



*Mukinbudin - Classic, Dry, Red*

**Shire of Mukinbudin**

**Ordinary Council Meeting**

**AGENDA**

**WEDNESDAY 15 June 2016**



Floral Emblem  
Eucalyptus erythronema (Red Flowering Mallee)

**Notice of Meeting**

**Councillors**

The next meeting of Council will be an Ordinary Meeting to be held on Wednesday 15<sup>th</sup> June 2016 commencing at 10.00am.

Thank you

**Stuart Billingham**  
**Chief Executive Officer**

**9<sup>th</sup> June 2016**

## **DISCLAIMER**

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

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

## **ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST**

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

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8.6.1 Caravan Park Manager's Report – May 2016

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8.7.1 Swimming Pool Manager's Report – May 2016

**9. Correspondence and Information Report**

9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 15 June 2016.

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

10.1 Nil

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

11.1 Nil

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

12.1 Kununoppin Medical Practice - Deed of agreement

**13. Dates to Remember**

13.1 See attached list

**14. Closure of Meeting**

14.1 Closure of Meeting

**1. Declaration of Opening**

1.1 The Shire President to declare the Meeting open at 10.\_\_am

**2. Public Question Time (min 15 minutes)**

2.1 Response to previous questions taken on notice.  
Nil

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

The Shire President will declare public question time open.

2.3 Declaration of public question time closed

The Shire President will declare public question time closed.

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

3.1 Present:

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

3.2 Apologies:

3.2.1 Cr Ventris (Shire Deputy President)

3.3 On leave of absence:

3.3.1

3.4 Staff:

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

3.5 Visitors:

3.6 Gallery:

3.7 Applications for leave of absence:

3.7.1 Request for leave of absence

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That leave of absence be granted for Cr \_\_\_\_\_ for the \_\_\_\_\_ meeting.**

**Carried /**

#### **4. Petitions, deputations and presentations**

4.1 Petitions  
Nil

4.2 Deputations  
Nil

4.3 Presentations  
Nil

#### **5. Announcements by the Presiding person without discussion**

5.1

#### **6. Confirmation of the Minutes of previous meetings**

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 18<sup>th</sup> May 2016. (Adjourned)

6.2 Confirmation of Minutes for the Special Meeting of Council held on the 25<sup>th</sup> May 2016.

#### **Voting Requirement**

Simple Majority

#### **Recommendations**

That the Minutes of the Ordinary Meeting of Council held on the 18<sup>th</sup> May 2016 and Special Meeting of Council held on the 25<sup>th</sup> May 2016 be accepted as a true and correct record of proceedings.

#### **Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That the Minutes of the Ordinary Meeting of Council held on the 18<sup>th</sup> May 2016 and Special Meeting of Council held on the 25<sup>th</sup> May 2016 be accepted as a true and correct record of proceedings.**

**Carried /**

#### **6.1.1 Business Arising from Minutes**

## 7. Matters for which the meeting may be closed

### 7.1 Nil

*The Local Government Act 1995* Section 5.23 states the following:

#### 5.23. Meetings generally open to public

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

## 8.1 Work's Manager

8.1.1 Work's Manager's Report May 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Keith Mills - WM
Date:	09 May 2016
Disclosure of Interest:	Nil
Responsible Officer	Keith Mills – WM
Author:	Keith Mills - WM

### MAINTENANCE GRADING

Works are continuing to head South.

### KOORDA/BULLFINCH RD (Strugnell intersection)

Main roads have installed the holding lines and will complete the other white lines when line marking truck is available or in the area. Also need to get intersection RAV rated before installing heavy haulage signs.

### CLEOMINE

Waiting on new tractor auger then signs and guide posts will be erected.

### OUTSIDE STAFF

Town clean up and demolishing old house (10/12 Calder), then erecting fence at Blackspot rehabilitation site (old Barbalin intersection).

### OSH

We had a visit from Worksafe W.A on Thursday 26.5.16, Kelly and I escorted them around while they did an inspection of Depot, Gardener's shed, Admin etc, all went reasonably well, we ended up with 6 x notices all together.

- 2 x trainings (Hep B and HIV, Chem training)
- Safety management plan for road works
- Ceiling needs to be replaced next to the archive room at the depot
- Fire extinguisher at the gardener's shed
- Asbestos register

With all the other shires that have been visited by Worksafe in the area, it's been reported that they were issued the same sort of notices, all Shire's received training and asbestos notices.

### Voting Requirement

Simple Majority

### Recommendation

That Council note the Works Supervisors Report.

### Council Decision Number –

Moved: Cr

Seconded: Cr

That Council note the Works Supervisors Report.

Carried /



## Plant Report as per policy

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

## 8.2 Community Development Officer

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

### GRANT FUNDING PROJECTS:

#### Current Successful Projects:

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

#### Applications in Progress:

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

#### Outstanding Acquittals:

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

### COMMUNITY PORTFOLIOS – OTHER PROJECTS

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

**Carried /**

<b>8.3.1 List of Payments – May 2016</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – MF
Date:	9 <sup>th</sup> May 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis – MF
Author:	Ann Brandis – MF

## Background

## Financial Implications

## Policy Implications

## Voting Requirements

## Recommendation

**Council Decision Number –**

That the list of payments to today's meeting on Vouchers –	
Direct Debits D/D 2392.1- D/D2453.1	(\$15,003.91) and
Muni Cheques 31339 to 31356	(\$42,110.91) and
Muni EFT's – EFT 1632 to EFT 1712 Payroll - Pay-2	(\$378,214.90) and
Trust D/D22386.1 – D/D22465.1, EFT 1686, 1713 & 1714, Trust 271-274	(\$30,803.40)
Totalling	(\$466,133.12)
for payments made in May 2016, be passed for payment.	
Carried	/

8.3.2 Monthly Statement of Financial Activity Report – 31 May 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	9 <sup>th</sup> June 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

8.3.2 Monthly Statement of Financial Activity Report – 31 May 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	9 <sup>th</sup> June 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

8.3.2 Monthly Statement of Financial Activity Report – 31 May 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	9 <sup>th</sup> June 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

8.3.2 Monthly Statement of Financial Activity Report – 31 May 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	9 <sup>th</sup> June 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

8.3.2 Monthly Statement of Financial Activity Report – 31 May 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	9 <sup>th</sup> June 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

8.3.2 Monthly Statement of Financial Activity Report – 31 May 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	9 <sup>th</sup> June 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

8.3.2 Monthly Statement of Financial Activity Report – 31 May 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	9 <sup>th</sup> June 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

8.3.2 Monthly Statement of Financial Activity Report – 31 May 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	9 <sup>th</sup> June 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

## Background

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

The new format out of SynergySoft Monthly Statement of Financial Activity for the period ending 31<sup>st</sup> May **2016** are attached for Councillor Information, and consisting of;

## Statement of Financial Activity

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

## **Financial Implications**

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

## Statutory Environment

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

### Policy Implication

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

## Voting Requirements

## Simple Majority

## Recommendation

That Council adopt the Monthly Financial Report for the period ending 31<sup>st</sup> May 2016 and note any material variances greater than \$10,000 and 10%.

**Council Decision Number –**

**Moved: Cr** **Seconded: Cr**

**That Council adopt the Monthly Financial Report for the period ending 31<sup>st</sup> May 2016 and note any material variances greater than \$10,000 and 10%.**

**Carried** /

## 8.4 Chief Executive Officer's Reports

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

### Meetings – Past

#### May 2016

- 19-20 May CEO LGMA Mentoring - Leaders Conference Busselton
- 24 May NEWROC Executive Meeting Shire of Wyalkatchem
- 25 May Special Council Meeting
- 26 May KMPC Meeting Shire of Trayning Cr Shadbolt, Cr Ventris and CEO

#### June 2016

- 1 June Attended Beyond Gardens at Mukinbudin CRC
- 2 June LEMC Meeting and Exercise-CEO MF WM
- 3 June CEO RDO-Funeral Perth
- 6 June WA Day Public Holiday Office closed
- 8 June CEACA Meeting Merredin Cr Shadbolt and CEO
- 10 June Joint Commissioners Forum Perth
- 14 June CRC Committee Meeting
- 15 June Ordinary Council Meeting 10am start time
- 15 June Shire Draft Budget Workshop

### 1.2 Meetings – Future

#### June 2016

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

#### July 2016

- 8 July GECZ Ministerial Meeting Merredin
- 12 July CRC Committee Meeting
- 20 July Ordinary Council Meeting
- 25 July WNRRG Shire of Northam
- 26 July NEWROC Executive Meeting Shire of Mukinbudin

### 1.3. Staff Matters

SFO - Katharine Spencer to go on Maternity Leave in August/Sept 2016.  
Mukinbudin Pool Manger position closed 3 June 2016 to be trained and qualified up ASAP  
Admin Officer Jenny Heaney Annual Leave - 3 weeks 13 June – 24 June 2016.  
New Customer Service Officer to be employed for SFO Maternity Leave.

#### **1.4 Current/Emerging Issues**

- 1.4.1 Beringbooding Tank – Funding for Roof and Conservation Plan meeting held 4 June 15 with Regional Manager Water Corporation-Sharon Broad, funding for roof removal unsuccessful in state Budget 2015/16. Possible 2 years before funding available.
- 1.4.2 Shire of Merredin has withdrawn Building Surveyor Services to the Shire of Mukinbudin from 31 March 2016. Koorda NEWHealth looking at options.

#### **Voting Requirements**

Simple Majority

#### **Recommendation**

That Council note the Chief Executive Officer's Report.

#### **Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council note the Chief Executive Officer's Report.**

**Carried /**

8.4.2 NEWROC Executive Meeting Minutes 22 March 2016	
Location:	NEWROC
File Ref:	ADM 236
Applicant:	Stuart Billingham – CEO
Date:	9 <sup>th</sup> June 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

An Executive Meeting of NEWROC was held on Tuesday 24<sup>th</sup> May 2016 at the Shire of Wyalkatchem Council Chambers. (The minutes from the meeting are submitted as a separate attachment Item 8.4.2 for Councillors information.)

The following presentations were made to the meeting:

- The following items were discussed at the Council Meeting:

### 6.1. LIST OF INCOME AND EXPENDITURE

- ## 6.2. BALANCE SHEET

- ### 6.3. DRAFT BUDGET

## 7.1. STRATEGIC PLANNING

- ## 7.2. TELECOMMUNICATIONS BUSINESS CASE

- ### 7.3. KUNUNOPPIN MEDICAL SCHOLARSHIP

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

## Voting Requirements

**Officer recommendation:**

**Council Decision Number –**

**That Council notes the report on the NEWROC Council meeting minutes held on 24<sup>th</sup> May 2016.**

Carried /



<b>8.4.3 Shire of Mukinbudin – Repeal Local Law 2016</b>	
Location:	Mukinbudin
File Ref:	ADM 135
Applicant:	Stuart Billingham - CEO
Date:	8 June 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

**Summary:**

To present Council with a request to make a new Shire of Mukinbudin Repeal Local Law 2016. (Please refer to draft Shire of Mukinbudin Repeal Local Law 2016 is submitted as a separate attachment).

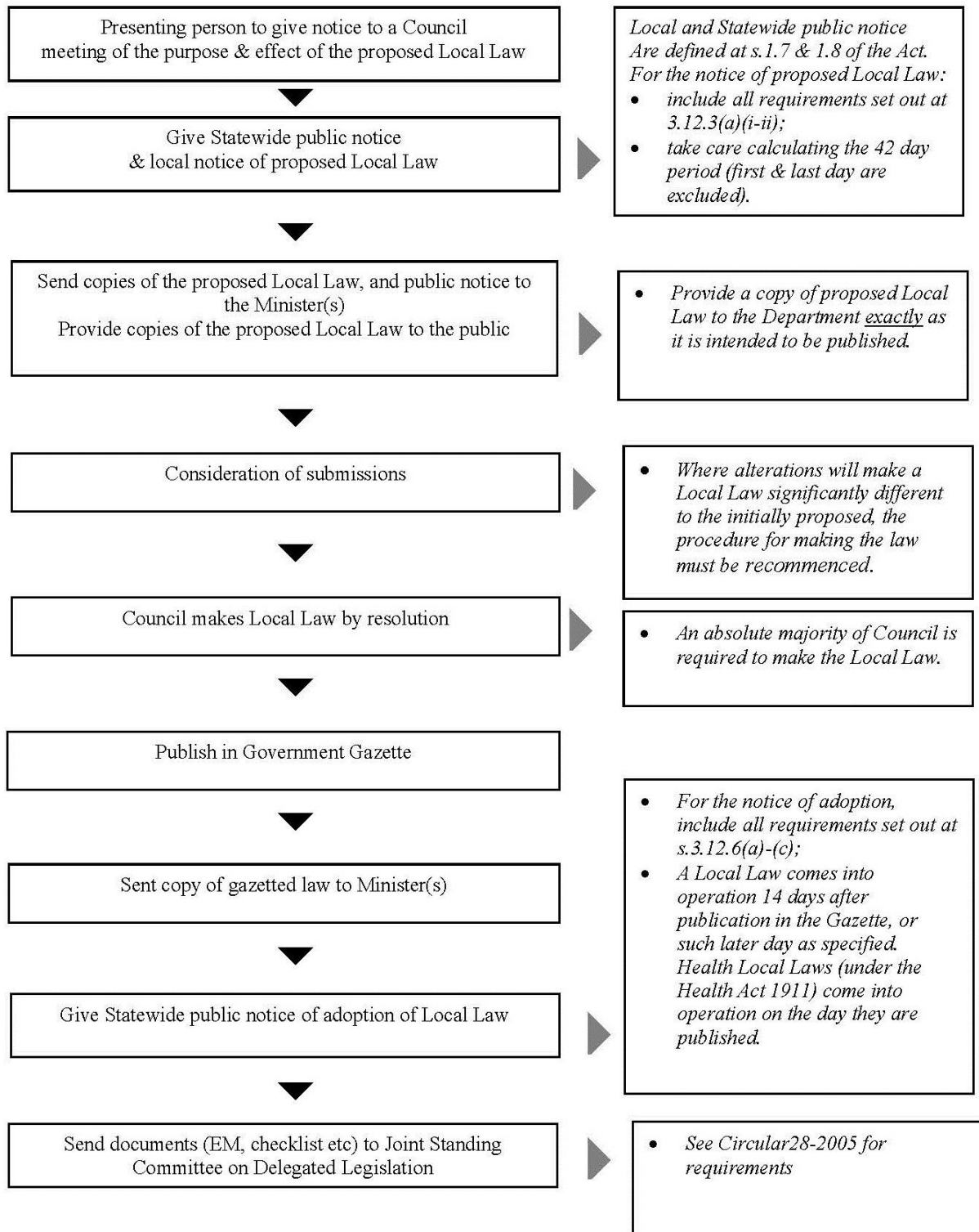
**Background:**

Council at its 17 February 2016 item 8.4.5 resolved

<b><u>Council Decision Number - 1418</u></b>	
<b>Moved: Cr O'Neil</b>	<b>Seconded: Cr Ventris</b>
<p><b>That Council gives 42 days state wide public notice and under section 3.12 of the <i>Local Government Act 1995</i> of intention to make the <i>Shire of Mukinbudin Repeal Local Law 2016</i> as submitted in Appendix 1.</b></p> <p><b>(NB: A copy of the Notice to be affixed to Council and Library notice boards for at least 7 days)</b></p>	
<b>Carried</b>	<b>7 /0</b>

The proposed local law was advertised in the West Australian Newspaper on Wednesday 6 April 2016 and the Muka Matter. Copies of proposed Local Law were sent to Minister for Local Government and Communities. No submissions have been received by the closing date of 4.30pm Friday 20 May 2016. Minor typographical errors were addressed as requested by the DLGC in their response to the draft Local Law.

## Appendix 1.1 Local Law Making Flowchart



### **CEO Comments**

No Submissions were received by the closing date on the 20 May 2016. The matter is now presented to Council to consider resolving to make the Repeal Local Law 2016.

### **Financial Implications**

Yes – Advertising costs of the Government Gazette and West Australian Newspaper.

## **Statutory Environment**

*Local Government Act 1995*

## **Policy Implication**

Nil

## **Voting Requirements**

Absolute Majority Vote Required.

## **Recommendation**

That Council:

- Adopts and makes the Shire of Mukinbudin Repeal Local Law 2016 as presented in **Attachment 1** and
- authorise the Shire President and Chief Executive Officer to sign, date and affix the Shire common seal to the Shire of Mukinbudin Repeal Local Law 2016.

(NB: When signed and sealed the Shire of Mukinbudin Repeal Local Law 2016 is then to be presented to State Law Publishers for gazettal. Copies of Gazettal to Minister for Local Government and Communities, Give Statewide Public notice of adoption of Local Law, Send copies to Joint Standing Committee on Delegated legislation).

### **Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council:**

- \* adopts and makes the Shire of Mukinbudin Repeal Local Law 2016 as presented in Attachment 1 and**
- \* authorise the Shire President and Chief Executive Officer to sign, date and affix the Shire common seal to the Shire of Mukinbudin Repeal Local Law 2016.**

**(NB: When signed and sealed the Shire of Mukinbudin Repeal Local Law 2016 is then to be presented to State Law Publishers for gazettal. Copies of Gazettal to Minister for Local Government and Communities, Give Statewide Public notice of adoption of Local Law, Send copies to Joint Standing Committee on Delegated legislation.)**

**AMVR**

**Carried /**

## **8.5 Environmental Health/Building Surveyor Officer's Reports**

Nil

NB: Shire of Merredin will be withdrawing Building Surveyor support to Shire of Mukinbudin at the end of March 2016 due to increasing workloads.

Shire of Koorda looking at options to move forward re Building Surveyor services as part of NEW Health

## 8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – May 2016	
Location:	Mukinbudin
File Ref:	
Applicant:	Tania Sprigg
Date:	9 <sup>th</sup> June 2016
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

### Mukinbudin Caravan Park Report May 2016

Firstly, I would like to thank Keith and the work crew for the works on the West side of the extended park, also Dan Mori for raking and Wayne for tidying up trees. It all looks great!

Over the long weekend we had 12 vans from the Sandgroper Club. They had a great time sitting around the camp fire and hanging out at the camper's kitchen.

All of the S/C Units and Barracks also were well used over this weekend.

The Units are continuing to be well used during the week with different contractors and water crop workers.

We need to continue in the upgrade of the laundry (washer/dryer) capacity and look at upgrading the BBQ. Also, a reverse cycle air con in the camper's kitchen.

Since the upgrade on the West side and the removal of out of place trees, we are ready to have a new plan for the park.

Tania Sprigg

#### CEO Comment

The adoption of the 2015/16 Budget will see trees replanted around the Caravan Park and Main Street. Suitable Tree species seedlings have been purchased from Koorda tree farms and will be planted next the week as planting is possible with sub surface moisture available. Maytag Washer and Dryers overheating and being repaired in Perth. New Washing Machine for Tania and CVP users to be listed in the 2016/17 draft budget. Drive through caravan bays now completed and levelled up.

#### Recommendation

That Council note the above Caravan Park Managers Report.

#### Council Decision Number –

Moved: Cr                                      Seconded: Cr

**That Council notes the above Caravan Park Managers Report.**

**Carried     /**

**Mukinbudin Caravan Park Annual Income**

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

**Mukinbudin Caravan Park Income and Expenditure**

	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total Income</i>	<i>Expenditure</i>
<b>July 15</b>	5,527.29	2,985.45	2,087.71	0.00	1,636.36	<b>12,236.81</b>	8,796.07
<b>Aug 15</b>	6,436.38	1,489.07	2,425.46	476.82	2,063.63	<b>12,891.36</b>	9,847.18
<b>Sept 15</b>	7,310.02	1,809.11	7,790.54	209.09	1,718.18	<b>18,836.94</b>	14,631.78
<b>Oct 15</b>	4,354.55	1,298.18	1,768.18	0.00	272.72	<b>7,693.63</b>	12,902.65
<b>Nov 15</b>	3,672.74	1,069.09	352.27	0.00	681.80	<b>5,775.90</b>	6,017.75
<b>Dec 15</b>	3,052.27	1,527.26	908.17	132.73	3,818.18	<b>9,438.61</b>	9,861.97
<b>Jan 16</b>	2,054.56	2,745.44	1,178.62	0.00	818.19	<b>6,796.81</b>	8,630.18
<b>Feb 16</b>	900.02	1,441.81	350.92	33.95	1,077.27	<b>3,803.97</b>	7,240.51
<b>Mar 16</b>	7,681.83	1,943.63	1,333.65	0.00	1,363.63	<b>12,322.74</b>	10,416.36
<b>Apr 16</b>	3,490.92	2,025.44	2,641.36	214.55	272.72	<b>8,644.99</b>	12,139.84
<b>May 16</b>	3,310.92	1,977.80	3,981.04	300.00	1,254.54	<b>10,824.30</b>	10,009.93
<b>Jun 16</b>						<b>0.00</b>	
<b>Total</b>	<b>47,791.50</b>	<b>20,312.28</b>	<b>24,817.92</b>	<b>1,367.14</b>	<b>14,977.22</b>	<b>109,266.06</b>	<b>110,494.22</b>

## 8.7 Swimming Pool Manager's Report

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

### Pool Manager Report

No Pool Manager Report this month as Pool Closed

### CEO Comment

Shannon has indicated to the CEO she will not be seeking a new contract in 2016/17. Pool Closed Sunday 3 April 2016. Pool manager position advertised with 11 applicants. Interviews to be conducted soon.

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

	15/16 Budget	Actual YTD
Install Disabled Unisex Toilet	\$3,460	\$0 to be installed
<b>Total</b>	<b>\$3,460</b>	<b>\$0</b>

- New Disabled toilet to be installed listed in 2015/16 Budget.

### Voting Requirements

Simple Majority.

### Recommendation

That Council note the above Pool Managers Report.

### Council Decision Number –

Moved: Cr                      Seconded: Cr

**That Council notes the above Pool Managers Report.**

**Carried      /**

**9. Information Report**

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

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

10.1 Nil

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

11.1 Nil

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

12.1 KMPC Deed of agreement for supply of Medical Services-Dr Walker

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

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

- (a) a matter affecting an employee or employees;*
- (b) the personal affairs of any person;*
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
- (e) a matter that if disclosed, would reveal –*
  - (i) a trade secret; or*
  - (ii) information that has a commercial value to a person; or*
  - (iii) information about the business, professional, commercial or financial affairs of a person,*

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

- (f) a matter that if disclosed, could be reasonably expected to —*
  - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or*
  - (ii) endanger the security of the local government's property; or*
  - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
- and*
- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
- (h) such other matters as may be prescribed.*

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



**Recommendation**

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

**Council Decision Number –**

Voting Requirements – Simple Majority

**Moved: Cr**

**Seconded: Cr**

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

**Carried /**

**Meeting went behind closed doors at                      pm**

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

**Council Decision Number –**

Voting Requirements – Simple Majority

**Moved:**

**Seconded:**

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

**Carried /**

**The meeting was reopened at                      pm**

**General Business**

**NB: 2016/17 Draft Budget Meeting to follow Council meeting closing**

### 13. Dates to Remember

#### 13.1 Dates to Remember

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

### 14 Closure of Meeting

#### 14.1 The Shire President declared the meeting closed at

pm

**Next Ordinary Council Meeting – Wednesday 20<sup>th</sup> July 2016 commencing at 10.00am**