



Shire of Mukinbudin

Ordinary Meeting of Council

AGENDA

Meeting to be held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 1.00pm Tuesday 17th August 2021

Dirk Sellenger
CHIEF EXECUTIVE OFFICER



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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.

Dirk Sellenger
CHIEF EXECUTIVE OFFICER

SUMMARY OF MEETINGS

Shire of Mukinbudin 2021

	Briefing / Workshop	Council Meeting
January	X	X
February	✓	✓
March	✓	✓
April	X	✓
May	✓	✓
June	✓	✓
July	✓	✓
August	✓	✓
September	✓	✓
October	✓	✓
November	X	✓
December	✓	✓

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9.1 Nil

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10.1 Nil

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11.1 See attached list

12. Closure of Meeting

12.1 Closure of Meeting

AGENDA

Agenda of the Ordinary Meeting of Council to be held in Council Chambers, Maddock Street, Mukinbudin on 17th August 2021.

1. Declaration of Opening

1.1 The Shire President to declare the Meeting open at __pm

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 (minimum 15 mins)

The Shire President to declare public question time open.

2.3 Declaration of public question time closed

The Shire President to declare public question time closed.

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

3.1 Present:
3.1.1

3.2 Apologies:
3.2.1

3.3 On leave of absence:
3.3.1

3.4 Staff:
3.4.1

3.5 Visitors:

3.6 Applications for leave of absence:
3.6.1 Request for leave of absence

4. Declarations of Interest

5. Petitions, deputations and presentations

5.1 Petitions

5.2 Deputations

5.3 Presentations

6. Announcements by the Presiding person without discussion

6.1

7. Confirmation of the Minutes of previous meetings

7.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 20th July 2021.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number -

Moved:

Seconded:

That the Minutes of the Ordinary Meeting of Council held on the 20th July 2021 be accepted as a true and correct record of proceedings.

Carried /

8.1 MONTHLY INFORMATION REPORT

8.1.1 August 2021 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Louise Sellenger, Manager of Corporate Services
Date:	6 th August 2021
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Louise Sellenger, Manager of Corporate Services
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To allow Council to receive the Monthly Information Report including reports from Manager of Works, Manager of Corporate Services, Caravan Park Manager and Environmental Health Officer.

Background Information

Reports are presented to Council on operational matters within the Shire of Mukinbudin.

Officer Comment

Refer to Information Report.

Strategic & Social Implications

Consultation

Dirk Sellenger – Chief Executive Officer

Luke Sprigg – Manager of Works

Tania Sprigg - Caravan Park Manager

Allan Ramsay – Environmental Health Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council receive the August 2021 Information Report.

Carried /

8.2 Finance Reports

8.2.1 List of Payments – July 2021	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Edward Nind – Finance Manager
Date:	11 th August 2021
Disclosure of Interest:	Nil
Responsible Officer:	Edward Nind – Finance Manager
Author:	Melissa Jones – Finance Officer
Voting Requirements	Simple Majority
Documents Attached	List of Payments – Municipal Account (5 pages) List of Payments – Restricted Muni Account (1 pages) Credit Card Summary July 2021 (1 page) Corporate Credit Card Statement July 2021 (4 pages)
Documents Tabled	Nil

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

Summary

List of payments made in July 2021 for endorsement by Council.

Background Information

A list of payments submitted to Council on 17th August 2021, for confirmation in respect of accounts already paid or for the authority to those unpaid. (Please refer to Payment listing submitted as a separate attachment).

Officer Comment

Standard process of obtaining Council endorsement of payments.

Strategic & Social Implications

N/A

Consultation

N/A

Statutory Environment

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.

Financial Implications

All payments have been made in accordance with the 2021/2022 Budget.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That the list of payments made in July 2021, be endorsed for payment.

Municipal Fund:

Muni EFTs	EFT 6276	to	EFT 6370	\$368,786.75
Muni Cheques	Chq 31907	to	Chq 31908	\$705.30
Muni Direct Debits (Superannuation, loans, leases)	DD 8162.1	to	DD 8205.11	\$24,622.55
Pays on (Not included on payment listing)			07/07/2021 & 21/7/2021	\$68,803.87
<hr/>				
Total Municipal Funds				\$462,918.47

Restricted Muni Fund:

Trust EFTs	EFT 6371	to	EFT 6371	\$500.00
Trust Cheques	Chq -	to	Chq -	\$0.00
Trust Direct Debits	DD 8171.1	to	DD 8201.1	\$14,865.40
<hr/>				
Total Trust Funds				\$15,365.40

Carried /

8.2.2 Monthly Statement of Financial Activity Report – 31 July 2021	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Edward Nind – Finance Manager
Date:	13 th August 2021
Disclosure of Interest:	Nil
Responsible Officer	Edward Nind – Finance Manager
Author:	Edward Nind – Finance Manager
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – For the period ended 31 July 2021 (23 Pages) Schedules 2 to 14 For the period 1 July 2021 to 30 June 2022 (96 Pages)
Documents Tabled	Nil

If a Councillor has any questions regarding the enclosed finance report, please discuss these queries with the Finance Manager so that a researched answer may be provided for you.

Summary

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 Monthly Statement of Financial Activity Report attached for consists of;

Statement of Financial Activity comprising:

1. Acquisition of Assets
2. Disposal of Assets
3. Information on Borrowings
4. Reserves
5. Net Current Assets
6. Rating Information
7. Restricted Municipal and Trust Funds
8. Operating Statement
9. Statement of Financial Position
10. Financial Ratios
11. Grants Revenue
12. Bank Balances & Investment Information

Schedules 2 - 14

Background Information

The new Australian Accounting Standards have been applied to this report to recognise unspent grants as liabilities and Right Of Use (ROU) asset lease liabilities.

Where the income shown could be less than the full income received because some of the income had been recorded as a liability this information is shown on the line below the income line in the schedules.

Unspent grants and prepayments received are identified in Note 5. "Net Current Assets " in the Statement of Financial Activity.

The NRM Grant conditions required us to recognise interest on the unspent grant.

Officer Comment

The “Proposed Budget”, which is pending adoption on 17 August 2021, is based on a surplus carried forward of \$1,022,592 using end of year figures at the time of estimating.

The “Actual” brought forward surplus from 2020/2021 is \$1,022,592, and at the time of writing is the same that for the “Proposed Budget”. However this is not the final audited figure and is expected to change due to additional June transactions and end of year accounting adjustments.

The “Amended Budget” is the same as the “Proposed Budget” as no budget amendments have yet been adopted by council.

At 31 July 2021 the end of month position is a surplus of \$984,949.

In early June 2021 we received advance Financial Assistant Grant payments for the 2021-2022 financial year, \$593,490 of general purpose funding and \$307,024 of road funding making a total of \$900,514. These figures were based on “approximately half” of the Commonwealth Government funding pool which has subsequently changed.

If Financial Assistant Grant advance payments are excluded from the end of month position then the 30 July 2021 position would be a surplus of \$84,435. This figure is not final and will be subject to end of year adjustments and audit.

We have recently been advised that the remaining Financial Assistant Grant payments that will be paid in 2021-2022 are now expected to be \$512,492 as General Purpose Funding and \$281,563 for Roads. However these are still subject to change.

The reported variances are those to the “Proposed Budget” at the time of writing and largely relate to timing differences.

The text included in the “Budget Text and Other Information” is largely that from the “Proposed Budget”

The Grants Revenue report within the Statement of Financial Activity has been adjusted to include income in prior years and brought forward as a liability that was expected to be spent in the current year. This amount is included in the first quarter figures where appropriate.

Strategic & Social Implications N/A

Consultation N/A

Statutory Environment

General Financial Management of Council, Council 2021/22 Budget (Pending Adoption), *Local Government (Financial Management) Regulations 1996, r34, Local Government Act 1995, section 6.4.*

Policy Implications

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 adopted a policy on 18 August 2020 that the material variation be set at \$10,000 and 10%. This policy will be reviewed on 17 August 2021

Financial Implications

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

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council:

Adopt the Monthly Financial Report for the period ending 31 July 2021 and note any material variances greater than \$10,000 and 10%.

Carried /

8.2.3 - Rates for the Period 1 July 2021 to 30 June 2022	
Location:	Mukinbudin
File Ref:	ADM 016
Applicant:	Edward Nind – Finance Manager
Date:	12 August 2021
Disclosure of Interest:	Nil
Responsible Officer	Edward Nind – Finance Manager
Author:	Edward Nind – Finance Manager
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

If a Councillor has any questions regarding this agenda item, please contact the Finance Manager prior to the meeting so that a researched answer may be provided.

Summary

Council is requested to consider adopting Rates and associated Fees and Charges for 2021-2022 in compliance with the Local Government Act 1995 (LGA) and Local Government (Financial Management) Regulations 1996.

Background Information

Due to COVID-19 changes were made by legislation that limited the interest charged on outstanding rates reducing the interest chargeable from 11% to 7%. Our instalment interest rate has remained unchanged at 5.5%.

Officer Comment

Overall Rates income is budgeted to increase from \$1,241,478 to \$1,321,789 including Ex Gratia Rates, largely due to the. Although GRV rates were not increased there was some increase due to recently sold land and house construction.

The rate increases that formed part of the Long-Term Financial Plan (LTFP) to correct the disparity between the total of GRV and UV rates raised initiated in the 2008-2009 financial year when the GRV rates raised increased by 44.9% whilst UV rates effectively remained unchanged has been continued this year with the 7.5% increase applied to UV based rates, both those based on valuations and the minimum payable.

Strategic & Social Implications

Affordable services and initiatives to meet community requirements including the maintenance and improvement of roads whilst limiting the financial impact on the community

Consultation

Previous decisions of council.

Statutory Environment

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996

Local Government Act 1995

6.2. Local government to prepare annual budget

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

(2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —

(a) the expenditure by the local government; and

(b) the revenue and income, independent of general rates, of the local government; and

(c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

(3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.

(4) The annual budget is to incorporate —

(a) particulars of the estimated expenditure proposed to be incurred by the local government; and

(b) detailed information relating to the rates and service charges which will apply to land within the district including —

(i) the amount it is estimated will be yielded by the general rate; and

(ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges; and

(c) the fees and charges proposed to be imposed by the local government; and

(d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and

(e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and

(f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and

(g) such other matters as are prescribed.

(5) Regulations may provide for —

(a) the form of the annual budget; and

(b) the contents of the annual budget; and

(c) the information to be contained in or to accompany the annual budget.

Local Government (Financial Management) Regulations 1996

5A. Local governments to comply with AAS

Subject to regulation 4, the annual budget, annual financial report and other financial reports of a local government must comply with the AAS.

Rates and Charges (Rebates and Deferments) Act 1992

Accounting Standards

Changes to the Australian Accounting Standards have been implemented.

Policy Implications

Nil

Financial Implications

Financing of the budget for the period 1 July 2021 to 30 June 2022

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

Recommendation 1 – Rates to be Levied

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	0.184236	440.00
Vacant	0.184236	440.00
Unimproved Value		
Agricultural/Rural	0.02334	590.00
Mining	0.02334	590.00

Carried /

Recommendation 2 – Instalment Administration Charge

Moved: Cr

Seconded: Cr

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) be applied to rates and rubbish removal charges.

Carried /

Recommendation 3 – Instalment Plan Interest Rate

Moved: Cr

Seconded: Cr

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

That a charge be levied at 7% per annum calculated by simple interest method 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.

Carried /

Recommendation 4 - Due Date For Instalments

Moved: Cr

Seconded: Cr

That ratepayers be offered the options of paying rates in one or four instalments and that the due date for instalments of rates payments be set with the date of issue of the rate notice being 23 August 2021 is as follows;

Instalment Options	Date due
Option one - Single full instalment	28th September 2021
Option two - Four instalments	
1st Instalment	28th September 2021
2nd Instalment	29th November 2021
3rd Instalment	28th January 2022
4th Instalment	29th March 2022

Carried /

8.2.4 2021-2022 Annual Budget	
Location:	Mukinbudin
File Ref:	ADM 016
Applicant:	Edward Nind – Manager of Finance
Date:	12 August 2021
Disclosure of Interest:	Nil
Responsible Officer	Edward Nind – Finance Manager
Author:	Edward Nind – Finance Manager
Voting Requirements	Absolute Majority
Documents Attached	2021-2022 Annual Statutory Budget (28 Pages)
Documents Tabled	Nil

If a Councillor has any questions regarding this agenda item, please contact the Manager of Finance prior to the meeting so that a researched answer may be provided.

Summary

Council is requested to consider adopting the 2021-2022 Annual Budget for the Period 1 July 2021 to 30 June 2022 in compliance with the Local Government Act 1995 (LGA) and Local Government (Financial Management) Regulations 1996.

Council is requested to consider adopting the following in support of the 2021-2022 Annual Budget and subsequent reporting:

- Levels Of Materiality
- Forwarding of the Statutory Budget to the Department of Local Government.

Background Information

Monthly Statement of Financial Activity Report – 30 June 2020

The Draft Budget by Schedule for the Period Ended 30 June 2022 was reviewed by council on 3 August 2021 and as a result of that review modified to incorporate the following changes:

- Increase in the Provision for a Seniors Dinner from \$2K to \$4k.
- Only one of the 2 mobility scooters to be sold.
- Reduction of the capital expenditure budget allocation on the Memorial Hall to provide \$10K for repairs to balcony near projector room.
- Inclusion of demolition of the Old District Club (Youth Centre) at a cost \$45K.
- Reduction in the Pool Shell Painting capital expenditure budget from \$50K to \$45K with a matching reduction in the transfer from the Swimming Pool Reserve.
- Purchase of 1 additional light fleet vehicle at a cost of \$45K. The older vehicle to be repurposed.
- An increase to the Mukinbudin Sports Complex Building Maintenance budget of \$2K.
- A transfer to the plant reserve of \$129K.

Subsequent to review by council on 3 August 2021 and the following changes have been incorporated modified to incorporate the following changes:

- The budgets for some of the road capital jobs were reviewed and reduced in the light of current savings and the unallocated Road Capital Expense increased from \$200K to \$241K.
- Some minor budget adjustments, including a reduction to the brought figure, and a budget balancing reduction transfer to the Plant Reserve from \$129K to \$127K.

Officer Comment

The Budget makes provision for increases in fees charges by our service providers.

This document had been compiled using an estimated brought forward surplus of \$1,022,592.

The brought forward amount includes an advance payment of the Annual General Purpose Grant from WA Local Government Grants Commission of \$ 593,490 for General Purpose Funding and \$ 307,024 for roads, a total of \$ 900,514. Without these advance payments the brought forward would be a surplus of \$122,078.

The effective estimated brought forward amount surplus of \$1,022,592 is not final and will change due to additional June transactions and end of year accounting adjustments.

Full detail of the line items making up the 2021-2022 budget are shown in the “Proposed Budget” column of the Schedules submitted as part of the July 2021 monthly report.

Strategic & Social Implications

Affordable services and initiatives to meet community requirements including the maintenance and improvement of roads whilst limiting the financial impact on the community.

Consultation

Dirk Sellenger – Chief Executive Officer

Councillors via Budget Workshop on 3 August 2021

Louise Sellenger – Manager of Corporate Services

Statutory Environment

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Local Government Act 1995

6.2. Local government to prepare annual budget

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

(2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —

(a) the expenditure by the local government; and

(b) the revenue and income, independent of general rates, of the local government; and

(c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

(3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.

(4) The annual budget is to incorporate —

(a) particulars of the estimated expenditure proposed to be incurred by the local government; and

(b) detailed information relating to the rates and service charges which will apply to land within the district including —

(i) the amount it is estimated will be yielded by the general rate; and

(ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges; and

(c) the fees and charges proposed to be imposed by the local government; and

(d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and

(e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and

(f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and

(g) such other matters as are prescribed.

(5) Regulations may provide for —

(a) the form of the annual budget; and

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Local Government (Financial Management) Regulations 1996

5A. Local governments to comply with AAS

Subject to regulation 4, the annual budget, annual financial report and other financial reports of a local government must comply with the AAS.

Policy Implications

Significant Accounting Policies

8.3 Chief Executive Officer's Reports

8.3.1 NEWROC Executive Meeting Minutes 27th July 2021	
Location:	Wyalkatchem
File Ref:	ADM 236
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	10 th August 2021
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Louise Sellenger, Manager of Corporate Services
Voting Requirements	Simple Majority
Documents Attached	Minutes of NEWROC Meeting held 27 th July 2021 (19 pages)
Documents Tabled	Nil

Background

An Executive Meeting of NEWROC was held on Tuesday 27th July at the Wyalkatchem Shire Council

Officer Comment:

The following items form part of the Minutes:

6. Financial Matters

6.1 Income, Expenditure and Profit and Loss

7. Matters for Consideration

- 7.1 Town Team Project Proposal
- 7.2 Local Government Procurement
- 7.3 Regional Climate Alliance
- 7.4 Energy

10. 2021 Meeting Schedule

31 August	Council	Koorda (Note Change)
Local Government Week	Sunday 19 September (NEWROC Dinner)	
28 September	Executive	Trayning
26 October	Council	Nungarin
30 November	Executive	Mukinbudin
14 December	Council	Mt Marshall

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr Seconded: Cr

That Council receive the NEWROC Executive Meeting Minutes for 27th July 2021.

Carried /

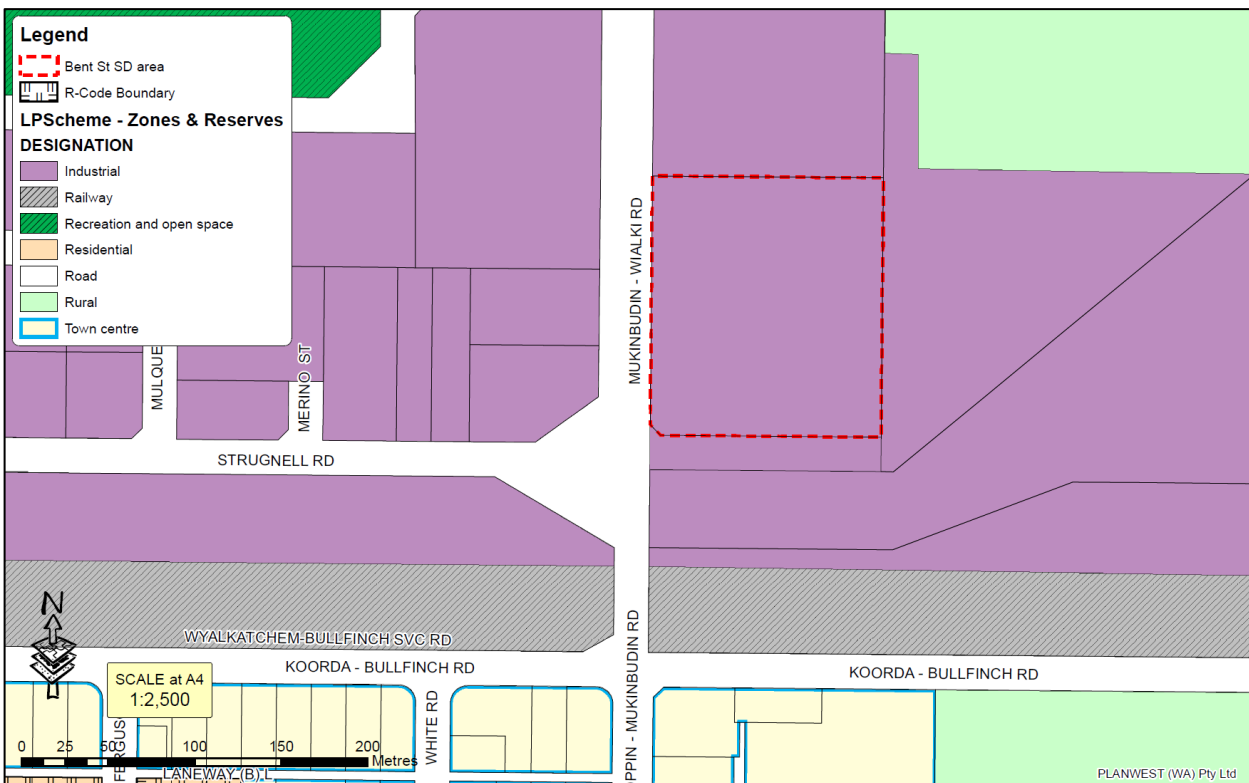
8.3.2 Proposed Subdivision – Ref: 161137 July 2021	
Location:	Lots 11 Bent Street, Mukinbudin
File Ref:	SD 161137
Applicant:	Ross McLoughlin Consulting Surveyor
Date:	30 July 2021
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger - CEO
Author:	Paul Bashall, Consultant Planner - Planwest
Voting Requirements:	Absolute
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

The WA Planning Commission (WAPC) has requested any information, comment or recommended conditions from the Council in regard to an application for Approval of a Subdivision (SD) prior to it determining the proposal.

The proposed subdivision seeks to create a road widening on Bent Street to better cater for industrial vehicle movements. **Figure 1** shows the location of the proposed subdivision relative to Mukinbudin townsite. The plan also shows zoning in the Shire’s Local Planning Scheme No 4 (the Scheme).

FIGURE 1 – LOCATION PLAN



Source: DPLH, Planwest

Background Information

As a standard procedure, the WAPC requests any information, comment or recommended conditions from the Council in regard to an application for Approval of a Subdivision (SD) prior to it determining the application.

All subdivision applications are made directly to the WAPC and are determined by the WAPC within a 90-day period. In this case the WAPC has requested a response by 9 September 2021.

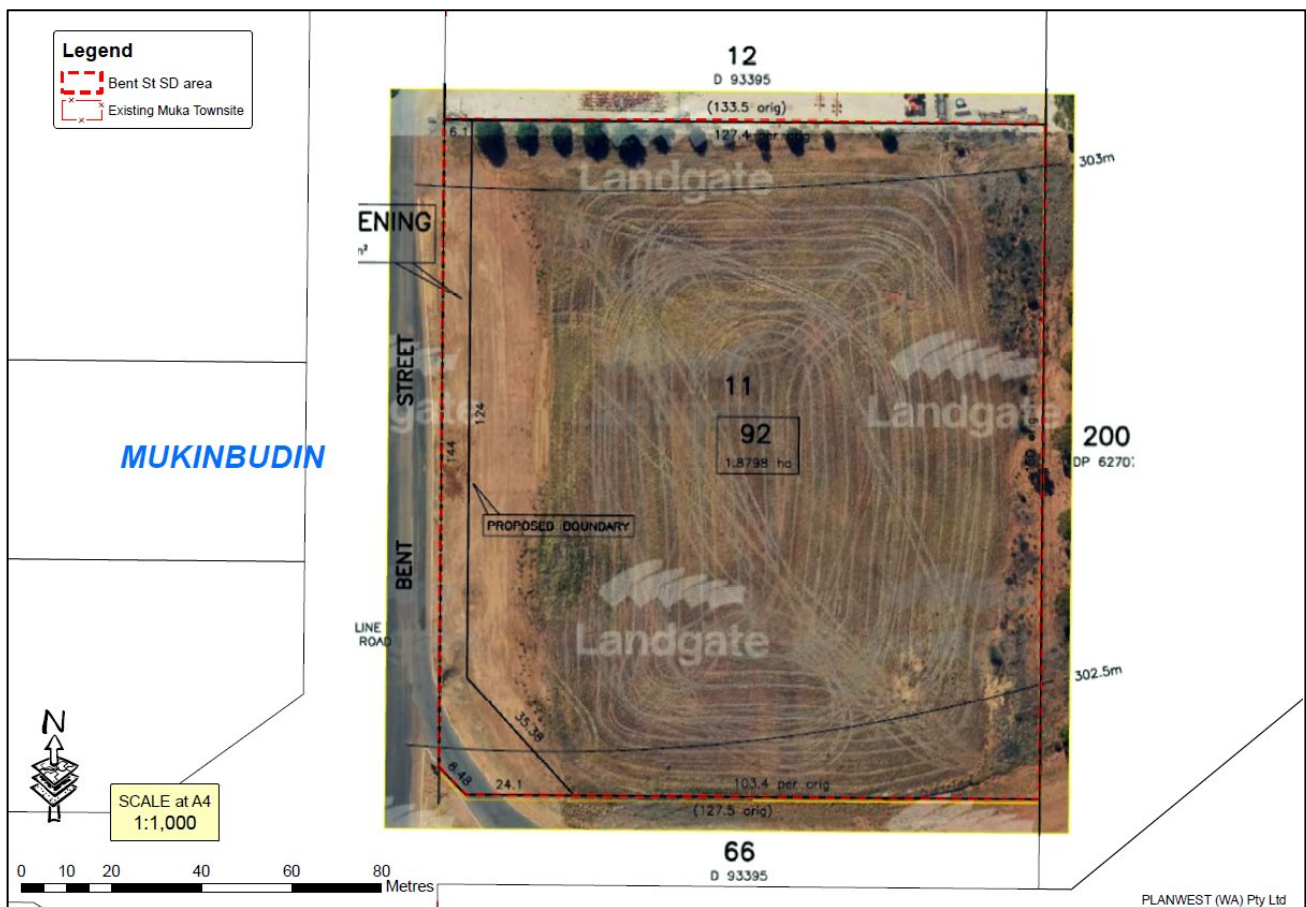
This procedure allows for six weeks for each referral agency to respond. These referral agencies generally include the local government, Water Corporation, Western Power, DBCA and DWER and any other agency that it thinks may have an interest or requirement.

Proposed Subdivision

The subject land roughly square in shape and is just over 2 hectares in area and will be reduced to 1.8 hectares with the road widening. The widening includes a width of 6.1 metres off Bent Street with truncation of 25m on the corner of Bent and, what looks like, Strugnell Street.

Figure 2 shows the proposed subdivision. The proposal does not seek to create any additional lots but merely to create the road widening.

FIGURE 2 – AERIAL PHOTOGRAPH OF SUBJECT LAND



Source: DA, DPLH, Planwest

The application comes with no supporting discussion about the purpose of the subdivision; however, advice indicates that this proposal is on the Council's agenda and the widening has been budgeted for acquisition.

Existing Development

Figure 2 shows an aerial photograph of the area demonstrating that the land is vacant.

Officer Comment

The proposal is a simple subdivision designed to create the road widening on Bent Street. The land is zoned industrial, is vacant and is not affected by Bushfire Prone mapping.

The only comment to make to the WAPC is that the widening should be shown as a road on the survey documents. It is likely that the WAPC will likewise impose a condition to ensure a separate lot is not created – this will be in the Officer Recommendation **Option A**. In all cases the agency in brackets at the end of a condition is the agency responsible for clearing the condition.

However, there are two more options.

If the Council needs to impose a condition that the road widening is set aside as a separate lot pending acquisition, a different condition should be imposed as follows. This will be Officer Recommendation **Option B**.

The land required for the widening as shown on the plan dated 27th July 2021 for Lot 11 Bent Road, Mukinbudin, is to be set aside as a separate lot for acquisition pending future road widening requirements. An easement is to be provided over all of the lot to be set aside for the benefit of the remaining lot for the purpose of providing vehicular access, right of footway, water, sewer, drainage, gas, electricity, television, telecommunications and other necessary service infrastructure, pending construction of the future road widening. (Western Australian Planning Commission).

If the Council wishes to acquire the widening by agreement, the following condition should be imposed. This will be Officer Recommendation **Option C**.

An agreement for the acquisition of the land within the subdivision required for the road widening shown on the approved plan between the landowner and the local government is to be executed. The land required for road widening is to be shown as 'Road Widening' on the agreement for the acquisition and the diagram or plan of survey (deposited plan). (Local Government).

Strategic & Social Implications

The Council sees no strategic or social implications with the subdivision proposal.

Consultation

Nil.

Statutory Environment

The land is zoned Industrial in the Scheme (see **Figure 1**). The Scheme is silent on the subdivision of industrial land.

Policy Implications

There are no policy implications that relate to the proposed development.

Financial Implications

Nil.

OFFICER RECOMMENDATION - OPTION A

That the Council advise the WAPC that it supports the subdivision application as date-stamped 27th July 2021, subject to the following condition;

1. That the road widening be dedicated as a public road. (Western Australian Planning Commission).

OFFICER RECOMMENDATION - OPTION B

That the Council advise the WAPC that it supports the subdivision application as date-stamped 27th July 2021, subject to the following condition;

1. The land required for the widening as shown on the plan dated 27th July 2021 for Lot 11 Bent Road, Mukinbudin, is to be set aside as a separate lot for acquisition pending future road widening requirements. An easement is to be provided over all of the lot to be set aside for the benefit of the remaining lot for the purpose of providing vehicular access, right of footway, water, sewer, drainage, gas, electricity, television, telecommunications and other necessary service infrastructure, pending construction of the future road widening. (Western Australian Planning Commission).

OFFICER RECOMMENDATION - OPTION C

That the Council advise the WAPC that it supports the subdivision application as date-stamped 27th July 2021, subject to the following condition;

1. An agreement for the acquisition of the land within the subdivision required for the road widening shown on the approved plan between the landowner and the local government is to be executed. The land required for road widening is to be shown as 'Road Widening' on the agreement for the acquisition and the diagram or plan of survey (deposited plan). (Local Government).

Council Decision Number –

Moved:

Seconded:

Carried: /

8.3.3 Support Mukinbudin CRC – Christmas Street Festival	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	10 th August 2021
Disclosure of Interest:	
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Louise Sellenger, Manager of Corporate Services
Voting Requirements:	Simple Majority
Documents Attached:	End of Year Street Festival Project Outline (2 page)
Documents Tabled:	

Summary

The Mukinbudin Community Resource centre is seeking to partner with the Shire to hold an “End of Year Street Festival”. This would required the closing of a portion of Shadbolt street and financial contribution. The CRC currently has a grant application in with Lotterywest for \$11,000 to assist with this event

Background Information

The following letter was received from the Mukinbudin Community Resource Centre regarding the Street Festival.

Dear Dirk and Council,

END OF YEAR MUKINBUDIN CHRISTMAS STREET FESTIVAL- ROAD CLOSURES- EVENT PARTNERSHIP

The Mukinbudin CRC have applied for funding to hold a whole community, all inclusive 'End of Year Street Festival'. The aim of the event is to bring the community together celebrating all aspects of life, and to build social connectedness and reduce any feelings of isolation that have developed over the past few years because of the pandemic.

The festival will be a one evening event that will consist of a combination of entertainment (local band/s, opportunity for Carols by the Church or School), children's activities (e.g., bouncy castle), market stalls, a visit from Santa, and food vans in the main street of town. Proposed date of the event is Friday 17th December.

The CRC would like to request the road closure of Shad bolt Street from Bent Street, through to Conway Street from 4pm-10pm on Friday 17th December, pending grant funding for the event to proceed. We hope to be notified within the next month if the funding application is successful.

The grant application covers children's entertainment, band entertainment, promotional and administrative costs, equipment hire, and decorations. If successful for the grant funding the CRC would like seek partnership on the event with the Shire to assist, make this a successful event for our community. We would like to ask for the Shire to contribute by providing the large marquee in kind (hire and labour) approximate in-kind cost of \$1500, as well as a financial contribution of \$3500 towards additional entertainment with the aims this will elevate the event and engage more community. The additional entertainment we would like to be able to have at the event is ZAP Circus, performing CIRCUS FIRE Spectacular! <https://youtu.be/-0eYU66JluM> we feel this will really raise the night out and celebration of our community.

Please do not hesitate to contact me if you would like any further information.

We look forward to hearing from you.

Kind regards,

Officer Comment

After discussion with Alyce the road closure would only be required from Bent to Ferguson Street and would include the parking area to the north.

The closure of Shadbolt Street would require the approval of Main Roads as this is the Koorda-Bullfinch Road which is a Heavy Vehicle Route (RAV).



The CRC has requested the waving of fees to hire and erect the Marquee. The Manager of Works has estimated that total labour hours to erect and dismantle the Marquee is 15hours @ \$65/hr. The fees and charges have the hire of the Marquee at \$1,530.

In addition to this in-kind funding the CRC would also like council to consider a financial contribution of \$3,500 toward this project which would assist to elevate the event to be more engaging for the community.

Strategic & Social Implications

Nil

Consultation

Dirk Sellenger - CEO

Alyce Ventris – Manager Mukinbudin CRC

Luke Sprigg – Manager of Works

Statutory Environment

Nil

Policy Implications

Nil

8.3.4 Review – Sandalwood Arts Lease	
Location:	Mukinbudin
File Ref:	ADM 425
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	10 th August 2021
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Louise Sellenger, Manager Corporate Services
Voting Requirements:	Absolute majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

For Council to consider the amendment to the Fees & Charges in the Lease cost for the use of the Sandalwood Arts Building to the Sandalwood Arts & Craft Group

Background Information

The current Property Use agreement started on 1 July 2017 and state that the rent to be reviewed after an initial three (3) years prior as part of the annual budget process.

The current rental is \$10 per week (\$520 per annum)

Officer Comment

The three years was due last year 2020 but as per council decision all fees and charges where to remain the same due to the COVID pandemic at that time.

The current areas of responsibility to council for this property as per the agreement are

- Property Insurance
- Shire and Water Rates
- Termite and Insect Treatment
- Fire Extinguisher Service
- External Building Maintenance, including gutters and drains
- Rubbish Collection Charges and
- Air Conditioner Servicing

The lessen the shock of a rental increase the author believe that the Shire should pay for the water consumptions, which would reduce administration time in having to raise an invoice and chase up any outstanding amounts.

Strategic & Social Implications

Consultation

Wendy Driscoll, Sandalwood Arts & Craft Group

Statutory Environment

Policy Implications

Financial Implications

Increase of income from the lease of the property

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council increase the rent for the Sandalwood Arts Building from \$10 to \$15 per week for a period of three (3) years when it shall be reviewed as part of the fees & charges.

That Council amend the Property Use Agreement to for the Shire to be responsible for the water consumption for the property.

Carried: /

8.3.5 Bowling Club Shade Structure	
Location:	Mukinbudin
File Ref:	
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	12 th August 2021
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	
Documents Tabled:	

Summary

To allow Council to consider its support, or otherwise, for a shade structure over the existing Bowling Green located at the Mukinbudin Sporting Complex.

Background Information

In August 2020 the Bowling Club approached the Shire seeking assistance by way of a CSRFF application to allow for the building of a shade structure over the existing Bowling Green in Mukinbudin.

As expected the funding application for the structure was unsuccessful as very few shade structures exist outside of metropolitan areas in Western Australia and CSRFF is fundamentally about assisting financially with items essential to allow sporting activity to take place. An example of this is the recent successful grant announcement by CSRFF for the new Tennis Court surface in Mukinbudin which without the new surface prevents tennis from being played.

To allow for Council to fully understand the background associated with this project, the following information is provided:

*Mukinbudin Bowling
Club
Box 121 ,
Mukinbudin W.A. 6479*

*Mukinbudin Shire Council
CEO
Mr Dirk Sellenger
Maddock St,
Mukinbudin 6479*

Dear Dirk,

The Mukinbudin Bowling Club for the last 4 years have been raising funds for a rigid cover to be placed over the bowling green at the sports centre. This was started with a donation of \$5,000.00 from one of our staunch members (Roy Jones) Since then we have organized 4 crops on the paddock adjacent to CBH. We now have approximately \$110,000.00 in the kitty. We also have a crop in for this year.

Why do we need a cover –The major cause of deterioration of the bowling club green is direct sunlight. The current surface has given us 15 years of playing and based on advice , that the 2nd mat underneath could last 20 years if it was protected. Rain can also be a problem – we have had to cancel two days in the last two seasons as the playing surface was flooded.

Bowls is a summer sport and it can be very hot in the direct sun. Playing in the shade would make this much more enjoyable and we hope prolong the playing career of some of our older members – and also encourage those that say they can't play in the sun.

With the Ladies having a heat rule in place – 3 games were cancelled this year due to high temperatures.

We would also believe that the reduced exposure to sun would decrease the occurrence of skin cancer amongst the players.

We have been in contact with the company Auspan to get an estimation of the cost of such a structure.

The cost of a standard design is approx. \$175,000.00 inc gst.

Lights \$4,000.00 inc gst

Footings \$5,000.00 inc gst

Total \$184,000.00 inc gst

Less gst \$16,700.00

So the base total is aprox \$167,000.00

Extras are colourbond roofing , bird control (stop nesting etc and pooping on the surface) , curved roof, gutters /pipes /tanks.

How would the Mukinbudin Bowling Club like to move forward - we would like to propose to the shire that a committee be formed consisting of

3 Bowlers

1 Councillor

1 Admin

This committee would be tasked with finalizing plans and applying for funding to complete this project. There are important decisions to be made- eg – do we have gutters and tanks – so the shire and sporting bodies can use the water – or do we let it drain down to the dam.

Could this structure could be extended to cover the play area and walkway – so the need for replacement shade sails wouldn't be needed.

If you could get back to me – with your thoughts on our proposal , I would be most grateful.

Sincerely

Di Maddock

Secretary.

11 July 2020

The following Budget was provided by Paul Smith on 26th August 2021.

Mukinbudin Bowling Club
Proposed Cover over Bowling Green
Budget
Figures Ex GST



Income

Expenditure

		Budget		Budget	
Mukinbudin Bowling Club Financial Contribution			\$136,430.00	License & fees	\$262.00
Grant Income			\$125,548.00		
CSRFF	\$105,548.00			Ground Works	\$8,820.00
CBH Grass Roots Grant	\$20,000.00			Cement for footings	\$5,320.00
Shire of Mukinbudin	\$0.00	\$40,000.00		Removal & replacement of existing fences to gain access and roll back & replace synthetic grass edges	\$3,500.00
Sponsorship Income			\$7,165.00	Cover	\$259,736.00
Bendigo Bank extra sponsorship	\$200.00			AUSPAN - Supply & construct *	\$257,758.00
Members Pledges	\$6,965.00			extra see through sheeting to achieve compliance	\$1,978.00
				Water Storage	\$38,455.00
In-kind Contributions			\$7,500.00	Tanks for storage of Water	\$18,400.00
5 members x 4 days @ 160 hours @ \$25 for excavation tank pad	\$4,000.00			Freight on tank	\$385.00
Removal & replacement of existing fences to gain access and roll back & replace synthetic grass edges - 120 hours @ \$25.00/hour	\$3,500.00			Hire of machinery & fill for tank pad	\$7,680.00
				In-kind Labour for tank pad	\$4,000.00
				Drainage works for excess water	\$4,150.00
				Plumbing for drainage	\$3,840.00
				Waste removal labour & machinery	\$3,200.00
				Lighting	\$6,170.00
Total Income			\$316,643.00	Total Expenditure	\$316,643.00

See quotes for inclusions & exclusions

Councils Building Surveyor, Allan Ramsay has reviewed the information provided by the Bowling Club prior to the CSRFF application and made the following comments at the time:



Ramsay Constructions PTY LTD



Builder's Reg. No: 10756

13/08/2021

CEO Dirk Sellenger
Shire of Mukinbudin
PO Box 67
Mukinbudin WA 6479

Dear Dirk,

I have assessed the quotes of the construction of the roof cover for the Mukinbudin Bowling Green and wish to make the following comments

1. Price from Auspan dated 28/08 /2021 of \$257,758 ex GST is 12 months old and would not be valid anymore. Due to high building demand and lack of the availability of steel there has been many price increases over the past 12 months and prices quoted today may not be the same as a price quoted in 6 months time. The iron ore price has gone through the roof over the past 12 months from \$75 per tonne to the price now at \$220 per tonne. That would suggest a price just for the shed landed on site at well over **\$357,000.00**. Please note that this price has not been confirmed at this stage and I am waiting for Auspan to contact me for confirmation. There is so much uncertainty in the market at the moment and shed manufacturers will not hold the quoted price for any length of time due to the potential increase in the steel price. I believe that the Bowling Club has a budget of \$316,000 for the total cost of the bowling green cover. I would think an amount of approximately \$600,000.00 minimum would be more realistic.
2. It has been suggested by the Mukinbudin Bowling Club that they will carry out the construction with the shed manufacturer only supplying the material. I'm concerned about this option for the following reasons:
 - i) Lack of experience building such a large building through self help;
 - ii) Insurance issues to the Shire should there be an accident or the building is not built to the structural detail;
 - iii) Cost overruns due to price increases currently being experienced by the majority of Builders during these unprecedented times;
 - iv) Time overruns due to lack of labour being available;
3. The bowling green cover will need to be classified as a class 9b under the National Construction Code. Therefore, more stringent requirement is required due to the fact that it is a public building. A registered Building Surveyor will need to be engaged to sign off on the building on completion and provide a Certificate of Construction Compliance. That service will need to be added to the cost of the Building.
4. I strongly recommend that any construction of a bowling green cover be tendered for the total work and fully supervised by a Registered Builder.

Allan Ramsay
Director/Builder

31 Swan Street East, Guildford Western Australia 6055
Mobile: 0419 952 043 Email: allanramsay@bigpond.com

The CEO was contacted on 11th August 2021 by Bowling Club President John O'Neil, seeking a status update with regards to the Shelter over the green. It was explained that following the unsuccessful CSRFF application in 2020 that the matter had not progressed however I would raise this at the next ordinary Council meeting to allow for a clear direction of the council to be determined.

The discussion included the recent funding by Council for \$90,000 towards the \$150,000 Tennis Court surface however it was stressed that this contribution included a successful CSRFF grant application and that the new Tennis Court surface is essential to allow for the continued playing of Tennis, unfortunately the same cannot be said regarding the Bowling Green structure.

Officer Comment

If the Council considers the Bowling Green Cover a priority project for the Shire now, it is essential this be made clear to the CEO to allow for this matter to be researched, planned and budgeted accordingly to allow for this structure to be built in the future.

It must be stressed that given the size of the structure and the fact it is a public building, it is essential that the build of this structure be undertaken by a registered builder as suggested by Allan Ramsay. It is also essential that given that the total Budget for the structure is sure to exceed the Local Government \$250,000 tender threshold, public tenders must be called for this work to be undertaken. This tender would be considered and awarded by the Council as part of the ordinary Local government tender process.

The author understands the existing Bowling Green surface is approaching the end of its life. It is also understood that the existing top surface was placed over an existing surface due to issues at the time with the underlying surface however a recent rolling back of the top surface suggests that the bottom surface is now fixed of its previous problem and suitable to be used without any additional expenditure.

Strategic & Social Implications

Nil

Consultation

Nil

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Council has made no allowance in the 2020/2021 Budget Document to allow for the building of a shade structure over the existing Bowling Green. Given the nature of the build and the fact this is not required to allow bowls to be played, grant funding is considered very difficult to secure.

Whilst cost estimates for the build have been provided by the Bowling Club of \$184,000 in July 2020 and \$316,000 in August 2021, Council's Building surveyor whom is also a registered Builder suggests total build costs associated with the project in Mukinbudin of \$316,000 are grossly inadequate.

OFFICER RECOMMENDATION 1

Council Decision Number –

Moved:

Seconded:

That Council consider whether the shade structure over the bowling green a priority community project at Mukinbudin currently and communicate this to the CEO accordingly.

Carried: /

OFFICER RECOMMENDATION 2

Council Decision Number –

Moved:

Seconded:

Subject to the Council support of the shade structure project from Recommendation 1, that Council seek to partner with the Mukinbudin Bowling Club with Council to contribute a maximum of \$90,000 (ninety thousand dollars) of Phase 3 Local Roads and Community Infrastructure funding (LRCIF) towards this project.

Carried: /

8.3.6 Mukinbudin Drive in Speaker Pole Removal	
Location:	Mukinbudin
File Ref:	ADM131
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	12 th August 2021
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

To allow Council to consider the removal of the speak poles at the Mukinbudin Drive in.

Background Information

Staff are seeking to remove the existing speaker poles from the Mukinbudin Drive in. The Drive in has not been operating for approximately 15 years and there has been no interest to establish this in the future.

The screen was recently painted providing public art and rendering the screen unable to be used for screening of movies.

Officer Comment

The removal of the speaker poles will allow better utilisation of the area as well as making this significantly easier to maintain with regards to weed spraying etc.



Above: Existing drive in screen with public art and speaker poles with concrete bases.

Strategic & Social Implications

Nil

Consultation

Luke Sprigg – Manager of Works

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council approve to the removal of the speaker poles and concrete bases at the Mukinbudin Drive in.

Carried: /

8.3.7 Minor Boundary alterations – Shire of Nungarin	
Location:	Mukinbudin
File Ref:	ADM??
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	12 th August 2021
Disclosure of Interest:	
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

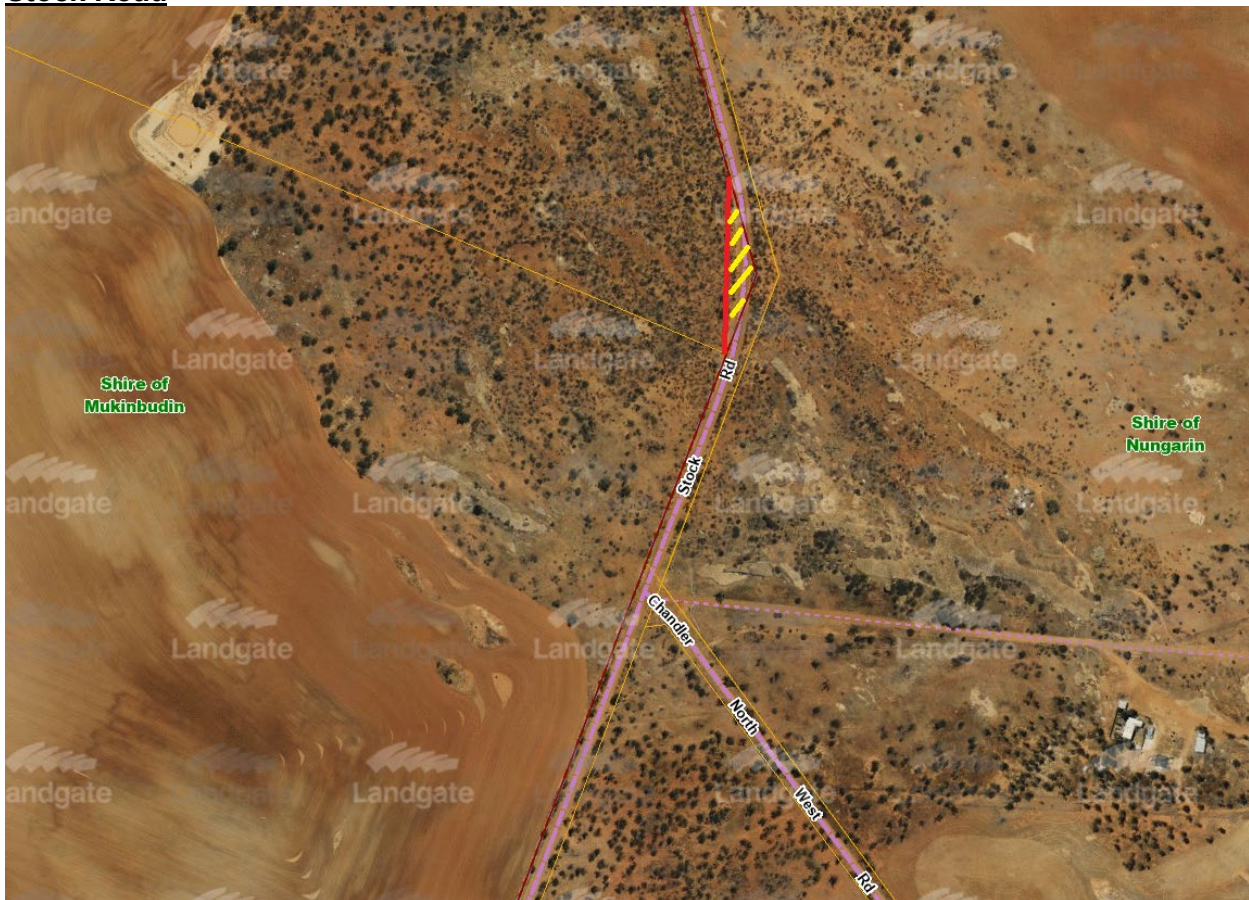
Summary

To allow Council to consider two minor boundary alterations between the Shire of Mukinbudin and Nungarin.

Background Information

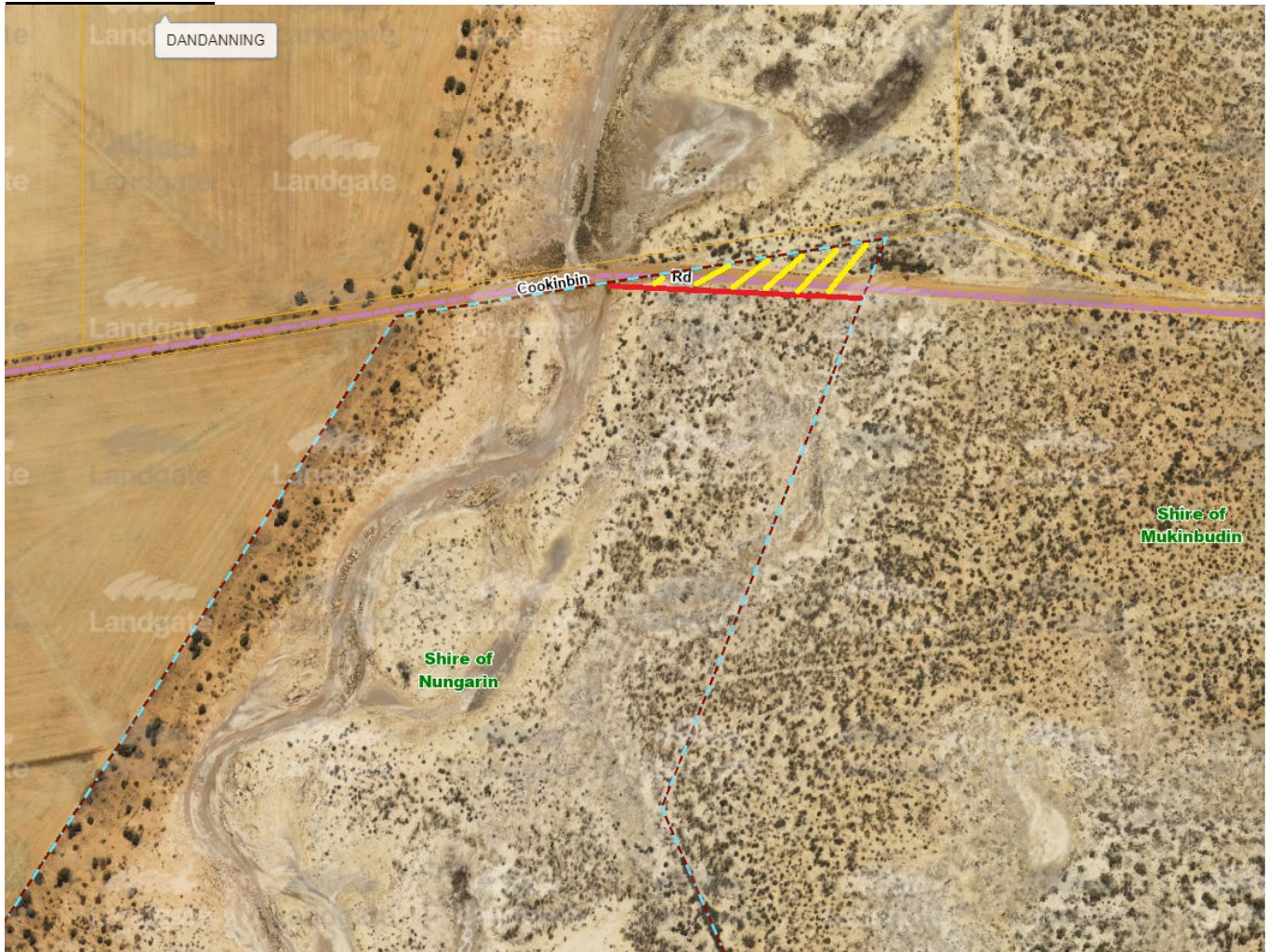
It was recently discovered that two small sections of road switch from one local government to the other as a result of the road not being constructed on the designated road reserve. The roads in question are as follows:

Stock Road



The correction required involves transferring a small section of land from the Shire of Mukinbudin to the Shire of Nungarin to ensure this section of Stock Road remains within the one local government as originally intended.

Cookinbin Road



The correction required involves transferring a small section of land from the Shire of Nungarin to the Shire of Mukinbudin to ensure this section of Cookinbin Road remains within the one local government as originally intended.

Officer Comment

As this is considered a minor Boundary correction, and as one transfer takes land from Nungarin to Mukinbudin and the other from Mukinbudin to Nungarin the impact of these proposed Boundary alterations are considered minimal.

Strategic & Social Implications

Nil

Consultation

WA Grants Commission
Main Roads WA
Landgate Staff

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Given the very small nature of the boundary alteration involved any costs associated are expect to be minimal.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council request the CEO work with the Shire of Nungarin to implement the two minor boundary alterations on Stock Road and Cookinbin Road to ensure each road remains within the one Local Government Boundary as originally intended.

Carried: /

8.3.8 Disposal of Property – 7 Gimlet Way Mukinbudin	
Location:	Mukinbudin
File Ref:	AS1029
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	12 th August 2021
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Statutory Environment

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.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That in accordance with section 5.23 (2) (b) of the Local Government Act 1995 that the meeting be closed to members of the Public as Agenda item 8.3.8 is deemed to be

(b) the personal affairs of any person; and

Carried /

8.3.9 Council meeting Dress Code	
Location:	Mukinbudin
File Ref:	
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	12 th August 2021
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

To allow Council to consider the creation of a Council meeting dress code.

Background Information

The Council expects Councillors and Employees attending the formal Council meeting to dress appropriately in business attire. Because the environment sees regular visits from Ratepayers, Residents, clients, Government officials and members of the public, professional business attire during Council meetings is considered essential.

Proper business attire for men includes suits, sports jackets, business shirt with tie (tie to be worn for the duration of the meeting) unless approved to be removed by the Chairperson, business pants and shoes that are typical of formal business attire. For women, business attire includes pant and skirt suits and sports jackets appropriate to a formal business attire environment.

Officer Comment

Whilst a dress standard is often considered old fashioned and some may suggest does nothing to improve the performance and outcomes of meetings. A dress standard also maintains a standard and is a sign of respect for the senior community member position of Councillors each of you holds.

Strategic & Social Implications

Nil

Consultation

Cr Gary Shadbolt – Shire President

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council adopt a dress code for Elected Members during Council meetings as follows:

- **Suit; Business shirt, pants or Skirt, jacket**
- **Sports jackets**
- **Formal footwear**
- **Business Tie; to be worn for the duration of the meeting by men.**

Carried: /

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

8.1 Nil

10. Urgent Business without notice (with the approval of the President or majority of Council)

9.1 Nil

11. Important Dates

10.1 Dates to Remember

ANNUALLY	
Date	Details
January	No Council Meeting in January
February	Chief Executive Officer and Works Supervisor to inspect all plant and 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	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	Buildings inspection Shire buildings with Property Manager and report to Council's April or May meeting Present any items Councillors or Community requests for Budget inclusion 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	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 Manager of Works and Services to provide comments on RRG Submissions, which are due to go to Council in the August meeting. FM 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 Finance Manager Councillors and Senior Staff issued with Annual Interest Returns for completion CEO performance review Undertake Staff Annual Performance Reviews
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)
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) Advertise Community Chest Funding

October	<p>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)</p> <p>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.</p> <p>Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function.</p> <p>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.</p>
November	<p>Pensioner rates rebate claim to be lodged</p> <p>Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)</p>
December	<p>Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report</p> <p>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).</p> <p>Council's Audit Committee to meet to discuss Final Audit Report and Management Letter.</p> <p>Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)</p>

12. Closure of Meeting

12.1 The Chairperson to declare the meeting closed at ___pm.