

ORDER OF BUSINESS

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- 5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
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6 MATTERS REQUIRING COUNCIL DECISION

6.1 List of Accounts – February 2018

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

SUMMARY:

Attached is the list of accounts paid during the month of February 2018 for Council's consideration.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That February payments being cheque No's 242 (Trip Fund), 36920 - 36932 (Municipal), EFT No's 13682 - 13762, DD6422.1 – 64424.7 (Municipal), credit card payments, creditor payments, and other vouchers from the Municipal Fund totalling \$225,604.25 be received.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 1

6.2 Financial Reports – February 2018

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

SUMMARY:

Attached are the financial reports for the period ending 28 February 2018.

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 statement for the periods ending 28 February 2018.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 2

6.3 A14 Housing – Policy Amendment Adoption, A10A Sale of Land and Housing Adoption

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.04 Shire of Kulin Policy
AUTHOR: Noel Mason
STRATEGIC REFERENCE/S: 1.4 SCP, Liveable and Safe Community, 1.4.1b CBP – Staff Housing
DISCLOSURE OF INTEREST: Nil

SUMMARY:

The Shire Housing policy has been under review for some months with an aim of improving the imbalance in incentives provided to staff in relation to housing.

The review aimed to eliminate or minimise the level of subsidisation provided for staff renting Shire residences, as opposed to that provided to staff who own their own homes or rent on the open market. The proposed policy now provides for a high level of support for staff owning their own home, and would commence 1 July 2018.

Additionally, the new policy proposal provides that where a staff member (or Council) is required to go to the open market to obtain a suitable residence, rental support has been set to the same level of financial assistance for a two year period. No previous policy existed on this matter.

Housing Policy changes incorporating the review aims is attached.

The presentation of policy for adoption in relation to the sale of housing stock and land. Attached as H14A – SALE OF LAND and HOUSING. This policy effectively requires the CEO to refer opportunities for the sale of land or housing to Council for a decision within guidelines.

BACKGROUND & COMMENT:

The Shire of Kulin as an open market employer, constantly reviews the benefits and incentives provided to staff, so that it can remain an employer of choice. As part of this constant review, the Shire is aware of the growing imbalance between Shire staff who rent from the Council as opposed to Shire staff who own their own home in the community and the costs they individually incur.

The Council recognises that for every staff member who owns their own home, there are serious financial decisions/impacts to buy and ultimately sell when/if retiring or moving elsewhere to new employment. A decision by the employee to own their home provides a considerable saving to the Shire in relation to the supply of residential housing.

Whilst the Shire of Kulin evidence suggest that longevity of employment is achieved through home ownership (approx. 10 years), there has been a tendency by staff to move away from this option. Additionally, a staff home owner also has ongoing costs of rates, water rates and consumption (currently paid for staff in Shire houses) and maintenance costs, all which widen the financial gap when compared to staff who rent from Council.

Council has previously (and for some years) provided a Housing Allowance (currently \$35 per week) as an incentive to reduce the impact of home ownership. Initially this incentive was set to cover the cost of land and water rates, but it barely does this in today's terms.

Research has identified that the minimum level of disadvantage (without mortgage impacts) to an owner could equate to \$5,200 - \$5,600pa on a standard residence (minimum estimates on various costs) but if calculations are loaded toward wider parameters, anywhere up to \$15,000pa could be the difference between owning a home or renting from Shire or marketplace. It is acknowledged by Council that the aim of the policy is not to remove ALL costs associated with home ownership, but to provide a more realistic recognition of some of the basic costs home owners in Kulin would incur, and to keep the Shire competitive against regional Shires who provide this incentive.

Eligibility criteria have been established that should accommodate the variances in the work force makeup.

Additionally, the Shire has rented other residences when there was no Shire stock available for staff at the current market prices. The policy suggests that when more housing is needed, rental subsidisation for staff renting in the private market of up to \$3640pa would apply - for a maximum period of 2 years. This benefit equates to that which the Shire would charge for rent if the staff member rented a standard Shire residence.

The A10A Sale of Land and Housing policy requires the CEO to present options to Council for the Sale of Houses. In relation to the sale of land under A10A, all unused serviced lots in Proudview estate and Workman estates would be offered for sale at this point.

Staff would develop suitable signage to attract interest.

If adopted, only 23 Bull Street and 8 Wright Street would be likely sale items under the proposed policy.

CEO would propose direct contact with the Shire tenant to see if interest exists, but early indications are that this is not the case.

FINANCIAL IMPLICATIONS:

The current Housing Incentive Allowance (H14 – Housing) has a current payment per week of \$35. To increase this to \$70 (\$3640pa) would equate to 70% of the identified gap being met.

The Council has discussed how this could be done over 4 years by increasing the payments by; \$10, \$10, \$10, \$5, but have signaled a preference to adopt a once off increase in the 2018/19 Budget.

Adoption of the policy now will enact that and the Annual Budget Housing Incentive Allowance would cost approximately costing \$36,400pa. Additional costs would apply if the Shire was (or staff were) also renting houses on open market – but this is not currently the case.

This change recognises that in the open Kulin market, rental of a standard home equivalent to what the Shire generally supplies, the cost would be \$10,400 approx. (\$200 per week). Shire renters would have a cost of \$3,640 (\$70 per week the Shire would charge) and staff home owners would receive the allowance of \$3,640. The gap between the two employees would be \$7280; a very significant contribution towards home owner's costs, and the best incentive when compared to regional Shires by \$5 per week.

Provided as a Housing Allowance, no additional tax liability is created, therefore the full value of the allowance ends in the employees' pay packet.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

As detailed in the two policies.

COMMUNITY CONSULTATION:

The matter has been presented in Council Agenda since July 2017, both Council and Forum. NIL formal community consultation on policy adoption.

WORKFORCE IMPLICATIONS:

A \$35 per week increase in the allowance for staff who currently receive the Housing Allowance – to be effective from the 1 July 2018.

OFFICER'S RECOMMENDATION:

That the Shire of Kulin polices A10, Housing (March 2018) and A10A, Sale of Land and Housing (March 2018) be adopted and that the CEO be authorised to commence release of land under the updated sale of land arrangements. CEO to commence conversations with occupiers of Shire housing at 23 Bull Street and 8 Wright Street about purchase options.

VOTING REQUIREMENTS:

Normal majority required

Attachment 3 - A10: Housing; A10A: Sale of Land and Housing; Sale of Land and Housing Options March 2018

6.4 Appeal to Bond Being Retained – Johnston St Unit

NAME OF APPLICANT: Shire of Kulin
FILE REFERENCE:
STRATEGIC REFERENCE/S:
AUTHOR: DCEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

In February 2018 the tenant of Unit 1, 25 Johnston Street Kulin vacated the premises and terminated their tenancy agreement with the Shire. An exit inspection was conducted and it was determined that the tenant had caused permanent damage to the carpets which would need to be replaced before we were able to offer the unit for rent. Upon entering into the tenancy agreement a bond of \$800 is payable, this was the amount retained by the Shire to cover the costs of replacing the flooring.

A letter has since been received from the tenant appealing the decision made to retain the bond.

The Shire has also withheld the bond from the occupant \$200 for the animal to be kept on the premises.

BACKGROUND:

On 24 January an exit inspection was conducted by the Finance/Housing Officer and Deputy CEO at Unit 1, 25 Johnston Street after the tenant (Kulin Hardware employee) had vacated. The unit was left in an extremely untidy state and the carpets appeared to be badly damaged. Contact was made with Hayden from Kulin Hardware to arrange an inspection with both the Shire and Kulin Hardware to demonstrate the state of the unit. Hayden agreed the unit was very untidy and that they would make arrangements for the unit to be cleaned over the coming weekend. A second inspection was conducted by the CEO and Finance/Housing Officer and the unit had been cleaned to an appropriate standard.

At the time of the second inspection it was determined that the carpets were beyond repair and the flooring needed to be replaced. The decision to replace the flooring was made quickly as we had a new staff member moving into the unit mid-February. A quote was obtained and the flooring was replaced in the following week.

The CEO decided to withhold the bond paid by Kulin Hardware on the basis that the carpet was damaged beyond possible use.

When this tenancy agreement was first entered into, an entry checklist was completed and there was no damage or staining to the carpets. A three month inspection was also conducted and no damage was noticeable at this time. In subsequent inspections (conducted annually before budget preparation) the unit was in untidy state and the damage to the carpets was not obvious. While it is likely that the damage could have been caused by spilt drinks it is unclear exactly what caused the damage however due to the amount of dog hair found on the carpet it was obvious that a dog did reside inside the premises.

In making the decision to withhold the bond, the CEO has indicated that to have the carpets cleaned would be a waste of time, energy and resource only to have to replace the carpet in any event. The carpet cleaner concurred with this view; indicating that cleaning may not improve the condition to the point that it could be used and that if it was going to be replaced saw little point in doing the work.

Subsequently the tenant has claimed that they were not given the opportunity to clean the carpet – thereby they would be in a position to retain the bond. The question is, was the carpet beyond repair because it had reached end of life over the 3 years of occupancy, or did the tenant/occupant damage the carpet to the point that it was beyond repair in any event.

A letter from Kulin Hardware was received dated 16 February appealing the decision to withhold their bond. The letter is provided as an attachment.

CONSULTATION:

CEO has discussed the matter with Kulin Hardware in relation to the decision to withhold the bond and indicated that any decision to adjust the amount withheld/returned would be on appeal to Council.

STATUTORY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The decision to withhold both bonds was based on the carpet condition being such that it could not be used again after the animal or spillages had put it beyond recovery; not in an attempt to reduce the financial impact of floor replacement which was approx. \$5,000.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That the Shire consider and determine the appeal to withhold the bond for Unit 1, 25 Johnston Street.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 4

6.5 A17a Superannuation – First Home Buyers Scheme Policy – Adoption

RESPONSIBLE OFFICER: CEO

FILE REFERENCE: 04.04 Shire of Kulin Policy

AUTHOR: CEO

STRATEGIC REFERENCE/S: 1.4 SCP, Liveable and Safe Community, 1.4.1b CBP – Staff Housing

DISCLOSURE OF INTEREST: Nil

SUMMARY:

The February Council Forum discussed the First Home Super Savers Scheme (FHSSS) that is available to eligible staff as a superannuation home saving scheme and detail of the treatment of employer contributions made by the Shire in support for the scheme.

Policy has now been created on this subject for adoption by Council.

BACKGROUND & COMMENT:

The First Home Super Saver Scheme (FHSSS) was introduced by the Australian Government in the Federal Budget 2017-2018 to reduce pressure on housing affordability. The FHSSS allows First Home Buyers (FHB) to save money for a first home inside their super fund. This will help first home buyers save faster with concessional tax treatment within super.

From 1 July 2017 FHB can make voluntary concessional (before-tax) and non-concessional (after-tax) contributions into their super fund to save for their first home. From 1 July 2018 they can then apply to release their contributions, along with associated earnings, to help them purchase their first home.

The treatment of Councils contribution is also described in the policy, but in essence, the Shire will match these contributions up to the existing scale of our already established superannuation contribution incentives – that is scaled along years of service. See policy A17.

FINANCIAL IMPLICATIONS:

No additional superannuation expense – Council will only match in accordance with what we do already under our existing policy.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Would be eligible to First Home Buyer staff who meet eligibility criteria.

OFFICER'S RECOMMENDATION:

That Council adopt A17A Superannuation First Home Buyers Scheme policy.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 5

7 COMPLIANCE

7.1 Compliance Reporting – General & Financial Compliance February 2018

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

SUMMARY:

This report addresses General and Financial Compliance matters for February 2018. This process is not definitive, each month additional items and/or actions may be identified that are then added to the monthly checklist. Items not completed each month e.g. quarterly action - will be notations.

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

BACKGROUND & COMMENT:

The Compliance team and works staff commence the monthly compliance effort immediately after the Shire meeting each month. At that time, the executive support officer will email the assigned staff member their compliance requirements for the coming month.

As the month progresses, staff in conjunction with their manager, the CEO or DCEO will determine the extent of work/action needed to complete items. During Agenda week, the Compliance Team again meets to ensure the monthly report/list is reviewed and that compliance items are completed. In preparing the Agenda report, the CEO or DCEO will sign off on completed items.

Prior month items not completed previously will be reported in the following month so Council remains aware of what items are still outstanding. (*Refer to Table attached*)

Items outstanding for December 2017 and January 2018 now resolved.

Harold Proud – *Issue Invoice half yearly for Shed. Research showed that this matter was all tied together with the Shire accepting the macrocarpa reserve. The letter to Mr Proud was not clear if the fee for the Shed would still apply; Mr Proud naturally can't recall. Mr Proud has not been billed since 2013, so some argument that it should not apply would be reasonable. CEO determined that payment for 5 years would total approx. \$4480. The Council made a decision to lease the lots to the Kulin Museum in 2016, giving Mr Proud occupancy rights to his shed until no longer required. Mr Proud pays for electricity to the shed.*

*On the basis of the evidence CEO determined that it would not be appropriate to raise a debtor because if challenged – not sufficient Shire paper trail to press claim for payment. **Completed***

Records Archive – *Review, archive and destroy non-permanent records – **Completed***

Compliance Audit Return – *Due 31st March – On LG Hub – **Completed***

Reimburse Members Travelling – *Due February 2018 – paid 14/3/18 – **Completed***

Fair Value Calculations and Inclusion in reporting- Roads – *In-house reporting this year – to be ready for annual statements in October - underway*

Budget Review - *required 1 January to 31 April – will present in April 2018*

Phone Book - *completed – now on sale at CRC – **Completed***

Quarterly Stats to DRD – *March 2018 - **Completed***

Review Agreement with Kulin DHS – *Meeting with School 16/3/18.*

Items outstanding for February 2018.

Budget Review - required 1 January to 31 April – will present in April 2018

Budget Plant Replacement Program – Price Check equotes WALGA by May 2018

FINANCIAL IMPLICATIONS:

In the generation of the report, nil in terms of meeting compliance. There may be items that require additional administrative effort to complete or require external assistance to resolve. In those cases, individual financial implications will be reported.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Identified as necessary – this report Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council receive the General & Financial Compliance Report for February 2018 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

Attachment 6 – General & Financial Checklist for February

7.2 Compliance Reporting – Delegations Exercised – February 2018

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

SUMMARY:

To report back to Council actions performed under delegated authority for the period ending 28 February 2018.

To provide a comprehensive report listing of the delegations able to be exercised following adoption of a more substantial array of delegations in June 2017.

BACKGROUND & COMMENT:

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

ADMINISTRATION

Policy	Delegation	Officers
A1	Acting Chief Executive Officer	(CEO)
A2	Agreements for Payments of Debts to Council	(CEO/DCEO)
A3	Casual Hirer's Liability	(CEO)
A4	Complaint Handling	(CEO)
A5	Fees & Charges – Discounts	(CEO/DCEO/MW/MLS/CRC)
A6	Investment of Surplus Funds	(CEO/DCEO)
A7	IT & Social Media – Use Of	(CEO)
A8	Legal Advice, Representation & Cost Reimbursement	(CEO)
A9	Payments from Municipal and Trust Funds	(CEO – to numerous staff orders)
A10	Use of Common Seal	(CEO)
A11	Writing Off Debts	(CEO)
A12	Housing	(CEO)
A13	Procedure for Unpaid Rates Finance	(CEO)

GOVERNANCE

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

HUMAN RESOURCES

H1	Grievance Procedures	(CEO)
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COMMUNITY SERVICES

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

WORKS

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

COMMENT:

The following details the delegations exercised within the Shire relative to the delegated authority for the months of February 2018 and are submitted to Council for information (excluding delegations under A9, Payments – refer to individual order and payment listed in Accounts paid).

A6 Investment of Surplus Funds (DCEO) – Local Government Act 1995, section 6.14

Municipal funds

Type	Rate	Deposit/(Withdrawal)
At Call	1.5%	403,125.48
Term Deposit	2.2%	(400,000)

G1 Applications for Planning Consent

S Pearce – Finalise planning application and sign – subject to a Council decision in February approving the over height shed.

G2 Building Licences (CEO)

S Pearce – Finalise building application and sign – subject to a Council planning decision in February approving the over height shed.

STATUTORY ENVIRONMENT:

Building Act 2011

Bushfires Act 1954

Cemeteries Act 1986

Health (Asbestos) Regulations 1992;

Health (Miscellaneous Provisions) Act 1911;

Local Government Act 1995

Public Health Act 2016

*Shire of Kulin TPS2
Town Planning Development Act
Town Planning Scheme
Trustees Act, Part III,
Criminal Procedure Act 2004;*

FINANCIAL IMPLICATIONS:

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

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

There are no known policy implications relating to this report.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council receive the Delegation Exercised Report for February 2018.

VOTING REQUIREMENTS:

Simple majority required.

7.3 Compliance Audit Return 2017 – Adoption

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.02 Local Government Act & Returns
STRATEGIC REFERENCE/S: CBP 4.1 Civic Leadership, 4.1.8 Compliance methods
AUTHOR: CEO
DISCLOSURE OF INTEREST: NIL

SUMMARY:

To present the Compliance Audit Return to the Audit and Risk Committee who adopt the report and make recommendation to Council.

BACKGROUND:

Each year all local governments across the State are required by legislation to undertake a compliance audit for the period 1 January to 31 December. This audit is performed against the requirements of the Compliance Audit Return prepared by the Department of Local Government covering the following business areas considered to be 'high risk':

- Commercial Enterprises by Local Government;
- Delegation of Power / Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Local Government Employees;
- Official Conduct; and
- Tendering for Providing Goods & Services

COMMENT:

The Risk and Audit Committee's consideration and endorsement of the Compliance Audit Return (addressing those areas identified as high risk) is required prior to the report being submitted to the Department of Local Government and Communities. A completed return for the year ended 31 December 2017 is due to the Department by the 31 March 2018.

Please note that the Risk and Audit Committee is required to review the completed CAR and report the results to the Council, prior to the CAR's adoption by Council and submission to the Department by 31 March 2018. The CAR will be presented to both the Risk and Audit Committee and the Council on the same day being the 21 March 2018.

The Compliance Audit Return is attached for the Committee's and Council's consideration. Note the report was prepared by the CEO.

STATUTORY IMPLICATIONS:

Regulation 14 of the Local Government (Audit) Regulations 1996 provides:

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

Regulation 15 provides that:

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit,
 - (c) is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- (2) In this regulation, certified in relation to a compliance audit return means signed by;
 - (a) the mayor or president; and
 - (b) the CEO.

FINANCIAL IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY STRATEGIC PLAN IMPLICATIONS:

Nil

The Council meeting adjourn and Council open the Shire of Kulin Audit and Risk Committee.

Simple Majority Required

OFFICER RECOMMENDATION:

That the Audit and Risk Committee recommend to Council that;

1. Note the recommendations and comments of the Audit Committee as detailed;
2. Council adopt the Compliance Audit Return 2017, as presented;
3. The Chief Executive Officer and the Shire President be authorised to sign the Compliance Audit Return 2017;
4. Endorse the return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2018.

VOTING REQUIREMENTS:

Absolute majority required.

The Audit & Risk Committee adjourn and reconvene as the Ordinary Meeting of Council.

Simple Majority Required

That the Audit and Risk Committee consider the Officer's recommendation and make recommendation to the Council.

Simple Majority Required

COMMITTEE RECOMMENDATION:

That the Audit and Risk Committee recommend to Council that;

1. Note the recommendations and comments of the Audit Committee as detailed;
2. Council adopt the Compliance Audit Return 2017, as presented;
3. The Chief Executive Officer and the Shire President be authorised to sign the Compliance Audit Return 2017;
4. Endorse the return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2018.

VOTING REQUIREMENTS:

Absolute Majority Required

Attachment 7

8 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

10 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

Nil

CONCEPT FORUM

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INFORMATION ITEMS

Correspondence

COUNCIL EMPLOYEE REPORTS

Manager of Works Report

Plant Foreman's Report

Building Maintenance Report

CDO Report

Camp Kulin Report - *no report*

EHO Report - *no report*

FRC Managers Report – *verbal report*

CRC Managers Report

DCEO Report

Chief Executive Officer's Report

COUNCILLOR REPORTS

President West

Deputy President Duckworth

Councillor Lucchesi

Councillor Taylor

Councillor Robins

Councillor Varone

Councillor Smoker

Councillor McInnes

Councillor Bowey

NEXT MEETING

The next Ordinary Council meeting of the Kulin Shire Council is to be held on Wednesday 18 April 2018 commencing at 1:00pm.

CORRESPONDENCE

Tabled

Councillors if you would like a copy of any of the documents below please contact Nicole and the information will be emailed to you prior to the meeting.

- Wheatbelt Secondary Freight Routes Update February 2018
- Rick Wilson MP – Trans-Pacific Partnership (Comprehensive and Progressive Agreement for Trans-Pacific Partnership)
- Dept Planning, Lands & Heritage – Review of the Aboriginal Heritage Act 1972
- WA Public Libraries Strategy – A New Chapter for Our Public Library System
- Dept Local Government, Sport & Cultural Industries – Club Development Officer Scheme (scheme ending 30 June 2018)
- Water Corporation – Fire Hydrant Infill Program – 2 fire hydrants installed in Dudinin
- ALGA – National General Assembly of Local Government – Program & Registration

Minutes of Various Meetings

- Central Country Zone Minutes – 23 February 2018 in Wandering

Grant Information

Nil

Outwards

- 06/02/2018** **Neville McInerney**
19 Bull Street Boundary Fence with 21 Bull Street
- 19/02/2018** **Lydia Young**
Delegated Authority from the CEO – Purchase Orders, Discounts and Maintain IT & Social Media Sites
- 19/02/2018** **Ruth Tyson**
Delegated Authority from the CEO – Purchase Orders including Bar Stock, Discounts
Delegation to the Freebairn Recreation Centre Club Committee
- 26/02/2018** **West Australian Newspaper**
Advertising Amendment - Shire of Kulin Animals, Environment and Nuisance Amendment Local Law 2018
- 06/03/2018** **Documentary Services**
Shire of Kulin - Duplicate Certificate of Title – Vol 1620 Folio 44
- 09/03/2018** **Steven More**
Outstanding Rates A50 – 30 Beard St Kulin

MANAGER OF WORK'S REPORT

Recent Works

- 2km gravel sheeting completed on Allen Rock Rd - 1km polycom trial to be carried out before Easter
- Main Roads Brookton Hwy job commenced
- Completed set up of 24 hr RV at Holt Rock townsite
- Side Tipper & Water Tanker hired out to Kondinin Shire

Bulldozer

- Reinstate Joe Varone's pit
- Push up gravel at Varone's pit for Allen Rock and Mouritz Roads 7000m³

Maintenance Grading

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ DiRusso ▪ Holt Rock North ▪ Modesty Rock ▪ Lamont ▪ Varley North ▪ Gregson (gravel patch) ▪ Gnarming West ▪ Allan Rock | <ul style="list-style-type: none"> ▪ Yealering ▪ Kulin West ▪ Jitarning South ▪ Getabin ▪ Mouritz ▪ Freebairn ▪ Doyle |
|---|--|

Maintenance Works

- Cut up sides on Jitarning Dudinin Rd
- Bitumen patching at Pingaring townsite intersections and around Kulin town
- Extended bitumen on Pingaring Varley Rd, between railway line and school

Townsite Works

- Clean streets at Dudinin
- Dudinin rubbish run and toilets
- Spray and whipper snip around town
- Repair damaged paving outside post office
- Assist with setup of new display for CRC

Signs

- Install various signs and guide posts in and around Holt Rock
- New directional signs replaced at 3 intersections near Holt Rock

Pipes

- Install new pipe on floodway on Holt Rock North Rd

Staff

9 staff attended a 3 day Traffic Management Course (held in Kulin)

8 staff inducted via online training for Lendlease (Main Roads contractors for Brookton job)

Private Works - Name	Description	Vehicle	Cost
Kondinin Shire	Hire of water tanker	MV99	3 days
Kondinin Shire	Hire of side tipper	MV53	10 days
Varley AgSolutions	Grader	PE55	2 hrs
Lendlease	Storm damage		14 hrs

Proposed Works

- Polycom trial on Allen Rock Rd
- Drains and batters on Muller Rd
- Main Roads Brookton Hwy job
- Carting spoil away for RCR water
- General road maintenance as required

Judd Hobson
Manager of Works

AGENDA OF ORDINARY MEETING TO BE HELD 21 MARCH 2018

PLANT FOREMAN'S REPORT

Graders						
Plant	Details	Staff/Area	Year	No. Plate	Km/Hr	Maintenance
PE25	12 CAT		2006	KU 4015	14,217	
PE28	CAT 12H		1996	KU 4153	17,222	
PE55	CAT 12M	Diery	2016	KU 756	1,931	250 hr service
PE91	CAT 12M	Herwig	2008	KU 4104	11,446	
PE02	CAT 12M	Meikle	2015		3,615	
Trucks						
MV16	Mitsubishi Canter	Grader crew	2013	KU 4238	89,908	
MV25	Isuzu 10 Tonne		2003	KU 572	212,592	
MV26	Fuso Canter Dual Cab	Truck Crew	2016	KU 830	30,420	10,000km service
MV37	Isuzu 3 Tonne Tipper	Thomas	2009	KU 4135	97,814	Fit new batteries
MV41	Isuzu Giga CXZ Prime Mover	Kim Brandis	2017	KU 379	19,240	
MV51	Isuzu Fire Truck	Kulin	1999	KU 391	15,524	
MV53	Hino 700 Series	Farrell	2014	KU 4056	167,010	
MV70	Isuzu Giga Prime Mover	Whitehead	2014	KU 4231	167,125	
MV79	Giga Prime Mover				102,190	10,000km & 50,000km services
MV81	Isuzu 4 x 2	C Jenks	2013	KU 421	166,473	10,000km service
MV99	Isuzu Giga Prime Mover	Clancy	2013	KU 422	236,014	
PE141	Hino Agitator Cement Truck		2000	KU 4183	245,932	
MV118	Isuzu Fire Truck	Pingaring	2011	1DYK613		
Loaders, Tractors & Rollers						
PE15	New Holland Tractor	Golf	2007	KU 4055	1,456	
PE18	New Holland Tractor	Broom	2003	KU 542	2,107	
PE27	Hamm Roller		2001	KU 1014	7,919	
PE32	Cat Skid Steer Loader		2016	KU 459	572	500 hr service. Fit new linear actuator (supplied under warranty) to attachment lock Repair old unit for spare
PE41	Bomag Rubber Tyre Roller		2015	KU 645	2,135	
PE46	Komatsu Loader		2017	KU 839	140	
PE47	CAT Backhoe		2016	KU 561	607	
PE56	Bomag Multi Wheel Roller		2017	KU 841	74	
PE73	Kawasaki 70Z7 Loader		2014	KU 4239	2,397	
PE89	Bitelli Vibe Roller		2005	KU 3974	1,143	
PE100	DGTGR Dozer	O Jenks	2013	KU 1022	4,617	500 hr service
PE111	Komatsu Fork Lift		1992	KU 3971	4,116	Weekly check. Replace missing alternator mounting bolt. Replace alternator belt, fit new terminal to output cable. Replace radiator drain plug.
PE143	Padfoot Amman Roller		2012	KU 4209	1,491	
PE144	Bomag Multi Wheel Roller		2012	KU 4211	4,449	

AGENDA OF ORDINARY MEETING TO BE HELD 21 MARCH 2018

Utilities & Sedans						
MV07	Mazda Bravo Ute	O Brandis	2006	KU 423	157,633	10,000km service
MV22	Holden Colorado Single Cab	O Jenks	2016	KU 674	33,407	
MV27	Caprice	Mason	2016	0 KU	21,200	
MV29	Holden Colorado	D Brandis	2015	KU 547	26,961	Fit new battery
MV30	Toyota Prado	Hobson	2017	KU 0	18,422	
MV54	Holden Colorado Wagon	Dupagne	2014	KU 135	20,556	
MV56	Mitsubishi Triton	Quinn	1999	KU 492	183,760	Fit new radiator
MV80	Holden Colorado Single Cab		2016	KU 122	53,576	
MV117	Colorado Duel Cab Ute	Diery	2012	KU 256	5,018	
MV119	Colorado Ute	S Herwig	2012	KU 293	71,873	Fit new battery
MV120	Toyota Kluger	Vandenberg	2016	1 KU	9,059	
MV121	Holden Colorado 4 x 2	R Brandis	2014	KU 330	58,683	
MV123	Suzuki Cleaners Van	J Adams	2017	KU 4267	969	
Miscellaneous Plant & General						
MV01	Community Bus		2006	KU 133	147,048	6 month service. Fit new batteries; rectify coolant leaks; rectify oil leak (sump plug); degrease under engine, around oil filter; fabricate and fit new extinguisher bracket; move extinguisher to front of bus. Replace some hose clamps on heater hoses.
PE14	Cement Mixer		1987	KU 1291		
PE17	Silvan Spray Rig		1988	no plates		
PE33	Tandem Trailer J Papas		1990	KU 2465		
PE37	Bitumen Spray Unit			no plates		
PE38	Plant Trailer		1979	KU 2548		
PE40	Traffic Light Trailer x 2		2011	KU10003 KU 10004		
PE42	Fuel Trailer		1994	KU 2889		
PE48	Community Bus Trailer		1995	AOOB9		
PE52	TPL Road Broom		1998	no plates		
PE61	Morbark Chipper		1996	KU 2651	312	
PE65	Ride on Mower			no plates		
PE70	Howard Porter Semi Trailer		2014	KU 10005		Replace brake shoes; grease wheel bearings
PE72	Workmate & Trailer		1998	KU 2883		
PE74	Float Roadwest – low loader		1999	KU 2933		
PE75	Aedes Mower Mulcher		2015	no plates		
PE80	Side Tipper Road West		2000	KU 2681		
PE81	Cherry Picker		1985	KU 2683		
PE88	Marshall Multi Spreader			no plates		
PE94	Toro Gang Mower			no plates	1,913	
PE101	Wilson Parkland Slasher		2001	no plates		
PE105	Car Trailer – Loadstar		2005	KU 2886		
PE114	Haulmore Side Tipper		1998	KU 2887		
PE117	Covered Trailer J Papas		2002	KU 2885		

AGENDA OF ORDINARY MEETING TO BE HELD 21 MARCH 2018

PE122	Semi Water Tanker		2006	KU 2839		
PE126	Trailer Loadstar Boxtop		2007	KU 2884		
PE131	Honda 4 Wheel Motorbike		2007	KU 4060		
PE134	Trailer Loadstar Boxtop		2007	KU 2938		
PE140	Cardboard Trailer		2010	KU 2932		
PE142	Custom Side Tipper		2014	KU 2983		
PE155	Rubbish Trailer No.1		2012	KU 2907		
PE155	Rubbish Trailer No. 2		2012	KU 2916		
PE126	Mobile Standpipe Trailer		2014	KU 10002		
ZZ03	Miscellaneous Equipment -	Plate Compactor				

Other

**Denis Brandis
Plant Foreman**

BUILDING MAINTENANCE REPORT

February - March

21 Bull St

- replace small decking at front door

VDZ

- replace broken boards on foot bridge
- install new gate at north east end of playground, near bbq

17 McInnis St

- form work for shed

Hostel

- replace burnt out fluros x 3 with LED's

3 Rankin St

- paint rear patio
- clean and oil decking

#1 Workman Estate

- replace vanity mixer
- re-silicon vanity

2/21 Ellson St

- replace shower head and both spindles in shower

Ryan Brandis
Building Maintenance Officer

CAMP KULIN MANAGER'S REPORT

No Report

ENVIRONMENTAL HEALTH OFFICER REPORT

No Report

MANAGER OF LEISURE SERVICES REPORT

No Report

COMMUNITY RESOURCE CENTRE REPORT

CRC

DPIRD Reporting Workshop (Lake Grace) – there have been changes to the way that DPIRD requires the CRC to report and this was the main focus of this workshop. The reporting was covered in day 1 and day 2 there was a brief discussion about funding cuts. See next page for the latest correspondence from DPIRD on 12/03/18.

Peter Rampellini – was passing through Kulin and stopped off to discuss my role. I have had to make some small changes to the contracted deliverables that were sent through to DPRID for approval because of the absence of a CRC manager in February. These deliverables were distributed amongst other months so as to meet the requirements.

Tom Murphy (Bendigo Bank) – Tom and I had meeting to discuss GenAg and also took the opportunity to talk about the banks sponsorship in terms of other projects or initiatives. GenAG will be run biennially and we have had initial discussions about #GenAg2019.

Geoff Osgood (Business Local Services) – I met with Geoff to discuss the workshop possibilities that he can provide for the CRC. We have decided to arrange 3 workshops throughout the year; understanding business financials, succession planning and digital marketing essentials.

Volunteer Week – I submitted an application for a volunteer week grant of \$1,000 and this was approved. During the week of 21-27 May the CRC/Shire will be hosting a thank you morning tea, all local volunteers or groups will be invited to attend. There will also be the stories of individual volunteers or volunteer organisations displayed in the frames in the visitors centre area.

Seniors Movie Day – was well received and will be run on a monthly basis and mainly coordinated by Rachael (trainee) from now on.

Outdoor Movie Night – run on Friday the 16 March was a free social event.

Trainee Grant Application – has been completed and Peter Rampellini has approved and said he will “ensure that the Shire is paid as soon as possible”. We are requesting a grant of \$35,000.

Potential Planning & Events

ICE breakers – I have had discussions with them about delivering a community forum on ice usage.

S.O.C.K week – Saving Our Country Kids is a Narembeen CRC initiative. I am meeting with the Narembeen CRC Manager next Monday to discuss how S.O.C.K week works and the potential of hosting it here in Kulin as well.

Community Asset Register – to document the skills and interests of locals in the community so we can better utilise these skills. Taryn also suggested we try and incorporate the skills of users of the RV area.

Youth Committee/group – very first stages of looking at developing the committee to give youth a sense of ownership by increasing their input in the planning of relevant things such as the BMX track. It will also be aimed at increasing youth leadership. Youth development grants are available.

Extension of the Macrocarpa Trail into town – researching Lotteries West Funding and looking at the logistics to see if there could be a possible extension of the macrocarpa trail into town.

Kulin Visitor Centre/Tourism

Visitor Centre Displays – began on Thursday and Friday (15 & 16 March). This will be a work in progress as we decide on a configuration that works in the space. The acquittal for this will be completed in the coming weeks.

Astro-Tourism Towns – Carol Redford was a finalist in this year's AgriFutures Regional Women's Award. She presented her initiative 'Astro-Tourism Towns' via email correspondence. 'Astro-Tourism Towns' aims to create a stargazing trail in conjunction with policies to reduce light pollution to protect night skies. Astro-Tourism Towns will be implemented in the 2018/19 financial year. I am speaking with Frankie Farrell, who has an interest in astronomy, about helping to host a stargazing night in town to gauge local interest. So far Bruce Rock and Corrigin have expressed their interest to Carol. I think it would be a great opportunity to be a part of a stargazing trail if it attracts people to the region and sparks a new or existing interest amongst locals. If you want to have a read through the proposal I have copies.

Bush Races

I attended my first bush races meeting on Tuesday 7 March. I will be in charge of the sponsorship and marketing. I will be meeting with Laney and Janna on Tuesday (20th) about who will be taking control of Facebook and how they are progressing with the quotes for graphic design works. I have done a revised partnership invitation which has been sent to Janna for distribution and approval at the next meeting.

Correspondence

Update on the review of funding allocation to the CRC Program.

The Minister for Regional Development has tasked the Department of Primary Industries and Regional Development (DPIRD) with the role of reviewing the CRC Network with the goal of recommending options to meet the revised budget.

DPIRD will produce an options paper to enable Government to consider how the new CRC program budget of \$8 million dollars per annum from 1 July 2019 will be allocated to achieve the best outcome for regional communities in Western Australia.

Executive oversight of the review will be undertaken by DPIRDs Deputy Director General, Niegel Grazia and an options paper is expected to be provided to the Minister by 30 June 2018.

Further information regarding stakeholder engagement with CRCs and other parties will be provided in due course.

kind regards

The DPIRD Team

**Lydia Young
CRC Manager**

COMMUNITY DEVELOPMENT OFFICER REPORT

Kulin District High School

I have held a meeting with Jamie Mawer (Principal) and Tessa Silver (Registrar) to discuss the Hire and Use of Shire Facilities and Equipment Agreement. The agreement outlines the annual agreement between Shire of Kulin and Kulin District High School. No changes are required to the agreement and Kulin District High School are very appreciative of the significant contribution that the Shire of Kulin give to the school and will ensure that they do promote this to the community.

Kulin Bowling Club

Kulin Bowling Club have contacted the Shire in regards to the replacement of shade structures at the bowling greens. The current structures are the original ones that were moved from the old bowling club. These structures have past their use by date. The frames are broken and in some sections becoming unrepairable, and all the shade needs replacing. This will become a safety issue into the future.

The Bowling Club propose to build purpose built shade structures. The initial quote for these works is \$45,000. Part of the high cost is due to the layout of the 14 rink greens, with long stretches on both sides of the greens needing replacement.

I have spoken to Department of Sport and Recreation regarding the CSRFF grant opportunity. While this project fits within the guidelines of the grant, the indication is that it would be a low priority project in terms of the funding pool. The indication I have been given is that this project would struggle to get the funding.

Kulin Bowling Club request that the Shire of Kulin put \$15,000 into budget considerations for the 2018/19 budget. The bowling club will be requesting the balance of the remaining insurance claim of \$9,169.37 also be put towards the shade structure. The bowling club will do significant in-kind works and also financial contribution to the remainder of the project.

KBR/Shire/Bank Working Group

Two meetings have been held by this group to discuss projects for the community, and the structure of working group.

AIMS AND OBJECTIVES OF WORKING GROUP

Cr Grant Robins outlined the purpose of the Working Group (WG). The Working Group has been formed for the purpose of providing to the Shire recommendations in terms of major project ideas that would be compatible with the ideals of the 3 major project sponsors/contributors; Shire of Kulin, Kulin Bush Races and Bendigo Bank Kulin.

At this point – being the first meeting – the aim is to have a conversation about what types of projects would interest the major sponsors and the community as major projects. This is done in the knowledge that the Kulin Bush Races is currently preparing to hold a community small grants project round and that the Shire requires a reasonable lead in time to develop projects into the 2018/19 Budget. The Shire has asked for suggestions to be provided by the Working Group by April Shire meeting.

The Working Group may also (once having determined what suitable projects could be) need to research options which may include visits to current examples, determine suitability, consult community and undertake costings to see if the projects are feasible or warranted to be included in the recommendations.

Kulin Shire Council, Kulin Bush Races and Kulin Community Bank focus on community assets that generate community support and could be seen as required assets, which may not have a commercially acceptable rate of return. The importance of these discussions are to find common ground in what could be projects that all could support in the first instance; then identify those that may be more one party or the others preferred approach to a major project.

It has been mentioned that examples of the community assets Kulin may see as being needed, can be found in many neighbouring Shires and it may require a visit to see how these projects have unfolded and now present and function.

Final decisions at a Shire level are planned for April 2018 – and this is the target date for the Working Group to finish its work.

COMMUNITY PROJECTS – SCOPE OF PROJECTS

It was agreed that all major projects require a focus and outcome – some of those outcomes were expressed as follows;

1. Project should accommodate the needs of Kulin now and into the future – therefore each should be able to provide benefits now and into the future;
2. Enhanced outcomes as a result of the special project – that the project would enhance the community amenity, facility, market capture or marketplace and community enjoyment over time, projects that deliver a one off result for a one off occasion would be favoured less;
3. The level of investment should deliver a rate of return – either now or into the future, and these returns should be able to be substantiated in today's terms, not something that may or may not happen;
4. That outcomes may be different for each of the players – what may suit the bank, may not suit the Shire or Kulin Bush Races – but as long as each has their outcomes met – then the project may still be a worthy candidate;
5. Where possible projects should deliver outcomes that can impact multiple shortcomings or goals simultaneously, not just focus on one issue at one time – more bangs for the buck concepts.
6. That projects should not be to the detriment of other established businesses, unless assessment indicates there is unmet need and demand is high. In those cases, the project should be developed in such a way that to maintain a fair and equitable marketplace.

Discussions at the meeting held 8 March 2018 led to much discussion regarding the makeup of the fund, as opposed to specific projects. It was agreed that the idea of a 'Community Foundation' may be a better way of structuring the process. Brad Smoker, Tom Murphy and I are currently looking into opportunities that have previously been explored through Bendigo Bank.

Our next meeting will be held on 22 March 2018.

Taryn Scadding
Community Development Officer

DCEO REPORT

Fuel Facility Stats

This table illustrates litres sold over the last 8 months.

Diesel	Total to Jan 18	Feb 18	Total to Feb 18
Public	164,524	15,453	179,977
Shire	151,316	15,024	166,340
Account	5,981	747	6,728
Unleaded			
Public	92,029	9,439	101,468
Shire	4,009	909	4,918
Account	444	0	444

Revenue

We have received \$348,198 in revenue up to February from public and account sales at our fuel facility. We have purchased \$306,249. Total gross profit collected so far is \$41,949. This amount does not take in to account the running costs of the fuel facility which currently sit at \$17,525, leaving our profit at \$24,424. We have scheduled two IT upgrades in the next couple of weeks. We are upgrading the software to correct an issue we have with being able to issue new fuel cards. We are also installing some new hardware to make our connection to the fuel system more stable. We often experience a lot of difficulty connecting to the software as well as diagnosing outages at the facility and this hardware upgrade will make things a lot easier.

Rates Outstanding

We currently have a balance of \$142,475 outstanding on rates raised in both the current year and previous years. I have provided a breakdown of how this balance is made up.

Non-Pensioners	
Debt Collection	\$71,570.89
Small Balances Outstanding	\$706.98
Excess Receipts	-\$3,738.79
Regular Payments/Instalments	\$40,988.34
Follow Up	\$1,046.54
Total	\$110,573.96

Pensioners	
Debt Collection	\$0.00
Small Balances Outstanding	\$0.00
Excess Receipts	-\$776.88
Regular Payments/Instalments	\$3,104.88
Follow Up	\$369.63
Deferred Pensioners	\$29,203.96
Total	\$31,901.59

Pensioners are entitled to concessions if they hold a valid Pensioner Concession Card, State Concession Card, Commonwealth Seniors Health Card together with a WA Seniors Card; or WA Seniors Card. One of these concessions is the right to defer their rates. Local government rates charges and emergency services levy will be automatically deferred where the amount required to be paid by the pensioner on the rates notice is not paid by 30 June of the current financial year. When rates have been deferred the charges remain as a debt on the property until paid and are not required to be paid until the entitlement to defer ceases (i.e. applicant moves out, sells the property, dies and leaves no surviving spouse/de facto). These outstanding charges do not incur penalty interest. If a pensioner decides to defer their rates they do not receive the Senior/Pensioner discount from the Office of State Revenue.

Medical Centre – December quarter profit

The current arrangement with Kondinin has been in action for almost 18 months. The quarterly costs (to the Shire of Kondinin) to date have been:

Dec 16 Quarter	\$10,775
Mar 17 Quarter	\$6,489
Jun 17 Quarter	\$8,167
Sep 17 Quarter	\$6,364
Dec 17 Quarter	(\$71)

During the December 17 quarter the Shire of Kondinin applied for a travel reimbursement which was back dated for the term of the arrangement. The backdated payment of \$10,800 resulted in a surplus of \$178 for the group during the December quarter (\$71 is our 40% share).

The Shire of Kulin have \$45,000 in the budget to cover the cost of the doctor for this year. To date we have spent \$16,000.

We also received a reimbursement from Rural Health West of \$76,242 which will be placed in a reserve for future expenditure on doctor services.

Insurance Dividend

We met with our LGIS last week and went through our insurance requirements for the 2018/2019 year. Each year we receive an insurance dividend which is a repayment of the surplus of the scheme insurance pool. We will be receiving an insurance dividend this year of \$10,732. This compares to last year's dividend of \$4,653. We will receive this income in the 2018/2019 financial year.

Recreation Centre IT equipment

(UPDATE: This work will be completed on 26 and 27 March)

The server at the rec centre has broken down and requires urgent replacement. The cost of this replacement will be in the vicinity of \$12,000 - \$15,000. The additional cost will be addressed in the budget review. If required, the admin equipment reserve can be used to fund the replacement of this IT equipment.

Sitting Fees & Travel Expenses

(UPDATE: These were processed on 15 March for sitting fees and travel to meetings, if any Councillors would like to make a claim for additional travel expenses incurred, please let me know)

I will be processing sitting fees and travel expenses for Councillors for the period July – December. I calculate travel based on how many Council meeting you have attended. It is likely that you may have incurred some additional costs for travel to meetings. Please add these kilometres to the form I have provided you if you wish to be reimbursed for the cost.

Housing Inspections

(UPDATE: housing inspections are scheduled for the Thursday the 12th of April.)

Judd and I will conduct housing inspections in April this year. We will present the results to Council in May in preparation for budget discussions. We are seeking a Council representative to come along to the inspections. It may be a good opportunity for one of our new Councillors (or both) to inspect our current housing stock.

**Cassi Dee Vandenberg
Deputy CEO**

CEO REPORT

1. CEO KRA MONTHLY REVIEW

Have detailed the CEO KRA's applicable to the 28 February 2018, originally written in July 2017. Focus is still on achieving strategy reporting and project work.

Key Result Areas and Objectives	Strategies	Performance Criteria	Action to Date/Review KRA's for next period to June 2017
CEO KRA1 Governance			
CEO KRA 1.1 Provide Council with appropriate information and advice on relevant statutory requirements	Advice tabled at Council meetings, briefings and workshops	Council receives advice and information through: <ul style="list-style-type: none"> • Councillor briefings • Workshop activities • Information Bulletins • Reports and Updates at Council meetings 	DPR/P Accommodation presented to Council. CK Ex briefing completed CK Ex Advisory Committee meeting conducted Councillor training decln interest completed Housing Polices completed
CEO KRA 1.2 Support and advice Councillors	Timely response to Councillors queries and requests	Report to Council via President: <ul style="list-style-type: none"> • Nature and number of requests • Work areas impacted • Level of work created by requests remains manageable. 	New Councillor induction meetings held (2) Generally timely response to queries Forward information to Crs on their meetings, Agendas etc. Grants Commission start time stuff-up!
CEO KRA 1.3 Strategic Planning and future priorities (Also KRA 2.3)	CEO to maintain KRA reporting, Corporate Action Plan, (CAP) Compliance Calendar and Compliance reports to ensure Councillors well abreast with current and future workloads.	Monthly Council Agendas continue to contain reports on KRA's, Corporate Action Plan, (CAP) Compliance Calendar and Compliance	KRA reports and CAP plan continuing. Compliance and delegations reported each meeting
CEO KRA2 Organisational Management			
CEO KRA 2.1 Policy Review	Adopted Policy Review and Administrative Procedures and Operational Guidelines (APOG) be refined with working examples.	Reports in monthly Council Agenda where APOG or Policy applies review the working document and make recommendations.	APOG reviews - KBR land use, Native seed collection and Primary Documents, Housing Drugs and Alcohol policy reviewed.
CEO KRA 2.5 Procedure Manuals	Develop procedure manual incorporating procedures ex new policies and APOG.	As part of policy/APOG review further develop procedures that support policies as part of comprehensive overview for staff.	Training on APOG and Policies commenced for all staff. Completion planned for June 2018.

AGENDA OF ORDINARY MEETING TO BE HELD 21 MARCH 2018

Key Result Areas and Objectives	Strategies	Performance Criteria	Action to Date/Review KRA's for next period to June 2018
CEO KRA3 Financial Management			
CEO KRA 3.1 Integrated Planning (IP) and Reporting Framework	Implement current community strategic plans and associated informing documents into 2017/18 Budget where affordable. Prepare Community Strategic Planning (CSP) strategies for 2018/19 Budget document and flow through into financial plans.	Integrated Plans and supporting docs/plans. Review previous Community suggestions and documentation.	Information in CSP to be used to inform operational strategies.
CEO KRA 3.1.1 Integrated Planning and Reporting Framework	Review Workforce Plan (WP) as part of the Integrated Planning (IP) cycle.	With Works Manager and DCEO prepare review for Council adoption Dec 2017 outlining changes as a result of Strategic Community Plan (SCP), 10Yr Long Term Financial Plan (10LTFP), and Asset Management Plan (AMP) and Plant Replacement Program (PRP). Develop main themes from Community Strategic Plan and create Workforce Plan to suit. <ul style="list-style-type: none">• Consider the current workforce plan and developing trends.• Consider reduced R2R funding as was planned in 2018.	Now likely by 31 st April 2018. Additional resources being sourced to assist with preparation. DCEO has to commence LTFFP and AMP with PRP in lead up to Budget 2018.
CEO KRA 3.3 Financial Statements	Timely completion of Annual Financial Statements and monthly financial statements.	Annual Report to Council - required Oct/Nov 2017 meeting. CEO reviews monthly statements for each Council meeting.	Annual Audit undertaken in Sept, final report received Oct and Audit Committee meeting in Nov adopted Annual Report. Annual Electors meeting held 20 th Dec 2017 – within policy timeframe. Excellent Audit result.
CEO KRA4 Major Projects			
CEO KRA 4.1 Roadworks Programme 2017/18	Deliver the Annual roadworks programme; Road Const. - Centre Road - Allen Rock Rd - R2R - Own Construction - Winter/Summer grading	Delivered programs on time and in accordance with approved programme. Changes to programme negotiated and adopted with paper trail.	Secondary freight routes construction estimations (\$40m) submitted to Dandaragan Shire. Centre road job completed. Summer grading completed MRWA job underway MRWA very slow in providing 18/19 program

AGENDA OF ORDINARY MEETING TO BE HELD 21 MARCH 2018

<p>CEO KRA 4.1 Camp Kulin Expansion (CKEx)</p> <p>Infrastructure application likely to be Feb 2018, planning completion Dec 2017. Location of CKEx to be identified and planned</p>	<p>Camp Kulin Charity Board selected, appointed and operational. Plans/options being developed considered, as precursor to Infrastructure grant application.</p> <p>Prepare landholding and development plans for the expansion of Camp Kulin</p> <p>Landholding at FRC to be investigated.</p>	<p>Establish CKEx Committee R4R application for CK submitted and approved to develop Master Plan. Funding available 1/7/2017.</p> <p>2017/18 Budget to contain additional funds available for plans, consultants and modelling.</p> <p>Align staff resources to undertake work on application.</p>	<p>Pracsys visit 4/5 Oct</p> <p>Application for 19 Dec 2017, suspended at Nov Council meeting.</p> <p>Pracsys continuing with Demand Analysis and Feasibility Study for completion by December meeting.</p> <p>Promotion brochure now completed</p>
<p>CEO KRA 4.2 Staff Accommodation - build three new staff houses for outside staff.</p>	<p>Updated DPR/P presented in July 2017. Actions resulting incorporated into CAP.</p> <ul style="list-style-type: none"> • Tender for new housing Sept meeting. • Expected 35 week completion period. • Prestart meeting Oct 2017. • Completion Date expected May/June 2018. • 	<p>3 new staff houses to Budget on time with maximum facility for price paid.</p>	<p>3 new houses for 2018 put on hold.</p> <p>Housing policy presented March 2018.</p>
<p>CEO KRA 4.3</p>	<p>Community Garden project</p>	<p>To be completed in accordance with Grant. Acquittal completed by Dec 2017.</p>	<p>Project acquittal completed – all work complete except fencing. Planting to occur as winter approaches.</p>
<p>CEO KRA5 Interpersonal Skills and Communications</p>			
<p>CEO KRA 5.1 Communication skills</p>	<p>Reporting, correspondence and intra Kulin written communications to established presentation standards.</p> <p>Review of Council Agenda against 3 - 4 other Shires to ensure presentation and reports format to acceptable standards</p>	<p>Reporting, Agenda, Minutes, Update, Manuals, records and emails.</p> <p>Maintenance of this standard across all materials produced.</p> <p>Introducing Style Guide to all staff and adoption in practices.</p>	<p>Style guide gaining traction – staff aware of requirements.</p> <p>Ongoing – existing standards to be more consistent.</p>

2. REGIONAL ROAD GROUP (RRG) Lakes Representative – RRG South Deputy Chairperson

The Regional Road Group, Lakes meeting was held 22 February 2018. Lake Grace Shire who have held the position of RRG representative for the past year failed to attend on time, therefore at the call of nominations for RRG representative, Cr G Robins was duly elected as the Lakes representative.

The following week, on 28 February 2018, at the RRG South meeting Cr Katrina Crute (Brookton Shire) was elected as Chair following the retirement of Cr Lyn Baker (Corrigin) and Cr G Robins was elected as Deputy Chair. No fixed period is set for the Chair duties.

Congratulations are in order for these appointments.

On other RRG news, Rob Barnsley will be leaving the Northam Regional Office and Craig Manton will be returning.

3. BITUMEN HIGHWAYS/ROADS - DAMAGE AFTER SIGNIFICANT RAIN EVENTS

At the Wandering Zone meeting I had the opportunity to present to MRWA staff a view expressed by Cr Robins in relation to the way in which MRWA allows continuation of heavy haulage permits after a significant rain event. MRWA (in some circles) are indicating that damage to the Brookton Hwy occurred following the major rain event in Jan/Feb 2017 and that this damage bill now sits in the vicinity of \$100m, and yet at the time they did nothing to review what was appropriate use of the road after the rain event.

It was proposed (like happens in other States) that once identified rain events occur in a region – heavy haulage permits are suspended (for a time period) and truck configurations and weights be restricted (for a time period) so that subgrade damage from water ingress will not impact the road base condition. Vehicle movements increase the possibility of the capillary action of moisture into the subgrade and formed pavement, thereby creating damage. Heavier loads increase the possibility of this occurring.

One can imagine the state of WA roads with Kimberley, Pilbara and Wheatbelt flooding all occurring in past 18 months. If the damage bill for these locations are similar – no Govt will be able to fund the level of repairs needed.

It is apparent that the 2-3 day “keep off the roads” approach does not help bitumen roads, where the damage could occur over a longer time period as moisture sits in the subgrade. It would be hoped that MRWA could research this approach to see what the optimum times would be before adding weight to the bitumen road network so that we may be able to develop a framework to maximise protection to the sealed roads after any significant rain event.

Cr Robins has proposed a methodology that may eliminate opposition to the proposal due to haulage contracts etc. and this would be a significant part of getting support for the proposal. Anyone who lives east and has to use the Brookton Hwy would recognise the damage that has occurred in the past 12 months. A time limited approach where even half of this damaged is avoided would save in this instance \$50m. At that rate, it is worth investigating and having a debate over.

Clearly opposing arguments would be that the costs to industry for the restriction period could be greater than the saving, but the expectation that Government will continue to fund this asset class at the rate it is deteriorating is unrealistic. Having a reasonable asset into the future, as opposed to an unsafe asset continuously is the question.

I am proposing that the Shire of Kulin writes up a proposal for consideration at the Zone meeting, possibly may need some input from MRWA and WALGA to gain traction.

4. COUNCILLOR TRAINING – Conflict of Interest

The Shire of Kulin conducted WALGA Conflict of Interest training on Thursday 8 March 2018, at the Freebairn Recreation Centre with WALGA training presenter James McGovern. A total of 15 Councillors and 2 CEO's attended. The cost per head to the Shire of Kulin was approx. \$220; as opposed to approx. \$350 per person when conducted in Perth.

Our neighbouring Councils have been billed for their attendance.

Copies of the training notes have been produced for Crs McInnes and Robins.

5. ROEROC MEETING – Tuesday 27 March 2018

The next RoeROC meeting is planned for 27 March in Narembeen.

At this meeting the ROE regional Waste Tender documentation will be presented for information. Tenders will be called through the WALGA e-tenders system as there are a number of preferred suppliers now utilising the WALGA arrangements, including Avon Waste.

A contract for the Shire of Kulin has also been prepared which forms part of the contract that will eventually be let following tenders. The contract is in the form now used by WALGA and is a significant step up from the documentation we had with Avon Waste on the last contract.

Councillors should also present any issues considered suitable for RoeROC to address through the representatives – as Agenda closed 20 March 2018.

6. LEASE OF LAND FOR CROPPING

Council resolution 11/0415 granted the KKFC rights to crop the Airstrip land until Jan 2018 and the Proud paddock for a term expiring January 2020. A fee of \$10 per ha was applied. The Club has recently been billed, as it would appear no invoices have been raised in the past 3 years. The lease funds (when paid) are to be held by the Shire in Trust to offset costs if work is required on the paddocks during non-lease periods. Terms of the lease have only partly been met – no reports on the program have been received at the Shire office.

The KKFC have been advised that subject to final approvals, 13ha of the land will be lost to the Solar Farm when developed. Blue Planet have indicated that they would not be in a position to commence within the next 12 months, due to the approval process, therefore cropping is not impacted this year, but could be next – the last year of the Proud land agreement.

KKFC Secretary has indicated that the KKFC would like to negotiate an extension of the Airstrip and Proud paddocks, on a similar basis as that developed in 2015.

Conversation at the last meeting would suggest the Shire may have some other views developing and it may be an opportune time to provide detail of how far the Council would like to progress these ideas – now that the actual KKFC information is available to us.

I have attached the basis of the Agreement.

CEO Attachment 1

7. LONG TERM LEASE – BPD Kulin Solar Pty Ltd and Shire of Kulin

The West Australian Planning Commission has approved the proposal to offer a long term lease to BPD Kulin Solar Pty Ltd for the Shire land on corner of Corrigin and Davies roads.

WA Planning Commission approval is required to offer a lease beyond 20 years.

This requirement (WA Planning approval) was one of the many approval requirements BPD need to be able to provide in their proposal.

8. LOCAL GOVERNMENT AMENDMENT (Suspension and Dismissal)

Ministerial Circular 01-2018 arrived 14 March 2018. The Bill is now in Parliament for debate but is likely to pass unchallenged.

I have attached a copy of the Circular.

CEO Attachment 2

9. ERNESTO SIROLI - Trinity of Management

The WALGA 3 day training session/presentation on Community Enterprise Facilitation in WA, masterclass to take place in February 2018 has failed to eventuate on a lack of numbers. I had registered an interest knowing that Budget provision for the CEO training and conferences could cover the cost.

The Sirolli approach would have been very beneficial for a small town rural/remote landscape as it is effectively is an Asset Based Community Development (ABCD) approach to establishing businesses. I shall have to look for alternate opportunities to develop skills in this area.

10. STAFF MATTERS

a) Resignation

Mr Nick Grant resigned effective Thursday 15 March to take up a position as Senior Accountant at the Shire of Serpentine Jarrahdale. Nick has been with Council since April 2016, undertaking payroll, rates and finance duties. His new role reflects the senior status to which he is qualified, our opportunity to use his skill and expertise comes to an end as he furthers a local government career.

The opportunity to review required hours to complete the workload for this position and accounting in general now presents itself. Again, most of our energy will be directed to finding a suitably qualified and experienced person to undertake the duties applicable to the position. I take note of Councillors comment in relation to the finance function staffing levels – and will have due regard to the need to minimise staffing costs in this area.

With family connections to Kulin, I am sure we will see Nick and family in Kulin from time to time. We wish him well in his new position.

11. MEETINGS/TRIPS/TRAVEL

20 Feb	Grants Commission Hearing
21 Feb	Houses for Sale Kulin Inspections
22 Feb	Regional Road Group Lakes - meeting Dumbleyung
23 Feb	WALGA Central Zone meeting Wandering
24 Feb	Camp Kulin Birthday function
28 Feb	Regional Road Group South – meeting Wickepin
8 Mar	Councillor Training – Pecuniary Interest
15 Mar	State Library WA – meeting re Service delivery

**Noel Mason
CEO**