

ORDER OF BUSINESS

- 1 **DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS - COUNCIL CHAMBERS**
- 2 **RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
- 3 **PUBLIC QUESTION TIME**
- 4 **APPLICATIONS FOR LEAVE OF ABSENCE**
- 5 **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
 - 5.1 Shire of Kulin Ordinary Meeting – 16 May 2018
 - 5.2 Kulin Bush Races Committee – Minutes 9 April, 7 May & 11 June 2018 Attachment 1
 - 5.3 Occupational Safety & Health Meeting – Minutes 7 June 2018 Attachment 2
- 6 **MATTERS REQUIRING DECISION**
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6 MATTERS REQUIRING COUNCIL DECISION

6.1 List of Accounts – May 2018

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

SUMMARY:

Attached is the list of accounts paid during the month of May 2018 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 May payments being cheque No's 245 (Trip) 387 – 389 (Trust Fund), 2119 – 2125 (Kulin Bush Races), 36973 – 36979 and 37001 - 37010 (Municipal), EFT No's 13987 - 14099, DD6494.1 – DD6521.1 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$441,518.73 be received.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 3

6.2 Financial Reports – May 2018

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 May 2018.

BACKGROUND & COMMENT:

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 statement for the period ending 31 May 2018.

VOTING REQUIREMENTS:

Simple majority required.

Note: *Financials will be presented at Meeting.*

6.3 Adoption of Percentage and Value for the Reporting of Material Variances

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

SUMMARY:

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

BACKGROUND & COMMENT:

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

STATUTORY AND PLANNING IMPLICATIONS:

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

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

POLICY IMPLICATIONS:

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

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That staff report material variances of +/- 10% and +/- \$5,000, whichever is the greater, from the budget figure and report these variances by way of a supporting note to the Monthly Statement of Financial Activity for the financial year 2018/19.

VOTING REQUIREMENTS:

Simple majority required.

6.4 Presentation of Draft Budget

RESPONSIBLE OFFICER: DCEO

FILE REFERENCE: 12.01

AUTHOR: DCEO

STRATEGIC REFERENCE/S:

DISCLOSURE OF INTEREST: Nil

SUMMARY:

Councillors are presented with the draft budget at the June 2018 meeting of Council. (refer to Forum item)

The draft budget is prepared in a different format compared to previous years to bring more focus to the major items, without having to plough through all the incidental expenditure and income.

BACKGROUND & COMMENT:

The Deputy CEO has created an Excel sheet draft Budget as per normal, but a summary document of what is contained in the draft budget, supported with additional information on roads, capital projects, plant replacement program, cost centres etc. is presented for your reading prior to the meeting day. Payroll information will be presented on meeting day.

Additionally, we have included all requests, so the process will be one of elimination, i.e. what expenditure can we do without to bring the budget back to balance. It is hoped that this presentation will provide greater understanding in terms of what is included and what was left out, taken off or couldn't be afforded.

The draft Budget is presented in the formal meeting so that decisions relating to amounts and priorities can be decided by resolutions, thereby giving staff clear direction of what Council requires.

The draft when finalised will be prepared in AAS27 format for final adoption in July, along with the rate setting statement and the updated information on net current assets (rollover balance) and include any changes proposed at the June meeting.

FINANCIAL IMPLICATIONS:

The budget sets the Council approved expenditure for the 2018/2019 financial year.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

STRATEGIC & POLICY IMPLICATIONS:

Nil

COMMUNITY/CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

The budget considers the Council workforce plan and expenditure for the 2018/2019 financial year.

RECOMMENDATION:

That the 2018/19 Budget be framed around the information contained in the draft budget supporting documentation and the following decisions;

- 1.
- 2.
- 3.

VOTING REQUIREMENTS:

Simple majority required.

7 COMPLIANCE

7.1 Compliance Reporting – General & Financial Compliance May 2018

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/DCEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

This report addresses General and Financial Compliance matters for May 2018. 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 of

Items Outstanding for April

Confirm Interim Audit – Dates now set following pre Audit planning meeting - phone hook-up
Key to Kulin reimbursement – To be completed June
Spray Water Catchments – Airport completed – remainder to be done after growth evident
Pool - Take down shade sails – Completed
Water Licenses – Renew Water Reuse Licenses – still discussing future needs with Water Corp

Outstanding Items May 2018

Annual Report CCC - Due July – No, Not yet available on-line
Council Photo June Bi-annual - photo of current Council – No now July 2018 - photographer busy
Performance Reviews - Administration staff, DCEO and Managers - Underway
Adjust KRA's for Senior staff and Managers - Underway
Delegation Review - confirm in writing Delegations approved by Council - June Meeting – letters after that
Finance Petty Cash & Other Advances Recoups in Accounts and avoid accruals - 30th June EOY process
FRC - Final EOY Stocktake – 30th June EOY process

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 May 2018 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 4 – General Compliance Checklist Table for May 2018

7.2 Compliance Reporting – Delegations Exercised – May 2018

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

SUMMARY:

To report back to Council actions performed under delegated authority for the period ending 31 May 2018.

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 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

C1 Bushfire Control – Shire Plant for Use of (CEO)
 C2 Bushfire Control – Plant Use for Adjoining Shires (CEO)
 C3 Bushfire Prohibited / Restricted Burning Periods – Changes (Shire President/CEO)
 C4 Bushfire Training Administration (CEO)
 C5 Cat Ownership Limit – Cat Control (CEO)
 C6 Dog Control – Attacks (CEO)
 C7 Dog Ownership Limit – Dog Control (CEO)
 C8 Sea Containers Use of – Town Planning (CEO)
 C9 Second Hand Dwellings (CEO)
 C10 Temporary Accommodation (CEO)
 C11 Unauthorised Structures – Building Control (CEO)
 C12 Kulin Bush Races (Kulin Bush Races Committee)
 C13 Freebairn Recreation Club Committee (FRC Club Committee)
 C14 Kulin Child Care Centre Management Committee (KCCC Mgmt. Committee)
 C15 General – Community Services Practices (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 May 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%	(100,000)
Term Deposit	1.5%	500,000

A11 Write Off Debts – Totalling \$219

As part of end of year processes; CEO has written off debts for 9 debtors totalling \$219. Primarily related to CRC advertising, room hire and FRC hire. One or two of the accounts may have been raised in error and should never have been billed. Debts range back 2 years.

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 May 2018.

VOTING REQUIREMENTS:

Simple majority required.

7.3 Review of Policy Manual

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.04 Corporate Management – Policy Adoption
AUTHOR: CEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Council is required to review the Policy Manual on an annual basis. The policy manual was last reviewed at the June 2017 Council Meeting.

Updated electronic copies of the Policy Manual and Administrative Procedures and Operational Guidelines (APOG) Manual have been sent out to Councillors with the Agenda. A single copy will be available at the meeting for changes/review and signing.

BACKGROUND & COMMENT:

The Council adopted the renewed Policy Manual at the June 2017 meeting. It was decided in May 2017 to split the manual into pure "Policy items" and to separate out the Administrative Procedures and Operational Guidelines (APOG). The results of this change were significant but has been beneficial over time and is recommended to continue. Policy Manual now contains 24 pages of Policy, and the Administrative Procedures and Operational Guidelines (APOG) manual is up to 163 pages.

The change meant that the Policy Manual would hold the generally unchangeable fixed policy requirements of Council (requiring a direct report and a Council resolution to change) and the APOG would hold the more flexible operational instructions that could be amended by the CEO or Council as required. In the past year, most APOG changes have been the result of discussions at Council, though as can be seen below, many APOG items have been used.

Policy Manual Review

The Shire of Kulin reviews the Policy Manual in June each year. This is the first review since drafting and takes into account Cr Bowey's drafting corrections after the draft was adopted in June 2017.

In this 2018 Review, the following Policy Manual changes have been recommended;

A3 Corporate Credit Cards – Use – amend wording in opening policy statement, inserting semicolon.

A4 Disability Access and Inclusion – amend Policy wording by removing "; and" on last dot point and replacing with full stop. Insert semicolons at end of each Process item numbers 1-6.

A6 Legal Advice, Representation & Cost Reimbursement – amend numbering under Policy Principles, 1-3.

A8 Primary Documents – Amend Wording under Practice – Last Paragraph to improve clarity – Update Primary and Secondary Document Lists

A10 Regional Price Preference Policy – Add Note: detailing adoption after advertising 12/0917.

APOG Review

In June 2017, the APOG was viewed as "under review" and formal adoption was not part of that process. Over the past 12 months, staff have worked with and used the APOG and a number of items have been amended and reviewed. (the detail of which is contained below) The Shire could formally adopt the APOG in its current form, or opt to a less formal process and issue instruction to the CEO to continue with its use "under review" until more of the APOG items are used and reviewed.

In a work sense, the APOG has been very beneficial to our current needs. Some of the processes have been reviewed by the whole of the workforce, (HR1 Drugs and Alcohol) and in part by some of the staff (HR18 Workplace Bullying, HR16 Sexual Harassment, HR6 Grievance, A10 Complaints, HR1 Drugs and Alcohol) in live operational examples. In all cases, working with a documented process has provided a sound base from which to act. Only minor review has occurred because the original documents were comprehensive, well written and generally easy to follow.

Staff training on the APOG document needs to continue on an ongoing basis, but it is pleasing to know that some staff refer to it regularly as a guide and alert when APOG applies.

The Shire of Kulin APOG changes and reviews undertaken in the past 12 months have included;

New APOG items:

A14 Housing Policy – adopted July 2017 – adopting 4 scales of rental rates, combining all previous housing practices including bond, Agreements, vacating premises, annual inspection, dog and cat approvals, No smoking etc.

A14A – Sale of Land and Housing – adoption of processes for the sale of land and housing (July 2017).

A14 – Housing Policy Update – March 2018 – Incorporating staff incentives for purchasing a residence and increasing the Housing Allowances for staff to \$70 per week as of 1 July 2018.

HR17a – Superannuation – First Home Super Savers Scheme (FHSSS).

CS20 – Seed Collection – Detailing the process of the public applying for permission to collect seeds from Shire controlled land.

Revised/Reviewed APOG items:

Communications and Social Media policy – WALGA – During the year WALGA produced a social media policy template. This was reviewed and read as a comparison to the APOG procedure. No changes were necessary to the previously adopted procedure – the APOG was considered to be more extensive and WALGA's was written more as a novel/guide to what to do in the social media space, not policy.

G1 Flags – Half Mast – Passing of Ex Shire Councillors, Local Residents, State and national Funerals – Incorporating changes to deal with Bereavements.

CS1 – Bushfire Administration – Confirmation Appointment – Dual Fire Control Officers; requiring notification and seeking permission for Brigade trucks to attend fire events more than 40km from the Shire boundary; requiring Brigade truck maintenance to be completed/inspected by Shire mechanic.

CS13 – General – Community Services Practices – Extending the APOG to include the process of application for persons wishing to hire the Kulin Bush Races facility from Shire for events.

HR 1 Drugs and Alcohol – updated on two occasions, once to place onus on employee to provide testing results proving not incapacitated and secondly to provide clarity for term "Legal Limit".

Changes to the Primary and Secondary Documents list

Changes highlighted with notation in *italics*

PRIMARY DOCUMENTS - SHIRE OF KULIN

Shire of Kulin Policy Manual 2017 ed.

Shire of Kulin Administrative Procedures & Operational Guidelines (APOG) Manual June 2017

Shire of Kulin Community Strategic Plan 2017 ed.

Shire of Kulin Corporate Business Plan 2017 ed.

Shire of Kulin Employee Safety Manual – Policies and Procedures (ed. Nov 2016)

Shire of Kulin Employee Induction Manual (ed. Aug 2016)

SECONDARY DOCUMENTS – SHIRE OF KULIN

Shire of Kulin Workforce Plan 2017 ed.

Shire of Kulin Asset Management Plan 2017 ed.

Shire of Kulin Long Term Financial Plan 2017 ed.

Shire of Kulin Bushfire Brigade Register

Shire of Kulin Classification Guide - Records

Shire of Kulin Contracts and Legal Documents Register

Shire of Kulin Complaints Register

Shire of Kulin Corporate Style Guide
Shire of Kulin Councillor Attendance Register
Shire of Kulin Delegation Register June 2017
Shire of Kulin Disability Access and Inclusion Plan (DIAP) 2014-2019;
Shire of Kulin Disclosure of Financial Interests Register
Shire of Kulin Equal Employment Opportunity Plan 2017-2019; - *Updated 2017 -2018*
Shire of Kulin – Model Electoral Code of Conduct – *adopted WALGA Code for Election participants*
Shire of Kulin Freedom of Information Statement 2018; - *Updated annually*
Shire of Kulin Gifts Register
Shire of Kulin Incident Investigation Procedure 2017;
Shire of Kulin Induction and Training Procedure 2017;
Shire of Kulin – Kulin Aquatic Centre Operations Manual for Pool Plant, Equipment & Slide (ed. May 2014);
Shire of Kulin Management Orders (Landholdings) & Vesting Orders Register
Shire of Kulin Municipal Inventory of Heritage Places
Shire of Kulin Pecuniary Interest Register
Shire of Kulin – Public Interest Disclosure Procedures (Rights and Obligations – Public Interest Disclosure Act 2003) – *Added, 2017/18*
Shire of Kulin Records Management Manual – *To be reviewed by Dec 2018*
Shire of Kulin Safe Work Method Statements (as listed) 108, 109, 110.- *Delete, now available on OSH website – constantly be reviewed and adjusted so not suitable as a fixed record*
Shire of Kulin Tender Register
Shire of Kulin Town Planning Scheme No 2 2017ed.
Shire of Kulin Training and Development Practice (to be drafted) 2017 ed.- *Delete - Not drafted, no longer required – Covered under OSH documentation*

New copies of the electronic version will be provided to Councillors.

FINANCIAL IMPLICATIONS:

In the update of the Policy Manual and APOG - Nil.

STATUTORY AND PLANNING IMPLICATIONS:

Review of the Policy Manual is completed on an annual basis in June each year.

POLICY IMPLICATIONS:

Nil, the new APOG or Policy changes have been considered and approved by Council throughout the past year.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That the Policy Manual and APOG Reviews for June 2018 as detailed be adopted.

VOTING REQUIREMENTS:

Absolute majority required.

Electronic Attachments - Policy Manual and APOG Manual

7.4 Register of Delegations – Review

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.04
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Council is required to review the Delegations Register on an annual basis. This document is the rewrite of the Delegation Register adopted in June 2017, and is being reviewed for the first time.

Attached to the agenda is a copy of the Delegation Register for adoption by Council.

BACKGROUND & COMMENT:

This Delegation Register June 2017 contained all the new delegations created as a result of the review of the Policy Manual and the development of the Administrative Procedures and Operational Guideline Manual (APOG).

Amendments to the Register;

A9 Payments from Municipal and Trust Funds – Increase DCEO authorisation to \$50,000 and include Building Maintenance Officer at \$1,000.

Two more items have been added to the Register;

C16 Bushfire Control – Appointment of Dual Fire Control Officers

C17 Seed Collection

It is not the intention to capture every decision making process of the CEO and staff in the delegation register, more so those items where it could be possible for the Council to be involved in the decision. In these cases, the policy, practice or guideline creates the detail of how the decision will be taken and in those cases the Council feels comfortable with the staff making the decision and reporting back at the next meeting.

Each of the reviewed policies, practices or guidelines, details where the delegation is given and to whom.

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Review of Delegations Register is required on an annual basis.

COMMUNITY CONSULTATION:

Not applicable – Council function.

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That the Delegations Register June 2018 be adopted.

VOTING REQUIREMENTS:

Absolute majority required.

Attachment 5 - Delegation Register 2018

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

10.1 DCEO Item – Community Award

10.2 CEO Item



Kulin Bush Races General Meeting

11th June 2018

Kulin Hotel

MINUTES

Present: Graeme Robertson, Robbie Bowey, Annette Lewis, Jack Wilson, Lydia Young, Tom Murphy, Rob Doust, John Munro, Sharyn McAdam

Apologies: Cassi-Dee Vandenberg, Brendon Savage, Rynelle Smoker, Janna Lockyer, Noel Mason, Laney Duckworth, Jay Robertson Tracey Noble

Meeting Opened: 7.04pm

Confirmation of Previous Minutes:

Moved: John Munro **Seconded:** Brendan Sloggett

That the minutes of the meeting held on Monday 7th May 2018 be confirmed as a true and correct

BUSINESS ARISING:

1) Follow up Grants Funding Round Correspondence Out.

Action Required: Has the following action been done from last meeting 7/5/18?

“That we also write to the Kulin P&C and Kulin CWA informing them they were unsuccessful and to notify them of the large project group that they may be able to get future funding from.”

2) Rob Doust presented the following information to the meeting:-

- a) Advised the meeting fences fall not all attributable to Blazing Swan. 100m fence damaged and BS will fix/replace or we fix and they pay. TBA. BS will also come and help.
- b) Camp Hart white running rail fence near the war memorial- fence needs to be removed before BS

Action Required: Letter to be sent to Blazing Swan to authorise/request that 80m of fence can be removed by Blazing Swan before Blazing Swan next year so it does not get damaged please ensure the Shire of Kulin are copied into and sent correspondence too so they are familiar with this requirement.

7.17pm Rob Doust left the meeting



Kulin Bush Races General Meeting

3) Graeme advised the following:-

a) Aqua Water tank at KBR

Action Required: Requires an inspection of liner and possibly a new liner

b) Strategic Plan

Action Required: Agenda Item for next meeting (July) the committee are asked to read through the Plan (emailed from Janna 1/5/18) as we need to review the Strategic Plan. Please set aside half an hour at the July meeting.

c) Entertainment Update: - Darren Reid & the Soul City Groove has been booked for Saturday Night.

Friday

Sax & the Single Girl
Tom & Russell

Saturday

Tom & Russell 5.30-7.45pm
Fireworks
ARC 8/8.15pm-9.15pm/9.30pm
Darren Reid 9.45/10pm-12pm

FINANCE:

1)

Annette Lewis presented to the meeting 'The KBR payment Schedule' presenting cheque numbers 2120 to 2028 for the period 9th May 2018 to 16th June 2018

As at the 11 th June 2018 KBR Cheque account balance is	\$26,004.74
Less Unpresented Cheques	\$ 4,778.30
	<u>\$21,226.44</u>

As at the 11 th June 2018 KBR Term Deposit Account balance is	<u>\$218,198.62</u>
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Moved: Annette Lewis Seconded: Tom Murphy

That the financial statements for the period ending 11th June 2018 be accepted.

Carried



Kulin Bush Races General Meeting

Motion:

Nominated Cassi-Dee Vandenberg to be Treasurer and Director of Finances

Moved Robbie Bowey

Seconded Annette Lewis

All in Favour

Carried Unanimously

2)

By Laws Changes

Discussion regarding was as follows: - 1.3.1 in the KBR By Laws requires an amendment as per below...

1.3.1 Currently reads;

1.3 Executive Committee decisions (Office Bearers)

1.3.1 The Executive Committee shall be the Office Bearers of the Association; Chairperson, Vice Chairperson, Secretary and Treasurer.

Robbie Bowey suggested to the meeting that we need to include one other Committee member, giving KBR flexibility to include one more signatory on the account. This will make paying the accounts, shifting funds etc work practically for the Treasurer.

Please Note: Constitution rule on signatories of the account, 21.1 (i) currently reads;

21.1 (i) any two Executive Committee Members as required in the Association bylaws;

Motion: To make the following addition to the KBR By Laws to read as follows:

1.3.1 The Executive Committee shall be the Office Bearers of the Association; Chairperson, Vice Chairperson, Secretary, Treasurer, and one other elected Committee member

Moved: Robbie Bowey

Seconded: Annette Lewis

All in Favour

Carried

Discussion regarding was as follows: - 1.1.3 in the KBR By Laws requires an amendment as per below...

By Laws 1.1.3 currently reads;

1.1.3 The KBR Management Committee shall be responsible for;

- Insurance of Assets
- Public Liability Insurance



Kulin Bush Races General Meeting

- Volunteer insurance
- Hire of assets

Robbie Bowey suggested to the meeting that “Event insurance & Rider’s Insurance” should have been included in the original By laws.

Motion: To make the following addition to the KBR By Laws 1.1.3 to read as follows:

1.1.3 The KBR Management Committee shall be responsible for;

- Insurance of Assets
- Public Liability Insurance
- Volunteer insurance
- Event insurance
- Rider’s Insurance - as per Racing permit from Racing & Wagering Western Australia (RWWA)
- Hire of assets

Moved: Robbie Bowey

Seconded: Annette Lewis

All in Favour

Carried

Motion: That Kulin Bush Races Committee make a recommendation to Council that the Shire of Kulin Bush Races Operating account & Term Deposit account be closed at 30 June 18 and that Kulin Bush Races open new bank accounts at Kulin Community Bank with new signatories in the name of Kulin Bush Races Inc, effective from 1 July 2018. (Refer to By Law 1.3.1 & Constitution 21). Two signatories required as per constitution. Bank accounts required are a Cheque account and a Term Deposit account.

Chairperson

Graeme Robertson

Vice Chairperson

Tom Murphy

Secretary

Janna Lockyer

Treasurer

Cassi-Dee Vandenberg

Elected Committee Member

Annette Lewis

Moved: Robbie Bowey

Seconded: Tom Murphy

All in Favour

Carried

CORRESPONDENCE:

Inwards: nil

Outwards: nil



Kulin Bush Races General Meeting

AROUND THE TABLE

Tom:

Risk Mge is all underway **NB to committee any Permits or Licenses give them to Tom.** Tom will follow up insurance quotes with LCIS, CWI & Bendigo Bank.

Lydia:

2017 Sponsors have been sent the 2018 Sponsors Pkg, **if anyone has new sponsors or referrals please email Lydia-** Graeme suggested Cat.

Action Required: Lydia will send the Committee info about 2017 sponsors and ask for inspiration back from the Committee

Official KBR Poster on its way

VDZ KBR Discs/coins have been ordered, 3 small, 3 big Sunday 24th June 10am

Action Required: Polishing the coins to be done beforehand

Robbie:

Member Application- those present at tonight's meeting please complete tonight.

Action Required: Secretary will create a Membership Register.

Robbie, Lydia & David Flick (Lyon) met. NB Kalgoorlie Cup on the same weekend. Two new beers to sample Iron Jack (Full Strength- FYI has a similar labelling to the low strength) & Furphy (blue can). Liquor Licence will be put together soon.

Wine samples being tasted now

Champagne Flute polycarbonate demonstration, 70 purchased and will be sold at KBR 2018 Security- Friday roster is required in addition to Saturday roster for Camp/Grounds/Area/Bar zones to be covered

Action Required: Friday Local Security Roster will be required to be introduced for KBR 2018. It'll run the same as the Saturday shift which is 'Local Security Staff will be required to monitor Grounds/Area/Bar zones'.

Action Required: Start the KBR 2018 Action List (NB please go through the all 2018 Minutes look for actions required plus add these items too book vet, book buses

Annette:

Event Guides & Race Books were done separately the last few years and Annette suggested that CRC would like to amalgamate the products and have Kulin CRC do it for 2018. Lydia is happy with this and this will be done under her directorship.

Sharyn:

Invite visitors/media to Volunteer Event

Lydia:

To investigate some small grants

Graeme:

Looking at toilets at an auction



Kulin Bush Races General Meeting

Action: Directorship Updates required

Committee please have a look at the Draft that was emailed out. Any committee willing and able to be assigned to roles/tasks this can be discussed further. At the tonight's meeting the following amendments are noted as required changes to the current document.

Nick no longer Treasurer please add Cassi to Director Finance & Treasurer

Tom needs to be recorded as Vice Chairman

Annie should be Director of License please take off Banking

Brendan Sloggett please add Hospital

Janna- please take Hospital off

Sponsors please take off Kate Bishop and put on Lydia Young

Adult Novelty Games please take out Fiona's name until further advice but leave the heading

Ice goes under the Bar which is Jarron (take it off Jarron's name). It has Jarron's name next to it. Thank you

Hire please put under Jay

At Police please refer to "Local Police"

Rod Diery off Craig McInnes on please

John Munro/Communications goes under Brendan under Electrical please

Sharyn- Local Volunteers Support only please

Jack Wilson needs a new heading/directorship to be added which is Website please. Website no longer under Nick & Lydia

Add Mikey/TAB under Graeme

Meeting Closed: 9.15pm

Next Meeting: First Monday of July is 2nd July 2018 which is the first week of school holidays.



Kulin Bush Races General Meeting

7th May 2018

7.00PM

Kulin Hotel
MINUTES

Present: Brendon Savage, John Munroe, Brendan Sloggett, Tom Murphy, Janna Lockyer, Robbie Bowey, Laney Duckworth, Lydia Young, Sharyn McAdams, Graeme Robertson, Jay Robertson,

Apologies: Rynelle Smoker, Annette Lewis, Simone Lockyer, John Bowey

Meeting Opened: 7.08pm

The Chairman declared the meeting open at 7.08pm.

Confirmation of Previous Minutes:

Moved: Janna Lockyer Seconded: Brendan Sloggett

That the minutes of the meeting held on Monday 9th April 2018 be confirmed as a true and correct record with the following adjustment to reflect that Kulin CWA be changed to show that they will not receive the funding.

Grants Funding Round

That we also write to the Kulin P&C and Kulin CWA informing them they were unsuccessful and to notify them of the large project group that they may be able to get future funding from.

Carried

BUSINESS ARISING:

Universal Feeders – Graeme was asked if we did get a trailer. At this stage we are unable to get a trailer however, we are sending out prospectus for sponsorship. It was suggested that maybe we as a group could make a frame for the Marquee to store and have the ability to put on and off a trailer easily.

FINANCE:

Annette Lewis emailed the financials prior to the meeting and Janna Lockyer read them out to the meeting. To be forwarded with the minutes. The tabled financials as at 7th May 2018 presenting cheque numbers 2113 to 2119 and EFT transactions for the period 23rd March 2018 to 1st May 2018.

As at the 26th March 2018 Kulin Bush Races Cheque account balance is: \$41,809.48

As at the 26th March 2018 Kulin Bush Races Term Deposit balance is: \$217,974.67

Moved: Janna Lockyer Seconded: Brendon Savage

That the financial statements for the period ending 7th May 2018 be accepted.

Carried



Kulin Bush Races General Meeting

CORRESPONDENCE:

Inwards:

Email: RES – Grant Application Outcome

Letter: Shire of Kulin Noel Mason.

Outwards:

Email: Megan Syred – Grants Notification Kulin P&C

Letter: John Sparks – Grants Notification Kulin Bowling Club

Letter: Erin Bailey – Grants Notification Kulin Arts Council

Letter: Bill Herwig – Grants Notification Kulin Museum Society Inc

Letter: Philippa Scott – Grants Notification Kulin CWA

Letter: Brian Adams – Grants Notification Kulin Masonic Lodge

Letter: Jamie Mawer – Grants Notification Kulin DHS

Letter: Tanya Dupagne – Grants Notification Camp Kulin

Moved: Sharyn McAdam

Seconded: John Munroe

That the Inwards correspondence be received and the outgoing correspondence be endorsed.

Carried

GENERAL BUSINESS

- 1. Funding Round** – Arrange an event for after seeding. Invest in more discs for the pathway and Lydia to order. We will also have a cheque presentation. 27th May is the Volunteer Morning Tea and we could do the presentation at this event. Committee agreed to best wait till after seeding.
- 2. Blazing Swan** – Sharyn inspected after the event and the cleaning was good. The racing fencing was down and will have a chat with them in regards to this as it was not mended after the event.
- 3. Incorporation** – Following approval of the KBR constitution by the Department of Commerce;

Moved: Robbie Bowey Seconded: John Munroe

That Kulin Bush Races Inc apply for an ABN, including registration for GST under the name of Kulin Bush Races Inc

Carried 10/0

Moved: Robbie Bowey Seconded: Sharyn McAdam

That Kulin Bush Races open new bank accounts at Kulin Community Bank with new signatories in the name of Kulin Bush Races Inc, effective from 1 July 2018. (Refer to By Law 1.3.1 & constitution 21). Two signatories required



Kulin Bush Races General Meeting

as per constitution. Bank accounts required are Trading account and Investment account.

Chairperson	Graeme Robertson
Vice Chairperson	Tom Murphy
Secretary	Janna Lockyer
Treasurer	Nick Grant

Carried 10/0

Moved: Robbie Bowey Seconded: Brendon

That Kulin Bush Races apply for insurance cover; Insurance of Assets, Public Liability Insurance & Volunteer insurance, effective from 1 July 2018 (refer to By Law 1.1.3)

Carried 10/0

Graeme will follow up on Insurance.

- 4. Strategic Plan** – read and adopt it at next meeting.
- 5. Outstanding Accounts** – we have received all outstanding monies from accounts for the 2017 Event.
- 6. Kids Entertainment** – Kristy has booked the Animal Farm and Laser Tag. High Ropes is in budget and will book this also. The Bouncy Council as well as the kids races are all organised.
- 7. Bands** – Jamie (Slim Jim) has suggested Boom Bap Pow for \$15,000, they perform their own music and attract their own crowd. Maybe a good cover band would be better. Simone will get Jamie to look at Cover bands. The cover band will follow ARC's performance.
We can start advertising bands.
Contracts, Robbie to do contract for Sax and Single Girl
Pipe Band contract, will follow up with Annette.
- 8. Contracts** – all need to be done before advertising, Nick and Lydia need copies.
- 9. Genset** – Time has come to purchase our own. Brendan Sloggett spoke on this. The main reason is to reduce cost in labour from Luchessi's and their staff. At Blazing Swan and our Event, the generator is loaded in Perth and transported to Kulin. Then transferred to Luchessi's truck and unloaded again at the track. It would be ideal to get a 110 kva big enough to run Bush Races till Friday lunch and we will continue to hire larger one for the main event. This will help run extra events and help with lead up for Blazing Swan also. It would cost approximately \$27,000 plus GST from CAT.

Moved: Brendon Savage Seconded: Brendan Sloggett

That we authorise Brendan Sloggett to purchase generator as per the specs listed above.

Carried



Kulin Bush Races General Meeting

AROUND THE TABLE

Robbie

- If you would like, there wach committee member is able to get a copy of the constitution and by-laws from the CRC.
- Name badges. Janna to bring to next meeting.
- Matsos – we got as all good from Lion for this to proceed. To be sold at same price as udl's
- Action plan

Lydia

- Keystart homes have come on board as an entertainment sponsor
- Volunteering WA do we want to do something to do with them? End of June and will get more info on what she wants to do.

Tom

- Working on Risk Management

Laney

- Dudinin no longer want to do the gate. Just a heads up, needs to be confirmed. Maybe we could advertise that we are looking for a volunteer group to do this.
- Gymkana for 2018? Brad McGinty is enquiring.

Graeme

- Brad McGinty got a response from Racing and Wagering. Seems to be a positive.

Meeting Closed:

There being no further business the Chairman declared the meeting closed at 9.07pm.

Next Meeting:

To be held at the Kulin Hotel, 11th June 2018 at 7.00pm



Kulin Bush Races General Meeting

9th April 2018

7.00PM

Kulin Hotel
MINUTES

Present: Brendan Sloggett, John Munroe, Annette Lewis, Robbie Bowey, Jay Robertson, John Bowey, Jarron Noble, Tracey Noble, Tom Murphy, Rynelle Smoker, Mike Wilson, Jake Wilson, Sharyn McAdam, Paul Jorgensen.

Apologies: Brendon Savage, Laney Duckworth, Lydia Young

Meeting Opened:

The Chairman declared the meeting open at 7.01pm.

Confirmation of Previous Minutes:

Moved: Tom Murphy Seconded: Rynelle Smoker

That the minutes of the meeting held on Monday 26th March 2018 be confirmed as a true and correct record.

Carried

BUSINESS ARISING:

Treasurer will remain with Nick and Graeme will follow up on when we are able to start operating independent of the shire.

FINANCE:

Annette Lewis presented to the meeting that there were no changes to the financials since March 26th 2018.

CORRESPONDENCE:

Inwards:

Letter: Kulin Kondinin Colts Carnival Organising Committee – Sponsorship request for Colts Carnival.

Outwards: None



Kulin Bush Races General Meeting

GENERAL BUSINESS

1. **Colts Carnival** – The Colts Committee have requested sponsorship from the Kulin Bush Races for the 2018 Carnival. In 2017 KBR sponsored the Gold level of \$150. With this we received a full page advertisement in the Football budget.

Moved: Annette Lewis Seconded: Jarron Noble

That Kulin Bush Races sponsor the Colts Carnival Gold level of \$150 for 2018.

Carried

Amendment: Further discussion was held over the different levels of sponsorship. The Platinum level allows us to display the company banner and a full page advertisement in the Football Budget.

Moved: Annette Lewis Seconded: John Bowey

That Kulin Bush Races sponsor the Colts Carnival the Platinum level of \$250 for 2018.

Carried

2. **Grants Funding Round** – short discussion had in regards to each funding application and the different proposals emailed around. Paul informed the committee that the Kulin CWAs project is larger than what was written in the proposal. We will write to Kulin CWA requesting a change for their proposal.

Moved: Brendan Sloggett Seconded: John Bowey

That the following groups receive the full funding requested minus the GST and subject to correct Minutes being received.

Kulin Arts Group

Kulin Bowling Club

Kulin Masonic Lodge

Camp Kulin

Kulin District High School

Kulin Museum Society Inc

Kulin CWA

That we also write to the Kulin P&C informing them they were unsuccessful and to notify them of the large project group that they may be able to get future funding from.

Carried

3. **Funding Round** – Nick would like to reiterate his previous belief that Bush Races should always maintain a balance of \$100,000 minimum in available funds. I believe we have roughly \$235,000 allowing for outstanding cheques, with the community funding round and Shire/KBR/Bendigo co-op pending I just thought I would reaffirm my belief. If we went with an online ticket sale schedule as per above that would mean we will have no significant incoming cash until mid to late July at the earliest. I also believe the current GST bill payable to the shire is approximately \$10,000 to \$15,000 which will need to be settled, preferably prior to incorporation leaving \$220,000 roughly in available cash. Just something to keep in mind.



Kulin Bush Races General Meeting

4. **Tickets** – Nick’s proposal for online tickets (subject to confirmation of acts etc.) is Super Earlybird \$50 from July 15 to August 31, Earlybird \$55 from 1 September to 30 September. Full price from October 1. I think if we can ramp up marketing and hype during June/July get tickets on sale and we can then track progress.

Based on last year we sold generally approximately 40% of all tickets in the last day or two of availability for each classification but obviously selling 750 to 800 prior to wind down to build buzz and get people planning and talking about actually attending the event in my opinion has significant benefits and is much more preferable than a shorter period and more condensed process, particularly given the nature of our event and the need for suitable accommodation etc. to be sourced/planned.

Last year approx. 3,000 tickets were online (with 1,700 prior to the last week and tickets were not on sale until mid to late August) and 750 through the gate making it a 75/25 split. In my opinion this contributed to greater attendance on the Friday night along with the free camping.

Committee held a discussion on this and felt that we need to cap the number of tickets. We also need to have advertised that tickets are limited but not the amount.

Moved: Robbie Bowey Seconded: Janna Lockyer

That we endorse the dates set out by Nick being, Super Earlybird tickets \$50 from 15th July to 31st August, Earlybird tickets \$55 from 1st September to 30th September. Full price from October 1, 2018.

Carried

5. **Incorporation** – the incorporation has all gone through ok. Thank you to Noel and staff as well as Robbie for all their hard work on getting this done. Changeover is set to occur July 1st 2018. Graeme will follow up on this as we had on the proposal to start 1st January 2019.

Moved: Annette Lewis Seconded: John Munroe

Recommendation to Council to start as Kulin Bush Races incorporated as of July 1 2018. Subject to compliance with the constitution start date.

Carried

6. **Tin Horse Races** – Erin Bailey has asked if we would like to have Tin Horse races for 2018. Would we like to auction them again but this year give the winner their tin horse? If so Erin can make the horses for about \$50 each (this includes them being made on a metal tray/sled).

Moved: Janna Lockyer Seconded: Sharyn McAdam

That we commission Erin Bailey to make six (6) tin horses for the Friday night Tin Horse Race at a cost of \$50 per horse.

Carried

7. **Rockcliffe Wines** – we have received the quote from Rockcliffe wines.

Moved: Robbie Bowey Seconded: Jarron Noble

That we endorse the quote subject to tasting.

Carried



Kulin Bush Races General Meeting

8. **Alcohol Quotes** – we have received quotes from Corrigin IGA/Celebrations and Narrogin Liquor Barons. Robbie has recommended Narrogin Liquor Barons.

Moved: Robbie Bowey Seconded: Jarron Noble
That we endorse the Narrogin Liquor Barons quote.

Carried

AROUND THE TABLE

Brendan

- Swan been and gone and coming back to do final clean up.

Annette

- In regards to the Outstanding Invoices raised at the last meeting, RSM have now paid. ARC infrastructure and the Mexican Food Truck remain outstanding. Accounts of this sort will need to be paid before the Event.

Robbie

- Incorporation recommendation
- Rockcliffe wines quote.
- Quotes received for all other alcohol. Corrigin IGA was \$40,578 + GST and a fee of \$566 upfront, they will also accept any unopened cartons. Narrogin Liquor Barons was \$39,819 + GST, they would also like to come on board for sponsorship as an entertainment partner as well as the cool room for free. Recommend that we go with Narrogin Liquor Barons.
- Matsos Brewing Company have approached KBR to sell alcoholic Ginger Beer at this year's Event in cans. As this is not a cider or beer, Lion have verbally agreed that it is ok, however will look into this further before having them come on board.

John B

- Would like to see if it is still possible to purchase a Generator rather than hire for 2018. Will review this at next meeting.

Tracey

- Name badges, was raised some time ago. Janna to bring quotes to next meeting.

Rynelle

- Have been notified that the stock take post event and one completed are different and some 40 items are missing. Any ideas on where these may have gone, please let Rynelle know this week.

Graeme

- Spoke to Universal Feeders today about a trailer and will follow up with them with a sponsorship package.
- Tom Curtain, from Kathryn Outback Experience – works cattle for crowd entertainment. Have made enquiries and he is not available for this year but maybe for next year. Janna to send an email.

Meeting Closed:

There being no further business the Chairman declared the meeting closed at 9.16pm.

Next Meeting:

To be held at the Kulin Hotel, 7th May 2018 at 7.00pm



Shire of Kulin

Minutes of Occupational Safety & Health Meeting

Thursday 7th June 2018 Meeting Room

Prompt Safety Solutions OSH Consultant Steve Taylor Introduced to the Safety Committee meeting.

Steve Taylor Opened the meeting 2:40

1. RECORD OF ATTENDANCE:

Works Department - Denis Brandis, Grant Jenks, Rod Diery, Judd Hobson Bob Lockyer

Administration - Cassie-Dee Vandenberg

Freebairn Recreation Centre – Ruth Tyson

Child Care Centre - Sarah Reader

2. APOLOGIES:

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING:

- a. Shire of Kulin Occupational Safety and Health Committee Meeting Wednesday 6th December 2017
Confirmed Judd Hobson, Second

4. MATTERS ARISING FROM PREVIOUS MINUTES:

- a. SWMS completed for entering and exiting plant.
– New combined SWMS presented at meeting and explained.
- b. Take 5 Booklets
– Not being used at this point. Introduction of new SWMS system with OSH Task Checklist as cover page and blank risk assessment sections for changes in conditions or further controls required if not adequately covered in the SWMS.
- c. Work place inspections to be completed
– To be completed at the Freebairn Recreation Centre and Childcare prior to next meeting.

5. ACCIDENT INCIDENT REPORTS:

Name	Date of Incident	Category	Department	Item Raised	Comments	Cost - Risk
	03/02/18	Injury	Pool	Swimming backstroke – swam to close to the end of the pool and persons head struck the edge of the pool	Ice - Rest - Stop swimming	Nil Low
	04/02/18	Property Damage	Works Dept - construction	Whilst closing the grader door the grader operators hammer slipped between the door and the cab and cracked the door glass	Reported to MOW	? Medium
	05/02/18	Property Damage	Works Dept - Construction	Cleaning spoil away from old fence – fence post came under bucket and hit door - door shattered	Reported to MOW	? Medium
	07/02/18	Incident	Pool	Brother threw plastic toy at brother. Mother took child to hospital for check – small deep cut		Nil Low

	21/02/18	Incident	Works Dept - Gardener	Gardener stung on the left thigh by a bee	Reported to MOW	Nil Low
	22/02/18	Incident	Pool	Pool was broken into. Glass was broken - Police called in -- Pool closed for the day -	Recorded on camera	? Medium
	27/02/18	Property Damage	Works Dept - Construction	Hit roo in crew cab on Koolan Holt Rock road -- Damage to bar, indicator, door, step	Reported to MOW	? Medium
	12/03/18	Injury	Works Dept - Building Maintenance	Strain to right shoulder - Whilst lifting and moving concrete mesh, the mesh got caught and stopped suddenly	Reported to MOW - Get help to move	? Low

6. GENERAL BUSINESS

- a. New SWMS process discussed.
- b. Verification of Competency process discussed
- c. Inspection carried out on the Shire Works Depot and Workshop 19/04/2018 tabled with the incident reports in one doc.
- d. Incidents to be separated from inspection reports in future when tabled at the Safety Committee Meeting.
- e. Contractor Management process to be implemented including Risk Assessments, licences, insurances and SO Kulin Contractor Induction.

7. AROUND THE TABLE

B Lockyer – What is happening with Drug and Alcohol testing?

- Drug and Alcohol policy and testing procedure to be read out and discussed / consultation with the Works crew at proceeding toolbox meeting so that they are aware of the process and how it will be conducted.
- DCEO to read out and discuss / consultation with the Admin Staff so that they are aware of the process and how it will be conducted.

S Reader – Trees at the Child Care Centre

- Judd Hobson to arrange for trees to be trimmed by the works department.

8. CLOSURE OF MEETING

There being no further business the meeting was closed at 3:20 pm

Next Meeting December 2018

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2018

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
TRIP			
245	30/05/2018	RYAN BRANDIS Refund Request, Account Closed	\$1,000.00
TRUST			
387	10/05/2018	JFLAG HOLDINGS PTY LTD Carpet Cleaning, 12 Bowey	\$280.00
388	10/05/2018	NICHOLAS JAMES GRANT Housing & Pet Bond Refund, 12 Bowey Way	\$622.25
389	10/05/2018	SHIRE OF KULIN Cleaning of House, 12 Bowey Way	\$97.75
BUSH RACES			
2119	01/05/2018	123 AGENCY GROUP Band Deposit - ARC	\$13,750.00
2120	09/05/2018	RAW CREATIVE Concepts & Designs	\$520.00
2121	17/05/2018	RAW CREATIVE Sponsorship Packages Designs	\$715.00
2122	17/05/2018	EB & OM SLOGGETT Fan Motor	\$74.50
2123	17/05/2018	TELSTA Phone Lines	\$76.19
2124	17/05/2018	TAMORA PLUMBING & GAS Repair Pump, Carmody Block	\$146.08
2125	17/05/2018	AUSTRALIA POST Self Stamped Envelopes	\$56.25
MUNICIPAL			
EFT13987	02/05/2018	AIR LIQUIDE WA Cylinder Rent	\$21.70
EFT13988	02/05/2018	CHILD SUPPORT AGENCY Payroll Deductions	\$221.93
EFT13989	02/05/2018	ALL-WAYS FOODS Cleaning Supplies	\$381.15
EFT13990	02/05/2018	GERRARD HYDRAULICS Parts & Repairs	\$774.40
EFT13991	02/05/2018	GILBARCO AUSTRALIA PTY LTD Thermal Paper Rolls	\$238.15
EFT13992	02/05/2018	KLEENHEAT GAS Yearly Facility Fee 14 Stewart Street	\$33.78
EFT13993	02/05/2018	KULIN SOCIAL CLUB Payroll Deductions	\$190.00
EFT13994	02/05/2018	KULIN SHIRE TRIP FUND Payroll Deductions	\$370.00
EFT13995	02/05/2018	KULIN SHIRE TRUST FUND Payroll Deductions	\$875.00
EFT13996	02/05/2018	MULLAN ELECTRICAL & AIR Payroll Deductions	\$89.10
EFT13997	02/05/2018	MCINTOSH & SON Parts & Repairs	\$41.09
EFT13998	02/05/2018	SEAT BELT SOLUTIONS Parts & Repairs	\$140.00
EFT13999	02/05/2018	TAMORA PLUMBING AND GAS Connection of South Karlgarin Rd Tank to Standpipe	\$2,460.12
EFT14000	02/05/2018	TURBOTECH Parts & Repairs	\$1,278.75
EFT14001	02/05/2018	WA CONTRACT RANGER SERVICES Ranger Service	\$631.12
EFT14002	08/05/2018	AUSTRALASIAN PERFORMING RIGHT ASSO. Public Performance Licence FRAC	\$86.59
EFT14003	08/05/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD Bad Debt Expense	\$3,108.45

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2018

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT14004	08/05/2018	BOC GASES	\$171.27
		Argon Cylinder	
EFT14005	08/05/2018	COURIER AUSTRALIA	\$71.81
		Freight	
EFT14006	08/05/2018	LANDGATE	\$25.30
		Land Enquiry	
EFT14007	08/05/2018	DAN TURNER	\$495.00
		Buildings & Waterslide Inspection	
EFT14008	08/05/2018	EDWARDS MOTORS PTY LTD	\$5,000.00
		New Holden Commodore	
EFT14009	08/05/2018	ECOPRINT SUPPLIES	\$745.80
		Coloured Toners	
EFT14010	08/05/2018	FEGAN BUILDING SURVEYING	\$792.00
		Building Services	
EFT14011	08/05/2018	KULIN HOTEL/MOTEL	\$55.00
		Catering	
EFT14012	08/05/2018	KULIN TYRE SERVICE	\$1,725.16
		Tyres, Batteries & Tubes	
EFT14013	08/05/2018	KULIN LIBRARY, POST OFFICE AND MAIL	\$1,323.30
		Library Service Fee	
EFT14014	08/05/2018	KINGSPAN ENVIRONMENTAL PTY LIMITED	\$1,570.00
		Zincalume Tank, Deposit Only	
EFT14015	08/05/2018	A. NOBLE & SON LTD	\$201.31
		Rope, Shade Sails at Aquatic Centre	
EFT14016	08/05/2018	NARROGIN TOYOTA	\$121.30
		Parts & Repairs	
EFT14017	08/05/2018	OIL TECH FUEL	\$63,800.75
		Distillate & Unleaded Fuel	
EFT14018	08/05/2018	PRACSYS - SYSTEM EDGE MANAGEMENT SERVICES PTY LTD	\$9,680.00
		Stage Two BBRF Application Camp Kulin	
EFT14019	08/05/2018	SHIRE OF KONDININ	\$7,090.11
		Medical Facilities Fee	
EFT14020	08/05/2018	SHIRE OF CORRIGIN	\$8,060.80
		ROEHO Regional Environmental Health Services	
EFT14021	08/05/2018	SPYKER BUSINESS SOLUTIONS	\$3,131.65
		IT Support	
EFT14022	08/05/2018	THE AG SHOP	\$486.80
		Parts & Repairs	
EFT14023	08/05/2018	OFFICEWORKS BUSINESS DIRECT	\$247.05
		Stationery	
EFT14024	08/05/2018	BOC GASES	\$44.73
		Cellamix	
EFT14025	09/05/2018	CHILD SUPPORT AGENCY	\$221.93
		Payroll Deductions	
EFT14026	09/05/2018	ALL-WAYS FOODS	\$462.22
		Bar Purchase, Kitchen Consumables & Cleaning Supplies	
EFT14027	09/05/2018	KULIN SOCIAL CLUB	\$190.00
		Payroll Deductions	
EFT14028	09/05/2018	KULIN SHIRE TRIP FUND	\$870.00
		Payroll Deductions	
EFT14029	09/05/2018	KULIN SHIRE TRUST FUND	\$875.00
		Payroll Deductions	
EFT14030	15/05/2018	CARLTON UNITED BREWERIES PTY LTD	\$873.10
		Bar Purchase	
EFT14031	16/05/2018	AVON WASTE	\$13,108.19
		Rubbish Service	
EFT14032	16/05/2018	ALL-WAYS FOODS	\$205.46
		Cleaning Supplies	
EFT14033	16/05/2018	BOC GASES	\$86.34
		Cylinder Rent	
EFT14034	16/05/2018	BEST OFFICE SYSTEMS	\$2,528.86
		Photocopying Fee	

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2018

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT14035	16/05/2018	BLACKWOODS Depot Supplies	\$1,097.83
EFT14036	16/05/2018	COUNTRY WIDE FRIDGE LINES PTY TLD Alcohol Freight	\$116.30
EFT14037	16/05/2018	COURIER AUSTRALIA Freight	\$428.73
EFT14038	16/05/2018	COMPLETE DJ GROUP PTY LTD DJ Entertainment, RYAC Youth Ball	\$700.00
EFT14039	16/05/2018	DEPARTMENT OF MINES, INDUSTRY REGULATION AND Building Levy	\$5.00
EFT14040	16/05/2018	EDWARDS MOTORS PTY LTD Windscreen Insurance Excess	\$434.10
EFT14041	16/05/2018	FRANK WESTON & CO. Parts & Repairs	\$106.18
EFT14042	16/05/2018	GANGELLS AGSOLUTIONS Various Buildings, Depot Supplies & Water Tank	\$7,943.73
EFT14043	16/05/2018	JUDD RYAN HOBSON Reimbursement, Accommodation & Meal	\$400.00
EFT14044	16/05/2018	SOUTH WEST ISUZU Parts & Repairs	\$90.40
EFT14045	16/05/2018	KULIN HARDWARE & RURAL Various Building & Depot Supplies	\$3,361.52
EFT14046	16/05/2018	KULIN IGA Catering Supplies, Camp Kulin	\$5,594.56
EFT14047	16/05/2018	MULLAN ELECTRICAL & AIR Replace Mains at Dudinin Hall	\$1,951.13
EFT14048	16/05/2018	IXOM OPERATIONS PTY LTD Chlorine Cylinders Service Fee	\$81.84
EFT14049	16/05/2018	EXURBAN RURAL & REGIONAL PLANNING Town Planning Consulting Service	\$636.34
EFT14050	16/05/2018	QUALITY PRESS DFES, Vehicle Stickers	\$52.25
EFT14051	16/05/2018	RACHAEL BOYD Reimbursement, Working with Children Check	\$84.00
EFT14052	16/05/2018	SUNNY INDUSTRIAL BRUSHWARE Strip Brush, Golf Club	\$154.00
EFT14053	16/05/2018	SPYKER BUSINESS SOLUTIONS IT Support	\$2,142.75
EFT14054	16/05/2018	SPORTS TURF ASSOCIATION (WA) INC Toro Regional Sportfield and Grounds Forum	\$80.00
EFT14055	16/05/2018	SHIRE OF MINGENEW Long Service Leave Entitlements, Martin Whitely	\$8,528.16
EFT14056	16/05/2018	T-QUIP Parts & Repairs	\$148.20
EFT14057	16/05/2018	TOURISM COUNCIL WESTERN AUSTRALIA LTD Accreditation & Membership Fee 2018/19	\$1,328.00
EFT14058	16/05/2018	THE AG SHOP Parts & Repairs	\$41.90
EFT14059	16/05/2018	WATERMAN IRRIGATION AUSTRALIA Repairs, Dudinin Standpipe	\$1,089.00
EFT14060	16/05/2018	WA HINO SALES & SERVICE Parts & Repairs	\$334.65
EFT14061	16/05/2018	WA CONTRACT RANGER SERVICES Ranger Service	\$467.50
EFT14062	21/05/2018	AUSTRALIA POST Postage	\$321.52
EFT14063	21/05/2018	BLACKWOODS Depot Supplies & Signage	\$1,876.77
EFT14064	21/05/2018	TRINITEQ INTERNATIONAL PTY LTD IT Support	\$330.00
EFT14065	21/05/2018	SEAT BELT SOLUTIONS Parts & Repairs	\$135.00

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2018

GHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT14066	21/05/2018	OFFICEWORKS BUSINESS DIRECT Stationery	\$194.51
EFT14067	21/05/2018	WESTRAC PTY LTD Parts & Repairs	\$148.76
EFT14068	23/05/2018	CHILD SUPPORT AGENCY Payroll Deductions	\$221.93
EFT14069	23/05/2018	ALL-WAYS FOODS Cleaning Supplies	\$48.13
EFT14070	23/05/2018	FEGAN BUILDING SURVEYING Building Services	\$792.00
EFT14071	23/05/2018	KULIN SOCIAL CLUB Payroll Deductions	\$190.00
EFT14072	23/05/2018	KULIN SHIRE TRIP FUND Payroll Deductions	\$870.00
EFT14073	23/05/2018	KULIN SHIRE TRUST FUND Payroll Deductions	\$875.00
EFT14074	23/05/2018	WA CONTRACT RANGER SERVICES Ranger Service	\$467.50
EFT14075	24/05/2018	AUSTRALIAN TAXATION OFFICE BAS	\$55,189.00
EFT14076	24/05/2018	AUSTRAL WINDSCREENS AND TINTING Parts & Repairs	\$227.50
EFT14077	24/05/2018	AVON BLINDS Supply & Install Patio Blinds, 9 Rankin Street	\$4,609.00
EFT14078	24/05/2018	COUNTRY WIDE FRIDGE LINES PTY TLD Alcohol Freight	\$260.01
EFT14079	24/05/2018	CORRIGIN MEDICAL CENTRE Consultation, Simon Herwig	\$139.40
EFT14080	24/05/2018	LANDGATE Rural UV General Revaluation 2017/18	\$6,688.80
EFT14081	24/05/2018	C & E FRANTOM Reimbursement, Cubby House Child Care Centre	\$3,147.00
EFT14082	24/05/2018	G & M DETERGENTS Cleaning Supplies	\$50.00
EFT14083	24/05/2018	JUDD RYAN HOBSON Reimbursement, Car Detailing	\$100.00
EFT14084	24/05/2018	KULIN IGA Consumables Craft & Kitchen Supplies Child Care	\$155.46
EFT14085	24/05/2018	THE JOB SHOP Pawel Grela & Katarzyna Kozub	\$660.00
EFT14086	24/05/2018	A & M MEDICAL SERVICES PTY LTD Service Medical Oxy Sock, Aquatic Centre	\$103.52
EFT14088	24/05/2018	ELISE MULLAN Catering, May Council Meeting	\$480.00
EFT14089	24/05/2018	NARROGIN FURNISHINGS Laminating Flooring Unit One Johnston Street	\$5,000.00
EFT14090	24/05/2018	PH & KE GOW LICENSED SURVEYORS Resubmit Application for Planning Approval for Davies RD	\$1,841.18
EFT14091	24/05/2018	RF INDUSTRIES PTY LTD Sunlight Controllers - Solar Towers FRAC	\$327.03
EFT14092	24/05/2018	SAFEGUARD INSURANCE SOLUTIONS PTY LTD Liability Insurance 2018/19 FRAC	\$1,852.40
EFT14093	24/05/2018	ROAD SIGNS AUSTRALIA Fuel Facility Signage (0-9)	\$126.50
EFT14094	24/05/2018	WESTRAC PTY LTD Parts & Repairs	\$572.45
EFT14095	28/05/2018	MAIA FINANCIAL PTY LIMITED IT Equipment Lease	\$348.70
EFT14096	28/05/2018	BLACKWOODS Parts & Repairs	\$63.05
EFT14097	28/05/2018	LANDGATE Consolidated Mining Tenement Roll	\$245.25

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2018

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT14098	28/05/2018	JASON SIGNMAKERS Signage, CRC	\$158.40
EFT14099	28/05/2018	WESTRAC PTY LTD Parts & Repairs	\$1,146.37
36973	08/05/2018	NARROGIN STIHL Parts & Repairs	\$11.40
36974	08/05/2018	THE FLOWER FARMACY Anzac Wreath's	\$178.00
36975	08/05/2018	SYNERGY Electricity Usage	\$6,734.95
36976	08/05/2018	SYNERGY Electricity Usage	\$3,060.60
36977	15/05/2018	BENDIGO BANK Bendigo Merchant Fees	\$98.34
36978	15/05/2018	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD Fuel Facility Fees	\$399.73
36979	15/05/2018	WESTNET INTERNET SERVICES Westnet Charges	\$295.77
37001	16/05/2018	DEPARTMENT OF TRANSPORT Licensing	\$59.55
37002	16/05/2018	JV & EL MARCHEI Loader Assessments	\$1,000.00
37003	16/05/2018	TELSTRA Phone Usage & Equipment Rent	\$1,706.08
37004	16/05/2018	WATER CORPORATION Water Usage & Rates	\$443.54
37009	24/05/2018	TELSTRA Mobile Phone Usage	\$404.48
37010	24/05/2018	SYNERGY Electricity Usage	\$3,267.40
DD6494.1	06/05/2018	WA LOCAL GOVT SUPERANNUATION PLAN Superannuation Contributions	\$10,631.84
DD6494.2	06/05/2018	AUSTRALIAN SUPERANNUATION Superannuation Contributions	\$492.00
DD6494.3	06/05/2018	PRIME SUPERANNUATION Superannuation Contributions	\$372.03
DD6494.4	06/05/2018	MLC MASTERKEY SUPERANNUATION Superannuation Contributions	\$114.69
DD6494.5	06/05/2018	REST SUPERANNUATION Superannuation Contributions	\$43.71
DD6494.6	06/05/2018	BENDIGO SUPERANNUATION PLAN Superannuation Contributions	\$158.02
DD6501.1	01/05/2018	CARLTON UNITED BREWERIES PTY LTD Bar Purchase	\$896.68
DD6508.1	17/05/2018	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD FTS Settlement Fees	\$4.65
DD6508.2	18/05/2018	WESTNET INTERNET SERVICES Medical Centre Internet Service	\$109.90
DD6510.1	20/05/2018	WA LOCAL GOVT SUPERANNUATION PLAN Superannuation Contributions	\$10,700.28
DD6510.2	20/05/2018	AUSTRALIAN SUPERANNUATION Superannuation Contributions	\$512.52
DD6510.3	20/05/2018	PRIME SUPERANNUATION Superannuation Contributions	\$372.03
DD6510.4	20/05/2018	MLC MASTERKEY SUPERANNUATION Superannuation Contributions	\$119.56
DD6510.5	20/05/2018	REST SUPERANNUATION Superannuation Contributions	\$149.33
DD6510.6	20/05/2018	BENDIGO SUPERANNUATION PLAN Superannuation Contributions	\$155.14
DD6517.1	29/05/2018	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD FTS Settlement Fees	\$0.75

Shire of Kulin

EFT & Chq Listing for period ended 31 May 2018

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD6517.2	24/05/2018	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD	\$4.05
		FTS Settlement Fees	
DD6517.3	23/05/2018	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD	\$9.30
		FTS Settlement Fees	
DD6517.4	24/05/2018	BEST OFFICE SYSTEMS	\$401.50
		Photocopier Lease	
DD6521.1	31/05/2018	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD	\$3.40
		FTS Settlement Fees	
#4661830	09/05/2018	SHIRE OF KULIN EMPLOYEES	\$58,872.52
		Bulk Payroll PPE 060518	
#4684568	23/05/2018	SHIRE OF KULIN EMPLOYEES	\$59,835.19
		Bulk Payroll PPE 230518	
Sub-total: EFT & Chq Payments			\$441,518.73
TOTAL PAYMENTS FOR MONTH ENDING 31 May 2018			\$441,518.73



Account number 691
 Statement period 01/05
 Statement number 156 (pa)

ISO B
 ISO Business Credit Card
 Transaction
 PAGODA RESORT
 RETAIL PURCH
 CARD

Bendigo Business Credit Card

Date	Transaction	Withdrawals	Payments	
	Opening balance			
2 May 18	Kulin Community Bank, KULIN AUS RETAIL PURCHASE 01/05 CARD NUMBER 552638XXXXXX194 1	MV27 0152 728 109.85	Registration fee	5,79
2 May 18	AMPOL 55535, GOSNELL S AUS RETAIL PURCHASE 29/04 CARD NUMBER 552638XXXXXX426 1	MV120 0151 728 50.84	DCEO Fuel	5,841.52
5 May 18	CBRE, PERTH AUS RETAIL PURCHASE 04/05 CARD NUMBER 552638XXXXXX426 1	EC40040-31 30.00	Parking Fee	5,871.52
9 May 18	AMPOL 55535, GOSNELL S AUS RETAIL PURCHASE 06/05 CARD NUMBER 552638XXXXXX194 1	MV27 0151 728 54.07	CFO Fuel	5,925.59
10 May 18	TELSTRA BILL PAYMNT, MELBOURNE AUS RETAIL PURCHASE 09/05 CARD NUMBER 552638XXXXXX426 1	E112024 230.00	Aquatic Centre internet	6,155.59
11 May 18	PSN EVENTS PTY LT, ER SKINEVILLE AUS RETAIL PURCHASE 10/05 CARD NUMBER 552638XXXXXX194 1	EC42041-31 218.75	Noel Mason	6,374.34
14 May 18	PERIODIC TFR 00074214151201 00000000000			5,680.83 693.51
23 May 18	CALTEX MIDVALE, MIDV ALE AUS RETAIL PURCHASE 20/05 CARD NUMBER 552638XXXXXX194 1	MV27 0151 728 70.28	CFO Fuel	763.7
25 May 18	CITY OF PERTH PARK1, PERTH AUS RETAIL PURCHASE 24/05 CARD NUMBER 552638XXXXXX194 1	EC42041-31 16.13	Parking Fee	779.9

...continued over
www.bendigobank.com

ate Paid ___ / ___ / ___ Amount \$ _____

Bendigo Business Credit Card - Payment options

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

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

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.

B **PAY** **Billers code: 342949**
Ref: 691211254

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



Bendigo Business Credit Card

BSB number 633-C
 Account number 6912112
 Customer name SHIRE OF KL
 Minimum payment required \$37
 Closing Balance on 31 May 2018 \$1,253
 Payment due 14 Jun 2
 Date Payment amount

Drawer	Chq No	BSB	Account No	\$	¢

Bendigo Business Credit Card (continued)

Date	Transaction	Withdrawals	Payments	Balance
26 May 18	PAGODA RESORT SPA, C OMO AUS RETAIL PURCHASE 24/05 CARD NUMBER 552638XXXXXXXX426 1	EO42040 31 177.36	DCEO Accommodation	957.28
27 May 18	AMPOL 55535, GOSNELL S AUS RETAIL PURCHASE 24/05 CARD NUMBER 552638XXXXXXXX194 1	MV27 0151 728 75.33	CEO fuel	1,032.61
27 May 18	SHIRE OF WANDERING, WANDERING AUS RETAIL PURCHASE 25/05 CARD NUMBER 552638XXXXXXXX426 1	MV120 0151 728 66.03	DCEO fuel	1,098.64
29 May 18	DUNNINGS MANJIMUP, M ANJIMUP AUS RETAIL PURCHASE 27/05 CARD NUMBER 552638XXXXXXXX426 1	MV120 0151 728 84.01	CEO fuel	1,182.65
29 May 18	PAGODA RESORT SPA, C OMO AUS RETAIL PURCHASE 25/05 CARD NUMBER 552638XXXXXXXX426 1	EO42040 31 39.02	DCEO Meals	1,221.67
29 May 18	PAGODA RESORT SPA, C OMO AUS RETAIL PURCHASE 25/05 CARD NUMBER 552638XXXXXXXX426 1	11 20.22	11	1,241.89
30 May 18	CARD FEE 3 @ \$4.00	EO32100 31 12.00		1,253.89
Transaction totals / Closing balance		\$1,253.89	\$5,680.83	\$1,253.89

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED FOR YOUR ACCOUNT.

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

Noel
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Supporting our emergency services Australia wide.

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642BH301 / E-1371 / S-3227 / I-6453 / 0007421415001009

GENERAL COMPLIANCE CHECKLIST – MAY 2018

Class	Task	Date	Frequency	Detail	Yes/No
Governance	IntPlan - Corporate Business Plan Quarterly Report	31/08/2018	Quarterly	Review CPB actions and report to Council meeting	Yes In Forum Report
Governance	Policy Manual review	30/06/2018	Annual	Annual Policy manual review	Yes June meeting
Governance/ CDO	Commence Disability Access and Inclusion Plan review	31/07/2018	Annual	Review and report as required - Online report required in July - do information gathering on prescribed information DS Act 1993 s.29(4)r8	Completed
Governance/ CEO	Annual Report CCC	31/07/2018	Annual	Prepare Annual CCC report on any reports made in past financial year - Due July On-line options - watch for email	No - Not yet available on line
Governance/ CRC	Australia Day Awards	01/06/18	Annual	Nominations due end of July	Nil this year
Governance/ SAO	Council Photo	June	Bi-annual	Take photo of current Council	Photographer booked for July
CEO	Strategic Community Plan	30/06/2018		Strategically reviewed 2 years from when adopted (due 30 June 2018)	N/A this year
CEO	Staff Performance Reviews	30/06/2018	6 monthly	Administration staff, DCEO and Managers.	Underway
CEO	Adjust KRA's for Senior staff and Managers	30/06/2018	6 monthly	Administration staff, DCEO and Managers.	Underway
Governance/ CEO	Review Compliance Audit Return	30/06/2018	Annual	Review DLG and Auditor response to Compliance Audit Return and prepare remedial action to rectify identified items	Completed - no issues raised yet
CEO	LEMAC Meeting - June Dec	30/06/2018	Twice Year	LEMAC Meeting	Completed May
Governance/ CEO	Delegation Review	01/06/18	Annual	CEO to confirm in writing to employees Delegations approved by Council for each year	June Meeting item - letters after that
CEO/MM	RRG Direct Grant Payments	July	Annual	Councils to provide Certificate of Completion for financial year plus tax invoice without GST for 18/19 funds.	Completed
DCEO/CEO	Report Staffing changes and Wages Review for Budget	30/06/2016	Annual	Report staffing changes and complete Salaries and Wages projections incorporating changes to Council for consideration in Budget.	Estimates included
DCEO	Conduct staff performance reviews and report to CEO	30/06/2018	6 monthly	Process flows into report to Council if major changes required	Underway June
Finance	Reserve Fund Budgeted Transfers	1/06/2018	Annual	Transfer before 30 June	None outside of Budget provision
Finance	CPI Update	1/06/2018	Annual	Advise managers re what CPI estimates to use for Budget programmes and carry over projects for Budget calculations	Done
Finance	Private Works charges	1/06/2018	Annual	Check revenue against expenses for each private works carried out to review estimation process (and that accounts have been sent for each job!)	Completed May
Finance	Petty Cash & Other Advances Recoup	30/06/2018	Annual	Recoup prior to closing off Accounts to ensure all expenditure is included in Accounts and avoid accruals	30 th June process

GENERAL COMPLIANCE CHECKLIST – MAY 2018

Finance	Draft Budget to Council				Submit draft Budget June or July meeting	June meeting
SFO	DrumMuster	1/06/2018	Annual		Submit annual DrumMuster Reimbursement Claim	Completed
SFO	Rate Notices	1/02/2018	Annual		Check stock of rate notices for next year - reprint as required. Revise information on reverse, update as necessary	Completed – time available for reorder if required
WM	Staff Performance Reviews - Outside staff	30/06/2018	6 monthly		Report to CEO - changes in Position composition, rates of pay, FTE structure and status	Completed – included in Budget
WM/TO	Road Construction & Maintenance Review	01/06/18	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	Completed as EOY processes
TO	Traffic Signs (Stock in Depot) May – June	1/06/2018	Annual		Review stock and reorder if required	Some already on order June
TO	Occupational Health Safety Meeting	31/06/2018	Quarterly		Occ Health Safety Committee meeting - review all incidents accidents and commence 1/2 yearly inspections - make recommendations for Budget	Completed PSS June
TO	Smoke Alarms	June	Annual		Shire Housing - RCD testing and smoke alarm testing required annually by electrician - use HZ Electrics (retirement homes & shire)	Letter to staff – no issues
Tourism/CRC	Nominations for WA Tourism Awards	1/06/2018	Annual		Check WA Tourism Council website for details on exact dates	N/A this year
Tourism/CRC	Tourism Marketing Plan	1/06/2018	Annual		Tourism/Projects Officer to develop annual Tourism Activities and Marketing Plan	Tourism expenditure included in Budget
CRC	Action Plan	1/06/2018			Submit to DRD by 30 June	Completed May – state 40% reduction of contributions
CRC	Conduct staff performance reviews and report to CEO	30/06/2018	6 monthly			CEO to undertake this year
CRC	Updating of Town Notice Board/Website		Weekly			Completed
CDO	Kulin Child Care Centre Budget	1/06/2018	Annual			Completed
CDO	Kulin CCC Annual Service Fee	1/06/2018	Annual		Fee to be paid to Dept. Local Government & Communities. Due 1 July each year.	Creditors July
FRC	Final EOY Stocktake	30/06/2018	Annual		Report to DCEO	EOY process
EHO	Re-licencing and invoicing of lodging houses	1/06/2018	Annual		EHO	No to be June
EHO	Caravan park inspection and licencing	1/06/2018	Annual		EHO	No to be June



Shire of Kulin

Register of Delegations

June 2018

Adopted at the Ordinary Meeting of Council held on 20 June 2018

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INTRODUCTION

The Local Government Act 1995 (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.

All delegations made by the Council must be by absolute majority decision. The following are functions that cannot be delegated to the Chief Executive Officer:

- any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act relating to the payment of fees to council members;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of his powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if he desires.

A register of delegations to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty.

1. ADMINISTRATION

A.1 Acting Chief Executive Officer

Delegation: That Council delegate authority to the Chief Executive Officer to appoint the Deputy Chief Executive Officer as Acting CEO during a period of absence.

CEO

Delegates to: Nil

Reference: Local Government Act 1995 section 5.36 and 5.42

History: Reviewed 20 June 2018

A.2 Agreements for Payments of Debts to Council

Delegation: The CEO is authorised to make agreements with debtors for the re-payment of debts to Council, including rates and other debts.

CEO

Delegates to: Deputy CEO

Reference: Local Government Act 1995 section 6.49

History: Reviewed 20 June 2018

A.3 Casual Hirers Liability

Delegation: That Council delegate authority to the Chief Executive Officer to ensure that hirers of Council facilities carry adequate insurance before hire takes place.

CEO

Delegates to: Nil

Reference: Local Government Act 1995 section 2.7 (2) (b)

History: Reviewed 20 June 2018

A.4 Complaint Handling

Delegation: That Council delegate authority to the Chief Executive Officer to seek legal advice in respect to the implications of suspected malicious, frivolous, unreasonable, persistent or vexatious complaint.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

A.5 Fees & Charges - Discounts

Delegation: That Council delegate authority to the Chief Executive Officer, DCEO, CRC Manager, Manager Leisure Services (FRC/Pool), Works Manager and front counter staff members (named) as described and in accordance with Council decision 14/0517 May 2017.

CEO

Delegates to: As above

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

A.6 Investment of Surplus Funds

Delegation: The CEO is authorised to invest money held in any Council fund that is not required for immediate use, in an approved investment as defined by the Trustees Act, Part III, provided that sufficient working funds are retained at all times.
Where possible, preference is to be given to investing in local bank branches.

CEO

Delegates to: Deputy CEO

Reference: Local Government Act 1995, section 6.14. Financial Management Regulations Section 19c

History: Reviewed 20 June 2018

A.7 IT & Social Media – Use Of

Delegation: That Council delegate authority to the Chief Executive Officer to authorise officers of the Council to access and maintain social media sites.

CEO

Delegates to: As authorised

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

A.8 Legal Advice, Representation & Cost Reimbursement

Delegation: That Council delegate authority to the Chief Executive Officer (with conditions) to seek legal advice in connection with the proper legal administration of the Shire and to support urgent responses to claims for financial assistance to members and staff, advice to the value of \$5000, without reference to Council.

CEO

Delegates to: Nil

Reference: Local Government Act 1995 Section 5.42

History: Reviewed 20 June 2018

A.9 Payments from Municipal and Trust Funds

Delegation: The CEO is authorised to make payments from the Municipal and Trust Funds. This includes the authority to sign cheques and permit EFT payments.

Conditions:

1. That an order be issued for the purchase of goods and services except in the case of small purchases from Petty Cash;
2. That where feasible and practical, a price be negotiated in advance of purchase and recorded on the order form;
3. That invoices, where practicable, be certified by the person who placed the order so as to indicate:
 - a. That the purchase was under an authority delegated to that person
 - b. That the goods and services were received in a satisfactory condition, or to a satisfactory standard, and the price and computations are correct;
4. That the Chief Executive Officer continue to place a list of creditors before the Council on a monthly basis together with vouchers and invoices;
 - a. For the recording in the minutes after payment for those accounts paid by the Chief Executive Officer under delegated authority.
5. That at least two (2) signatories be required on all cheques or online authorisations; For those paid by the Chief Executive Officer under delegated authority – any two jointly of CEO, Deputy CEO, Senior Finance Officer and/or any Councillor.

CEO

Delegates: The authority to issue Municipal Fund purchase orders only. As follows;

Deputy CEO	\$50,000 * (Also authorised to make Trust Fund payments)
Manager of Works	\$5,000 *
Plant Mechanic	\$5,000 *
Resource Centre Manager	\$1,000
Freebairn Recreation Manager	\$1,000 plus \$2,000 bar stock
Camp Kulin Manager	\$1,000 *
Executive Support Officer	\$1,000 *
Tech Officer	\$1,000
Senior Finance Officer	\$ 500
Child Care Administrator	\$1,000 *
Administration Officers	\$ 200
Environmental Health Officer	\$ 200
Swimming Pool Manager	\$1,000
Building Maintenance Officer	\$1,000

** Orders for items of a capital nature, or major operational items that have been dealt with at a Council level (e.g. tenders) may be signed /authorised by the above employees in excess of the purchase orders limit.*

Reference: Local Government (Financial Management) Regulations 1996, Regulation 12

History: Reviewed 20 June 2018

A.10 Use of Common Seal

Delegation: That Council delegate authority to the Chief Executive Officer to permit the affixing of the Common Seal when required.

CEO

Delegates to: Nil

Reference: Local Government Act 1995 section 9.49A (4)

History: Reviewed 20 June 2018

A.11 Writing Off Debts

Delegation: That Council delegate authority to the Chief Executive Officer to write off debts where the individual debt is not more than \$100. In exercising this authority the Chief Executive Officer is to take into consideration Council Policy and the prospects of recovering the debt.

CEO

Delegates to: Nil

Reference: Local Government Act 1995 section 6.12

History: Reviewed 20 June 2018

A.12 Housing

Delegation: To the Chief Executive Officer to;

- to recover from bonds the cost of damage repair, cleaning and carpet cleaning from tenants if they fail to do such;
- take action to recover costs of water usage if other reduction remedies have failed to reduce consumption;
- determine applications from tenants to allow a pet in the residence;
- determine applications from staff to receive the "own your own residence" allowance;

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

A.13 Procedure for Unpaid Rates

Delegation: To the Chief Executive Officer to determine the granting of an extension of time to pay rates.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

2. GOVERNANCE

G.1 Applications for Planning Consent

Delegation: The CEO is authorised to issue planning consent for development applications that fully comply with all requirements. The CEO is authorised to reduce or waive development application fees where:-

- the development has a perceived benefit to the community, and
- the application is of such a nature that very little investigate work is required prior to the application being submitted to Council for consideration.

Compliance with the Town Planning Scheme, Regulations and Codes, and Council's Planning Policies, is mandatory. Any application not complying is to be referred to Council for decision.

Conditions: No officer other than the CEO is permitted to authorise expenditure by outside agencies for development applications.

CEO

Delegates to: Nil

Reference: Town Planning Development Act and Town Planning Scheme No 2, 2017

History: Reviewed 20 June 2018

G.2 Building Licences and Swimming Pools

Delegation: The CEO is authorised to approve or not approve plans submitted and issue building licences. This includes the authority to conduct inspections and issue orders for private swimming pools.

Conditions: The authority does not include approval of development applications as required under Council's Town Planning Scheme, nor the expenditure of money prior to consultation with the CEO. All building applications must conform with the Building Code of Australia and all other relevant legislation.

CEO

Delegates to: Environmental Health Officer/Building Officer

Reference: Local Government (Miscellaneous Provisions) Act 1960 section 374

History: Reviewed 20 June 2018

G.3 Cemeteries Act 1986

Delegation: The CEO is authorised to carry out all of the powers and duties conferred to Council by section 6 of the Cemeteries Act 1986 and carry out in accordance with this section, when required, the exhumation of a body buried in the Kulin, Dudinin or Pingaring cemeteries and the reburial of the body in the Kulin, Dudinin or Pingaring cemeteries.

CEO

Delegates to: Nil

Reference: Cemeteries Act 1986 sections 6 and 59

History: Reviewed 20 June 2018

G.4 Public Health Act 2016

Delegation:

1. Delegation to the Chief Executive Officer for the appointment of 'authorised officer/s' under section 9.10(1) including the authority to the giving of infringement notice/s under section 9.16 by the authorised officer/s pursuant to the *Local Government Act 1995* for the purpose of the administration of the *Shire of Kulin Animal Environment and Nuisance Local law 2016*;
2. That pursuant to the *Local Government Act 1995* Subdivision 2 - Infringement notices, the Shire of Kulin appoints the Chief Executive Officer as an authorised officer for the functions of:
 - i. Section 9.17. Notice, content of – to authorise persons for the purposes of receiving payment of modified penalties;
 - ii. Section 9.19. Extension of time; and
 - iii. Section 9.20. Withdrawal of notice.This appointment is to be effected by instrument in writing and signed by the Shire President;
3. Delegation to the Chief Executive Officer for the purpose of designating authorised officers, appointing environmental health officers and the appointment of authorised officers to issue infringement notices pursuant to the *Health (Asbestos) Regulations 1992*; and
4. The appointment of the Chief Executive Officer as an 'approved officer' pursuant to Regulation 15D(5) of the *Health (Asbestos) Regulations 1992* for the purposes of Part 2 of the *Criminal Procedure Act 2004* as the person authorised to extend the period to pay or withdraw an infringement notice. This appointment is to be effected by instrument in writing and signed by the Shire President. **(Note: Adopted by Council resolution 11/0217)**

CEO

Delegates to: Environmental Health Officer, Various Authorised Officers

Reference: Public Health Act 2016, Health (Miscellaneous Provisions) Act 1911, Health (asbestos) Regulations 1994, Food Act 2008

History: Reviewed 20 June 2018

3. HUMAN RESOURCES

H.1 Grievance Procedures

Delegation: To the Chief Executive Officer to engage a competent human resource professional to hear and determine a grievance against the CEO or where a grievance requires specialist mediation or assistance because the topic is outside the knowledge or capacities of Shire staff.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

4. COMMUNITY SERVICES

C.1 Bushfire Control – Shire Plant for Use Of

Delegation: To the Chief Executive Officer to spend up to \$5,000 to hire plant or equipment (above positioning and mobilisation costs) if and when a bushfire cannot be effectively controlled by other means, or where it is considered necessary to engage additional resources to protect life or property.

CEO

Delegates to: Nil

Reference: Local Government Act sections 5.42 and 5.44
Bush Fires Act section 38 (3) (4) (5)

History: Reviewed 20 June 2018

C.2 Bushfire Control – Plant Use for Adjoining Shires

Delegation: To the Chief Executive Officer to spend up to \$5,000 to hire plant or equipment (above positioning and mobilisation costs) if and when a bushfire cannot be effectively controlled by other means, or where it is considered necessary to engage additional resources to protect life or property.

CEO

Delegates to: Nil

Reference: Local Government Act sections 5.42 and 5.44
Bush Fires Act section 38 (3) (4) (5)

History: Reviewed 20 June 2018

C.3 Bushfire Prohibited/Restricted Burning Periods - Changes

Delegation: In accordance with Section 17(10) of the Bush Fires Act 1954 (as amended), the Chief Bush Fire Control Officer and Shire President be delegated authority to vary the "Prohibited Burning Time".

In accordance with the Bush Fires Act 1954 (as amended), the Chief Bush Fire Control Officer and the Chief Executive Officer are delegated authority to vary the "Restricted Burning Period".

CEO

Delegates to: Nil

Reference: Local Government Act 1995 & Bush Fires Act 1954

History: Reviewed 20 June 2018

C.4 Bushfire Training Administration

Delegation: To the Chief Executive Officer and the Bush Fire Brigades Advisory Committee to incur expenditure for the planning and development of training opportunities without reference to Council for volunteers, Fire Control Officers and Captains. Costs associated with training programs to be allocated to Council's Emergency Services Levy.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

C.5 Cat Ownership Limit – Cat Control

Delegation: To the Chief Executive Officer to determine applications to keep cats under the Cat Foster Carer provision as per Council policy.

CEO

Delegates to: Nil

Reference: Local Government Act 1995
Cat Act 2011 and Cat Regulations 2012

History: Reviewed 20 June 2018

C.6 Dog Control - Attacks

Delegation: Without reference to the Council the Chief Executive Officer is delegated authority to instigate legal and/or infringement proceedings against the owner of a dog involved in a dog attack on a person or other animal.

CEO

Delegates to: Nil

Reference: Local Government Act 1995
Dog Act 1976

History: Reviewed 20 June 2018

C.7 Dog Ownership Limit – Dog Control

Delegation: Without reference to the Council the Chief Executive Officer is delegated authority to determine applications in the first instance.

CEO

Delegates to: Nil

Reference: Local Government Act 1995
Dog Act 1976

History: Reviewed 20 June 2018

C.8 Sea Containers Use Of – Town Planning

Delegation: To the Chief Executive Officer for the approval of applications for the use of sea containers.

CEO

Delegates to: Nil

Reference: Local Government Act 1995
Shire of Kulin Town Planning Scheme No. 2
Shire Policy

History: Reviewed 20 June 2018

C.9 Second Hand Dwellings – Use of – Building Control

Delegation: To the Chief Executive Officer to approve Development Applications for the use of second hand relocated or transportable dwellings.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

C.10 Temporary Accommodation

Delegation: To the Chief Executive Officer to approve applications for temporary accommodation in caravans that meet the guideline conditions.

CEO

Delegates to: Nil

Reference: Local Government Act 1995
Caravan and Camping Ground Regulations 1997: Regulation 6 and 11(2)(a)

History: Reviewed 20 June 2018

C.11 Unauthorised Structures – Building Control

Delegation: To the Chief Executive Officer to seek legal advice or to prepare a "Stop Work" order where Notice to the owner fails to illicit any response or results in the hastening of action to complete the structure.

CEO

Delegates to: Nil

Reference: Local Government Act 1995
Building Regulations 1989

History: Reviewed 20 June 2018

C.12 Kulin Bush Races

Delegation: That Council delegate authority to the Bush Races Committee to manage all aspects of the Kulin Bush Races Event on behalf of Council under constraints imposed by the Local Government Act 1995 and other relevant legislation.

CEO

Delegates to: Kulin Bush Races Committee

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

C.13 Freebairn Recreation Centre Club Committee

Delegation: That Council delegate authority to the Freebairn Recreation Centre Club Committee to manage all aspects of the Freebairn Recreation Centre on behalf of Council, subject to budget constraints and under the constraints imposed by the Local Government Act 1995 and other relevant legislation.

Conditions: The following areas remain the responsibility of Council:-

- Staffing
- Liquor licence
- Capital Expenditure Purchases
- Sale of Assets
- Waiver of Hire Charges

CEO

Delegates to: Freebairn Recreation Centre Club Committee

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

C.14 Kulin Child Care Management Committee

Delegation: That Council delegate authority to the Kulin Child Care Management Committee to manage all aspects of the Kulin Child Care Centre on behalf of Council, subject to budget constraints, and under those constraints imposed by the Local Government Act 1995 and other relevant legislation.

Conditions: The following areas remain the responsibility of Council:-

- Staffing
- Capital expenditure purchases
- Sale of Assets

CEO

Delegates to: Kulin Child Care Centre Management Committee

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

C.15 General – Community Services Practices

Delegation: To the Chief Executive Officer to;
appoint officers for the purpose of infringement notices and administration of;
- the Shire of Kulin Animal Environment and Nuisance Local Law; Health (Asbestos) regulation 1992.
appoint officers for the purposes of the Caravan and Camping Grounds Act 1995;
- Power of Entry and inspection and,
- The issue of Infringement Notices.
approve or reject applications to consume liquor in Shire buildings or on Shire controlled reserves.
approve applications to hire the Kulin Bush Races facility in accordance with terms and conditions.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

C.16 Bushfire Control – Confirmation Appointment of Dual Fire Control Officers

Delegation: That Council delegate to the Chief Executive Officer that following receipt of correspondence or a written email request from a neighbouring Shire, the Chief Executive Officer under delegation made possible by the Bush Fires Act 1954, S.48 (1) is granted the authority to confirm the appointment of Dual Fire Control Officer applications from neighbouring Shires without reference to Council.

CEO

Delegates to: Nil

Reference: Local Government Act sections 5.42 and 5.44
Bush Fires Act section 48 (1)

History: Added 20 June 2018

C.17 Seed Collection – Issue of Approval to Collect Seeds

Delegation: That Council delegate to the Chief Executive Officer approval to determine requests to collect seeds from Shire of Kulin managed and controlled land without reference to Council in accordance with the guidelines of APOG CS 20.

CEO

Delegates to: Nil

Reference: Local Government Act

History: Added 20 June 2018

5. WORKS

W.1 Gravel Supplies

Delegation: To the Chief Executive Officer and the Manager of Works to negotiate the supply of gravel with landholders, which may incur a quid pro quo cost to the Shire and to initiate the resumption of land for the purpose of obtaining gravel where no alternate suitable supplies exist.

CEO

Delegates to: Manager of Works

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

W.2 Roads - Clearing

Delegation: To the Chief Executive Officer the power to;

- consider and authorise the removal of vegetation from fence lines;
- to issue approval to service authorities to remove vegetation on Shire roads in relation to their works;
- to determine the suitability of roadside vegetation planting applications submitted by community groups or individuals.

CEO

Delegates to: Nil

Reference: Local Government Act 1995
Soil and Land Conservation Act 1945. (Agriculture WA)
Wildlife Conservation Act 1950 – 1979
Aboriginal Heritage Act 1972
Agriculture and Related Resources Protection Act 1976
Bush Fires Act 1954
Conservation and Land Management Act 1984
Environmental Protection and Biodiversity Conservation Act 1999
Environmental Protection Act 1986
Heritage of WA Act 1990
Land Act 1933
Main Roads Act 1930
Mining Act 1978
State Energy Commission Supply Act 1979
Water Authority Act 1987

History: Reviewed 20 June 2018

W.3 Roads – Damage To

Delegation: To the Chief Executive Officer to take action to recover the cost of damage to a Shire road or verge asset and issue Notice to request the return of the road or verge to a clean and tidy condition.

CEO

Delegates to: Manager of Works

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

W.4 Roads – Roadside Markers – Management Of

Delegation: To the Chief Executive Officer to determine roadside markers applications.

CEO

Delegates to: Manager of Works

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

W.5 Stormwater Drainage

Delegation: To the Chief Executive Officer to approve applications for connection to the Shire stormwater drainage from landowners on advice from the Manager of Works.

CEO

Delegates to: Manager of Works

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

W.6 Street Trees

Delegation: To the Chief Executive Officer to determine applications for approval to plant street trees in accordance with this guideline.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

W.7 Streetscape – Improvements

Delegation: To the Chief Executive Officer to approve streetscape improvements.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed 20 June 2018

W.8 Roadside Burning

Delegation: To the Chief Executive Officer for the burning or spraying of road verges following agreement of the Manager of Works in accordance with the listed conditions.

CEO

Delegates to: Manager of Works

Reference: Local Government Act 1995
Bush Fires Act 1954 25
Occupational Health & Safety
Road Traffic Act 1974

History: Reviewed 20 June 2018

W.9 Temporary Road Closures

Delegation: The Chief Executive Officer is authorised to temporarily close thoroughfares to vehicles.

CEO

Delegates to: Manager of Works

Reference: Local Government Act 1995 section 3.50
Bush Fires Act 1954 25
Occupational Health & Safety
Road Traffic Act 1974

History: Reviewed 20 June 2018

W.10 General – Works Practices

Delegation: To the Chief Executive Officer to;

- Determine applications to beautify grave sites at Shire Cemetery's;
- Approve Niche Wall plaque design and placement;
- Approve the use of the depot for the servicing of private vehicles and equipment;
- Determine requests from local Clubs and Organisations to use Shire plant;
- To issue heavy Haulage Vehicle Permits.

To the Deputy Chief Executive Officer to;

- Approve the use of the depot for the servicing of private vehicles and equipment;
- Determine requests from local Clubs and Organisations to use Shire plant.

To the Manager of Works to;

- Approve the use of the depot for the servicing of private vehicles and equipment;
- Determine requests from local Clubs and Organisations to use Shire plant.

CEO

Delegates to: Nil

Reference: Local Government Act 1995

History: Reviewed 20 June 2018