



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

AGENDA

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 16th September 2015 commencing at 9.00am.

Thank you

Stuart Billingham
Chief Executive Officer

10th 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.

Table of Contents

- 1. Declaration of Opening**
 - 1.1 Declaration of Opening
- 2. Public Question Time**
 - 2.1 Response to previous questions taken on notice
 - 2.2 Declaration of Public Question time open
 - 2.3 Declaration of public time closed
- 3. Record of Attendance, apologies, approved leave of absence**
 - 3.1 Present
 - 3.2 Apologies
 - 3.3 On Leave of Absence
 - 3.4 Staff
 - 3.5 Visitors
 - 3.6 Gallery
 - 3.7 Applications for leave of absence
- 4. Petitions, Deputations, Presentations**
 - 4.1 Petitions
 - 4.2 Deputations
 - 4.3 Presentations
- 5. Announcements by the presiding member without discussion**
- 6. Confirmation of minutes of previous meetings**
 - 6.1 Confirmation of Minutes of Meeting held 19th August 2015**
 - 6.1.1 Business Arising from Minutes
- 7. Matters for which the meeting may be closed**
 - 7.1 CEO Performance Review
- 8. Reports of Committees and Officers**
 - 8.1 Work Supervisor's Report**
 - 8.1.1 Work Supervisor's Report – August 2015
 - 8.2 Community Development Officer's Report**
 - 8.2.1 Community Development Officer's Report – August 2015
 - 8.3 Manager of Finance Reports**
 - 8.3.1 List of Payments – August 2015
 - 8.3.2 Monthly Statement of Financial Activity Report – 31 July 2015
 - 8.3.3 Monthly Statement of Financial Activity Report – 31 August 2015
 - 8.3.4 Annual Budget 2015/16-amendment to instalment dates

- 8.4 Chief Executive Officer's Reports**
 - 8.4.1 Chief Executive Officer's Report – August 2015
 - 8.4.2 NEWROC Council Meeting Minutes – 25 August 2015
 - 8.4.3 Whitestone Quarries Road Maintenance Agreement

- 8.5 Environmental Health/Building Surveyor Officer's Reports**
 - 8.5.1 Shire of Mukinbudin Health Amendment Local Law 2015

- 8.6 Caravan Park Manager's Report**
 - 8.6.1 Caravan Park Manager's Report – August 2015

- 8.7 Swimming Pool Managers Report**
 - 8.7.1 Swimming Pool Manager's Report – August 2015

- 8.8 NRM Officer's Report**
 - 8.8.1 NRM Officer's Report – August 2015

- 9. Correspondence and Information Report**
 - 9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 16 September 2015.

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

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

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

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

- 14. Closure of Meeting**
 - 14.1 Closure of Meeting

1. Declaration of Opening

1.1 The Shire President declared the Meeting open at 9. am

2. Public Question Time (min 15 minutes)

2.1 Response to previous questions taken on notice.
Nil

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

The Shire President will declare public question time open.

2.3 Declaration of public question time closed

The Shire President will declare public question time closed.

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

3.1 Present:

3.1.1 Cr Shadbolt (Shire President)
Cr Comerford (Deputy Shire President)
Cr O'Neil
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:

3.6 Gallery:

3.7 Applications for leave of absence:

3.7.1 Cr

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

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 19th August 2015.

Voting Requirement

Simple Majority

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 19th August 2015 and 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 19th August 2015 and 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 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

8.1.1 Work's Supervisor's Report August 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Bob Edwards - WS
Date:	9 th 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 25th September 2015. Mr Edwards will complete his employment contract and finish up with the Shire on Friday 16th 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 –

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 August 2015	
Location:	Shire of Mukinbudin
File Ref:	CS.GR.1
Applicant:	Nola Comerford-Smith
Date:	9 th 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 6th. I am expecting to have more information about the award by the 17th 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 11th 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 11th 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 –

Moved:

Seconded:

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 /

8.3.2 Monthly Statement of Financial Activity Report – 31 July 2015	
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 **31st 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 31st July 2015 and note any material variances greater than \$10,000 and 10%.

Council Decision Number –

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

8.3.2 Monthly Statement of Financial Activity Report – 31 August 2015	
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 **31st 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 31st August 2015 and note any material variances greater than \$10,000 and 10%.

Council Decision Number –

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

8.3.4 Annual Budget 2015/16-amendment to instalment dates	
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 st Instalment due	9 October 2015
2 nd Instalment due	18 November 2015
3 rd Instalment due	18 January 2016
4 th 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 Deferments) 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 1st instalment and 2nd instalment, ensuring compliance with section 6.50(3) of the *Local Government Act 1995*.

Four Instalment Option

1 st Instalment due	9 October 2015
2 nd Instalment due	11 December 2015
3 rd Instalment due	11 February 2016
4 th Instalment due	11 April 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 –

Moved: Cr

Seconded: Cr

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 /

8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report – August 2015	
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 16th 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 25th 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, recruited Ms Leeanne Polkinghorne as our new plant operator who will commence Monday 14th 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 31st 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 –

Moved: Cr

Seconded: Cr

That Council note the Chief Executive Officer's Report.

Carried /

8.4.3 Whitestone Quarries Road Maintenance Agreement	
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 Johnno 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 –

Moved: Cr

Seconded: Cr

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 /

8.5 Environmental Health Officer's and Building Surveyor Reports

8.5.1 Shire of Mukinbudin Health Amendment Local Law 2015	
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 –

Moved: Cr

Seconded: Cr

That Council gives 42 days Statewide 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 /

8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – August 2015	
Location:	Mukinbudin
File Ref:	
Applicant:	Tania Sprigg
Date:	9 th 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 –

Moved: Cr

Seconded: Cr

That Council notes the above Caravan Park Managers Report.

Carried /

Mukinbudin Caravan Park Annual Income

	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total</i>	<i>Total Expense</i>
2005/2006	19358.08	11082.32	10521.76	1171.16	N/A	42133.32	
2006/2007	22820.21	9753.06	17095.2	981.35	N/A	50649.82	
2007/2008	27304.76	5422.75	11244.47	678.16	N/A	44650.14	
2008/2009	37214.39	10554.55	16773.76	663.63	N/A	65206.33	
2009/2010	33567.84	9096.35	15504.7	1036.36	N/A	59205.25	
2010/2011	38054.93	15604.59	15817.92	845.55	N/A	70322.99	
2011/2012	34724.53	11056.46	18753.08	773.19	N/A	65307.26	
2012/2013	44682.83	17477.98	24860.15	1050.17	N/A	88071.13	
2013/2014	45332.87	16194.44	26393.17	1278.53	N/A	89199.01	88695.34
2014/2015	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>
July 15	5527.29	2985.45	2087.71		1636.36	12236.81	8976.07
Aug 15	6436.38	1489.07	2425.46	476.82	2063.63	12891.36	9847.18
Sept 15							
Oct 15							
Nov 15							
Dec 15							
Jan 16							
Feb 16							
Mar 16							
Apr 16							
May 16							
Jun 16							
Total	5527.29	2985.45	2087.71		1636.36	12236.81	8976.07

8.8 NRMO's Report

8.8.1 NRMO Report August 2015	
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:

- ❖ 4th August – Kalannie-Bonnie Rock – WNRM Contracted seedling delivery
- ❖ 10th August – LIWA Aquatics Conference Awards Night
- ❖ 31st 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 10th 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 21st – 23rd 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 retesting 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 –

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 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 –

Voting Requirements – Simple Majority

Moved: Cr

Seconded: Cr

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

Carried /

Meeting went behind closed doors at am/pm

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

Council Decision Number –

Voting Requirements – Simple Majority

Moved:

Seconded:

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

Carried /

The meeting was reopened at pm

13. Dates to Remember

13.1 Dates to Remember

ANNUALLY	
Date	Details
January	No Council Meeting this in January
February	Chief Executive Officer and Works Supervisor to inspect all plant evaluate and/or amend its plant replacement programme for recommendation to Council. Audit Committee to review Statutory Compliance Return, meet with Auditor and report to next full Council meeting Local Government Compliance Return 1 January to 31 December each year. Community Strategic Plan, Long Term Financial Plan and Asset Management Plans – commence review process (Every two years)
March	Buildings inspection Shire buildings with Property Manager and report to Council's March or April meeting Roads Inspection – Annual Road inspections to prioritise items of roadwork's for forthcoming year. Councillors to present road proposals to CEO for consideration prior to this inspection. Complete review of Annual Budget (FM Regulations (33A) Completion of Statutory Compliance Audit Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange AGM Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO.(written confirmation to staff concerned) CEO to commence a full review of Delegations Register Policy / Procedures Manual Review – CEO to commence review process by including as last item on Council Agenda (if necessary)
May	Undertake Staff Annual Performance Reviews. National Volunteer Week Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges MF to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting. MF to conduct a Finance & Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit Every 4 years Financial Management Review due before 30 June WALGA Local Government Convention deadline for nominations 30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6. Chief Executive Officer's performance and remuneration review – commence this month
July	Draft Budget submitted by Chief Executive Officer and manager of Finance Issue Employee Group Certificates

