

# Notice of Meeting

Councillors: Please be advised that the next meeting of the

## **Kulin Shire Council**

will be held on **Wednesday 19 August 2020**

Council Meeting	1.00pm
Afternoon Tea	3.30pm
<i>Concept Forum to follow</i>	
Dinner	6.30pm



**Garrick Yandle**  
Chief Executive Officer  
14 August 2020



**DISCLAIMER:** The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used. Please note this agenda contains recommendations, which have not yet been adopted by Council.

# ORDER OF BUSINESS

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

Leigh Ballard will make a presentation to Council about CRISP Wireless

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

**3 PUBLIC QUESTION TIME**

**4. DECLARATIONS OF INTEREST BY MEMBERS**

4.1 Declarations of Financial Interest

4.2 Declarations of Proximity Interest

4.3 Declarations of Impartiality Interest

**5. APPLICATIONS FOR APPROVED LEAVE OF ABSENCE**

**6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

6.1 Shire of Kulin Ordinary Meeting – 22 July 2020

6.2 Shire of Kulin Bush Fire Brigades AGM – Minutes 5 August 2020

Attachment 1

6.3 LEMC Meeting – Minutes 5 August 2020

Attachment 2

**7 MATTERS REQUIRING DECISION**

7.1 List of Accounts – July 2020

Attachment 3

7.2 Financial Reports – July 2020

Attachment 4

7.3 Bush Fire Brigade AGM – Recommendations from Meeting 5 August 2020

Attachment 5

7.4 Side Tipper Tender

7.5 Bitumen & Aggregate Tenders

**8 COMPLIANCE**

8.1 Compliance Reporting - General Compliance July 2020

Attachment 6

8.2 Compliance Reporting – Delegations Exercised July 2020

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

**10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

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

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

**13 DATE AND TIME OF NEXT MEETING**

**14 CLOSURE OF MEETING**

## **7 MATTERS REQUIRING COUNCIL DECISION**

### **7.1 List of Accounts – July 2020**

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

**SUMMARY:**

Attached is the list of accounts paid during the month of July 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 July payments being; cheque no's 260 – 261 (Trip), 441 – 442 (Trust) 37250 – 37260; EFT no's 16688 - 16800; DD7390.1 – DD7412.17 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$823,940.03 be received.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 3

## 7.2 Financial Reports – July 2020

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**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 July 2020 are attached.

**BACKGROUND & COMMENT:**

Over the past month a modernised and streamlined monthly financial statements template has been developed to bring the statements in to line with what is considered the industry standard. The format has also changed in order to present the information in a similar format to what is presented in the annual financial statements. Our previous financial statements template was prepared in 2012.

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires a local government to:

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) budget estimates to the end of the month to which the statement relates; and
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

The new template complies with Regulation 34 as well as providing some additional information, also included is:

- Information on bank balances
- Detailed rating information
- Asset information including project budgets and year to date expenditure, detailed information on asset disposals, and asset depreciations
- Detailed information on cash backed reserves
- Detailed information on operating and capital grants
- Detailed information on borrowings

When comparing the new template with what has been previously presented the following notes have not been included:

- Detailed general ledger account information
- Detailed information on receivables (this will be presented in the future)
- Ratio information

If Council wish for any additional information to be presented this can be arranged.

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

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

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

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

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 4

## **7.3 Bush Fire Brigade AGM – Brigade Recommendations from Meeting 5 August 2020**

**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 09.02 Bushfire Administration  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:** 4.8 Human Resource Excellence  
**DISCLOSURE OF INTEREST:** Nil

### **SUMMARY:**

The below recommendations were supported at the Bush Fire Brigade Annual Meeting held in Pingaring on 5 August 2020. Minutes from the meeting are included in this Agenda.

No changes to the current Restricted and Prohibited periods were recommended for 2020/21 Season.

A revised Bush Fires Act 1954, Notice to Owners and Occupiers 2020/21 is attached for information and will be sent out with rate notices and advertised in the Update.

### **BACKGROUND & COMMENT:**

The Bush Fire Brigades meeting agreed to make the following appointments:-

#### Appointment of Officers for the 2020/21 Season

- Appointment of Chief Bush Fire Control Officer (CBFCO) – Mr Garry Strother
- Appointment of Deputy Chief Bush Fire Control Officer (DCBFCO) – Mr Rod Diery
- Fire Weather Officer (FWO) – Garrick Yandle
- Deputy FWO – John Waters
- Authorised Harvest Ban Officers (*not adopted at AGM – suggest carry over from previous year*)
  - Garrick Yandle
  - Judd Hobson
  - CBFCO
  - DCBFCO

#### **Fire Control Officers**

Kulin Town	R Diery, C McInnes, J Hobson
Kulin North	D Bradford, D Lewis, B Sloggett, G Noble, J Bowey, M Wilson
Kulin South	J Waters, G Schorer, D Kirby, C Mullan, J Bowey
Jilakin/ Pingaring	P. Riseborough, G. Hodgson, E Wyatt, M Lane
Little Italy/Holt Rock	B Di Russo, G Strother, B Hyde

#### **Brigade Contacts**

Kulin Town	- Rod Diery
Kulin North	- Don Bradford
Kulin South	- John Waters
Jilakin/ Pingaring	- Evan Wyatt
Holt Rock/ Little Italy	- Gary Strother, Brendon DiRusso

#### **Dual Fire Control Officer Appointments**

C Mullan	- Wickepin
D Kirby	- Dumbleyung
D Lewis	- Wickepin
J Bowey	- Kondinin
P Riseborough	- Kondinin, Lake Grace
E Wyatt	- Kondinin, Lake Grace
B DiRusso	- Kondinin, Lake Grace
G Strother	- Kondinin, Lake Grace
D Bradford	- Corrigin

#### **FINANCIAL IMPLICATIONS:**

Nil

#### **STATUTORY AND PLANNING IMPLICATIONS:**

Nil

#### **POLICY IMPLICATIONS:**

CS1 Bush Fire Administration supports the processes of bushfire control for the Shire and volunteers.

**COMMUNITY CONSULTATION:**

Bush Fire Brigade AGM held 5 August 2020

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council adopt the appointments of Fire Control Officers and Dual Fire Control Officers as detailed.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 5 - Bush Fires Act 1954, Notice to Owners and Occupiers 2020/21

## 7.4 Side Tipper Tender

**NAME OF APPLICANT:** CEO  
**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 23.05  
**AUTHOR:** Works Manager  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Council called tenders for a tri axle side tip trailer, offering a trade (or outright purchase for the 1998 Haulmore Side Tipper (PE114).

**BACKGROUND & COMMENT:**

Tenders closed at 4pm on Thursday 6 August 2020. Quote specifications were:

- Tri Axle Side Tip Trailer
- Capacity minimum 21 m3
- Floor 5mm HARDOX 450 Plate
- Walls & Door 4mm HARDOX 450 Plate
- 90mm Kingpin
- Hydraulic rams
- Spring suspension
- 10 Stud Rims
- Drum Brakes
- Body white, two pack paint
- Long vehicle signs to rear
- Safety signs as required
- Tarp
- LED Lights
- Spare Rim & Tyre
- **Lead time to build**
  
- **Optional Extras**
- Ring feeder with hydraulics to suit
- Disc Brakes

The following tenders were received:

<b>Side Tipper Tender 2020</b>						
					EXC GST	
Tenderer	Details	Cubic Metres	Price	Ring Feeder	Trade	Changeover
Howard Porter	Bull Master Tri Axle Side Tipper	21	\$ 94,000.00	\$ 3,500.00	\$ 16,000.00	\$ 81,500.00
Bruce Rock Engineering	Evolution Type 2 Side Tipper	23	\$ 103,000.00	Nil	\$ -	\$ 103,000.00
GTE	GTE T1 Tri Axle Side Tipper	22	\$ 96,530.00	\$ 1,650.00	\$ 13,636.36	\$ 84,543.64
Haulmore	Haulmore Premium Grade Side Tipper	21	\$ 103,000.00	INC	\$ 20,000.00	\$ 83,000.00
<b>Outright Purchases</b>					EXC GST	
Tenderer	Details		Price		Trade	Changeover
G and GI Varone					\$ 28,500.00	
Peter Stacey					\$ 23,000.00	(GST not Specified)
Smith Broughton Auctioneers					\$ 23,427.27	
Timaru Farming (Brian & Elle Bowey)					\$ 24,000.00	
Harry Hodgson					\$ 18,000.00	
Marlu Farms (Mario Varone)					\$ 9,000.00	

**FINANCIAL IMPLICATIONS:**

Budget 2020/21 includes an amount of \$120,000 for side tipper purchase and \$20,000 for trade or outright sale of PPE114 Haulmore side tipper.

**STATUTORY AND TOWN PLANNING IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

Advertised in Update

**WORKFORCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council:

- 1) accept the tender from Howard Porter to supply a Bull Master Tri Axle Side Tipper for \$97,500 ex GST;
- 2) accept the tender from G & GL Varone to purchase the Haulmore Side Tipper PPE114 for \$28,500 ex GST

**VOTING REQUIREMENTS:**

Simple majority required.

## 7.5 Bitumen & Aggregate Tenders

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**NAME OF APPLICANT:** CEO  
**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 23.05 Plant Tenders  
**AUTHOR:** Works Manager  
**STRATEGIC REFERENCE/S:** CSP 1.2.1 Transport network  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

In accordance with the adopted budget in terms of plant replacement and annual tenders for the supply of bitumen, aggregate and cartage tenders were called for;

**Annual Tenders**

- Bitumen supply 2020/21
- Aggregate requirements and cartage for 2020/21

**BACKGROUND & COMMENT:**

Tenders close 4pm Monday 17 August 2020.

A table detailing tenders received will be forward prior to the Council meeting.

**FINANCIAL IMPLICATIONS:**

As per budget

**STATUTORY AND TOWN PLANNING IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

The Shire policy A10 – Regional Price Preference policy would apply to these tenders received from local supplier businesses based in the Shire area. The Shire policy allows for an “up to 10% allowance/advantage for local suppliers.

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**RECOMMENDATIONS:**

To be determined at Council Meeting once submissions have been collated.

**VOTING REQUIREMENTS:**

Simple majority required.

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## 8 COMPLIANCE

### 8.1 Compliance Reporting – General Compliance July 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 July 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

Bush Fire Control – Dual FCO Appointment – *AGM rescheduled to August - complete*

Housing Inspections – *not yet rescheduled*

Outstanding June

Australia Day Award nominations

Council photo – *scheduled for September*

RRG Direct Grant payments

Workers Compensation Wages Declaration

Smoke Alarms & RCD Testing of Shire Houses

**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 July 2020 and note the matters of non-compliance.

**VOTING REQUIREMENTS:**

Simple majority required.

## 8.2 Compliance Reporting – Delegations Exercised – July 2020

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

### SUMMARY:

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

<b>Policy</b>	<b>Delegation</b>	<b>Officers</b>
A1	Acting Chief Executive Officer	(CEO)
A2	Agreements for Payments of Debts to Council	(CEO/DCEO)
A3	Casual Hirer's Liability	(CEO)
A4	Complaint Handling	(CEO)
A5	Fees & Charges – Discounts	(CEO/DCEO/MW/MLS/CRC)
A6	Investment of Surplus Funds	(CEO/DCEO)
A7	IT & Social Media – Use of	(CEO)
A8	Legal Advice, Representation & Cost Reimbursement	(CEO)
A9	Payments from Municipal and Trust Funds	(CEO-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)
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#### COMMUNITY SERVICES

CS1	Bushfire Control – Shire Plant for Use of	(CEO)
CS2	Bushfire Control – Plant Use for Adjoining Shires	(CEO)
CS3	Bushfire Prohibited / Restricted Burning Periods – Changes	(Shire President/CEO)
CS4	Bushfire Training Administration	(CEO)
CS5	Cat Ownership Limit – Cat Control	(CEO)
CS6	Dog Control – Attacks	(CEO)
CS7	Dog Ownership Limit – Dog Control	(CEO)
CS8	Sea Containers Use of – Town Planning	(CEO)
CS9	Second Hand Dwellings	(CEO)
CS10	Temporary Accommodation	(CEO)
CS11	Unauthorised Structures – Building Control	(CEO)
CS13	Freebairn Recreation Club Committee	(FRC Club Committee)
CS14	Kulin Child Care Centre Management Committee	(KCCC Mgmt. Committee)
CS15	General – Community Services Practices	(CEO)
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	Rate
Term Deposit	\$250,000	1 months	0.25%
Term Deposit	\$250,935	3 months	0.60%
Term Deposit	\$417,243	3 months	0.60
On-call	\$150,000	-	0.25

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

Appointment of Evan Wyatt and Doug Dunham as Dual FCO’s Shire of Lake Grace

**H12 Housing**

New staff in Johnston St units

**STATUTORY ENVIRONMENT:**

*Building Act 2011*  
*Bushfires Act 1954*  
*Cemeteries Act 1986*  
*Health (Asbestos) Regulations 1992;*  
*Health (Miscellaneous Provisions) Act 1911;*  
*Local Government Act 1995*  
*Public Health Act 2016*  
*Shire of Kulin TPS2*  
*Town Planning Development Act*  
*Town Planning Scheme*  
*Trustees Act, Part III,*  
*Criminal Procedure Act 2004;*

**FINANCIAL IMPLICATIONS:**

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

**STATUTORY AND PLANNING IMPLICATIONS:**

Sections 5.18 and 5.46 of the Local Government Act 1995

**POLICY IMPLICATIONS:**

There are no known policy implications relating to this report.

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER’S RECOMMENDATION:**

That Council receive the Delegation Exercised Report for July 2020.

**VOTING REQUIREMENTS:**

Simple majority required.

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

Nil

**10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Meeting may adjourn to move into Concept Forum

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

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

**13 DATE AND TIME OF NEXT MEETING**

Wednesday 16 September 2020 at 1.00pm

**14 CLOSURE OF MEETING**

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



## **6.2 Appointment of Deputy Chief Bush Fire Control Officer**

The Chief Bush Fire Control Officer (CBFCO), Mr Garry Strother called for nominations for the position of Deputy Chief Bush Fire Control Officer (DCBFCO).

**Nominated by: Garry Strother                      Seconded: Evan Wyatt**  
**That Rod Diery be nominated as the Shire of Kulin Deputy Chief Bush Fire Control Officer for 2020/2021 season.**

**CARRIED**

As there were no further nominations the Chairperson declared Rod Diery appointed as Deputy Chief Fire Control Officer for 2020/21 season.

## **6.3 Appointment of Other Officers and Brigade Officers**

The following nominations were received for the below positions.

**Nominated by: John Waters                      Seconded: Judd Hobson**  
**That the Fire Weather Officer, Deputy Fire Weather Officer and Authorised Harvest Ban Officers for 2020/2021 season be as follows:**

Fire Weather Officer     - Garrick Yandle – Shire of Kulin CEO  
Deputy FWO                - John Waters

**CARRIED**

Authorised Harvest Ban Officers

*- these were omitted from the motion at the meeting so last years appointment to carry over:*

- Garrick Yandle– Shire of Kulin CEO
- Judd Hobson – Shire Works Manager and Kulin Town FCO
- CBFCO
- DCBFCO

Prior to the nomination of FCO's it was resolved that FCO's for each brigade be nominated in order of responsibility to ensure all are aware of who is to be contacted during fire instances:

### **Fire Control Officers**

Kulin Town	R Diery, C McInnes, J Hobson
Kulin North	D Bradford, D Lewis, B Sloggett, G Noble, J Bowey, M Wilson
Kulin South	J Waters, G Schorer, Darren Kirby, Clinton Mullan, J Bowey
Jilakin/ Pingaring	P. Riseborough, G. Hodgson, E Wyatt, Michael Lane
Little Italy/Holt Rock	B Di Russo, G Strother, B Hyde

### **Brigade Contacts / Captains**

Kulin Town	- Rod Diery
Kulin North	- Don Bradford
Kulin South	- John Waters
Jilakin/ Pingaring	- Evan Wyatt
Holt Rock/ Little Italy	- Garry Strother, Brendon DiRusso

Only two people from each brigade to hold permit books (John Bowey 3<sup>rd</sup> for Kulin North & South).

***Request brigades to provide updated information to the Shire by 10 September 2020 for September Council meeting.***

### **Dual Fire Control Officer Appointments**

C Mullan	- Wickepin
D Kirby	- Dumblebung
D Lewis	- Wickepin
J Bowey	- Kondinin
P Riseborough	- Kondinin, Lake Grace
E Wyatt	- Kondinin, Lake Grace
B DiRusso	- Kondinin, Lake Grace
G Strother	- Kondinin, Lake Grace
D Bradford	- Corrigin



## **7. General Business**

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### **Permit Books**

John Waters asked if these needed to be sent to the Shire. General consensus was to use What's App and screenshot completed form send to relevant Brigade and FCOs.

### **What's App**

**Moved Rod Diery Seconded John Waters that a What's App group be developed for Fire Control Officers.**

**CARRIED**

*Agreed Rod Diery to organise*

### **Mobile Boosters on Brigade Truck**

Brendon DiRusso – investigate ESL through Shire.

### **Reserves**

Evan Wyatt

- Controlled burning
- Fire breaks

Agreed Shire to write to the Department of Biosecurity Conservation and Attractions.

### **Appliances**

Craig McInnes:

Request to Shire to purchase the following through ESL

- Road signs for controlled burns.
- Hot stick (AG)
- Thermal imaging camera - \$2500
- Canon drivers side, remote control

### **Pingaring Fire Shed**

Battery charger – Kulin has one for Pingaring

## **8. Meeting Closure**

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There being no further business the meeting closed at 4.40pm.



## Kulin Local Emergency Management Committee

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Minutes of a Meeting of the Shire of Kulin LEMC held in the Kulin Shire Council Offices on Wednesday 5 August 2020 commencing at 1.05pm.

### 1. Present

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Dave Ball	- Kulin Police, WAPOL
Marcus Scott	- Kulin Police, WAPOL
Garrick Yandle	- CEO, Shire of Kulin – Chairperson
Rodney Duckworth	- Councillor, Shire of Kulin
Judd Hobson	- Works Manager, Shire of Kulin
Garry Walker	- Principal, Kulin District High School
Craig McInnes	- Kulin Volunteer Fire & Rescue
Jess Smith	- Kondinin Hospital WACHS

### 2. Apologies

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Brendan Sloggett	- St John Ambulance
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### 3. Confirmation of Minutes

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Moved Craig McInnes, Seconded Dave Ball that the minutes from meeting held 6 May 2020 be confirmed as true and correct.

CARRIED

### 4. General Business

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#### COVID-19 Update

##### WAPOL

- Quarantine checks
- Premises checks
- Reactive to any issues and investigating as necessary

##### WACHS

- Still guidelines in place for visiting residents
- Maintaining PPE
- On lookout if any changes
- Testing centre – based on symptoms

##### Kulin DHS

- Normal operations
- Sanitising classrooms
- 2 square metre rule still applies with parents
- Events – assemblies, concerts
- Excursions have recommenced

##### VFRS

- Normal operations
- DFES training recommenced
- PPE stocks adequate

##### Shire

- FRC, playgrounds, office all reopened
- Operating as normal

#### TRAINING EXERCISE

- Dave Ball has been in contact with Adam Smith to arrange an exercise – power outages  
**Agreed Dave Ball to follow up further with Adam Smith and arrange time and date for exercise.**
- VBFB training for new members on fire appliances to be discussed at AGM  
**Agreed Garrick Yandle to talk to DFES and VFRS**

## **REPORTING**

- Annual Report – District EMC
- Operational Continuity Plan (Shire to update)
- Adverse Event Plan – Drought Communities Program (Shire to develop and submit as part of DCP funding requirement)

***Agreed Garrick Yandle and Nicole Thompson to develop appropriate plans and submit as required***

## **GENERATOR**

- Generator included in budget
  - o Required as part of Operational Continuity Plan
    - Evacuation Centre –
    - priority needs to meet requirements to power whole FRC.
  - o Other facilities
    - Mobile option
  - o Kondinin Hospital
    - Review their specifications and capabilities

***Agreed Judd Hobson and Garrick Yandle to determine appropriate specifications with local electricians.***

## **FIRE MITIGATION**

Controlled burns

- Old drive in / BMX track
- Behind aquatic centre
- Jilakin Rock
- West of Price St
- WC on north west side of town

## **MEETING DATES**

Moved Dave Ball, Seconded Judd Hobson that the following meeting dates be adopted:

05/08/2020  
04/11/2020  
03/02/2021  
05/05/2021

CARRIED

## **4. Meeting Closure**

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There being no further business the meeting closed at 1.35pm.

Next Meeting Wednesday 4 November 2020 at 4pm

# Shire of Kulin

EFT & Chq Listing for period ended

31 July 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
<b>TRIP</b>			
260	23/07/2020	RAYMOND JONES	\$910.00
		Refund Request from Trip Fund	
261	31/07/2020	TARYN SCADDING	\$39,000.00
		Refund Request from Trip Fund	
<b>TRUST</b>			
441	23/07/2020	SUE KNAPP	\$1,000.00
		Refund Request from Trust Fund	
442	30/07/2020	DARREN THOMAS	\$150.00
		Refund Request from Trust Fund	
<b>MUNICIPAL</b>			
EFT16688	02/07/2020	CHILD SUPPORT AGENCY	\$219.82
		Payroll Deductions	
EFT16689	02/07/2020	AUSTRALIAN TAXATION OFFICE	\$5,587.24
		Super Amnesty Form - Tammy Harris	
EFT16690	02/07/2020	MAIA FINANCIAL PTY LIMITED	\$2,502.50
		Purchase of Assets	
EFT16691	02/07/2020	BOC GASES	\$44.42
		Cylinder Rent	
EFT16692	02/07/2020	BEST OFFICE SYSTEMS	\$1,804.40
		Printing Fees	
EFT16693	02/07/2020	KULIN SOCIAL CLUB	\$200.00
		Payroll Deductions	
EFT16694	02/07/2020	KULIN SHIRE TRIP FUND	\$1,420.00
		Payroll Deductions	
EFT16695	02/07/2020	KULIN SHIRE TRUST FUND	\$915.00
		Payroll Deductions	
EFT16696	02/07/2020	KONDININ MEDICAL CENTRE	\$73.65
		Workers Compensation Level B - Raymond Jones	
EFT16697	02/07/2020	MCINTOSH & SON	\$875.91
		Depot Supplies	
EFT16698	02/07/2020	NEWDEGATE STOCK & TRADING CO	\$49,969.85
		Diesel & ULP Purchase	
EFT16699	02/07/2020	NARROGIN VALLEY STOCKFEED	\$1,800.00
		Pinebark/Mulches, Child Care Centre	
EFT16700	02/07/2020	P & AF READER	\$325.00
		Gardener	
EFT16701	02/07/2020	SPYKER BUSINESS SOLUTIONS	\$2,665.41
		IT Support	
EFT16702	02/07/2020	OFFICEWORKS BUSINESS DIRECT	\$1,434.73
		Stationery	
EFT16703	02/07/2020	SYNERGY	\$697.61
		Electricity	
EFT16704	02/07/2020	WATERMAN IRRIGATION AUSTRALIA	\$630.30
		Additional Copper Pipework, Pingaring Dam	
EFT16705	02/07/2020	WA CONTRACT RANGER SERVICES	\$280.50
		Ranger Service	
EFT16706	02/07/2020	WA DISTRIBUTORS PTY LTD	\$1,357.20
		Bar Purchase & Cleaning Supplies	
EFT16707	02/07/2020	WORKFORCE ROAD SERVICES PTY LTD	\$8,617.46
		Reinstated White lines, Dudinin Jitarning Road	
EFT16708	08/07/2020	A.R.M SECURITY	\$100.10
		Alarm Monitoring, FRAC	
EFT16709	08/07/2020	AVON WASTE	\$14,300.13
		Refuse Service	
EFT16710	08/07/2020	AIR LIQUIDE WA	\$21.00
		Cylinder Rent	
EFT16711	08/07/2020	BLACKWOODS	\$155.33
		Depot Supplies	

# Shire of Kulin

EFT & Chq Listing for period ended

31 July 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT16712	08/07/2020	<b>EDWINA BRADFORD</b> Reimbursement, Approved Managers Training	\$155.00
EFT16713	08/07/2020	<b>COURIER AUSTRALIA</b> Freight	\$13.86
EFT16714	08/07/2020	<b>AUSTRALIAN CHILDCARE ALLIANCE WA</b> ACA WA Membership 2020/2021	\$445.00
EFT16716	08/07/2020	<b>DEPARTMENT OF WATER AND ENVIRONMENTAL</b> Refuse Annual Licence Fee	\$324.76
EFT16717	08/07/2020	<b>EASIFLEET MANAGEMENT</b> Vehicle Lease	\$1,522.67
EFT16718	08/07/2020	<b>GANGELLS AGSOLUTIONS</b> Various Depot, Buildings & Road Maintenance Supplies	\$3,363.30
EFT16719	08/07/2020	<b>GREAT SOUTHERN FUEL SUPPLIES</b> Replacement Card Fee	\$5.50
EFT16720	08/07/2020	<b>HITACHI</b> Glass Door	\$498.72
EFT16721	08/07/2020	<b>IT VISION</b> Synergysoft & Universe Annual Licence 2020/2021	\$27,803.60
EFT16722	08/07/2020	<b>KULIN HARDWARE &amp; RURAL</b> Various Depot, Buildings & Road Maintenance Supplies	\$8,783.87
EFT16723	08/07/2020	<b>KULIN COMMUNITY HUB PTY LTD</b> Catering, 12 Lunches Council Meeting	\$235.00
EFT16724	08/07/2020	<b>KULIN IGA</b> Statement June 2020	\$990.74
EFT16725	08/07/2020	<b>KULIN LIBRARY, POST OFFICE AND MAIL</b> Library Service Fee	\$1,323.30
EFT16726	08/07/2020	<b>MARKETFORCE</b> Advertising, Truck/Road Train Operator	\$659.36
EFT16727	08/07/2020	<b>NARROGIN GLASS QUICKFIT WINDSCREENS</b> Supply & Fit Windscreen	\$1,157.00
EFT16728	08/07/2020	<b>RAMM SOFTWARE PTY LTD</b> Rental & IT Support, Pocket Ramm Software 2020/2021	\$8,383.66
EFT16729	08/07/2020	<b>ROADS 2000 PTY LTD</b> Supply & Lay Red Asphalt Patches Along Footpaths	\$5,862.65
EFT16730	08/07/2020	<b>SYRED MECHANICAL SERVICES</b> Oils & Grease	\$3,198.47
EFT16731	08/07/2020	<b>TAMORA PLUMBING AND GAS</b> Plumbing	\$620.40
EFT16732	08/07/2020	<b>ULTIMO PARTNERS PTY LTD</b> Hire of Compact Loader with Mulching Head	\$7,184.60
EFT16733	08/07/2020	<b>WESTRAC PTY LTD</b> Parts	\$1,851.10
EFT16734	10/07/2020	<b>AUSTRALIA POST- MAILWEST</b> Postage	\$267.99
EFT16735	10/07/2020	<b>BRANDSTATER ENTERPRISES ACCREDITATION SOLUTIONS</b> Truck Audits	\$1,134.00
EFT16736	10/07/2020	<b>CENTRAL COUNTRY ZONE - WALGA</b> Annual Subscription 2020/2021	\$3,058.00
EFT16737	10/07/2020	<b>KULIN TYRE SERVICE</b> Tyres, Tubes & Batteries	\$6,785.94
EFT16738	10/07/2020	<b>EXURBAN RURAL &amp; REGIONAL PLANNING</b> Town Planning Consulting Services	\$434.03
EFT16739	22/07/2020	<b>CREDIT CARD - MASTER CARD</b> Credit Card Statement June 2020	\$937.96
EFT16740	23/07/2020	<b>CHILD SUPPORT AGENCY</b> Payroll Deductions	\$219.82
EFT16741	23/07/2020	<b>KULIN SOCIAL CLUB</b> Payroll Deductions	\$200.00
EFT16742	23/07/2020	<b>KULIN SHIRE TRIP FUND</b> Payroll Deductions	\$1,470.00
EFT16743	23/07/2020	<b>KULIN SHIRE TRUST FUND</b> Payroll Deductions	\$915.00

# Shire of Kulin

EFT & Chq Listing for period ended

31 July 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT16744	28/07/2020	<b>APPLIED EDUCATION</b> Progress Payment NO 2 Trainee Course, Nicole Poletti	\$341.25
EFT16745	28/07/2020	<b>COUNTRY WIDE FRIDGE LINES PTY TLD</b> Freight on Bar Purchase	\$145.45
EFT16746	28/07/2020	<b>CONNELLY IMAGES</b> Vehicle ID Stickers	\$116.60
EFT16747	28/07/2020	<b>CORRIGIN PHARMACY</b> EpiPen	\$104.99
EFT16748	28/07/2020	<b>CORSIGN (WA) PYT LTD</b> Signs	\$333.30
EFT16749	28/07/2020	<b>LANDGATE</b> Rural UV'S Chargeable	\$107.65
EFT16750	28/07/2020	<b>EMERGE ASSOCIATES</b> Consultant Service	\$7,700.00
EFT16751	28/07/2020	<b>FIRE RESCUE SAFETY AUSTRALIA P/L</b> AC Hot stick 240V Dector Stick	\$664.40
EFT16752	28/07/2020	<b>G &amp; M DETERGENTS</b> Hygiene Service 2020/2021	\$2,309.50
EFT16753	28/07/2020	<b>GILBARCO AUSTRALIA PTY LTD</b> Replace OPT Door, Pinpad & Diesel Pump Hose Nozzle	\$8,637.93
EFT16754	28/07/2020	<b>KLEENHEAT GAS</b> Gas	\$817.62
EFT16755	28/07/2020	<b>KULIN COMMUNITY HUB PTY LTD</b> Christmas Gift Voucher	\$100.00
EFT16756	28/07/2020	<b>KULIN IGA</b> Freebairn Statement June 2020	\$89.54
EFT16757	28/07/2020	<b>KONDININ MEDICAL CENTRE</b> Truck Medical, Garry Whitehead	\$132.00
EFT16758	28/07/2020	<b>LOCAL HEALTH AUTH. ANALYT. COMM.</b> Analytical Services 2020/2021	\$198.00
EFT16759	28/07/2020	<b>LOMBARDI PTY LTD</b> Parts	\$478.43
EFT16760	28/07/2020	<b>LIWA AQUATICS</b> Staff Training, Mark Gillbard	\$231.00
EFT16761	28/07/2020	<b>LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA</b> Local Government Membership 2020/2021	\$550.00
EFT16762	28/07/2020	<b>MULLAN ELECTRICAL PTY LTD</b> Electrical, New Kitchen 38 Day Street	\$2,100.95
EFT16763	28/07/2020	<b>NEWDEGATE STOCK &amp; TRADING CO</b> Diesel & ULP Purchase	\$43,331.90
EFT16764	28/07/2020	<b>PINGARING PROGRESS ASSOCIATION</b> Contribution, Cleaning of Pingaring Amenities	\$3,600.00
EFT16765	28/07/2020	<b>PORTER CONSULTING ENGINEERS</b> Consultant Service	\$9,504.00
EFT16766	28/07/2020	<b>SHIRE OF KONDININ</b> Reimbursement, Serving on Council WALGA Course	\$3,988.07
EFT16767	28/07/2020	<b>SHIRE OF CORRIGIN</b> ROEEHO Regional Environmental Health Service	\$112.79
EFT16768	28/07/2020	<b>SEEK LIMITED</b> Advertising, Truck/Road Train Operator	\$627.00
EFT16769	28/07/2020	<b>SIGMA CHEMICALS</b> Granular Chlorine	\$432.30
EFT16770	28/07/2020	<b>SWAN BREWERY COMPANY PTY LTD</b> Bar Purchase	\$2,277.06
EFT16771	28/07/2020	<b>SPYKER BUSINESS SOLUTIONS</b> ADOBE Indesign, Annual Licence	\$1,353.00
EFT16772	28/07/2020	<b>STEVE DAVIS BUILDER</b> Remove & Install New Kitchen, 19 Wright Street	\$4,875.00
EFT16773	28/07/2020	<b>TAMORA PLUMBING AND GAS</b> Plumbing	\$280.50
EFT16774	28/07/2020	<b>OFFICEWORKS BUSINESS DIRECT</b> Stationery	\$275.32

# Shire of Kulin

EFT & Chq Listing for period ended

31 July 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT16775	28/07/2020	<b>W.A. TREASURY CORPORATION</b>	\$4,200.23
		GFE Payment Ending June 2020	
EFT16776	28/07/2020	<b>WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION</b>	\$18,269.96
		WALGA Subscriptions 2020/2021	
EFT16777	28/07/2020	<b>WICKEPIN MOTORS</b>	\$1,000.00
		Insurance Excess	
EFT16778	28/07/2020	<b>SYNERGY</b>	\$2,144.27
		Electricity	
EFT16779	28/07/2020	<b>PROTEKT AUSTRALIA, CENTRAL SOUTH EAST</b>	\$550.00
		Pest Control, Dudinin Hall	
EFT16780	28/07/2020	<b>WA CONTRACT RANGER SERVICES</b>	\$561.00
		Ranger Service	
EFT16781	28/07/2020	<b>WEST COAST ASBESTOS REGISTERS</b>	\$1,265.00
		Remove & Reinstate Fence, 9 Rankin Street	
EFT16782	28/07/2020	<b>WA DISTRIBUTORS PTY LTD</b>	\$732.10
		Cleaning Supplies	
EFT16783	28/07/2020	<b>YILGARNIA WINES PTY LTD</b>	\$356.40
		Bar Purchase	
EFT16784	30/07/2020	<b>CHILD SUPPORT AGENCY</b>	\$219.82
		Payroll Deductions	
EFT16785	30/07/2020	<b>KULIN SOCIAL CLUB</b>	\$200.00
		Payroll Deductions	
EFT16786	30/07/2020	<b>KULIN SHIRE TRIP FUND</b>	\$1,420.00
		Payroll Deductions	
EFT16787	30/07/2020	<b>KULIN SHIRE TRUST FUND</b>	\$965.00
		Payroll Deductions	
EFT16788	31/07/2020	<b>ACRES OF TASTE</b>	\$1,144.00
		Catering, Council Meeting May/June 2020	
EFT16789	31/07/2020	<b>ALLIED PUMPS PTY LTD</b>	\$1,322.20
		Pump, Aquatic Centre	
EFT16790	31/07/2020	<b>BOC GASES</b>	\$45.91
		Cylinder Rent	
EFT16791	31/07/2020	<b>BLACKWOODS</b>	\$95.92
		Parts	
EFT16792	31/07/2020	<b>DALWALLINU CONCRETE</b>	\$9,570.00
		Pipes	
EFT16793	31/07/2020	<b>KLEENHEAT GAS</b>	\$777.63
		Gas	
EFT16794	31/07/2020	<b>LGIS INSURANCE BROKING</b>	\$660.00
		Marine Cargo Insurance 2020/2021	
EFT16795	31/07/2020	<b>LGISWA</b>	\$163,596.03
		Insurance 2020/2021	
EFT16796	31/07/2020	<b>MARK GILLBARD</b>	\$319.95
		Reimbursement, Uniform Purchase	
EFT16797	31/07/2020	<b>RUDD INDUSTRIAL</b>	\$78.59
		Depot Supplies	
EFT16798	31/07/2020	<b>SAFEGUARD INSURANCE SOLUTIONS PTY LTD</b>	\$2,215.40
		Liability Insurance, FRAC	
EFT16799	31/07/2020	<b>THE AG SHOP</b>	\$218.68
		Hand Sanitiser	
EFT16800	31/07/2020	<b>WA DISTRIBUTORS PTY LTD</b>	\$800.85
		Bar Purchase & Canteen Supplies	
37250	02/07/2020	<b>TELSTRA</b>	\$147.16
		Integrated Messaging	
37251	02/07/2020	<b>WATER CORPORATION</b>	\$2,251.93
		Water Usage & Rates	
37252	08/07/2020	<b>DEPARTMENT OF TRANSPORT</b>	\$12,440.35
		Vehicle & Plant Registration 2020/2021	
37253	08/07/2020	<b>TELSTRA</b>	\$63.96
		ADSL Service	
37254	10/07/2020	<b>DEPARTMENT OF LOCAL GOVERNMENT, COMMUNITIES</b>	\$209.00
		Child Care Annual Service Fee 2020/2021	

# Shire of Kulin

EFT & Chq Listing for period ended

31 July 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
37255	10/07/2020	TELSTRA Phone Usage & Equipment Rent	\$1,699.58
37256	23/07/2020	SHIRE OF KULIN Reimbursement of Float, FRAC	\$57.10
37257	28/07/2020	DEPARTMENT OF TRANSPORT Registration	\$24.00
37258	28/07/2020	TELSTRA Mobile Phone Usage & Equipment Rent	\$249.12
37259	28/07/2020	WATER CORPORATION Water Usage & Rates	\$2,492.13
37260	31/07/2020	WATER CORPORATION Water Usage & Rates	\$15,379.86
DD7390.1	12/07/2020	WA LOCAL GOVT SUPERANNUATION PLAN Payroll Deductions	\$11,922.82
DD7390.2	12/07/2020	BENDIGO SUPERANNUATION PLAN Superannuation Contributions	\$272.95
DD7390.3	12/07/2020	AUSTRALIAN SUPERANNUATION Superannuation Contributions	\$387.07
DD7390.4	12/07/2020	PRIME SUPERANNUATION Superannuation Contributions	\$409.73
DD7390.5	12/07/2020	MLC MASTERKEY SUPERANNUATION Superannuation Contributions	\$193.78
DD7390.6	12/07/2020	REST SUPERANNUATION Superannuation Contributions	\$372.48
DD7390.7	12/07/2020	THE PIPA SELF MANAGED SUPER FUND Superannuation Contributions	\$186.74
DD7390.8	12/07/2020	AMP SUPERLEADER Superannuation Contributions	\$236.96
DD7390.9	12/07/2020	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE Superannuation Contributions	\$808.66
DD7406.1	26/07/2020	REST SUPERANNUATION Superannuation Contributions	\$469.33
DD7406.2	26/07/2020	WA LOCAL GOVT SUPERANNUATION PLAN Superannuation Contributions	\$12,129.81
DD7406.3	26/07/2020	AUSTRALIAN SUPERANNUATION Superannuation Contributions	\$440.80
DD7406.4	26/07/2020	BENDIGO SUPERANNUATION PLAN Superannuation Contributions	\$251.38
DD7406.5	26/07/2020	PRIME SUPERANNUATION Superannuation Contributions	\$413.54
DD7406.6	26/07/2020	MLC MASTERKEY SUPERANNUATION Superannuation Contributions	\$187.48
DD7406.7	26/07/2020	THE PIPA SELF MANAGED SUPER FUND Superannuation Contributions	\$195.70
DD7406.8	26/07/2020	AMP SUPERLEADER Superannuation Contributions	\$240.76
DD7406.9	26/07/2020	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE Superannuation Contributions	\$822.76
DD7412.1	01/07/2020	BENDIGO BANK Bank Charges	\$12.21
DD7412.2	10/07/2020	BENDIGO BANK Bank Charges	\$0.75
DD7412.3	15/07/2020	BENDIGO BANK Bank Charges	\$8.70
DD7412.4	17/07/2020	SYNERGY Electricity Usage	\$8,856.87
DD7412.5	01/07/2020	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD Bank Charges	\$329.29
DD7412.6	19/07/2020	WESTNET INTERNET SERVICES Westnet Service	\$109.90
DD7412.7	21/07/2020	SYNERGY Electricity Usage	\$144.02

# Shire of Kulin

EFT & Chq Listing for period ended

31 July 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD7412.8	23/07/2020	<b>BENDIGO BANK</b>	<b>\$0.60</b>
		Bank Charges	
DD7412.9	27/07/2020	<b>SYNERGY</b>	<b>\$421.18</b>
		Electricity Usage	
DD7412.10	28/07/2020	<b>SYNERGY</b>	<b>\$2,184.63</b>
		Electricity Usage	
DD7412.11	29/07/2020	<b>BENDIGO BANK</b>	<b>\$14.25</b>
		Bank Charges	
DD7412.12	30/07/2020	<b>BENDIGO BANK</b>	<b>\$0.60</b>
		Bank Charges	
DD7412.13	31/07/2020	<b>BENDIGO BANK</b>	<b>\$1.95</b>
		Bank Charges	
DD7412.14	01/07/2020	<b>WESTNET INTERNET SERVICES</b>	<b>\$179.90</b>
		Westnet Service	
DD7412.15	02/07/2020	<b>BENDIGO BANK</b>	<b>\$108.03</b>
		Bank Charges	
DD7412.16	02/07/2020	<b>CARLTON UNITED BREWERIES PTY LTD</b>	<b>\$1,379.69</b>
		Bar Purchase	
DD7412.17	08/07/2020	<b>BENDIGO BANK</b>	<b>\$3.90</b>
		Bank Charges	
5973212	01/07/2020	<b>BULK PAYMENT</b>	<b>\$68,574.74</b>
		Payroll Payment	
5997111	15/07/2020	<b>BULK PAYMENT</b>	<b>\$70,185.07</b>
		Payroll Payment	
6020516	29/07/2020	<b>BULK PAYMENT</b>	<b>\$71,059.46</b>
		Payroll Payment	
<b>TOTAL PAYMENTS FOR MONTH ENDING</b>			<b>\$823,940.03</b>
<b>31 July 2020</b>			

# CREDIT CARD

## Statement Summary 31 July 2020

Transaction Date	Officer	Creditor	Amount
29/06/2020	JUDD HOBSON	PAYPAL - UCLIQMEDIA Cup Mount Holder for Tablet	\$37.59
30/06/2020	RUTH TYSON	DEPARTMENT OF RACING, GAMING & LIQUOR Application Renewal/Approved Manager, Nicole Thompson	\$131.50
1/07/2020	JUDD HOBSON	KULIN COMMUNITY BANK Registration: Mack P/Mover & Change of Plate Fee	\$442.80
12/07/2020	TARYN SCADDING	EZI CHILDCARE CENTRE Subscription	\$397.00
15/07/2020	GARRICK YANDLE	SIMPLEINOUT Monthly Subscription	\$29.57
16/07/2020	JUDD HOBSON	MOVAVI Computer Software	\$95.90
25/07/2020	CASSI VANDENBERG	CALTEX ALBANY Fuel	\$71.98
24/07/2020	JUDD HOBSON	BUNNINGS 3 x 15lts Flat White Paint	\$384.00
30/07/2020		BENIDGO BANK Card Fees	\$16.00
			\$1,606.34

## Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
<b>Opening balance</b>				<b>\$937.96</b>
1 Jul 20	PAYPAL *UCLIQMEDIA1, 4029357733 AUS RETAIL PURCHASE 29/06 CARD NUMBER 552638XXXXXX706 1	37.59	EC42130-31	975.55
	<i>Cup Meant holder for Tablet</i>			
2 Jul 20	DEPT OF RACING GAM1, EAST PERTH AUS RETAIL PURCHASE 30/06 CARD NUMBER 552638XXXXXX405 1	131.50	E113240-31	1,107.05
	<i>Renewal Application Approved Manager</i>			
2 Jul 20	Kulin Community Bank, KULIN AUS RETAIL PURCHASE 01/07 CARD NUMBER 552638XXXXXX706 1	442.80	MV53 0151 749	1,549.85
	<i>Registration; Mack PMever + change of Plate Fee</i>			
14 Jul 20	PERIODIC TFR 00074214151201 00000000000		937.96	611.89
14 Jul 20	EZI*Childcare Centre, WAMBERAL AUS RETAIL PURCHASE 12/07 CARD NUMBER 552638XXXXXX405 1	397.00	EC8055-31	1,008.89
	<i>Childcare Annual Subscription</i>			
17 Jul 20	SIMPLEINOUT.COM, 701 4918762 US RETAIL PURCHASE-INTERNATIONAL 15/07 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXX405 1	28.71	EC42060-31	1,037.60
	<i>Monthly Subscription</i>			
17 Jul 20	INTERNATIONAL TRANSACTION FEE	0.86	"	1,038.46
18 Jul 20	2CO.COM*MOVAVI.COM98, AMSTERDAM AUS RETAIL PURCHASE-INTERNATIONAL 16/07 CARD NUMBER 552638XXXXXX706 1	95.90	E144070-31	1,134.36
	<i>Computer Software</i>			
28 Jul 20	CALTEX ALBANY, ALBAN Y AUS RETAIL PURCHASE 25/07 CARD NUMBER 552638XXXXXX823 1	71.98	MV120 152 728	1,206.34
	<i>PCEO Fuel</i>			

274BH102 / E-0 / S-400 / I-400 / 0007421415000914

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

### Business Credit Card - Payment options



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



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



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



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



Bill code: 342949  
 Ref: 691211254

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



### Business Credit Card

<b>BSB number</b>	633-000
<b>Account number</b>	691211254
<b>Customer name</b>	SHIRE OF KULIN
<b>Minimum payment required</b>	\$48.19
<b>Closing Balance on 31 Jul 2020</b>	\$1,606.34
<b>Payment due</b>	14 Aug 2020
<b>Date</b>	<b>Payment amount</b>

Drawer	Chq No	BSB	Account No	\$	¢

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

**Business Credit Card (continued).**

Date	Transaction	Withdrawals	Payments	Balance
28 Jul 20	BUNNINGS 350000, CAN NINGTON AUS 3 x 15 Lts RETAIL PURCHASE 24/07 Flat white paint CARD NUMBER 552638XXXXXX706 1	384.00	E122010	1,590.34
30 Jul 20	CARD FEE 4 @ \$4.00	16.00	E03200.31	1,606.34
<b>Transaction totals / Closing balance</b>		<b>\$1,606.34</b>	<b>\$937.96</b>	<b>\$1,606.34</b>

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED  
 FOR YOUR ACCOUNT.

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

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

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

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

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

**Card Security**

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

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[bendigobank.com.au](http://bendigobank.com.au)

# BUSH FIRES ACT 1954

## SHIRE OF KULIN

### Notice to all Owners and/or Occupiers of Land within the Shire of Kulin

PURSUANT TO THE POWERS contained in Section 33, you are hereby required on or before 31 October 2020 and thereafter up to and including 15 March 2021 to have a 3 metre firebreak clear of all inflammable material on all rural and townsite rural land owned or occupied by you:

1. Immediately inside all external boundaries of the land; and
2. In such other positions as is necessary to divide land into areas not exceeding 500 hectares, each completely surrounded by a firebreak; and
3. Immediately surrounding any part of land used for crop; and
4. Parallel to and within 100 metres of the perimeter of all buildings, haystacks and fuel ramps on the land; and
5. Immediately surrounding receptacles used for the storage of fuel, whether they contain fuel or not; the firebreak required to comply with this item shall be no less than 5 metres wide; and
6. Immediately inside land which has been bulldozed, chained or prepared for clearing by burning (whether you intend to burn the bush or not); the firebreak required shall be no less than 7 metres wide. Where the land is prepared for clearing by burning after 19 September 2020 you shall provide the firebreak immediately.

#### **Townsites – area less than 1 hectare**

All hazardous material must be removed from the whole of the land except living trees, shrubs and plants. In the remaining area all vegetation is to be maintained to a height of no greater than 100mm, and;

It is recommended that at least a 2m wide area immediately within the external boundaries of the lot, be clear of all flammable material except for living trees, plants and shrubs.”

(Note: any land of one hectare or above - rural provisions apply.)

#### **Firebreak Variation**

If it is considered by the owner or occupier to be impractical to clear firebreaks to comply with this notice due to soil erosion, the spread of salinity or for any other reason, a request for a variation may be made to the Council no later than the 1 September of each year. Such a request must be in writing and include a detailed plan showing the proposed location of firebreaks or of the alternative fire protection methods to be used.

#### **Harvesting Operations - Mobile Fire Fighting Units**

An operational mobile engine powered firefighting pump unit with no less than 500 litres of water shall be in attendance during grain harvesting operations. If the unit is trailer mounted the trailer must be attached to a vehicle at all times during harvesting operations and the unit must be in the paddock, or adjoining paddock, where the harvesting operation is being carried out.

#### **Automatic Harvesting Bans**

A Harvest Ban will apply automatically on Christmas Day and New Year's Day.

#### **Other Matters**

If for hardship reasons, it is considered by the owner or occupier to be impossible to clear firebreaks required by this Notice, you may apply to Council or its duly authorised officer for permission to seek alternative options. Claimants of hardship, should do so with sufficient time to allow alternatives to be enacted. Claims of hardship does not automatically exempt owners and occupiers from the requirements of this Notice.

The penalty for failing to comply with this Notice is a fine not exceeding \$5000. A person in default is also liable, whether prosecuted or not, to pay the cost of the Shire or a contractor performing the work directed in this Notice if it is not carried out by the owner or occupier by the due date. If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act.

By Order of the Council.

Garrick

**Chief Executive Officer**

# GENERAL COMPLIANCE CHECKLIST – JULY 2020

Class	Task	Date	Frequency	Detail	Yes/No
Governance/ SAO	Heads up - Financial Interests Return due August	1/07/2020	Annual	Councillors & Staff exercising delegation to lodge with the CEO a Primary Financial Interests Return within 3 months of commencement and an Annual Financial Interests Return by 31st August of each year. CEO to lodge with President.	Councillor Returns due 31 August
Bushfire/ Governance	Fire Break Order/Fire Prevention Notice	1/04/2020	Annual	Publish in local publication and distribute to all property owners with Rates Notice.	No
Governance	Freedom of Information Online report	1/07/2020	Annual	Annual Report of FOI Activity - Online	Yes
Governance	Freedom of Information Review	1/07/2020	Annual	Prepare Information Statement for advertising - due by August	Yes
Governance	Financial Reporting Variances	1/07/2020	Annual	Resolve monthly financial reporting variance	Yes
Governance	Draft Budget Presentation	1/07/2020	Annual	Draft prepared - workshop or Forum on Budget	Budget Adopted
Governance	Public Interest Disclosure (PID) Annual Declaration	1/07/2020	Annual	Public Interest Disclosure (PID) Annual Declaration required Online. Advertise to Staff Public Interest Disclosure (PID) statement indicating Council processes re PID	
Governance	Rate Exemptions	1/07/2020	Annual	Information about discounts, incentives, concessions and write-offs required for Annual Report	Yes
Governance/ SAO	Postal Elections	July	Biennial	Decision to conduct postal elections and appointment of electoral commissioner & returning officer	N/A
WM	Servicing of Bush Fire Radio's	1/10/2020	Annual	Contact BFCO's with radio's to see if all in working order	Yes
SAO	Diaries for Councillors	July	Annual	Check with Councillors if they require a diary for upcoming year - incorporate with order of staff diaries	Yes
CEO	Disability Access and Inclusion Plan review	1/07/2020	Annual	Progress Report due end of July	Yes
CEO	LEMAC Reporting	31/07/2020	Annual	LEMAC Reporting required in July - Online or email	In progress
CEO/WM/TO	RRG	July August	Annual	Regional Road Group funding submission (annual) Annual submission for road projects to be with MRWA July/August	August
CEO/WM	RRG Direct Grant Payments	July	Annual	Councils to provide Certificate of Completion for financial year plus tax invoice without GST for 18/19 funds. No later than 31 July	In progress
CEO/WM	RRG Federal Funding Blackspot Applications 2020/20	July	Annual	New submissions - copies must be submitted to MRWA Northam office by 31 July (digital submissions acceptable)	Yes
CEO/WM	RRG State Blackspot & Regional Run-Off Road (if funding made available)	July	Annual	Submissions for new projects for 2020/20 funding plus revised subs for continuation of black spot funding for ongoing staged projects	Yes
CEO/WM/TO	R2R	31/07/2020	Quarterly	R2R Quarterly Report due	Yes
DCEO	Related Party Declaration	31/07/2020	Annual	Prepare for Councillor and Executive staff for previous 12 months	Yes
DCEO	Rates Newsletter	31/07/2020	Annual	Compile newsletter to go out with rate notices, include Dog and Cat owner info	Yes
DCEO	Insurance - Property, Vehicle & Electronic Equipment Changes	1/07/2020	Annual	Advise Insurer of Property, Vehicle & Electronic Equipment Changes	Yes

## GENERAL COMPLIANCE CHECKLIST – JULY 2020

DCEO	Land tax - State revenue Report	1/07/2020	Annual	Advise State Revenue of Leases and Arrangements as at 30 June	N/A
DCEO	Gazette swimming pool inspection levy	July	Annual		No
Finance	Reimburse Members Travelling	1/07/2020	6 months		Yes
SFO	Key to Kulin reimbursement		Quarterly		No
SFO	Complete Form A - ESL Annual Service levy Billing	31/07/2020	Annual	Annexure A Return to DFES due by end of month	Yes
WM	Spray clover Child care, school and residences			as required	
WM	Roadworks - Commence Annual Program	1/07/2020	Annual	Commence all program preparation as Budget finalised	Yes
WM	Road Construction & Maintenance Review	01/07/20	Monthly	Review previous month road construction and maintenance - complete recoups, MRD line marking requests, MRD Form 8 etc. as required - Advise DCEO of invoices required for MRD and private works recovery - complete report to CEO/Council	Ongoing
WM	MRWA Review of RAV ratings and AMMS levels	31/07/2020	Annual	Undertake Desktop review of RAV Ratings and AMMS levels and submit request to MRWA	
WM	Fire extinguishers service	31/01/20	Biannual	Fire extinguishers service - Rocket & Denis	No
WM	Airconditioner filters	1/04/2020	6 months	Liaise with Building Mtce to clean filters in airconditioner	
CRC	Updating of Town Notice Board/Website		Weekly		Yes
CRC	Quarterly Stats to DRD	1/10/2020	Quarterly	Submit quarterly statistics to Dept. Regional Development	Yes
EHO	AACR Landfill Report	1/07/2020	ANNUAL	Annual Return	EHO