

Notice of Meeting

Councillors: Please be advised that the next meeting of the

Kulin Shire Council

will be held on **Wednesday 18 November 2020**

Afternoon Tea	2.30pm
Council Meeting	3.00pm
<i>Concept Forum to follow</i>	
Dinner	6.30pm



Garrick Yandle
Chief Executive Officer
13 November 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**
Freeman Jim Sullivan - Deputation on behalf of Eastern Wheatbelt Biosecurity Group
- 2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
Apologies – Deputy CEO
Leave of Absence – Cr Taylor
- 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 – 21 October 2020
 - 6.2 Freebairn Recreation Club – AGM & Sporting Council Minutes 20 October 2020 Attachment 1
- 7 MATTERS REQUIRING DECISION**
 - 7.1 List of Accounts – October 2020 Attachment 2
 - 7.2 Financial Reports – October 2020 Attachment 3
 - 7.3 Council Meeting Dates 2021
 - 7.4 Budget Amendments Item Attachment 4
- 8 COMPLIANCE**
 - 8.1 Compliance Reporting - General Compliance October 2020 Attachment 5
 - 8.2 Compliance Reporting – Delegations Exercised October 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**
 - 12.1 Confidential - Matter Affecting an Employee or Employees
- 13 DATE AND TIME OF NEXT MEETING**
- 14 CLOSURE OF MEETING**

7 MATTERS REQUIRING DECISION

7.1 List of Accounts – October 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 October 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 October payments being; cheque no. 262 (Trip), 448 - 449 (Trust) 37275 – 37290; EFT no's 16995 - 17108; DD7492.1 – DD7525.2 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$675,500.87 be received.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 2

7.2 Financial Reports – October 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 October 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 October 2020.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 3

7.3 Council Meeting Dates 2021

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 13.03
AUTHOR: CEO
STRATEGIC REFERENCE/S: SCP 2013-2017 – 4.3 Excellent Customer Service, 4.4 Communication with ratepayers
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Legislation requires meeting dates are advertised in advance, for all Council meetings to be held in the following year. As Council does not hold any committee meetings that have delegated powers there are no committee meetings requiring the necessary notification.

BACKGROUND & COMMENT:

Proposed meeting dates and times are as follows:

Date	Time
17 February 2021	1:00PM
17 March 2021	1:00PM
21 April 2021	1:00PM
19 May 2021	3:00PM
16 June 2021	1:00PM
21 July 2021	1:00PM
18 August 2021	1:00PM
15 September 2021	1:00PM
20 October 2021	1:00PM
17 November 2021	3:00PM
15 December 2021	1:00PM

Quarterly meetings of the Audit Committee – March, June, September & December – no change to start time.

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council advertise that all 2021 Ordinary Council meetings are to be held on the third Wednesday of each month, commencing at the indicated times, excluding January 2021 when no meeting is held. Meeting dates and times changed due to extraordinary circumstances will be advertised in the Shire of Kulin Update and on the Council's Website.

VOTING REQUIREMENTS:

Simple majority required.

7.4 Budget Amendments

NAME OF APPLICANT: DCEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 12.04
AUTHOR: CEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Early in this financial year the Shire of Kulin have received notification of additional and adjusted funding for a number of projects for which budget amendments need to be made.

BACKGROUND & COMMENT:

At the time that the 2020/2021 Annual Budget was prepared the Shire of Kulin had submitted a number of funding applications for which Council had not been notified of whether we had been successful in winning the grant. The budget was prepared based on the most likely scenario and since the budget was adopted this scenario has changed.

Black Spot

The Shire of Kulin submitted three applications for funding for three projects valuing \$524,000. We received notification in August that we would be receiving \$295,000 in funding. As a result, adjustments need to be made to both the income and expenditure budgeted for.

HSVPP

The Shire of Kulin submitted three applications for funding for three projects valuing \$550,000. The projects had been costed (\$1.1m) but neither the funding or construction costs were included in the budget. There is a significant impact to the budget and an amendment will be required to progress any work. As a result of this project a number of own resource jobs will be removed from the budget to accommodate for reallocation of employee, plus plant and equipment resources.

Wheatbelt Secondary Freight Network (WSFN)

The Shire have been notified that they have been awarded a significant road project as part of the WSFN program. In the first year there will be some minor planning costs which will be reimbursed by the program at a rate of 94%. The Project Development costs for 20/21 are \$100K.

WSFN – Host Project

The Shire of Kulin have been notified by the steering committee that we were successful in our application to manage the recruitment and host the incoming Project Manager. All expenditure for the WSFN Project Host will be reimbursed by the WSFN project including reimbursement of salaries for the Technical Director (CEO) and Executive Officer, other employee relating costs and minor consultancy expenditure. As these income and expenditures were not included in the budget adopted on the 22nd of July 2020 an amendment is required to be passed.

- Project Manager Role – indicative salary and operational costs \$175 annually.
- Program Management – indicative costs \$100K annually.

Main Roads – High Street Drainage

Main Roads have pledged to contribute \$30,000 towards the drainage project on High Street as part of the handover of ownership of the road. This income was not included in the budget adopted on the 22nd of July 2020 an amendment is required to be passed.

To fit in the additional HSVPP works alterations need to be made to our own resource construction and maintenance budgets. As a result, labour, overheads, plant operating hours and minor materials expenditure have been reduced to allow time to complete the funded projects. To incorporate the additional plant operating costs above what was expected to be used through our own resources budget additional plant operating costs (fuel, parts & repairs) have also been allocated and distributed to the projects.

A table is provided as an attachment outlining the differences for each project. As the changes result in a positive impact of \$205,792 Council may feel it is appropriate to allocate these additional funds to the plant, road or building reserve otherwise the funds can remain unallocated increasing the budgeted closing surplus by this amount.

FINANCIAL IMPLICATIONS:

Overall the budgeted financial impact is summarised in the table below:

Description	Adopted Budget	Amended Budget	Difference
Materials & Contracts	1,037,318	1,478,493	441,175
Employee Costs	764,495	979,220	214,724
Overhead Allocation	603,555	603,556	0
Plant Operating Costs	1,336,565	1,316,077	(20,488)
Reimbursements	-	(287,904)	(287,904)
Capital Funding	(524,000)	(1,077,300)	(553,300)
	3,217,934	3,012,142	(205,792)

The impact on the year end closing surplus will be an increase of \$205,792. Should Council wish to make any additional reserve transfers these will impact the closing surplus position and the closing balance of our Reserves.

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Section 6.8 of the Local Government Act 1995 states that in order for a Local Government to incur expenditure which has not been included in it's annual budget the Local Government must seek authorisation by resolution in advance of the expenditure taking place.

6.8. Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) is authorised in advance by resolution*; or*
 - (c) is authorised in advance by the mayor or president in an emergency.*

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council

- (1) Adopt the changes in revenues and expenditure as presented in the table above, and
- A) Authorise Reserve Transfers of \$205,792 to the Plant Reserve, Road Reserve and Building Reserve (amounts to be determined at the Council meeting), or
 - B) Leave the additional surplus amount allocated to form part of the 30 June 2021 closing net current assets balance.

VOTING REQUIREMENTS:

Absolute majority required.

Attachment 4

8 COMPLIANCE

8.1 Compliance Reporting – General Compliance October 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 October 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

RRG Direct Grant payments - *complete*

Workers Compensation Wages Declaration

Smoke Alarms & RCD Testing of Shire Houses - *ongoing*

Outstanding August

Budget Commentary distributed to staff

WALGA Roads Return

R2R Annual Report to Auditors - *complete*

Outstanding September

FOI Statement to be in Annual Report and sent to Commissioner

Record Keeping Plan Compliance comment in Annual Report

ESL Reconciliation - *submitted*

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 October 2020 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

8.2 Compliance Reporting – Delegations Exercised – October 2020

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

SUMMARY:

To report back to Council actions performed under delegated authority for the period ending 30 September 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)
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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 September 2020 and are submitted to Council for information (excluding delegations under A9, Payments – refer to individual order and payment listed in Accounts paid).

A1 Acting Chief Executive Officer

DCEO appointed 5 – 9 Oct whilst CEO on leave

A2 Agreements for Payments of Debts to Council

Various arrangements made in conjunction with Senior Finance Officer

A6 Investment of Surplus Funds (DCEO)

Investment of \$500,000 for 2 months at 0.25%

A10 Use of Common Seal

Shire of Kulin Cemeteries Local Law 2020

Shire of Kulin Dogs Local Law 2020

Shire of Kulin General Repeal Local Law 2020

Shire of Kulin Standing Orders Local Law 2020

G2 Building Licences and Swimming Pools

Shire of Kulin – Garden Shed - 3 Hodgson St

Shire of Kulin – Patio – Unit 2/25 Johnston St

Shire of Kulin – Patio – Unit 3/25 Johnston St

Marchei – Dwelling, Patio & Decking – 18 Day St

Western Power – Demolish Mast Tower – One-O-One Gate Rd

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 October 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

Thursday 17 December 2020 at 1.00pm

14 CLOSURE OF MEETING

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

THE FREEBAIRN RECREATION CLUB

Minutes of Annual General Meeting of Freebairn Recreation Club held at the Freebairn Recreation Centre Thursday 22nd October 2020 commencing at 6.38 pm

Declaration of Opening/Announcement of Visitors

The Chairman of the Freebairn Recreation Club welcomed all present and declared the meeting open at 6.38pm.

1 Record of Attendance/Apologies

Attendance

T. McAdam (Chairman)
B. West
R. Tyson
J. Wilson
J. Noble
D. Carroll
J. McInness

J. Bowey
P. Roads
T. Murphy
N. Lewis
T. Harrington
M. Berrigan
G. Yandle
J. Hobson

Apologies

L. Duckworth, A. West (Netball), R. Bowey, A. Buttigig, N. Thompson, P. West

2 Confirmation of Minutes of Previous Freebairn Recreation Club Meetings

Annual General Meeting - 22nd October 2019

Moved P. Roads Seconded J. Wilson that the minutes of the Annual General Meeting held on 22nd October 2019 be confirmed as a true and correct record.

Carried

3 Chairperson's Report

Travis McAdam presented his report and a copy was circulated for attendees to read. He complimented the centre for the provision of great facilities for a range of activities for the Kulin community.
(Attached for reference)

Moved T. McAdam Seconded B. West that the Chairperson's report be accepted.

Carried

4 Centre Manager's Report

Ruth Tyson presented her Manager's report for all to read.
(Attached for reference)

Moved R. Tyson, Seconded J. Bowey that the Manager's Report be accepted.

Carried

5 Financial Report

Financials to the 30 June 2020 were received by Cassi Vandenberg (DCEO).

Members were given the opportunity to peruse the financials and ask any questions.

Moved J. Hobson, Seconded J. Noble that the financials presented to the 30 June 2020 be accepted.

Carried

6 Election of Committee

Existing members are:

T. McAdam (Chairman)
A. Buttigig
J. Hobson
B. West
C. Vandenberg
E. MacPherson
P. Roads
J. Wilson
R. Tyson (non-voting)

President Nomination

T. McAdam vacated the Chair.

J. Hobson nominated T. McAdam as President of the FRAC Committee. Seconded by B. West.

All in Favour - Carried.

Congratulations to Travis.

Emily MacPherson ceased her involvement with the Committee in September as her work commitments have taken her to Perth. Emily was thanked at the last committee meeting for her involvement during her time with the FRAC and we wish her all the best for her next chapter.

The Chairman called for any nominations for committee members to replace Emily.

Nahi Lewis nominated Tom Murphy. Tom accepted the nomination and was welcomed on board!

Judd Hobson expressed his intention to step down from the committee. Judd has been involved with the FRAC for 2 years and was thinking it was time for someone else to have some involvement.

However, it was agreed through general discussion that Judd's role as Works Manager is very complementary to his involvement with the FRAC. After some further consideration (and slight coercion!) Judd has agreed to remain on the committee but it must be noted that he may not be available for all catering obligations.

Everyone expressed thanks to Judd for his willingness to remain on the committee.

All other existing members will continue on the committee meaning the committee is as follows:

T. McAdam, P. Roads, A. Buttigig, T. Murphy, J. Wilson, J. Hobson, B. West, C. Vandenberg and R. Tyson (non-voting).

7 Election of Club Auditor

Byfields Business Solutions

Moved G. Yandle, Seconded J. Bowey

Carried

8 General Business

- FRC Court Refurbishment - update provided by Ruth. Timing of this project is yet to be confirmed as we are experiencing issues related to Covid-19 travel restrictions.
- B. West - thanks to Ruth and commended the backpackers who are recruited to the centre. Its fabulous to see travellers have the opportunity to become involved in our town.
Many thanks to the committee members and all community members who contribute to the upkeep and running of the Centre.
- J. Hobson suggested we try to find some ways to attract more patronage to the centre. For example Friday night snacks on the bar. Corporate Bowls change to a Friday night rather than Thursday.... Options can be explored at committee level.

9 Closure of Meeting

As there was no further business, the meeting was closed at 7:18 pm.

Many thanks to everyone for giving up your time to attend.

Next Meeting - October 2021

Frac Chairman report 2020

To the committee and the community

Thankyou for those who have attended the Frac AGM.

While the committee has not been able to meet as regularly as normal due to the covid restrictions throughout the year, I feel yet again the Frac centre has provided good facilities for the community and sporting groups.

Once the restrictions were eased Ruth and staff had stringent covid guidelines which were executed well with the centre being able to open and some winter and social sports and events were enjoyed.

I would like to thank Ruth for her Hugh effort through out the year and especially the post covid restrictions and managing this accordingly.

I would also like to thank the shire of kulin and staff who are always there to support and maintain such a great facility

During the year we have lost some committee members so again I ask if anyone would be interested in joining the Frac committee it would be much apricated.

Regards

Travis

Freebairn Recreation Centre Manager's Annual Report 2020

This report will encompass the latter part of 2019 and the first half of 2020.

While 2019 was a fairly standard year on most levels, 2020 has been far from standard.

Despite the difficulties associated with the Coronavirus Pandemic affecting the world, the FRC continues to be a fabulous venue for the community to gather for a range of purposes from sporting events to seminars and footy AGMs to funerals.

This will be my third Centre Manager's Annual Report and it's fair to say this has been a year like no other.

This report will focus on the 2019/20 financial year.

Events & Usage

The second half of 2019 saw the regular users of the centre continue to utilise and enjoy the facilities on offer.

Sports clubs continue to be the main users of the recreation centre.

The end of Winter sports sees a number of wind-ups take place for Netball, Hockey and Football and the juniors associated with these sports. The junior participation rate is really pleasing and it's always so nice to see the kids having a whole lot of fun whilst keeping active.

Golf continues to be a strong little club with a core group enjoying a round every Sunday followed by some banter and beers at the bar. The Clayton Cup and Merle Mullan Day always attract good numbers and a few "old" faces back to the course.

KDHS have their annual Faction Athletics Carnival at the FRC in September. It's generally a very chilly start to the day but as the hours tick by the suncream and hats are a must and family there supporting the kids are seeking shelter from the elements.

As the Winter sports fixtures and post season events subside Bowls is always in full swing come October and of course the Ladies Classic always kicks things off with a busy 2-day Carnival post Kulin Bush Races.

Junior Basketball on a Friday evening is a drawcard for kids and parents alike. The relaxed nature of the afternoon is evident as the kids tackle each game with a high level of tenacity while the parents often enjoy a natter and a refreshment as they cheer the kids on courtside.

Speaking of a relaxed nature, the local boys don the whites and enjoy the cricket season come October too. The season is slightly interrupted during harvest but according to many it is one of the most relaxed and enjoyed sports on the calendar.

Tennis ticks along in the background and the Club is making every effort to attract more people along for a social hit as well as fielding both men's and ladies' pennants teams in season 2019 again.

Winter sports 2020 were decimated this year due to Covid-19. From the end of March though until mid-late June we saw very little activity here at the FRC as we entered a period of lockdown due to the pandemic.

Both hockey and netball associations chose to abandon their seasons due to the uncertainty surrounding everything and the fact that so many weeks had been lost at the start of the season. However, the EDFL chose to pursue a modified season with each team playing each other once followed by finals. Return to training protocols were stringent and very detailed. This was a challenge for everyone involved but I think a credit to all involved that they were willing to follow these guidelines in order to get a season happening. Although it was modified, it was evident that people were really ready for a taste of sport again post-lockdown and we were very fortunate to host 2 home and away fixtures both attracting good numbers. The canteen was up and running for these fixtures and we had to adhere to strict Covid-19 related health and hygiene practices. It was so pleasing to see the community members jump on board and undertake hygiene training before running the canteens and people making every effort possible to maintain and communicate good hygiene and sanitisation procedures.

Kulin hosted a semi-final and the Reserves team featured in the Grand Final in Narembreen. Unfortunately, it wasn't their day but they soldiered on and managed a modified awards/wind-up celebration back at the FRC that night.

As per WA Government Health Department guidelines, it was necessary to adopt a Covid-19 Plan and this was adapted as each phase was entered and restrictions were slowly eased.

Although the regular activities at the FRC were impacted very significantly throughout the height of the Covid-19 shutdown in WA I am pleased to report that community members were very receptive to the changes we needed to implement in order to re-open and function again. It wasn't easy and the changes made are not short term. Hygiene and cleaning activities remain at the forefront of our minds. We have been very fortunate to be able to re-open and welcome the community back.

As well as sporting focussed events the FRC provides a venue for other community gatherings. There are too many to list in this report but we are so lucky to have such a wonderful facility available to hold these occasions. The number of times visitors have come into the Centre and complemented it's size and functionality I cannot count!

Maintenance & Projects

2019/2020 saw the Centre is now enter a phase of significant refurbishment. We had several major projects completed:

Gym fully refurbished - floor re-laid, carpeted and complete replacement of equipment

Carpets courtside - brand new carpet laid courtside

Kath and Phil Rooms painted - ceilings and bulkheads freshly painted

Floor / Court Cleaner - more user friendly, economical and adapts to clean carpet area

Shutters - automated shutter system installed

Solar panels - panels installed on FRC roof to maximise energy efficiency.

Staff

Staffing at the FRC has been, and remains a challenge for varying reasons. However, we are fortunate to have been able to recruit some quality staff over the past 12 months and if there was a positive side associated with Coronavirus it is that Madi (US) and Wout (Netherlands) ended up staying employed with us for 9 months as opposed to the regular 3-6 month stints we are normally able to retain staff. Madi and Wout were a fabulous couple who were pleased to bunker down in Kulin at the height of the pandemic (here in WA). Since they left in late June to belatedly pursue some travel goals we adopted a modified approach to staffing and welcomed Laura (Italy) to the role in July. Laura was a lovely natured girl travelling solo and yearning an escape from the city. However, loneliness and isolation from family and friends took their toll and she decided to leave us to be closer to loved ones and friends after 3 months in the role. Because of the hard border in place in WA it has led to a severe shortage of backpackers in the State and those already here are being attracted to different seasonal roles within the agricultural sector.

One thing that has been reaffirmed throughout the last 12 months is that the roles here are definitely suited to a couple. It has been decided to carry on with recruitment of backpackers primarily due to their lack of commitments outside of work. It would be extremely difficult to find a local person with no sporting, family or community commitments.

Once again, I would like to express my sincere thanks to Travis and the FRAC Committee. Although we don't meet often it's reassuring to know I have such a supportive committee working alongside me. As mentioned, the start of 2019 presented numerous challenges that we would never have dreamed of. I think our attention can now move to a phase of diversification and exploration of a range of activities / events to continue to attract people to the Centre and offer them a range of sporting as well as social opportunities.

Thank you and Cheers,

Ruth Tyson
FRC Manager

THE FREEBAIRN RECREATION CLUB

Minutes of Sporting Council Meeting of Freebairn Recreation Club
Held at the Freebairn Recreation Centre on Thursday 22nd October 2020 commencing at
6.00pm

1. Declaration of Opening/Announcement of Visitors

The Chairman of the Freebairn Recreation Club welcomed all present and declared the meeting open at 6.05 pm.

2. Record of Attendance/Apologies

Attendance

T. McAdam (Chairman)	D. Carroll	P. Roads (FRAC/Golf)
G. Yandle (Cricket)	(Basketball/Netball)	J. Wilson (FRAC/Hockey)
M. Berrigan (Tennis)	N. Lewis (Football)	R. Tyson (FRC)
J. Bowey (Bowls/Junior Footy)	T. Harrington (Tennis/Hockey)	J. Noble (community)
		J. Hobson (Bowls/ FRAC)
		B. West (FRAC / Shire)

Apologies

L. Duckworth, A. West (Netball), R. Bowey, A. Buttigig, N. Thomson

3. Confirmation of Minutes of Previous Meeting

Sporting Council Meeting held on 22nd October 2019.

Moved T. Harrington Seconded B. West that the minutes of the Sporting Council Meeting held on 22nd October 2019 be confirmed as a true and correct record.

Carried

3.1 Business Arising - Nil

4. General Business

Each club representative was invited to speak.

Basketball

The season has just commenced and numbers are really good and the competition is even and strong. There has been good support from people regarding coaching and helping out each week. The backboards have still not been replaced. They are really awkward to adjust and need to be upgraded. This is going to be a project undertaken by the Basketball Club but will need collaboration with the Shire Staff to progress things.

Ruth is to liaise with Dee and see if there is some maintenance that can be undertaken to service the existing backboards. Judd will assist with this process.

Bowling Club

Thanks to the Shire for the installation of the new sprinkler system. Generally happy with how things are progressing.

Cricket Club

Club committee members are currently liaising with Judd as to when fixtures can be scheduled in Kulin after the installation of the new reticulation system on the oval.

If and when other sports (Bowls and Tennis) are fixtured in Kulin on the same day the Cricket Club would be keen to have some joint dinners at the FRC if and when possible.

A Junior Club has been formed. Many thanks to Tom Murphy for driving this. The team will participate in the Upper Great Southern League. At this stage there are 15 participants in the Kulin team - it is an Under 13 competition and ages range from Year 2 to Year 7.

The seniors are the reigning Premiers from the 2019/2020 season!

Junior Football Club

Had a great season and really enjoyed the opportunity to play especially given it was a Covid-19 affected year.

Football Club

Thanks to Ruth for assisting in getting the season off the ground after a tough start to the year with Covid-19 affecting things.

Pleased to see the new sprinkler system has been installed.

Some lights in the tower may still need attention. Nahi will communicate with Judd on this.

Overall the boys were very happy to be able to have a run and although they didn't bring home any trophies it was a positive season.

Golf Club

After a shaky start it was a really enjoyable season and the club enjoyed good numbers each Sunday. Numbers have increased from 2019.

Thanks to the Shire for the fertiliser and course maintenance throughout the year.

Thanks to Ruth and the Club employees for their service and communication during the season.

There is a problem with some tree roots impacting on the clubhouse. This will need attention before too much longer. Phil to liaise with Judd regarding the best approach.

Netball Club

Laney Duckworth emailed correspondence on behalf of the Netball Club prior to the meeting. This correspondence was tabled.

Tennis Club

The season is cranking up and there were 30 juniors in attendance at the first session which was really pleasing. A coach has been recruited for the first few weeks to assist.

There needs to be some overall upkeep on the courts and this is being sorted out.

Kulin is able to field men's and ladies' pennants teams again this year which is fantastic.

Ladies Tennis on a Wednesday is a new initiative.

Hockey Club

With the abandonment of the season the club was pleased to go through the season without an injury. It was probably a good year to be Covid-19 affected as there were 7 ladies unavailable due to pregnancy!

The Hockey Club did run a busy canteen for one of the footy fixtures which was a great opportunity to get together.

Thanks to the Shire and the committee for their ongoing support.

5. Closure of Meeting

The meeting was closed at 6:34 pm.

Many thanks to all for their attendance and input.

Shire of Kulin

EFT & Chq Listing for period ended 31 October 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
TRIP			
262	05/10/2020	JEREMY DAVID MEIKLE	\$880.00
		Refund Request from Trip Fund	
TRUST			
448	09/10/2020	DARREN THOMAS	\$150.00
		Refund Request from Trust Fund	
449	28/10/2020	SHIRE OF KULIN	\$160.00
		Transfer from Trust to Municipal - Cat Trap Bond	
MUNICIPAL			
EFT16995	02/10/2020	BOC GASES	\$44.42
		Cylinder Rent	
EFT16996	02/10/2020	COCA-COLA AMATIL (AUST) PTY LTD	\$785.92
		Bar Purchase	
EFT16997	02/10/2020	C R INDUSTRIES	\$234.77
		Hydraulic Hose & Oil	
EFT16998	02/10/2020	G & M DETERGENTS	\$50.00
		Cleaning Supplies	
EFT16999	02/10/2020	HOWARD PORTER	\$107,954.00
		2020 Howard Porter Tri Axle Bullmaster Side Tipper	
EFT17000	02/10/2020	IT VISION	\$880.00
		Staff Training, Trish Mahe	
EFT17001	02/10/2020	ST JOHN AMBULANCE AUSTRALIA	\$756.85
		Defibrillator Cabinet, Signage & First Aid Supplies	
EFT17002	02/10/2020	TAMORA PLUMBING AND GAS	\$547.25
		Plumbing	
EFT17003	02/10/2020	LAKE VARLEY & DISTRICTS PROGRESS ASSOCIATION	\$903.23
		2019 Electricity & Insurance Contribution	
EFT17004	02/10/2020	WESTRAC PTY LTD	\$214.38
		Parts	
EFT17005	05/10/2020	TRILITY SOLUTIONS PTY LTD	\$756.82
		Sensor & Free Chlorine Analysers/Controllers	
EFT17006	08/10/2020	CHILD SUPPORT AGENCY	\$212.12
		Payroll Deductions	
EFT17007	08/10/2020	KULIN SOCIAL CLUB	\$220.00
		Payroll Deductions	
EFT17008	08/10/2020	KULIN SHIRE TRIP FUND	\$1,420.00
		Payroll Deductions	
EFT17009	08/10/2020	KULIN SHIRE TRUST FUND	\$775.00
		Payroll Deductions	
EFT17010	09/10/2020	AVON WASTE	\$12,115.14
		Refuse Service	
EFT17011	09/10/2020	AIR LIQUIDE WA	\$21.00
		Cylinder Rent	
EFT17012	09/10/2020	AC ELECTRICS WA	\$2,021.25
		Replace Lights with LED, 10 Price Street	
EFT17013	09/10/2020	APPLIED EDUCATION	\$487.50
		Progress Payment NO3 Trainee Course, Nicole Poletti	
EFT17014	09/10/2020	BEST OFFICE SYSTEMS	\$2,260.77
		Photocopying Fees	
EFT17015	09/10/2020	BLACKWOODS	\$64.04
		Depot Supplies	
EFT17016	09/10/2020	BUSSELTON ADVANCED DRIVER TRAINING	\$8,500.00
		Driver Training & Assessment	
EFT17017	09/10/2020	COUNTRY WIDE FRIDGE LINES PTY TLD	\$94.05
		Freight on Bar Purchase	
EFT17018	09/10/2020	COURIER AUSTRALIA	\$216.76
		Freight	
EFT17019	09/10/2020	WINC AUSTRALIA LIMITED	\$30.33
		Diaries	

Shire of Kulin

EFT & Chq Listing for period ended 31 October 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT17020	09/10/2020	C R INDUSTRIES	\$73.17
		Repair Damaged Blade	
EFT17021	09/10/2020	JULIE DALL	\$28.00
		Embroidery, Staff Uniforms	
EFT17022	09/10/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND	\$77.20
		Building Levy	
EFT17023	09/10/2020	GREAT SOUTHERN FUEL SUPPLIES	\$142.92
		Fuel	
EFT17024	09/10/2020	GOVERNMENT OF WESTERN AUSTRALIA DEPARTMENT OF	\$2,917.33
		Return of Unspent Grant Funds	
EFT17025	09/10/2020	JTAGZ	\$97.90
		Dog & Cat Tags	
EFT17026	09/10/2020	KULIN IGA	\$461.74
		Office Statement Sept 2020	
EFT17027	09/10/2020	KULIN LIBRARY, POST OFFICE AND MAIL	\$1,323.30
		Library Service Fee	
EFT17028	09/10/2020	LGIS INSURANCE BROKING	\$6,341.30
		Motor Vehicle Insurance	
EFT17029	09/10/2020	NUTRIEN AG SOLUTIONS LIMITED	\$1,809.50
		Galv Fence Droppers	
EFT17030	09/10/2020	LGISWA	\$67,129.59
		2ND Instalments	
EFT17031	09/10/2020	MCINTOSH & SON	\$100.01
		Parts	
EFT17032	09/10/2020	MARKETFORCE	\$206.93
		Advertising, Mini Excavator	
EFT17033	09/10/2020	MOORE AUSTRALIA (WA) PTY LTD	\$1,650.00
		Progressive Payment, Consultant for Long Term Financial	
EFT17034	09/10/2020	OIL TECH FUEL	\$48,488.14
		Fuel Purchase	
EFT17035	09/10/2020	PINGARING AGSOLUTIONS	\$34.58
		Catering Supplies, Community Meeting	
EFT17036	09/10/2020	ROE TOURISM ASSOCIATION	\$6,000.00
		Full Membership & Contribution to Executive Officer Position	
EFT17037	09/10/2020	REDBOURNE GROUP	\$1,133.00
		Kindcare Subscription 2020/21	
EFT17038	09/10/2020	SYRED MECHANICAL SERVICES	\$1,741.41
		Oils & Grease	
EFT17039	09/10/2020	SPYKER BUSINESS SOLUTIONS	\$3,285.04
		IT Support	
EFT17040	09/10/2020	TAMORA PLUMBING AND GAS	\$569.80
		Plumbing	
EFT17041	09/10/2020	VISAGE PRODUCTIONS	\$3,850.00
		1 Man & Bike Production - Final Payment	
EFT17042	15/10/2020	KIM NEIL & KAREN PATRICIA BAKER	\$610.92
		Rates Refund A450	
EFT17043	15/10/2020	HOUSING AUTHORITY	\$383.52
		Rates Refund A1310	
EFT17044	15/10/2020	KULIN IGA	\$344.85
		Rates Refund A1373	
EFT17045	15/10/2020	JA & CL SPARK	\$66.22
		Rates Refund A1534	
EFT17046	15/10/2020	SPROCK GROUP PTY LTD	\$421.70
		Rates Refund A1359	
EFT17047	16/10/2020	AUSTRALIA POST- MAILWEST	\$321.75
		Postage & Freight	
EFT17048	16/10/2020	ALLIED PUMPS PTY LTD	\$61.60
		Parts	
EFT17049	16/10/2020	BGC QUARRIES	\$6,572.52
		7MM & 14MM Washed Granite	
EFT17050	16/10/2020	BLACKWOODS	\$259.78
		Parts	

Shire of Kulin

EFT & Chq Listing for period ended 31 October 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT17051	16/10/2020	COURIER AUSTRALIA Freight	\$357.83
EFT17052	16/10/2020	CORSIGN (WA) PYT LTD Signs	\$196.90
EFT17053	16/10/2020	LANDGATE Rural UV'S Chargeable	\$69.20
EFT17054	16/10/2020	ENGINE PROTECTION EQUIPMENT PTY LTD Parts	\$550.20
EFT17055	16/10/2020	EASIFLEET MANAGEMENT Staff Novated Lease	\$1,522.67
EFT17056	16/10/2020	EMERGE ASSOCIATES Consultant, Youth Precinct Aquatic Centre Master Plan	\$2,024.00
EFT17057	16/10/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES ESL	\$3,413.44
EFT17058	16/10/2020	GANGELLS AGSOLUTIONS Various Buildings, Depot & Road Maintenance Supplies	\$7,115.24
EFT17059	16/10/2020	ITR WESTERN AUSTRALIA Grader Blades	\$4,774.00
EFT17060	16/10/2020	KULIN TRANSPORT Freight, 7MM & 14MM Bluemetal	\$7,462.43
EFT17061	16/10/2020	KULIN HARDWARE & RURAL Various Buildings, Depot & Road Maintenance Supplies	\$5,042.72
EFT17062	16/10/2020	KULIN IGA Freebairn Statement Sept 2020	\$103.58
EFT17063	16/10/2020	KONDININ MEDICAL CENTRE Workers Compensation & Truck Driver Consultation	\$487.55
EFT17064	16/10/2020	LAMP REPLACEMENTS AUSTRALIA PTY LTD Project Lamp, FRC	\$232.36
EFT17065	16/10/2020	NARROGIN STIHL Parts	\$236.14
EFT17066	16/10/2020	QUALITY PRESS DFES Vehicle Identifier Stickers	\$88.00
EFT17067	16/10/2020	SOLAR WATER PUMPS SALES & SERVICE PTY LTD Parts	\$4,052.35
EFT17068	16/10/2020	SHIRE OF KONDININ Electricity Reimbursement	\$390.64
EFT17069	16/10/2020	SWAN BREWERY COMPANY PTY LTD Bar Purchase	\$1,850.09
EFT17070	16/10/2020	TRUCKLINE Parts	\$653.40
EFT17071	16/10/2020	TALIS CONSULTANTS Consultancy Service, 2020 AMP Update	\$3,344.00
EFT17072	16/10/2020	OFFICEWORKS BUSINESS DIRECT Stationery	\$247.20
EFT17073	16/10/2020	CONPLANT - AMMANN AUSTRALIA Parts	\$792.00
EFT17074	16/10/2020	WESTRAC PTY LTD Parts	\$472.27
EFT17075	16/10/2020	WA DISTRIBUTORS PTY LTD Cleaning Supplies	\$295.95
EFT17076	23/10/2020	CHILD SUPPORT AGENCY Payroll Deductions	\$212.12
EFT17077	23/10/2020	KULIN SOCIAL CLUB Payroll Deductions	\$210.00
EFT17078	23/10/2020	KULIN SHIRE TRIP FUND Payroll Deductions	\$1,420.00
EFT17079	23/10/2020	KULIN SHIRE TRUST FUND Payroll Deductions	\$775.00
EFT17080	29/10/2020	AC ELECTRICS WA Supply Ceiling Fan	\$965.65
EFT17081	29/10/2020	AUTOPRO NORTHAM Depot Supplies	\$921.60

Shire of Kulin

EFT & Chq Listing for period ended 31 October 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT17082	29/10/2020	BGC QUARRIES	\$4,873.84
		7MM & 14MM Washed Granite	
EFT17083	29/10/2020	COURIER AUSTRALIA	\$118.22
		Freight	
EFT17084	29/10/2020	LANDGATE	\$213.65
		Rural UV'S Chargeable	
EFT17085	29/10/2020	JULIE DALL	\$49.00
		Embroidery, Staff Uniforms	
EFT17086	29/10/2020	DENIS BRANDIS	\$89.21
		Reimbursement Purchase of Parts	
EFT17087	29/10/2020	EXECUTIVE MEDIA PTY LTD	\$2,200.00
		Advertising, Caravanning Australia Edition 2	
EFT17088	29/10/2020	EDWARDS MOTORS PTY LTD	\$36,115.00
		New 21MY Isuzu D-Max Single Cab	
EFT17089	29/10/2020	EASTERN WHEATBELT BIOSECURITY GROUP INC	\$110.00
		EWBG Membership 20/21	
EFT17090	29/10/2020	ENGINE PROTECTION EQUIPMENT PTY LTD	\$226.31
		Parts	
EFT17091	29/10/2020	FEGAN BUILDING SURVEYING	\$1,867.25
		Contract Building Surveying	
EFT17092	29/10/2020	G & M DETERGENTS	\$78.00
		Cleaning Supplies	
EFT17093	29/10/2020	KONDININ MEDICAL CENTRE	\$469.65
		Truck Driver Medical	
EFT17094	29/10/2020	LAKE GRACE TRANSPORT	\$199.54
		Freight	
EFT17095	29/10/2020	NEWDEGATE STOCK & TRADING CO	\$48,545.10
		Fuel Purchase	
EFT17096	29/10/2020	NARROGIN STIHL	\$17.93
		Parts	
EFT17097	29/10/2020	EXURBAN RURAL & REGIONAL PLANNING	\$1,934.85
		Town Planning Consulting Services	
EFT17098	29/10/2020	PWD (AUSTRALIA)	\$396.00
		Website Hosting, Annual Fee	
EFT17099	29/10/2020	PORTER CONSULTING ENGINEERS	\$9,515.00
		WSFN Project	
EFT17100	29/10/2020	PERTH FIBREGLASS POOLS	\$36,520.00
		Refurbishment Slide Pool & Fumes	
EFT17101	29/10/2020	CLARK RUBBER CANNINGTON	\$444.75
		Mats for Slide	
EFT17102	29/10/2020	SHIRE OF CORRIGIN	\$7,247.90
		ROE Regional Environmental Health Scheme	
EFT17103	29/10/2020	SEEK LIMITED	\$313.50
		Advertisement, WSFN Project Manager	
EFT17104	29/10/2020	SIGMA CHEMICALS	\$270.60
		Chemical	
EFT17105	29/10/2020	STORYPARK LIMITED	\$15.84
		Partial Children Subscriptions, KCCC	
EFT17106	29/10/2020	SW TAYLOR	\$1,754.50
		OHS Service	
EFT17107	29/10/2020	TRILITY SOLUTIONS PTY LTD	\$1,717.48
		Metering Pump, Aquatic Centre	
EFT17108	29/10/2020	WA DISTRIBUTORS PTY LTD	\$399.10
		Cleaning Supplies	
37275	02/10/2020	TELSTRA	\$19.37
		Intergraded Phone Usage	
37276	02/10/2020	WATER CORPORATION	\$575.02
		Water Usage & Rates	
37277	09/10/2020	CHANGES FITNESS STUDIO	\$1,950.00
		Wellness Workshop	
37278	09/10/2020	PETTY CASH RECOUNP - PLEASE PAY CASH	\$270.10
		Petty Cash Recoup	

Shire of Kulin

EFT & Chq Listing for period ended 31 October 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
37279	09/10/2020	TARYN SCADDING	\$1,060.00
		Reimbursement Purchase of Toners, RV Feedback Box &	
37280	09/10/2020	TELSTRA	\$63.96
		ADSL	
37281	15/10/2020	BENJAMIN JOHN HYDE	\$379.21
		Rates Refund A999	
37282	15/10/2020	FREDERICK DAVIS	\$806.60
		Rates Refund A1402	
37283	15/10/2020	HOLLI HANSON & CARLTON DUNLOP	\$1,363.78
		Rates Refund A1290	
37284	15/10/2020	VOLODYMR & HILDA MALANCZAK	\$48.52
		Rates Refund A1252	
37285	16/10/2020	SHIRE OF DANDARAGAN	\$31.66
		Reimbursement, Catering Cost WSFN Workshop	
37286	16/10/2020	TELSTRA	\$1,736.42
		Phone Usage & Equipment Rent	
37287	29/10/2020	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	\$45.00
		Broadcasting/Retransmission Licence	
37288	29/10/2020	DARREN THOMAS	\$450.00
		Labour & Supply of Speakers, FRC	
37289	29/10/2020	SHIRE OF KULIN	\$320.00
		Aquatic Centre Float, 2020/21	
37290	29/10/2020	TELSTRA	\$249.12
		Mobile Phone Usage	
DD7492.1	04/10/2020	REST SUPERANNUATION	\$442.15
		Superannuation Contributions	
DD7492.2	04/10/2020	WA LOCAL GOVT SUPERANNUATION PLAN	\$12,034.00
		Superannuation Contributions	
DD7492.3	04/10/2020	AUSTRALIAN SUPERANNUATION	\$677.22
		Superannuation Contributions	
DD7492.4	04/10/2020	BENDIGO SUPERANNUATION PLAN	\$278.41
		Superannuation Contributions	
DD7492.5	04/10/2020	PRIME SUPERANNUATION	\$198.49
		Superannuation Contributions	
DD7492.6	04/10/2020	MLC MASTERKEY SUPERANNUATION	\$203.55
		Superannuation Contributions	
DD7492.7	04/10/2020	THE PIPA SELF MANAGED SUPER FUND	\$196.49
		Superannuation Contributions	
DD7492.8	04/10/2020	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE	\$740.48
		Superannuation Contributions	
DD7501.1	01/10/2020	BENDIGO BANK	\$35.09
		Bank Charges	
DD7501.2	01/10/2020	FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD	\$339.37
		Bank Charges	
DD7501.3	01/10/2020	WESTNET INTERNET SERVICES	\$209.90
		Westnet Service	
DD7501.4	02/10/2020	BENDIGO BANK	\$1,585.08
		Bank Charges	
DD7501.5	06/10/2020	BENDIGO BANK	\$0.15
		Bank Charges	
DD7501.6	06/10/2020	SYNERGY	\$469.88
		Electricity	
DD7504.1	01/10/2020	CREDIT CARD - MASTER CARD	\$4,814.07
		Statement Sept 2020	
DD7508.1	14/10/2020	SYNERGY	\$92.52
		Electricity	
DD7508.2	09/10/2020	BENDIGO BANK	\$4.80
		Bank Charges	
DD7508.3	07/10/2020	BENDIGO BANK	\$8.70
		Bank Charges	
DD7508.4	15/10/2020	AUSTRALIAN LIQUOR MARKETERS PTY LTD - METCASH	\$1,170.04
		Bar Purchase	

Shire of Kulin

EFT & Chq Listing for period ended 31 October 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD7508.5	15/10/2020	BENDIGO BANK	\$0.75
		Bank Charges	
DD7513.1	18/10/2020	REST SUPERANNUATION	\$473.05
		Superannuation Contributions	
DD7513.2	18/10/2020	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE	\$905.03
		Superannuation Contributions	
DD7513.3	18/10/2020	WA LOCAL GOVT SUPERANNUATION PLAN	\$11,510.74
		Superannuation Contributions	
DD7513.4	18/10/2020	AUSTRALIAN SUPERANNUATION	\$623.69
		Superannuation Contributions	
DD7513.5	18/10/2020	BENDIGO SUPERANNUATION PLAN	\$270.16
		Superannuation Contributions	
DD7513.6	18/10/2020	ANZ SMART CHOICE SUPER	\$132.80
		Superannuation Contributions	
DD7513.7	18/10/2020	SUNSUPER SUPERANNUATION FUND	\$120.84
		Superannuation Contributions	
DD7513.8	18/10/2020	PRIME SUPERANNUATION	\$197.76
		Superannuation Contributions	
DD7513.9	18/10/2020	MLC MASTERKEY SUPERANNUATION	\$187.48
		Superannuation Contributions	
DD7513.10	18/10/2020	THE PIPA SELF MANAGED SUPER FUND	\$195.86
		Superannuation Contributions	
DD7515.1	23/10/2020	SYNERGY	\$1,690.10
		Electricity	
DD7515.2	21/10/2020	BENDIGO BANK	\$8.85
		Bank Charges	
DD7515.3	19/10/2020	WESTNET INTERNET SERVICES	\$109.90
		Westnet Service	
DD7515.4	16/10/2020	BENDIGO BANK	\$4.35
		Bank Charges	
DD7521.1	29/10/2020	CARLTON UNITED BREWERIES PTY LTD	\$1,327.32
		Bar Purchase	
DD7521.2	29/10/2020	BENDIGO BANK	\$4.35
		Bank Charges	
DD7521.3	23/10/2020	BENDIGO BANK	\$0.60
		Bank Charges	
DD7525.2	02/10/2020	BENDIGO BANK	\$124.02
		Bank Charges	
6140837	07/10/2020	BULK PAYMENTS	\$66,514.19
		Payroll	
6156917	16/10/2020	BULK PAYMENTS	\$52,989.81
		Payroll	
Sub-total: EFT & Chq Payments			\$675,500.87
TOTAL PAYMENTS FOR MONTH ENDING 31 October 2020			\$675,500.87

CREDIT CARD

Statement Summary 31 October 2020

Transaction Date	Officer	Creditor	Amount
3/10/2020	Cassi Vandenberg	CALTEX MADDINGTON	\$38.79
		Fuel	
3/10/2020	Cassi Vandenberg	RLSSWA	-\$625.00
		Credit - Lifeguard Staff Training	
9/10/2020	Cassi Vandenberg	TELSTRA	\$70.00
		Prepaid, Oval Retic	
17/10/2020	Cassi Vandenberg	TELSTRA	\$115.95
		Aquatic Centre Internet	
17/10/1900	Garrick Yandle	SIMPLEINOUT	\$27.95
		Monthly Subscription	
17/10/2020	Garrick Yandle	SIMPLEINOUT	\$0.84
		International Transaction Fee	
21/10/2020	Garrick Yandle	LOCAL GOVERNMENT PROFESSIONAL AUSTRALIA WA	\$975.00
		Annual State Conference 2020 Registration	
22/10/2020	Judd Hobson	DICANDILO STEEL CITY	\$647.25
		Laser Cutting Various Stainless Steel	
22/10/2020	Judd Hobson	KULIN COMMUNITY BANK	\$28.60
		Plate Change, MV30	
22/10/2020	Judd Hobson	KULIN COMMUNITY BANK	\$444.60
		Registration, New Prado MV30	
23/10/2020	Judd Hobson	KULIN COMMUNITY BANK	\$442.80
		Registration, Isuzu D-Max, MV125	
29/10/2020	Garrick Yandle	TICKLE MY BEAN	\$25.50
		Meeting, CEO & President	
29/10/2020	Garrick Yandle	PAGODA RESORT SPA	\$172.30
		Accommodation, CEO	
29/10/2020	Garrick Yandle	PAGODA RESORT SPA	\$172.30
		Accommodation, President	
30/10/2020		BENDIGO BANK	\$16.00
		Card Fee	
			<u>\$2,552.88</u>

Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
Opening balance				\$4,814.07
3 Oct 20	RLSSWA, MOUNT CLAREM O AUS RETAIL PURCHASE RETURN 02/10 CARD NUMBER 552638XXXXXX823 1		625.00	4,189.07
7 Oct 20	CALTEX MADDINGTON, MADDINGTON AUS RETAIL PURCHASE 04/10 CARD NUMBER 552638XXXXXX823 1	MN120 0152 38.79 728	DCEO Fuel	4,227.86
9 Oct 20	TELSTRA, MELBOURNE AUS RETAIL PURCHASE 08/10 CARD NUMBER 552638XXXXXX823 1	E117050 31 70.00	Oval Petic	4,297.86
14 Oct 20	PERIODIC TFR 00074214151201 00000000000		4,814.07	-516.21
17 Oct 20	Telstra Direct Debit ,AUSTRALIA AUS RETAIL PURCHASE 16/10 CARD NUMBER 552638XXXXXX823 1	E112030 47 115.95	Aquatic Centre Internet	-400.26
17 Oct 20	SIMPLEINOUT.COM, 701 4918762 US RETAIL PURCHASE-INTERNATIONAL 15/10 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXX405 1	E042060 31 27.95	Monthly Subscription	-372.31
17 Oct 20	INTERNATIONAL TRANSACTION FEE	" 0.84	"	-371.47
21 Oct 20	LOCAL GOVERNEMENT M, EAST PERTH AUS RETAIL PURCHASE 19/10 CARD NUMBER 552638XXXXXX405 1	E042041 31 975.00	Annual State Conference - CEO	603.53
22 Oct 20	DICANDILO STEEL CITY ,BAYSWATER AUS RETAIL PURCHASE 20/10 CARD NUMBER 552638XXXXXX706 1	Bowl Bowl 740 647.25	Laser cutting:	1,250.78

573BH102 / E-0 / S-234 / I-234 / 0007421415000867

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



Business Credit Card

BSB number	633-000
Account number	691211254
Customer name	SHIRE OF KULIN
Minimum payment required	\$76.58
Closing Balance on 31 Oct 2020	\$2,552.88
Payment due	14 Nov 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
22 Oct 20	Kulin Community Bank , KULIN AUS RETAIL PURCHASE 21/10 CARD NUMBER 552638XXXXXX706 1	PMV30 28.60	Plate change MV30	1,279.38
23 Oct 20	Kulin Community Bank , KULIN AUS RETAIL PURCHASE 22/10 CARD NUMBER 552638XXXXXX706 1	" 444.60	Registration MV30 - New Prado	1,723.98
23 Oct 20	Kulin Community Bank , KULIN AUS RETAIL PURCHASE 22/10 CARD NUMBER 552638XXXXXX706 1	PMV125 - 442.80	Registration Isuzu D-Max	2,166.78
29 Oct 20	TICKLE MY BEAN, SUBI ACO AUS RETAIL PURCHASE 28/10 CARD NUMBER 552638XXXXXX405 1	EC62041-31 25.50	Meeting, CEO + President	2,192.28
29 Oct 20	PAGODA RESORT SPA, C OMO AUS RETAIL PURCHASE 27/10 CARD NUMBER 552638XXXXXX405 1	EC42041-31 172.30	Accommodation, CEO	2,364.58
29 Oct 20	PAGODA RESORT SPA, C OMO AUS RETAIL PURCHASE 27/10 CARD NUMBER 552638XXXXXX405 1	EC41030-31 172.30	Accommodation President	2,536.88
30 Oct 20	CARD FEE 4 @ \$4.00	EO32100-31 16.00		2,552.88
Transaction totals / Closing balance		\$3,177.88	\$5,439.07	\$2,552.88

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.



Shire of Kulin

MONTHLY FINANCIAL REPORT

For the period ended 31 October 2020

Presented to Ordinary Council Meeting

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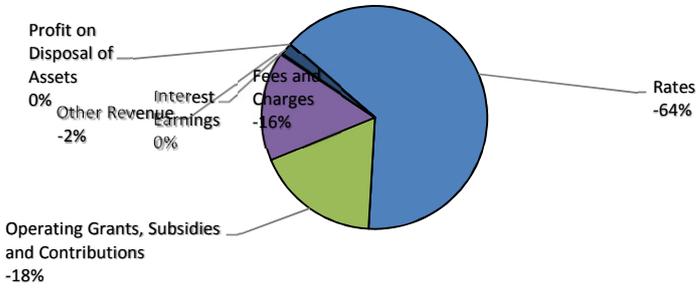
Note 7 Major Variances

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

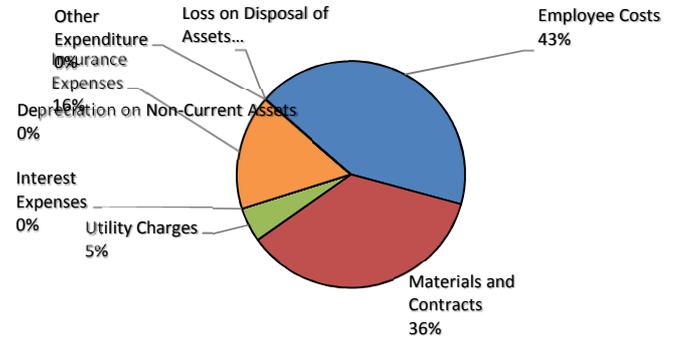
Shire of Kulin
SUMMARY INFORMATION - GRAPHS
 For the period ended 31 October 2020

OPERATING ACTIVITIES

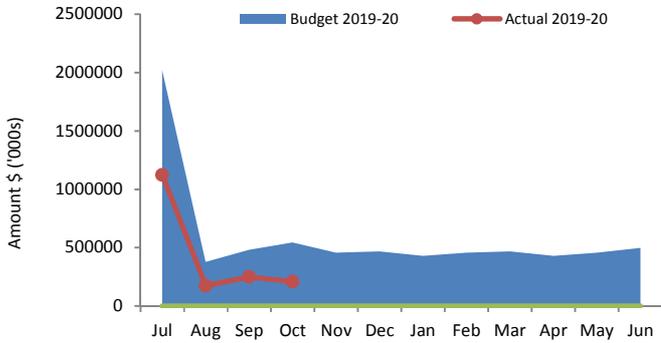
OPERATING REVENUE



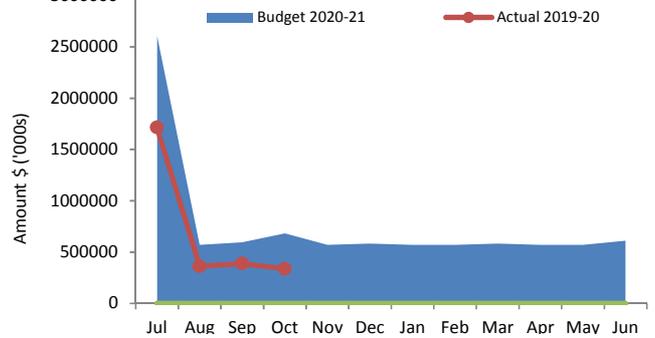
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

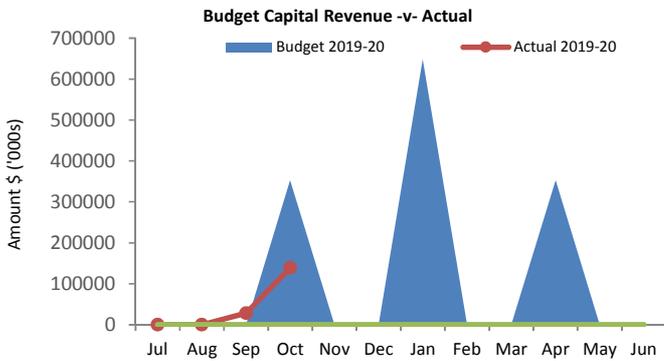


Budget Operating Expenses -v-YTD Actual

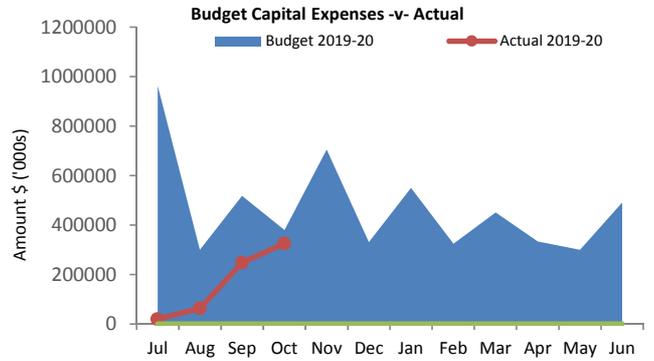


INVESTING ACTIVITIES

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 October 2020

	Ref Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var. \$	Var. %	
Opening Funding Surplus(Deficit)	1(a)	1,671,941	1,671,941	1,657,227	(14,714)	(1%)	
Operating Revenues							
General Purpose Funding		1,717,020	432,977	278,518	(154,459)	(55%)	▼
General Purpose Funding - Rates	2	2,028,931	2,028,931	2,033,299	4,368	0%	
Governance		17,970	5,984	27,576	21,592	78%	▲
Law, Order and Public Safety		33,400	7,706	8,532	826	10%	
Health		0	0	0	0		
Education and Welfare		270,440	72,640	75,814	3,174	4%	
Housing		108,282	36,088	33,362	(2,726)	(8%)	
Community Amenities		101,224	96,420	100,405	3,985	4%	
Recreation and Culture		214,449	62,620	62,498	(122)	(0%)	
Transport		257,681	227,847	206,610	(21,237)	0%	
Economic Services		1,235,800	261,892	282,838	20,946	7%	
Other Property and Services		120,864	38,612	47,879	9,267	19%	▲
Total (Excluding Rates)		6,106,061	3,271,717	3,157,332	(114,385)		
Operating Expense							
General Purpose Funding		(96,808)	(29,368)	(25,116)	(4,252)	(17%)	
Governance		(219,077)	(93,868)	(91,096)	(2,773)	(3%)	
Law, Order and Public Safety		(151,392)	(51,936)	(45,567)	(6,369)	(14%)	▼
Health		(120,039)	(36,898)	(16,879)	(20,019)	(119%)	▼
Education and Welfare		(323,674)	(107,848)	(102,905)	(4,943)	(5%)	
Housing		(263,405)	(87,756)	(73,145)	(14,611)	(20%)	▼
Community Amenities		(377,752)	(122,508)	(108,933)	(13,575)	(12%)	▼
Recreation and Culture		(1,231,739)	(427,008)	(313,174)	(113,834)	(36%)	▼
Transport		(3,382,226)	(1,124,840)	(666,809)	(458,031)	(69%)	▼
Economic Services		(1,101,998)	(375,452)	(316,132)	(59,320)	(19%)	▼
Other Property and Services		(93,007)	(134,110)	46,270	(180,380)	390%	
Total		(7,361,116)	(2,591,592)	(1,713,484)	(878,108)		
Funding Balance Adjustment							
Add back Depreciation	3(c)	3,175,584	1,058,528	0	(1,058,528)	-100%	▼
Adjust (Profit)/Loss on Asset Disposal	3(b)	(43,746)	0	0	0		
Total Adjustments		3,131,838	1,058,528	0	(2,051,020)		
Investing Activities							
Proceeds from Capital Grants	5	1,504,000	353,500	139,203	(214,297)	-154%	▼
Proceeds from disposal of assets	3(b)	171,000	42,750	76,682	33,932	44%	▲
Payments for property, plant and equipment and infrastructure	3(a)	(4,991,340)	(962,843)	(667,840)	(295,003)	-44%	▼
		(3,316,340)	(566,593)	(451,955)			
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	2,844,001	2,605,794			

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

Description	Balance 30 June 2020 \$	Movement \$	Total Actual 31-Oct-20 \$
CURRENT ASSETS			
Cash at Bank	1,983,660	719,175	2,702,836
Cash at Bank Reserves & Restricted Funds	1,871,837	42,979	1,915,163
Sundry Debtors	265,734	136,259	401,993
Sundry Debtors - Rates	54,423	126,801	181,224
Accrued Interest	3,007	(3,007)	0
Stock on hand	52,446	(19,139)	33,307
TOTAL CURRENT ASSETS	4,231,106	1,003,069	5,234,522
CURRENT LIABILITIES			
Contract Liabilities	0		(10,157)
Sundry Creditors	(196,709)	36,951	(159,759)
Accruals	(276,683)	72,454	(204,229)
LSL - Current	(217,364)	0	(217,364)
GST Clearing Account	(11,443)	(82,366)	(93,809)
Loan Commitment - Current	(90,511)	0	(90,511)
ESL Collection	3,937	(31,856)	(27,918)
Rates Paid in Advance	(3,781)	3,452	(329)
TOTAL CURRENT LIABILITIES	(792,554)	(1,366)	(804,076)
NET CURRENT ASSETS	3,438,553	1,001,703	4,430,446
NON-CURRENT ASSETS			
Land & Buildings	21,065,490	0	21,065,490
Construction other than Buildings	325,900	(0)	325,950
Plant & Equipment	3,070,738	76,463	3,147,201
Furniture & Equipment	141,596	0	141,596
Motor Vehicles	1,465,714	91,588	1,557,302
Infrastructure	107,273,928	373,652	107,696,986
Shares - Kulin (Bendigo) Bank	5,000	0	5,000
Units Held - Local Government House Trust	71,221	0	71,221
TOTAL NON-CURRENT ASSETS	133,419,587	541,703	134,010,745
NON CURRENT LIABILITIES			
Loan Liability Non Current	(1,073,720)	0	(1,073,720)
Lsl Accrual - Non Current	(74,878)	0	(74,878)
TOTAL NON-CURRENT LIABILITIES	(1,148,598)	0	(1,148,598)
NET ASSETS	135,709,541	1,543,406	137,292,593
TOTAL ACCUMULATED RESERVES			
	1,871,837	43,326	1,915,163
Asset Revaluation - Infrastructure	80,027,800	0	80,027,800
Asset Revaluation - Property, Plant & Equipment	1,851,617	0	1,851,617
Asset Revaluation - Land & Buildings	11,639,170	0	11,639,170
Accumulated Surplus	40,319,118	1,583,051	41,902,170
TOTAL ACCUMULATED SURPLUS	133,837,704	(43,326)	135,377,430
TOTAL EQUITY	135,709,541	0	137,292,593

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 October 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-Oct-20
Current Assets			
Cash and Cash Equivalents	4,010,595	3,855,497	4,617,998
Accounts Receivable - Rates	69,220	54,579	152,977
Accounts Receivable - Sundry	271,384	265,734	401,993
Inventories	59,377	52,446	33,307
Other	3,007	3,007	0
Less: Current Liabilities			
Contract Liabilities	0	0	(10,157)
Sundry Creditors	(372,755)	(197,359)	(194,104)
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	(17,828)	(12,486)	(93,809)
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	1,656,184	2,605,794

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-Oct-20	Bank Statement Balance 31-Oct-20
Cash at Bank - Unrestricted		
Municipal Funds	924,070	925,965
Freebairn Recreation Centre	56,574	57,528
Investments	1,718,277	1,718,227
Till Float	3,415	3,415
Petty Cash	500	500
	2,702,836	2,705,635
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 October 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	1,896,731
Mining	0.01049	0	-	-	-
Sub-total		533	182,679,640	2,084,371	2,084,340
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	2,109,198
Discount				(91,000)	(89,721)
Concessions/Write-offs				(13,000)	(9,878)
Total raised from general rates				2,005,229	2,009,598
Ex-Gratia Rates				23,701	23701.08
Total Rates				2,028,930	2,033,299

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 October 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	-	35,916	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	-	98,145	P&E	Y	
Tractor	55,000	-	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	6,667	-	P&E		Y
Toyota Prado (CEO)	55,000	-	58,756	MV	Y	
Toyota Prado (WM)	55,000	-	-	MV	Y	
Isuzu 3T Tipper	66,000	-	-	MV	Y	
4x2 Utility (No Trade)	25,000	-	32,832	MV		Y
Holt Rock Depot Improvements	24,706	-	-	L&B	Y	
RRG Road Construction	626,271	208,757	261,069	Inf	Y	
R2R Road Construction	426,344	142,115	4,840	Inf	Y	
BS Road Construction	802,786	267,595	-	Inf	Y	
WSFN Road Construction	-	-	8,650	Inf		
Own Resource Road Construction	890,628	296,876	100,837	Inf	Y	
Drainage Improvements (High Street)	147,884	-	-	Inf	Y	
Footpath Construction	150,891	-	-	Inf		Y
Pingaring Dam	30,500	10,167	8,910	Inf		Y
Youth Precinct	330,000	-	-	L&B		Y
Water Infrastructure	92,000	30,667	2,886	Inf		Y
Caravan Park Disabled Ablutions	33,000	-	-	L&B	Y	
	4,991,340	962,843	667,840			

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	
	Budget	Budget	YTD Actual	Budget	Actual
Furniture & Equipment	9,942	3,314	0	-	0
Land & Buildings	461,285	153,762	0	-	0
Motor Vehicles	72,100	24,033	0	-	0
Construction Other than Buildings	15,205	5,068	0	-	0
Plant & Equipment	366,115	122,038	0	-	0
Infrastructure	2,250,937	750,312	0	1.22	0
	3,175,584	1,058,528	-	0.91	-

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

Note 5 - Operating Grants

Grant Source	Purpose	Budget	YTD	
			Budget	YTD Actual
Grants Commission	Federal financial assistance grants	1,070,000	267,500	270,770
Local Roads & Community Infrastructure Program	Federal Government Stimulus	571,000	150,250	-
Department of Primary Industries & Regional Development	Regional Economic Development (RED)	30,000	-	-
Fire & Emergency Services	Emergency Services Levy Operating Grant	25,000	6,250	7,170
KCCC Sustainability Grant	Childcare Sustainability Grant	52,500	-	25,000
Main Roads	State Direct Grant (Untied Road Funding)	212,935	212,935	206,610
Department of Primary Industries & Regional Development	Community Resource Centre Funding	100,000	50,000	54,480
Department of Water	Drought Communities	500,000	-	-
		2,061,435	686,935	564,029

Capital Grants

Grant Source	Purpose	Budget	YTD	
			Budget	YTD Actual
Main Roads	Regional Road Group Road Construction	365,000	91,250	139,203
Department of Infrastructure	Roads to Recovery Road Construction	525,000	131,250	-
Main Roads	Black Spot Road Construction	524,000	131,000	-
Department of Water	Community Water Supply	90,000	-	-
		1,504,000	353,500	139,203

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 October 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	-
	1,164,231	90,511	1,073,720	42,895	1,164,231	-	1,164,231	-

Shire of Kulin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 October 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	(154,459)	-55%	LRCIP/REDS Grant not yet received
General purpose funding - rates	4,368	0%	Below \$5,000 & 10% threshold
Governance	21,592	78%	Insurance rebate (20k) not budgeted for
Law, order and public safety	826	10%	Below \$5,000 threshold
Health	0		Below \$5,000 & 10% threshold
Education and welfare	3,174	4%	Below \$5,000 & 10% threshold
Housing	(2,726)	-8%	Below \$5,000 & 10% threshold
Community amenities	3,985	4%	Below \$5,000 & 10% threshold
Recreation and culture	(122)	0%	Below \$5,000 & 10% threshold
Transport	(21,237)	0%	Below 10% threshold
Economic services	20,946	7%	Below 10% threshold
Other property and services	9,267	19%	Workers compensation reimbursement higher than budgeted (7k)
Expenditure from operating activities	Var \$	Var %	Explanation
General purpose funding	(4,252)	-17%	Below \$5,000 threshold
Governance	(2,773)	-3%	Below \$5,000 threshold
Law, order and public safety	(6,369)	-14%	Fire insurance lower than budgeted for (4k)
Health	(20,019)	-119%	Expenditure on medical centre (15k) and EHO (2.5k) lower than budgeted for
Education and welfare	(4,943)	-5%	Below \$5,000 & 10% threshold
Housing	(14,611)	-20%	Depreciation journals not yet posted (12k)
Community amenities	(13,575)	-12%	Public toilets major maintenance (9.5k) not yet started, avon waste expenditure (5k) under budget
Recreation and culture	(113,834)	-36%	Depreciation journals not yet posted Oval (22k) Pool (30k) FRC (52k)
Transport	(458,031)	-69%	Depreciation journals not yet posted (630k), road maintenance higher than budgeted for (227k) due to timing, admin allocation lower than budgeted for (40k)
Economic services	(59,320)	-19%	CRC employee costs lower than budgeted for due to vacant positions (33k), depreciation journals for c/park & CRC not yet posted (33k)
Other property and services	(180,380)	390%	Depreciation journals not yet posted for plant (186k)
Investing activities	Var \$	Var %	Explanation
Proceeds from non-operating grants, subsidies and contributions	(214,297)	0	Road grants not yet received as projects not yet started
Proceeds from disposal of assets	33,932	0	Budget timing differences relating to sale of plant
Payments for property, plant and equipment and infrastructure	(295,003)	-44%	Black Spot road projects have not yet been started
Financing activities	Var \$	Var %	Explanation
Transfer from reserves	0	0	Below \$5,000 & 10% threshold
Repayment of debentures	0	0	Below \$5,000 & 10% threshold
Transfer to reserves	(43,326)	0	Colts Carnival \$40k transferred to Reserve in July, was unbudgeted for

			Adopted Budget					Alternate Budget				
			Labour	O/heads	Plant	Materials & Contractors	Total	Labour	O/heads	Plant	Materials & Contractors	Total
HVSPP	Kulin LG Rd/Jilakin Street	Realign existing intersection to the west. Clear alignment, turning lanes and 14mm seal and asphalt.	-	-	-	-	-	89,057	75,698	218,336	226,660	609,751
HVSPP	Jilakin Street	Reconstruct from 0.09-1.40. Trim trees, install pipes and box culvert, stabilise existing bitumen, widen to 10.5m and seal. 40mm hotmix at CBH road intersection.	-	-	-	-	-	23,354	19,851	63,344	19,680	126,229
HVSPP	CBH Access Road	Reconstruct 440m. Stabilise existing bitumen, widen to 11m, import new material and seal to 9m with 14/7mm stone. Replace pipe at 0.31slk	-	-	-	-	-	44,491	37,817	103,752	121,390	307,450
HVSPP	CBH Access Road (Private)	Reconstruct access road to connect old CBH road to Jilakin Street and install box culvert, seal to 8m	-	-	-	-	-	23,228	19,744	43,008	31,290	117,270
BS63	Muller/Fence Road	Reconstruct intersection, cut down hill on Muller Road, build up batter slope on Fence Road, asphalt 50m each direction of intersection.	30,617	26,024	72,768	162,600	292,009	30,617	26,024	72,768	162,600	292,009
BS04	Yealering/Clayton Road	Realign Swainston Road on Clayton Road, realign Clayton Road onto Yealering Road, 2 coat 14/7mm seal of entire intersection and 500m of Yealering Road	34,884	29,651	61,360	25,220	151,116	34,884	29,651	61,360	25,220	151,116
BS163	Aylmore/Kulin Holt Rock Road	Lower intersection for sight distance across Kulin Holt Rock Road, offset Aylmore Road intersection across Kulin HR Road. Seal & asphalt	39,688	33,735	76,288	209,950	359,662	-	-	-	-	-
	High Street	High street Drainage	1,343	1,141	5,400	140,000	147,884	1,343	1,141	5,400	140,000	147,884
RR08	Kulin Dudinin Road	10mm reseal from Commonwealth Rd to gravel, mulch, grade and clean batters & drains	8,505	7,229	7,808	126,700	150,242	8,505	7,229	7,808	126,700	150,242
RR05	Pingaring Varley Road	Widen SLK 66.80-69.20 to 11m. Clean batters & drains	27,215	23,133	66,312	750	117,410	27,215	23,133	66,312	750	117,410
RR42	Holland Track	Gravel sheet 4.4km	15,995	13,596	44,632	300	74,522	15,995	13,596	44,632	300	74,522
RR30	Aylmore Road	Gravel sheet 5.0km. Clean batters & drains	19,426	16,512	47,856	375	84,170	19,426	16,512	47,856	375	84,170
RG04	Yealering Road	Box out and widen existing shoulders to 10m, replace pipes and reconstruct floodway, seal shoulders to an overall width of 7m seal with 10mm aggregate.	37,988	32,289	68,680	53,048	192,005	37,988	32,289	68,680	53,048	192,005
RG08	Dudinin Jitarning Road	Scarify existing bitumen, widen to 10m, overlay new material, seal to 7m (14mm/7mm)	64,069	54,458	169,104	146,635	434,266	64,069	54,458	169,104	146,635	434,266
	Footpaths	Various footpaths within the Kulin townsite	4,536	3,855	2,500	140,000	150,891	4,536	3,855	2,500	140,000	150,891
	Fence Road	WSFN	-	-	-	-	-	-	-	-	110,000	110,000
KU09	Tarin Rock Road	10mm reseal of 1.45km through bends, mulch and clean batters & drains	4,745	4,033	2,280	32,335	43,393	4,745	4,033	2,280	32,335	43,393
KU71	Jitarning South Road	Gravel Sheet 1.9km, clean batters & drains	8,505	7,229	21,960	6,500	44,194	8,505	7,229	11,960	6,500	34,194
KU34	Jones Road	Gravel sheet 3.40km W from DiFranco. Install pipe at SLK 4.60	9,370	7,965	25,852	1,200	44,387	9,370	7,965	16,852	1,200	35,387
KU08	Kulin Dudinin Road	Gravel sheet 3.50km. Clean batters & drains and replace pipe SLK 8.88	12,474	10,602	34,912	1,815	59,803	12,474	10,602	17,912	1,815	42,803
KU08	Kulin Dudinin Road	Gravel sheet 2.50km. Clean batters & drains	9,072	7,711	25,600	-	42,383	9,072	7,711	15,600	-	32,383
KU12	Kulin Holt Rock Rd	Gravel sheet 4.0km. Clean batters & drains	10,504	8,928	28,312	5,650	53,394	10,504	8,928	18,312	5,650	43,394
KU043	Carmody Road	Gravel sheet 3.50km. Remove spoil from batters	21,545	18,313	59,032	300	99,191	-	-	-	-	-
KU005	Pingaring Varley Road	Gravel sheet 4.0km. Clean batters & drains	15,308	13,012	42,952	6,300	77,573	15,308	13,012	30,952	6,300	65,573
KU117	Kulin West Road	Gravel sheet 3.0km. Clean batters & drains. Reefinate over hill between Sid Turners & Davies	13,339	11,338	33,720	7,300	65,697	13,339	11,338	18,720	7,300	50,697
KU038	Di Franco Road	Gravel sheet 2.3km in various areas from SLK 5.3-9.0	9,072	7,711	24,432	-	41,215	9,072	7,711	12,432	-	29,215
KU25	Bailey Road	Gravel sheet 1.20km. Clean batters & drains, replace pipe at SLK 2.40 and bitumise floodway	-	-	-	-	-	10,773	9,157	10,592	5,000	35,521
KU14	Catchments	Grade and clean catchments at Pingaring East Dam and Dudinin Dam as one third contribution towards the Community water Supply Grant	5,401	4,591	14,537	1,500	26,029	5,401	4,591	7,537	1,500	19,029
KU04	Allen Rocks Road	Gravel sheet 5.0km. Clean batters & drains	16,800	14,280	49,656	450	81,187	16,800	14,280	41,656	450	73,187
KU148	Yealering Road	Gravel sheet 2.9km. Clean batters & drains, from Clayton Road through to Gnarning West Road	10,206	8,675	28,752	300	47,932	-	-	-	-	-
	Kuender Road	Gravel sheet 1.20km. Clean batters & drains, reefinate existing surface	5,103	4,337	13,992	90	23,522	-	-	-	-	-
KU44	Kulin Rock Road	Gravel sheet 6.4km, clean batters and drains	21,545	18,313	60,728	2,500	103,087	-	-	-	-	-
KU117	Colbourne Road	Gravel sheet 2.0km, clean batters & drains	7,848	6,671	22,624	500	37,643	-	-	-	-	-
		Maintenance Works, other operating & non-roads capital projects	303,930	212,075	227,016	105,000	848,021	218,962	139,853	206,528	105,000	670,344
			769,031	607,411	1,339,065	1,177,318	3,892,825	769,031	607,412	1,386,193	1,477,698	4,240,334

GENERAL COMPLIANCE CHECKLIST – OCTOBER 2020

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Electors Meeting	1/10/2020	Annual	Annual Electors Meeting to be held within 56 days of acceptance of the Annual Report by Council.	Delayed due to DLGSC changes to financial regs. Not likely to be ready for December
Governance	Annual Financial Report and Audit Report	1/10/2020	Annual	Send Audit Report to Department of Local Government within 30 days of receiving Audit Report. Copy of Annual Report and Audit report to go on Council Website	
Governance	Code of Conduct	1/10/2020	Biennial	Code of conduct to be observed by Councillors, committee members and employees. The code is required to be reviewed within 12 months after each ordinary elections day	N/A
Governance	Date Stamps	1/10/2020	Annual	Check all date stamps to ensure they cover the next year. Order new stamps as required.	Yes
Governance	Council Committees Review	1/07/2020	Biennial	Review terms of reference and committee composition biennially - and after new elections	N/A
Governance	Elections	1/10/2020	Biennial	Advise President of responsibility to report misconduct and corruption to CCC	N/A
Governance	Elections		Biennial	Last day for returning officer to give state-wide notice of the election (19th day)	N/A
Governance	Elections		Biennial	Appointment of Committees, review delegations to committees (add in Camp Kulin portfolio), send election report to Minister, advertise election results, code of conduct	N/A
Governance/ SAO	Review Elected Members Induction Manual	30/10/20	Biennial	Ensure Induction Manual is updated with policy, Regs and compliance items	N/A
Governance	Financial Interests declaration	1/10/2020	Biennial	New Councillors to lodge with the CEO a Primary Financial Interests Return within 3 months of appointment/election	N/A
Governance	Election of President	1/09/2020	Biennial	Election of President, Deputy President, Committee Delegates and Council representatives following the election	N/A
Governance/ SAO	Gifts Register - reminder	30/10/20	Twice yearly	Send reminder to staff and members to Update Gifts register with new entries, includes election gifts and notifiable gifts 10 days after knowledge of receiving. (Oct April)	Yes
Governance/ SAO	Bind Minutes for Previous Year	30/10/20	Biannual	Bind Minutes as required	Not required
Governance/ SAO	Elected Members Training	30/11/20	Biannual	Investigate and organise training as required	Yes
Bushfire Governance	Annual Fire Training Day	1/11/2020	Annual	Conduct Fire training day	Yes - held 28 October
Bushfire Governance	Update Contact Lists	1/11/2020	Annual	Update contact lists and review DFES, CFO and LEMC information for summer season	Yes
Bushfire Governance	Bushfire Training - Walkthrough	1/11/2020	Annual	Desktop training of staff in Harvest Ban, txt msg alerts, standpipe on/off, emergency calls, Fire reports, and updated brigade & FCO changes	No

GENERAL COMPLIANCE CHECKLIST – OCTOBER 2020

Bushfire Governance	Bushfire Firebreak Inspection	1/10/2020	Annual	Arrange for firebreaks inspection after 31 October	No
Bushfire Governance	Bushfire Firebreaks	1/10/2020	Annual	Remind property owners fire breaks required to be installed and maintained through 15 March	Yes
DCEO/SAO	Office Closure over Xmas	31/10/2020	Annual	October Agenda Item -Advertise	Yes
DCEO/CSO	Dog License Renewals due	31/10/2020	Annual	Licenses expire 31 October - reminders early in month for known late payers	Yes
DCEO	Broadcasting/Retransmission Apparatus Licence	31/10/20	Annual	Check TV licence has been paid (expires 09/11/2020)	Yes
Finance	Rates Outstanding 3 years	1/10/2020	Annual	Commence process for property sale for 3 years outstanding rates	No
SFO	Key to Kulin reimbursement		Quarterly		Yes
WM	Cape Tulip Oct	1/10/2020	Annual	Check and spray as required	
WM	Stinkweed Sept – Oct – Airstrip	1/10/2020	Annual	Check and spray as required	
WM	Put up/take down truck entering signs at harvest	Nov & Jan		Lake Grace Road	
SAO/WM	Spraying of Council buildings	31/03/2020	Bi annual	FRC, Pool, Pingaring Golf Club, Pingaring Fire Station, Emergency Services Building, Shire Office, Medical Centre, Kulin Depot	Yes
WM/DCEO	WALGA Roads Return to be Completed	31/08/2020	Annual	WALGA roads asset expenditure report to be completed by end of October	
WM/TO	Road Construction & Maintenance Review	01/10/20	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	
WM/TO	Christmas decorations erection	1/12/2020	Annual	Check in with Red	
WM/Oval Mtce	Waste Water Recycling Scheme water samples		Monthly	Start-up test, beginning of month tests (no more than 4 weeks apart), keep record of residual chlorine and PH on Form	
MW	Airconditioner filters	1/10/2020	6 months	Clean filters in air-conditioners	
	Servicing of Bush Fire Radio's	1/10/2020	Annual	Contact BFCO's with radio's to see if all in working order	Yes
WM/Building Mtce	Servicing Air Con units in buildings	October	Annual	Includes evap systems - office, medical, FRAC & daycare	
Tourism/ CRC	Register and Review Information for upcoming AGO Holiday Planner	1/10/2020	Annual	Review Kulin Shire information in current AGO Holiday Planner. Reminder will be sent to the Shire from AGO Marketing Team	No
CRC	Advertise Australia Day Awards locally	Update	Annual	Advertise Australia Day Awards in Update	Yes
CRC	Quarterly Stats to DRD	1/10/2020	Quarterly	Submit quarterly statistics to Dept. Regional Development	Yes
CRC	Updating of Town Notice Board/Website		Weekly		Yes
CDO	Kulin Child Care Centre Management Committee	1/10/2020	Annual	Positions to be advertised	N/A

GENERAL COMPLIANCE CHECKLIST – OCTOBER 2020

FRC	Camp Hart – summary from FRC Bowls Night	1/10/2020	Annual	DCEO to allocate to Trust	N/A
FRC	Monthly Stock on Hand		Monthly	Report to DCEO	Yes
SPM	Aquatic facility operations manual	1/10/2020	Annual	Annual review of operations manual required before opening	In Progress
SPM	Pre Season Pool Start-up	1/10/2020	Annual	Oxy-viva tests done, check any requirement for training e.g. lifeguard qualification; dangerous goods handling	Yes oxy-viva No Dangerous Goods
SPM	Swimming Pool Water Sampling		Oct>Apr	due once a month in opening season	Yes