
Governance	Draft Budget Presentation	1/07/2019	Annual	Draft prepared - workshop or Forum on Budget	Yes – July Meeting
Governance	Public Interest Disclosure (PID) Annual Declaration	1/07/2019	Annual	Public Interest Disclosure (PID) Annual Declaration required Online. Advise to Staff Public Interest Disclosure (PID) statement indicating Council processes re PID	Completed
Governance	Rate Exemptions	1/07/2019	Annual	Information about discounts, incentives, concessions and write-offs required for Annual Report	No
Governance/SAO	Postal Elections	July	Biennial	Decision to conduct postal elections and appointment of electoral commissioner & returning officer	Process in line with WALGA composite electoral advertising
SAO	Diaries for Councillors	July	Annual	Check with Councillors if they require a diary for upcoming year - incorporate with order of staff diaries	Advise Nicole of 2020 requirements
CEO	LEMAR Reporting	31/07/2019	Annual	LEMAR Reporting required in July - Online or email	No
CEO	Community Cropping Land	31/07/2019	Annual	Advertise cropping lease - consider community group and incorporate through Working Group	CEO to draft EOI
CEO/WM/TO	RRG	July August	Annual	Regional Road Group funding submission (annual) Annual submission for road projects to be with MRWA July/August	Due 31 August
CEO/WM	RRG Direct Grant Payments	July	Annual	Councils to provide Certificate of Completion for financial year plus tax invoice without GST for 18/19 funds. No later than 31 July	Not yet
CEO/WM	RRG Federal Funding Blackspot Applications 2019/20	July	Annual	New submissions - copies must be submitted to MRWA Northam office by 31 July (digital submissions acceptable)	Completed
CEO/WM	RRG State Blackspot & Regional Run-Off Road (if funding made available)	July	Annual	Submissions for new projects for 2019/20 funding plus revised subs for continuation of black spot funding for ongoing staged projects	Completed
CEO/WM/TO	R2R	31/07/2019	Quarterly	R2R Quarterly Report due	Completed

GENERAL COMPLIANCE CHECKLIST – JULY 2019

DCEO	Related Party Declaration	31/07/2019	Annual	Prepare for Councillor and Executive staff for previous 12 months	Yes
DCEO	Rates Newsletter	31/07/2019	Annual	Compile newsletter to go out with rate notices, include Dog and Cat owner info	Yes
DCEO	Wages Review for Budget	31/07/2019	Annual	Update Performance review changes and complete Salaries and Wages Budget with changes and CPI etc. notifications ex WALGA	Yes in line with budget
DCEO	Insurance - Property, Vehicle & Electronic Equipment Changes	1/07/2019	Annual	Advise Insurer Of Property, Vehicle & Electronic Equipment Changes	Yes
DCEO	Land tax - State revenue Report	1/07/2019	Annual	Advise State Revenue of Leases and Arrangements as at 30 June	Yes
Finance	Reimburse Members Travelling	1/07/2019	6 months		Completed
SFO	Key to Kulin reimbursement		Quarterly		Completed
SFO	Fuel Account Holders	31/01/19	Monthly	Invoice account holders from monthly fuel from Fuel Facility	Completed
SFO	DrumMuster - Monthly Forms	1/07/2019	Monthly	Send in DrumMuster Forms on a monthly basis	Completed
SFO	Complete Form A - ESL Annual Service Levy Billing	31/07/2019	Annual	Annexure A Return to DFES due by end of month	Completed
SFO	Water Usage Charges	Monthly	Monthly	Issue invoices for Water Standpipe Consumption	No – end August
WM	Spray clover daycare, school houses			as required	Yes
WM	Roadworks - Commence Annual Program	1/07/2019	Annual	Commence all program preparation as Budget finalised	Commenced
WM	Road Construction & Maintenance Review	01/07/19	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	N/A
WM	MRWA Review of RAV ratings and AMMS levels	31/07/2019	Annual	Undertake Desktop review of RAV Ratings and AMMS levels and submit request to MRWA	No
WM	Fire extinguishers service	31/01/19	Biannual	Fire extinguishers service - Rocket & Denis	Done in May
WM	Air conditioner filters	1/04/2019	6 months	Liaise with Building Mtce to clean filters in air conditioners	Yes
CRC	Update Town Notice Board/Website		Weekly		Yes
CRC	Health Check	1/07/2019	Annual	CRC Health Check report due 31 August	Completed
CRC	Quarterly Stats to DRD	1/07/2019	Quarterly	Submit quarterly statistics to Dept. Regional Development	Completed
EHO	AACR Landfill Report	28/07/2019	Annual	Annual Return	Yes