



*Mukinbudin - Classic, Dry, Red*

**Shire of Mukinbudin**

**Ordinary Council Meeting**

**MINUTES**

**WEDNESDAY 16 September 2015**



Floral Emblem  
Eucalyptus erythronema (Red Flowering Mallee)

**Notice of Meeting**

**Councillors**

The next meeting of Council will be an Ordinary Meeting to be held on Wednesday 16<sup>th</sup> September 2015 commencing at 9.00am.

Thank you

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

**10<sup>th</sup> September 2015**

## **DISCLAIMER**

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

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

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

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

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  - 10.1 Nil
  
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  - 11.1 Nil
  
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  - 12.1 CEO Performance Review
  
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  - 14.1 Closure of Meeting

**1. Declaration of Opening**

1.1 The Shire President declared the Meeting open at 9.05am

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

2.1 Response to previous questions taken on notice.  
Nil

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

The Shire President will declare public question time open.

2.3 Declaration of public question time closed

The Shire President will declare public question time closed.

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

3.1 Present:

3.1.1 Cr Shadbolt (Shire President)  
Cr Comerford (Deputy Shire President)  
Cr O'Neil entered the meeting at 9.15am  
Cr Palm  
Cr Sippe  
Cr Ventris  
Cr Watson

3.2 Apologies:

3.3 On leave of absence:

3.3.1 Cr Lancaster  
Cr Seaby

3.4 Staff:

3.4.1 Stuart Billingham CEO  
Ann Brandis MF

3.5 Visitors:

Mr Roy Jones

3.6 Gallery:

3.7 Applications for leave of absence:

3.7.1 Nil

**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

4.2 Deputations

4.3 Presentations

John O'Neil presented a framed history of the Wialki area donated by Mr Laurie O'Neil listing the original landowners of the Wialki area

#### **Council Decision Number – 1314**

**Moved: Cr Sippe**

**Seconded: Cr Watson**

**That a letter of appreciation be sent to Mr O'Neil for the presentation of the History of the Wialki area**

**Carried 7 / 0**

#### **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 19<sup>th</sup> August 2015.

#### **Voting Requirement**

Simple Majority

#### **Recommendation**

That the Minutes of the Ordinary Meeting of Council held on the 19<sup>th</sup> August 2015 and be accepted as a true and correct record of proceedings.

#### **Council Decision Number – 1315**

**Moved: Cr Comerford**

**Seconded: Cr Ventris**

**That the Minutes of the Ordinary Meeting of Council held on the 19<sup>th</sup> August 2015 and be accepted as a true and correct record of proceedings.**

**Carried 7 / 0**

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

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

7.1 CEO Performance Review

*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. Reports of Committees and Officers

### 8.1 Work's Supervisor

<b>8.1.1 Work's Supervisor's Report August 2015</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Bob Edwards - WS
Date:	9 <sup>th</sup> September 2015
Disclosure of Interest:	NIL
Responsible Officer	Bob Edwards - WS
Author:	Stuart Billingham - CEO

#### **MAINTENANCE GRADING**

Will Jenkin has continued winter grading in the North of the Shire grading Beringbooding Road, Bonnie Rock South Road to Graham Road, Sprigg Road, Toole Rd, Sheardown Road, towing the multi-tyred roller while there will be some sub surface moisture in the road pavement material to work with.

#### **OGILVIE ROAD AND WALTON ROAD**

Maintenance work commenced last week on both Ogilvie and Walton Roads to repairs water damage and cover large rocks with new gravel. Silinger contracting has been carting gravel for Graham Road and these two projects.

#### **BARBALIN BLACKSPOT**

Rod Munns is supervising Hydrocon contractor who is nearing completion of stone pitching the culvert headwalls works. Mick Sippe to still complete fencing along the project as the creek sections dry out this month. As the site dries out the gravel pavement will be final trimmed and batters completed. Signage and line marking to follow. Project to be sprayed with hot bitumen once the temperature starts to rise, programmed to be sprayed in October 2015 by COLAS. An opening ceremony to be arranged by the Shire as soon as practical with appropriate invitations to be sent out.

#### **NUNGARIN Nth ROAD**

This project is to be completed in September with guideposts, flood warning signs and depth indicators and signage to be installed and the last remaining headwall also to be completed. The 50m section of Squire Road to be sealed at the same time the blackspot project is sprayed by COLAS. The new floodway requires some remedial works to repair stone settling after the recent rain when the creek system flooded and ran over the crossing at 300mm depth for several hours.

#### **BARBALIN Nth ROAD Gravel resheeting 6kms**

After Will Jenkin did an excellent job clearing back the verge vegetation and restoring the drainage and visibility the Shire will now program to undertake the gravel resheeting of the 6km section of the Barbalin Nth Road. Some remedial works will be required to widen the culverts and guidepost and new signage installed to improve safety under Roads to Recovery funding.

#### **GRAHAM ROAD –Gravel Resheeting**

Gravel resheeting of remaining 2kms of Graham road was completed 10 September 2015.

#### **STRUGNEL ST. Heavy haulage access**

Rod Munns has been liaising with Telstra to obtain a price to re-route their underground service.

#### **MUKINBUDIN- WIALKI Rd. Full reconstruction of section SLK .400 to 4.400**

The recent flooding of this section of road has delayed the commencement of this project till after harvest. Rod Munns has looked at the drainage issues along this project .

### **MUKINBUDIN- KUNUNOPPIN Rd. Bends and Corner reconstruction**

Subject to budget constraints these two corner bends will be looked at to repair surface deviations and improve the intersection size and safety. New signage and guideposts to be installed under the Shire maintenance budget.

### **OUTSIDE STAFF REPLACEMENTS**

Mr Don Francis has been appointed by the CEO as Mr Danny O'Donnell's replacement as Leading hand commencing on Monday 21 September 2015. Don will be renting a house from Danny O'Donnell.

Mr Brenton Bain has been employed as a Casual employee to assist the Shire is addressing the backlog of maintenance work on pothole repairs, signage installation, and guide posting etc.

We will require a further casual later in the year to help us get through the heavy work load in the coming budget year. The Works Supervisors position has been advertised in the West Australian and placed on Seek.com. The position closes 4.00pm on the 25<sup>th</sup> September 2015. Mr Edwards will complete his employment contract and finish up with the Shire on Friday 16<sup>th</sup> October 2015. A combined function for both Mr Edwards and Mr O'Donnell planned on this evening at the Depot from 4.30pm.

### **Voting Requirement**

Simple Majority

### **Recommendation**

That Council note the Works Supervisors Report.

### **Council Decision Number – 1316**

**Moved: Cr Watson                      Seconded: Cr Sippe**

**That Council note the Works Supervisors Report.**

**Carried    7/ 0**

**Cr Ventris left the meeting at 10.03am and re-entered the meeting at 10.06am**

Nola Comerford-Smith entered the meeting at 11.16am

## 8.2 Community Development Officer

8.2.1 Community Development Officer's Report August 2015	
Location:	Shire of Mukinbudin
File Ref:	CS.GR.1
Applicant:	Nola Comerford-Smith
Date:	9 <sup>th</sup> September 2015
Disclosure of Interest:	Swimming Pool quotes
Responsible Officer	Stuart Billingham
Author:	Nola Comerford-Smith

### GRANT FUNDING PROJECTS:

#### Current Successful Projects:

- Government of WA – Road Safety Community Grants Program (Event Grant) – Spring Festival - \$1,000
- Wheatbelt Development Commission - Creating Age Friendly Communities in Small Towns Project - \$53,991.25  
The grant includes disabled toilets at the Lion's Park (near current facilities behind Shire) and Gym, some seating and disabled parking bays.
- Lotterywest – 2015 Act-Belong-Commit- Spring Festival \$19,265
- KidSport - \$2,000 – KidSport applications will now be administered locally.
- CSBP - \$600 for Spring Festival
- Mukinbudin Landmark - \$600 for Spring Festival
- CBH Group Grants – Men's Shed – for sea container storage \$2,500.
- RAC – Spring Festival \$500
- Seniors Week 2015 Community Grants Program – for Seniors Long Table Dinner \$1,000

#### Applications in Progress:

- Lotterywest – Events Equipment Kit. Waiting on outcome of District Club grant application for equipment before proceeding further.
- Disability Services Commission - Community Infrastructure Grant – for automatic sliding doors to be installed at CRC and Sporting Complex.
- Dept. of Local Government and Communities - Thank a Volunteer Day Celebration.
- 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.

**Completed Acquittals:** There were no acquittals due this month

**Outstanding Acquittals:** There are no outstanding acquittals

### COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Act Belong Commit Mukinbudin Spring Festival** – The Spring Festival was held on 10 – 12 September.

Funding for the festival included:

Healthway \$13,500

Lotterywest \$19,265

Road Safety Community Grant \$1,000



CSBP \$600

Mukinbudin Landmark \$600

RAC \$500

- **Tampu Bin** – Will commence with signage plans if cost is approved through the budget.
- **Creating Age Friendly Communities in Small Towns** – The first stage of the project is underway, with street seating having been installed by Denis.



- **Seniors Events** – I have been organising Seniors events and outings as instructed since a Seniors Audit showed a need for regular social activities for our senior community members, with many of them physically unable to participate in the traditional social activities of various sports. These events have been a great success and have included trips on the community bus to Westonia, a Crop Tour, plus a sit down lunch and quiz at the Sandalwood Arts & Crafts Centre.

Interest in future events has been encouragingly high and we have discussed trips to further afield and request that Council consider continuing to sponsor the events by giving free use of the community bus for a range of 350km, and possibly community facilities in the future. Future trips could include, but are not limited to, Toodyay, Brookton, Araluen (for the tulip display in 2016) and Kalgoorlie. Ideally, I would like to hold monthly events with 5 of these being trips utilising the community bus, and others being functions in town such as a Picnic in the Park, or a lunch with a guest speaker. All other expenses for events will be covered by participants (eg. accommodation, meals). We would like to make these events affordable for seniors, to encourage as many as possible to attend.

- **WA Seniors Awards 2015** – I have nominated Mr Patrick Fagan for a Community Senior Volunteer Award for his incredible voluntary work with the MAD Men.
- **Prime Super Community Group of the Year Award** – the MAD Men have been selected as Semi-Finalists in the Award. A Gala Award Dinner will be held on Friday November 6<sup>th</sup>. I am expecting to have more information about the award by the 17<sup>th</sup> September so hopefully can have an update at the Council Meeting.
- **Shire of Mukinbudin – Tourist Brochure** – An order for 5000 brochures has been sent to Abbott & Co Printers.
- **Cleomine** – The horse construction is completed by John Smith and the men from the Men's Shed and looks amazing. I have sourced some photos from the State Library to be included on informative signs which can then be mounted on traditional timber fencing erected by Jeff Seaby and the Muka Men's Shed. The cost of these is included in the budget.

- **Banners in the Terrace**

The 2015 banner, designed and painted by the York family, was a winning design in the Banners in the Terrace competition for best Secondary School entry. The Yorks will be coming to the September Council meeting at 10:30am so Council can personally congratulate them.



- **Wattoning Historical Site** – Two almond trees have been purchased from Two Dogs Hardware and planted by Bruce and Helen Shadbolt. As discussed at the August Council Meeting, I have been looking into the mysterious ‘Tambrose’ memorial plaque at the gravesites. The funeral parlour passed on our contact details to the family of Tambrose, but they have not been in touch. I have emailed a contact I found on his website and will report any contact next meeting. Research has shown that he was an artist with seemingly no connection to Mukinbudin or Wattoning.
- **Mukinbudin Memorial Hall** – on 11<sup>th</sup> October 2015 the Hall will turn 80 years old! Pat Fagan and the MAD Men are volunteering to paint the front exterior of the Hall after Denis has filled the cracks in the wall. It is planned to have some sort of celebration – considering the 11<sup>th</sup> October falls on a Sunday, would Council like to consider an alternative day to commemorate the anniversary?

**Meetings Attended/Events Organised:**

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements**

Absolute Majority

**Recommendations**

That Council note the above Community Development Officers Report.

**Council Decision Number – 1320**

**Moved: Cr Watson**

**Seconded: Cr Sippe**

**That the Council**

1. agree to the Community Development Officer organising monthly Senior Events of which 5 events will use the Community Bus;
2. agree to provide the Community bus free of charge and fuel for these outings within a 350km radius of Mukinbudin;
3. Events that use Council facilities have fees waived with all other event expenses being recouped by participants;
4. That Council note the above Community Development Officers Report.

**Carried by an absolute majority 7/0**

Nola Comerford – Smith left the meeting at 11.47am

### 8.3 Manager of Finance Reports

<b>8.3.1 List of Payments – August 2015</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – MF
Date:	9 September 2015
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis – MF
Author:	Ann Brandis – MF

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

#### **Background**

A list of payments submitted to Council on 16 September 2015, for confirmation in respect of accounts already being paid or for the authority to those unpaid. (Please refer to Payment listing submitted as a separate attachment)

#### **Financial Implications**

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

#### **Policy Implications**

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

#### **Voting Requirements**

Simple Majority

#### **Recommendation**

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

Direct Debits D/D 1593.1-D/D1664.1	(\$16,207.44) and
Muni Cheques 31203 to 31218	(\$40,580.02) and
Muni EFT's – EFT 1023 to EFT 1082, Payroll - Pay-2	(\$304,306.94) and
Trust D/D1576.1 – D/D1667.1, EFT 1055 and Cheques 248-249	(\$36,873.00)
Totalling	(\$397,967.40)

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

#### **Council Decision Number – 1317**

**Moved: Cr Palm**

**Seconded: Cr Comerford**

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

<b>Direct Debits D/D 1593.1 – D/D1664.1</b>	<b>(\$16,207.44) and</b>
<b>Muni Cheques 31203 to 31218</b>	<b>(\$40,580.02) and</b>
<b>Muni EFT's – EFT 1024 - 1082, Payroll - Pay-2</b>	<b>(\$304,306.94) and</b>
<b>Trust DD 1576.1 to DD1667.1, EFT 1055 Cheques 248-249</b>	<b>(\$36,873.00)</b>
<b>Totalling</b>	<b>(\$397,967.40)</b>

**for payments made in August 2015, be passed for payment.**

**Carried 7 / 0**

<b>8.3.2 Monthly Statement of Financial Activity Report – 31 July 2015</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	9 September 2015
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> July 2015** are attached for Councillor Information, and consisting of;

Statement of Financial Activity

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

### **Financial Implications**

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

### **Statutory Environment**

General Financial Management of Council, Council 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> July 2015 and note any material variances greater than \$10,000 and 10%.

**Cr Watson left the meeting at 10.31am and returned at 10.34**

### **Council Decision Number – 1318**

**Moved: Cr O'Neil**

**Seconded: Cr Sippe**

**That Council adopt the Monthly Financial Report for the period ending 31<sup>st</sup> July 2015 and note any material variances greater than \$10,000 and 10%.**

**Carried**

**7/0**

<b>8.3.2 Monthly Statement of Financial Activity Report – 31 August 2015</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	9 September 2015
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> August 2015** are attached for Councillor Information, and consisting of;

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

### **Financial Implications**

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

### **Statutory Environment**

General Financial Management of Council, Council 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> August 2015 and note any material variances greater than \$10,000 and 10%.

### **Council Decision Number – 1319**

**Moved: Cr Comerford**

**Seconded: Cr Watson**

**That Council adopt the Monthly Financial Report for the period ending 31<sup>st</sup> August 2015 and note any material variances greater than \$10,000 and 10%.**

**Carried**

**7/0**



The meeting adjourned at 10.32am and resumed at 11.16am

<b>8.3.4 Annual Budget 2015/16-amendment to instalment dates</b>	
Location:	Entire Shire
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	9 September 2015
Disclosure of Interest:	NIL
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

### **Background**

The Draft 2015/16 Budget was presented to Council and adopted by Council at its 19 August 2015 Council meeting item 8.3.3. Recommendation 5 stated

#### INSTALMENT PLAN DATES

- the due date for instalments of rates payments be set as follows;

#### Four Instalment Option

1 <sup>st</sup> Instalment due	9 October 2015
2 <sup>nd</sup> Instalment due	18 November 2015
3 <sup>rd</sup> Instalment due	18 January 2016
4 <sup>th</sup> Instalment due	18 March 2016

The Local Government Act 1995 section 6.50 (3)

*6.50. Rates or service charges due and payable*

- (1) Subject to —
  - (a) subsections (2) and (3); and
  - (b) any concession granted under section 6.47; and
  - (c) the *Rates and Charges (Rebates and Deferrals) Act 1992*,

a rate or service charge becomes due and payable on such date as is determined by the local government.

- (2) The date determined by a local government under subsection (1) is not to be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued.
- (3) Where a person elects to pay a rate or service charge by instalments the second and each subsequent instalment does not become due and payable at intervals of less than 2 months.

### **Comment**

In order to comply with the Local Government Act 1995 the CEO has amended the rate notices as follows based on advice from the DLGC. This now provides at least 2 months between the 1<sup>st</sup> instalment and 2<sup>nd</sup> instalment, ensuring compliance with section 6.50(3) of the *Local Government Act 1995*.

#### Four Instalment Option

1 <sup>st</sup> Instalment due	9 October 2015
2 <sup>nd</sup> Instalment due	11 December 2015
3 <sup>rd</sup> Instalment due	11 February 2016

**Consultation:**

IT Vision, Department of Local Government

**Financial Implications**

Nil.

**Voting Requirements**

Simple

**Recommendation**

That Council endorses the actions of the Chief Executive Officer to amend the dates of the rate notice instalment dates to ensure compliance with section 6.50 the *Local Government Act 1995*.

**Council Decision Number – 1321**

**Moved: Cr O’Neil**

**Seconded: Cr Sippe**

**That Council endorses the actions of the Chief Executive Officer to amend the dates of the rate notice instalment dates to ensure compliance with section 6.50 the *Local Government Act 1995*.**

**Carried 7/0**

## **8.4 Chief Executive Officer's Reports**

<b>8.4.1 Chief Executive Officer's Report – August 2015</b>	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	10 September 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

### **Meetings – Past**

#### **August 2015**

20 August	Clubs WA District Club Meeting
21 August	Meeting with Rod Munns Roads Engineer
24 August	Kununoppin Medical Practice Meeting with Cr Shadbolt
25 August	NEWROC Council Meeting CEO and Cr O'Neil –Shire of Wyalkatchem
27 August	½ Day RDO
28 August	Plant Operator Interviews
31 Aug and 1 Sept	Plant Operator Interviews
31 August	Great Eastern Country Zone Meeting-Kellerberrin Cr Comerford attended

#### **September 2015**

2 Sept	Standing For Council Workshop Shire Chambers
3 Sept	Nominations open for Council 8.00am
3 Sept	LEMC Meeting
10 Sep	Nominations close for Council 4.00pm
10-12 Sept	Spring Festival
14 Sept	DOAC Merredin CBFCO
14 Sept	Mukinbudin BFB AGM
15 Sept	CRC Committee Meeting
16 Sept	Council Meeting

### **1.2 Meetings – Future**

#### **September 2015**

22 Sept	NEWROC Executive Meeting Shire of Koorda
24 Sept to 12 Oct	CEO on Annual Leave
25 Sept	Minister Mia Davies visiting the Shire of Mukinbudin

#### **October 2015**

15 Oct	Tier 1 Assessment LGIS
27 Oct	NEWROC Council Meeting Shire of Koorda

### **1.3. Staff Matters**

#### **Works Supervisor**

Our current Works Supervisor Mr Robert Edwards will cease his contract with the Shire on the 16 October 2015 Bob has worked for the Shire for 15 years since joining on 1 April 2000. A combined farewell function will be held for Bob and Danny on Friday 16<sup>th</sup> October 2015 at the Depot from 4.30pm.

Advertising for the Works Supervisors position has commenced in the West Australian and on Seek.com and applications will close 4.00pm on Friday 25<sup>th</sup> September 2015. It is noted that currently there are at least 5 other Shires in the Wheatbelt seeking a Works Supervisor.

## **Leading Hand**

Leading Hand Mr Danny O'Donnell will cease employment with Shire on Friday 18 September 2015 after 26 years' service commencing with the Shire on 31/1/1989. A Joint Function for Danny and Bob will be held on the 16 October 2015.

Leading Hand appointment Mr Donald Francis will commence as Leading Hand on Monday 21 September 2015. Don has come to us from the Shire of Sandstone where he was Leading Hand for 8 years.

## **Plant Operator**

With the departure of Mr Cameron Hodges the Shire has advertised, interviewed, and recruited Ms Leeanne Polkinghorne as our new plant operator who will commence Monday 14<sup>th</sup> September 2015. Mr Brenton Bain will also join the Shires outside workforce as a casual in September 2015.

Parks Supervisor/Horticulturalist, Mr Wayne Fiechtner appointed commencing Monday 31<sup>st</sup> August 2015. Wayne has travelled from Queensland to work for the Shire.

## **1.4 Current/Emerging Issues**

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

## **Voting Requirements**

Simple Majority

## **Recommendation**

That Council note the Chief Executive Officer's Report.

### **Council Decision Number – 1322**

**Moved: Cr Palm**

**Seconded: Cr Comerford**

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

**Carried 7/0**

**Cr Watson left the meeting at 12.17pm and re-entered the meeting at 12.18pm**

<b>8.4.2 NEWROC Council Meeting Minutes– 25<sup>th</sup> August 2015</b>	
Location:	NEWROC
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	12 August 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

### **Background**

A Council Meeting of NEWROC was held on Tuesday 25<sup>th</sup> August 2015 at the Shire of Wyalkatchem Chambers. Councillor O’Neil attended the meeting for Cr Shadbolt (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:

- 6.1. FUTURE PROJECT PRIORITY LIST
- 6.2. CEACA
- 6.3. TOURISM IN THE NEWROC
- 6.4. NEWROC FINANCIAL ADMINISTRATION
- 6.5 ART IN THE WHEATBELT

Next NEWROC Meeting dates:

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

22 September	Executive	Shire of Koorda
27 October	Council	Shire of Koorda
24 November	Executive	Shire of Mt Marshall
15 December	Council	Shire of Mt Marshall

### **Voting Requirements**

Simple Majority

### **Officer recommendation:**

That Council notes the report on the NEWROC Council meeting minutes held on 25<sup>th</sup> August 2015.

### **Council Decision Number – 1323**

**Moved: Cr O’Neil**

**Seconded: Cr Palm**

**That Council notes the report on the NEWROC Council meeting minutes held on 25<sup>th</sup> August 2015.**

**Carried 7 / 0**

Council adjourned the meeting 12.31pm and resumed at 1.41pm

Cr Ventris entered the meeting at 1.42pm

Cr O'Neil left the meeting at 1.42pm and re-entered at 1.48pm

<b>8.4.3 Whitestone Quarries Road Maintenance Agreement</b>	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	10 September 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

### **Summary**

To present Council with an offer from Whitestone Quarries to enter into a road maintenance agreement for the Shire of Mukinbudin to undertake road maintenance grading works on the affected shire roads where the carting of the Quartz stone occurs.

(Please refer to Map and letter attached)

### **Background**

The Shire of Mukinbudin Works Supervisor has met with John from Whitestone Quarries, currently operating a quarry in Forest Avenue in the Shire of Mukinbudin. Whitestone Quarries wish to mine quartz stone from three new sites in the Shire with the Shires Approval. (Please refer to the attached map for details of sites and roads affected).

Affected roads are RAV rated as follows:

#### Spark Deposit

- Wattoning West Road RAV 4 broken line with conditions
- Bonnie Rock - Mukinbudin Road RAV 7 (Mukinbudin - Wialki Rd)
- Graham Road RAV 4 broken line with conditions
- Bonnie Rock - Lake Brown Road RAV 4 broken line with conditions

#### Nicol Deposit

- Copeland Road RAV 4 without conditions
- Mukinbudin North East Road RAV 4 with conditions
- Mc Gregor Road (North) RAV 4 with conditions
- Albert Road RAV 4 low volume road
- Kalyanbudding Road not RAV rated

#### Shadbolt Deposit

- Kalyanbudding Road not RAV rated

Proposal that Whitestone Quarries pay the Shire of Mukinbudin \$0.005/per tonne/per km to undertake the maintenance grading of the affected roads utilised for carting the white quartz rock over the roads proposed to be used by Whitestone Quarries.

Spark Deposit 25km-equates to e.g. 5,000 tonnes x 0.5cents = \$25 x 25kms=	\$625.00
Nicol Deposit 20km-equates to e.g. 5,000 tonnes x 0.5cents = \$25 x 20kms=	\$500.00
Shadbolt Deposit 5km-equates to e.g. 5,000 tonnes x 0.5cents = \$25 x 5kms =	<u>\$125.00</u>
Total	<u>\$1,250.00</u>

**Comment:**

The cartage of any commodity over shire roads will have an impact on the roads condition and life. Gravel roads may begin to corrugate, rut or pavement fail and blow out. As the proposal involves the use of road trains to cart the quartz rock the proponent would need to ensure they comply with the Main Roads WA RAV network conditions.

It appears that Kalyanbudding Road is not RAV rated and would be illegal to use road trains on as the road is deemed unsuitable to cart on. (Please see attached Restricted Access Vehicle Types form for more information on configurations of trucks in each RAV category)

**Financial Implications**

Yes Possible Income and expenditure for road maintenance

**Statutory Environment**

*Local Government Act 1995*

**Strategic Implications**

Nil.

**Policy Implications**

Nil.

**Voting Requirements**

Simple Majority

**Officer recommendation:**

That the Shire of Mukinbudin engages the services of Engineer Mr Rod Munns to prepare a report with the CEO on the Whitestone Quarries proposal to be brought back to Council for further consideration.

**Council Decision Number – 1324**

**Moved: Cr Comerford**

**Seconded: Cr Watson**

**That the Shire of Mukinbudin engages the services of Mr Rod Munns to prepare a report with the CEO on the Whitestone Quarries proposal to be brought back to Council for further consideration.**

**Carried 7 / 0**

## 8.5 Environmental Health Officer's and Building Surveyor Reports

<b>8.5.1 Shire of Mukinbudin Health Amendment Local Law 2015</b>	
Location:	Entire Shire
File Ref:	ADM 223
Applicant:	Stuart Billingham - CEO
Date:	7 September 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

### **Summary**

To present Council with a request to create a new local law. A draft Shire of Mukinbudin Health Amendment Local Law 2015 submitted as a separate attachment.

### **Background**

As required by the Joint Standing Committee on Delegated Legislation (see letters attached), Council Officers have prepared a Shire of Mukinbudin Health Amendment Local Law 2015 to address the errors in the Shire of Mukinbudin Health Local Law 2014.

### **Comment:**

The CEO has prepared a draft Shire of Mukinbudin Health Amendment Local law 2015 to address the concerns raised by the State Joint Standing Committee on Delegated Legislation regarding the Shire of Mukinbudin Health Local Law 2014.

Please refer to appendix 1.1 for details of the procedure involved in the law making process.

A 42 day advertising period is provided for the public to make submissions regarding the proposed local laws.

### **Consultation**

Department of Local Government & Communities  
Joint Standing Committee on Delegated legislation

### **Financial Implications**

Yes Cost to gazette new local law and advertising in the West Australian newspaper.

### **Statutory Environment**

*Local Government Act 1995* gives Council the power to make local laws on a broad range of issues, including those proposed by Council.

### **Strategic Implications**

Nil.

### **Policy Implications**

Yes – Health Local Law

### **Voting Requirements**

Simple Majority

### **Officer recommendation:**

**[The Shire President to read aloud the purpose and effect of the Local Law]**



**'The purpose of the Shire of Mukinbudin Health Amendment Local Law 2015 is to effect corrections of errors in the Shire of Mukinbudin Health Local Law 2014 as required by the Joint Standing Committee on Delegated Legislation'**

That Council gives Statewide public notice under section 3.12 of the Local Government Act 1995 of intention to make the Shire of Mukinbudin Health Amendment Local Law 2015 as submitted in Appendix 1.

**Council Decision Number – 1325**

**Moved: Cr Palm**

**Seconded: Cr Ventris**

**That Council gives 42 days state wide public notice and under section 3.12 of the Local Government Act 1995 of intention to make the Shire of Mukinbudin Health Amendment Local Law 2015 as submitted in Appendix 1.**

**(NB: A copy of the Notice to be affixed to Council and Library notice boards for at least 7 days)**

**CARRIED 7 / 0**

## 8.6 Mukinbudin Caravan Park Manager's Report

<b>8.6.1 Mukinbudin Caravan Park Report – August 2015</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	Tania Sprigg
Date:	9 <sup>th</sup> September 2015
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

### **Mukinbudin Caravan Park Report August 2015**

August and September have been very busy with accommodation and vans. Hosting the Central Wheatbelt Grand Final in Muka saw a lot of caravans coming through to watch the BIG grandee, also for the Spring Festival so far we have over 35 vans plus extra unpowered sites booked. The long weekend in September is filling up fast as well.

It's great that the West side is slowly progressing with some gravel, but it will be great to add more so it becomes more of a drive through, as 90 per cent of caravans are asking for drive through sites. Luke is still rumbling about bulldozing another three trees on West side for drive through function.

There are still two lights in the park that need attention!  
One on the corner as you drive through and the other on the South side of toilets.

We may need to continue pursuing air-con in the camper's kitchen and a BBQ replacement.

Future watercourse drainage will need consideration as West park expansion will upset water course.

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 to be identified and purchased and planted ASAP whilst we have sub surface moisture present to help the trees become established. Drive through caravan bays for overflow in progress with extra gravel being brought in to fill and level up for Spring Festival and the future.

#### Recommendation

That Council note the above Caravan Park Managers Report.

#### **Council Decision Number – 1326**

**Moved: Cr Sippe**

**Seconded: Cr Watson**

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

**Carried 7 /0**

**Mukinbudin Caravan Park Annual Income**

	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total</i>	<i>Total Expense</i>
<b>2005/2006</b>	19358.08	11082.32	10521.76	1171.16	N/A	42133.32	
<b>2006/2007</b>	22820.21	9753.06	17095.2	981.35	N/A	50649.82	
<b>2007/2008</b>	27304.76	5422.75	11244.47	678.16	N/A	44650.14	
<b>2008/2009</b>	37214.39	10554.55	16773.76	663.63	N/A	65206.33	
<b>2009/2010</b>	33567.84	9096.35	15504.7	1036.36	N/A	59205.25	
<b>2010/2011</b>	38054.93	15604.59	15817.92	845.55	N/A	70322.99	
<b>2011/2012</b>	34724.53	11056.46	18753.08	773.19	N/A	65307.26	
<b>2012/2013</b>	44682.83	17477.98	24860.15	1050.17	N/A	88071.13	
<b>2013/2014</b>	45332.87	16194.44	26393.17	1278.53	N/A	89199.01	88695.34
<b>2014/2015</b>	42590.61	21760.04	25554.90	1404.95	15747.32	107057.82	109829.90

**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>	5527.29	2985.45	2087.71		1636.36	12236.81	8976.07
<b>Aug 15</b>	6436.38	1489.07	2425.46	476.82	2063.63	12891.36	9847.18
<b>Sept 15</b>							
<b>Oct 15</b>							
<b>Nov 15</b>							
<b>Dec 15</b>							
<b>Jan 16</b>							
<b>Feb 16</b>							
<b>Mar 16</b>							
<b>Apr 16</b>							
<b>May 16</b>							
<b>Jun 16</b>							
<b>Total</b>	5527.29	2985.45	2087.71		1636.36	12236.81	8976.07

## 8.7 Swimming Pool Manager's Report

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

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

### CEO Comment

New employment contract for Shannon signed for 2015/16 Pool Season by CEO and Shannon.

Swimming Pool Power consumption over 50,000kWh being investigated.

2015/16 Budget listing \$30,000 Pool Grant from the Dept Sport and Rec. This is to be quarantined to the Pool Reserve for Pool Bowl painting in 2016/17 approx \$49K.

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

- .
- Shade Cloth for Ladies Change rooms repaired and to be reinstalled by Denis ASAP.
- New Disabled toilet to be installed 2015/16 listed in 2015/16 Budget.

### Voting Requirements

Simple Majority.

### Recommendation

That Council note the above Pool Managers Report.

### Council Decision Number – 1327

Moved: Cr Palm

Seconded: Cr O'Neil

That Council notes the above Pool Managers Report.

Carried 7/0

## 8.8 NRMO's Report

<b>8.8.1 NRMO Report August 2015</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	Claire Baker - NRMO
Date:	09 September 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Claire Baker - NRMO

**Shire of Mukinbudin – August 2015  
Natural Resource Management Officer Report  
Claire Baker**

### **COURSES/ WORKSHOPS/ MEETINGS ATTENDED:**

- ❖ 4<sup>th</sup> August – Kalannie-Bonnie Rock – WNRM Contracted seedling delivery
- ❖ 10<sup>th</sup> August – LIWA Aquatics Conference Awards Night
- ❖ 31<sup>st</sup> August – Koorda – NRMO Meeting

### **PRESS RELEASES**

- ❖ Ranger Red Event

### **WATER WISE ACCREDITATION**

- ❖ The process is moving forward, awaiting reply from Water Corporation regarding Audit report.
- ❖ The LIWA Aquatics conference dinner held on the 10<sup>th</sup> August was a successful night with the recognition of Mukinbudin high priority, Minister Davies was present and many photos were taken as well as a media release.
- ❖ The framed certificate was delivered to the Shire Office and a A-Frame sign should have been posted to the Shire from Water Corporation.
- ❖ Media release: Koorda Swimming Pool and Mukinbudin Pioneer Memorial Aquatic Centre have been recognised as Waterwise Aquatic Centres by the Water Corporation and the Leisure Institute of WA Aquatics (LIWA). Water Minister Mia Davies congratulated the centres and the shires of Koorda and Mukinbudin for their water saving efforts at a LIWA conference yesterday (August 10), where she presented nine aquatic centres with certificates recognising their new Waterwise status.

*"These centres all carried out extensive reviews of how they use water and developed management plans to achieve ongoing water savings," Ms Davies said. "They identified many ways to save water, from retrofitting their internal plumbing with waterwise showerheads and taps, to carrying out daily water use monitoring, to changing the way they maintain and operate their facilities."*

Koorda Swimming Pool installed a specialised chlorination system that reduces the need for flushing, and upgraded the pool lining to minimise water loss from leaks, while Mukinbudin Pioneer Memorial Aquatic Centre arranged water efficiency training for its staff.

### **STATE NRM GRANT 2016**

- ❖ The 2016 State NRM Grant Applications for \$5000 - \$55,000 were open for two weeks, with the preparation I was able to submit a solid thorough application for my project "Connecting, protecting and enhancing native vegetation within the Shire of Koorda, Wyalkatchem and Mukinbudin". With Landholder Agreements and maps provided, I applied for exactly \$55,000 +GST. Through providing Landholder Agreements and maps of properties there should be a high chance of receiving the funding.

## **STATE NRM CONFERENCE**

- ❖ \$500 received from Wheatbelt NRM for conference attendance, \$250 also applied for conference subsidy through Lottery West.
- ❖ Conference Date is 21<sup>st</sup> – 23<sup>rd</sup> September 2015 in Mandurah.

## **NORTH BARBALIN RD**

- ❖ No progress to report

## **BLACKSPOT REVEGETATION PROJECT**

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

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

- ❖ My 2013 State NRM Bait Trails project is still in progress however 1080 Ready to lay oats are no longer in supply. Fox baits and other rabbit baits/methods of control are available. More efficient alternative methods of control are being researched into and may lead to a field day for landholders in conjunction with DAFWA.
- ❖ Due to remaining funds and delays I have had this project extended until June 2016

## **STORMWATER MANAGEMENT**

- ❖ Water Catchments up for revesting will be surveyed early September

## **OTHER**

- ❖ Wheatbelt NRM contracted my services for a seedling delivery from Kalannie to Bonnie Rock.
- ❖ Cat Traps have been hired to local landholders
- ❖ On 31 August I held the Natural Resource Management Officer's (NRMO) Meeting in the Koorda Council Chambers; from the general business which arose was the discussion to apply for future funding within the same guidelines of the Biodiversity Fund Project however with major budget constraints due to the lack of funding, this is something we will be discussing further at the next NRMO Meeting in September. If this was to be approved then Mukinbudin would be part of the project benefiting a number of landholders who wish to be involved.

## **Voting Requirements**

Simple

## **Recommendation**

That Council note the above NRM Report.

## **Council Decision Number – 1328**

**Moved: Cr Comerford**

**Seconded: Cr Watson**

**That Council note the above NRM Report.**

**Carried 7/0**

## 9. Information Report

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

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

10.1 Nil

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

11.1 Nil

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

12.1 CEO Performance Review

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

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

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

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

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

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

*and*

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

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

**Recommendation**

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

**Council Decision Number – 1329**

Voting Requirements – Simple Majority

**Moved: Cr Watson**

**Seconded: Cr Sippe**

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

**Carried 7 / 0**

**Meeting went behind closed doors at 2.26pm**

**Stuart Billingham & Ann Brandis left the meeting at 2.26pm**

**Stuart Billingham re-entered the meeting at 3.20pm**



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

**Council Decision Number – 1330**

Voting Requirements – Simple Majority

**Moved: Cr Sippe**

**Seconded: Cr Watson**

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

**Carried 7 / 0**

**The meeting was reopened at 3.41pm  
Cr Sippe left the meeting at 3.41pm and re-entered at 3.42pm  
Ann Brandis re-entered the meeting at 3.41pm**

**Council Decision Number – 1331**

**Moved: Cr Sippe**

**Seconded: Cr Watson**

**That the recommendation as per Item 12.1 as presented to Council be accepted**

**Carried 7 / 0**

**13. Dates to Remember**

**13.1 Dates to Remember**

<b>ANNUALLY</b>	
<b>Date</b>	<b>Details</b>
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.

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

## 14 Closure of Meeting

### 14.1 The Shire President declared the meeting closed at 4.52 pm

**Next Ordinary Council Meeting – Wednesday 21<sup>st</sup> October 2015 commencing at 9.00am.**