



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

AGENDA

WEDNESDAY 16 March 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 16th March 2016 commencing at 10.00am.

Thank you

Stuart Billingham
Chief Executive Officer

10th March 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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9. Correspondence and Information Report

9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 16 March 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 Nil

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 Ventris (Shire Deputy President)
Cr Comerford
Cr O'Neil
Cr Palm
Cr Paterson
Cr Seaby
Cr Junk
Cr Poultney

3.2 Apologies:

3.2.1

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 17th February 2016.

Voting Requirement

Simple Majority

Recommendations

That the Minutes of the Ordinary Meeting of Council held on the 17th February 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 17th February 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	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Keith Mills - WM
Date:	09 March 2016
Disclosure of Interest:	NIL
Responsible Officer	Keith Mills – WM
Author:	Keith Mills - WM

MAINTENANCE GRADING

None completed this last month.

BUS STOP TURNAROUNDS

We have installed two new bus turnarounds, one on the Rabbit Proof Fence at marker 7889 and the other on Popes Hill Sth Rd at marker 671. Children and bus signs are ordered and will be erected as soon as they arrive.

OUTSIDE STAFF REPLACEMENTS

Five applicants were chosen out of the forty-five received. Since then two have declined and the remaining three had their interviews on 11.3.16.

MUKA/BONNIE ROCK RD (NTH RD)

Sealing was completed on 19.2.16 and signage & guide posts are to be reinstated, swept and open to 110km p/hr.

KOORDA/BULLFINCH RD (Strugnell intersection)

We Commenced work on the 17.2.16 and completed it on the 8.3.16. We are waiting for other works (Salt Pan & N/E Rd) to be completed so we can seal together (sealing temporarily been booked for the 30.3.16) and then install kerbing, signage etc.

KOORDA/BULLFINCH RD (Salt Pan)

Commenced work on the 1.3.16, We ripped a section that had already been a failure leading up to and over the culverts and reworked to get better compaction. We also installed five barrell 600mm Ribloc culverts to ease future flooding, carted material, conditioned, balanced and compacted. The cement stabilizing will commence on the 21.3.16.

OSH

Last month's toolbox was held 25.2.16. Kelly informed all staff on their progress for the register and reported on incidents, congratulating all that have been involved. Stuart made mention of our PPE requirements and that they need to be adhered to (Hats, sleeved shirts and Sunscreen).

MAIN ROADS

Spot Watson and I went for a drive (26.2.16) to discuss some sign changes. Forest Ave intersection will have some clearing done and will then be changed from a stop sign to a give way sign. The Strugnell St railway crossing will be changed to a give way and Main roads will also delineate with white lines for traffic flow. The Bent/Shadbolt St intersection will also be changed to a give way after some pruning is completed. We also had a look at the bends on Barbalin and Jones roads, Spot recommended that the Barbalin bend be signed at 85kmph and the Jones Rd bend at 90kmph. They've been ordered and awaiting delivery.

Plant Report as per policy

Plant Item	Plant Number	Comments	Odometer/Hours
2014 Toyota Prado 1MBL	P433	Dec 2015 had 40,000km service	49,562kms
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	122,275kms
2015 Ford Ranger MBL2	P463	Replace 1 x Tyre , 30,000km service Oct 2015, 40,000km service Jan 2016	49,141kms
2015 Ford Ranger-Parks Super MBL1000	P291	Bull bar and spotlights fitted August 2015 Due for 15,000km service soon	10,658kms
2013 Holden Colorado Leading Hand MBL1071	P439	120,000km 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	101,696kms
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	219,421kms
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	3,629kms
2002 Komatsu Backhoe MBL1091	P317	Replaced leaking radiator Aug 2015 Working well, pins need replacing	7014hrs
2010 New Holland Tractor MBL1463	P403	This unit is operating well	2,116kms
2014 John Deere Tractor MBL244	P198	Repair to tyre Oil and filter service .This unit is performing well	135.9hrs
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	6,552kms
2004 CAT 10H Grader MBL100	P301	1000 hour service Oct 2015 carried out, blades nuts and bolts purchased new antennae installed	9445.3hrs
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	1029.3hrs
2011 Hino 614 MBL 1070	P411	This unit is operating well, globes replaced	34,764kms
2011 Hino 816 MBL 150	P410	This unit is operating well, replaced flashing light globes, replaced waring light globes	91,517kms
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	9,928.7kms
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	4505.3hrs
2014 Atlas Copco Roller MBL811	P462	50hr service Sept 15 Replace flat tyre , repair tyre. Unit is performing well	340hrs
2011 CAT Skid Steer MBL1724	P449	500hr service reseal cab, Unit is performing well	1026.4hrs
1997 Duelvo Street Sweeper MBL1453	P227	Currently engine coil being repaired @ Geraghty's	Under repair

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 /

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:	16 March 2016
Disclosure of Interest:	Nil
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.
- Injury Control Council WA - \$200 to attend Project Evaluation Workshop.

Applications in Progress:

- Lotterywest – Spring Festival. Planning & Development Group - funding for advertising, equipment and artist travel.
- Lotterywest – Events Equipment Kit. The District Club funding application for equipment was unsuccessful, so I will proceed with this grant.
- 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.
- Healthway – Spring Festival. This grant would require naming rights so if successful would once again be called the Act Belong Commit Mukinbudin Spring Festival.
- 2016 Durack Stronger Communities Program – an Expression of Interest submitted for a grant for automatic sliding doors at the CRC and Sports Complex.
- Waste Authority Community Grants – a Community Garden project to be situated in the Church of Christ Sunday School yard.

Outstanding Acquittals:

- There are no outstanding acquittals.

COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Mukinbudin Spring Festival** – a Planning & Development meeting was held to discuss the 2016 Spring Festival which will focus on the Art Exhibition. It is also proposed to hold community workshops with school participation and an artist-in-residence. Much will depend on the success of the funding applications so there are no concrete plans as yet.
- **Creating Age Friendly Communities in Small Towns** – The first stage of the project is completed, with street seating and disabled parking bays installed. The disabled toilets have been delayed due to conflicting planning recommendations and the ramp at the Men's Shed has been laid by Jeff Seaby and helpers.

- **Cleomine** – fencing and signage has been erected. Councillor Jeff Seaby and helpers have had to repair the windmill which had some bolts loosen in the wind which bent a blade.



Meetings Attended/Events Organised:

- Thursday 3rd March – NEWTRAVEL Meeting in Trayning.
- Thursday 10th March – Project Evaluation Workshop, Northam
- Wednesday 16th March – Morning Tea for Seniors with Regional Home Care Services.

Financial Implications:

Strategic Implications:

Nil

Voting Requirements

Simple Majority

Recommendations

That Council note the above Community Development Officers Report.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council Note the Community Development Officer's Report.

Carried /

8.3.3 Annual Budget Review as at 29 February 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	10 th March 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Stuart Billingham - CEO

Background

The Local Government (Financial Management) Regulations Reg 33A states the following:

33A. Review of budget

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government's financial position as at the date of the review; and

(c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

[Regulation 33A inserted in Gazette 31 Mar 2005 p. 1048-9; amended in Gazette 20 Jun 2008 p. 2723-4.]

The Shire of Mukinbudin is therefore required to undertake a Review of the Annual Budget each year before the 31 March each year. In the absence of the Shire having a Deputy Chief Executive Officer, the Chief Executive Officer has prepared a Budget Review using the UHY Haines Norton Model Template for the 2015/2016 Annual Budget as at 29 February 2016.

Officer Comments

The Budget Review has been carried out and the CEO has made a list of recommendations for consideration by Council including:

- Budget Amendments where permanent differences have been identified that will have a material impact on the end of year financial position. No Timing Difference of materiality were identified in the review.

Financial Implications

Yes – budget amendments.

Statutory Environment

Shire of Mukinbudin 2015/16 Annual Budget

Local Government (Financial Management) Regulations 1996, r33A

Local Government Act 1995,

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

Absolute Majority Vote Required

Recommendation

That Council:

- Adopts* the budget review dated 29 February 2016 and listed recommendations, and
- Authorises the CEO to forward a copy of the 2015/16 Budget Review to the Department of Local Government and Communities within 30 days of this matter being considered by Council.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council:

*** Adopts* the budget review dated 29 February 2016 and listed recommendations, and
* Authorises the CEO to forward a copy of the 2015/16 Budget Review to the Department of Local Government and Communities within 30 days of this matter being considered by Council.**

Carried /

8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report – February 2016	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	10 th March 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Meetings – Past

February 2016

18 Feb Attended Kununoppin Medical Practice Meeting with Cr Shadbolt
22 Feb WNRRC Shire of Northam Cr Palm, WS and CEO
23 Feb NEWROC Council Meeting and Strategic Workshop at Shire of Trayning Cr Shadbolt, Cr Seaby and CEO
25 Feb Great Eastern Country Zone Meeting Kellerberrin Rec Centre Cr Junk and CEO
26 Feb CEO RDO
29 Feb Office of Bushfire Risk Management Mapping Workshop CBFCO and CEO Shire of Trayning

March 2016

1 Mar. Attended Kununoppin Medical Practice Meeting with Cr Shadbolt
2 Mar Elected Member Training Shire of Koorda Cr Ventris and Cr Junk CEO MF
3 Mar IPR Guidelines Workshop Northam Rec Centre CEO-attended by Minister for Local Government
3 Mar LEMC Meeting Shire of Mukinbudin
4 Mar Personal Leave
8 Mar CRC Committee Meeting
9 Mar School Bus Committee Meeting – Shire admin office CEO WS Cr Shadbolt Cr O'Neil, Cr Seaby
14 Mar Bush Fire Advisory Committee Meeting CEO, CBFCO
15 Mar Biosecurity Workshop Merredin DFWA CR Palm
18 Mar Ordinary Council Meeting

1.2 Meetings – Future

March 2016

17-18 Mar LGMA WA Finance Professionals Conference Joondalup MF
21 Mar DOAC Meeting Merredin CEO and CBFCO
22 Mar Shire Road Inspection Crs CEO and WS
22 Mar NEWROC Executive Meeting Shire of Trayning CEO
25 Mar Easter Good Friday
28 Mar Easter Monday Public Holiday

April 2016

4-6 Apr Interim Audit
7-8 Apr WALGA Wheatbelt (Joint Zone) Conference Narrogin Cr Ventris
26 Apr NEWROC Council Meeting Shire of Wyalkatchem Cr Shadbolt and CEO

1.3. Staff Matters

SFO - Katharine Spencer on Long Service Leave for 13 weeks and 1 week Annual Leave total 14 weeks to 8th May 2016.

Mrs Shannon Poultney Pool Manager has indicated she will not be seeking to renew her contract in 2016/17-Shire to advertise for Local Pool Manger to be trained and qualified up ASAP

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

8.4.2 NEWROC Council Meeting Minutes 23 February 2016	
Location:	NEWROC
File Ref:	ADM 236
Applicant:	Stuart Billingham – CEO
Date:	10 th March 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

A Council Meeting of NEWROC was held on Tuesday 23rd February 2016 at the Shire of Trayning Don Mason 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 Council Meeting:

4. MINUTES OF MEETINGS
 - 4.1. MINUTES OF ORDINARY MEETINGS
 - 4.1.1. MINUTES OF ORDINARY MEETING OF NEWROC COUNCIL – 15 DECEMBER 2015
 - 4.1.2. BUSINESS ARISING .
 - 4.1.2.1. NEWROC PUBLIC TRANSPORT PILOT
5. FINANCIAL MATTERS
 - 5.1. LIST OF INCOME AND EXPENDITURE
 - 5.2. BALANCE SHEET
6. MATTERS FOR CONSIDERATION
 - 6.1. TELECOMMUNICATIONS BUSINESS CASE - NBNCO AND ADSL UPDATE
 - 6.2. KUNUNOPPIN BONDED MEDICAL SCHOLARSHIP REVIEW
 - 6.3. NEWROC MOU
 - 6.4. NEWROC EXECUTIVE OFFICER SERVICES
 - 6.5. SIHI STREAM 6 - RESIDENTIAL AGED AND DEMENTIA CARE INVESTMENT PROG
 - 6.6. WHEATBELT REGIONAL GRANTS SCHEME AND COMMUNITY CHEST FUNDING

Next NEWROC Meeting dates:

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

22 March	Executive	Shire of Trayning
26 April	Council	Shire of Wyalkatchem
24 May	Executive	Shire of Wyalkatchem
28 June	Council	Shire of Koorda
26 July	Executive	Shire of Koorda
23 August	Council	Shire of Mt Marshall
27 September	Executive	Shire of Mt Marshall
25 October	Council	Shire of Mukinbudin
22 November	Executive	Shire of Mukinbudin
13 December	Council	Shire of Nungarin

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes the report on the NEWROC Council meeting minutes held on 23rd February 2016 and the endorsed list of priorities be sent to NEWROC.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council notes the report on the NEWROC Council meeting minutes held on 23rd February 2016.

Carried /

8.4.3 Application to keep three dogs at 9 Gimlett Way	
Location:	Mukinbudin
File Ref:	AS 517
Applicant:	Andrea Gibson
Date:	09 March 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Matthew Sharpe - Ranger

Summary:

An application has been received from Andrea Gibson requesting permission to keep three dogs at her rental property at 9 Gimlett Way Mukinbudin. Two of these dogs are already registered with the Shire, and are all three micro-chipped. The dogs are as follows:

- Bella a female sterilized 3 year old Labrador X Husky,
- Max a male 6 year old sterilized German Shepard X Rottweiler, and
- Jasper a sterilized 5 year old Poodle X Cavalier.

Background:

It is a requirement of the Mukinbudin Shire Council's Dogs Bylaw (1983) that the maximum number of dogs that can be kept on a premise within a town site is two unless an exemption is granted by Council under the provisions of section 26(3) of the Dog Act 1976 (as Amended). Council has approved similar applications in the past where all adjoining neighbors have agreed to the request and the Shire Ranger or other authorized Council Officer has considered that there are no valid reasons for withholding such approval.

11. The occupier of premises shall not, unless the premises are licensed an approved kennel establishment or have been granted exemption pursuant to ion 26 (3) of the Act, keep or permit to b kept on those premises, more than tw ogs over the age of three months and the y ung of those dogs under that age.

Consultation:

The Shire Ranger has liaised with Andrea Gibson who lives on the property at 9 Gimlett Way Mukinbudin and the immediate neighbors of the applicant, being Ruth Poultney and Bev Williams. These parties have indicated no concerns for the applicant to have 3 dogs on the property.

The Shire Ranger inspected the property on the 3rd March 2016 and has advised that the property has adequate fencing to contain the dogs. Consultation with the immediate neighbors has been made therefore I advise that there are no reasons to withhold the granting of an exemption to keep three dogs at the property.

CEO Comments

Nil

Financial Implications

Not Applicable

Statutory Environment

Dog Act 1976 (As Amended)

Mukinbudin Shire Council Dogs Bylaw (1983)

Policy Implication

Not Applicable

Voting Requirements

Absolute Majority Vote Required

Social Implications:

Keeping of dogs in a town site may impact on the social cohesion of a community if the dogs create a nuisance.

Recommendation

The applicant's neighbours were contacted by the Ranger and have no objection to the granting of a third dog application. It is recommended that Council agree to the granting of an exemption for the keeping of three dogs at 9 Gimlett Way Mukinbudin subject to the following conditions:

- That the exemption be reviewed in twelve months to ensure that no adverse problems have been experienced as a result of the exemption, and
- That Council reserve the right to withdraw the exemption at any time if any major or substantial problems are experienced prior to the review period.
- That the exemption applies only to the dogs nominated by the applicant.
- Each dog on the property must be registered with the Shire of Mukinbudin.
- Upon the death or permanent removal of any of the nominated dogs a maximum of two dogs only will be permitted to be kept on this property

Council Decision Number –

Moved: Cr

Seconded:Cr

That Council approve an exemption for the keeping of three dogs at 9 Gimlett Way Mukinbudin subject to the following conditions:

- That the exemption be reviewed in twelve months to ensure that no adverse problems have been experienced as a result of the exemption,**
- That Council reserve the right to withdraw the exemption at any time if any major or substantial problems are experienced prior to the review period.**
- The exemption applies only to the dogs nominated by the applicant.**
- Each dog must be registered with the Shire of Mukinbudin.**
- Upon the death or permanent removal of any of the nominated dogs a maximum of two dogs only will be permitted to be kept on this property**

Carried /

AVMR

8.4.4 Kununoppin Medical Practice	
Location:	Shire
File Ref:	ADM 292
Applicant:	Stuart Billingham - CEO
Date:	11 th March 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

To present to Council the minutes of the Kununoppin Medical Practice committee.

Background

The Shire President and CEO attended a Kununoppin Medical Practice meeting at the Shire of Trayning on 28th January 2016. The Committee met with Rural Health outcomes CEO Mr Monty Swanson and Director Dr Tony Mylius and the following was resolved at the meeting. (Please refer to confidential minutes of the meeting submitted as a strictly confidential separate attachment not to be circulated to the public or wider community).

A further meeting of the Kununoppin Medical Practice was held on Thursday 11 February 2016 at the Shire of Trayning attended by the CEO and Shire President.

Comment

It is supported to approve the additional operating expenditure as detailed in the KMPC minutes. To be addressed in the next Shire budget Review. Shire of Mukinbudin 25% of the total in the recommendation

Financial Implications

Yes- approx. \$4,463.78 excl gst budget amendment unplanned operating expenditure.

Statutory Environment

Local Government Act 1995,

Strategic Implications

Nil

Consultation

Shire President, Kununoppin Medical Practice Committee and Rural Health Outcomes
Shire of Trayning CEO

Policy Implications

Nil

Voting Requirements

Absolute Majority Vote Required

Recommendation

That Council terminates the agreement with Regional Health Outcomes on the basis of:

1. A payment of \$7,855.13 including GST for the equipment purchased by RHO
2. A contribution of \$10,000 towards the cost of recruiting Dr Jesudas
3. That the lines of communication between the parties are kept open

4. That Dr Jesudas is released from his contractual obligations with RHO
5. That telephone lines and any other relevant services be transferred into the name of the Shire of Trayning
6. That any movement in the value of pharmacy stock between what was transferred to RHO on commencement and what is transferred to the Shire of Trayning on termination of the agreement will be offset against the value of equipment to be purchased
7. That the pharmacy stock value transferred to Regional Health Outcomes on 1st August 2013 was \$8,774.13

Council Decision number -

Moved Cr

Seconded Cr

That Council terminates the agreement with Regional Health Outcomes on the basis of:

1. **A payment of \$7,855.13 including GST for the equipment purchased by RHO**
2. **A contribution of \$10,000 towards the cost of recruiting Dr Jesudas**
3. **That the lines of communication between the parties are kept open**
4. **That Dr Jesudas is released from his contractual obligations with RHO**
5. **That telephone lines and any other relevant services be transferred into the name of the Shire of Trayning**
6. **That any movement in the value of pharmacy stock between what was transferred to RHO on commencement and what is transferred to the Shire of Trayning on termination of the agreement will be offset against the value of equipment to be purchased.**
7. **That the pharmacy stock value transferred to Regional Health Outcomes on 1st August 2013 was \$8,774.13**

Carried /

8.4.5 Shire of Mukinbudin Firebreak Order	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham - CEO
Date:	11 th March 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

The Shire of Mukinbudin currently does not have in place a Firebreak order requiring rural properties to install firebreaks and or townsite blocks to be kept maintained free of weeds.

Fire breaks have not been compulsory in the Shire of Mukinbudin for many years but they are still an option for landowners wishing to take extra precautions.

Background

The Shire of Mukinbudin LEMC meeting held on the 3 March 2016 extract below

3.1.1 Business Arising from Minutes

Item 4.1 should read that the motion lay on the table.

LEMC enquired as to whether an agenda item had been taken to the Shire Council Meeting regarding LEMC '**Item 4.1.4 Possibility of Implementing Fire Break Orders in the Shire of Mukinbudin**', and if not requested it be taken to the next council meeting.

Comment

A draft 2016/17 firebreak notice has been prepared see document submitted as a separate attachment. Council will need to decide if the Mukinbudin district requires a firebreak order to be reintroduced. Council will also need to evaluate if the additional costs versus the benefits are warranted.

Financial Implications

Yes- Ranger services to inspect firebreaks.

Statutory Environment

Local Government Act 1995,

Strategic Implications

Law order and Public Safety – firebreak order

Consultation

CBFCO, LEMC, DFES Area Manager

Policy Implications

Nil

Voting Requirements

Simple

Recommendation

That Council advise the LEMC it currently does not support the reintroduction of a Firebreak order.

Council Decision Number –

Moved: Cr

Seconded:Cr

That Council advise the LEMC it currently does not support the reintroduction of a Firebreak order.

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

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	19,358.08	11,082.32	10,521.76	1,171.16	N/A	42,133.32	
2006/2007	22,820.21	9,753.06	17,095.20	981.35	N/A	50,649.82	
2007/2008	27,304.76	5,422.75	11,244.47	678.16	N/A	44,650.14	
2008/2009	37,214.39	10,554.55	16,773.76	663.63	N/A	65,206.33	
2009/2010	33,567.84	9,096.35	15,504.70	1,036.36	N/A	59,205.25	
2010/2011	38,054.93	15,604.59	15,817.92	845.55	N/A	70,322.99	
2011/2012	34,724.53	11,056.46	18,753.08	773.19	N/A	65,307.26	
2012/2013	44,682.83	17,477.98	24,860.15	1,050.17	N/A	88,071.13	
2013/2014	45,332.87	16,194.44	26,393.17	1,278.53	N/A	89,199.01	88,695.34
2014/2015	42,590.61	21,760.04	25,554.90	1,404.95	15,747.32	107,057.82	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>
July 15	5,527.29	2,985.45	2,087.71	0.00	1,636.36	12,236.81	8,796.07
Aug 15	6,436.38	1,489.07	2,425.46	476.82	2,063.63	12,891.36	9,847.18
Sept 15	7,310.02	1,809.11	7,790.54	209.09	1,718.18	18,836.94	14,631.78
Oct 15	4,354.55	1,298.18	1,768.18	0.00	272.72	7,693.63	12,902.65
Nov 15	3,672.74	1,069.09	352.27	0.00	681.80	5,775.90	6,017.75
Dec 15	3,052.27	1,527.26	908.17	132.73	3,818.18	9,438.61	9,861.97
Jan 16	2,054.56	2,745.44	1,178.62	0.00	818.19	6,796.81	8,630.18
Feb 16	900.02	1,441.81	350.92	33.95	1,077.27	3,803.97	7,240.51
Mar 16						0.00	
Apr 16						0.00	
May 16						0.00	
Jun 16						0.00	
Total	33,307.83	14,365.41	16,861.87	852.59	12,086.33	77,474.03	77,928.09

8.8 NRMO's Report

8.8.1 NRMO Report December 2015/January 2016	
Location:	Mukinbudin
File Ref:	
Applicant:	Claire Baker - NRMO
Date:	15 th October 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Claire Baker - NRMO

Natural Resource Management Officer Report – December 2015 /January-February 2016 **COURSES/ WORKSHOPS/ MEETINGS ATTENDED:**

NRMO Christmas Meeting – Quairading – 1st December

- ❖ Mukinbudin Staff Meeting – 7th December
- ❖ NRM Handover for Wyalkatchem – 9th December
- ❖ Annual Leave/ RDOs – 23rd December – 4th January
- ❖ Christine Bowron State NRM Site Survey – Mukinbudin – 5th January
- ❖ Anne Marie Copeland State NRM Site Survey – Mukinbudin – 6th January
- ❖ Mukinbudin Staff Meeting – 18th January
- ❖ Public Holiday/RDO – 26th – 27th January
- ❖ Translocation Proposal Equipment Meeting – Landmark Mukinbudin – 29th January
- ❖ NRM Handover for Mukinbudin – 29th January
- ❖ NRMO Meeting – Bencubbin – 3rd February
- ❖ Cease of Employment for NRM Services – 9th February

STATE NRM GRANT 2016 – “Connecting, Protecting and Expanding Native Vegetation in Koorda, Wyalkatchem and Mukinbudin”

- ❖ The funding application for the State NRM Grant was successful for \$55,000.
- ❖ This was recognised by Mia Davies and a personal letter sent also.
- ❖ The landholder site surveys were all completed before the initial funding application was submitted, there is minimal project time needed for successful completion of this project – project management including but not limited to species site selection, finance, landholder consultation and follow up site surveys after planting.
- ❖ Glen Buder will be taking over in Project Management of this Project for a successful completion over the three shires as agreed upon by CEO's.

DPAW TRANSLOCATION PROPOSAL / BLACK SPOT REVEG PROJECT

- ❖ A meeting took place with Keith Mills and DPaW Staff; Natasha Moore and her District Officer on the 30th November at the Black Spot, the Translocation was further discussed in detail.
- ❖ Planting is to take place June or earlier next year with the fencing and reticulation to be in place for planting.

- ❖ A Purchase order for Landmark Mukinbudin has been raised for the reticulation materials.
- ❖ Keith Mills discussed the opportunity to connect direct to mains water supply which reduced the cost of the Purchase Order by removing the tank however a rather high cost will be associated with connecting through Water Corporation.
- ❖ I met with Ashley Walker on the 29th January in regards to the site size, details and the reticulation equipment needed, this was completed and Ashley stated he will organise with Keith Mills regarding pick-up/delivery of the equipment.
- ❖ The fencing materials will be delivered in the near future from DPaW.

SOLAR POWER PA

- ❖ After further discussion with Perth Energy in regards to the Power Purchase Agreements it has been noticed that the agreements are an over complex system for the small sites we have in our Shire, because of this a cash or lease option is being researched into by Nicole SanGregory from Perth Energy.

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

- ❖ The remaining funds were also used to purchase fox traps (2 handed to Mukinbudin Shire) and \$1950 was allocated for pest control to Koorda, Wyalkatchem and Mukinbudin landholders who were selected as part of the State NRM Biodiversity Project for 2016/2017.
- ❖ Bait Trails: The bait stations have now been dismantled and nine weeks of footage was captured with over 3000 photos.
- ❖ The Shire has received a copy of my report “Bait Palatability, Attractiveness and non – Target Species”.

STORMWATER MANAGEMENT

- ❖ The AA Dams for re-vesting by Water Corporation to the Shire have been surveyed and a report has been submitted to both Water Corporation and Stuart Billingham.
- ❖ I have requested for financial assistance for Water Corporation for the catchments in regards to the safety liability for the Shire.
- ❖ An Agenda Item was drafted for submission for the February Council Meeting regards to the council agreeing with the continued re-vesting to go ahead subject to financial support from the Water Corporation.
- ❖ The five catchments the Shire of Mukinbudin are endeavouring to change vestings are: Reserve 22163 (Bonnie Rock), Reserve 22301 (North Mondoan), Reserve 17925 (Wialki Soak), Reserve 18802 (Wilgoyne) and Reserve 21927 (Karlanning). Reserve 49185; Arnolds Tank will remain operational and vested to the Water Corporation.
- ❖ If the re-vesting is to go ahead there will be general maintenance which will need to take place on the catchments including but not limited to; removal of the roof/tin, patching of

leaks and cleaning of the culverts. There is funding available for this to be funded through Department of Water.

WATER WISE COUNCIL ACCREDITATION

- ❖ The Water Efficiency Action plan is currently being completed; the graphs and water use information is completed on the plan; some time will be needed to include shire information and non-potable water supply usage.
- ❖ Shannon Seaby or Wayne Fiechtner will be the Secondary Program Contact for the WaterWise Accreditation programme.
- ❖ The Waterwise Audit and Irrigation training is available online for completion to be able to meet the requirements of being part of the Water Management Team.

WATERWISE AQUATIC CENTRE

- ❖ The Water Action Plan recommendations to meet the requirements of the endorsement of the Aquatic Centre as WaterWise will need to be completed to continue endorsement by September 2016.

HANDOVER – NRM SERVICES

- ❖ Handover to Mukinbudin Shire took place on the 29th January 2016; assets handed over were: 2 Scout Guard Motion Cameras, Reconyx Motion Camera, 20 Eneloop rechargeable batteries, a battery charger, 2 8GB SD Cards, A lock box for the Reconyx Camera and a python lock including keys and 10 1080 metal warning signs for landholders. It was suggested these be used for hiring to landholders or for use by the Mukinbudin Conservation Group.
- ❖ Handover to Koorda Shire took place with Glen Buder (NRM Officer from Trayning and Nungarin) on the 5th February, all recent and on-going topics and projects have been discussed.

CEO Comments

With the resignation of Claire Baker from the NRM role, the Council will need to decide on the future Shire commitment of a shared Natural Resource Management Officer role with the Shire of Koorda after Feb 2016.

Voting Requirements

Simple

Recommendation

That Council note the above NRM Report.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council note the above NRM 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 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 deals with matters contained under Section 5.23 (2)(a).

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)(a).

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

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 20th April 2016 commencing at 10.00am.