

Notice of Meeting

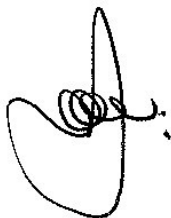
Councillors: Please be advised that the next meeting of the

Kulin Shire Council

will be held on **Wednesday 19 November 2025 at 4:00pm**

Concept Forum
Council Meeting
Dinner

3:00pm
4:00pm
6:30pm



Alan Leeson
Chief Executive Officer
14 November 2025



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**
- 2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER**
- 3 RECORD OF ATTENDANCE**
- 4 DECLARATION OF INTEREST BY MEMBERS**
 - 4.1 Declarations of Financial Interest
 - 4.2 Declarations of Proximity Interest
 - 4.3 Declarations of Impartiality Interest
 - 4.4 Declarations of Indirect Financial Interest
- 5 PUBLIC QUESTION TIME**
- 6 APPLICATIONS FOR LEAVE OF ABSENCE**
- 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
 - 7.1 Previous Council Meetings
 - 7.2 Committee MeetingsAttachment 1 Freebairn Recreation Centre – AGM & Sporting Council Minutes 24 October 2025
- 8 PRESENTATIONS / DEPUTATIONS**
- 9 AGENDA BUSINESS - MATTERS REQUIRING DECISION**
 - 9.1 List of Accounts Paid During the Month of October 2025
Attachment 2 – October 2025 Schedule of Payments
 - 9.2 Financial Reports – October 2025
Attachment 3 – Financial Statements October 2025
 - 9.4 Councillor Portfolios & Committee Representation
 - 9.5 Drug and Alcohol Policy
Attachment 4 – HR1 Drugs & Alcohol May 2025 (old)
Attachment 5 – HR1 Drugs & Alcohol November 2025 (new) & HR2 Employment Medical
 - 9.6 Mechanical Services Renewal – Freebairn Recreation Centre
Attachment 6 – RFQ 01-25 Centigrade Services Pty Ltd
Attachment 7 – Quote Condensor Replacement
 - 9.7 Amendment to delegation – Bank signatories
- 10 COMPLIANCE**
 - 10.1 Compliance Reporting – General Compliance October 2025
Attachment 8 – Compliance Checklist October 2025
- 11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12 MOTIONS FROM MEMBERS WITHOUT NOTICE**
- 13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 14 MEETING IS CLOSED TO THE PUBLIC**
 - 14.1 Confidential Items (Meeting Closed to the Public)
 - 14.2 Confidential Item - Commercial value information
 - 14.3 Confidential Item - Acquisition/disposal of property

1 DECLARATION OF OPENING

The President declares the meeting open.

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

In accordance with Section 5.23A of the Local Government Act 1995, and Part 2A of the Local Government (Administration) Regulations 1996, this Council meeting is being digitally recorded (audio). All recordings will be retained as part of the Shire of Kulin's records and will be made available to the public via Council's website, excluding recordings of matters that Council take Behind Closed Doors.

3 RECORD OF ATTENDANCE

ATTENDANCE

G Robins	President
B Smoker	Deputy President
J Noble	Councillor
C Mullan	Councillor
R Bowey	Councillor
B Miller	Councillor
L Siviour	Councillor
A Leeson	Chief Executive Officer
F Murphy	Executive Manager Financial Services
C Lewis	Executive Manager of Governance and Risk
J Hobson	Executive Manager of Works
T Scadding	Executive Manager Community Development

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

4 DECLARATION OF INTEREST BY MEMBERS

- 4.1 Declarations of Financial Interest
- 4.2 Declarations of Proximity Interest
- 4.3 Declarations of Impartiality Interest
- 4.4 Declarations of Indirect Financial Interest

5 PUBLIC QUESTION TIME

6 APPLICATIONS FOR LEAVE OF ABSENCE

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Previous Council Meetings

7.1.1 Minutes of Shire of Kulin Ordinary Council meeting held on the 15th October 2025 provided to Councillors via the Shire's portal.

OFFICER'S RECOMMENDATION:

That the minutes of the Shire of Kulin Ordinary Council meeting held on the 15th October 2025 be confirmed as a true and correct record.

7.1.2 Minutes of Shire of Kulin Ordinary Council meeting held on the 29th October 2025 provided to Councillors via the Shire's portal.

OFFICER'S RECOMMENDATION:

That the minutes of the Shire of Kulin Ordinary Council meeting held on the 29th October 2025 be confirmed as a true and correct record.

7.2 Committee Meetings

7.2.1 Minutes of Freebairn Recreation Centre AGM and Sporting Council meeting held on the 24th October 2025.

[Attachment 1 Freebairn Recreation Centre – AGM & Sporting Council Minutes 24 October 2025](#)

OFFICER'S RECOMMENDATION:

That the receives and notes the minutes of the Freebairn Recreation Centre AGM and Sporting Council meeting held on the 24th October 2025.

8 PRESENTATIONS / DEPUTATIONS

Nil

9 AGENDA BUSINESS - MATTERS REQUIRING DECISION

9.1 List of Accounts Paid During the Month of October 2025

Responsible Officer:	Chief Executive Officer
File Reference:	12.06
Author:	Fiona Murphy, Executive Manager Financial Services
Strategic Reference:	12.01
Disclosure of Interest:	Nil
Attachment:	October 2025 List of Accounts

SUMMARY:

For Council to note the list of accounts paid from the municipal fund and the trust fund and payments made using purchasing cards under the Chief Executive Officer's delegated authority during the month of October 2025.

BACKGROUND & COMMENT:

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council each month. The table below summarises the payments made during October 2025.

September 2025	
Fund	Amount
Municipal	\$1,363,382.13
Trust	\$1,000.00
Total	\$1,364,382.13

Regulation 13A of the *Local Government (Financial Management) Regulations 1996* requires a list of payments made using credit, debit or other purchasing cards to be prepared and presented to Council each month. A list of payments made using credit, debit and other purchasing cards in October 2025 is attached.

FINANCIAL IMPLICATIONS:

Expenditure is in accordance with the Annual Budget as adopted or amended by Council.

STATUTORY AND PLANNING IMPLICATIONS:

Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (3) A list prepared under subregulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

13A. Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment;
 - (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council note,

1. the list of accounts paid from the Municipal and Trust accounts during the month of October 2025, totalling \$1,364,382.13 as attached; and
2. the list of payments made using credit, debit and purchasing cards in October 2025.

VOTING REQUIREMENTS:

Simple majority required.

[Attachment 2 – October 2025 Schedule of Payments](#)

9.2 Financial Reports – October 2025

Responsible Officer:	Chief Executive Officer
File Reference:	12.06
Author:	Fiona Murphy, Executive Manager Financial Services
Strategic Reference:	12 – Accurate Forward Planning To Achieve Community Priorities
Disclosure of Interest:	Nil
Attachment:	October 2025 Monthly Financial Statements

SUMMARY:

Council is provided with the monthly financial reports for the month ended 31 October 2025.

BACKGROUND & COMMENT:

The monthly financial reports includes:

- an update on revenue and expenditure in comparison to the annual budget;
- a statement of financial position;
- basis of preparation;
- an explanation of material variances (greater than \$10,000 and 10%) is included in the monthly financial report
- other supplementary financial information relevant to the report month

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Local Government Act 1995 s6.4

Under the *Local Government (Financial Management) Regulations 1996*:

34. Financial activity statement required each month

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the relevant month; and
 - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.
- (1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).
- (1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity must be shown according to nature classification.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
 - (b) recorded in the minutes of the meeting at which it is presented.

35. Financial position statement required each month

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month and —
 - (a) the financial position of the local government as at the last day of the previous financial year; or
 - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- (2) A statement of financial position must be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
 - (b) recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council in accordance with Regulations 34 and 35 of the Local Government (Financial Management) regulations 1996, receive the Statement of Financial Activity and Statement of Financial Position and supporting documentation for the period ending 31 October 2025, as presented.

VOTING REQUIREMENTS:

Simple majority required.

[Attachment 3 – Financial Statements October 2025](#)

9.4 Councillor Portfolios & Committee Representation

Responsible Officer:	Chief Executive Officer
File Reference:	13.03
Author:	Alan Leeson, Chief Executive Officer
Strategic Reference:	11 – High Standard of Governance
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

Following the October 2025 local government election, Council is required to review and appoint representatives to committees and external organisations, and to allocate councillor portfolios. These appointments ensure appropriate elected member involvement in Council and community activities, and effective communication between Council, staff, and the community.

BACKGROUND & COMMENT:

After each ordinary local government election, newly elected councillors are sworn in and Council undertakes a review of its representative appointments. The appointments made through this report will remain in effect until the next ordinary local government election.

The following table outlines the proposed councillor portfolios, their meeting frequency, staff representative/s, and the previously appointed councillor representatives (2023) for reference.

Portfolio	Meeting Frequency	Staff Representative	2023 Elected Representative/s
Health (Medical Centre, Doctor, Health Centre, Aged Care)	As required	CEO / EMCS	Cr Bowey Cr Smoker
Roads and Transport (Transport, MRWA, RRG)	RRG - Triannually (approx.)	EMW	Cr Robins Cr Lucchesi
Sport and Recreation (FRAC, Sporting Groups, Oval)	FRAC – AGM October	FRC Manager	Cr Noble Cr Gangell
Tourism (Kulin Bush Races, Roe Tourism)	Roe Tourism – quarterly	EMCS / CDO	Cr Bowey Cr Miller
Agriculture (Dogger, Skeleton Weed, industry advocacy)	EWBG – quarterly	CEO	Cr Mullan Cr Miller
Business Development (CRC, Business Development)	As required	EMCS	Cr Smoker Cr Gangell
Emergency Services (LEMC, Bush Fire, Ambulance, Emergency Services)	LEMC – quarterly BFB – pre & post season	CEO / EMW	Cr Noble Cr Mullan
Townscape , Town Planning, Tidy Towns	As required	CEO	Cr Smoker Cr Gangell
Shire Housing and Buildings	Annual Inspections – April	EMGR	Cr Bowey Cr Smoker

Portfolio	Meeting Frequency	Staff Representative	2023 Elected Representative/s
Australia Day Committee	Annually - October	EMCS	Cr Bowey Cr Mullan
Freebairn Recreation Centre – Management Committee	Twice per year	EMFS	Cr Noble Cr Gangell (proxy)
Kulin Retirement Homes	Quarterly	CEO	
Kulin Childcare Centre			Cr Lucchesi
Audit & Risk Committee	Quarterly		Full Council
Tender Assessment Panel	As Required	Exec Team	Cr Gangell Cr Lucchesi
RoeROC	Quarterly	CEO	Cr Robins Cr Smoker
Regional Road Group (includes Lakes Sub Group)		EMW	Cr Robins Cr Lucchesi (proxy)

Wheatbelt Secondary Freight Network			Cr Robins
Central Ag Care			Haydn McInnes Cr Gangell (proxy)
Development Assessment Panel (DAP)			Cr Smoker Cr Mullan
Local Government Convention (WALGA) Voting Delegates	Annual – LG Convention		To be appointed prior to Convention
Cultivating Kulin Committee	Bi-monthly		Cr Lucchesi Cr Miller (proxy)
Eastern Wheatbelt Biosecurity Group		CEO	Cr Mullan
Roe Tourism Association	Quarterly		Cr Bowey Cr Miller (proxy)
WALGA Central Country Zone	Quarterly – 3 rd Friday		Cr Robins Cr Bowey
Local Emergency Management Committee	Quarterly		Cr Noble Cr Mullan (proxy)

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Local Government Act 1995 – Establishment and Appointment to Committees

- Section 5.8 empowers a local government to establish committees. Committees may be:
 - Council committees (comprising only elected members and/or the CEO);
 - External committees (including community members); or
 - Advisory committees (with no delegated power).
- Section 5.9 outlines types of committees and compositions permitted.
- Section 5.10 requires that appointments to committees must be made by an absolute majority of Council.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council adopt the following committee and delegate appointments for the for 2025 – 2027 period.

Portfolio	Meeting Frequency	Staff Representative	2025 - 2027 Elected Representative/s
Health (Medical Centre, Doctor, Health Centre, Aged Care)	As required		
Roads and Transport (Transport, MRWA, RRG)	RRG - Triannually (approx.)		
Sport and Recreation (FRAC, Sporting Groups, Oval)	FRAC – AGM October		
Tourism (Kulin Bush Races, Roe Tourism)	Roe Tourism – quarterly		
Agriculture (Dogger, Skeleton Weed, industry advocacy)	EWBG – quarterly		
Business Development (CRC, Business Development)	As required		
Emergency Services (LEMC, Bush Fire, Ambulance, Emergency Services)	LEMC – quarterly BFB – pre & post season		

AGENDA OF SHIRE OF KULIN ORDINARY MEETING TO BE HELD 19 NOVEMBER 2025

Townscape , Town Planning, Tidy Towns	As required		
Shire Housing and Buildings	Annual Inspections – April		

Portfolio	Meeting Frequency	Staff Representative	2025 – 2027 Elected Representative/s
Australia Day Committee	Annually - October		
Freebairn Recreation Centre – Management Committee	Twice per year		
Kulin Retirement Homes	Quarterly		
Kulin Childcare Centre			
Audit & Risk Committee	Quarterly		
Tender Assessment Panel	As Required		
RoeROC	Quarterly		
Regional Road Group (includes Lakes Sub Group)			
Wheatbelt Secondary Freight Network			
Central Ag Care			
Development Assessment Panel (DAP)			
Local Government Convention (WALGA) Voting Delegates			
Cultivating Kulin Committee	Bi-monthly		
Eastern Wheatbelt Biosecurity Group			
Roe Tourism Association	Quarterly		
WALGA Central Country Zone	Quarterly – 3 rd Friday		
Local Emergency Management Committee	Quarterly		

VOTING REQUIREMENTS:

Absolute majority required.

9.5 Drug and Alcohol Policy

Responsible Officer:	Chief Executive Officer
File Reference:	04.04
Author:	Jayde Hobson, Technical Officer Cassi Lewis, Executive Manager Governance & Risk
Strategic Reference:	11 – High Standard or Governance
Disclosure of Interest:	Nil
Attachments:	Attachment 4 – HR1 Drugs & Alcohol May 2025 (old) Attachment 5 – HR1 Drugs & Alcohol November 2025 (new) & HR2 Employment Medical

SUMMARY:

Council is requested to adopt the reviewed HR1 Drugs and Alcohol Policy which has been updated to align with the Work Health and Safety Act 2020 and current Australian Standards. The revised policy modernises terminology, strengthens procedural clarity, and ensures consistency with legislative obligations relating to worker health, safety, and fitness for work.

BACKGROUND & COMMENT:

The HR1 Drugs and Alcohol Policy was last reviewed and adopted by Council in May 2025. The policy currently references the Occupational Safety and Health Act 1984, which was superseded by the Work Health and Safety Act 2020 (WA) that came into effect in March 2022. The policy therefore requires updating to ensure alignment with the current legislation and associated terminology.

The existing (May 2025 dated) policy referenced outdated legislative provisions and testing standards (AS/NZS 4308:2008) which no longer reflect current best practice or compliance requirements. The updated November 2025 draft ensures the Shire's procedures are legally robust and operationally consistent with contemporary workplace safety standards.

The 2025 review of the HR1 Drugs and Alcohol Policy includes the following key amendments:

Legislative Alignment

- Updated all references from the Occupational Safety and Health Act 1984 to the Work Health and Safety Act 2020.
- Updated definitions and duties of care to reflect the PCBU/worker relationship under the WHS Act.

Terminology and Scope

- Replaced "employee/contractor" with "worker" throughout, consistent with WHS language.
- Clarified that the policy applies to all workers, volunteers, contractors, and visitors performing work for or on behalf of the Shire.

Updated Testing Standards

- Replaced outdated Australian Standards with current versions:
 - AS/NZS 4308:2023 – Procedures for specimen collection and detection of drugs in urine.
 - AS/NZS 4760:2019 – Procedures for specimen collection and detection of drugs in oral fluid.
 - AS 3547.1:2019 – Breath alcohol testing devices.
- Included reference to HLT PAT005 accreditation to allow for Shire staff conducting testing.

Policy Simplification and Clarity

- Consolidated lengthy procedural text into structured sections with references to supporting appendices and test procedures.
- Clarified actions to be taken in the event of a non-negative result, including responsibilities for costs, suspension, and follow-up testing.
- Removed discretion for workers with a BAC under 0.005

Privacy, Record Keeping and Support

- Strengthened confidentiality and record management provisions, linking to the Shire's A26 Records Management Policy.
- Updated support provisions for affected workers, aligning with the H3 Employee Assistance Program.

Manager and Worker Responsibilities

- Clarified roles of Supervisors/Managers in managing suspected impairment, including safe transport arrangements.

HR2 Employment Medicals has been updated to reflect the requirement of drug & alcohol testing outlined in HR1

FINANCIAL IMPLICATIONS:

Nil direct financial implications. Testing and related procedural costs are met through the existing staff health and safety budget allocations.

STATUTORY AND PLANNING IMPLICATIONS:

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

Relevant Australian Standards listed above

POLICY IMPLICATIONS:

The review and update of the HR1 Drugs and Alcohol Policy forms part of the Shire's ongoing program to ensure all corporate and human resource policies remain compliant with current legislation and reflect best practice.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

The revised HR1 Drugs and Alcohol Policy strengthens the Shire's framework for managing worker health and safety, particularly in relation to fitness for work and impairment.

RECOMMENDATION:

That Council adopts the revised HR1 Drugs and Alcohol Policy (November 2025) as presented, replacing the previous version adopted in May 2025.

VOTING REQUIREMENTS:

Simple Majority

[Attachment 4 – HR1 Drugs & Alcohol May 2025 \(old\)](#)

[Attachment 5 – HR1 Drugs & Alcohol November 2025 \(new\) & HR2 Employment Medical](#)

9.6 Mechanical Services Renewal – Freebairn Recreation Centre

Responsible Officer:	Chief Executive Officer
File Reference:	
Author:	Alan Leeson, Chief Executive Officer 6 – Safe, Caring and Healthy Lifestyle
Strategic Reference:	11 – High Standard or Governance
Disclosure of Interest:	Nil
Attachments:	Attachment 6 – RFQ 01-25 Centigrade Services Pty Ltd Attachment 7 – Quote Condensor / Evaporators Replacement

SUMMARY:

This report seeks Council approval to replace the ageing air conditioning systems servicing the Phil & Kath Room at the Freebairn Recreation Centre and to upgrade the Cool Room mechanical condensing unit and evaporators. Both works are unbudgeted for 2025/26 and are proposed to be funded from the Freebairn Recreation Centre Reserve Fund.

BACKGROUND & COMMENT:

The air conditioning units servicing the Phil & Kath Room are approximately 23–24 years old and operate using outdated R22 refrigerant gas, which is environmentally harmful and extremely expensive due to its phase-out under Australian refrigerant regulations. The units are also non-inverter systems, resulting in high energy consumption and poor operational efficiency.

Multiple Requests for Quotation (RFQs) were issued for the replacement works, however only one compliant response was received—from Centigrade Services Pty Ltd.

Centigrade Services were invited to provide a quotation under RFQ 01-25 for the removal and replacement of the existing units. Their submission proposes installation of three new Temperzone ISD 351 LYX / OSA 352 RLTFV R32 inverter systems, providing improved efficiency, reduced environmental impact, and full compliance with modern refrigerant and energy standards.

The quoted scope of work includes full decommissioning and removal of the existing systems, supply and installation of new R32-compatible inverter systems, associated duct modifications, electrical connections, commissioning, and testing. The total quoted cost is \$85,325.75 (Ex GST).

Separately, Centigrade Services have also provided a quotation (Quote No. 108741) - \$23,526.10 (Ex GST) to replace the Cool Room condensing unit and evaporators, which is now considered unreliable and inefficient. The proposal notes that the existing equipment is operating on obsolete refrigerant and no longer maintains adequate temperature performance, increasing risk of failure during peak use periods.

Centigrade's correspondence highlights that the new condensing unit will significantly improve reliability, reduce energy usage, and align with contemporary refrigerant standards. The combined replacement works will reduce maintenance costs and improve operational performance of key mechanical assets at the Freebairn Recreation Centre.

FINANCIAL IMPLICATIONS:

The combined current replacement value for the air conditioning and cool room mechanical systems is \$108,851.85 (ex GST) (as at November 2025). To ensure future renewal capacity, an indexed reserve contribution strategy has been modelled to reflect inflation and cost escalation over time.

Indexation Assumptions

- Base Year: 2025/26
- Inflation / Asset Cost Escalation Rate: 3% p.a. (industry-standard long-term assumption for mechanical plant)
- Period: 15 years
- Future Replacement Value (FV) = Current Value $\times (1 + r)^n$

Year	Est. Replacement	Cumulative Increase
2025	108,851.85	–
2030	126,081.73	15.8 %
2035	145,988.76	34.2 %
2040	169,085.08	55.5 %

At a 3% inflation rate, the projected cost to renew the systems in 15 years is approximately \$169,085.08 representing a 55.3% increase in nominal terms.

Indicative Annual Reserve Contribution

To fully offset this future cost, the Shire would need to transfer approximately \$11,272 per annum to the Freebairn Recreation Centre Reserve Fund, assuming a 15-year renewal horizon and modest interest earnings roughly offsetting inflation.

Discussion on Renewal Timeframe

A 15-year renewal horizon is recommended for mechanical and refrigerant-based assets operating within community-use facilities. This timeframe recognises the balance between component wear, refrigerant regulation changes, and technological obsolescence, ensuring the Shire maintains sufficient reserve capacity for timely replacement.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Consistent with Council's Asset Management and Procurement Policies. Centigrade Services hold ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 certifications for Quality, Environmental, and Occupational Health and Safety Management Systems. They have demonstrated strong experience working with government and institutional clients across Western Australia, including WA Country Health Service hospitals and Department of Finance projects, as outlined in their submission.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Minor involvement from Shire staff in supervision of works. All installations will be undertaken by licensed mechanical and electrical contractors.

RECOMMENDATION:

That Council:

1. Receives the quotation from Centigrade Services Pty Ltd for the replacement of air conditioning systems serving the Phil & Cath Room at the Freebairn Recreation Centre (RFQ 01-25) at a total cost of \$85,325.75 (Ex GST).
2. Receives the quotation from Centigrade Services Pty Ltd for replacement of the Cool Room mechanical condensing and evaporators at a total cost of \$23,526.10 (Ex GST). (Quote 108741)
3. Authorises the Chief Executive Officer to proceed with the works, with total expenditure to be funded from the Freebairn Recreation Centre Reserve Fund, and the Shire of Kulin 2025/2026 Municipal Budget be amended accordingly.

VOTING REQUIREMENTS:

Absolute Majority

[Attachment 6 – RFQ 01-25 Centigrade Services Pty Ltd](#)

[Attachment 7 – Quote Condensor Replacement](#)

9.7 Amendment to delegation – Bank signatories

Responsible Officer:	Chief Executive Officer
File Reference:	
Author:	Fiona Murphy, Executive Manager of Governance & Risk
Strategic Reference:	11 – High Standard or Governance
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

Council approval is requested for an amendment to Delegation A.09 Payments from Municipal and Trust Funds to reflect recent staffing changes.

BACKGROUND & COMMENT:

Council delegates authority to the Chief Executive Officer to make payments from the Shire's Municipal and Trust Funds. The CEO then delegates this authority to staff as appropriate, to make purchases in line with budget and within specified limits. The delegation also specifies who can act as a signatory on the bank account for approved purchases.

Current Condition 5 of Delegation A.09 Payments from Municipal and Trust Funds states:

That at least two (2) signatories be required on all cheques or online authorisations.

For those paid by the Chief Executive Officer under delegated authority either the CEO, Executive Manager of Financial Services, jointly with either the Manager of Executive Support Services or Account Payable Officer.

As the Manager of Executive Support Services has resigned, management recommends amending Condition 5 as follows:

That at least two (2) signatories be required on all cheques or online authorisations.

For those paid by the Chief Executive Officer under delegated authority either the CEO, Executive Manager of Financial Services or Executive Manager of Governance & Risk, jointly with either the Finance Officer (Accounts Payable) or Senior Finance Officer (Rates, Debtors, Payroll).

This amendment strengthens internal control by ensuring at least the CEO or an Executive Manager with financial responsibilities act as a signatory on all payments. It also supports operational efficiency by maintaining sufficient authorised signatories to ensure timely processing of payments during staff leave or absences.

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

s5.44 of the *Local Government Act 1995* states:

CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.

POLICY IMPLICATIONS:

Update Delegation A.09 Payments from Municipal and Trust Funds in Delegations Register.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council approved amendment to Condition 5 in delegation A.09 Payments from Municipal and Trust Funds to state:

"That at least two (2) signatories be required on all cheques or online authorisations.

For those paid by the Chief Executive Officer under delegated authority either the CEO, Executive Manager of Financial Services or Executive Manager of Governance & Risk, jointly with either the Finance Officer (Accounts Payable) or Senior Finance Officer (Rates, Debtors, Payroll)."

VOTING REQUIREMENTS:

Absolute Majority

10 COMPLIANCE

10.1 Compliance Reporting – General Compliance October 2025

Responsible Officer:	Chief Executive Officer
File Reference:	04.05 Corporate Management Procedures - Compliance
Author:	Alan Leeson, Chief Executive Officer
Strategic Reference:	SIP 4: Civic Leadership - accurate forward planning to achieve community priorities
Disclosure of Interest:	Nil
Attachment:	October 2025 Compliance Checklist

SUMMARY:

This report addresses General and Financial Compliance matters for October 2025. 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 Checklist is a working document; the Executive Manager of Governance and Risk emails the assigned staff member their compliance requirements for the coming month. This document is tabled at the monthly Management Team meetings where the list is reviewed and updated.

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

Outstanding May

Equal Employment Management Plan Review

Outstanding August

Council Photo

FINANCIAL IMPLICATIONS:

In terms of meeting compliance - normal administration expense.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Identified as necessary – this report Nil

COMMUNITY CONSULTATION:

N/A

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council receive the General & Financial Compliance Report for October 2025 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority

[Attachment 8 – Compliance Checklist October 2025](#)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 MOTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

14 MEETING IS CLOSED TO THE PUBLIC

14.1 Confidential Items (Meeting Closed to the Public)

Responsible Officer:	Chief Executive Officer
File Reference:	13.03
Author:	Alan Leeson, Chief Executive Officer
Strategic Reference:	11
Disclosure of Interest:	Nil
Attachments:	NA

SUMMARY:

For Council to discuss a matter of a confidential nature a recommendation to move “in camera” (behind closed doors) is required.

BACKGROUND & COMMENT:

Section 5.23 (2) of the Local Government Act states:

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
- (h) such other matters as may be prescribed.

STATUTORY ENVIRONMENT:

Local Government Act 1995 Section 5.23 (2)

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER’S RECOMMENDATION:

That Council in accordance with Section 5.23(2)(c) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- a matter affecting an employee or employees; and
- a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

It is the recommendation of the Responsible Officer that this item be considered “in camera” due to the private and confidential nature of its contents.

VOTING REQUIREMENTS:

Simple majority required.

14.2 Confidential Item - Commercial value information

Confidential agenda item provided under a separate cover

14.3 Confidential Item - Acquisition/disposal of property

Confidential agenda item provided under a separate cover

15 CLOSURE / DATE AND TIME OF NEXT MEETING

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

Ordinary Meeting 16 December 2025 at 4:00pm