



# Shire of Mukinbudin

## Confirmed Minutes

### Ordinary Meeting of Council

Meeting held in Council Chambers at  
15 Maddock Street, Mukinbudin  
Commencing at 1.00pm Tuesday 15<sup>th</sup> November 2022

**\*\*\*\* 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.



Dirk Sellenger  
**CHIEF EXECUTIVE OFFICER**

## Table of Contents

- 1. Declaration of Opening**
  - 1.1 Declaration of Opening
  
- 2. Record of Attendance, apologies, approved leave of absence**
  - 2.1 Present
  - 2.2 Staff
  - 2.3 Visitors
  - 2.4 Apologies
  - 2.5 Approved Leave of Absence
  - 2.6 Applications for leave of absence
  
- 3. Public Question Time**
  - 3.1 Response to previous questions taken on notice
  - 3.2 Declaration of Public Question time open
  - 3.3 Declaration of public time closed
  
- 4. Declarations of Interest**
  
- 5. Petitions, Deputations, Presentations**
  - 5.1 Petitions
  - 5.2 Deputations
  - 5.3 Presentations
  
- 6. Announcements by the presiding member without discussion**
  
- 7. Confirmation of minutes of previous meetings**
  - 7.1 Confirmation of Minutes of Ordinary Meeting of Council held on 18<sup>th</sup> October 2022.
  
- 8. Committee Meetings**
  - 8.1 Receipt of Minutes of Committee Meetings**
    - 8.1.1 NEWROC Executive Meeting held 27<sup>th</sup> October 2022
    - 8.1.2 Eastern Wheatbelt Biosecurity Group Minutes 18<sup>th</sup> October 2022
  
  - 8.2 Recommendations from Committee Meeting for Council Consideration**
    - 8.2.1 Nil
  
- 9. Reports**
  - 9.1 Council Monthly Information Reports**
  
  - 9.2 Finance Reports**
    - 9.2.1 List of Payments – October 2022
    - 9.2.2 Monthly Financial Statement – October 2022

**9.3 Chief Executive Officer's Reports**

- 9.3.1 Community Chest Grants 2022
- 9.3.2 Office Closure Christmas / New Year
- 9.3.3 New Policy 7.12 Closure – Christmas/New Year Period
- 9.3.4 Council Meeting Dates 2023
- 9.3.5 Mukinbudin Community Resource Centre Management
- 9.3.6 CEO – Request for Annual Leave
- 9.3.7 2022/2023 Request for Tender – Annual Sealing Program
- 9.3.8 Review of Councillor Representation – Discussion Paper \*Late Item\*

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

- 10.1 Nil

**11. Urgent Business Approved by Person Presiding or by Decision**

- 11.1 Nil

**12. Closure of Meeting**

- 12.1 Closure of Meeting

## Minutes

Minutes of the Ordinary Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on 18<sup>th</sup> October 2022.

### 1. Declaration of Opening

The Shire President to declare the Meeting open at 1.00pm

### 2. Record of attendance, apologies, and approved leave of absence

#### 2.1 Present:

Cr G Shadbolt	Shire President
Cr G Bent	
Cr A Farina	
Cr S Ventris	
Cr J Seaby	

#### 2.2 Staff:

Dirk Sellenger	Chief Executive Officer
Ed Nind	Finance Manager
Louise Sellenger	Manager of Corporate Services

#### 2.3 Visitors:

Nevaeh Beagley  
Isabella Sprigg  
Corey Ward  
Colby Lamond  
Allison Nixon

#### 2.4 Apologies:

Cr C McGlashan  
Cr S Paterson

#### 2.5 On leave of absence:

Cr R Nicoletti	Deputy President
Cr A Walker	

#### 2.6 Applications for leave of absence:

Nil

### 3. Public Question Time (min 15 minutes)

3.1 Response to previous questions taken on notice.

Nil

3.2 Declaration of public question time opened (minimum 15 mins)

The Shire President to declare public question time open at 1.05pm.

Discussion was held with the School students with regards to what they might like to see improved or added to the Shire facilities. Positive Feedback was provided by the Students regarding the Pump track and Nature Playground.

3.3 Declaration of public question time closed

The Shire President to declare public question time closed at 1.09pm.

### 4. Declarations of Interest

Cr Ventris, Cr Farina declared an impartiality Interest for item 9.3.1 Community Chest Grant.

### 5. Petitions, deputations, and presentations

5.1 Petitions

5.2 Deputations

5.3 Presentations

### 6. Announcements by the Presiding person without discussion

### 7. Confirmation of the Minutes of previous meetings

7.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 18<sup>th</sup> October 2022

#### Voting Requirement

Simple Majority

#### **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Council Decision Number – 01 11 2022**

**Moved: Cr Farina      Seconded: Cr Bent**

**That the Minutes of the Ordinary Meeting of Council held on the 18<sup>th</sup> October 2022 be accepted as a true and correct record of proceedings.**

**Carried 5 / 0**

## 8. Committee Meetings

### 8.1 Receipt of Minutes of Committee Meetings

8.1.1 NEWROC Executive Meeting held 27<sup>th</sup> October 2022

[Attachment 8.1.1](#)

8.1.2 Eastern Wheatbelt Biosecurity Group Minutes 18<sup>th</sup> October 2022

[Attachment 8.1.2](#)

#### Voting Requirement

Simple Majority

#### **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Council Decision Number – 02 11 2022**

**Moved: Cr Bent**

**Seconded: Cr Ventris**

**That the Minutes of the following committee meetings be received.**

- **NEWROC Executive Meeting held 27<sup>th</sup> October 2022;**
- **Eastern Wheatbelt Biosecurity Group Minutes 18<sup>th</sup> October 2022**

**Carried 5 / 0**

### 8.2 Recommendations from Committee Meeting for Council Consideration

## 9.1 MONTHLY INFORMATION REPORT

Nil

## 9.2 Finance Reports

<b>9.2.1 List of Payments – October 2022</b>	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Louise Sellenger – Manager of Corporate Services
Date:	2 <sup>nd</sup> November 2022
Disclosure of Interest:	Nil
Responsible Officer:	Louise Sellenger – Manager of Corporate Services
Author:	Lucia Scari – Finance Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">List of Payments – Municipal Account (6 pages)</a> <a href="#">List of Payments – Restricted Muni Account (1 page)</a> <a href="#">Corporate Credit Card Statement October 2022 (5 pages)</a> <a href="#">Credit Card Summary October 2022 (1 page)</a>
Documents Tabled	Nil

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

### **Summary**

List of payments made in October 2022 for endorsement by Council.

### **Background Information**

A list of payments submitted to Council on 15<sup>th</sup> November 2022, for confirmation in respect of accounts already paid or for the authority to those unpaid. (Please refer to Payment listing attached).

### **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 2022/2023 Budget.

<b>OFFICER RECOMMENDATION / COUNCIL RESOLUTION</b>
--

**Council Decision Number – 03 11 2022**

**Moved: Cr Farina**

**Seconded: Cr Seaby**

**That the list of payments made in October 2022, be endorsed for payment.**

**Municipal Fund:**

Muni EFTs	EFT 7479	to	EFT 7585	\$289,293.80
Muni Cheques	Chq 31935	to	Chq 31938	\$16,954.49
Muni Direct Debits	DD 9566.1	to	DD 9617.9	\$61,298.12
(Superannuation, loans, leases)				
Pays on			12/10 & 26/10	\$95,261.52
(Not included on payment listing)				
<b>Total Municipal Funds</b>				<b>\$462,807.93</b>

**Restricted Muni Fund:**

RMF EFTs	EFT 7522	to	EFT 7522	\$1,268.00
RMF Cheques	Chq -	to	Chq -	\$0.00
RMF Direct Debits	DD 9541.1	to	DD 9655.1	\$56,952.10
<b>Total Restricted Muni Funds</b>				<b>\$58,220.10</b>

**Carried 5 / 0**

<b>9.2.2 Monthly Statement of Financial Activity Report – 31 October 2022</b>	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Edward Nind – Finance Manager
Date:	11 November 2022
Disclosure of Interest:	Nil
Responsible Officer	Edward Nind – Finance Manager
Author:	Edward Nind – Finance Manager
Voting Requirements	Simple Majority
Documents Attached	<a href="#">Statement of Financial Activity – For the period ended 31 October 2022 (23 Pages)</a> <a href="#">Schedules 2 to 14 For the period 1 July 2022 to 31 October 2022 (95 Pages)</a>
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 Local Government accounting requirements have been applied to this report to show a Rate Setting Statement by Nature and Type.

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

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

The "Original Budget" shown is that adopted on 23 August 2022, is based on a surplus carried forward of \$1,419,072 using end of year figures at the time of estimating.

The "Actual" brought forward surplus from 2021/2022 is \$1,397,669. Although all end of year accounting adjustments are completed the final result is still subject to audit. This is reduction to the brought forward surplus of \$21,403 from the surplus upon which the budget was based. The factors contributing to this and the detail can be seen in Note 5. of the Financial Statements.

The "Amended Budget" figures are the same as the "Original Budget" as no amendments have been entered.

In April 2022 we received advance Financial Assistant Grant payments for the 2022-2023 financial year, \$795,252 for General Purpose Funding and \$502,419 for Roads making a total advance payment of \$1,297,671.

### **Officer Comment**

A summary of advance and current year Financial Assistant Grant payments is below;

Advance General Purpose grant paid in April 2022:	\$ 795,252
Budgeted remaining General Purpose Grant:	\$ 386,876
Total General Purpose Grant 2022-23:	\$1,182,128
Advance Roads Grant 2022-23:	\$ 502,419
Budgeted remaining Roads Grant 2022:	\$ 128,169
Total Roads Grant 2022-23:	\$ 630,588

At 30 June 2022 the end of month position is a surplus of \$1,397,669, this included the \$1,297,671 advance Financial Assistant Grant payments for the 2022-2023 financial year. Without these advance payments of \$1,297,671 the surplus brought forward would be \$99,998.

It is important to note that the 2021/2022 surplus is still subject to audit.

At 31 October 2022 the end of month position is a surplus of \$2,252,936.

The reported variances are those to the Year To Date (YTD) "Amended Budget" at the time of writing.

Reported variations are based on the “Statement Of Financial Activity” variations rather than on the “Rate Setting Statement by Nature and Type”.

The text included in the “Budget Text and Other Information” is largely that from the “Original 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 2022/23 Budget, *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 23 August 2022 that the material variation be set at \$10,000 and 10%.

### **Financial Implications**

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

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Council Decision Number – 04 11 2022**

**Moved: Cr Bent**

**Seconded: Cr Farina**

**That Council:**

**Adopt the Monthly Financial Report for the period ending 31 October 2022 and note any material variances greater than \$10,000 and 10%.**

**Carried 5 / 0**

### 9.3 Chief Executive Officer's Reports

9.3.1 Community Chest Applications	
Location:	Mukinbudin
File Ref:	ADM 375
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	5 <sup>th</sup> November 2022
Disclosure of Interest:	Cr Ventris – Impartiality Cr Farina - Impartiality
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Louise Sellenger, Manager of Corporate Services
Voting Requirements:	Simple Majority
Documents Attached:	<a href="#">Community Chest Applications (82 pages)</a>
Documents Tabled:	Nil

#### **Summary**

Council is requested to consider the applications received for the 2022/2023 Community Chest in accordance with the Community Chest guidelines.

#### **Background Information**

The 2022/2023 Budget was adopted by Council at the Ordinary Meeting of Council held 27th August 2022, with an allocation of \$10,000 for the purposes of funding for the Community Chest program.

Eligible not for profit organisations were invited to apply for up to \$1,500 cash or in-kind for supported projects, programs or events which benefit the general Mukinbudin community and must be completed and acquitted by June 30, 2023.

Nine applications were received for a range of projects including equipment and facility upgrades. These project total \$11,184.85.

#### **Officer Comment**

The total project requests exceed the 2022/23 budget allocation of \$10,000.

The following applications were received:

#### **Mukinbudin Basketball Club**

The Basketball Club is requesting a total of \$900 cash.

*“We would like to use this money to enlist Kat White from Merredin to come across and teach umpiring and coaching, new game balls and a compressor, a rechargeable blower vac for the courts and cage and some new whistles.”*

#### **Mukinbudin Swimming Club**

The Swim Club has requested \$1,500 cash towards a total cost of \$4,068 for the following project:

*“We would use the funds to pay for a swimming instructor from Kirby Swim School to come to Mukinbudin, travel, wages, accommodation and pool entry. We will also be purchasing items*

*to rewire lane ropes and replace broken floats. This is a much safer option to ensure the ropes longevity.”*

#### Winter Sports Auxiliary

The Auxiliary has requested \$1,500 cash towards a total cost of \$2,280 for the following project:

*“We would like to purchase a cashless system which will give us an iPad, EFTPOS machine, till and stand. This will enable us to move into the future with less cash on hand and the ability to track stock and less wastage.”*

#### Mukinbudin P&D with Mainstreet Gallery

The Mainstreet Gallery are requesting \$1,500 cash towards the install of new carpet to the Memorial Hall.

*“To contribute towards the floor covering in the hall foyer and installation of.”*

#### Mukinbudin Junior Cricket Club

The Cricket club has requested \$1500 toward the purchase of a new Ball machine and other items. A Ball machine was purchased with Community Chest funds back in 20/21 to the value of \$500 but the club comments that it isn't very robust and they are wanting to upgrade.

*“the funds will be used to purchase a new bowling machine \$1,235, balls \$98.00, cricket Helmet \$85 and freight \$92.99”*

#### Mukinbudin Playgroup

The playgroup is seeking funding of \$314.85 toward the purchase of a First Aid kit appropriate for the playground to utilise at the Golf Club facility.

*“Purchase of 1x Modular Trauma Kit, 1 x Workplace outdoor & Snakebite module and Tiny Tots Safety First Aid Kit.”*

#### Mukinbudin Bowling Club

The Bowling club are request \$970 for an umpires trolley and equipment.

*“To have an umpires equipment trolley custom made to hold umpire equipment. To update the current umpire equipment.”*

#### Mukinbudin Golf Club

The Golf club are requesting \$1500 toward replacement of various equipment.

*“Replace 9 rusted out putting cups, the flag poles (the fibreglass has deteriorated on the old ones) and flags.”*

#### Bonnie Rock Horse & Pony Club

The Pony Club are requesting at \$1500 toward to concrete slab for the shed.

*“The funds will be put towards the cost of having a concrete slab laid for our equipment shed.”*

Unfortunately the Pony Club hasn't adhered to the conditions of the funds received in 2021/22 the officer believes that this years funding application shouldn't be supported until the 2021/22 obligations are achieved.

### **A Summary of Funding Applications Received**

<b>Group/Club</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total Project</b>	<b>Additional Funding</b>
Basketball Club	\$900		\$900.00	
Swimming Club	\$1500		\$3666.33	Booking Fee pre child or own source
Winter Sports Auxiliary	\$1500		\$2600.00	Own Source Funding
Mukinbudin P&D	\$1500		\$4126.00	Own Source Funding
Mukinbudin Junior Cricket Club	\$1500		\$1510.99	Own Source Funding
Mukinbudin Playgroup	\$314.85		\$314.85	
Mukinbudin Bowling Club	\$970		\$970.00	
Mukinbudin Golf Club	\$1500		\$2214.00	Own source Funding
Bonnie Rock Horse & Pony Club	\$1500		\$5940.00	Own Source Funding
<b>TOTAL</b>	<b>\$11,184.85</b>	<b>\$0.00</b>	<b>\$22,242.17</b>	

### **Strategic & Social Implications**

Shire of Mukinbudin 2018-2028 Strategic Community Plan

*Outcome 1.3 – Align infrastructure and facilities to community needs*

*1.3.2 Effectively plan, develop and manage infrastructure and facilities*

*1.4.4 Provide high quality recreation facilities and public open space*

*Outcome 1.4 – A quality lifestyle*

*1.4.2 Encourage positive community participation in events and facilities*

*1.4.5 Promote and encourage community services and organisations delivered by volunteers*

*Outcome 3.1 – Protect and enhance the natural environment*

*3.1.2 Encourage and support community environmental projects*

### **Consultation**

Community Chest applicants

Dirk Sellenger, Chief Executive Officer

### **Statutory Environment**

Nil

### **Policy Implications**

2.3 Community Chest Grants Scheme

### **Financial Implications**

Expenditure in the 2022/2023 Budget totals \$10,000 (ten thousand dollars) for community projects. These applications total approximately \$9,684.85 in cash. This results in an under budget spend of \$315.15.

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Council Decision Number – 05 11 2022**

**Moved: Cr Bent**

**Seconded: Cr Seaby**

**That Community Chest funding be approved for the following applications:**

- Mukinbudin Basketball Club	\$ 900
- Swimming Club	\$1,500
- Winter Sports Auxiliary	\$1,500
- Mukinbudin P&D	\$1,500
- Mukinbudin Jnr Cricket Club	\$1,500
- Mukinbudin Playgroup	\$ 315
- Mukinbudin Bowling Club	\$ 970
- Mukinbudin Golf Club	<u>\$1,500</u>
	<b>\$9,685</b>

**That the CEO advise the Bonnie Rock Horse and Pony Club that future Community Chest applications will be considered when the 2021/22 Community Chest funding obligations have been achieved.**

**Carried 5 / 0**



<b>9.3.2 Administration Office Closure for Christmas 2022 / New Year 2023</b>	
Location:	Shire of Mukinbudin
File Ref:	ADM 043
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	2 November 2022
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 present to Council information regarding closure of Administration Office during the 2022 Christmas and New Year period to allow Council to formally agree to this closure period.

### **Background Information**

Over the past few years the opening days of the office has changed due to staff not having enough leave to take these days off. All admin staff this year have leave available to have this time off and have expressed interest to have this additional leave.

### **Officer Comment**

Christmas day in 2022 is a Sunday so doesn't affect office hours, it will also mean that closing early on the Christmas eve isn't required also.

Friday 23 <sup>rd</sup> December	Open
Monday 26 <sup>th</sup> December Boxing Day	Closed
Tuesday 27 <sup>th</sup> December Christmas Public Holiday	Closed
Wednesday 28 <sup>th</sup> December	Closed
Thursday 29 <sup>th</sup> December	Closed
Friday 30 <sup>th</sup> December	Closed
Monday 2 <sup>nd</sup> January 2023 New Years Public Holiday	Closed
Tuesday 3 <sup>rd</sup> January 2023	Open

Advertising will take place to ensure all community members are made aware of the office closure and at least two senior staff members will be contactable during the shutdown period in the event of an emergency and these contact names and numbers will also be advised accordingly.

### **Strategic & Social Implications**

Nil

### **Consultation**

Management Staff.

### **Statutory Environment**

Nil

### **Policy Implications**

1.6 Office Opening Hours

### **Financial Implications**

Nil

## OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Decision Number – 06 11 2022**

**Moved: Cr Ventris**

**Seconded: Cr Farina**

**That Council endorses the following office closure during the 2022 Christmas and New Year period:**

<b>Friday 23 December -</b>	<b>Open</b>
<b>Monday 26 December -</b>	<b>Closed - Public Holiday</b>
<b>Tuesday 27 December -</b>	<b>Closed - Public Holiday</b>
<b>Wednesday 28 December -</b>	<b>Closed</b>
<b>Thursday 29 December -</b>	<b>Closed</b>
<b>Friday 30 December</b>	<b>Closed</b>
<b>Monday 2 January -</b>	<b>Closed - Public Holiday</b>
<b>Tuesday 3 January -</b>	<b>Open</b>

**Carried 5 / 0**

<b>9.3.3 New Policy 7.12 - Closure – Christmas / New Year</b>	
Location:	Mukinbudin
File Ref:	ADM 450
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	3 <sup>rd</sup> November 2022
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Louise Sellenger, Manager of Corporate Services
Voting Requirements:	Absolute Majority
Documents Attached:	<a href="#">Policy 7.12 Closure – Christmas/New Year Period</a>
Documents Tabled:	Nil

### **Summary**

To allow council to consider a new policy to address the management of the office closure during the Christmas / new year holiday period.

### **Background Information**

It has been a common practice for the Shire to close for some additional days over the Christmas / New year period. This has altered from year to year and has something caused some confusion as to when the office should be closed.

### **Officer Comment**

The policy will give more clarity as to what days the office, depot and Aquatic Centre will be closed during the holiday period each year.

The draft policy states the following in regard to the closing times:

*The Shire Administration Office, and Works Depot will be closed at 12 noon if the last working day before Christmas fall on 24<sup>th</sup> December (Christmas Eve) and re-open on the first working day following the New Year's Day public holiday.*

*The Mukinbudin Aquatic Centre will close at 5pm Christmas Eve, Close all Christmas day and open at 3pm Boxing Day. If these days coincide with the normal closed day (Tuesday), it will not be closed for any additional time.*

*The Mukinbudin Aquatic Centre will also close at 5pm New Year's Eve, and open at 3pm New Year's Day. If these days coincide with the normal closed day (Tuesday), it will not be closed for any additional time.*

The creation of this policy will also negate the need to seek Council approval each year to confirm the closing days.

### **Strategic & Social Implications**

Nil

### **Consultation**

Dirk Sellenger – Chief Executive Officer

**Statutory Environment**

Nil

**Policy Implications**

No Policy current exists

**Financial Implications**

No foreseeable financial impact.

## OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Decision Number –**

**Moved: Cr Ventris**

**Seconded: Cr Farina**

**That Council adopt the Policy 7.12 ‘Closure – Christmas/New Year Period’ as below.**

### **7.12 Closure – Christmas/New Year Period**

**POLICY:**

*This policy is for the authorization for the Council facilities, ie Administration and Works etc to close over the Christmas and New Year period.*

**OBJECTIVES:**

*To provide clear guideline for the closure of Shire operations during the Holiday period.*

**GUIDELINES:**

*The Shire Administration Office, and Works Depot will be closed at 12 noon if the last working day before Christmas fall on 24<sup>th</sup> December (Christmas Eve) and re-open on the first working day following the New Year’s Day public holiday.*

*Shire staff will be required to use leave entitlements during this closure period for those days that are not designated public holidays. If Staff don’t have suitable leave accrued, then they will be required to work during the normal days, but the office will remain closed to the public.*

*Shire staff will be provided with notification of the closure period at least four weeks prior, as per the Local Government Industry Award 2020.*

*The Mukinbudin Aquatic Centre will close at 5pm Christmas Eve, Close all Christmas day and open at 3pm Boxing Day. If these days coincide with the normal closed day (Tuesday), it will not be closed for any additional time.*

*The Mukinbudin Aquatic Centre will also close at 5pm New Year’s Eve, and open at 3pm New Year’s Day. If these days coincide with the normal closed day (Tuesday), it will not be closed for any additional time.*

**Carried 5 / 0**

<b>9.3.4 Council Meeting Dates 2023</b>	
Location:	Mukinbudin
File Ref:	ADM 031
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	10 <sup>th</sup> November 2022
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 present to Council the list of proposed Council Meeting dates for 2023.

### **Background Information**

Council is required to set the meeting dates for the next twelve months and advertise locally. Council Meetings are held on the third Tuesday of every month. Council does not meet in January.

*The Local Government (Administration) Regulations 1996 Reg 12 states:*

*12. Meetings, public notice of (Act s. 5.25(1)(g))*

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
- (a) the ordinary council meetings; and*
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*
- are to be held in the next 12 months.*

Copy of draft advert below:

**Shire of Mukinbudin**

2023 Council Meeting Dates

Tuesday 7 February  
 Tuesday 21 March  
 Tuesday 18 April  
 Tuesday 16 May  
 Tuesday 20 June  
 Tuesday 18 July  
 Tuesday 15 August  
 Tuesday 19 September  
 Tuesday 17 October  
 Tuesday 21 November  
 Tuesday 19 December

All meetings will be held in Council Chambers, 15 Maddock Street Mukinbudin, commencing at 1pm.

Meetings are open to the public and a 15-minute period is set aside at the commencement of each meeting for Public Question Time.

Enquiries should be directed to the Council Administration Office.

Dirk Sellenger  
 CHIEF EXECUTIVE OFFICER



**Officer Comment**

Meetings have historically been held at 1.00pm with an Officers' briefing session commencing at 10.00am. Council is free to change the meeting day or commencement time as deemed necessary during the year subject to the necessary advertising of this change.

Due to the requirements of the Review of Councillor Representation timeline the February meeting has been moved forward to allow time for the Public submissions to be received and adopted prior to the 14<sup>th</sup> February deadline.

**Strategic & Social Implications**

Nil

**Consultation**

Nil

**Statutory Environment**

Local Government Act 1995,  
Local Government (Administration) Regulations 1996 Reg 12

**Policy Implications**

Nil

**Financial Implications**

Nil

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Council Decision Number – 08 11 2022**

**Moved: Cr Farina**

**Seconded: Cr Ventris**

**That Council adopts the dates as listed for the next twelve months and the Shire advertises in accordance with the Local Government Act 1995.**

**7 February 2023**

**21 March 2023**

**18 April 2023**

**16 May 2023**

**20 June 2023**

**18 July 2023**

**15 August 2023**

**19 September 2023**

**17 October 2023**

**21 November 2023**

**19 December 2023**

**Carried 5 / 0**

<b>9.3.5 Mukinbudin Community Resource Centre (CRC) Management</b>	
Location:	Mukinbudin
File Ref:	ADM065
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	10 <sup>th</sup> November 2022
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">Mukinbudin CRC Receipt &amp; Acknowledgement Grant (3 pages)</a> <a href="#">Mukinbudin CRC 2022 Audited Financial Report (19 pages)</a>
Documents Tabled	Nil

### **Summary**

To allow Council to consider the request received recently from the Mukinbudin Community Resource Centre (CRC) for the Shire of Mukinbudin to take over the Management and day to day running of the CRC instead of the Community Board structure used historically in the past.

### **Background Information**

The CEO met with the Chairperson, Tara Chambers of the Mukinbudin CRC on 18<sup>th</sup> October to open discussions about the possibility of the Shire taking over manager of the CRC due to concerns over securing volunteers to be part of their committee.

Further correspondence has been received from Tara and also DPIRD delegate Max Betteridge regarding this process involved in this matter.

Below is a motion from the CRC Committee meeting held on 17<sup>th</sup> October 2022, showing support for this transition of management.

#### **8.0 Annual General Meeting-**

- Concerns over having no one to replace Tara, Jenny, and Yolande once they step down from the committee
- Suggestion made to merge the Mukinbudin Community Resource Centre with the Shire of Mukinbudin.
- *Discussion held*
- At commencement of discussion Lucia declared a conflict of interest and did not participate in the discussion
- Committee resolves to commence discussions with the Shire of Mukinbudin regarding acquisition of the Mukinbudin Community Resource Centre
- Carried unanimously

**Moved by:** Tara Chambers

**Seconded by:** Yolande Bent

### **Officer Comment**

A number of Local Governments in WA are responsible for the Management of the Local CRC and the Author is aware of several CRC's that have either recently transitioned to Local Government Management or a seeking to transition at some stage in the future.

The CRC recently entered into a new five year funding agreement with Department of Primary Industries and Regional Development (DPIRD) and this contract is for a period of 5 years, commencing on 1<sup>st</sup> July 2022 and expiring on 30<sup>th</sup> June 2027.

The Author has discussed the proposal with Max Betteridge from DPIRD and he is supportive of the proposal for the Shire to assume all Management responsibilities of the Mukinbudin CRC and the following was received via email:

*Hi Dirk*

**RE: Mukinbudin Community Resource Centre**

*Following up from our conversations this morning, I provide the following:*

*The Department of Primary Industries and Regional Development (DPIRD) has been advised by Mukinbudin Community Resource Centre Inc (CRC) that the CRC is struggling to effectively manage the CRC and wish to transfer the DPIRD Service Agreement to the Shire of Mukinbudin.*

*DPIRD is willing to transfer the "DRDCS17001 Service Agreement", for 2022-2027, from the Mukinbudin CRC to the Shire of Mukinbudin. This is dependent on the Shire of Mukinbudin Council agreeing to accept the transfer of the Service Agreement, and the CRC passing a Committee resolution to transfer the Service Agreement.*

*One agreement, to transfer, is approved by both the CRC and Shire, DPIRD will provide a 'Novation of Contract Deed' to be signed by both parties and DPIRD.*

*I did suggest, this morning, that this transfer could occur by 1 January 2023, but on reflection I now propose that 1 April is a more realistic date. This being due to: a newly appointed Director General of DPIRD, a new, to be announced, Minister of Regional Development (due to Alannah's retirement) and the upcoming Christmas holiday period.*

*I have attached the current Service Agreement 2022-2027 Letter, the Guide to Delivering Services (document that defines Service Agreement outcomes) and the Service Variation for 2022-2027 (this outlines the agreed KPIs for the CRC deliverables. This is a negotiable document and KPIs can be amended in response to changing community needs.*

*DPIRD is happy to work with the Shire of Mukinbudin to continue the delivery of CRC services to the Community.*

*I trust this is sufficient information for your immediate needs.*

*Regards*

*Max*

**Max Betteridge** | Project Officer  
Core Programs  
Industry and Economic Development  
Department of Primary Industries and Regional Development  
PO Box 483 Northam WA 6401

### **Strategic & Social Implications**

Nil



**Consultation**

Shire of Narembeen CRC (Local Government Managed)  
 Max Betteridge - Project Officer – DPIRD  
 Tara Chambers – Current Mukinbudin CRC Chairperson  
 Mukinbudin Council – Informal discussion  
 Louise Sellenger – Manager of Corporate Services  
 Ed Nind – Finance Manager

**Statutory Environment**

Local Government Act 1995,

**Policy Implications**

Nil

**Financial Implications**

The current contract with DPIRD is for the period 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2027. No commitment by DPIRD exists beyond this date and it is possible no additional funding would be forthcoming however this is considered unlikely provided the CRC is well run and managed and milestones and goals achieved.

The total value of the current contract with DPIRD is \$548,371inc GST plus indexation. This amount is paid annually, amounting to approximately \$109,674.20 per year to assist with the operational costs, including but not limited to the payment of wages and other “cost of business expenses”.

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Council Decision Number – 09 11 2022**

**Moved: Cr Seaby**

**Seconded: Cr Ventris**

**That Council request the Department of Primary Industries and Regional Development transfer the “DRDCS17001 Service Agreement”, for 2022-2027, from the Mukinbudin CRC to the Shire of Mukinbudin, effective 1<sup>st</sup> April 2023.**

**That subject to the formal approval by the Department of Primary Industries and Regional Development for the transfer of the Service Agreement DRDCS17001 from the CRC to the Shire of Mukinbudin, that the Shire of Mukinbudin take over all Management responsibilities of the Mukinbudin Community Resource Centre, including but not limited to the Employment and Management of all CRC staff from 1<sup>st</sup> April 2023.**

**Carried 5 / 0**

Cr Shadbolt *adjourned the meeting at 2.12pm*

Cr Shadbolt *reconvened the meeting at 2.19pm*

<b>9.3.6 CEO – Request for Annual Leave</b>	
Location:	Mukinbudin
File Ref:	EMP122
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	10 <sup>th</sup> November 2022
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 request for Annual Leave for the CEO.

### **Background Information**

The CEO is seeking to take Annual Leave over the Christmas / New Year and January period. The exact dates for the Annual Leave are not known at this point in time and the CEO is seeking approval to take a period Annual leave during late December and January when time permits (availability of other members of staff etc)

### **Officer Comment**

Late December and earlier January are known as a very quiet period of the year. The CEO is seeking a period of approximately four (4) weeks leave from late December 2022 until late January 2023.

The CEO will ensure the absence does not cause the organisation and remaining staff operational difficulties.

### **Strategic & Social Implications**

Nil

### **Consultation**

Bob Edwards – Acting Works Manager

Louise Sellenger – Manager of Corporate Services

Ed Nind – Finance Manager

### **Statutory Environment**

Local Government Act 1995,

### **Policy Implications**

Nil

### **Financial Implications**

Council has made an appropriate Budget allowance for costs associated with staff Annual leave costs in the ordinary Salaries and Wages account.

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION****Council Decision Number – 10 11 2022****Moved: Cr Ventris****Seconded: Cr Bent**

**That Council approve the CEO's request for up to four (4) weeks Annual Leave from late December 2022 until late January 2023.**

**That the CEO email the Council prior to taking leave and when returning from leave so the Council is aware when the CEO will be at work and when he will be on leave.**

**Carried 5 / 0**

<b>9.3.7 2022/2023 REQUEST FOR TENDER– ANNUAL SEALING PROGRAM</b>	
Location:	Mukinbudin
File Ref:	ADM 475
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	10 <sup>th</sup> November 2022
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">Colas Tender Submission (18 pages)</a> <a href="#">Fulton Hogan Submission (16 pages)</a> <a href="#">Downer Submission (76 pages)</a>
Documents Tabled	Nil

### **Summary**

To allow Council to consider various quotes received for the 2022/2023 Road works sealing program.

### **Background Information**

IN accordance with the adopted Budget, quotes were recently requested via the via the WALGA preferred supplier portal and at close a total of three were received.

### **Officer Comment**

The three quotes received to carry out the 2022/2023 program are as follows:

<b>Supplier</b>	<b>Colas</b>	<b>Fulton Hogan</b>	<b>Downer</b>
<b>Description</b>	Apply Two Coat Cutback Primerseal	Apply Two Coat Cutback Primerseal	Apply Two Coat Cutback Primerseal
<b>M2</b>	37300	37301	37302
<b>Unit Cost</b>	\$ 6.98	\$ 10.73	\$ 10.61
<b>Value of Works</b>	\$ 260,354.00	\$ 400,229.00	\$ 395,753.00
<b>Description</b>	Single Coat S45R Crumbed Rubber Seal	Single Coat S45R Crumbed Rubber Seal	Single Coat S45R Crumbed Rubber Seal
<b>M2</b>	13800	13801	13802
<b>Unit Cost</b>	\$ 6.59	\$ 8.82	\$ 9.24
<b>Value of Works</b>	\$ 90,942.00	\$ 121,716.00	\$ 127,512.00
<b>Total Value of Works</b>	\$ 351,296.00	\$ 521,945.00	\$ 523,265.00

### **Strategic & Social Implications**

Nil

### **Consultation**

Rod Munns – Consultant Engineer

### **Statutory Environment**

Local Government Act 1995,

**Policy Implications**

Nil

**Financial Implications**

Whilst sealing prices have increased considerably over the previous financial year due to inflation increases, Council has made an appropriate allowance for costs associated with various Bitumen sealing works in the 2022 / 2023 financial year.

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Council Decision Number – 11 11 2022**

**Moved: Cr Seaby**

**Seconded: Cr Farina**

**That Council award the sealing works for the 2022/2023 financial year to Colas to carry out a two coat Hot Bitumen seal on the Kununoppin Mukinbudin Road between SLK 14.0 and 18.5 for a total of \$260,354 plus GST.**

**That Council award the sealing for the 2022/2023 year to Colas to carry out a single coat S45R Crumbed Rubber seal on the Bonnie Rock Lake Brown Road between SLK 0.00 and 3.8 for a total of \$90,942 plus GST.**

**Total awarded job value \$351,296 plus GST.**

**Carried 5 / 0**

**\*\*Late Item\*\***

<b>9.3.8 REVIEW OF COUNCILLOR REPRESENTATION – DISCUSSION PAPER</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	10 <sup>th</sup> November 2022
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">Discussion Paper (13 pages)</a>
Documents Tabled	Nil

**Summary**

To allow Council to endorse the “Review of Councillor Representation Discussion Paper” prior to advertising and considering any public submissions at the February 2023 Ordinary meeting of Council prior to lodging with the Department of Local Government, Sport and Cultural Industries by 14<sup>th</sup> February as required by the Local Government Minister.

**Background Information**

The matter was considered at the September 2022 Ordinary meeting of Council and Council resolved as follows:

**OFFICER RECOMMENDATION**

**Council Decision Number – 13 09 2022**

**Moved: Cr Paterson**

**Seconded: Cr Farina**

**That Council advise the DLGSC that the number of Elector Members will reduce from nine (9) to seven (7) by utilising the Ordinary October 2023 Local Government election process whereby two (2) vacancies will be advertised instead of four (4).**

**Carried 9 / 0**

**Officer Comment**

As a result of the clear direction by the Council to the CEO that the preferred direction forward is to reduce Elected Member numbers from nine (9) to seven (7).

A Review of Councillor Representation Discussion Paper has been developed and once formally endorsed by the Council, will be advertised and public submissions called. The Public Submissions period for a Review of Councillor Representation must be open for a period of not less than six (6) weeks.

As a result, the earliest advertising may commence is Wednesday 16<sup>th</sup> November and will close at 4.00pm on Wednesday 4<sup>th</sup> January 2023.

Any public submissions are to be considered by the Council at the next Council meeting, prior to making a final submission to the Minister for Local Government concerning Elected Member numbers and outcomes of the Representation Review process by 14<sup>th</sup> February 2023.

Because of this 14<sup>th</sup> February 2023 Deadline it is recommend that February Council meeting be brought forward to the first week of February and it is recommended the February meeting be held on Tuesday 7<sup>th</sup> February accordingly.

### **Strategic & Social Implications**

The LG Minister has made clear that for Local Governments with less than 5000 residents Elected Member numbers should be between five (5) and seven (7).

### **Consultation**

Julie Craig - Strategy and Research Officer | Local Government Advisory Board  
Mukinbudin Councillors – September resolution of Council

### **Statutory Environment**

Local Government Act 1995,

### **Policy Implications**

Nil

### **Financial Implications**

A reduction of Elected Member numbers is likely to result in a small savings for the Council. Savings are estimated to be approximately \$4,500 per elected member with a reduction of two Elected Members resulting in a savings of \$9,000 per year.

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Council Decision Number – 12 11 2022**

**Moved: Cr Ventris**

**Seconded: Cr Farina**

**That Council endorse the Review of Councillor Representation Discussion Paper and advertise for Public Submissions for a six (6) week period from 16<sup>th</sup> November 2022 and closing 4.00pm on Wednesday 4<sup>th</sup> January 2023.**

**Carried 5 / 0**

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

10.1 Nil

**11. Urgent Business Approved by Person Presiding or by Decision**

11.1 Nil

**12. Closure of Meeting**

**12.1** The Chairperson thanked Elected Members and Staff for attending and declared the meeting closed at 2.30pm.