



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

MINUTES

WEDNESDAY 15 July 2015



Floral Emblem
Eucalyptus erythronema (Red Flowering Mallee)

Notice of Meeting

Councillors

The next meeting of Council will be an Ordinary Meeting to be held on Wednesday 15th July 2015 commencing at 9.00am.

Thank you

Stuart Billingham
Chief Executive Officer

11th July 2015

DISCLAIMER

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

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

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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

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- 9. Correspondence and Information Report**
 - 9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 15 July 2015.

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

- 11. Urgent Business without notice (with the approval of the president or meeting)**
 - 11.1 Nil

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

- 13. Dates to Remember**
 - 13.1 See attached list

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 - 14.1 Closure of Meeting

1. Declaration of Opening

1.1 The Shire President declared the Meeting open at 9.09am

2. Public Question Time (min 15 minutes)

2.1 Response to previous questions taken on notice.
Nil

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

The Shire President will declare public question time open.

2.3 Declaration of public question time closed

The Shire President will declare public question time closed.

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

3.1 Present:

3.1.1 Cr Shadbolt (Shire President)
Cr Comerford (Deputy Shire President)
Cr O'Neil
Cr Seaby
Cr Palm
Cr Lancaster
Cr Sippe entered the meeting at 9.10am
Cr Ventris

3.2 Apologies:
Nil

3.3 On leave of absence:

3.3.1 Cr Watson

3.4 Staff:

3.4.1 Stuart Billingham CEO
Bob Edwards WS
Ann Brandis MF

3.5 Visitors:

3.6 Gallery:

3.7 Applications for leave of absence:

3.7.1 Cr Seaby requested a leave of absence for the August Meeting

Council Decision Number – 1282

Moved: Cr Lancaster

Seconded: Cr Comerford

That leave of absence be granted for Cr Seaby for the August meeting.

Carried 8/0

4. Petitions, deputations and presentations

4.1 Petitions

4.2 Deputations

4.3 Presentations

5. Announcements by the Presiding person without discussion

5.1 Nil

6. Confirmation of the Minutes of previous meetings

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 17th June 2015.

Voting Requirement

Simple Majority

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 17th June 2015 and be accepted as a true and correct record of proceedings.

Council Decision Number – 1284

Moved: Cr Lancaster

Seconded: Cr Comerford

That the Minutes of the Ordinary Meeting of Council held on the 17th June 2015 and be accepted as a true and correct record of proceedings.

Carried 8/0

6.1.1 Business Arising from Minutes

Nil

7. Matters for which the meeting may be closed

7.1 Nil

The Local Government Act 1995 Section 5.23 states the following:

5.23. *Meetings generally open to public*

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;and
 - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

8.1 Reports of Committees and Officers

8.1.1 Work's Supervisor's Report June 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Bob Edwards - WS
Date:	08 July 2015
Disclosure of Interest:	NIL
Responsible Officer	Bob Edwards - WS
Author:	Bob Edwards - WS

MAINTENANCE GRADING

The only maintenance grading to be carried out recently was the Dandanning and Karomin Rd. Heavy rain caused these roads to deteriorate while Dandanning was used as a Detour for Nungarin Nth Rd. There have been requests from residents in the north for grading to resume in their area.

BARBALIN BLACK SPOT

Greg Willis allowed us extra time to finish off this work in the 15/16 financial year.

This means that sealing work will be postponed till late July.

Will Jenkin and grader have joined the crew to help with the finishing off of batters and drainage.

Hydrocon from Clackline were awarded to job to stone pitch the culvert end treatments.

"Rip- Rap" Stone was made available by Gary Shadbolt from the local quarry.

Bruce Atkins has been employed with his two loaders to place imported gravel onto road sections difficult to get to with the side tipping units. He has cleaned up fallen tree debris so that it is not carried onto the fence and culverts during flood events. He has sorted the rock required for the rock pitching of the culvert treatments.

Silinger Contracting supplied a side tipping road train to cart in pavement gravel while the Shire's own DAF truck was out of service for brake replacement.

Mick Sippe and partner have erected the fences. They are to finish off the creek crossings once the stone pitchers have finished their job in the creeks.

NUNGARIN Nth ROAD

The 2.9 kilometre section of fully reconstructed road has been sealed and opened for traffic. The sealing work was done by Colas using a cold emulsion treatment.

The work included the full reconstruction of a floodway which has now been extended from 25 to 80 l/metres. The appropriate signage has been ordered and will be installed with the guide posts in the near future.

The Dandanning Rd stood up well as a detour except for two days during heavy rain. The Koorda Police got involved as complaints were directed to their office from concerned motorists. Signs were put out and the road was graded once the rain stopped.

BARBALIN Nth ROAD SLK .00 to 6.00 Roadside verge clearing

Our maintenance grader will commence clearing this work while it is in the area.

Claire Baker will supervise the clearing of the more sensitive areas and take more cuttings of some DRF plants for propagation at the Kings Park centre.

STRUGNEL ST. Heavy haulage access.

This intersection with Shadbolt Street has been set out by our surveyor and comments are welcome on the design. There will be a significant amount of gravel fill required to lift the intersection to its design finished level. Telstra will be asked to relocate their cable.

Some trees will have to be removed and the fence relocated.

MUKINBUDIN- WIALKI Rd. Full reconstruction of section SLK .200 to 4.00

Western Stabilisers have been invited to quote on the up-coming work to carry out some cement stabilising and wet mixing. Two other quotes will be sourced.

This work is planned to be carried out soon so that sealing can be finished prior to harvest.

MUKINBUDIN- KUNUNOPPIN Rd. Corner reconstruction

Two corners are to be put up for reconstruction on this road, both have water mains under them which have given trouble in the past, resulting in repair work to the pavements, the surface is out of shape causing vehicles to move of line when travelling at speed.

AIRSTRIP MAINTENANCE

Both runways have been rolled following the recent damp weather. The verges will be mowed in the near future. RFDS have landed to pick up a patient recently and were happy with the condition of the strip.

RFDS will be replacing some of their aircraft to a full jet aircraft. In the future, some thought should be given to extending the 1200 metre runway by a further 200 metres. This extension could be sealed. The second 800 metre cross strip can't be lengthened as it runs into the lake.

Some time back we investigated the possibility of fencing the airfield. This should be re-visited.

RUBBISH TIP

The Avon Waste manager visited our site and came up with a recommendation that his truck bypasses the trench and tips into the land fill area on the west side of the trench.

I have taken up his offer and had Bruce Atkins bund a section and tidy up the surrounding area for better access for their truck. This action will save the Shire the expense of our loader having to empty the trench on a regular basis. We will be required to cover the waste from time to time.

Voting Requirement

Simple Majority

Recommendation

That Council note the Works Supervisors Report.

Council Decision Number – 1283

Moved: Cr Ventris

Seconded: Cr Seaby

That Council note the Works Supervisors Report.

Carried 8/0

8.2 Community Development Officer

8.2.1 Community Development Officer's Report	
Location:	Shire of Mukinbudin
File Ref:	CS.GR.1
Applicant:	Nola Comerford-Smith
Date:	15 July 2015
Disclosure of Interest:	Swimming Pool quotes
Responsible Officer	Stuart Billingham
Author:	Nola Comerford-Smith

GRANT FUNDING PROJECTS:

Current Successful Projects:

- Government of WA – Road Safety Community Grants Program (Event Grant) – Spring Festival - \$1,000
- Wheatbelt Development Commission - Creating Age Friendly Communities in Small Towns Project - \$53,991.25
The grant includes disabled toilets at the Lion's Park (near current facilities behind Shire) and Gym, some seating and disabled parking bays.
- Lotterywest – 2015 Act-Belong-Commit- Spring Festival \$19,265
- KidSport - \$2,000 – KidSport applications will now be administered locally.

Applications in Progress:

- Lotterywest – Events Equipment Kit. On hold.
- Disability Services Commission - Community Infrastructure Grant – for automatic sliding doors to be installed at CRC and Sporting Complex.
- CBH Group Grants – Men's Shed – for sea-container storage \$2,500.
- CSBP – Spring Festival Dry Boat Race \$1,200.
- RAC – Spring Festival \$500.

Completed Acquittals:

- Lotterywest Equipment Grant – Mukinbudin 1950's Working Farm Shed

Outstanding Acquittals: There are no outstanding acquittals

COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Swimming Pool**

With the acquittal of the Community Revitalisation Program completed, there is still outstanding work to be completed with the installation of the disabled toilet/shower. This will be listed in the budget for the upcoming financial year.

Quotes have been received from Mukinbudin Building and Mick Sippe Carpentry:

Mukinbudin Building - \$3,460 - *As a partner in Mukinbudin Building, I declare an interest in the above quote.*

Mick Sippe Carpentry - \$4,950

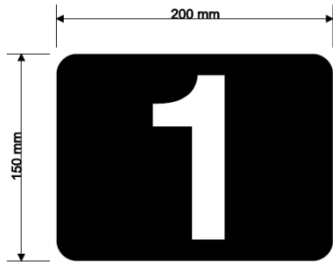
- **Act Belong Commit Mukinbudin Spring Festival** – Amber and the Committee are continuing to work towards this year's Festival.



Funding for the festival includes:
Healthway \$13,500
Lotterywest \$19,265
Road Safety Community Grant \$1,000

Updates from Amber for the Spring Festival are:

1. Have confirmed and finalised School Workshops with Ricochet Circus below is a blurb of what will occur:
“The circus workshops I provide are definitely designed for the age of the students. I have taught thousands of school classes ranging from Kindy to University, and have tailor made workshops to suit varying degrees of co-ordination, motor skill function and task comprehension.
1st group (14 kids in the Kindy/Pre-Primary) = 45 minute workshop
2nd group (18-19 kids in the Year 1/2/3 class) = 45 minute workshop
3rd group (22 kids in the Year 4/5/6 class) = 60 minute workshop
4th group (14 kids in the High School) = 60 minute workshop
The students will be learning things like juggling, spinning plates, diabolo, spin stix, hula hoop, poi and unicycle.”
 2. New branding has been finished and a copy is being finalised for our marketing and advertising strategy.
 3. Filming half way through to help and support the marketing and advertising for the Mukinbudin Spring Festival.
 4. Bands Full Voice and Ralway Bell have been confirmed to play on the opening night and Saturday Night.
 5. Market day at the Complex with entertainment confirmed and confirming food vans and stalls.
- **Tampu Bin** – Have clarified the information given by retired CBH employer – Graeme McLevie. I am working on this and will price it for the 2015/16 budget.
 - **Creating Age Friendly Communities in Small Towns** – I met with Dannelle Foley from the Wheatbelt Development Commission to modify the Financial Agreement for this grant to allow for a disabled toilet sign with braille which was not included in the original application but is a requirement for this facility. The grant money has been received and purchase orders have been issued for the first projects of street seating, disabled toilets and a ramp at the Men’s Shed.
 - **Seniors Events** - A Senior’s Lunch and Quiz was held on Monday 15th June with 30 seniors in attendance. I will organise some other outing/get-together in the near future.
 - **Shire of Mukinbudin – Tourist Brochure** - This has been sent to Tammi for some grammatical corrections and then the brochure should be ready for printing.
 - **Cleomine** – I understand this project is close to completion with John Smith now working on the mechanics. I have sourced some photos from the State Library to be included on informative signs which will then be mounted on traditional timber fencing erected by Jeff Seaby.
 - **Banners in the Terrace** The 2015 banner is complete and has been freighted to Perth.
 - **Reflective House Numbers** This is Version 1 & 2 of artwork provided by Jason Signs for the reflective signs. The quoted price is \$16.50 each plus GST. Wheatbelt Signs (John Pauley) hae quoted \$20 each plus GST.



class 1 reflective text
black background
1.6mm aluminium
15mm crop

Meetings Attended/Events Organised:

Thursday 2nd July – met with Dannelle Foley to amend Age Friendly Communities Grant budget.

Financial Implications:

Strategic Implications:

Nil

Voting Requirements

Simple Majority

Recommendations

That Council note the above Community Development Officers Report.

Council Decision Number – 1285

Moved: Cr Ventris

Seconded: Cr Sippe

That Council note the above Community Development Officers Report

Carried 8/0

8.3 Manager of Finance Reports

8.3.1 List of Payments – June 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – MF
Date:	10 June 2015
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis – MF
Author:	Ann Brandis – MF

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

Background

A list of payments submitted to Council on 15 July 2015, for confirmation in respect of accounts already being paid or for the authority to those unpaid. (Please refer to Payment listing submitted as a separate attachment)

Financial Implications

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

Policy Implications

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

Voting Requirements

Simple Majority

Recommendation

That the list of payments to today's meeting on Vouchers –

Direct Debits D/D 1389.1, DD1298.1 and 1453.1	(\$7,226.42) and
Muni Cheques 31158 to 31189	(\$228,039.77) and
Muni EFT's – EFT 839 to EFT 953, Payroll - Pay-2	(\$430,870.69) and
Trust DD 1372.1 to DD1475.1, EFT 867,911 - 912 Cheques 242-244	(\$45,072.62)
Totalling	(\$711,209.50)

for payments made in June 2015, be passed for payment.

Council Decision Number – 1286

Moved: Cr Seaby

Seconded: Cr Palm

That the list of payments to today's meeting on Vouchers –

Direct Debits D/D 1389.1, DD1298.1 and 1453.1	(\$7,226.42) and
Muni Cheques 31158 to 31189	(\$228,039.77) and
Muni EFT's – EFT 839 to EFT 953, Payroll - Pay-2	(\$430,870.69) and
Trust DD 1372.1 to DD1475.1, EFT 867,911 - 912 Cheques 242-244	(\$45,072.62)
Totalling	(\$711,209.50)

for payments made in June 2015, be passed for payment.

Carried 8 / 0

8.3.2 Monthly Statement of Financial Activity Report – 30 June 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	10 June 2015
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

Background

Report to be presented to the 19 August 2015 Council Meeting due to end of Financial Year

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

The new format out of SynergySoft Monthly Statement of Financial Activity for the period ending **30th June 2015** are attached for Councillor Information, and consisting of;

Statement of Financial Activity

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

Financial Implications

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

Statutory Environment

General Financial Management of Council, Council 2014/15 Budget, *Local Government (Financial Management) Regulations 1996, r34, Local Government Act 1995, section 6.4*

Policy Implication

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

Voting Requirements

Simple Majority

Recommendation

30 June 2015 Statement of Financial Activity Report to be presented to the 19 August 2015 Ordinary Council Meeting

Council Decision Number –

30 June 2015 Statement of Financial Activity Report to be presented at the 19 August 2015 Ordinary Council Meeting

8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report – June 2015	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	10 June 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

1.1 Meetings – Past

June 2015

- 18 June LEMC Practical Exercise
- 19 June NAF Asset Training stage 2 - AIM Ben Symonds
- 23 June NEWROC Council Meeting Cr Shadbolt and CEO
- 23 June Meeting with MLC Darren West Shire of Mukinbudin Council Chambers CEO, Cr Shadbolt, Cr Seaby, and Cr Comerford
- 25 June Great Eastern Country Zone Meeting Cr Shadbolt
- 25 June Toolbox meeting Shire Depot
- 30 June Meeting with Solargain Rep

July 2015

- 3 July CEO RDO
- 8 July Meeting with Reporter from the West Australian Newspaper high Birth Rate.
- 9 July Meeting with Senator Glenn Sterle Shire of Wyalkatchem Cr Shadbolt and CEO
- 10 July CEACA meeting Shire of Trayning Cr Shadbolt and CEO
- 14 July Mukinbudin CRC Committee Meeting
- 15 July Reopening of the Muka Cafe
- 15 July Shire Draft Budget Workshop with Council
- 15 July Council Meeting

1.2 Meetings – Future

July 2015

- 16 July District Club Meeting CEO
- 22 July CEACA Meeting Shire of Merredin Cr Shadbolt and CEO
- 27 July Regional Road Group Meeting Shire of Northam Cr Palm and CEO and WS
- 28 July NEWROC Exec Meeting Wyalkatchem

1.3. Staff

Nil

1.4 Current/Emerging Issues

- 1.4.1 Beringbooding Tank – Funding for Roof and Conservation Plan meeting held 4 June 15 with Regional Manager Water Corporation-Sharon Broad, funding for roof removal unsuccessful in state Budget 2015/16. Possible 2 years before funding available.
- 1.4.2 Mukinbudin Waste Water agreement expired - meeting held with Regional Manager Water Corporation-Sharon Broad 4 June 15, Draft 2 Waste water agreement supplied to Shire to be reviewed.

Voting Requirements

Simple Majority

Recommendation

That Council note the Chief Executive Officer's Report.

Council Decision Number – 1287

Moved: Cr Ventris

Seconded: Cr Lancaster

That Council note the Chief Executive Officer's Report.

Carried 8/0

8.4.2 NEWROC Council Meeting Minutes– 23rd June 2015	
Location:	NEWROC
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	6 June 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

A Council Meeting of NEWROC was held on Tuesday 23rd June 2015 in the Shire of Trayning Administration Centre. (The minutes from the meeting are submitted as a separate attachment Item 8.4.2 for Councillors information.)

Comment:

The following presentations were made to the meeting:

- Nil

The following items were discussed at the Executive Meeting:

- 6.1. FUTURE PROJECT PRIORITY LIST
- 6.2. CEACA
- 6.3. TOURISM IN THE NEWROC
- 6.4. NEWROC GOVERNANCE
- 6.5. WEATHER DOPLARS

Next NEWROC Meeting dates:

The following dates have been adopted for NEWROC meetings during 2015.

28 July	Executive	Shire of Wyalkatchem
25 August	Council	Shire of Wyalkatchem
22 September	Executive	Shire of Koorda
27 October	Council	Shire of Koorda
24 November	Executive	Shire of Mt Marshall
15 December	Council	Shire of Mt Marshall

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes the report on the NEWROC Council meeting minutes held on 23rd June 2015.

Council Decision Number – 1288

Moved: Cr Sippe

Seconded: Cr Comerford

That Council notes the report on the NEWROC Council meeting minutes held on 23rd June 2015.

Carried 8/0

8.4.3 Long Service Leave Request for Deferral	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	24 June 2015
Disclosure of Interest:	Yes
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Summary

To present Council with requests from Shire Staff to defer the taking of their Long Service Leave entitlements.

Background

The Shire of Mukinbudin Council at its June 2015 Ordinary Council Meeting Item 8.4.4 Policy Manual Annual Review, adopted a new policy 4.14 on Long Service Leave.

4.14 Long Service Leave (LSL) POLICY

All Staff Long Service Leave is governed by the *Local Government (Long Service Leave) Regulations* made under the *Local Government Act 1960*.

Reg 7 states:

7. Taking leave

(1) Where a worker is entitled to long service leave —

- (a) at least 2 months' notice of the date from which the leave is to be taken shall be given by one party to the other unless otherwise agreed in writing between the parties;
- (b) the employer shall not require the worker to commence the leave within 6 months of the date on which the worker became entitled to it;
- (c) the leave taken shall be inclusive of any public holidays allowable under the worker's conditions of employment but shall not be inclusive of any annual leave;
- (d) the leave may be granted and taken in one consecutive period or, if the worker and the employer so agree, in not more than 3 separate periods.

(2) Subject to subregulation (1) long service leave shall be taken at the earliest practicable date.

OR

2 the rate of pay the employee was paid at the time of taking the postponed Long Service Leave.

The employee's weekly wage whilst taking the postponed Long Service Leave or part Long Service Leave entitlement shall be based on the lesser of:

- 1. The average number of ordinary hours the employee has worked in the previous twelve months to the commencement or deemed commencement of the postponed Long Service Leave,

OR

- 2. the average number of ordinary hours worked at the 10 year 6 month mark for the previous 12 months.

Request for Deferral by the employer (Shire of Mukinbudin)

Where the Shire of Mukinbudin requests a staff member to defer their Long Service Leave as it is not convenient to the organisation and the employee agrees then the employee agrees with the employers request to delay taking part or all of their entitlement beyond the 10 year six month mark than the rate of pay will be the rate of pay the employee is paid at the time of taking the postponed Long Service Leave.

NB: All requests by the employee or the employer must be reported to Council in a formal agenda item approving the proposed LSL arrangement.

Reg 6A covers request for LSL on Half Pay (26 weeks)

6A. Leave on half pay

Where a worker commences a period of long service leave, the worker may, if the worker and his employer so agree in writing, be paid for each week of that period at half the rate at which he would otherwise be entitled under regulation 8 to be paid, but only half of any period of leave in respect of which the worker is so paid shall be taken into account for the purpose of ascertaining the amount of leave, if any, to which he is thereafter entitled and for the purpose of applying the formula in regulation 9(3).

Reg 6B covers Requests for LSL on Double pay (6 1/2 weeks)

6B. Leave on double pay

Where a worker commences a period of long service leave the worker may, if the worker and his or her employer so agree in writing, be paid for each week of that period at double the rate at which he or she would otherwise be entitled under regulation 8 to be paid, but double any period of leave in respect of which the worker is so paid shall be taken into account for the purpose of ascertaining the amount of leave, if any, to which the worker is thereafter entitled and for the purposes of applying the formula in regulation 9(3).

The following Staff have been identified as being eligible for Long Service in the 2015/16 financial year.

Name	Position	Current entitlement	Due Date	Deferral date
Danny O'Donnell	Leading Hand	13 weeks +1day (2 nd)	31 January 2009	???
Robert Edwards	Works Supervisor	13 weeks	1 April 2010	30 June 2016
Stuart Billingham	CEO	13 weeks (2 nd)	12 June 2015	12 June 2017
Katharine Spencer	Senior Finance Officer	13 weeks	11 July 2015	???
Daniel Mori	General Hand	13 weeks	8 August 2015	???
Ann Brandis	Manager of Finance	13 weeks	31 January 2016	???

Officer request

- Leading hand
- Works Supervisor

Shire of Mukinbudin Request

- CEO

Comment:

This item is presented to Council for approval of the requested deferral of Long Service Leave dates

- Options cash out in deed
- Take leave in up to three periods
- Defer leave officer request
- Defer leave Shire request

Financial Implications

Yes timing of payment of Long Service Leave to staff and balance of Leave Reserve.

Cost of any replacement staff required to fill position whilst on officer is on leave

Statutory Environment

Local Government Act 1995

Local Government Industry Award 2010 - Long Service Leave Provisions.

Strategic Implications

Nil.

Policy Implications

Yes Long Service Leave Policy 4.14

Voting Requirements

Simple Majority

Officer recommendation:

That Council:

1. agrees to request the CEO defer taking his Long Service Leave for up to 18 Months as it is not convenient for the Shire. (12 December 2016)
2. agrees to the request by the Works Supervisor to defer his Long Service Leave until 30 June 2016.
3. agrees to the request by the Leading Hand to defer his Long Service Leave until 30 June 2016.

Cr Ventris left the meeting at 10.26am and returned at 10.27am

Stuart Billingham left the room at 10.33am

Council Decision Number – 1289

Moved: Cr Ventris

Seconded: Cr Lancaster

That Council:

1. agrees to request the CEO defer taking his Long Service Leave for up to 18 Months as it is not convenient for the Shire. (12 December 2016).
2. agrees to the request by the Works Supervisor to defer his Long Service Leave until 30 June 2016.
3. agrees to the request by the Leading Hand to allow the leave to be cashed out.

Carried 6/2

Cr Comerford and Cr Sippe voted against the motion

Stuart Billingham re-entered the meeting at 10.41am

Cr Comerford and Cr Ventris left the meeting at 10.41am and returned at 10.43am

The meeting adjourned for morning tea at 10.44am and resumed at 11.07am

8.4.4. October 2015 Local Government Elections-Quote from Electoral Commission	
Location:	Entire Shire
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	8 July 2015
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Summary

To present Council with a request to decide between Postal Voting or in Person Voting on Local Government Election Day Saturday 17 October 2015.

Background

The Shire of Mukinbudin has received a quote from the WA Electoral Commission to conduct the upcoming Shire election as a postal vote. (Please refer to letter submitted as a separate attachment)

The current sitting elected members who are retiring Councillors at the October 2015 Local Government Elections are:

- Cr Gary Shadbolt
- Cr Kylie Sippe
- Cr Dawn Lancaster
- Cr John O’Neil

Comment:

The Shire in the past has traditionally held its Local Government Elections as In Person voting elections.

Strategic Implications

Nil.

Legislation

Local Government Act 1995

Local Government (Elections) Regulations 1997

Policy Implications

Nil

Consultation:

WA Electoral Commission

Financial Implications

Yes if the Shire agrees to a Postal Vote and there is a contested election in the Shire approx. \$10,000

Voting Requirements

Simple Majority

Officer recommendation:

That the Shire of Mukinbudin advises and thanks the WA Electoral Commission for their quotation to conduct a Postal Election and that it will be conducting an In Person election in October 2015.

Or Alternative Motion

That the Shire of Mukinbudin:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2015 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61 (2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

Council Decision Number – 1290

Moved: Cr Sippe

Seconded: Cr Seaby

That the Shire of Mukinbudin advises and thanks the WA Electoral Commission for their quotation to conduct a Postal Election and that it will be conducting an In Person election in October 2015.

Carried 8 / 0

8.5 Environmental Health Officer's and Building Surveyor Reports

8.5.1 MUKINBUDIN HEALTH LOCAL LAWS CHANGES REQUESTED BY JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION.	
Location:	Shire
File Ref:	ADM
Applicant:	Bill Hardy – EHO
Date:	10 June 2015
Disclosure of Interest:	NIL
Responsible Officer	Bill Hardy – EHO
Author:	Bill Hardy – EHO

Summary

The Shire of Mukinbudin Health Local Laws 2014 were Gazetted on 10th April 2015. In a letter dated 21 May 2015 the Joint Parliamentary Committee on Delegated Legislation (JSCDL) has suggested some corrections. The committee has requested a written undertaking from the Council that within 6 months it will make these corrections. This can then allow the Health Local Law to stand.

Background

The Health Local Laws 2014 as Gazetted were found to need a number of corrections. Some of these are typographic errors; some relate to incorrect references, some replace wording to clarify the meaning for important legal points. The Principal Environmental Health Officer believes that the corrections requested are appropriate and do not pose problems for the Shire of the operation of the Local Law.

Comment:

The "Request for undertaking" is as follows –

"Request for undertaking

The Committee requests that the Council of the Shire of Mukinbudin provide an undertaking to, within 6 months:

- In clause 3.2.4(2)(b), delete the reference to AS1668.2; 1991 and insert instead AS 1668.2 2012,*
- In clause 3.2.4(3)(a), delete the reference to AS/NZS 3666.2; 1995 and insert instead, AS/NZS 3666.2:2011.*
- In clause 3.5.1(2)(b), and 10 other clauses, delete the reference to "Part 12" and insert instead "Part 11"*
- In clause 5.1.2 delete the word "maintain" and insert instead the word "keep".*
- In clause 5.1.9, delete the word "of" and insert instead "or".*
- In clause 5.1.10 insert the words "Unless transporting a pet animal or bird, " at the beginning of the clause.*
- In clause 7.1.3(3) move the words "the officer may, by notice in writing, direct as the case may be -" to a new line aligned with the first word of subclause (3).*
- Again in clause 7.1.3(3) align the words "within the time and in the manner specified in the notice" with paragraphs (i) and (ii).*

- *In clause 8.1.2(b), delete the reference to clause 8.1.4 and insert instead 8.1.3.*
- *Not enforce the local law contrary to these undertakings.*
- *Make all consequential amendments arising from the above undertakings.*
- *Provide the Committee with a copy of the minutes of the meeting at which the Council resolves to provide the undertakings; and*
- *Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of these undertakings.*

Noting that the Shire's next Council meeting is Wednesday, 17 June 2015, the Committee requests all the undertakings be provided, by letter signed by the Shire President, by Friday 26 June 2015.

Notice of Motion to Disallow

I advise that the Committee resolved to give a Notice of Motion in the Legislative Council to disallow the Local Law. However, the giving of the Notice should not be taken to indicate that the Committee has resolved to recommend disallowance of the Local Law at this stage. The giving of a Notice allows both the Shire and the Committee additional time to deal with and respond to the issues."

To improve the Health Local Law as Gazetted and to avoid the JPCDL disallowing the Local Law it would seem advisable for the Shire to make the requested undertaking and the the PEHO make the advised corrections to address the undertaking within the next 6 months.

Strategic Implications

Nil

Legislation

Shire of Mukinbudin Health Local Law 2014.

Policy Implications

Nil

Consultation:

CEO

The Joint Standing Committee on Delegated Legislation.

Financial Implications

Nil

Voting Requirements

Simple Majority.

Officer recommendation:

That the Shire Council agrees to make the undertaking as requested by the Joint Standing Committee on Delegated Legislation in their letter dated 21st May 2015 and endorse the actions of the CEO and Shire President in dealing with this matter.

Council Decision Number – 1291

Moved: Cr O'Neil

Seconded: Cr Seaby

That the Shire Council agrees to make the undertaking as requested by the Joint Standing Committee on Delegated Legislation in their letter dated 21st May 2015 and endorse the actions of the CEO and Shire President in dealing with this matter.

Carried 8/0

8.5.2 Town Planning Scheme No 4 – Policy 1 – Moveable Buildings	
Location:	Mukinbudin
File Ref:	TPS 4
Applicant:	John Mitchell Building Surveyor
Date:	07 July 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	John Mitchell

Background

At the Ordinary meeting held in June 2015 Council discussed the approvals required under planning for moveable and transportable dwellings. At that time the Building Surveyor advised that the lack of policy meant that an application to establish a second-hand transportable or a sea container dwelling within the residential zone of the local planning scheme would bypass planning controls and be considered for compliance as a dwelling.

Council therefore requested that the administration prepare policies that restricted placement of sea containers and required prebuilt or offsite built buildings not in keeping with the normal construction methods to be subject to planning controls.

The attached proposed policy requires that all transportable dwellings and buildings including dongas and sea containers are subject to planning controls whether they are in the town-site, general farming, residential or rural residential zones. In general terms the policy will permit the fast tracking (i.e. approved by CEO and advised to Council) of applications for concrete floored, weatherboard clad, steel framed and roofed buildings such as those made by project builders but will require neighbour consultation, Council input for building conversions (Lab huts to dwellings as an example), Quaker style barns, Sea Containers and Dongas (metal floor framed and timber floored structures).

Financial Implications

Planning costs of approximately \$1,000 will be incurred for the planning consultant's time. Advertising costs are estimated at a further \$500.00.

Statutory Environment

The proposed policy must be advertised for a period of two consecutive weeks in a newspaper (not newsletter) circulating in the region. Submissions are called for. Additionally the policy is contrary to planning schemes which in general terms exempt dwelling applications from planning controls, and must be submitted to the Western Australian Planning Commission for advice.

Policy Implication

The policy becomes effective from 14 days after adoption but can be used as a seriously entertained document once initial adoption occurs. That is, any application received after this meeting can be subject in general terms to the policy proposed.

Voting Requirements

Simple Majority

Recommendation

That the draft Town Planning Policy No. 1 Moveable Buildings be advertised for public submissions as required by the provisions of the Town Planning Scheme No. 4 and be brought back to Council at the completion of the advertising period for further consideration.

Council Decision Number – 1292

Moved: Cr Sippe

Seconded: Cr O'Neil

That the draft Town Planning Policy No. 1 Moveable Buildings be advertised for public submissions as required by the provisions of the Town Planning Scheme No. 4 and be brought back to Council at the completion of the advertising period for further consideration.

Carried 8/0

8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – June 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Tania Sprigg
Date:	08 July 2015
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

Mukinbudin Caravan Park Report June 2015

Caravans are now coming through - some stopping over for 1 or 2 weeks stay which is great! In the middle of June we had the contractors for Western Power stay in the house and also the 4 x barracks for 10 days.

There is another lot now staying again, also for 10 days.

We have the Water Corp staying for 10 or more days in the S/C Units and the barracks starting from Monday 13th July.

The powered sites for the Spring Festival are filling up fast!! So far there are 25 out of our 29 powered sites booked.

Tania Sprigg

CEO Comment

Works commenced in Nov 2014, issues with the plumbing sewerage line at CVP addressed and works are now nearing final completion. Plan of proposed new bays and overflow previously submitted to Council.

	14/15 Budget	Actual YTD	
Power Upgrade	\$19,000	\$19,000	Completed
Install 2 x Power heads South	\$ 8,500	\$ 8,500	Completed
Install 4 x Power heads West	\$16,000	\$16,000	Completed
Install new mains board	\$ 2,000	\$ 2,000	Completed
Extra Pole/Cable	\$0	\$ 2,128	
Septic Tank Leach Drains	\$ 9,580	\$ 5,052	Completed
Cartage of Leech Drains	\$0	\$ 480	Completed
Sullage/Septic System Works	\$22,500	\$22,585	Completed
Sand Fill, Hire plant Etc	\$ 6,425	\$ see below	figs Completed
Labour	0	\$17,712.01	
Labour overheads	0	\$15,245.81	
Plant	0	\$9,603.45	
Plant depn	0	\$3,460.00	
Misc	0	\$1,931.55	
Total	\$84,005	\$123,697.82	\$51,276.91 over budget

Overrun 92% wages and plant covered in budget

Recommendation

That Council note the above Caravan Park Managers Report.

Council Decision Number – 1293

Moved: Cr Palm

Seconded: Cr Lancaster

That Council notes the above Caravan Park Managers Report.

Carried 8 /0

Mukinbudin Caravan Park Annual Income							
	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total</i>	<i>Total Expense</i>
2005/2006	19358.08	11082.32	10521.76	1171.16	N/A	42133.32	
2006/2007	22820.21	9753.06	17095.2	981.35	N/A	50649.82	
2007/2008	27304.76	5422.75	11244.47	678.16	N/A	44650.14	
2008/2009	37214.39	10554.55	16773.76	663.63	N/A	65206.33	
2009/2010	33567.84	9096.35	15504.7	1036.36	N/A	59205.25	
2010/2011	38054.93	15604.59	15817.92	845.55	N/A	70322.99	
2011/2012	34724.53	11056.46	18753.08	773.19	N/A	65307.26	
2012/2013	44682.83	17477.98	24860.15	1050.17	N/A	88071.13	
2013/2014	45332.87	16194.44	26393.17	1278.53	N/A	89199.01	88695.34
Mukinbudin Caravan Park Income and Expenditure							
	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total Income</i>	<i>Expenditure</i>
July 14	3210.02	1290.55	1373.61	0.00	3732.00	9606.18	6021.66
Aug 14	3272.75	2442.72	3121.61	325.45	1030.00	10192.53	9202.39
Sept 14	4990.04	1939.99	5698.60	0.00	900.00	13528.63	10560.04
Oct 14	5372.72	2460.46	2829.98	388.59	1960.00	13011.75	9541.07
Nov 14	4120.92	1910.91	2009.98	0.00	1320.00	9361.81	7761.67
Dec 14	4445.46	2257.27	573.64	234.55	1610.00	9120.92	9403.86
Jan 15	663.65	687.73	586.23	0.00	240.00	2177.61	10257.51
Feb 15	2428.20	2388.63	1244.55	0.00	120.00	6181.38	9763.66
Mar 15	3434.11	2481.82	3083.63	158.18	1855.20	11012.94	6419.44
Apr 15	2545.45	1265.44	1277.72	72.73	1452.85	6614.19	9161.81
May 15	5081.83	992.71	926.35	0.00	545.45	7546.34	8251.73
Jun 15	3025.46	1641.81	2829	225.45	981.82	8703.54	13485.06
Total	42590.61	21760.04	25554.90	1404.95	15747.32	107057.82	109829.90

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

NB: Expenditure for month of December includes \$1500.00 for Awning for Camper's Kitchen that falls below capital threshold of \$5000

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

8.7 Swimming Pool Manager's Report

8.7.1 Mukinbudin Swimming Pool Report May 2015	
Location:	Mukinbudin
File Ref:	
Applicant:	Shannon Seaby
Date:	10 June 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham
Author:	Shannon Seaby

No Report from Shannon this month as Pool closed on the afternoon of Sunday 5 April 2015

CEO Comment

New employment contract for Shannon being prepared for 2015/16 Pool Season by CEO.

\$30,000 Pool Grant received from the Dept Sport and Rec

	Budget	Actual YTD
Pool Vacuum Cleaner	\$11,000	\$14,490 arrived in use Budget amendment
Freight pool cleaner	\$ 0	\$ 899
Disabled Unisex Toilet	\$12,500	\$12,764 arrived to be installed
Stage 4 Drafting Plans	\$ 8,000	\$ 0 On Hold till 2015/16 Budget
Diving Board Stairs	\$10,700	\$ 9,200 completed
Digging around diving board pipe work	0	\$ 900 completed
Total	\$42,200	\$38,353

- Diving Board stairs installed by Mukinbudin Steel fabricators 2014/15 Budget \$10,700 excluding gst.
- Shade Cloth for Ladies Change rooms repaired and to be reinstalled by Denis ASAP.
- New Disabled toilet to be installed 2015/16 Quotes sourced to install to building requirements

Voting Requirements

Simple Majority.

Recommendation

That Council note the above Pool Managers Report.

Council Decision Number – 1294

Moved: Cr Sippe

Seconded: Cr Ventris

That Council notes the above Pool Managers Report.

Carried 8 / 0

8.8 NRMO's Report

8.8.1 NRMO Report May 2015	
Location:	Mukinbudin
File Ref:	
Applicant:	Claire Baker - NRMO
Date:	09 June 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Claire Baker - NRMO

COURSES/ WORKSHOPS/ MEETINGS ATTENDED:

- ❖ 4th June – Mukinbudin – MCG Meeting
- ❖ 4th June – Mukinbudin – Hopping Mouse Search with MCG
- ❖ 9th June – Mukinbudin – WNRM Ferals Workshop
- ❖ 10th June – Southern Cross – NRMO Meeting
- ❖ 22nd June – Trayning – NEWROC NRM Meeting
- ❖ 24th June – Perth CBD – WALGA Solar Workshop
- ❖ 25th June to 3rd July – Leave

WALGA SOLAR WORKSHOP

- ❖ On the 24th June I attended a WALGA Solar Workshop Luncheon held in Perth CBD, this was a very informative event with many useful contacts, myself and Glen Buder from Trayning/Nungarin attended. Through these new contacts we can work on a suitable Solar Project idea for NEWROC, we will be meeting in the future to discuss a plan of action and what would be most beneficial for the Shire.

WHEATBELT NRM FERALS WORKSHOP

- ❖ On 9th June I attended the Wheatbelt NRM's Ferals Workshop. I found this day to be mainly 1080 accreditation with some information supplied, no Mukinbudin Landholders were present; I believe this is due to landholders with any feral pest issues have been in contact already and have taken use of free of charge baits from my current State NRM Project.

MUKINBUDIN CONSERVATION GROUP

- ❖ On the 4th June I attended an MCG Meeting at the Herbarium and helped plant some Eremophila's into the community garden.
- ❖ The morning of the 4th June myself and some members from the MCG met at a landholders property who has found evidence of a hopping mouse; a specimen was delivered to DPaW for identification and search of the property found some areas which may be suitable habitat; motion cameras were set up on site.

NATIONAL TREE DAY

- ❖ Contacted the Mukinbudin DHS and due to the delay in response and full calendar it was found not suitable to hold a Tree Day this year for the students, however it was noted that next year may be suitable with the Emergency Services Cadets Unit.

NORTH BARBALIN RD

- ❖ The "Permit to Take" has been approved for clearing of the maintenance zone for North Barbalin with the condition that the Translocation Proposal continues and I am on site when the works are to take place.
- ❖ The EV seedlings are currently being propagated in Kings Park Nursery.

BLACKSPOT REVEGETATION PROJECT

- ❖ A Budget was submitted to Stuart Billingham for inclusion in the 2015/2016 financial budget (Translocation Proposal) to this we would need extra seedlings for the remaining site however the translocation of the *Eremophila virens* cuttings is paramount.

NEWROC NRM – NEWROC NRM STRATEGY 2015 – 2020

- ❖ On 10th June the NRM Meeting was held in Southern Cross and 22nd June the NEWROC NRM Meeting was held in Trayning - during this meeting we were looking at key areas identified within our Strategy that we are planning to collate project ideas from. Tanika McLennon attended this meeting along with NEWROC NRM Officers; Glen Buder and Dylan Copeland.

STATE NRM GRANT 2013 – 2015 – “Feral Pest Eradication through use of 1080 and research into bait palatability, attractiveness and non – target species attraction”

- ❖ Baits still being advertised in the three shires; re-advertising in NRM News in local papers – 6kg Ready to lay oat baits are no longer available in Mukinbudin, fox and dog baits are still available.
- ❖ All permit applications & records on file in Koorda NRM Office
- ❖ An assistant has been organised for the bait trials and has been approved.
- ❖ Awaiting suitable time to set up cameras for bait trials

CORELLA PERMIT

- ❖ All paperwork completed just needed some willing shooters before the permit can be approved.

STORMWATER MANAGEMENT

- ❖ Will be meeting with Bob after the main projects are completed to assess the Water Corporations Catchments up for re-vesting.

WATER WISE ACCREDITATION

- ❖ The process is moving forward, awaiting reply from Water Corporation regarding Audit report.
- ❖ LIWA paperwork for a WaterWise Aquatic Centre accreditation has been completed for submission to LIWA in time for the LIWA Aquatics Conference in September; LIWA has forwarded paperwork through to Water Corporation’s Water Efficiency Team.

Voting Requirements

Simple

Recommendation

That Council note the above NRM Report.

Council Decision Number – 1295

Moved: Cr Comerford

Seconded: Cr O’Neil

That Council note the above NRM Report.

Carried 8/0

9. Information Report

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

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

10.1 Nil

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

11.1 Nil

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

12.1 Nil

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

(2) *If a meeting is being held by a Council.....the Council may close to members of the public the meeting, or part of the meeting if the meeting or the part of the meeting deals with any of the following –*

- (a) *a matter affecting an employee or employees;*
- (b) *the personal affairs of any person;*
- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
- (e) *a matter that if disclosed, would reveal -*

- (i) *a trade secret; or*
- (ii) *information that has a commercial value to a person; or*
- (iii) *information about the business, professional, commercial or financial affairs of a person,*

where the trade secret or information is held by, or is about, a person other than the local government; and

- (f) *a matter that if disclosed, could be reasonably expected to —*
 - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or*
 - (ii) *endanger the security of the local government's property; or*
 - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*

and

- (g) *information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
- (h) *such other matters as may be prescribed.*

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

Recommendation

That Council close the meeting to members of the public in accordance with the Local Government Act 1995, Section 5.23 as Item 12.1 deals with matters contained under Section 5.23.

Council Decision Number –

Voting Requirements – Simple Majority

Moved: Cr

Seconded: Cr

That Council close the meeting to members of the public in accordance with the Local Government Act 1995, Section 5.23 as Item 12.1 deals with matters contained under Section 5.23.

Carried /

Meeting went behind closed doors at am/pm

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

Council Decision Number –

Voting Requirements – Simple Majority

Moved:

Seconded:

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

Carried /

The meeting was reopened at pm

13. Dates to Remember

13.1 Dates to Remember

ANNUALLY	
Date	Details
January	No Council Meeting this in January
February	Chief Executive Officer and Works Supervisor to inspect all plant evaluate and/or amend its plant replacement programme for recommendation to Council. Audit Committee to review Statutory Compliance Return, meet with Auditor and report to next full Council meeting Local Government Compliance Return 1 January to 31 December each year. Community Strategic Plan, Long Term Financial Plan and Asset Management Plans – commence review process (Every two years)
March	Buildings inspection Shire buildings with Property Manager and report to Council's March or April meeting Roads Inspection – Annual Road inspections to prioritise items of roadwork's for forthcoming year. Councillors to present road proposals to CEO for consideration prior to this inspection. Complete review of Annual Budget (FM Regulations (33A) Completion of Statutory Compliance Audit Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange AGM Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO.(written confirmation to staff concerned) CEO to commence a full review of Delegations Register

	Policy / Procedures Manual Review – CEO to commence review process by including as last item on Council Agenda (if necessary)
May	Undertake Staff Annual Performance Reviews. National Volunteer Week Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges MF to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting. MF to conduct a Finance & Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit Every 4 years Financial Management Review due before 30 June WALGA Local Government Convention deadline for nominations 30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6. Chief Executive Officer's performance and remuneration review – commence this month
July	Draft Budget submitted by Chief Executive Officer and manager of Finance Issue Employee Group Certificates Councillors and Senior Staff issued with Annual Interest Returns for completion Issue eating house licence renewals CEO performance review
August	Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33) Resolution regarding timing of Annual Electors Meeting
September	Completion of Annual Financial Report & submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)
October	Review of Council's Code of Conduct – Section 5.103 (if unable to complete full review at this meeting discuss with Council the need to convene a Special Meeting to finalise review at this meeting or simply complete review at December Ordinary Meeting) Local Govt is to review its Code of Conduct within 12 months after each ordinary election day & make such changes to the code as appropriate. Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function. Special Meeting (Election Years Only) advertise special meeting to swear in Councillors, Elect President, Deputy President, Committee etc. for Monday immediately after the Saturday elections.
November	Pensioner rates rebate claim to be lodged Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)
December	Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report Newsletter & Local Newspaper – advertise date, time and venue of all Council and Committee meetings for next calendar year (with delegated authority, if any) (S.5.251 (g) & Reg 12). Council's Audit Committee to meet to discuss Final Audit Report and Management Letter. Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)

Cr John O'Neil left the meeting at 11.45am and returned at 11.57am

14 Closure of Meeting

14.1 The Shire President declared the meeting closed at 12.28pm.

Next Ordinary Council Meeting – Wednesday 19th August 2015 commencing at 9.00am.



DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 15th July 2015 were confirmed at the Ordinary Meeting of Council held on 19th August 2015.

Signed: _____

Being the person presiding at the meeting at which these minutes were confirmed

Date: _____