



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

MINUTES

WEDNESDAY 16 JULY 2014



Floral Emblem
Eucalyptus erythronema (Red Flowering Mallee)

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ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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

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9. Correspondence and Information Report

9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 16 July 2014.

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

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

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

12.1 Consideration of Renewal of Contract of NRM Officer

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 declared the Meeting open at 9.07am

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:

Cr GJ Shadbolt	President	Lake Brown/Dandanning Ward
Cr RJ Comerford	Deputy President	Wattoning Ward
Cr S R Palm		Wilgoyne Ward
Cr JD O'Neil		Bonnie Rock Ward
Cr JN Seaby		Town Ward
Cr KR Sippe		Town Ward
Cr SG Ventris		Town Ward
Cr KD Lancaster		Town Ward

- 3.2 Apologies:

Cr BE Watson	Bonnie Rock Ward
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- 3.3 On leave of absence:

3.3.1 Cr Watson - Granted Leave of Absence June 14 and July 14 Council Meetings

- 3.4 Staff:

S D Billingham	Chief Executive Officer
R L Edwards	Works Supervisor (from 9.07am)

- 3.5 Visitors:

3.5.1 Nil

- 3.6 Gallery:

3.6.1 Nil

- 3.7 Applications for leave of absence:

3.7.1 Nil

4. Petitions, deputations and presentations

4.1 Petitions

4.4.1 Nil

4.2 Deputations

4.4.2 Nil

4.3 Presentations

4.4.2 Nil

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 18th June 2014

Voting Requirement

Simple Majority

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 18th June 2014 be accepted as a true and correct record of proceedings.

Council Decision Number – 1098

Moved: Cr Seaby

Seconded: Cr Sippe

That the Minutes of the Ordinary Meeting of Council held on the 18th June 2014 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 NRM contract renewal

8. Reports of Committees and Officers

8.1 Works Supervisor's report

8.1.1 Work's Supervisor's Report	
Location:	Mukinbudin
File Ref:	
Applicant:	Bob Edwards - WS
Date:	JULY 2014
Disclosure of Interest:	NIL
Responsible Officer	Bob Edwards - WS
Author:	Bob Edwards - WS

MAINTENANCE GRADING

Will Jenkin has restarted and is working in the Shires` North East. His first job was to gravel sheet a water damaged section of School Bus Route in front of the Spriggs` farm at the end of Sprigg Rd. He moved onto Elsewhere and Cunderin Roads and he is now grading Quanta Cutting and Ogilvie north of the Wilgoyne Bin back to Walton Rd.

Shane Markham worked in the Shires` South West with the second grader covering Lake, Karomin and Harrold Roads and streets in the towns` LIA.

ENTRY STATEMENTS

The Entry Statements are now all in place. The parking bay on the North Rd has been cleared of dead trees.

GUIDE POSTS

The guide posts that were removed for bitumen shoulder maintenance on the Bencubbin Rd have been reinstated out as far as Barbalin. All the guide posts on the corner at the end of Bent St on the Kununoppin Rd have been replaced with timber posts as the plastic type have been snapping off during the high winds.

RAILWAY CROSSINGS

The two railway crossings in town will be pulled up and replaced on July 16,17 and 18 by Brookfield Rail. The work will be carried out by their contractor, the Shire will provide gravel and some traffic management for this work at a nominal charge.

LINES AND SIGNS MRWA

Brendan Watson spent a day in Mukinbudin looking at problems with the Heavy Vehicle Access` in the town. Heavy Vehicle Operations still haven`t carried out an inspection of Strugnell St to upgrade the Street to RAV 7, so it will be a good time to carry out Brendans` recommendations prior to the HVO inspection. There is a culvert to be relocated, a corner to be widened and trees to be cleared.

The problem that the local business` are having unloading their freight from RAV trucks in the town streets is being looked into and will be handled by Brendan and his crew, he has rectified similar problems in other towns.

There is a need for some pavement alterations to White and Ferguson Streets to accommodate a truck bay in each of the streets. The trucks are RAV rated vehicles (27.5 mts) are not allowed to travel on the town streets except Bent and Shadbolt Streets, which means that the northern section of White and Ferguson and the linking section of Maddock streets will have to be registered as RAV routes. (A sketch has been tabled)

TOWN SPEED LIMITS

A SAM unit has been set up on the west end of Shadbolt Street and will be moved around town. It is hoped that drivers will take notice of their speeds and stick to the 50 limit.

TOWN BLOCK CLEANUP

The Derrandee Aboriginal Corp. yard has been cleaned out, so too was the vacant block in Greenslade Street, the stockpiled green waste behind the Shire Depot has also been cleaned up and taken to the tip. The gravel and aggregate stockpiles have also been tidied up.

SHIRE DEPOT

Two bays of the depot workshop floor have been concreted. The Shires' outside works crew did the laying and the concrete was delivered by Winchester Industries who also supplied concrete for the new Ambulance shed floor. The new 16 cfm compressor and bench grinder has been put into service. A floor was also poured outside the workshop to house drums of oil and Adblue, a cover is to be erected.

TOWN FOOTPATHS AND POTHoles

The footpath alongside Sippes' has been tidied up with some of the tree root distorted bitumen paving being removed. A small area of paving was patched near the Post Office. A load of cold mix will be picked up from Perth as soon as personnel are over their bout of flu. There has been several absent through sickness in past few weeks. There are a lot of potholes opening up on our bitumen network, it will take a couple of staff a week to fill. There is an old Water Corp repair at a corner on the Kununoppin Rd that will require some fill, it was suggested that it may have caused a Roll-over a few weeks ago, 80k signs have been erected until the surface is filled.

BUILDING BLOCKS FOR NEW HOUSING

Julian carried out soil testing on the three sites with the aid of the Cat Skid Steer equipped with the auger. The Caravan Park dwelling pad will be excavated once Julian marks out the dimensions.

CARAVAN PARK FENCE

Mick Sippe has installed a wire fence on the Eastern boundary, the Shire crew will install two bollards the stop vehicles but allow pedestrian access.

BARBALIN BLACK SPOT

Paul Kraft has completed a centreline survey of the new road alignment. The commencement date for this project has been pushed back to mid September for the bulk of the construction or until DER have issued the clearing permit. DER have advised that clearing of the Native Vegetation is not to proceed until late October on the off chance that there are ARID BRONZE AZURE BUTTERFLY hatching in the area to be cleared. The Dept of Water is still to approve an application to install culverts and floodways' on two creek crossings.

Recommendation

That Council note the above Report.

Council Decision Number – 1099

Voting Requirements – Simple Majority

Moved: Cr O'Neil

Seconded: Cr Lancaster

That Council note the above Report.

Carried 8 / 0

Mr Edwards left the meeting at 9.41am

8.2 Community Services Officer

8.2.1 Community Services & Club Development Officer's Report	
Location:	Shire of Mukinbudin
File Ref:	
Applicant:	Ann Brandis
Date:	10 th July 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Ann Brandis

No report this month

8.3 Deputy Chief Executive Officer Reports

8.3.1 List of Payments – June 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Dave Hannington - DCEO
Date:	10 July 2014
Disclosure of Interest:	Nil
Responsible Officer	Dave Hannington - DCEO
Author:	Dave Hannington - DCEO

If a Councillor has any questions regarding the enclosed finances, please see the Deputy Chief Executive Officer prior to the meeting so that a researched answer may be provided.

Background

A list of payments submitted to Council on 16th July 2014, 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 190.1	(\$403.64)
Muni Cheques 30895 to 30907	(\$127,650.30) and
Muni EFT's – EFT 114 to EFT 133 and 143, Payroll - Pay-2 to Pay 3	(\$204,308.29) and
Trust D/D 202.1-271.1	(\$40,525.95)
Totalling	(\$372,888.18)

for payments made in June 2014, be passed for payment.

Council Decision Number – 1100

Moved: Cr Comerford

Seconded: Cr Palm

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

Direct Debits D/D 190.1	(\$403.64)
Muni Cheques 30895 to 30907	(\$127,650.30) and
Muni EFT's – EFT 114 to EFT 133 and 143, Payroll - Pay-2 to Pay 3	(\$204,308.29) and
Trust D/D 202.1-271.1	(\$40,525.95)
Totalling	(\$372,888.18)

for payments made in June 2014, be passed for payment.

Carried 8 / 0

Cr O'Neil out 10.11am returned 10.12am

MEETING ADJOURNMENT MORNING TEA (10.30AM – 11.00AM)

The meeting adjourned at 10.25am for morning tea and reconvened at 11.00am.

8.3.2 Monthly Statement of Financial Activity Report – June 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Dave Hannington - DCEO
Date:	11 June 2014
Disclosure of Interest:	NIL
Responsible Officer	Dave Hannington - DCEO
Author:	Dave Hannington - DCEO

Background

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

The new format out of SynergySoft Monthly Statement of Financial Activity for the period ending 30th April 2014 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 2013/14 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

NB: No Report is available this month due to end of financial year. 30 June 2014 Statement of Financial Activity report to be presented to the August 2014 Council Meeting.

8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report- June 2014	
Location:	Shire
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	10 July 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

1.1 Meetings - Past

June 2014

18 June Ordinary Council Meeting
24 June NEWROC Council Meeting Shire of Nungarin 2.00pm
26 June Great Eastern Country Zone Meeting Kellerberrin Recreation Centre

July 2014

3 July NEW Travel Meeting at Shire of Mukinbudin
4 July Rural Water Council Meeting at Shire of Mukinbudin
4 July Meeting with Hugh Lavery from Water Corporation re Beringbooding Tank
7-11 CEO Annual Leave, DCEO appointed Acting CEO
16 July Ordinary Council Meeting

1.2 Meetings – Future

July 2014

18 July Take delivery of the Mukinbudin Fire Truck DFES training
22 July NEWROC Executive Meeting Shire of Trayning
23 July Executive Meeting
28 July Wheatbelt North Regional Road Group Northam Cr Palm and CEO
30 July Executive Meeting

1.3. Staff

Shannon Seaby appointed a Swimming Pool Manager.
Vacant Administration Officer Position advertised and Shortlisted/Interviews Panel

1.4 Current/Emerging Issues

- 1.4.1 Metro Local Government - Structural Reform – LGAB 30 Councils reduce to 15 by 1 July 2015 - Map released
- 1.4.2 Beringbooding Tank – Funding for Roof and Conservation Plan meeting held with District Manager Water Corporation-Hugh Lavery. Site Meeting with Mia Davies and Dept of Water Michael Allen.

- 1.4.3 Mukinbudin Waste Water agreement expired - meeting held with District Manager Water Corporation-Hugh Lavery potential funding for water treatment 2nd on list after Corrigin. Mrs Angela Herzer from Water Corporation Northam to visit soon re new draft agreement.

Recommendation

That Council note the Chief Executive Officer's Report.

Council Decision Number – 1101

Voting Requirements – Simple Majority

Moved: Cr Comerford Seconded: Cr Ventris

That Council note the Chief Executive Officer's Report.

Carried 8 / 0

8.4.2 NEWROC Council Meeting – Tuesday 24 June 2014	
Location:	NEWROC
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	11 July 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

A Council Meeting of NEWROC was held on Tuesday 24th June 2014 in Shire of Nungarin at the Nungarin Recreation 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. Compliance Officer
- 6.2. Royalties for Regions
- 6.3. Central Wheatbelt Visitors Centre MOU
- 6.4. Bendigo Bank
- 6.5. Wheatbelt Frameworks
- 6.6. Wren Oil-Collection of used oil from Farms
- 6.7. Future Project Priorities

Next NEWROC Meeting dates:

22 July	Executive	Shire of Trayning
26 August	Council	Shire of Trayning
23 Sept	Executive	Shire of Wyalkatchem
28 October	Council	Shire of Wyalkatchem
25 November	Executive	Shire of Koorda
16 December	Council	Shire of Koorda

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes the report on the NEWROC Council meeting minutes held on 24th June 2014.

Council Decision Number – 1102

Moved: Cr Sippe Seconded: Cr Ventris

That Council notes the report on the NEWROC Council meeting minutes held on 24th June 2014

Carried 8/0

8.5 Environmental Health Officer's Reports

No report this month.

8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – June 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Tania Sprigg
Date:	10 July 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

No Report this month due to Annual Leave

CEO Comment

- CEO inspection of Caravan Park with Arborist has advised River Red Gums species shed limbs without warning. Currently planted in large numbers in the Mukinbudin Caravan Park and Townsite. Some River Gum trees beyond recovery due to previous tree pruning programs.
- Signage regarding TV reception to be purchased and installed explaining Shire of Mukinbudin District is Direct to Satellite on the Viewer Access Satellite Television (VAST) Platform.14/15 Budget
- Condition of ceiling and floor coverings in the Caretakers house has been inspected by CEO May 2014.Budget 14/15
- Power Supply upgrade completed April 2014 by Transfield Future Grid contractor and Mukinbudin Electrical.
- Draft Employment Contract for Tania received from Workplace solutions
- Cleaners Ross and Dianne as Assistant Caravan Park Managers no longer require moving into town in a Shire CV Park Managers House.

	2013/14 Budget	2013/14 Actual YTD
Power Connection	\$ 9,339	\$9,339 in prog (\$2,521+\$6,818) Budget Amend+\$4,397
Sewerage Line	\$ 9,300	\$ 0 In progress express int for quotes
Ringlock Fencing	\$ 1,000	\$ 885 Completed by Mick Sippe installed June 14
Total	\$19,639	\$10,224

- 5 Rivers Plumbing Quote increased to \$15,519 excl gst and Matt Palm quotes followed up by CSO for Waste water line (see CSO report for further details)
- Fleetwood Homes have been provided Shire Purchase order to commence building Transportable home in the Caravan Park.

Mukinbudin Caravan Park Annual Income						
	Self Contained Units	Barracks	Sites	Washing Machine	Total	
2005/2006	19358.08	11082.32	10521.76	1171.16	42133.32	
2006/2007	22820.21	9753.06	17095.2	981.35	50649.82	
2007/2008	27304.76	5422.75	11244.47	678.16	44650.14	
2008/2009	37214.39	10554.55	16773.76	663.63	65206.33	
2009/2010	33567.84	9096.35	15504.7	1036.36	59205.25	
2010/2011	38054.93	15604.59	15817.92	845.55	70322.99	
2011/2012	34724.53	11056.46	18753.08	773.19	65307.26	
2012/2013	44682.83	17477.98	24860.15	1050.17	88071.13	
2013/2014	45332.87	16194.44	26393.17	1278.53	84024.14	
Mukinbudin Caravan Park Income and Expenditure						
	Self Contained Units	Barracks	Sites	Washing Machine	Total Income	Expenditure
July 13	5131.83	872.72	1240.90	181.82	7427.27	5582.10
Aug 13	5072.72	1418.16	3252.60	203.68	9947.16	16520.12
Sept 13	5310.89	2912.68	5443.76	189.09	13856.42	8203.55
Oct 13	3727.30	945.46	4899.53	219.00	9791.29	10809.85
Nov 13	2990.04	1679.98	1494.55	0.00	6164.57	5928.27
Dec 13	7409.10	801.81	552.27	0.00	8763.18	8117.43
Jan 14	3909.11	1390.91	1696.13	144.64	7140.79	6548.61
Feb 14	954.54	1336.37	385.45	75.45	2751.81	3378.18
Mar 14	1500.02	992.70	1465.46	0.00	3958.18	5402.00
Apr 14	3872.73	1209.1	1956.38	18.48	7056.39	9811.29
May 14	3145.47	1298.18	2541.61	181.82	7167.08	2575.76
Jun 14	2309.12	1336.37	1464.53	64.55	5174.57	4432.76
Total	45332.87	16194.44	26393.17	1278.53	89199.01	87309.92

Recommendation

That Council note the above Caravan Park Managers Report.

Council Decision Number – 1103

Moved: Cr Seaby

Seconded: Cr Palm

That Council notes the above Caravan Park Managers Report.

Carried 8 / 0

8.7 Swimming Pool Manager's Report

8.7.1 Mukinbudin Swimming Pool Report June 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Luke Sprigg
Date:	10 July 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Luke Sprigg

No Pool Managers report this month

CEO Comment

	Budget	Actual YTD
Retaining Wall/Paving	\$13,610	\$10,672 completed
BBQ Shelter	\$15,800	\$11,800 completed
Shelter plumbing and Trenching	\$ 2,258	\$ 1,148 completed
Engineering Plans	\$ 1,000	\$ 818 completed
Soil, Turf and Retic landscape	\$41,430	\$41,430 completed
Upgrade of Lights	\$12,200	\$ 5,535 completed
Mens changerooms Disabled Toilet	\$ 6,000	\$ 0 pending plans Pending design/Quote
Ablution Building re roofing	\$ 2,000	\$ 0 pending plans design(Quote \$4,650)
Woodchips	\$ 0	\$ 3,000 complete
Other (Shire in kind Labour Plant)	\$ 0	\$ 6,630
Other	\$ 0	\$ 1,404
Optidrive	\$ 0	\$ 10,110
Steps	\$ 0	\$ 0
Total	\$94,298	\$92,547

Budget Amendment – Opti-drive installed by Western Energy Services on 10 April 2014

Diving Board Step ordered from Mukinbudin Steel Purchase Order \$10,700 excl GST

Shade Cloth for Ladies Change rooms found at Depot and needs repair.

Diving Board stairs currently being manufactured by Mukinbudin Steel fabricators and will be a carryover item into the 2014/15 Budget \$10,700 excluding gst.

Voting Requirements

Simple Majority

Recommendation

That Council note the above Pool Managers Report.

Council Decision Number – 1104

Moved: Cr Palm

Seconded: Cr Sippe

That Council notes the above Pool Managers Report.

Carried 8 / 0

8.8 NRMO Report July 2014

8.8.1 NRMO Report July 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Claire Baker - NRMO
Date:	4 July 2014
Disclosure of Interest:	NIL
Responsible Officer	Dave Hannington – A/CEO
Author:	Claire Baker - NRMO

NRMO Report – Claire Baker
June 2014
Shire of Mukinbudin

COURSES/ WORKSHOPS/ MEETINGS ATTENDED:

- ❖ 11th – 12th June – Senior First Aid Course
- ❖ 24th June – Mukinbudin – Meeting with Whispie Bayley; MCG

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

Shire of Koorda, Wyalkatchem & Mukinbudin

- ❖ Bait Trial sites; Koorda: Confirmed: Greg Westlund, Carl Fushbishler, Rick Storer & David Nairn. Looking at just monitoring within the Koorda Shire due to location and farmers willing for their land to be a bait trial site.
- ❖ May look at monitoring sites just out of shire boundary where there is an issue to raise awareness before it is a problem (approved by DAFWA)
- ❖ Drafted documents such as expenditure sheets, advertising, trial site information, supplier information such as prices/ licence numbers/ contacts.
- ❖ Approved advertising through DAFWA and have sent out to local papers and places suitable to advertise.
- ❖ Baits still being advertised in the three shires
- ❖ Camera's & accessories have been ordered and delivered
- ❖ Pindone oats & phostoxin tablets has been ordered and collected for the Wyalkatchem townsite
- ❖ In contact with contractors who may be able to assist in project delivery met through the State NRM Conference
- ❖ CWDSG sponsoring the project as well as contracting my services for camera monitoring – invoice has been sent to the EO of the CWDSG.
- ❖ All invoices collated and sent to the Koorda Shire for records and payment
- ❖ All permit applications & records on file in Koorda NRM Office
- ❖ Change of S7 retailer from Boyd Agencies to Koorda Elders
- ❖ 1080 Rabbit oats have been sent to Koorda Elders from Wyalkatchem Elders to supply Koorda landholders
- ❖ Koorda, Wyalkatchem & Mukinbudin Shires have sent SMS for bait orders to landholders
- ❖ Land holder agreements have been drafted for bait trials
- ❖ Letters and permit amendment requests in progress
- ❖ Obtained a copy of current permits from DAFWA

SHIRE OF MUKINBUDIN:

PRESS RELEASES:

- ❖ 1080 baits

MUKINBUDIN CONSERVATION GROUP INC.

- ❖ MCG Meeting was planned however was cancelled; awaiting next meeting.

BIOBLITZ

- ❖ Speaking with the final leaders who are yet to submit their species record sheets for collation.
- ❖ Currently liaising with Katrina Kingston in regards to the BioBlitz report, she has sent through a draft report; currently editing.

DRF WORKS

- ❖ Completed a site survey into an area for proposed works with DRF located within the site, liaising with RCC and DER.
- ❖ Area may need to be inspected by DER/DPaW as information must be gathered about the DRF in question.
- ❖ Liaising with Natasha Moore from DPaW and Gillian Stack from RCC
- ❖ Permit has been drafted and checked over by Natasha Moore.
- ❖ A site inspection has been completed with the Works Supervisor to see what DRF will be effected in the area during works – Stuart & Bob stated that this area is not of major concern at this present time so the permit is on hold.
DER has been notified.
- ❖ A new site has been declared as being a high priority for works and also contains DRF.
- ❖ New Site (Nth Barbalin Road) – Have been in contact with DER & DPaW as road is covered by both departments.
- ❖ Written consent to clear maintenance zone from DER as comes under an exemption
- ❖ DRF/Environmentally sensitive areas will need a “Permit to take” permit; currently drafted and have been in contact with DPaW (local officer & Head-Office in Perth).
- ❖ Site Survey took place on 14th April
- ❖ Results collated and formed into a spreadsheet, finalising “Permit to Take”.
- ❖ Awaiting signed “permit to take” from CEO to submit to DPaW.
- ❖ Permit to take has submitted to DPaW – Being reviewed.

TREE PRUNING

- ❖ In contact with DER/DPaW regarding the process for tree pruning for the Shire. – Awaiting reply.

OTHER

- ❖ Ordered Nature Play passports for the local school children to get them outdoors and more aware of the environment.
- ❖ Successful in Funding from Wheatbelt NRM for NRM Professional Development; Funds to the total of \$665 were received by the Shire of Koorda for help in funding attendance for the State NRM Conference held in Busselton on the 7th of April until the 9th of April.

NEWROC NRM

- ❖ Had a meeting with NEWROC in regards to re-writing the NEWROC NRM Strategy 2005 – 2010; we have decided to form the old document into two documents; a project plan and a strategy, this is a work in progress as we are still re-viewing the document.

- ❖ Meeting took place on 26th of June; brain storming and looking at important topics to re-draft the strategy; importance of NRM etc; Linda Vernon will be drafting a strategy to put forward next month

NEWROC, SEAVROC & WEROC – NRMO GROUP

BIODIVERSITY FUND PROJECT 2012 - 2017

- ❖ Joint position with Sabin Acharya (Merredin NRMO); Group Secretaries
- ❖ General duties; promotion, advertising, site selection, site management, landholder communication, case studies etc.
- ❖ Successfully completed Project Management Diploma.
- ❖ Producing Agendas, Minutes & sending invites to CEO's for meetings.
- ❖ EOI's Advertised and sent out – 10 received from Koorda Farmers
- ❖ Planning Site Surveys
- ❖ See minutes for further actions and motions

ALL MINUTES FOR BIODIVERSITY FUND PROJECT SENT TO CEO'S

Voting Requirements

Simple

Recommendation

That Council note the above NRM Report.

Council Decision Number – 1105

Moved: Cr Lancaster Seconded: Cr Ventris

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

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

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

12.1

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 -*
 -
 - (ii) *information about the business, professional, commercial or financial affairs of a person;.....*
- (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 (2) (e) (ii).

Council Decision Number – 1106

Voting Requirements – Simple Majority

Moved: Cr Comerford

Seconded: Cr Ventris

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 (2) (e) (ii).

Carried 8 / 0

Meeting went behind closed doors at 11.59am

CEO out 12.10PM returned 12.15PM

MEETING ADJOURNMENT LUNCH (12.30PM – 1.30PM)

Cr Comerford adjourned the meeting at 12.30pm for lunch and reconvened the meeting at 1.30pm.

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

Council Decision Number – 1108

Voting Requirements – Simple Majority

Moved: Cr Sippe

Seconded: Cr Comerford

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

Carried 8/ 0

The meeting was reopened at 2.45pm

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. Plan for the Future – 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 Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange 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)
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 DCEO 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. DCEO 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 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 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	CEO to commence a full review of Policies & Procedures manual 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	Policy / Procedures Manual Review – Commence review process by including as last item on Council Agenda (if necessary) 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)

14.1 The Shire President declared the meeting closed at 4.03pm

Budget Workshop Meeting Wednesday 13 August 2014 9.00am.

Next Ordinary Council Meeting - Wednesday 20 August 2014 9.00am.