

Minutes for September 2020



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Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 16 September 2020 commencing 1:08pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 1.08pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Attendance

BD West	President	West Ward
G Robins	Deputy President	Town Ward
R Bowey	Councillor	Town Ward
JK Noble	Councillor	Town Ward
RD Duckworth	Councillor	West Ward
C Vandenberg	Deputy Chief Executive Officer	
J Hobson	Manager of Works	
N Thompson	Executive Support Officer / Minutes	

Apologies

BP Taylor	Councillor	Central Ward
L Varone	Councillor	East Ward
MS Lucchesi	Councillor	Central Ward
B Smoker	Councillor	West Ward
G Yandle	Chief Executive Officer	

Leave of Absence

Nil

3. PUBLIC QUESTION TIME

Nil

4. DECLARATIONS OF INTEREST BY MEMBERS

Nil

5. APPLICATIONS FOR APPROVED LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Shire of Kulin Ordinary Meeting – 19 August 2020

01/0920

Moved Cr Bowey Seconded Cr Noble that the minutes of the Ordinary Council Meeting held on 19 August 2020 be confirmed as a true and correct record.

Carried 5/0

Freebairn Recreation Centre Club Committee Meeting – Minutes 27 August 2020

02/0920

Moved Cr Robins Seconded Cr Duckworth that the minutes of the Freebairn Recreation Centre Club Committee Meeting held on 27 August 2020 be received.

Carried 5/0

Note – Travis McAdam needs to be included as attending.

7 MATTERS REQUIRING COUNCIL DECISION

7.1 List of Accounts – August 2020

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 August 2020, for Council's consideration.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

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

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That August payments being; cheque no's 443 (Trust) 37261 – 37267; EFT no's 16801 - 16889; DD7419.1 – DD7439.14 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$471,165.86 be received.

VOTING REQUIREMENTS:

Simple majority required.

03/0920

Moved Cr Bowey Seconded Cr Noble that August payments being; cheque no's 443 (Trust) 37261 – 37267; EFT no's 16801 - 16889; DD7419.1 – DD7439.14 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$471,165.86 be received.

Carried 5/0

7.2 Financial Reports – August 2020

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

SUMMARY:

Financial reports for the period ending 31 August 2020 are attached.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

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

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER’S RECOMMENDATION:

That Council endorse the monthly financial statements for the period ending 31 August 2020.

VOTING REQUIREMENTS:

Simple majority required.

04/0920

Moved Cr Duckworth Seconded Cr Noble that Council endorse the monthly financial statements for the period ending 31 August 2020.

Carried 5/0

Cr Bowey declared an Impartiality Interest in Item 7.3 as she holds the position of Vice President of Kulin Retirement Homes Inc.

7.3 Kulin Retirement Homes Inc. – Request to Write Off Rates 2020/21

NAME OF APPLICANT: Kulin Retirement Homes Inc.

RESPONSIBLE OFFICER: CEO

FILE REFERENCE: 25.02

AUTHOR: CEO

DISCLOSURE OF INTEREST: Nil

SUMMARY:

In past years the Kulin Retirement Homes has requested a refund of rates for their property in Gordon Street and Price St, Kulin. All service charges applicable for the property are to be paid by the committee.

BACKGROUND & COMMENT:

This year the committee has again written to Council requesting that Council waive rates for both Kulinda Estate and the Workman Estate. The committee acknowledge Council’s generosity in waiving rates in previous years.

FINANCIAL IMPLICATIONS

The write off is allowed for in annual budget.

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council rates levied to Kulin Retirement Homes totalling \$2,860.51 for assessment number A1422, charged against Workman Estate; and \$6,992.36 for assessment number A95, charged against Kulinda, be donated back to the organisation as they continue to operate as a not for profit community organisation.

VOTING REQUIREMENTS:

Simple majority required.

05/0920

Moved Cr Robins Seconded Cr Noble that Council rates levied to Kulin Retirement Homes totalling \$2,860.51 for assessment number A1422, charged against Workman Estate; and \$6,992.36 for assessment number A95, charged against Kulinda, be donated back to the organisation as they continue to operate as a not for profit community organisation.

Carried 5/0

7.4 Development Application – Existing Unauthorised Warehouse on Lot 303 (No.103) Day Street, Kulin

NAME OF APPLICANT: Mr Damian Whitely (Landowner)
RESPONSIBLE OFFICER: CEO
FILE REF: 18.04
AUTHOR: Mr Joe Douglas - Consultant Town Planner (Exurban Rural & Regional Planning)
DISCLOSURE OF INTEREST: Nil

SUMMARY:

This report recommends that a development application submitted by Mr Damian Whitely requesting retrospective approval for an existing unauthorised warehouse development on Lot 303 (No.103) Day Street, Kulin be approved subject to conditions.

BACKGROUND:

The applicant is seeking Council’s retrospective development approval for an existing unauthorised warehouse development on Lot 303 (No.103) Day Street, Kulin.

In September 2008 the Shire’s building surveyor of the day issued a building permit to construct a new 265m² steel framed and zincalume clad shed on the subject land for general storage purposes associated with the landowner’s business activities. Unfortunately, that approval was issued erroneously as Council had not considered and granted development approval as a first step which was, and still is, a specific requirement of the Shire of Kulin Local Planning Scheme No.2.

The landowner recently entered into a contract of sale to sell the property however settlement has been delayed to enable the issues surrounding the unauthorised development and use of the land to be resolved for the benefit of both parties to the contract.

A development application containing all the information required to enable Council to make an informed final decision regarding the suitability of the development has now been received. Full details of the application are provided in Attachment 4.

Lot 303 is located in the northern part of the Kulin townsite in the town’s designated industrial precinct and comprises a total area of approximately 1,845m². The subject land is gently sloping from west to east and has been predominantly cleared of all native vegetation aside from a few small stands of remnant vegetation along its boundaries.



Location & Lot Configuration Plan (Source: Landgate)

Lot 303 is served by power, water, reticulated sewerage, stormwater drainage and telecommunication infrastructure and has direct frontage to Day Street along its eastern boundary and an unconstructed road reserve (i.e. Parker Street) along its northern side boundary. All vehicle access to/from the land is via its Day Street frontage which is a sealed and drained local road under the care, control and management of the Shire.

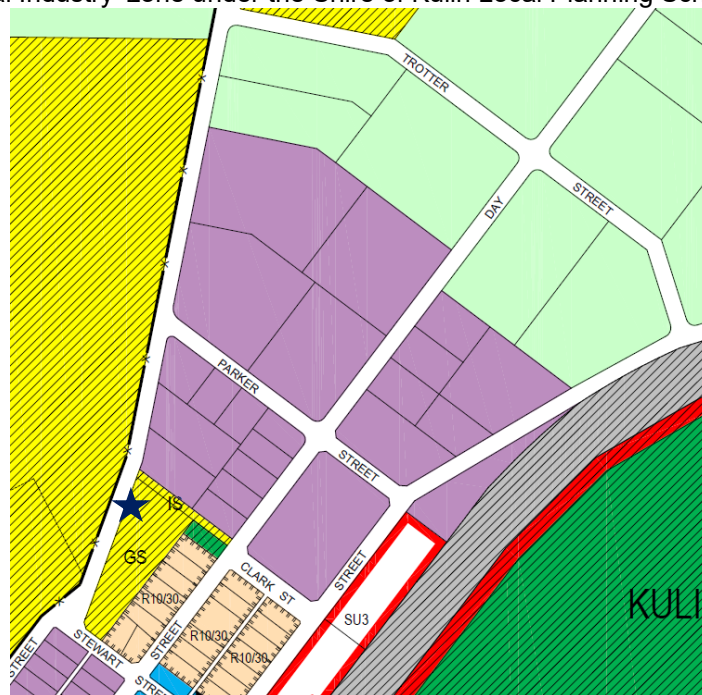
It is significant to note there is an existing strategic fire break which traverses the rear portion of Lot 303. It is understood this firebreak was constructed by the Shire prior to the land being developed by the current landowner for industrial purposes. There is no evidence of any formal agreement between the Shire and the current landowner regarding the ongoing maintenance and use of this firebreak which is a separate matter that should be considered and addressed at some point in the near future if the Shire wishes to retain it.

It is understood the existing shed on the land was constructed soon after the Shire's issuance of a building permit in September 2008 and has been used for general storage purposes by the current landowner since that time to support his business activities.

Existing adjoining and other nearby land uses are predominantly industrial in nature comprising a range of relatively low impact activities with some vacant, undeveloped Crown land located immediately west and beyond.

COMMENT:

Lot 303 is classified 'General Industry' zone under the Shire of Kulin Local Planning Scheme No.2 (LPS2).



Current Zoning Plan (Source: Shire of Kulin Local Planning Scheme No.2)

The key objectives of the land's 'General Industry' zoning classification are as follows:

- i) To provide a location for industrial uses which operate as an integral part of the function of a town centre;
- ii) To provide a location for diverse industries that would otherwise have a detrimental impact on other uses in a town;
- iii) To provide a location where separate heavy vehicle access is provided; and
- iv) To provide a location for depots, warehouses and heavy vehicle parking and servicing areas.

Under the terms of the Zoning Table in LPS2 the development of any land classified 'General Industry' zone for the purposes of a 'warehouse' is listed as being permitted (i.e. a 'P' use) if it complies with all relevant development standards and requirements.

Assessment of the application for Lot 303 in the context of the specific objectives and standards of the Shire's local planning framework including LPS2 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* has confirmed the proposal is compliant with the following requirements:

- Land capability and suitability;
- Land use compatibility including minimum buffer separation distances to sensitive land uses;
- Boundary setbacks;
- Visual amenity including streetscape character;
- Loading dock size and location;
- Vehicle access arrangements and on-site parking;
- Landscaping; and
- Bushfire risk and stormwater drainage management.

Notwithstanding the above conclusion, it is recommended Council impose a number of conditions on any development approval ultimately granted requiring, amongst other things, that the following outstanding matters be addressed:

- i) Construction of the two (2) proposed crossovers to Day Street to the Shire's specifications and standards;
- ii) Construction of the on-site vehicle accessways to a basic gravel standard; and
- iii) Screening of any open storage areas on the land from public view as per the specific requirements of clause 31(4)(3) of LPS2.

Council should note any development approval ultimately issued will run with the land in perpetuity unless it is varied by a subsequent development approval. This effectively means the land can be sold by the current landowner as proposed without completing any outstanding works required to address the relevant conditions of development approval. All responsibility for satisfying the conditions will transfer to the new landowner, a fact that has been conveyed to both the current landowner and the purchaser at a meeting held with the Shire on 3 August 2020.

In light of all of the above it is concluded the proposal for Lot 303 is consistent with the objectives of the land's current 'General Industry' zoning classification in LPS2 and is therefore unlikely to have any negative impacts on the general amenity, character, functionality and safety of the immediate locality. As such it is recommended Council conditionally approve the application to ensure the development is completed in accordance with the information and plans submitted in support of the proposal and the relevant applicable elements of the Shire's local planning framework.

STATUTORY ENVIRONMENT:

- Planning and Development Act 2005 (as amended)
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Kulin Local Planning Scheme No.2

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Not required or deemed necessary. The application was however the subject of detailed discussion with the applicant, purchaser and the Shire's Chief Executive Officer.

FINANCIAL IMPLICATIONS:

Nil immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget. The majority of costs associated with the proposed development will be met by the applicant/landowner with any outstanding matters to be funded by the purchaser unless otherwise agreed with the applicant/landowner.

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

STRATEGIC IMPLICATIONS:

The proposal for Lot 303 is considered to be consistent with the aims and objectives of the Shire's Strategic Community Plan 2013-2023 as it applies to the following:

- Economic
 - *Actively support, develop and attract local and new businesses and new services to Kulin; and*
 - *Provide commercial and industrial infrastructure aligned to economic need and growth;*

RECOMMENDATION:

That Council approve the development application submitted by Mr Damian Whitely requesting retrospective approval for an existing unauthorised warehouse development on Lot 303 (No.103) Day Street, Kulin subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in a manner consistent with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.

3. The two (2) proposed new crossovers to Day Street shown on the site development plan shall be constructed to the specifications and satisfaction of the Shire's Chief Executive Officer by no later than 30 June 2021.
4. The on-site vehicle accessways shown on the site development plan shall be constructed to a basic gravel standard to the specifications and satisfaction of the Shire's Chief Executive Officer by no later than 30 June 2021.
5. All landscaping shown on the site development plan shall be retained and maintained in perpetuity unless otherwise approved by Council.
6. All stormwater drainage shall be retained and disposed of on-site unless otherwise approved by the Shire's Chief Executive following the receipt of suitable information and plans regarding alternative disposal arrangements.
7. Any floodlights / security lights that need to be installed are not to be positioned or operated in such manner as to cause the light source to be directly visible to the travelling public or adjoining properties or cause annoyance to the surrounding area.
8. All waste generated by the approved use of the land shall be managed and disposed of at an approved landfill site when recycling is not possible.
9. Any areas on the land to be used for open storage purposes shall be located behind the warehouse building and screened from public view to the specifications and satisfaction of the Shire's Chief Executive Officer.
10. No advertising signs are to be erected in relation to the approved use without the separate development approval of Council unless such signs are listed in the Shire of Kulin Local Planning Scheme No.2 as being exempt from the need for approval.

Advice Notes

1. Should the landowner/applicant wish to amend the proposal in any way, including any conditions of this approval, a further application for development approval is required to be prepared and submitted to the Shire for Council's consideration and determination pursuant to the requirements of clause 77 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
3. This is a development approval of the Shire of Kulin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the landowner / applicant to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
4. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the *Environmental (Noise) Regulations 1997*.
5. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Kulin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
6. If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

VOTING REQUIREMENTS:

Simple majority required.

06/0920

Moved Cr Bowey Seconded Cr Duckworth that Council approve the development application submitted by Mr Damian Whitely requesting retrospective approval for an existing unauthorised warehouse development on Lot 303 (No.103) Day Street, Kulin subject to the following conditions and advice notes:

Conditions

1. **The proposed development shall be undertaken in a manner consistent with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.**
2. **Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.**
3. **The two (2) proposed new crossovers to Day Street shown on the site development plan shall be constructed to the specifications and satisfaction of the Shire's Chief Executive Officer by no later than 30 June 2021.**
4. **The on-site vehicle accessways shown on the site development plan shall be constructed to a basic gravel standard to the specifications and satisfaction of the Shire's Chief Executive Officer by no later than 30 June 2021.**
5. **All landscaping shown on the site development plan shall be retained and maintained in perpetuity unless otherwise approved by Council.**

6. All stormwater drainage shall be retained and disposed of on-site unless otherwise approved by the Shire's Chief Executive following the receipt of suitable information and plans regarding alternative disposal arrangements.
7. Any floodlights / security lights that need to be installed are not to be positioned or operated in such manner as to cause the light source to be directly visible to the travelling public or adjoining properties or cause annoyance to the surrounding area.
8. All waste generated by the approved use of the land shall be managed and disposed of at an approved landfill site when recycling is not possible.
9. Any areas on the land to be used for open storage purposes shall be located behind the warehouse building and screened from public view to the specifications and satisfaction of the Shire's Chief Executive Officer.
10. No advertising signs are to be erected in relation to the approved use without the separate development approval of Council unless such signs are listed in the Shire of Kulin Local Planning Scheme No.2 as being exempt from the need for approval.

Advice Notes

1. Should the landowner/applicant wish to amend the proposal in any way, including any conditions of this approval, a further application for development approval is required to be prepared and submitted to the Shire for Council's consideration and determination pursuant to the requirements of clause 77 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.
2. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
3. This is a development approval of the Shire of Kulin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the landowner / applicant to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
4. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
5. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Kulin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
6. If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination.

Carried 5/0

7.5 Waiver of FRC Hire Fees – Harold Proud's 100th Birthday

NAME OF APPLICANT: DCEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 05.05
AUTHOR: ESO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

In the August Concept Forum, a recommendation was made in Community Services Manager report that Council offer to waive the fees at the Freebairn Recreation Centre (function room and kitchen) to enable Council to recognise Mr Proud's 100th birthday.

BACKGROUND & COMMENT:

The family are holding a function on Saturday 12 December 2020 in the form of a family luncheon at the FRC. Council staff have liaised with the family to advise of a willingness to contribute in some way to acknowledge this fabulous milestone from our oldest community member, and past Shire Councillor.

Council have delegated authority to the CEO to reduce hire fees up to a limit of 30% of the value, but only Council have the authority to discount fees in their entirety.

FINANCIAL IMPLICATIONS:

Hire of kitchen & function rooms would be \$110.00.

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Council’s Policy A12 Finance & Budget Considerations states that any other application for waiver of hire fees should be made in writing – as this instance is not at the request of the hirer, but originating from Council no written request exists.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council agree to waive all costs association with the hiring of the Freebairn Recreation Centre on Saturday 12 December for Mr Harold Proud’s 100th Birthday celebrations.

VOTING REQUIREMENTS:

Simple majority required.

07/0920

Moved Cr Noble Seconded Cr Duckworth that Council agree to waive all costs association with the hiring of the Freebairn Recreation Centre on Saturday 12 December for Mr Harold Proud’s 100th Birthday celebrations.

Carried 5/0

8 COMPLIANCE

8.1 Compliance Reporting – General Compliance August 2020

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 12.05 Compliance 12.06 – Accounting Compliance
STRATEGIC REFERENCE/S: CBP 4.1 Civic Leadership, 4.1.8 Compliance methods
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

This report addresses General and Financial Compliance matters for August 2020. This process is not definitive, each month additional items and/or actions may be identified that are then added to the monthly checklist. Items not completed each month e.g. quarterly action - will be notations.

The report provides a guide to the compliance requirements being addressed as part of staff workloads and demonstrates the degree of internal audit being completed.

BACKGROUND & COMMENT:

The Compliance team and works staff commence the monthly compliance effort immediately after the Shire meeting each month. At that time, the Executive Support Officer will email the assigned staff member their compliance requirements for the coming month. As the month progresses, staff in conjunction with their manager, the CEO or DCEO will determine the extent of work/action needed to complete items. In preparing the Agenda report, the CEO or DCEO will sign off on completed items.

Prior month items not completed previously will be reported in the following month so Council remains aware.

Outstanding October

Conduct Fire Training Day – *as per LEMC minutes*

Outstanding May

Housing Inspections – *held 4 September*

Outstanding June

Australia Day Award nominations – *advertised in Update*

Council photo – *scheduled for September*

RRG Direct Grant payments

Workers Compensation Wages Declaration

Smoke Alarms & RCD Testing of Shire Houses

Outstanding July

Fire Break Order – *published in Update and sent with rate notices*

Key to Kulin Reimbursement –

Fire Extinguisher Service -

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 August 2020 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

08/0920

Moved Cr Bowey Seconded Cr Robins that Council receive the General & Financial Compliance Report for August 2020 and note the matters of non-compliance.

Carried 5/0

8.2 Compliance Reporting – Delegations Exercised – August 2020

SUMMARY:

To report back to Council actions performed under delegated authority for the period ending 31 July 2020. To provide a comprehensive report listing of the delegations able to be exercised following adoption of a more substantial array of delegations in June 2017.

BACKGROUND & COMMENT:

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

ADMINISTRATION

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

GOVERNANCE

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

HUMAN RESOURCES

H1 Grievance Procedures (CEO)

COMMUNITY SERVICES

CS1 Bushfire Control – Shire Plant for Use of (CEO)
CS2 Bushfire Control – Plant Use for Adjoining Shires (CEO)
CS3 Bushfire Prohibited / Restricted Burning Periods – Changes (Shire President/CEO)
CS4 Bushfire Training Administration (CEO)
CS5 Cat Ownership Limit – Cat Control (CEO)
CS6 Dog Control – Attacks (CEO)
CS7 Dog Ownership Limit – Dog Control (CEO)
CS8 Sea Containers Use of – Town Planning (CEO)
CS9 Second Hand Dwellings (CEO)
CS10 Temporary Accommodation (CEO)
CS11 Unauthorised Structures – Building Control (CEO)
CS13 Freebairn Recreation Club Committee (FRC Club Committee)
CS14 Kulin Child Care Centre Management Committee (KCCC Mgmt. Committee)
CS15 General – Community Services Practices (CEO)
CS16 Bushfire Control – Confirmation of Appointment of Dual FCO's (CEO)
CS17 Seed Collection (CEO)

WORKS

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

COMMENT:

The following details the delegations exercised within the Shire relative to the delegated authority for the month of July 2020 and are submitted to Council for information (excluding delegations under A9, Payments – refer to individual order and payment listed in Accounts paid).

A6 Investment of Surplus Funds (DCEO)

Type	Investments made
Term Deposit	-\$202,089.32
11am account	-\$175,000
11am account	-\$100,000
Term Deposit	\$250,000
Term Deposit	-\$250,051.37
Reserves	\$1,915,163

A10 Use of Common Seal

Common Seal applied to Dogs Local Law 2020; Cemeteries Local Law 2020 & Standing Orders Local Law 2020

G1 Applications for Planning Consent

Shed Craig Jasper

CS16 Bushfire Control – Confirmation of Appointment of Dual FCO's (CEO)

Appointment of Glenn Browning, Beau Repacholi, Neil Whyte & Trevor Hinck as Dual FCO's Shire of Kondinin

CS17 Seed Collection

Permission granted to Jean Sloan 2020 – 2021.

STATUTORY ENVIRONMENT:

Building Act 2011

Bushfires Act 1954

Cemeteries Act 1986

Health (Asbestos) Regulations 1992;

Health (Miscellaneous Provisions) Act 1911;
Local Government Act 1995
Public Health Act 2016
Shire of Kulin TPS2
Town Planning Development Act
Town Planning Scheme
Trustees Act, Part III,
Criminal Procedure Act 2004;

FINANCIAL IMPLICATIONS:

Nil in terms of exercising delegation and reporting to Council though there may be financial implications in the case of each delegation exercised.

STATUTORY AND PLANNING IMPLICATIONS:

Sections 5.18 and 5.46 of the Local Government Act 1995

POLICY IMPLICATIONS:

There are no known policy implications relating to this report.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council receive the Delegation Exercised Report for August 2020.

VOTING REQUIREMENTS:

Simple majority required.

09/0920

Moved Cr Duckworth Seconded Cr Noble that Council receive the Delegation Exercised Report for August 2020.

Carried 5/0

9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

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

10/0920

Moved Cr Robins Seconded Cr Duckworth that Council agree to the inclusion of new business item 11.1 Long Term Financial Plan and 11.2 Primary Industries Workers Regional Travel and Accommodation Support Scheme.

Carried 5/0

11.1 Long Term Financial Plan

NAME OF APPLICANT: DCEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 23.05
AUTHOR: Moore Stephens
DISCLOSURE OF INTEREST: Nil

SUMMARY:

The Long-Term Financial Plan (LTFP) is a key document informed by the Strategic Community Plan, Corporate Business Plan and other strategic documents. The LTFP is a 10-year rolling plan that informs the Corporate Business Plan in the activation of Strategic Community Plan priorities. The Long-Term Financial Plan includes robust forecast budgets for four years accompanying the Corporate Business Plan. From these planning processes, annual budgets that are aligned with strategic objectives can be developed.

The Long-Term Financial Plan is therefore a key element of the Integrated Planning and Reporting Framework that enables local governments to set priorities, based on their resourcing capabilities, for the delivery of short, medium and long-term community priorities. It is also an indicator of a local government's long-term financial sustainability and allows early identification of financial issues and their longer-term impacts. The Long-Term Financial Plan highlights linkages between specific plans and strategies and enhances the transparency and accountability of the council to the community.

BACKGROUND & COMMENT:

2018/2019 was the last year of the Shire's LTFP originally adopted in 2013. The plan is out of date and needs to be updated to meet the compliance requirements of the Integrated Planning and Reporting Framework. Later in the year, Council and administration staff will conduct a full review of our Community Strategic Plan and Corporate Business Plan. The LTFP will be revised at the same point to reflect these reviewed plans.

The LTFP has been prepared in conjunction with the Asset Management Plan which will be brought to Council at the October 2020 meeting.

FINANCIAL IMPLICATIONS:

As outlined in the LTFP

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Section 5.56(1) and (2) of the Local Government Act 1995 requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations. Local Government (Administration) Regulations 1996 Section 19 outlines what is required of Planning for Future documents.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council

1. Adopt the Long-Term Financial Plan 2019/20 – 2028/29.
2. Request the Chief Executive Officer give local public notice of the reviewed plan as per the requirements of the Local Government Act 1995.

VOTING REQUIREMENTS:

Absolute majority required.

11/0920

Moved Cr Bowey Seconded Cr Noble that Council:

- 1. Adopt the Long-Term Financial Plan 2019/20 – 2028/29.**
- 2. Request the Chief Executive Officer give local public notice of the reviewed plan as per the requirements of the Local Government Act 1995.**

Carried by Absolute Majority

11.2 Primary Industries Workers Regional Travel and Accommodation Support Scheme

NAME OF APPLICANT: Cr Duckworth
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 14.06
AUTHOR: Cr Duckworth
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Cr Duckworth raised concerns that the new State Government campaign created to attract workers to rural area's due to a shortage of backpackers only applies to agricultural employers, not local businesses or organisation's that operate in country towns.

BACKGROUND & COMMENT:

Under the new \$3 million 'Primary Industries Workers Regional Travel and Accommodation Support Scheme', the State Government is providing up to \$3360 for accommodation costs, with travel support for agricultural workers also to be finalised in coming weeks.

The scheme is supported by the ['Work and Wander out Yonder'](#) campaign.

An accommodation rebate of \$40 per night and a relocation and travel allowance of up to \$500 is available to people relocating more than 100kms from their usual place of residence to take up a regional agricultural, fisheries or food processing work.

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council write to relevant state government politicians requesting that the guidelines of the Primary Industries Workers Regional Travel and Accommodation Support Scheme include the hospitality and tourism industries to enable business and organisations in country towns to attract staff.

VOTING REQUIREMENTS:

Simple majority required.

12/0920

Moved Cr Duckworth Seconded Cr Robins that Council write to relevant state government politicians requesting that the guidelines of the Primary Industries Workers Regional Travel and Accommodation Support Scheme be changed to include the hospitality and tourism industries to enable business and organisations in country towns to attract staff.

Carried 5/0

Meeting adjourned at 2.03pm to hold Concept Forum.

Meeting resumed at 5.13pm

12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

Nil

13 DATE AND TIME OF NEXT MEETING

Wednesday 21 October 2020 at 1.00pm

14 CLOSURE OF MEETING

There being no further business the President declared the meeting closed at 5.14pm

The Freebairn Recreation Centre Club Committee

Meeting MINUTES – 27th August 2020
6:00pm at the Freebairn Recreation Centre



Order of Business

Minutes: Ruth Tyson

1. Present / Apologies

Jack Wilson, Ash Buttigig, Em MacPherson, Phil Roads, Barry West and Ruth Tyson

Apologies – J. Hobson

Meeting Opened at 6.13pm

2. Confirmation of Minutes of Previous Meetings

2.1. Freebairn Recreation Centre Club Committee – 10th December 2019

There was a significant lapse in meetings due to COVID-19 – normally there would have been a committee meeting before now but due to social distancing restrictions and a range of other factors we have been unable to convene until now.

It was moved that the minutes from the last meeting are a true and accurate record of the last meeting.

Moved – Em MacPherson

Seconded – Ash Buttigig

3. Matters arising from previous minutes

3.1. Memberships – numbers are comparable with previous years despite the health pandemic.

3.2. Colts Carnival - It was planned that Kulin would host the Colts Carnival in 2020 and 2021.

The 2020 event was cancelled due to COVID-19. We hope to host the carnival in 2021.

Ruth has had subsequent communication with Don Bradford who has advised the event WILL be held in Kulin for the next 2 years so that Lake Grace is able to hold the 100th anniversary event. This means we can expect to host in 2021 AND 2022.

- 3.3. Deep Fryer – This issue is not applicable in 2020 due to COVID-19. We will maintain contact with Brendan Sloggett and the KBR Committee regarding borrowing a commercial size deep fryer in 2021 if necessary.

Committee members requested whether the deep fryer could be installed prior to the possibility of hosting a football final.

Travis to contact Brendan regarding installation.

- 3.4. Shutters – Shutters have been installed at the FRC and are fully operational.

Barry was highly complimentary of the new shutter system. There was a large meeting held in the court area on Monday 24th August and the acoustics and temperature in the area was perfect.

All committee members agreed that the difference has been hugely positive.

4. Financials

To be presented at the meeting.

Cassi Vandenberg forwarded the financials for committee members to peruse.

Move to accept the financials – Em MacPherson

Seconded – Phil Roads

5. Manager's report

- 5.1. Staffing – In early July after 9 months with us we farewelled Madi and Wout. They commenced in early October 2019 and their stay here was extended due to the Coronavirus Pandemic. Their initial intention to stay in Kulin for 4-6 months ended up being a 9-month period with several extensions granted due to the extraordinary situation the world is in. It was actually fabulous to have them here for an extended period of time and provide a level of stability we have not enjoyed for some time due to the turnover of backpacker staff.

We were fortunate that they were quality people and were here to work as well as become involved in a range of community activities.

We have been incredibly fortunate to have been able to recruit Laura Balestrini who started with us one week prior to Madi and Wout's departure which allowed for a thorough handover process. Laura is from Northern Italy and has been brilliant! She is diligent, displays initiative, is proactive and personable and just an all-round nice girl. Because the role has changed somewhat in 2020 due to the absence of a full Winter sports program, Laura supplements her hours here with several shifts at the local IGA. This partnership has been working well to date. Initially Laura expressed a desire to stay for 2 months. However, we

are now looking at 3 months (until the end of September) and all going well, if she is keen I intend to offer her an extension for as long as she would like to stay. There is a certain degree of uncertainty related to backpacker recruitment at present due to the pandemic so we will bide our time and hopefully attract another couple in due course.

In addition to backpacker casual staff I am very fortunate to have Edwina Bradford available to supplement these staff on busy nights. Ed also completed her Approved Manager's course meaning she is able to assume this role in my absence (for licensing purposes)

- 5.2. Venue bookings – Bookings were of course negatively impacted from March 2020 as the pandemic took effect and cancellations were commonplace. After the lockdown and the associated easing of restrictions we have been fortunate to experience in Western Australia we have seen a steady increase in activities and patronage.

While we welcome this activity, we are also mindful that we need to maintain strict adherence to guidelines communicated by the Health Department. I have written and updated our COVID-19 plan as restrictions have been altered. This includes communication with staff of strategies to keep the venue clean as well as maintain optimum sanitization. We have hand sanitizer throughout the venue as well as signage indicating the need for good hygiene (eg handwashing) for all patrons. The community have been receptive to the adaptations that have been necessary. All staff have completed a Hygiene Officer course and Canteen Supervisors have also undertaken this training.

Kulin-Kondinin Football Club have hosted 2 home and away fixtures in Kulin and we wait and see if there are any finals fixtures allocated to Kulin. The CDNA made an early decision to abandon their season and the RDWHA also chose not to progress a competition this year. Kulin Golf Club have enjoyed good numbers each Sunday afternoon and it has been really nice to be able to welcome them in the FRC post round for a few refreshments and some banter about the 18 holes each week.

On August 22 the Golf Club hosted the annual Clayton Cup. We had 40 people participate on the day and a few extras joined us for dinner in the evening. It's fair to say a great day and night was had by all. The kitchen was in full swing throughout the day and the bar well patronised too. We are very thankful to have the ability to host these events especially given the current state of play in relation to the health pandemic.

Our juniors have been fortunate enough to still have some opportunities made available to them during this time. There have been regular numbers at both junior netball and hockey trainings mid-week. AusKick has again been popular and the junior footy players and their

parents have ensured that Friday afternoons see activity both on the oval and within the facility.

As the weeks go on the calendar seems to be filling. While it has been a year like no other, the FRC continues to be a community gathering place and we hope that 2021 sees the positivity continue to grow.

5.3. Sporting fixtures and general maintenance activities have been interspersed with a couple of community meetings – WA Farmers Federation and Central Country Zone Meeting. There was also a very successful Quiz night hosted by the Netball, Hockey and Footy Clubs which attracted a great crowd and resulted in a lot of hilarity.

5.4. Users in the last quarter include:

- Kulin DHS
- Kulin Golf Club
- Kulin Kondinin Football Club
- Kulin Kondinin Junior Football Club
- Kulin Bowling Club
- Kulin Kondinin Hockey Club (juniors)
- Kulin Netball Club (fitness sessions and juniors)
- Kulin Junior Basketball Club
- Kulin Cooperative Group
- St John Ambulance (First Aid training)

5.5. Building & Maintenance Issues

Since the meeting in December 2019 we have seen a brand-new shutter system installed. Solar panels were installed on the roof. The gym has new interior blinds and new external screens. Other than this there have been general maintenance and upkeep activities.

5.6. FRC Court Re-surfacing

Significant developments have occurred on this front. In mid-May I commenced communication with the company that originally installed the surface here – Aura Sports – based in Queensland. Since then we have been very fortunate to liaise with the company's Technical Manager who was also involved with the original project. From this communication we have been able to glean a succinct, clear and educated outline of the remediation process required to regenerate the floors.

Below is a summary of the communication to date including an overview of the problem, proposed remediation works, including timeframes, technical specifications and advice.

After an initial review of files coupled with photos I sent of the current state of the floor the following was ascertained:

- It is apparent the initial damage has been caused by a water ingress event into the joints of the slab below.
- It is unclear if this was a one-off event, which has subsequently dried out or if the ingress has continued to occur over time.
- What is clear is that the topping material has failed considerably around the joints, which is consistent with water exposure.
- Note there was considerable topping done across the concrete substrate, however only the sections which has been wet through the joint are actually failing.
- The balance of topping is still sound.
- There is also the added concern if the water remained trapped for an extended time, then mould development may also be occurring.

A damage report was submitted for consideration. Whilst the floor is very repairable, the damage is extensive and hence remediation is costly involving the entire floor.

Upon consideration of the damage report I requested a more thorough outline of the scope of work, approximate timing and a quotation for budgetary purposes. This information is all available in a subsequent Remediation and Facelift Quotation. Below is a summary of the proposed works and quote indication.

1. The quotation allows for remediation of the control joint and replacement of faulty topping.
2. As the exact quantity of failing topping will not be known until removal, we have made an allowance, should the area become bigger.
3. By using Pulastic FL across the entire floor, results in a new like surface, which is stronger and cable of handling more movement than the original floor.
4. New colours and designs can be selected.
5. No works have been carried out on the floor since the 2007 report.
6. Council engineer will be ideal to assess the works. Note the main aspect to consider is if there is any further moisture coming through or was it considered a one-off event.

7. Consideration to water proofing the joints by council, after repair by Aura and whilst the floor is open should be given
8. Timing: Stock available in Australia of certain colours. Works time frame approx. 3 weeks. Plus one week curing.
9. Aura have a Covid Policy and assess each project once timing is known.

I hope to maintain communication with Aura Sports and once funding has been approved (this is being sought), then we may be in a position to progress the project.

Move that The Managers report be accepted.

Moved – Ruth

Seconded – Phil Roads

6. General business

6.1 FRC Meat Slicer (Travis)

Travis to follow up with the company who made the current slicer to get some costing estimates with regard to repair or replacement.

6.2 Oval Lights

Phil queried whether there is some kind of arrangement with the football club as to how long the lights stay on after training. He has noticed that they seem to be on sometimes after 10 PM at night. Ruth let members know she has been in touch with the Club to ensure the lights are turned off as soon as players come off the ground.

Ruth suggested Phil come down and query why the lights are on if he notices they are on very late again in the next several weeks.

6.3 Emily MacPherson

Em has advised that she will be leaving Kulin to pursue her teaching career at Armadale Senior High School in Perth. Travis thanked Em for her contribution and service to the committee during her time here. She will be sorely missed and we all wish her all the very best.

6.4 FRC Function Provision

Travis has received some feedback from a member of the general public that things are a bit “stale” at the FRC. He disagreed but put it to members as to whether they would like to try and put a night on to promote the Centre before the end of the year?

Possible months that might work best were broadly discussed.

Options included a Chinese night, Indian night, Seafood night. It's food for thought.

The possibility of approaching Jordan McLeish was raised. Jordan has hospitality training. Ash is happy to chat to Jordan to get an indication of his interest in working with us to put on some kind of meal at the Centre. If he is interested, we will try to progress something.

It was noted that we still need to be mindful of COVID-19.

7. Date & Time of Next Meeting

To be discussed. AGM and general meeting dates need to be set.

The next committee meeting will be convened to coincide with the AGM.

The 22nd October was noted as a tentative date.

8. Closure of Meeting

6.57 pm

Shire of Kulin

EFT & Chq Listing for period ended 31 August 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
TRIP			
TRUST			
443	17/08/2020	LAUREN MULLAN	\$850.00
		Refund Housing & Key Bond, Unit 4/25 Johnston St	
MUNICIPAL			
EFT16801	10/08/2020	AVON WASTE	\$13,331.37
		Refuse Service	
EFT16802	10/08/2020	AIR LIQUIDE WA	\$21.70
		Cylinder Rent	
EFT16803	10/08/2020	ABC BLINDS	\$2,630.00
		Blinds	
EFT16804	10/08/2020	BOC GASES	\$247.14
		Gas	
EFT16805	10/08/2020	BEST OFFICE SYSTEMS	\$2,291.97
		Photocopying Chargers	
EFT16806	10/08/2020	BULLIVANTS PTY LTD	\$323.93
		Parts	
EFT16807	10/08/2020	COUNTRY WIDE FRIDGE LINES PTY TLD	\$156.31
		Freight on Bar Purchase	
EFT16808	10/08/2020	COCA-COLA AMATIL (AUST) PTY LTD	\$631.92
		Bar Purchase	
EFT16809	10/08/2020	COURIER AUSTRALIA	\$494.84
		Freight	
EFT16810	10/08/2020	CLUBS WA	\$642.75
		Annual membership, FRC	
EFT16811	10/08/2020	C R INDUSTRIES	\$193.82
		Hydraulic Hose	
EFT16812	10/08/2020	DEAN ZADA	\$99.00
		Reimbursement, National Police Check	
EFT16813	10/08/2020	GANGELLS AGSOLUTIONS	\$8,419.42
		Various Building, Depot & Road Maintenance Supplies	
EFT16814	10/08/2020	GARPEN PTY LTD	\$195.00
		Parts	
EFT16815	10/08/2020	GRIFFIN VALUATION ADVISORY	\$18,040.00
		Valuation Advisory	
EFT16816	10/08/2020	IT VISION	\$550.00
		Reversal of Asset Disposal	
EFT16817	10/08/2020	KULIN HARDWARE & RURAL	\$3,631.32
		Various Building, Depot & Road Maintenance Supplies	
EFT16818	10/08/2020	KULIN BUSH RACES INC.	\$110.00
		HI-VIS Shirts, Gift	
EFT16819	10/08/2020	KULIN IGA	\$537.71
		Office Statement July 2020	
EFT16820	10/08/2020	KULIN LIBRARY, POST OFFICE AND MAIL	\$1,323.30
		Library Service Fee	
EFT16821	10/08/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	\$531.00
		Membership	
EFT16822	10/08/2020	MARKETFORCE	\$1,168.41
		Advertising: Truck Driver/Road Train Operator & Bitumen &	
EFT16823	10/08/2020	MOORE STEPHENS	\$3,300.00
		LTFP Consultant	
EFT16824	10/08/2020	NARROGIN CARPETS & CURTAINS	\$3,017.00
		Supply & Install Roller Blinds, FRC	
EFT16825	10/08/2020	OIL TECH FUEL	\$41,453.96
		Fuel Purchase	
EFT16826	10/08/2020	EXURBAN RURAL & REGIONAL PLANNING	\$1,310.18
		Town Planning Consulting Services	

Shire of Kulin

EFT & Chq Listing for period ended 31 August 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT16827	10/08/2020	PORTER CONSULTING ENGINEERS Consultant	\$15,400.00
EFT16828	10/08/2020	SWAN BREWERY COMPANY PTY LTD Bar Purchase	\$2,325.22
EFT16829	10/08/2020	SYRED MECHANICAL SERVICES Oil & Grease	\$327.36
EFT16830	10/08/2020	SPYKER BUSINESS SOLUTIONS IT Support	\$3,365.01
EFT16831	10/08/2020	TAMORA PLUMBING AND GAS Supply & Install Two Hot Water Systems, FRC	\$3,699.67
EFT16832	13/08/2020	CHILD SUPPORT AGENCY Payroll Deduction	\$219.82
EFT16833	13/08/2020	KULIN SOCIAL CLUB Payroll Deduction	\$200.00
EFT16834	13/08/2020	KULIN SHIRE TRIP FUND Payroll Deduction	\$1,420.00
EFT16835	13/08/2020	KULIN SHIRE TRUST FUND Payroll Deduction	\$1,080.00
EFT16836	17/08/2020	ACRES OF TASTE Catering, First Aid Course	\$260.00
EFT16837	17/08/2020	AC ELECTRICS WA Replaced Lights, FRC	\$996.60
EFT16838	17/08/2020	CORRIGIN PHARMACY Ear Thermometer Covers	\$30.99
EFT16839	17/08/2020	LANDGATE Rural UV'S Chargeable	\$299.11
EFT16840	17/08/2020	EASIFLEET MANAGEMENT Easifleet - Staff Novated Lease	\$1,522.67
EFT16841	17/08/2020	G & M DETERGENTS Cleaning Supplies	\$50.00
EFT16842	17/08/2020	JR & A HERSEY PTY LTD Depot Supplies	\$1,546.37
EFT16843	17/08/2020	ITR WESTERN AUSTRALIA Tip Ripper	\$1,058.90
EFT16844	17/08/2020	KULIN IGA Freebairn Statement July 2020	\$70.62
EFT16845	17/08/2020	KONDININ MEDICAL CENTRE Medical	\$462.00
EFT16846	17/08/2020	LEARNING DISCOVERY Puzzles & Books	\$75.00
EFT16847	17/08/2020	LGISWA Workcare Insurance 2020/2021	\$37,180.00
EFT16848	17/08/2020	MCINNES, PAUL DOUGLAS Labour & Equipment Hire, Child Care Sand Pit/Cubby & Mulch	\$2,530.00
EFT16849	17/08/2020	PH & KE GOW LICENSED SURVEYORS Pingaring Dam Subdivision	\$5,019.30
EFT16850	17/08/2020	ST JOHN AMBULANCE AUSTRALIA First Aid Course	\$1,920.00
EFT16851	17/08/2020	TAMORA PLUMBING AND GAS Supply & Install Basin Set, 6 Bowey Way	\$462.00
EFT16852	17/08/2020	OFFICEWORKS BUSINESS DIRECT Stationery	\$306.88
EFT16853	17/08/2020	SYNERGY Electricity	\$47.10
EFT16854	17/08/2020	WA DISTRIBUTORS PTY LTD Cleaning Supplies	\$70.90
EFT16855	21/08/2020	AUSTRALIAN TAXATION OFFICE BAS Statement July 2020	\$6,657.00
EFT16856	21/08/2020	ADVERTISER PRINT Envelopes	\$297.00
EFT16857	21/08/2020	KULIN IGA Child Care Statement July 2020	\$112.40

Shire of Kulin

EFT & Chq Listing for period ended 31 August 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT16858	21/08/2020	METROCOUNT Road Maintenance Supplies	\$196.90
EFT16859	21/08/2020	NARROGIN TOYOTA Parts	\$731.88
EFT16860	21/08/2020	NEWGROUND WATER SERVICES PTY LTD CWS Project, FRC Bore Drilling	\$3,174.60
EFT16861	21/08/2020	R MUNNS ENGINEERING CONSULTING SERVICES Updating Ramm Data for Road Assets	\$3,410.00
EFT16862	21/08/2020	SHIRE OF CORRIGIN Reimbursement, ROEROC Dinner	\$880.00
EFT16863	21/08/2020	SYRED MECHANICAL SERVICES Oils	\$2,156.00
EFT16864	21/08/2020	VISAGE PRODUCTIONS I Man & A Bike Television Series, 50% Deposit	\$3,850.00
EFT16865	26/08/2020	CHILD SUPPORT AGENCY Payroll Deduction	\$219.82
EFT16866	26/08/2020	KULIN SOCIAL CLUB Payroll Deduction	\$220.00
EFT16867	26/08/2020	KULIN SHIRE TRIP FUND Payroll Deduction	\$1,420.00
EFT16868	26/08/2020	KULIN SHIRE TRUST FUND Payroll Deduction	\$775.00
EFT16869	27/08/2020	ASHDOWN INGRAM Depot Supplies	\$94.61
EFT16870	27/08/2020	BEST OFFICE SYSTEMS Toners	\$149.00
EFT16871	27/08/2020	COUNTRY WIDE FRIDGE LINES PTY TLD Freight on Bar Purchase	\$69.49
EFT16872	27/08/2020	COURIER AUSTRALIA Freight	\$515.35
EFT16873	27/08/2020	WINC AUSTRALIA LIMITED Laminator, Child Care Centre	\$668.44
EFT16874	27/08/2020	CORSIGN (WA) PYT LTD Various Signs	\$1,191.30
EFT16875	27/08/2020	LANDGATE DLI Invoices	\$53.40
EFT16876	27/08/2020	ENGINE PROTECTION EQUIPMENT PTY LTD Parts	\$436.64
EFT16877	27/08/2020	EMERGE ASSOCIATES Youth Precinct Aquatic Centre, Progress Payment NO2	\$6,600.00
EFT16878	27/08/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES ESL 1st QTR Contributions	\$15,283.20
EFT16879	27/08/2020	HITACHI Parts	\$378.62
EFT16880	27/08/2020	KULIN TYRE SERVICE Tyres, Tubes & Batteries	\$1,051.40
EFT16881	27/08/2020	MODERN TEACHING AIDS PTY LTD Various Craft & Art Supplies	\$422.71
EFT16882	27/08/2020	OIL TECH FUEL Fuel Purchase	\$42,987.57
EFT16883	27/08/2020	PINGARING GOLF CLUB INC Bar Purchase, Fire Brigade Meeting	\$336.00
EFT16884	27/08/2020	SIGMA CHEMICALS Aquatic Centre Maintenance	\$125.58
EFT16885	27/08/2020	OFFICEWORKS BUSINESS DIRECT Stationery	\$306.87
EFT16886	27/08/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION Registration E Learning Subscription	\$750.00
EFT16887	27/08/2020	WESTRAC PTY LTD Parts	\$54.78
EFT16889	27/08/2020	WA CONTRACT RANGER SERVICES Ranger Service	\$561.00

Shire of Kulin

EFT & Chq Listing for period ended 31 August 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
37261	10/08/2020	WATER CORPORATION	\$8,246.86
		Water Usage & Rates	
37262	10/08/2020	TELSTRA	\$137.54
		Integrated Messaging	
37263	17/08/2020	SHIRE OF BROOKTON	\$100.00
		Wheatbelt South Regional Road Group	
37264	17/08/2020	TELSTRA	\$1,698.91
		Phone Usage & Equipment Rent	
37265	21/08/2020	A630 PROPERTY OWNER	\$1,776.31
		Rates Refund for Assessment A630	
37266	21/08/2020	SUE KNAPP	\$130.30
		Reimbursement, Purchase of Diaries & Wall Calendar	
37267	21/08/2020	TELSTRA	\$249.12
		Mobile Phone Usage & Equipment Rent	
DD7419.1	09/08/2020	REST SUPERANNUATION	\$383.18
		Superannuation Contributions	
DD7419.2	09/08/2020	WA LOCAL GOVT SUPERANNUATION PLAN	\$11,598.90
		Payroll Deduction	
DD7419.3	09/08/2020	AUSTRALIAN SUPERANNUATION	\$676.31
		Superannuation Contributions	
DD7419.4	09/08/2020	BENDIGO SUPERANNUATION PLAN	\$292.02
		Superannuation Contributions	
DD7419.5	09/08/2020	PRIME SUPERANNUATION	\$414.18
		Superannuation Contributions	
DD7419.6	09/08/2020	MLC MASTERKEY SUPERANNUATION	\$187.48
		Superannuation Contributions	
DD7419.7	09/08/2020	THE PIPA SELF MANAGED SUPER FUND	\$196.65
		Superannuation Contributions	
DD7419.8	09/08/2020	AMP SUPERLEADER	\$223.66
		Superannuation Contributions	
DD7419.9	09/08/2020	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE	\$822.76
		Superannuation Contributions	
DD7426.1	14/08/2020	CREDIT CARD - MASTER CARD	\$1,606.34
		Statement July 2020	
DD7433.1	23/08/2020	REST SUPERANNUATION	\$373.71
		Superannuation Contributions	
DD7433.2	23/08/2020	WA LOCAL GOVT SUPERANNUATION PLAN	\$12,074.12
		Superannuation Contributions	
DD7433.3	23/08/2020	AUSTRALIAN SUPERANNUATION	\$717.13
		Superannuation Contributions	
DD7433.4	23/08/2020	BENDIGO SUPERANNUATION PLAN	\$281.99
		Superannuation Contributions	
DD7433.5	23/08/2020	PRIME SUPERANNUATION	\$414.18
		Superannuation Contributions	
DD7433.6	23/08/2020	MLC MASTERKEY SUPERANNUATION	\$187.48
		Superannuation Contributions	
DD7433.7	23/08/2020	THE PIPA SELF MANAGED SUPER FUND	\$196.65
		Superannuation Contributions	
DD7433.8	23/08/2020	AMP SUPERLEADER	\$223.66
		Superannuation Contributions	
DD7433.9	23/08/2020	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE	\$822.76
		Superannuation Contributions	
DD7439.1	12/08/2020	BENDIGO BANK	\$13.05
		Bank Charges	
DD7439.2	17/08/2020	AUSTRALIAN LIQUOR MARKETERS PTY LTD - METCASH	\$547.26
		Bar Purchase	
DD7439.3	17/08/2020	BENDIGO BANK	\$3.45
		Bank Charges	
DD7439.4	24/08/2020	CARLTON UNITED BREWERIES PTY LTD	\$1,266.36
		Bar Purchase	
DD7439.5	21/08/2020	BENDIGO BANK	\$1.50
		Bank Charges	

Shire of Kulin

EFT & Chq Listing for period ended 31 August 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD7439.6	26/08/2020	BENDIGO BANK	\$9.15
		Bank Charges	
DD7439.7	27/08/2020	BENDIGO BANK	\$33.15
		Bank Charges	
DD7439.8	04/08/2020	SYNERGY	\$124.22
		Electricity	
DD7439.9	03/08/2020	WESTNET INTERNET SERVICES	\$179.90
		Westnet Service	
DD7439.10	03/08/2020	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD	\$306.97
		Bank Charges	
DD7439.11	03/08/2020	BENDIGO BANK	\$4.23
		Bank Charges	
DD7439.12	02/08/2020	BENDIGO BANK	\$89.98
		Bank Charges	
DD7439.13	01/08/2020	BENDIGO BANK	\$0.70
		Bank Charges	
DD7439.14	18/08/2020	WESTNET INTERNET SERVICES	\$109.90
		Westnet Service	
6044794	12/08/2020	BULK PAYMENT	\$68,395.38
		Payroll	
6067905	26/08/2020	BULK PAYMENT	\$72,464.33
		Payroll	
Sub-total: EFT & Chq Payments			\$471,165.86
TOTAL PAYMENTS FOR MONTH ENDING 31 August 2020			\$471,165.86

CREDIT CARD

Statement Summary 31 August 2020

Transaction Date	Officer	Creditor	Amount
4/08/2020	Garrick Yandle	ACRES OF TASTE	\$20.00
		Meeting, Crisp Wireless	
5/08/2020	Cassi Vandenberg	TELSTRA	\$232.67
		Aquatic Centre Internet June/July 2020	
13/08/2020	Judd Hobson	MANDURAH HAND CAR WA	\$130.00
		Car Cleaning	
14/08/2020	Cassi Vandenberg	TELSTRA	\$115.95
		Aquatic Centre Internet August 2020	
15/08/2020	Garrick Yandle	SIMPLEINOUT	\$28.86
		Monthly Subscription	
17/08/2020	Judd Hobson	MAIN ROADS WA HEAVY	\$225.00
		Accreditation	
21/08/2020	Garrick Yandle	DOME NORTHAM	\$19.45
		Meeting	
21/08/2020	Garrick Yandle	DOME NORTHAM	\$18.45
		Meeting	
30/08/2020		BENDIGO BANK	\$16.00
		Card Fees	
			\$806.38

Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
Opening balance				\$1,606.34
6 Aug 20	SQ *ACRES OF TASTE, Kulin AUS RETAIL PURCHASE 04/08 CARD NUMBER 552638XXXXXXXX405 1	20.00	EO42042.31	1,626.34
	<i>Meeting, Crisp Wireless</i>			
7 Aug 20	Telstra Direct Debit ,AUSTRALIA AUS RETAIL PURCHASE 05/08 CARD NUMBER 552638XXXXXXXX823 1	232.67	E112088(4)	1,859.01
	<i>Aquatic Centre Internet</i>			
14 Aug 20	PERIODIC TFR 00074214151201 00000000000		1,606.34	252.67
14 Aug 20	MANDURAH HAND CAR WA , MANDURAH AUS RETAIL PURCHASE 13/08 CARD NUMBER 552638XXXXXXXX706 1	130.00	MV30 GB2	382.67
	<i>Judd Hobson (Car cleaning)</i>			
16 Aug 20	Telstra Direct Debit ,AUSTRALIA AUS RETAIL PURCHASE 14/08 CARD NUMBER 552638XXXXXXXX823 1	115.95	E112088(4)	498.62
	<i>Aquatic Centre Internet</i>			
18 Aug 20	SIMPLEINOUT.COM, 701 4918762 US RETAIL PURCHASE-INTERNATIONAL 15/08 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXXX405 1	28.02	EO42060.31	526.64
	<i>Monthly Fee</i>			
18 Aug 20	INTERNATIONAL TRANSACTION FEE	0.84		527.48
	<i>"</i>			
19 Aug 20	MAIN ROADS WA HEAVY ,WELSHPOOL AUS RETAIL PURCHASE 17/08 CARD NUMBER 552638XXXXXXXX706 1	225.00		752.48
	<i>Accreditation Fee</i>			
26 Aug 20	DOME NORTHAM, NORTHAM AUS RETAIL PURCHASE 21/08 CARD NUMBER 552638XXXXXXXX405 1	19.45	EO42042.31	771.93
	<i>CEO Meeting</i>			

3738H102 / E-0 / S-312 / I-312 / 0007421415000890

Date Paid ___ / ___ / ___ Amount \$ _____

Business Credit Card - Payment options



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



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



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



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



Bill code: 342949
Ref: 691211254

Bank@PostSM Pay at any Post Office by Bank@PostSM using your credit card.



Business Credit Card

BSB number	633-000
Account number	691211254
Customer name	SHIRE OF KULIN
Minimum payment required	\$24.19
Closing Balance on 31 Aug 2020	\$806.38
Payment due	14 Sep 2020
Date	Payment amount

Drawer	Chq No	BSB	Account No	\$	¢

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

Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
26 Aug 20	DOME NORTHAM, NORTHAM AUS RETAIL PURCHASE 21/08 CARD NUMBER 552638XXXXXXXX405 1 <i>CEO Meeting</i>	18.45	<i>EG4204231</i>	790.38
30 Aug 20	CARD FEE 4 @ \$4.00	16.00	<i>EG3210031</i>	806.38
Transaction totals / Closing balance		\$806.38	\$1,606.34	\$806.38

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

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

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

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

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

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

Card Security

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

3795H102 / E-0 / S-313 / I-313 / 0007421415000890

Find out more about our new look at
bendigobank.com.au



Shire of Kulin

MONTHLY FINANCIAL REPORT

For the period ended 31 August 2020

Presented to Ordinary Council Meeting

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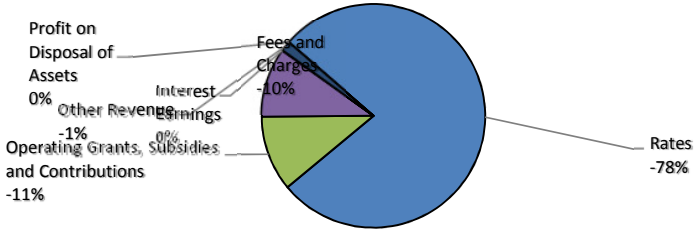
Note 7 Major Variances

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

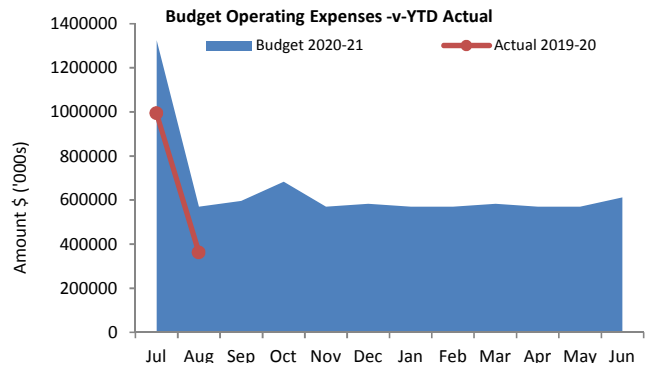
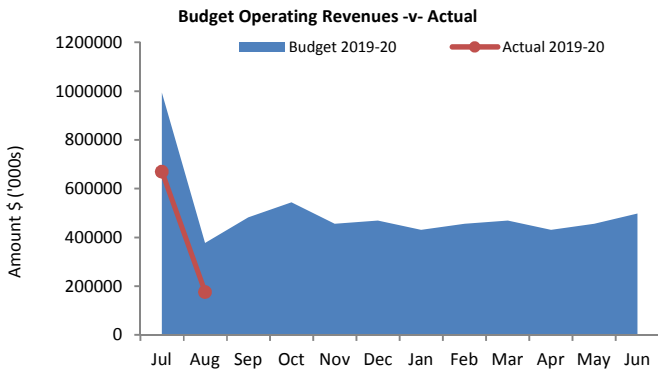
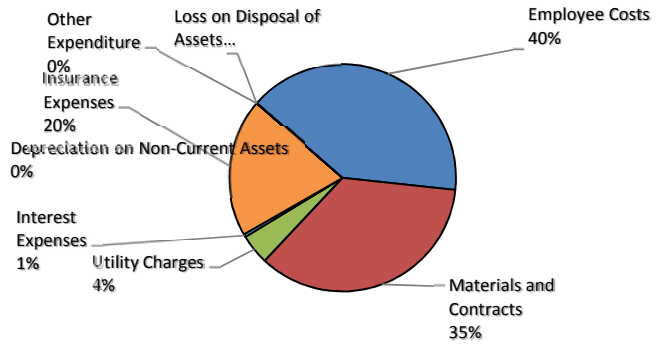
Shire of Kulin
SUMMARY INFORMATION - GRAPHS
 For the period ended 31 August 2020

OPERATING ACTIVITIES

OPERATING REVENUE

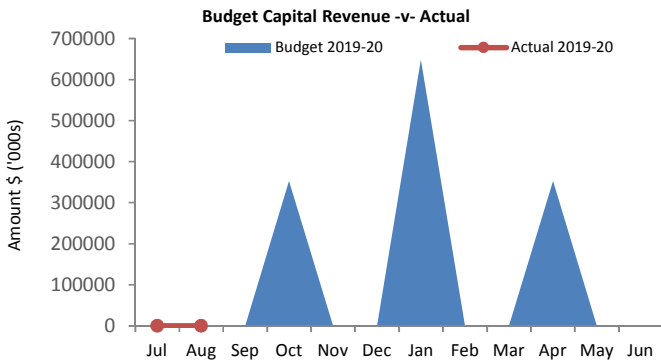


OPERATING EXPENSES

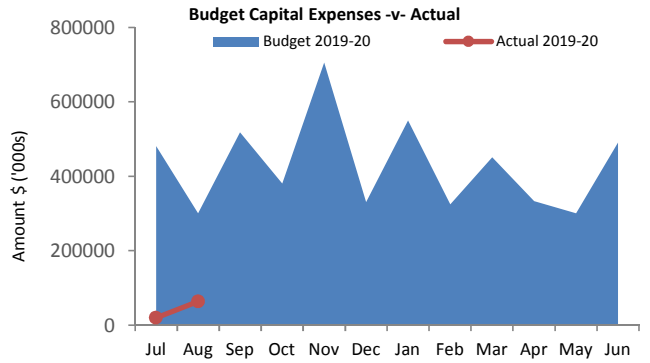


INVESTING ACTIVITIES

CAPITAL REVENUE



CAPITAL EXPENSES



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

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

	Ref Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	
Opening Funding Surplus(Deficit)	1(a)	1,671,941	1,671,941	1,692,582	20,641	1%	
Operating Revenues							
General Purpose Funding		1,717,020	4,804	273,279	268,475	98%	▲
General Purpose Funding - Rates	2	2,028,931	2,087,431	2,122,950	35,519	2%	
Governance		17,970	2,992	13,408	10,416	78%	▲
Law, Order and Public Safety		33,400	728	480	(248)	(52%)	
Health		0	0	0	0		
Education and Welfare		270,440	36,320	21,662	(14,658)	(68%)	▼
Housing		108,282	18,044	16,373	(1,671)	(10%)	
Community Amenities		101,224	95,222	97,116	1,894	2%	
Recreation and Culture		214,449	29,540	31,752	2,212	7%	
Transport		257,681	220,391	0	(220,391)	0%	
Economic Services		1,235,800	130,946	125,919	(5,027)	(4%)	
Other Property and Services		120,864	19,306	34,410	15,104	44%	▲
Total (Excluding Rates)		6,106,061	2,645,724	2,737,350	91,626		
Operating Expense							
General Purpose Funding		(96,808)	(14,684)	(13,085)	(1,599)	(12%)	
Governance		(219,077)	(72,509)	(66,643)	(5,866)	(9%)	
Law, Order and Public Safety		(151,392)	(25,968)	(32,054)	6,086	19%	▲
Health		(120,039)	(13,824)	(5,140)	(8,684)	(169%)	▼
Education and Welfare		(323,674)	(53,924)	(53,539)	(385)	(1%)	
Housing		(263,405)	(43,878)	(25,385)	(18,493)	(73%)	▼
Community Amenities		(377,752)	(61,254)	(61,606)	352	1%	
Recreation and Culture		(1,231,739)	(216,747)	(137,062)	(79,685)	(58%)	▼
Transport		(3,382,226)	(562,420)	(448,342)	(114,078)	(25%)	▼
Economic Services		(1,101,998)	(187,726)	(138,115)	(49,611)	(36%)	▼
Other Property and Services		(93,007)	(72,680)	(17,671)	(55,009)	(311%)	▼
Total		(7,361,116)	(1,325,614)	(998,643)	(326,971)		
Funding Balance Adjustment							
Add back Depreciation	3(c)	3,175,584	529,264	0	(529,264)	-100%	▼
Adjust (Profit)/Loss on Asset Disposal	3(b)	(43,746)	0	0	0		
Total Adjustments		3,131,838	529,264	0	(764,610)		
Investing Activities							
Proceeds from Capital Grants	5	1,504,000	0	0	0	100%	
Proceeds from disposal of assets	3(b)	171,000	0	0	0	100%	
Payments for property, plant and equipment and infrastructure	3(a)	(4,991,340)	(481,422)	(86,443)	(394,978)	-457%	▼
		(3,316,340)	(481,422)	(86,442)			
Financing Activities							
Transfer from reserves	4	218,327	0	0	0	0%	
Repayment of debentures	6	(90,511)	0	0	0	0%	
Transfer to reserves	4	(316,263)	0	(43,326)	43,326	0%	
		(188,447)	0	(43,326)			
Closing Funding Surplus(Deficit)	1(a)	43,937	3,039,894	3,301,521			

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

Description	Balance 30 June 2020 \$	Movement \$	Total Actual 31 August 2020 \$
CURRENT ASSETS			
Cash at Bank	1,983,660	(336,342)	1,647,318
Cash at Bank Reserves & Restricted Funds	1,871,837	42,979	1,915,163
Sundry Debtors	271,384	(209,090)	62,293
Sundry Debtors - Rates	68,971	1,961,202	2,030,173
Stock on hand	59,377	(3,969)	55,408
TOTAL CURRENT ASSETS	4,258,235	1,451,773	5,710,356
CURRENT LIABILITIES			
Sundry Creditors	(185,259)	114,514	(70,745)
Accruals	(276,353)	107,249	(169,104)
LSL - Current	(217,364)	0	(217,364)
GST Clearing Account	(14,997)	(32,011)	(47,008)
Loan Commitment - Current	(90,511)	0	(90,511)
ESL Collection	3,937	7,667	11,604
Rates Paid in Advance	(3,781)	2,726	(1,055)
TOTAL CURRENT LIABILITIES	(784,328)	200,145	(584,183)
NET CURRENT ASSETS	3,473,907	1,651,918	5,126,173
NON-CURRENT ASSETS			
Land & Buildings	23,507,443	0	23,507,442
Construction other than Buildings	683,508	(0)	683,507
Plant & Equipment	2,039,028	0	2,039,027
Furniture & Equipment	116,910	0	116,910
Motor Vehicles	1,245,987	0	1,245,987
Infrastructure	79,211,326	86,443	79,297,769
Shares - Kulin (Bendigo) Bank	5,000	0	5,000
TOTAL NON-CURRENT ASSETS	106,809,201	86,443	106,895,642
NON CURRENT LIABILITIES			
Loan Liability Non Current	(1,073,183)	0	(1,073,183)
Lsl Accrual - Non Current	(74,878)	0	(74,878)
TOTAL NON-CURRENT LIABILITIES	(1,148,061)	0	(1,148,061)
NET ASSETS	109,135,047	1,738,361	110,873,753
TOTAL ACCUMULATED RESERVES			
	1,871,837	43,326	1,915,163
Asset Revaluation - Infrastructure	51,965,197	0	51,965,198
Asset Revaluation - Property, Plant & Equipment	790,987	0	790,987
Asset Revaluation - Land & Buildings	14,424,762	0	14,424,762
Accumulated Surplus	40,082,265	1,738,704	41,820,969
TOTAL ACCUMULATED SURPLUS	107,263,210	(43,326)	108,958,590
TOTAL EQUITY	109,135,047	0	110,873,753

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

Note 1(a) - Net Current Assets Composition

	Budget Last Year Closing 30 June 2019	Actual Last Year Closing 30 June 2019	Year to Date 31 August 2020
Current Assets			
Cash and Cash Equivalents	4,010,595	3,855,497	3,562,481
Accounts Receivable - Rates	69,220	69,128	2,040,722
Accounts Receivable - Sundry	271,384	271,384	62,293
ATO Receivables	52,254	55,085	(70,692)
Inventories	59,377	59,377	55,408
Other	3,007	3,007	0
Less: Current Liabilities			
Sundry Creditors	(372,755)	(185,579)	(69,966)
Payroll Accruals	(86,562)	(106,150)	0
Provision for Annual Leave	(169,883)	(169,883)	(169,883)
Provision for Long Service Leave (Current)	(217,364)	(217,364)	(217,364)
ATO Liability	(70,082)	(70,082)	23,684
Borrowings (Current)	(90,511)	(90,511)	(90,511)
Adjustments to Current Assets			
Less: Reserves (Restricted Cash)	(1,871,837)	(1,871,837)	(1,915,163)
Add: Borrowings (Current)	90,511	90,511	90,511
Closing funding surplus/(deficit)	1,677,353	1,692,582	3,301,521

Current And Non-Current Classification

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

Note 1(b) - Banking Information

	General Ledger Balance 31 August 2020	Bank Statement Balance 31 August 2020
Cash at Bank - Unrestricted		
Municipal Funds	147,583	132,568
Freebairn Recreation Centre	30,495	29,422
Investments	1,465,646	1,467,789
Till Float	3,095	3,095
Petty Cash	500	500
	1,647,318	1,633,374
Cash at Bank - Restricted		
Reserve Funds	1,915,163	1,915,163
	1,915,163	1,915,163

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

Note 2 - Rating information

Rate Type	Rate in \$	Number of properties	Rateable Value	Budgeted Rate Revenue	Actual Rate Revenue
General Rate					
Gross Rental Value					
Residential	0.10187	134	1,189,708	121,196	121,146
Industrial	0.10187	13	116,376	11,855	11,855
Commercial	0.10187	28	447,448	45,582	45,582
Rural	0.10187	11	88,608	9,026	9,026
Unimproved Value					
Rural	0.01049	347	180,837,500	1,896,713	1,896,985
Mining	0.01049	0	-	-	-
Sub-total		533	182,679,640	2,084,371	2,084,594
Minimum Payment					
Gross Rental Value					
Residential	443.89	10	4,160	4,439	4,439
Industrial	443.89	5	9,736	2,219	2,219
Commercial	443.89	4	8,600	1,776	1,776
Rural	443.89	7	12,795	3,107	3,107
Unimproved Value					
Rural	443.89	9	235,700	3,995	3,995
Mining	443.89	21	213,553	9,322	9,322
Sub-total		56	484,544	24,858	24,858
		589	183,164,184	2,109,229	2,109,452
Discount				(91,000)	(10,506)
Concessions/Write-offs				(13,000)	(1)
Total raised from general rates				2,005,229	2,098,945
Ex-Gratia Rates				23,701	23701.08
Total Rates				2,028,930	2,122,646

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

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

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

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

Note 3 - Asset information

Note 3(a) - Asset Acquisitions

Description	YTD			Category	Renewal/	
	Budget	Budget	YTD Actual		Replace	New Asset
Server Equipment Replacement	47,732	-	-	F&E	Y	
Old Administration Building	13,500	-	-	F&E	Y	
Main Street CCTV	75,000	-	-	OC		Y
Cemetery Entrance Upgrade	15,098	-	-	OC	Y	
Aquatic Centre Recreation Improvements	135,000	-	-	Inf	Y	
Aquatic Centre Infr & Equip Improvements	83,000	-	-	Inf	Y	
Freebairn Rec Centre Surface Replacement	250,000	-	-	L&B	Y	
Freebairn Rec Centre Equip Improvements	30,000	-	-	P&E		Y
Oval Irrigation Upgrade	160,000	-	-	Inf	Y	
Town Playground Softfall Replacement	50,000	-	-	L&B	Y	
Lowloader	125,000	-	-	P&E	Y	
Side Tipper Trailer	120,000	-	-	P&E	Y	
Tractor	55,000	-	-	P&E	Y	
Mini Excavator	45,000	-	-	P&E		Y
Plant Trailer	11,000	-	-	P&E		Y
Miscellaneous Plant (inc EWP trial)	20,000	3,333	-	P&E		Y
Toyota Prado (CEO)	55,000	-	-	MV	Y	
Toyota Prado (WM)	55,000	-	-	MV	Y	
Isuzu 3T Tipper	66,000	-	-	MV	Y	
4x2 Utility (No Trade)	25,000	-	-	MV		Y
Holt Rock Depot Improvements	24,706	-	-	L&B	Y	
RRG Road Construction	626,271	104,379	56,857	Inf	Y	
R2R Road Construction	426,344	71,057	-	Inf	Y	
BS Road Construction	802,786	133,798	-	Inf	Y	
Own Resource Road Construction	890,628	148,438	20,182	Inf	Y	
Drainage Improvements (High Street)	147,884	-	-	Inf	Y	
Footpath Construction	150,891	-	-	Inf		Y
Pingaring Dam	30,500	5,083	6,518	Inf		Y
Youth Precinct	330,000	-	-	L&B		Y
Water Infrastructure	92,000	15,333	2,886	Inf		Y
Caravan Park Disabled Ablutions	33,000	-	-	L&B	Y	
	4,991,340	481,422	86,443			

Note 3(b) - Disposal of Assets

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

Note 3(c) - Depreciation

	Depreciation Expense			Asset Sustainability Ratio	
	YTD			Budget	Actual
	Budget	Budget	YTD Actual		
Furniture & Equipment	9,942	1,657	0	-	0
Land & Buildings	461,285	76,881	0	-	0
Motor Vehicles	72,100	12,017	0	-	0
Construction Other than Buildings	15,205	2,534	0	-	0
Plant & Equipment	366,115	61,019	0	-	0
Infrastructure	2,250,937	375,156	0	1.22	0
	3,175,584	529,264	-	0.91	-

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

Note 4 - Cash Backed Reserves

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

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

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

Note 5 - Operating Grants

Grant Source	Purpose	Budget	YTD Budget	YTD Actual
Grants Commission	Federal financial assistance grants	1,070,000	-	270,770
Local Roads & Community Infrastructure Program	Federal Government Stimulus	571,000	-	-
Department of Primary Industries & Regional Development	Regional Economic Development (RED)	30,000	-	-
Fire & Emergency Services	Emergency Services Levy Operating Grant	25,000	-	-
KCCC Sustainability Grant	Childcare Sustainability Grant	52,500	-	-
Main Roads	State Direct Grant (Untied Road Funding)	212,935	212,935	-
Department of Primary Industries & Regional Development	Community Resource Centre Funding	100,000	25,000	28,490
Department of Water	Drought Communities	500,000	-	-
		2,061,435	237,935	299,260

Capital Grants

Grant Source	Purpose	Budget	YTD Budget	YTD Actual
Main Roads	Regional Road Group Road Construction	365,000	-	-
Department of Infrastructure	Roads to Recovery Road Construction	525,000	-	-
Main Roads	Black Spot Road Construction	524,000	-	-
Department of Water	Community Water Supply	90,000	-	-
		1,504,000	-	-

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

Note 6 - Borrowings

	Budget				Actual			
	Principal		Interest		Principal		Interest	
	Principal 01/07/2020	Repayment s	Principal 30/06/2020	Repayment s	Principal 01/07/2020	Repayment s	Principal 30/06/2020	Repayment s
Loan 1 Administration Building	1,164,231	90,511	1,073,720	42,895	1,164,231	-	1,164,231	4,200
	1,164,231	90,511	1,073,720	42,895	1,164,231	-	1,164,231	4,200

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

Note 7 - Explanation of Material Variances

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

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

Revenue from operating activities	Var \$	Var %	Explanation
General purpose funding - other	268,475	98%	Payment of \$270k for Grants Commission financial assistance grants received in August but budgeted for September
General purpose funding - rates	35,519	2%	Under 10% threshold
Governance	10,416	78%	Insurance rebate (\$10k) not budgeted for
Law, order and public safety	(248)	-52%	Under \$5,000 Threshold
Health	0		
Education and welfare	(14,658)	-68%	Income from user fees at childcare centre lower than what was budgeted for
Housing	(1,671)	-10%	Under \$5,000 Threshold
Community amenities	1,894	2%	Under \$5,000 & 10% Threshold
Recreation and culture	2,212	7%	Under \$5,000 & 10% Threshold
Transport	(220,391)	0%	Main Roads Direct Grant has not yet been invoiced for \$213k
Economic services	(5,027)	-4%	Under 10% threshold
Other property and services	15,104	44%	Income from workers comp (\$6k) unbudgeted for & fuel tax credit higher than expected (\$9k)
Expenditure from operating activities			
General purpose funding	(1,599)	-12%	Under \$5,000 Threshold
Governance	(5,866)	-9%	Timing of expenditure on computer maintenance and contract employment
Law, order and public safety	6,086	19%	Bush fire volunteer insurance paid in one instalment, budget forecast prepared assuming two instalments
Health	(8,684)	-169%	Expenditure on medical centre lower than expected, Shire of Kondinin bill quarterly for dr and have not yet rec'd bill
Education and welfare	(385)	-1%	Under \$5,000 & 10% Threshold
Housing	(18,493)	-73%	Timing of expenditure, housing projects not yet taken place
Community amenities	352	1%	Under \$5,000 & 10% Threshold
Recreation and culture	(79,685)	-58%	Depreciation journals not yet posted Road maintenance expenditure higher than budgeted due to winter grading works (\$100k) Depreciation journals not yet
Transport	(114,078)	-25%	posted (\$157k)
Economic services	(49,611)	-36%	Depreciation journals not yet posted (\$13k) CRC wages not expended (\$8k) Expenditure on consultant for engineering work not budgeted for (\$25k), allocation of overheads and plant costs lower
Other property and services	(55,009)	-311%	than budgeted for (-\$40k), insurance and licensing for vehicle paid in one lump sum (\$25k) Depreciation journals not yet
Investing activities			
Proceeds from non-operating grants, subsidies and contributions	0.49	0	Under \$5,000 & 10% Threshold
Proceeds from disposal of assets	0.49	0	Under \$5,000 & 10% Threshold
Payments for property, plant and equipment and infrastructure	(394,978)	-457%	Timing, capital projects are currently being planned and expenditure can be expected over the next few months. Road capital projects in particular will commence once winter grading has been completed.
Financing activities			
Transfer from reserves	0	0	Under \$5,000 & 10% Threshold
Repayment of debentures	0	0	Under \$5,000 & 10% Threshold
Transfer to reserves	(43,326)		Interest on term deposit received earlier than budget profile, payment to Equipment and Surface Reserve of \$40k from Colts Carnival

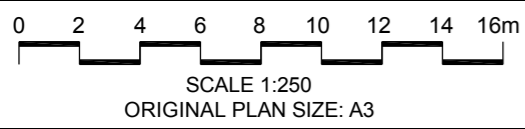
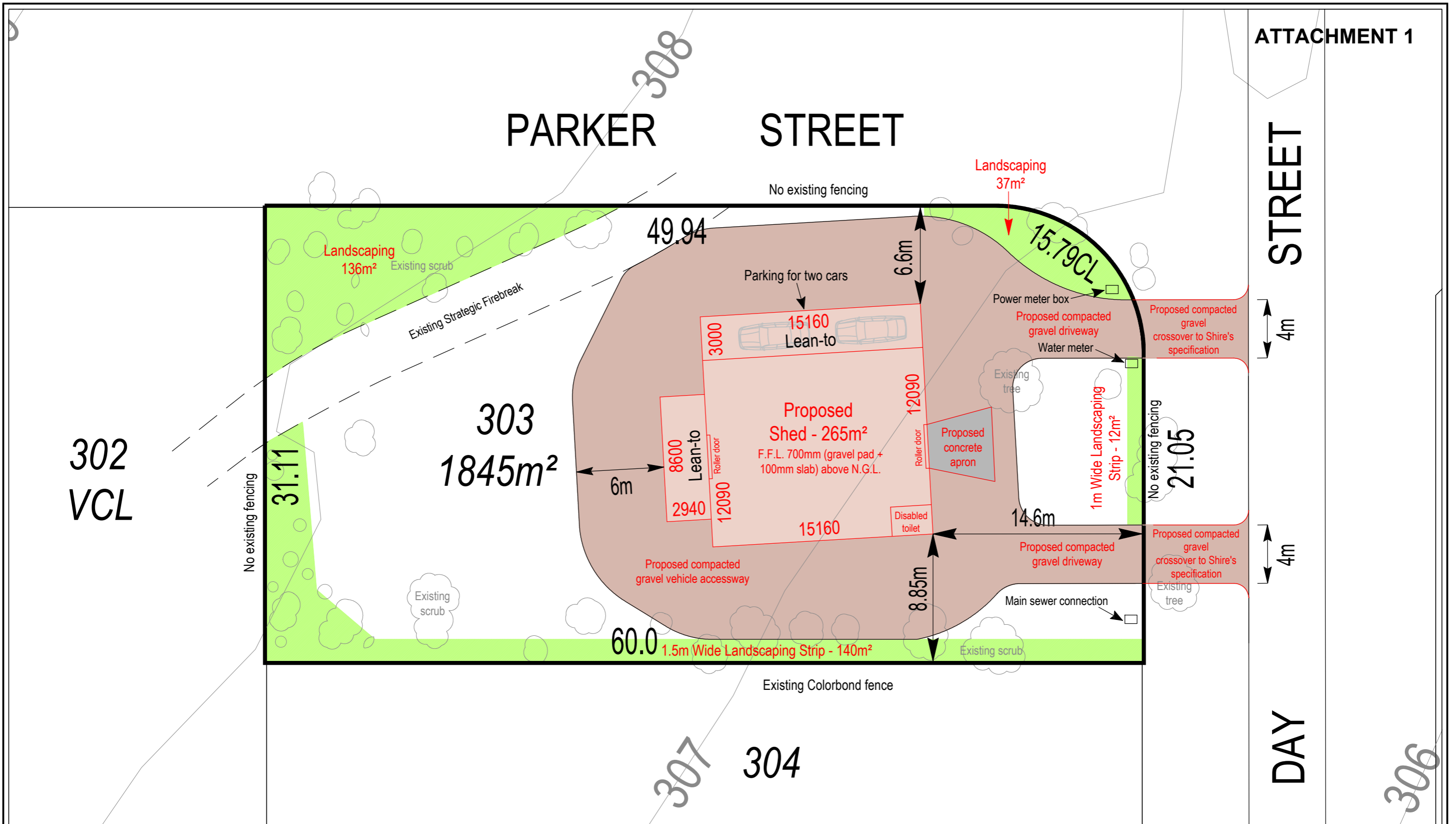
SHIRE OF KULIN
LOCAL PLANNING SCHEME NO.2



APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details – Attach a separate sheet where there are more than two landowners		
Name/s: Damian Whitely.		
ABN (if applicable):		
Address: 44 Miling rd		Yerecoin Postcode: 6571
Phone: (work): (home): (mobile): 0427 566011	Fax:	E-mail: Whitely Carpentry @bigpond.com.
Contact person: Damian Whitely.		
Signature: <i>[Signature]</i>		Date: 13-7-2020
Signature:		Date:
<p>NOTE: The signature of all registered owner(s) is required on all applications. This application will not proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</p>		
Applicant Details		
Name: Damian Whitely.		
Address: 44 Miling rd Yerecoin		
		Postcode: 6571
Phone: (work): (home): (mobile): 0427 566011	Fax:	E-mail: Whitely Carpentry @bigpond.com.
Contact person for correspondence: Damian Whitely.		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: <i>[Signature]</i>		Date: 13-7-2020

Property Details – Details must match those shown on the Certificate/s of Title		
Lot No: 303	House/Street No: 103	Location No: Day St
Diagram or Plan No:	Certificate of Title Volume No: 2220/621	Folio No: 621
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: Day	Suburb: Kulin	
Nearest street intersection: Parker		
Proposed Development:		
Nature of development: <input type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input type="checkbox"/> Works and Use		
<i>NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form must be completed and submitted with this application.</i>		
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use		
Description of proposed works and/or land use: Warehouse Storage. Personal use.		
Description of exemption claimed (if relevant):		
Nature of any existing buildings and/or land use:		
Approximate cost of proposed development:		
Estimated time of completion:		
OFFICE USE ONLY		
Acceptance Officer's initials:	Date received:	
Local government reference no:		



PREPARED FOR:
 Mr Damien Whitely
 103 Day Street, Kulin
 M: 0427 566 011
 E: whitelycarpentry@bigpond.com

NOTE:
 Dimensions and areas subject to survey.

LEGEND:
 LANDSCAPING AREA (325m² / 17.6%)

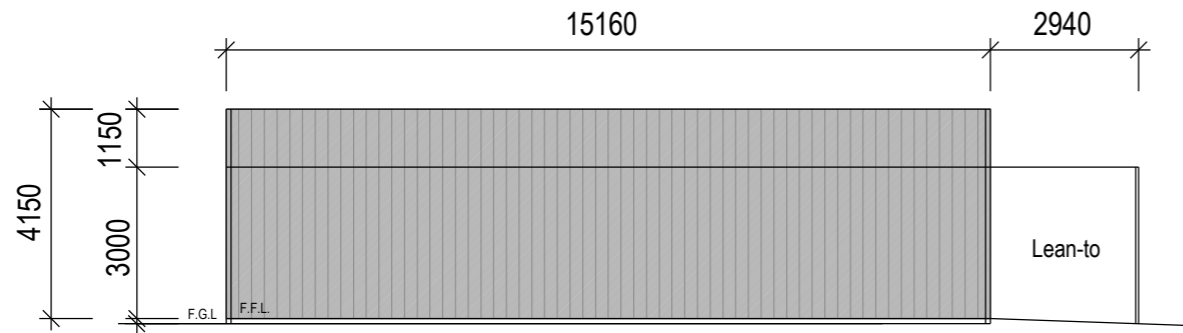
TOTAL SITE COVERAGE (AFTER DEVELOPMENT) - 265m² (10.8%)

NOTE:
 ALL STORMWATER CONTAINED AND MANAGED ON-SITE UNLESS OTHERWISE APPROVED BY SHIRE. EXCESS WATER WILL BE DIVERTED TO DAY STREET.

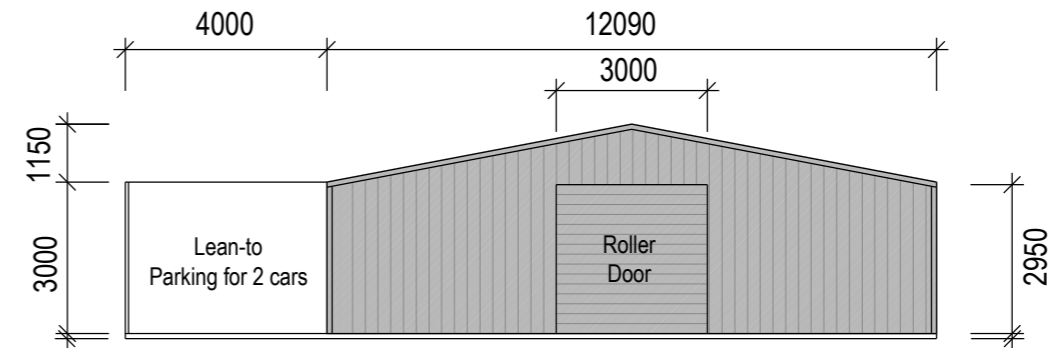
RANBUILD SHED WALLS AND ROOF WILL BE CLAD WITH ZINCULUME TRIMDEK SHEETING ON A 100mm CONCRETE SLAB

PROPOSED INDUSTRIAL DEVELOPMENT -
 WAREHOUSE/STORAGE FACILITY
 SITE PLAN

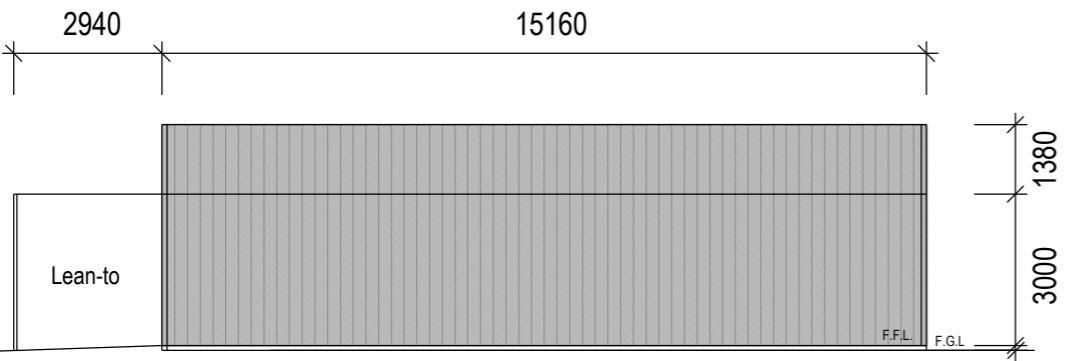
LOT 303 (No. 103) DAY STREET
 KULIN
 Shire of Kulin



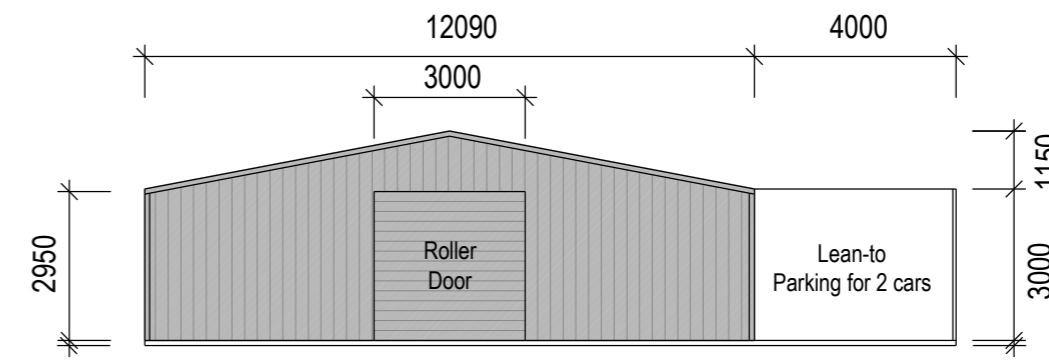
NORTHERN ELEVATION



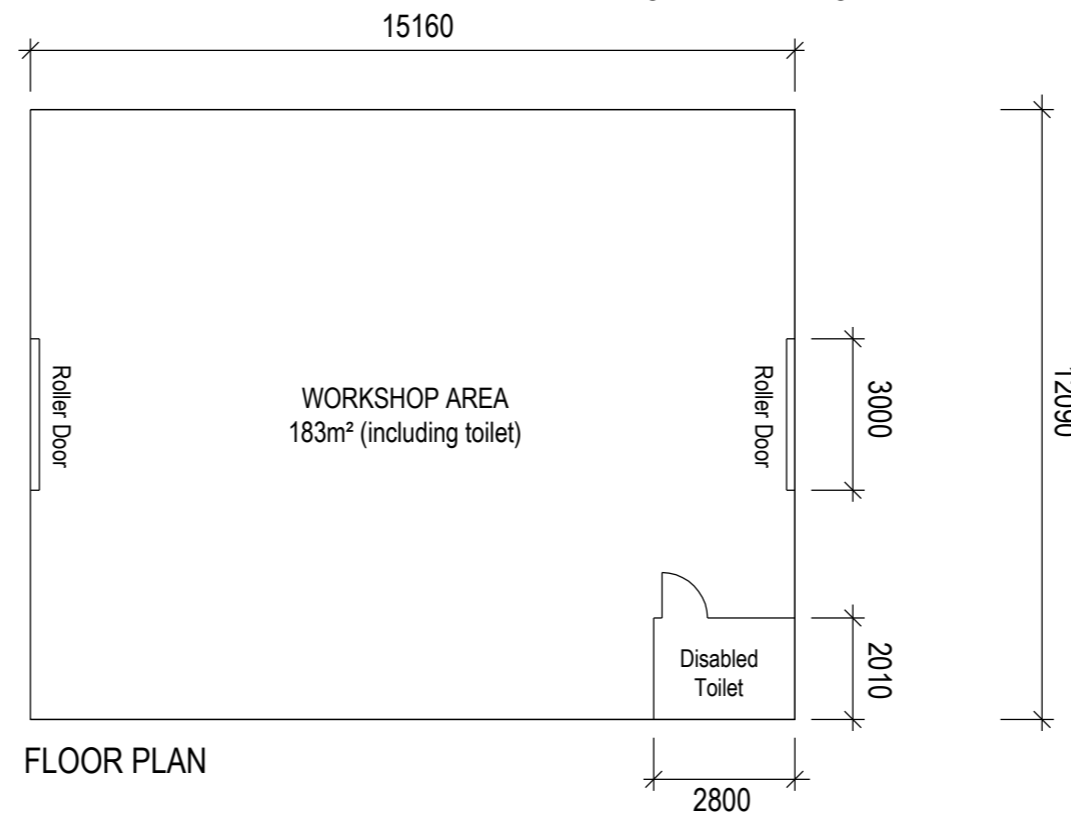
REAR ELEVATION



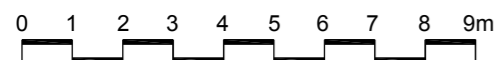
SOUTHERN ELEVATION



FRONT ELEVATION



FLOOR PLAN



SCALE 1:150
ORIGINAL PLAN SIZE: A3

PREPARED FOR:
Mr Damien Whitely
103 Day Street, Kulin
M: 0427 566 011
E: whitelycarpentry@bigpond.com

NOTE:
Dimensions and areas subject
to survey.

LEGEND:

F.F.L. - FINISHED FLOOR LEVEL

F.G.L. - FINISHED GROUND LEVEL

RANBUILD SHED WALLS AND ROOF WILL BE CLAD WITH
ZINCULUME TRIMDEK SHEETING ON A 100mm CONCRETE SLAB

**PROPOSED INDUSTRIAL DEVELOPMENT -
WAREHOUSE/STORAGE FACILITY
ELEVATIONS AND FLOOR PLAN**

**LOT 303 (No. 103) DAY STREET
KULIN
Shire of Kulin**

GENERAL COMPLIANCE CHECKLIST – AUGUST 2020

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Budget Adoption by 31 August	31/08/2020	Annual	Annual Budget to be adopted by the 31st August each year	Yes
Governance/ SAO	Annual Financial Returns	31/08/2020	Annual	Annual Financial Return forms due from Councillors & CEO, on completion send acknowledgement letters ex CEO and President	Yes
Governance/ WM	Annual Road Inspection	31/08/2020	Annual	Annual Inspection of Road and Jobs by Councillors	No
Governance/ SAO	Election Timeline	August	Biennial	State-wide Public Notice - close of enrolments, advertise to call for nominations, close rolls etc.	N/A
CEO/DCEO	DFES ESL return - acquittal	31/08/2020	Annual	DFES Form 8 due by end of month	
CEO	Transport	July August	Annual	Regional Road Group funding submission Annual submission for road projects to be with MRWA July/August	Yes
CEO/WM	RRG Road Project Funding	31-Aug	Annual	Commodity Route Funding 2020/20 funding open - electronic application to MRWA Northam by 25 Sept	In progress
DCEO	Budget Commentary	31-Aug	Annual	Distribute budget commentary packs to staff	No
DCEO	Send copy of budget to Dept. of Local Government	31/08/2020	1/08/2020	30 days from adoption	Yes
DCEO	Staff Uniform Annual requirements	31/08/2020	Annual	Review staff uniform requirements and place order	Yes
DCEO	Annual accounts to be sent after adoption of budget e.g. leases rent etc.	August	1/08/2020	Rent increases etc	Yes
DCEO	Statement of Earnings for Elected Members	August	Annual	Enquire if Councillors require a Statement of Earnings from Shire	DCEO Report
SFO	ESL Return - Applications	August	Annual	Summary of ESL Levied forwarded to DFES	Yes
SFO	Memo to Staff	August	Annual	Provide front counter staff with details of process for staff with rates held in Trust. Applications for staff to access rates held in Trust to SFO	Yes
WM	Staff Uniform & PPE Annual requirements	31/08/2020	Annual	Review staff uniform & PPE requirements and place order	Yes
TO	Occupational Health & Safety	August	Tri-annual	Hold committee meeting and toolbox meeting	To be scheduled
WM	Cemetery Maintenance	August	Annual	Works crew to spray, general tidy of all 3 cemeteries	Yes
WM/DCEO	WALGA Roads Return to be Completed	31/10/2020	Annual	WALGA roads asset expenditure report to be completed by end of October	Not yet
WM/DCEO	R2R Annual Report to Auditors	31/10/2020	Annual	Prepare Annual report on R2R expenditure and submit to Auditors for confirmation	Not yet
WM/TO	Road Construction & Maintenance Review	01/08/20	Monthly	Review previous month road construction and maintenance - complete recoups, MRD line marking requests, MRD Form 8	Yes

GENERAL COMPLIANCE CHECKLIST – AUGUST 2020

				etc. as required - Advise DCEO of invoices required for MRD and private works recovery - complete report to CEO/Council	
WM/TO	Annual Aggregate - Bitumen tenders	31/08/2020	Annual	Prepare tenders for annual aggregate and bitumen requirements	Yes
WM/TO	Plant Replacement Program	31/08/2020	Annual	Prepare tenders for Plant replacement Program	Yes
WM	Spraying of Council buildings	31/03/2020	Bi annual	Get quotes for next 12 months - 1/2 done in Oct and 1/2 done in March	Yes
WM/TO	Water Licenses - Water Reuse Licenses	April	Annual	Renew Licenses for oval watering - and reuse	Commenced
CRC	Updating of Town Notice Board/Website		Weekly		Yes
CRC	Advertise Australia Day Awards locally	Update	Annual	Advertise Australia Day Awards in Update	Yes
CRC	Renew Australia's Golden Outback Membership	31/08/2020	Annual	Will be sent to the Shire from AGO Marketing Team	Delayed due to Covid-19
POOL	Pool Checklist	August	Annual	Complete checklist early to ensure pool opening is not delayed	Yes
FRC	Monthly Stock on Hand	1/08/2020	Monthly	Report to DCEO	Yes
FRC	FRAC & Sporting Council AGM's	August	Annual	Prepare, advertise and call for nominations for any FRAC committee vacancies	Proposed AGM date 22 October
EHO	Food Act reporting to DOH	31/08/2020	Annual		Yes