



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

AGENDA

WEDNESDAY 20 July 2016



Floral Emblem
Eucalyptus erythronema (Red Flowering Mallee)

Notice of Meeting

Councillors

The next meeting of Council will be an Ordinary Meeting to be held on Wednesday 20th July 2016 commencing at 10.00am.

Thank you

Stuart Billingham
Chief Executive Officer

14^h July 2016

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Mukinbudin for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Mukinbudin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Mukinbudin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Mukinbudin. The Shire of Mukinbudin warns that anyone who has any application lodged with the Shire of Mukinbudin must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Mukinbudin in respect of the application.

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

Council is committed to a code of conduct and all decisions are based on an honest assessment of the issue, ethical decision-making and personal integrity. Councillors and staff adhere to the statutory requirements to declare financial, proximity and impartiality interests and once declared follow the legislation as required.

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9. Correspondence and Information Report

- 9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 20 July 2016.

10. Elected members Motions of which previous notice has been given

- 10.1 Nil

11. Urgent Business without notice (with the approval of the president or meeting)

- 11.1 Nil

12. Confidential Items – Meeting to be closed to the Public in accordance with the provisions of the Local Government Act 1995.

- 12.1 Nil

13. Dates to Remember

- 13.1 See attached list

14. Closure of Meeting

- 14.1 Closure of Meeting

1. Declaration of Opening

1.1 The Shire President to declare the Meeting open at 10.__am

2. Public Question Time (min 15 minutes)

2.1 Response to previous questions taken on notice.
Nil

2.2 Declaration of public question time opened (min 15 mins)

The Shire President will declare public question time open.

2.3 Declaration of public question time closed

The Shire President will declare public question time closed.

3. Record of attendance, apologies and approved leave of absence

3.1 Present:

3.1.1 Cr Shadbolt (Shire President)
Cr Ventris (Shire Deputy President)
Cr Comerford
Cr Junk
Cr O'Neil
Cr Palm
Cr Paterson
Cr Poultney

3.2 Apologies:

3.2.1

3.3 On leave of absence:

3.3.1 Cr Seaby

3.4 Staff:

3.4.1 Stuart Billingham - Chief Executive Officer
Ann Brandis - Manager of Finance
Keith Mills – Manager of Works

3.5 Visitors:

3.6 Gallery:

3.7 Applications for leave of absence:

3.7.1 Request for leave of absence

Council Decision Number –

Moved: Cr

Seconded: Cr

That leave of absence be granted for Cr _____ for the _____ meeting.

Carried /

4. Petitions, deputations and presentations

4.1 Petitions
Nil

4.2 Deputations
Nil

4.3 Presentations
Nil

5. Announcements by the Presiding person without discussion

5.1

6. Confirmation of the Minutes of previous meetings

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 15th June 2016.

Voting Requirement

Simple Majority

Recommendations

That the Minutes of the Ordinary Meeting of Council held on the 15th June 2016 be accepted as a true and correct record of proceedings.

Council Decision Number –

Moved: Cr

Seconded: Cr

That the Minutes of the Ordinary Meeting of Council held on the 15th June 2016 and be accepted as a true and correct record of proceedings.

Carried /

6.1.1 Business Arising from Minutes

7. Matters for which the meeting may be closed

7.1 Nil

The Local Government Act 1995 Section 5.23 states the following:

5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (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.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

8.1 Work's Manager

8.1.1 Work's Manager's Report June 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Keith Mills - WM
Date:	14 July 2016
Disclosure of Interest:	Nil
Responsible Officer	Keith Mills – WM
Author:	Keith Mills - WM

MAINTENANCE GRADING

This was completed at the end of the financial year.

MUKA/BONNIE ROCK ROAD (Nth Rd)

Reconstruction works commenced on 12.7.16. All going well and should be complete in late Sept, early Oct.

CLEOMINE

Signs and guide posts have been erected.

OUTSIDE STAFF

Test holes have been dug for Douglas Partners at 10/12 Calder St, Fence has been erected @ the Blackspot Translocation site (old Barbalin intersection). Machines all greased and maintained ready for the upcoming works.

OSH

Regarding Improvement notices issued by Worksafe, Kelly has completed and signed off on all 6 and sent back to Worksafe.

Training has been conducted by Chris for Infectious Diseases Hep B/ HIV as well as Hazardous Substances on the 19/7/16 to all staff applicable to.

Kelly has created a new Safety Management Plan for road works and subcontractors.

The ceiling has been replaced next to the archive room at the depot.

The fire extinguisher at the Gardener's shed has now been mounted and correctly installed.

Asbestos register has been upgraded by Bill Hardy and Kelly.

Recommendation

That Council note the Manager of Work Report.

Council Decision Number – 0

Voting Requirements – Simple Majority

Moved: Cr

Seconded: Cr

That Council note the Manager of Works Report.

Carried /

Plant Report as per policy

Plant Item	Plant Number	Comments	Odometer/Hours
2014 Toyota Prado 1MBL	P433	Dec 2015 had 40,000km service, March 50,000km service ,May 2016 60,000km service. New tyres fitted May 2016	60,562kms
2012 Ford Territory MBL1	P435	2 x new tyres fitted August 2015 120,000km service Jan 2016 new battery and spotlights fitted July 2015. Frt Headlights replaced	130,238kms
2015 Ford Ranger MBL2	P463	Replace 1 x Tyre , 30,000km service Oct 2015, 40,000km service Jan 2016	58,182kms
2015 Ford Ranger-Parks Super MBL1000	P291	Bull bar and spotlights fitted August 2015 Due for 15,000km service soon	13,338kms
2013 Holden Colorado Leading Hand MBL1071	P439	129,829km service Jan 2016	125,806kms
2002 Mitsubishi 6 wheeler MBL696	P279	New water pump July 2015 , 2 x steer tyres Sept 2015 Unit is performing well	333,326kms
2002 Coaster Community Bus OMBL	P281	100,000km service Jan 2016	103,752kms
2008 Kenworth DAF Prime Mover MBL250	P369	Rear axle noise/brakes, warning light, 210,000km service Sept 2015 install Bluetooth radio for phone, repair air leak, PTO repair not engaging	224,043kms
2004 Mitsubishi Triton MBL 1060 - Mtce Grader Driver	P288	To be traded in Jan 2016. Speedo not working, replaced gearbox in 2014 with second hand unit, Traded /Disposed Jan 2015	
2015 Isuzu Light Truck Mtce Grader Driver	P289	Delivered Jan 2015 Working well	8,146kms
2002 Komatsu Backhoe MBL1091	P317	Replaced leaking radiator Aug 2015 Working well, pins need replacing	7114hrs
2010 New Holland Tractor MBL1463	P403	This unit is operating well	215hrs
2014 John Deere Tractor MBL244	P198	Repair to tyre Oil and filter service .This unit is performing well	189.1hrs
2015 Toyota Hiace Van MBL180 -Mtce Officer	P464	Purchased Dec 2015. Two way radio installed and van fitted out with storage units. Unit working well	11,734kms
2004 CAT 10H Grader MBL100	P301	1000 hour service Oct 2015 carried out, blades nuts and bolts purchased new antennae installed	9763.7hrs
2014 CAT 12M Grader 1ESU054	P461	500 Hour service carried out coolant and oil loss investigated Turbo replaced under warranty at service by Westrac. Blades nuts bolts and teeth	1338.0hrs
2011 Hino 614 MBL 1070	P411	This unit is operating well, globes replaced	36,104kms
2011 Hino 816 MBL 150	P410	This unit is operating well, replaced flashing light globes, replaced waring light globes	94,127kms
2006 CAT 928 Frt End Loader MBL 1424	P344	500hour service carried out – coolant adj park brake. Replace driveshaft & centre bearing. This unit is operating well	10081hrs
2008 CAT Vibe Steel roller MBL1677	P420	4000 hour service Oct 2015 repair air cond replace leaking hoses and thermostat housing ,Unit is performing well, new UHF radio installed	4609.6hrs
2014 Atlas Copco Roller MBL811	P462	50hr service Sept 15 Replace flat tyre, repair tyre. Unit is performing well	379hrs
2011 CAT Skid Steer MBL1724	P449	500hr service reseal cab, Unit is performing well	1140.5hrs
1997 Duelvo Street Sweeper MBL1453	P227	Currently engine coil being repaired @ Geraghty's	Under repair

8.2 Community Development Officer

8.2.1 Community Development Officer's Report	
Location:	Shire of Mukinbudin
File Ref:	ADM
Applicant:	Nola Comerford-Smith
Date:	15 June 2016
Disclosure of Interest:	
Responsible Officer	Stuart Billingham
Author:	Nola Comerford-Smith

GRANT FUNDING PROJECTS:

Current Successful Projects:

- Wheatbelt Development Commission - Creating Age Friendly Communities in Small Towns Project - \$53,991.25
The grant includes disabled toilets at the Lion's Park (near current facilities behind Shire) and Gym, some seating and disabled parking bays.
- Community Pool Revitalisation Program - \$32,000. Part of a Future Capital Project to have pool repainted – the same amount can be applied for again next year to ensure the project is achievable.
- CBH Grass Roots Fund – \$1,000 funding for seniors events (\$552 remaining).
- Healthway – Spring Festival. \$11,500 - This grant requires naming rights so will once again be called the Act Belong Commit Mukinbudin Spring Festival.
- Lotterywest – Sandalwood Arts & Crafts. Their hot water system has not worked for some time (quite possibly the original system) and needs replacing, plus some other extra arts requirements.
- Writing WA – funding for travel and speaker component of annual Literary Lunch \$1,400.
- Lotterywest – Spring Festival. Planning & Development Group - \$11,124 funding for advertising, equipment and artist travel.
- Waste Authority Community Grants – a Community Garden project \$9,300.

Applications in Progress:

- Lotterywest – Community Events Kit.
- Our Neighbourhood Community Grants – additional workshops and resources for a community garden.
- Stay on Your Feet – an Expression of Interest for funding to be used for an exercise program for seniors.

Outstanding Acquittals:

- Wheatbelt Development Commission – Age Friendly Communities. Waiting for last component of the project to be completed before finalising report.

COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Mukinbudin Planning & Development Group** – a meeting is scheduled for Wednesday 22nd June to discuss the Act-Belong-Commit Spring Festival 2016. Entertainment has been booked for Wednesday, Friday and Saturday nights and varying events are being planned for the festival.
- **Creating Age Friendly Communities in Small Towns** – The disabled toilets have been installed at the Shire and Gym, but I am waiting on the plumbing and electrical works to be finalised before the acquittal can be completed.

- **Stay on Your Feet** – Eastern Wheatbelt Health Officer, Amber Durey, gave a presentation on Falls Risk in the Home on Wednesday 8th May. Peter Geraghty has organised a St John Ambulance volunteer to demonstrate how to use a defibrillator using a disabled unit. We were granted another defibrillator earlier in the year which is to be installed at IGA but community members and IGA employees had expressed concern about how to use it.
- **Community Garden** – funding has been sourced from Waste Authority WA and a meeting was held on 30th May with around 10 people attending. We are currently waiting for the funding to be deposited and then will call a busy-bee to start erecting garden beds/shed etc. The funding includes a couple of workshops, one of which we hope to incorporate into the Spring Festival.

Meetings Attended/Events Organised:

- Wednesday 25 May – Planning & Development Meeting
- Monday 30 May – Community Garden Meeting
- Monday 30 May – Performance Review
- Tuesday 31 May/Wednesday 1 June – Domestic Violence Response Training
- Wednesday 8 June – Stay on Your Feet presentation

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements

Absolute Majority

Recommendations

That Council note the Community Development Officers Report.

Council Decision Number –

Moved: _____ **Seconded:** _____

That Council note the Community Development Officers Report.

Carried /

8.3 Manager of Finance Reports

8.3.1 List of Payments – June 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – MF
Date:	14 th July 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis – MF
Author:	Ann Brandis – MF

If a Councillor has any questions regarding the enclosed finances, please see the Manager of Finance prior to the meeting so that a researched answer may be provided.

Background

A list of payments submitted to Council on 20 July 2016, for confirmation in respect of accounts already being paid or for the authority to those unpaid. (Please refer to Payment listing submitted as a separate attachment)

Financial Implications

A list of payments is required to be presented to Council as per section 13 of the Local Government (Financial Management) Regulations 1996.

Policy Implications

Council Policy No. 1.6.5 (e) states that a list of payments is required to be presented to Council each month in accordance with Financial Management Regulations 13(1) for recording in the minutes.

Voting Requirements

Simple Majority

Recommendation

That the list of payments to today's meeting on Vouchers – Direct Debits D/D2487.1-D/D 2570.1	(\$23,174.51) and
Muni Cheques 31357 to 31377	(\$125,530.98) and
Muni EFT's – EFT 1715 to EFT 1797, Payroll - Pay-2	(\$254,932.30) and
Trust D/D 2495.1 – D/D 2572.1, EFT 1741, Trust 275	(\$41,280.80)
Totalling	(\$444,918.59)

for payments made in June 2016, be passed for payment.

Council Decision Number –

Moved: Cr **Seconded: Cr**

That the list of payments to today's meeting on Vouchers – Direct Debits D/D 2487.1- D/D2570.1	(\$23,174.51) and
Muni Cheques 31357 to 31377	(\$125,530.98) and
Muni EFT's – EFT 1715 to EFT 1797 Payroll - Pay-2	(\$254,932.30) and
Trust D/D2495.1 – D/D2572.1, EFT 1741, Trust 275	(\$41,280.80)
Totalling	(\$444,918.59)

for payments made in June 2016, be passed for payment.

Carried /

8.3.2 Monthly Statement of Financial Activity Report – 30 June 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	14 th July 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

Background

This information is provided to Council on a monthly basis in accordance with provisions of the *Local Government Act 1995 and Local Government (Financial Management Regulations 1996)*.

The new format out of SynergySoft Monthly Statement of Financial Activity for the period ending 30th June **2016** are attached for Councillor Information, and consisting of;

Statement of Financial Activity

1. Acquisition of Assets
2. Disposal of Assets
3. Information on Borrowings
4. Reserves
5. Net Current Assets
6. Rating Information
7. Trust Funds
8. Operating Statement
9. Statement of Financial Position
10. Financial Ratios
11. Grants Report
12. Supplementary Information

Financial Implications

There is no direct financial Implication in relation to this matter.

Statutory Environment

General Financial Management of Council, Council 2015/16 Budget, *Local Government (Financial Management) Regulations 1996, r34, Local Government Act 1995, section 6.4*

Policy Implication

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Council policy is that the material variation be set at \$10,000 and 10%.

Voting Requirements

Simple Majority

Recommendation

That Council adopt the Monthly Financial Report for the period ending 30th June 2016 and note any material variances greater than \$10,000 and 10%.

Council Decision Number –

Moved: Cr Seconded: Cr

That Council adopt the Monthly Financial Report for the period ending 30th June 2016 and note any material variances greater than \$10,000 and 10%.

Carried /

8.3.3 Adoption of Annual Budget 2016/17	
Location:	Entire Shire
File Ref:	ADM
Applicant:	Stuart Billingham - CEO
Date:	14 July 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Background

This item is presented to Council for consideration to adopt the final 2016/17 Annual Budget. Shire of Mukinbudin Draft Budget includes 4% overall rate rise. Comparative increase in other Wheatbelt shires below for information.

Koorda	5%
Wyalkatchem	6%
Kellerberrin	5.25
Merredin	3%
Traying	4.5-5.0%
Westonia	5%
Cunderdin	5%
Tammin	7%
Dowerin	4%

The Budget major projects cover the following:

- 2016/17 Road Works Programme including \$1,329,104.
- Next 4km Stage of the Bonnie Rock –Mukinbudin Road Regional Road Group Project \$479,988
- Roads to Recovery Project McGregor South Road widen and Seal \$238,407
- Roads to Recovery Project Strugnell Street widen and seal \$55,309
- Roads to Recovery Project Forty Six Gate Gravel Resheet 10.8 kms \$547,400
- Repainting Swimming Pool Bowl \$64,000
- New Swings in Town Park \$2,600
- Install Shade Shelter over Mosaic table in Shadbolt St \$12,260
- 2016/17 Rates discount percentage remains at 3% approx. \$20,000.

Comment:

The 2016/17 Budget has the following:

- Major plant replacement program \$168,370 capital expenditure includes replace Backhoe, LH Ute and MF Sedan.
- No new loans are being raised for 2016/17.

Consultation:

Council, Staff, Community

Financial Implications

Yes- Annual Budget 2016/17 will set level of rates overall increase at 4% from the previous year.

Voting Requirements

Absolute Majority Vote Required

Officer recommendation:

Recommendation 1:

MUNICIPAL FUND BUDGET

That the Municipal Fund Budget, showing rates to be levied at \$1,045,956 be applied by the Shire of Mukinbudin for the 2016:2017 financial year.

STRIKING OF RATES

That the Rates and Minimum Rates to be levied on all rateable property be as follows:

Valuation	Rate in \$	Minimum Rate \$
Gross Rental Value		
Residential	0.170983	400
Vacant	0.170983	400
Unimproved Value		
Agricultural	0.022357	500
Mining	0.022357	500

Recommendation 2:

ADOPTION OF DISCOUNT FOR EARLY PAYMENT OF RATES

That a discount of 3% be offered on current rates 2016/2017 for early payment of rates, subject to the payment of all rates, rubbish charges and arrears within 30 days of the date of issue of Council's 2016/17 rate notice. Discount date 30 days from Tuesday 9th August 2016 i.e. Wednesday 7th September 2016 by 4.30pm.

Recommendation 3:

INSTALMENT PLAN ADMINISTRATION CHARGE

- That an administration charge of \$15.00 per instalment be levied , excluding the first instalment payment (required within 35 days from the date of issue of the rates notice) and applied to rates and rubbish removal charges; i.e. Monday 12th September 2016 4.30pm.

Recommendation 4:

INSTALMENT PLAN INTEREST RATE

- That a charge be levied at 5.5% per annum calculated by simple interest method and applied to rates and rubbish removal charges to be paid by instalments, after the first payment is made, Deferred Pensioners Rates' excluded;

Recommendation 5:

LATE PAYMENT INTEREST RATE

- That a charge be levied at 11% per annum calculated by simple interest method and be applied where the instalment option is not in place, (35 days after the date of issue of the

rate notice), to all overdue rates, service and rubbish charges, Deferred Pensioners Rates' excluded; i.e. Monday 12th September 2016 4.30pm.

INSTALMENT PLAN DATES

- the due date for instalments of rates payments be set as follows;

Four Instalment Option

1 st Instalment due	Monday 12 th September 2016
2 nd Instalment due	Friday 21 st October 2016
3 rd Instalment due	Wednesday 21 st December 2016
4 th Instalment due	Tuesday 21 st February 2017

Recommendation 6:

ADOPTION OF 2016/17 SCHEDULE OF FEES AND CHARGES

- That Council adopt the 2016/17 Budget Schedule of Fees and Charges including Rents, Leases etc. as amended
- Rubbish Removal Service Charges

That rubbish service charges be set at the following:

Domestic Rubbish Removal

\$160.00* first weekly service 240 Litre MGB

Domestic Recycling Service

\$135.00* first weekly service 240 Litre MGB

Commercial/Industrial Rubbish Removal

\$160.00 Commercial/Industrial Rubbish (First service 240 Litre MGB)

Commercial Recycling Service

\$135.00* first weekly service 240 Litre MGB

be applied to each property serviced by the compulsory rubbish disposal contract, in accordance with the provisions of the Health Act 1911 and WARR Act 2007.

(NB: Every Domestic and Commercial Rubbish Service shall have a matching number of Domestic or Commercial Recycling Services charged)

*indicates GST free

VARIOUS FEES AND CHARGES

Recommendation 7:

RECOMMENDATION

That the following items be adopted:

- i) Councillors' Meeting attendance fees per s5.98
Annual Attendance Fee in Lieu of Council meetings Attendance Fees \$3,500 min
(SAT Band 4 between \$3,553-\$9,410 Crs)

- ii) Shire President's Attendance Fee and Allowances as per s5.98
 Annual Attendance Fee in Lieu of Council meetings Attendance Fees \$3,500 min
 (SAT Band 4 between \$3,553-\$19,341 President)

 Presidential LG Allowance for 16/17 of \$3,500
 (SAT Band 4 \$508-\$19,864)
- iii) Deputy President's Attendance Fee and Allowances

 Local Government Allowance for 2016:2017 be 25% of the Shire President's Deputy
 President LG Allowance for 2016:2017 of \$875
- iv) Allowance for Information and Communications Technology (ICT) expenses

 That an amount of \$500 per elected member for the 2016:2017 Budget. \$500 min
 (SAT between \$500-\$3,500)

Recommendation 8:

That Council adopt the Revenue and Expenditure as detailed in the 2016/2017 Budget Accounting Schedules.

Recommendation 9:

LEVELS OF MATERIALITY 2016/2017

That Council sets its levels of material variances that need to be reported on at 10% and greater than \$10,000.

Recommendation 10

That the Annual Budget be sent to the Department of Local Government within 30 days of Council Adoption as required by the *Local Government Act 1995*.

Recommendation 11

That Council adopts the Shire of Mukinbudin Corporate Business Plan noting it has been reviewed and no changes are required for the next 12 months.

Council Decision Number –

Moved Seconded: Cr

That Council adopt the 2016/17 Annual Budget as set out in recommendation 1-11 as above.

Carried /

8.3.4 Shire of Mukinbudin Bank Signatories	
Location:	Mukinbudin
File Ref:	ADM 290
Applicant:	Ann Brandis - MF
Date:	14 th July 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

Summary

To present to Council a request from the Manger of Finance to change the Bendigo Bank Signatories.

Background

The Manager of Finance, Ann Brandis has resigned giving 4 weeks' notice finishing on Monday 8th August 2016.

Our Senior Finance Officer is taking 7 weeks Annual Leave commencing on the 22nd August 2016 followed by 26 weeks Maternity leave commencing 10th October, 2016 and finishing on the 7th April 2017. Katharine has an opportunity to advise that she wishes to extend her maternity leave as she is entitled to 12 months. In Katharine's absence Bec Billingham is covering the payroll and Jenny Heaney is covering the rest of Katharine's role. Louise Sellenger has been employed on a contract until the 7th April 2017 to cover the customer service role. As Jenny will be responsible for completing the bank reconciliations she will require bank access for this period.

Comment

The Shire can have as many available signatories as they wish but only have ten active signatories. The difference between the available and active signatories is the access to internet banking.

Current Signatories

The list below are the current available signatories for the Shire accounts:

Gary John Shadbolt
Stephen Richard Palm
Rodney James Comerford
Katharine Elizabeth Spencer
John Douglas O'Neil
Sandra Gaye Ventris
Stuart David Billingham
Ann Lesley Brandis
Jeffrey Neil Seaby
Ruth Poultney
Stephen John Paterson
Murray Junk

CEO Mastercard

Stuart David Billingham, Katharine Elizabeth Spencer, Ann Lesley Brandis

Signatories on the Mukinbudin Sporting Club Inc. Account are:

Cr Comerford, Katharine Spencer, Stuart Billingham, Ann Brandis

Financial Implications

Nil

Statutory Environment

Local Government Act 1995,

Policy Implication

Nil

Voting Requirements

Simple Majority.

Recommendation

That Council approves:

1. Mrs Ann Brandis be removed as signatory from all Shire of Mukinbudin bank accounts
2. That Miss Jenny Heaney be added as a signatory to all Shire of Mukinbudin bank accounts from the 21st July 2016 finishing on the 9th October 2017

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council approves:

- 1. Mrs Ann Brandis be removed as signatory from all Shire of Mukinbudin bank accounts;**
- 2. That Miss Jenny Heaney, Administration Officer be added as a signatory to all Shire of Mukinbudin bank accounts from the 21st July 2016 finishing on the 9th October 2017.**

Carried /

8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report – May 2016	
Location:	Shire
File Ref:	ADM 030
Applicant:	Stuart Billingham – CEO
Date:	9 th May 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Meetings – Past

21-22 June First Aid Course CRC
27 June WNESRRG Meeting Cr Palm CEO and WM-Council Chambers
28 June Freeman Ceremony and NEWROC Council Meeting - Shire of Mukinbudin – District club 12pm start
30 June Great Eastern Country Zone Meeting Kellerberrin Rec Centre Cr Shadbolt

July 2016

8 July GECZ Ministerial Meeting Merredin
12 July CRC Committee Meeting
14 July Budget Workshop
15 July RDO CEO
20 July Ordinary Council Meeting

1.2 Meetings – Future

July 2016

25 July WNRRG Shire of Northam MRWA Regional Managers update Meeting.
26 July NEWROC Executive Meeting Shire of Mukinbudin
28 July NEW Travel Meeting Nungarin

August 2016

2-5 August Local Government Week - Cr Shadbolt, Cr Ventris and CEO attending.
12 August CEO Birthday
12 August Vietnam Veterans Assoc Commemoration Service and 50th Anniversary of the battle of Long Tan ceremony for Roderick Sprigg at 2pm at the Mukinbudin Cemetery. (See copy of letter for further details)
23 August NEWROC Council Meeting Mt Marshall

September 2016

1 Sept Great Eastern Country Zone Meeting Merredin Cr Shadbolt and CEO

1.3. Staff Matters

Outside Staff RDO's swapped from Mondays to Fridays.

SFO - Katharine Spencer to go on Maternity Leave in August/Sept 2016.

MF - Mrs Ann Brandis Resigned finishing 8 August 2016. CEO to advertise for a DCEO/MFA ASAP.

Mrs Shannon Poultney contract expires 18 July 2016. Mukinbudin Pool Manger position advertising closed 3 June 2016. Mr Aleksander Ilic appointed as new Pool Manager commencing on Wed 10th August 2016 and to be trained and qualified up ASAP.

Admin Officer Jenny Heaney Annual Leave - 3 weeks 13 June – 24 June 2016.

New Customer Service Officer to be employed for SFO Maternity Leave.

1.4 Current/Emerging Issues

1.4.1 Beringbooding Tank – Funding for Roof and Conservation Plan meeting held 4 June 15 with Regional Manager Water Corporation-Sharon Broad, funding for roof removal unsuccessful in state Budget 2015/16. Possible 2 years before funding available.

1.4.2 Shire of Merredin has withdrawn Building Surveyor Services to the Shire of Mukinbudin from 31 March 2016. Koorda NEWHealth engaged Mr John Gosper to undertake Building Surveyor services on a fee for service basis.

Voting Requirements

Simple Majority

Recommendation

That Council note the Chief Executive Officer's Report.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council note the Chief Executive Officer's Report.

Carried /

8.4.2 NEWROC Council Meeting Minutes 28 June 2016	
Location:	NEWROC
File Ref:	ADM 236
Applicant:	Stuart Billingham – CEO
Date:	14 th July 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

A Council Meeting of NEWROC was held on Tuesday 28th June 2016 at the Shire of Mukinbudin Council Chambers. (The minutes from the meeting are submitted as a separate attachment Item 8.4.2 for Councillors information.)

Comment:

The following presentations were made to the meeting:

- Nil

The following items were discussed at the Council Meeting:

5. FINANCIAL MATTERS

- 5.1. LIST OF INCOME AND EXPENDITURE
- 5.2. BALANCE SHEET
- 5.3. DRAFT BUDGET

6. MATTERS FOR CONSIDERATION

- 6.1. STRATEGIC PLANNING
- 6.2. TELECOMMUNICATIONS BUSINESS CASE
- 6.3. KUNUNOPPIN MEDICAL SCHOLARSHIP
- 6.4. NEWTRAVEL Executive Officer
- 6.5. Brookfield Rail – Interface User Agreement
- 6.6. CEDA State of Regions Series and Regional Development Strategy
- 6.7. 2016 WA Local Government Convention

Next NEWROC Meeting dates:

The following dates have been adopted for NEWROC meetings during 2016.

26 July	Executive	Shire of Mukinbudin
23 August	Council	Shire of Mt Marshall
27 September	Executive	Shire of Mt Marshall
25 October	Council	Shire of Koorda
22 November	Executive	Shire of Koorda
13 December	Council	Shire of Nungarin

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes the report on the NEWROC Council meeting minutes held on 28th June 2016.

Council Decision Number –

Moved: Cr Seconded: Cr

That Council notes the report on the NEWROC Council meeting minutes held on 28th June 2016.

Carried /

8.4.3 Hire of Shire Marquee – R Taylor & S Jenkin request for discount rate	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Renee Taylor
Date:	14 July 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary:

To present Council with a request from Ms Renee Taylor and Mr Sebastian Jenkin requesting a discounted hire rate for the use of the Shire of Mukinbudin Marquee in September 2016.

(NB: Spring Festival is held in September each Year and we will need to ensure there is not a clash in dates.)

Background:

The Shire has received correspondence from Ms Renee Taylor and Mr Sebastian Jenkin requesting the hire of the Shire of Mukinbudin Marquee (Please refer to letter submitted as a separate attachment)

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,

which is owed to the local government.

** Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

[Section 6.12 amended by No. 64 of 1998 s. 39.]

Currently the Shire of Mukinbudin Schedule of fees and charges lists the hire of the Shire marquee at \$1,200.

CEO Comments

It is supported that given the precedent set with the Bonnie Rock Pony Club for the use of the Shire Marquee that Council offer a discount on the hire fee of 50% at \$600. This will cover the cost of one shire staff member transporting, assisting in the setting up and dismantling of the Marquee and return transport to the Depot.

Financial Implications

Yes – 50% possible reduction is Fees and Charges revenue for the hire of the Marquee.

8.4.4 Hire of Shire Marquee – Mukinbudin Football Club 90th Anniversary 6 August 2016 discounted hire rate	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Muka Football Club
Date:	14 July 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary:

To present Council with a request from the Mukinbudin Football club requesting a discounted hire rate for the use of the Shire of Mukinbudin Marquee on the 6th August 2016.

Background:

The Shire has received correspondence from the Mukinbudin Football Club Secretary, requesting the hire of the Shire of Mukinbudin Marquee on the 6th August 2016. (Please refer to letter submitted as a separate attachment)

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,

which is owed to the local government.

** Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

[Section 6.12 amended by No. 64 of 1998 s. 39.]

Currently the Shire of Mukinbudin Schedule of fees and charges lists the hire of the Shire marquee at \$1,200.

CEO Comments

It is supported that given the precedent set with the Bonnie Rock 80th Anniversary Reunion recently for the use of the Shire Marquee that Council offer the use of the Marquee for free. This will cover the cost of one shire staff member transporting, assisting in the setting up and dismantling of the Marquee and return transport to the Depot.

Financial Implications

Yes – waiver of Hire Fees possible 100% reduction is possible revenue for the hire of the Marquee by the Mukinbudin Football Club.

Statutory Environment

Local Government Act 1995

Policy Implication

2016/17 Schedule of Fees and Charges

Voting Requirements

Absolute Majority Vote Required.

Recommendation

That Council agrees to supply the marquee free of charge for the Mukinbudin Football Club 90th Anniversary function on the 6th August 2016.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council agrees to supply the marquee free of charge for the Mukinbudin Football Club 90th Anniversary function on the 6th August 2016. AMVR

Carried /

8.4.5 Request for AMMS Approval Koorda Bullfinch Road – Road Trains Australia	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	RTA
Date:	14 July 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary:

To present Council with a request from Road Trains Australia for approval of Accredited Mass management Scheme (AMMS) Level 3 on the Shire’s Section of the Koorda Bullfinch Road.

Background:

Council has received correspondence from Mr Robert Waite of Road Trains Australia (RTA) requesting AMMS level 3 access to the Shire of Mukinbudin Section of the Koorda Bullfinch road. (See copy of letter attached and applications form submitted as separate attachments.)

Koorda Bullfinch Road Currently rated to RAV 7.

Further details form RTA shows they are planning to carry

CEO Comments

Discussions at the WNESRRG meeting recently at the Merredin Rec Centre discussed the common request from RTA with e the Shires of Yilgarn, Westonia, Mukinbudin, Mt Marshall and Koorda. Meeting suggested AMMS 2 only be approved at this stage.

Financial Implications

Yes possible increase future road maintenance costs on the Koorda Bullfinch Road.

Consultation

Mr Rod Munns-consulting Civil Engineer

Statutory Environment

Local Government Act 1995

Main Roads AMMS Scheme

Policy Implication

Nil

Voting Requirements

Simple.

Recommendation

That Council advises Road trains Australia that is only prepared to approve Road Trains Australia to AMMS Level 2 on the Koorda Bullfinch Road.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council advises Road trains Australia that is only prepared to approve Road Trains Australia to AMMS Level 2 on the Koorda Bullfinch Road.

Carried /

8.5 Environmental Health/Building Surveyor Officer's Reports

8.5.1 Proposed Change use to single dwelling	
Location:	LOT 37 #8 Maddock St Mukinbudin
File Ref:	n/a
Applicant:	Amber Silinger
Date:	9 June 2016
Disclosure of Interest:	NIL
Responsible Officer	CEO
Author:	John Gosper – Building Surveyor

Summary

The existing post office and residence is a mixed use shop and residence. The proposal is to change the use of the business component to residential, so the whole building will become a single house. A single house in the town centre is consistent with the scheme, and will encourage the use of the building. The post office is listed on the Shire municipal inventory and this proposal is consistent with the intention of the MI and scheme.

Background

The building known as the Mukinbudin Post Office was built in 1925 and consists of a shop and residence for the operators of the post office business. The place has significant associations with postal communications, and is integral in the streetscape and townscape of Mukinbudin. The verandah extends along the street frontage.

Under the town planning scheme, a business is required to be operated from the premises in order to maintain the existing mixed use. The proposal is to change the post office component of the building to residential use.

Comment:

The post office is listed as category 3 in the Shire municipal inventory, which is mid level. (Refer attached MI listing) Keeping the building should be encouraged, and permitting occupation of a building is more likely to result in the maintenance of the building than if it is not used and allowed to deteriorate. The proposal will leave the street elevation unchanged; the business component of the building will become part of the existing residence; no structural works are proposed.

Minor electrical works will be required to meet current building code standards for smoke alarms, and a building approval certificate will be required to change the class of the building.

Conclusion

Changing the use of this building will mean the building can be occupied and more likely to be maintained. Future use as a business, or mixed use business and residence, are still possible under the scheme. Change of use should be granted if it means encouraging use of buildings in the townsite, and part of the history of the town is kept intact.

Strategic Implications

Nil

Legislation

Shire of Mukinbudin TPS 4
Building Act 2011.

Policy Implications

Nil

Consultation:

Nil

Financial Implications

Nil

Voting Requirements

Simple majority.

Officer recommendation:

That the Shire Council accept this report and grant approval for a change of use to a single dwelling.

Council Decision

Moved: Cr

Seconded: Cr

That the Shire Council accept this report and grant approval for a change of use to a single dwelling.

Carried

/

Attached:

Floor plan and photographs

MI listing – Mukinbudin Post Office

8.5.2 Proposed Addition – grain store at CBH	
Location:	LOT 113 Bent St Mukinbudin
File Ref:	n/a
Applicant:	Cooperative Bulk Handling (CBH)
Date:	4 July 2016
Disclosure of Interest:	NIL
Responsible Officer	CEO
Author:	John Gosper – Building Surveyor

Summary

The proposal is to increase the storage at the existing grain delivery and storage facility, by constructing an open bulkhead pen with a capacity of 135,000 tonnes.

The proposal is consistent with the Scheme, existing use, and should be supported.

Background

The land is owned by the Cooperative Bulk Handling (CBH) and is currently in use as a grain delivery and storage facility. The proposal is to increase the storage by constructing an open bulkhead similar to the existing open bulkheads at the site.

Comment

The proposed additional open bulkhead is needed due to the volume of current stored grain, and forecast of a good 2016 harvest. The open pen will be similar to existing being 150m long x 35m wide.

The CBH facility is located in the *Industrial* zone. The proposal to add to the existing grain delivery and storage facility is consistent with the scheme.

LPS4 4.3 Zoning Table

The proposed use industrial – rural is a “D” use; the use is not permitted unless the local government has exercised its discretion by granting a planning approval.

Conclusion

The proposal is consistent with the Scheme, existing use, and should be supported.

Strategic Implications

Nil

Legislation

Shire of Mukinbudin TPS 4

Policy Implications

Nil

Consultation:

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority.

Officer recommendation:

That the Shire Council accept this report and grant approval for an additional open bulkhead storage pen at the CBH facility.

Council Decision

Moved: Cr

Seconded: Cr

That the Shire Council grant approval for a grain storage open bulkhead.

Carried :

Attached:

Site plan and details (2 x A3 drawings)

8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – June 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Tania Sprigg
Date:	14 th June 2016
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

Mukinbudin Caravan Park Report June 2016

No Caravan Park managers Report this Month as Tania on Leave

CEO Comment

Trees to be replanted in rip lines around the Caravan Park. Mr Kylie Sippe working on a plan for tree planting. Suitable Tree species seedlings will be planted soon as planting is possible with sub surface moisture available. Maytag Washer and Dryers sent to be repaired not economical to repair. Listed on 2016/17 budget to replace. Drive through caravan bays now completed and levelled up.

Recommendation

That Council note the above Caravan Park Managers Report.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council notes the above Caravan Park Managers Report.

Carried /

Mukinbudin Caravan Park Annual Income

	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total</i>	<i>Total Expense</i>
2005/2006	19,358.08	11,082.32	10,521.76	1,171.16	N/A	42,133.32	
2006/2007	22,820.21	9,753.06	17,095.20	981.35	N/A	50,649.82	
2007/2008	27,304.76	5,422.75	11,244.47	678.16	N/A	44,650.14	
2008/2009	37,214.39	10,554.55	16,773.76	663.63	N/A	65,206.33	
2009/2010	33,567.84	9,096.35	15,504.70	1,036.36	N/A	59,205.25	
2010/2011	38,054.93	15,604.59	15,817.92	845.55	N/A	70,322.99	
2011/2012	34,724.53	11,056.46	18,753.08	773.19	N/A	65,307.26	
2012/2013	44,682.83	17,477.98	24,860.15	1,050.17	N/A	88,071.13	
2013/2014	45,332.87	16,194.44	26,393.17	1,278.53	N/A	89,199.01	88,695.34
2014/2015	42,590.61	21,760.04	25,554.90	1,404.95	15,747.32	107,057.82	109,829.90

Mukinbudin Caravan Park Income and Expenditure

	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total Income</i>	<i>Expenditure</i>
July 15	5,527.29	2,985.45	2,087.71	0.00	1,636.36	12,236.81	8,796.07
Aug 15	6,436.38	1,489.07	2,425.46	476.82	2,063.63	12,891.36	9,847.18
Sept 15	7,310.02	1,809.11	7,790.54	209.09	1,718.18	18,836.94	14,631.78
Oct 15	4,354.55	1,298.18	1,768.18	0.00	272.72	7,693.63	12,902.65
Nov 15	3,672.74	1,069.09	352.27	0.00	681.80	5,775.90	6,017.75
Dec 15	3,052.27	1,527.26	908.17	132.73	3,818.18	9,438.61	9,861.97
Jan 16	2,054.56	2,745.44	1,178.62	0.00	818.19	6,796.81	8,630.18
Feb 16	900.02	1,441.81	350.92	33.95	1,077.27	3,803.97	7,240.51
Mar 16	7,681.83	1,943.63	1,333.65	0.00	1,363.63	12,322.74	10,416.36
Apr 16	3,490.92	2,025.44	2,641.36	214.55	272.72	8,644.99	12,139.84
May 16	3,310.92	1,977.80	3,981.04	300.00	1,254.54	10,824.30	10,213.88
Jun 16	4,245.46	1,680.00	3,262.27	216.36	1,272.71	10,676.80	26,296.21
Total	52,036.96	21,992.28	28,080.19	1,583.50	16,249.93	119,942.86	136,994.38

NB: Expenditure Accounts has been corrected removing capital expenditure of wages

**NB: Income now includes the Caravan Park House displayed in the actual months
which was previously missing from report**

8.7 Swimming Pool Manager's Report

8.7.1 Mukinbudin Swimming Pool Report June 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Shannon Seaby
Date:	09 June 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham
Author:	Shannon Seaby

Pool Manager Report

No Pool Manager Report this month as Pool Closed

CEO Comment

Shannon has indicated to the CEO she will not be seeking a new contract in 2016/17. Pool Closed Sunday 3 April 2016. Pool manager position advertised with 11 applicants. Interviews have been conducted and Mr Aleksander Ilic will commence in August 2016.

2015/16 Budget listing \$32,000 Pool Grant from the Dept Sport and Rec approved. Funds now received and quarantined to the Unspent Grants Reserve for Pool Bowl painting in 2016/17 approx \$64K.

	15/16 Budget	Actual YTD
Install Disabled Unisex Toilet	\$3,460	\$0 completed
Total	\$3,460	\$0

Voting Requirements

Simple Majority.

Recommendation

That Council note the above Pool Managers Report.

Council Decision Number –

Moved: Cr Seconded: Cr

That Council notes the above Pool Managers Report.

Carried /

9. Information Report

9.1 Please refer to Correspondence and Information Report submitted as a separate attachment

10. Elected Members Motions of which previous notice has been given

10.1 Nil

11. Urgent Business without notice (with the approval of the president or meeting)

11.1 Nil

12. Confidential Items – Meeting to be closed to the Public in accordance with the provisions of the Local Government Act 1995.

12.1 Nil

Item 12.1 is Confidential in accordance with the Local Government Act 1995, Section 5.23

(2) If a meeting is being held by a Council.....the Council 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;*
- (b) the personal affairs of any person;*
- (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;*
- (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;*
- (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.*

(3) A decision to close the meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

Recommendation

That Council close the meeting to members of the public in accordance with the Local Government Act 1995, Section 5.23 as Item deals with matters contained under Section 5.23 (2)(c).

Council Decision Number –

Voting Requirements – Simple Majority

Moved: Cr

Seconded: Cr

That Council close the meeting to members of the public in accordance with the Local Government Act 1995, Section 5.23 as Items deals with matters contained under Section 5.23 (2)(c).

Carried /

Meeting went behind closed doors at pm

Council is now required to re-open the meeting to the public.

Council Decision Number –

Voting Requirements – Simple Majority

Moved:

Seconded:

That Council reopen the meeting to members of the public in accordance with the Local Government Act 1995.

Carried /

The meeting was reopened at pm

General Business

13. Dates to Remember

13.1 Dates to Remember

ANNUALLY	
Date	Details
January	No Council Meeting this in January
February	Chief Executive Officer and Works Supervisor to inspect all plant evaluate and/or amend its plant replacement programme for recommendation to Council. Audit Committee to review Statutory Compliance Return, meet with Auditor and report to next full Council meeting Local Government Compliance Return 1 January to 31 December each year. Community Strategic Plan, Long Term Financial Plan and Asset Management Plans – commence review process (Every two years)
March	Buildings inspection Shire buildings with Property Manager and report to Council's March or April meeting Roads Inspection – Annual Road inspections to prioritise items of roadwork's for forthcoming year. Councillors to present road proposals to CEO for consideration prior to this inspection. Complete review of Annual Budget (FM Regulations (33A) Completion of Statutory Compliance Audit Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange AGM Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO.(written confirmation to staff concerned) CEO to commence a full review of Delegations Register Policy / Procedures Manual Review – CEO to commence review process by including as last item on Council Agenda (if necessary)
May	Undertake Staff Annual Performance Reviews. National Volunteer Week Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges MF to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting. MF to conduct a Finance & Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit Every 4 years Financial Management Review due before 30 June WALGA Local Government Convention deadline for nominations 30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6. Chief Executive Officer's performance and remuneration review – commence this month
July	Draft Budget submitted by Chief Executive Officer and Manager of Finance Issue Employee Group Certificates Councillors and Senior Staff issued with Annual Interest Returns for completion Issue eating house licence renewals CEO performance review
August	Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33) Resolution regarding timing of Annual Electors Meeting
September	Completion of Annual Financial Report & submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)
October	Review of Council's Code of Conduct – Section 5.103 (if unable to complete full review at this meeting discuss with Council the need to convene a Special Meeting to finalise review at this meeting or simply complete review at December Ordinary Meeting) Local Govt is to review its Code of Conduct within 12 months after each ordinary election day & make such changes to the code as appropriate. Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function. Special Meeting (Election Years Only) advertise special meeting to swear in Councillors, Elect President, Deputy President, Committee etc. for Monday immediately after the Saturday elections.
November	Pensioner rates rebate claim to be lodged Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)
December	Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report Newsletter & Local Newspaper – advertise date, time and venue of all Council and Committee meetings for next calendar year (with delegated authority, if any) (S.5.251 (g) & Reg 12). Council's Audit Committee to meet to discuss Final Audit Report and Management Letter. Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)

14 Closure of Meeting

14.1 The Shire President declared the meeting closed at

pm

Next Ordinary Council Meeting – Wednesday 17th August 2016 commencing at 10.00am