



*Mukinbudin - Classic, Dry, Red*

**Shire of Mukinbudin**

**Ordinary Council Meeting**

**AGENDA**

**WEDNESDAY 17 August 2016**



Floral Emblem  
Eucalyptus erythronema (Red Flowering Mallee)

**Notice of Meeting**

**Councillors**

The next meeting of Council will be an Ordinary Meeting to be held on Wednesday 17<sup>th</sup> August 2016 commencing at 10.00am.

Thank you

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

**11<sup>h</sup> August 2016**

## **DISCLAIMER**

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

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

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

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

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  - 10.1 Nil
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  - 11.1 Nil
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  - 12.1 Nil
- 13. Dates to Remember**
  - 13.1 See attached list
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  - 14.1 Closure of Meeting

**1. Declaration of Opening**

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

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

2.1 Response to previous questions taken on notice.  
Nil

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

The Shire President will declare public question time open.

2.3 Declaration of public question time closed

The Shire President will declare public question time closed.

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

3.1 Present:

3.1.1 Cr Shadbolt (Shire President)  
Cr Ventris (Shire Deputy President)  
Cr Comerford  
Cr Junk  
Cr Palm  
Cr Paterson  
Cr Poultney  
Cr Seaby

3.2 Apologies:

3.2.1

3.3 On leave of absence:

3.3.1 Cr O'Neil

3.4 Staff:

3.4.1 Stuart Billingham - Chief Executive Officer  
Keith Mills – Manager of Works

3.5 Visitors:

3.6 Gallery:

3.7 Applications for leave of absence:

3.7.1 Request for leave of absence

**Council Decision Number – 1521**

**Moved: Cr**

**Seconded: Cr**

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

**Carried /**

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

4.1 Petitions  
Nil

4.2 Deputations  
Nil

4.3 Presentations  
Nil

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

5.1

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

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 20<sup>th</sup> July 2016.

6.2 Confirmation of Minutes for the Special Meeting of Council held on the 27<sup>th</sup> July 2016.

#### **Voting Requirement**

Simple Majority

#### **Recommendations**

That the Minutes of the:

- Ordinary Meeting of Council held on the 20<sup>th</sup> July 2016 and
- Special Meeting of Council held on the 27<sup>th</sup> July 2016

be accepted as a true and correct record of proceedings.

#### **Council Decision Number – 1522**

Moved: Cr

Seconded: Cr

That the Minutes of the:

\* Ordinary Meeting of Council held on the 20<sup>th</sup> July 2016

\* Special Meeting of Council held on the 27<sup>th</sup> July 2016

be accepted as a true and correct record of proceedings.

Carried /

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

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

### 7.1 Nil

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

#### 5.23. Meetings generally open to public

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

## 8.1 Work's Manager's Report

8.1.1 Work's Manager's Report July 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Keith Mills - WM
Date:	11 August 2016
Disclosure of Interest:	Nil
Responsible Officer	Keith Mills – WM
Author:	Keith Mills - WM

### **MUKA/BONNIE ROCK ROAD (Nth Rd)**

Reconstruction works continuing, all going well, had a couple of rain affected days and we're still on track to be complete in late Sept early Oct.

### **SIGNAGE:**

Signs and Guide Posts had been knocked down by a 4x4 vehicle from the Muka/Wialki/Bonnie Rock Rd T intersection through to Forest Ave, all have been replaced or repaired.

### **MACHINERY MAINTENANCE:**

DAF truck had it's 230,000km service and electrical faults repaired, service and repairs completed by Kenworth and the driver's side door replaced and picked up on - Wed 20.7.16.

12M grader service (1500hrs) was completed by Hutton & Northey - Fri 29.7.16.

Hired Pad foot Roller & Water Cart from Coates.

Hire Pad foot roller was off hired on the 3.8.16 and returned to Perth on the 4.8.16.

### **Voting Requirements**

Simple Majority

### **Recommendation**

That Council note the Manager of Works Report.

### **Council Decision Number – 1523**

Moved: Cr

Seconded: Cr

That Council note the Manager of Works Report.

Carried /



### Plant Report as per policy

Plant Item	Plant Number	Comments	Odometer/Hours
2014 Toyota Prado 1MBL	P433	Dec 2015 had 40,000km service, March 50,000km service ,May 2016 60,000km service. New tyres fitted May 2016	70,100kms
2012 Ford Territory MBL1	P435	2 x new tyres fitted August 2015 120,000km service Jan 2016 new battery and spotlights fitted July 2015. Frt Headlights replaced	140,422kms
2015 Ford Ranger MBL2	P463	Replace 1 x Tyre , 30,000km service Oct 2015, 40,000km service Jan 2016	68,112kms
2015 Ford Ranger-Parks Super MBL1000	P291	Bull bar and spotlights fitted August 2015 Due for 15,000km service soon	14,564kms
2013 Holden Colorado Leading Hand MBL1071	P439	129,829km service Jan 2016	136,245kms
2002 Mitsubishi 6 wheeler MBL696	P279	New water pump July 2015 , 2 x steer tyres Sept 2015 Unit is performing well	333,425kms
2002 Coaster Community Bus OMBL	P281	100,000km service Jan 2016	104,688kms
2008 Kenworth DAF Prime Mover MBL250	P369	Rear axle noise/brakes, warning light, 210,000km service Sept 2015 install Bluetooth radio for phone, repair air leak, PTO repair not engaging	226,253kms
2015 Isuzu Light Truck Mtce Grader Driver	P289	Delivered Jan 2015 Working well	11,521kms
2002 Komatsu Backhoe MBL1091	P317	Replaced leaking radiator Aug 2015 Working well, pins need replacing	7,142hrs
2010 New Holland Tractor MBL1463	P403	This unit is operating well	2,299hrs
2014 John Deere Tractor MBL244	P198	Repair to tyre Oil and filter service .This unit is performing well	225.9hrs
2015 Toyota Hiace Van MBL180 -Mtce Officer	P464	Purchased Dec 2015. Two way radio installed and van fitted out with storage units. Unit working well	12,356kms
2004 CAT 10H Grader MBL100	P301	1000 hour service Oct 2015 carried out, blades nuts and bolts purchased new antennae installed	9794.6hrs
2014 CAT 12M Grader 1ESU054	P461	500 Hour service carried out coolant and oil loss investigated Turbo replaced under warranty at service by Westrac. Blades nuts bolts and teeth	1494.2hrs
2011 Hino 614 MBL 1070	P411	This unit is operating well, globes replaced	38,214kms
2011 Hino 816 MBL 150	P410	This unit is operating well, replaced flashing light globes, replaced waring light globes	95,852kms
2006 CAT 928 Frt End Loader MBL 1424	P344	500hour service carried out – coolant adj park brake. Replace driveshaft & centre bearing. This unit is operating well	10,081hrs
2008 CAT Vibe Steel roller MBL1677	P420	4000 hour service Oct 2015 repair air cond replace leaking hoses and thermostat housing ,Unit is performing well, new UHF radio installed	4,675.2hrs
2014 Atlas Copco Roller MBL811	P462	50hr service Sept 15 Replace flat tyre, repair tyre. Unit is performing well	385hrs
2011 CAT Skid Steer MBL1724	P449	500hr service reseal cab, Unit is performing well	1142.6hrs
1997 Duelvo Street Sweeper MBL1453	P227	Currently engine coil being repaired @ Geraghty's	Under repair

## 8.2 Community Development Officer

8.2.1 Community Development Officer's Report	
Location:	Shire of Mukinbudin
File Ref:	CS.GR.1
Applicant:	Nola Comerford-Smith
Date:	17 August 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham
Author:	Nola Comerford-Smith

### GRANT FUNDING PROJECTS:

#### Current Successful Projects:

- Community Pool Revitalisation Program - \$32,000. Part of a Future Capital Project to have pool repainted – the same amount can be applied for again next year to ensure the project is achievable.
- CBH Grass Roots Fund – \$1,000 funding for seniors events (\$552 remaining).
- Healthway – Spring Festival. \$11,500 - This grant requires naming rights so will once again be called the Act Belong Commit Mukinbudin Spring Festival.
- Writing WA – funding for travel and speaker component of annual Literary Lunch \$1,400.
- Lotterywest – Spring Festival. Planning & Development Group - \$11,124 funding for advertising, equipment and artist travel.
- Waste Authority Community Grants – a Community Garden project \$9,300.
- Stay on Your Feet – \$3,460 - an exercise program for seniors targeting leg strength to build balance. Hayley Watson will conduct gym classes and a 'boot camp' incorporating Tai Chi and other balance-based exercises. This will run over 12 weeks commencing in September.

#### Applications in Progress:

- Lotterywest – Community Events Kit.
- Our Neighbourhood Community Grants – additional workshops and resources for a community garden.
- Thank a Volunteer Day Celebration Grant – entertainment for the annual Business Drinks/End of Year Celebration.
- WA Seniors Week 2016 – funding for Long Table Dinner in The Shed

#### Completed Acquittals:

- Lotterywest – Sandalwood Arts & Crafts
- Wheatbelt Development Commission – Age Friendly Communities. This has been audited by Byfield's Accountants and submitted to WDC.

### COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Mukinbudin Planning & Development Group** – a meeting was held on Wednesday 3<sup>rd</sup> August with planning underway for the Spring Festival. Unfortunately our Treasurer, Sarah Parker, has resigned from the position leaving us 5 weeks from the Spring Festival without this vital committee position.

- **Act-Belong-Commit Mukinbudin Spring Festival** – a draft program has been discussed, with entertainers and workshops booked. Following is the program as planned so far:

#### *Wednesday*

Urban Indigenous – Collective Community Canvas (pm) & Bush Tucker Workshop (am). The Collective Canvas will be held until around 4pm, so that school students can be involved after school.

Art Exhibition Opening from 6pm – entertainers: Robbie T Magician and Hayden Sprigg

This incorporates the usual Art Awards – is Councillor Shadbolt available for presenting the Shire of Mukinbudin art award?

#### *Thursday*

School activities:

Urban Indigenous – three workshops with students incorporating indigenous education and hands-on art work.

Luke O'Donohoe – street artist who will work with the students to implement artwork on the Western wall of Mukinbudin Community Bank.

#### *Friday*

Urban Indigenous – Community Garden Bush Tucker workshop – probably to be held at the Men's Shed as the community garden is not established yet (waiting for September's round of WA Community Garden funding).

Quiz Night at Complex – P&C catering.

#### *Saturday*

Wire Sculpture workshop (tbc)

Pallet Sign workshop (tbc)

Amazing Race for the kids

Rain Gauge design competition display at Complex

Long Table Dinner – entertainment: Famous Sharron & Hayden Sprigg

- **Seniors Trip** – I have advertised for interest in a Seniors trip to Araluen Botanical Park, also incorporating a visit to CBH Kwinana Port and Granary Museum on Monday 29<sup>th</sup> and Tuesday 30<sup>th</sup> August. The Springtime at Araluen display is on for a limited time so possible dates for the trip are limited with the Dowerin Field Days and Spring Festival also on during this period.
- **NEWTRAVEL** – Linda Vernon was successful in receiving a grant through the Wheatbelt Development Commission Community Chest Funding to develop a Wheatbelt Way app and Social Media strategy. The social media strategy will involve filming through the North Eastern Wheatbelt during the first week in September which will be edited and published as short snippets of travel experiences.  
The app will take the place of the current CD which tourists use for information on Wheatbelt Way sites. It can be downloaded prior to travelling, so internet connection is not required when using the app.  
I will be working in the NEWTRAVEL stand at the Dowerin Field Day on Thursday 25<sup>th</sup> August.
- **Swimming Pool** – the second round of Community Pool Revitalisation Program is open. A recommendation from Council is required to accompany a funding application to complete the project to repaint the pool bowl and gutters, plus install vents in the pump shed.

- **Banners in the Terrace** – The York family have completed the banner for Banners in the Terrace 2016 which was dispatched to Perth on 27<sup>th</sup> June in time for Local Government Week.



#### **Meetings Attended/Events Organised:**

- Thursday 28 July – NEWTRAVEL meeting in Nungarin.
- Wednesday 3 August – Planning & Development Group meeting to discuss Act-Belong-Commit Spring Festival.
- Wednesday 10 August – Welfare Evacuation Centre Training Merredin
- Friday 12 August – NEWROC Literary Luncheon

#### **Financial Implications:**

Nil

#### **Strategic Implications:**

Nil

#### **Voting Requirements**

Simple Majority

#### **Recommendations**

That Council move that funding of \$32,000 is applied for through the Community Pool Revitalisation Program to complete a project to repaint the pool bowl and gutters, plus note the above Community Development Officers Report.

#### **Council Decision Number – 1524**

Moved:

Seconded:

**That Council move that funding of \$32,000 is applied for through the Community Pool Revitalisation Program to complete a project to repaint the pool bowl and gutters, plus note the above Community Development Officers Report.**

**Carried /**

### 8.3 Manager of Finance Reports

8.3.1 List of Payments – July 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	11 <sup>th</sup> August 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

***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 17 August 2016, 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/D2576.1-D/D 2647.6	(\$15,480.60) and
Muni Cheques 31378 to 31385	(\$32,810.00) and
Muni EFT's – EFT 1798 to EFT 1834, Payroll - Pay-2	(\$279,612.26) and
Trust D/D 2584.1 – D/D 2659.1, EFT 1800&1838, Trust 276-280	(\$43,478.00)
Totalling	(\$371,380.86)
for payments made in July 2016, be passed for payment.	

#### **Council Decision Number – 1525**

Moved: Cr

Seconded: Cr

That the list of payments to today's meeting on Vouchers –	
Direct Debits D/D 2576.1- D/D2647.6	(\$15,480.60) and
Muni Cheques 31378 to 31385	(\$32,810.00) and
Muni EFT's – EFT 1798 to EFT 1834 Payroll - Pay-2	(\$279,612.26) and
Trust D/D2584.1 – D/D2659.1, EFT 1800 &-1838, Trust 276-280	(\$43,478.00)
Totalling	(\$371,380.86)
for payments made in July 2016, be passed for payment.	
Carried	/

<b>8.3.2 Monthly Statement of Financial Activity Report – 31 July 2016</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	11 <sup>th</sup> August 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

### **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 2016** are attached for Councillor Information, and consisting of;

Statement of Financial Activity

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

### **Financial Implications**

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

### **Statutory Environment**

General Financial Management of Council, Council 2016/17 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 2016 and note any material variances greater than \$10,000 and 10%.

### **Council Decision Number – 1526**

Moved: Cr

Seconded: Cr

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

Carried /

## 8.4 Chief Executive Officer's Reports

#### 8.4.1 Chief Executive Officer's Report – July 2016

Location:	Shire
File Ref:	ADM 030
Applicant:	Stuart Billingham – CEO
Date:	10 <sup>h</sup> August 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

## Meetings – Past

**July 2016**

25 July WNRWG Shire of Northam MRWA Regional Managers update Meeting.

26 July NEWROC Executive Meeting Shire of Mukinbudin

27 July Special Council Meeting

## August 2016

2-5 August Local Government Week - Cr Shadbolt, Cr Ventriss and CEO attending.

9 August CRC Committee Meeting

12 August Vietnam Veterans Assoc Commemoration Service and 50<sup>th</sup> Anniversary of the battle of Long Tan ceremony for Roderick Sprigg at 2pm at the Mukinbudin Cemetery.

17 August Ordinary Council Meeting

## 1.2 Meetings – Future

## August 2016

23 August NEWROC Council Meeting Mt Marshall

## September 2016

1 Sept	Great Eastern Country Zone Meeting Merredin Cr Shadbolt and CEO
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### 1.3. Staff Matters

SFO - Katharine Spencer commenced Sick/Maternity Leave early on 2 August 2016.

CEO to advertise for a DCEO/MFA Sat 13 August 2016 for three weeks in West Australian.

Mr Aleksandar Ilic appointed as new Pool Manager commencing on Wed 10<sup>th</sup> August 2016 and to be trained and qualified up ASAP.

Kevin Pinker not showed up for work for Daniel Mori position suitable replacement being sought.

Mr David Smith commenced on 8 August as Parks and Gardens Supervisor

Mrs Louise Sellenger new Customer Service Officer from 21 Aug 2016 on contract whilst SFO on Maternity Leave.

## 1.4 Current/Emerging Issues

1.4.1 Beringbooding Tank – Funding for Roof and Conservation Plan meeting held 4 June 15 with Regional Manager Water Corporation-Sharon Broad, funding for roof removal unsuccessful in state Budget 2015/16. Possible 2 years before funding available.

## Voting Requirements

## Simple Majority

## Recommendation

That Council note the Chief Executive Officer's Report.

**Council Decision Number – 1527**

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

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

Carried /

<b>8.4.2 NEWROC Executive Meeting Minutes 26 July 2016</b>	
Location:	NEWROC
File Ref:	ADM 236
Applicant:	Stuart Billingham – CEO
Date:	11 <sup>th</sup> August 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

### **Background**

A Council Meeting of NEWROC was held on Tuesday 26<sup>th</sup> July 2016 at the Shire of Mukinbudin Council Chambers. (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. FINANCIAL MATTERS**

6.1. LIST OF INCOME AND EXPENDITURE

6.2. BALANCE SHEET

#### **7. MATTERS FOR CONSIDERATION**

7.1. NEWROC STRATEGIC PROJECTS

7.2. NEWROC HEALTH STRATEGY

7.3. CEACA UPDATE

7.4. FUNDING OPPORTUNITIES – CLGF AND DEPT OF TRANSPORT

7.5. NEWTRAVEL UPDATE

Next NEWROC Meeting dates:

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

23 August	Council	Shire of Mt Marshall
27 September	Executive	Shire of Mt Marshall
25 October	Council	Shire of Koorda
22 November	Executive	Shire of Koorda
13 December	Council	Shire of Nungarin

### **Voting Requirements**

Simple Majority

### **Officer recommendation:**

That Council notes the report on the NEWROC Executive meeting minutes held on 26<sup>th</sup> July 2016.

### **Council Decision Number – 1528**

Moved: Cr

Seconded: Cr

That Council notes the report on the NEWROC Council meeting minutes held on 26<sup>th</sup> July 2016.

Carried /



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

Nil

## 8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – July 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Tania Sprigg
Date:	11 <sup>th</sup> August 2016
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

### Mukinbudin Caravan Park August 2016 Report

June/July and August have been busy with cabins. We still have RCR Water Corp contractors using 2 x S/C Units and this will continue possibly right up to October. Tourists are starting to book now for the wildflowers, but caravans are a little later this year because of the cold.

We have the Masonic Caravan Club coming with up to 12 vans. On the 2<sup>nd</sup> September for 4 x day's the Avan Caravan Club have booked 32 powered sites and now we are fully booked!!!

Bookings for the 2016 Spring Festival are down this year compared to other years, so far we have 6 powered sites booked.

Thanks to Stuart, Ann & Council for the opportunity for our family to move back and rent the caravan park house. At this stage I will be staying on at the caravan park possibly for at least 2-3 months or until the end of the year.

Tania Sprigg

#### CEO Comment

Trees to be replanted in rip lines around the Caravan Park. Mrs Kylie Sippe working on a plan for tree planting. Suitable Tree species seedlings will be planted soon as planting is possible with sub surface moisture available. Maytag Washer and Dryers sent to be repaired not economical to repair. Listed on 2016/17 budget to replace. Drive through caravan bays now completed and levelled up.

#### Recommendation

That Council note the above Caravan Park Managers Report.

#### Council Decision Number – 1529

Moved: Cr                      Seconded: Cr

That Council notes the above Caravan Park Managers Report.

Carried /

<b>Mukinbudin Caravan Park Annual Income</b>							
	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total</i>	<i>Total Expense</i>
<b>2005/2006</b>	19,358.08	11,082.32	10,521.76	1,171.16	N/A	<b>42,133.32</b>	
<b>2006/2007</b>	22,820.21	9,753.06	17,095.20	981.35	N/A	<b>50,649.82</b>	
<b>2007/2008</b>	27,304.76	5,422.75	11,244.47	678.16	N/A	<b>44,650.14</b>	
<b>2008/2009</b>	37,214.39	10,554.55	16,773.76	663.63	N/A	<b>65,206.33</b>	
<b>2009/2010</b>	33,567.84	9,096.35	15,504.70	1,036.36	N/A	<b>59,205.25</b>	
<b>2010/2011</b>	38,054.93	15,604.59	15,817.92	845.55	N/A	<b>70,322.99</b>	
<b>2011/2012</b>	34,724.53	11,056.46	18,753.08	773.19	N/A	<b>65,307.26</b>	
<b>2012/2013</b>	44,682.83	17,477.98	24,860.15	1,050.17	N/A	<b>88,071.13</b>	
<b>2013/2014</b>	45,332.87	16,194.44	26,393.17	1,278.53	N/A	<b>89,199.01</b>	88,695.34
<b>2014/2015</b>	42,590.61	21,760.04	25,554.90	1,404.95	15,747.32	<b>107,057.82</b>	109,829.90
<b>2015/2016</b>	52,036.96	21,992.28	28,080.19	1,583.50	16,249.93	<b>119,942.86</b>	136,994.38
<b>Mukinbudin Caravan Park Income and Expenditure</b>							
	<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 16</b>	7,281.84	1,641.81	1,499.23	0.00	1,019.86	<b>11,442.74</b>	12,536.42
<b>Aug 16</b>						<b>0.00</b>	
<b>Sept 16</b>						<b>0.00</b>	
<b>Oct 16</b>						<b>0.00</b>	
<b>Nov 16</b>						<b>0.00</b>	
<b>Dec 16</b>						<b>0.00</b>	
<b>Jan 17</b>						<b>0.00</b>	
<b>Feb 17</b>						<b>0.00</b>	
<b>Mar 17</b>						<b>0.00</b>	
<b>Apr 17</b>						<b>0.00</b>	
<b>May 17</b>						<b>0.00</b>	
<b>Jun 17</b>						<b>0.00</b>	
<b>Total</b>	<b>7,281.84</b>	<b>1,641.81</b>	<b>1,499.23</b>	<b>0.00</b>	<b>1,019.86</b>	<b>11,442.74</b>	<b>12,536.42</b>

**NB: Expenditure Accounts has been corrected removing capial expenditure of wages**

**NB: Income now includes the Caravan Park House displayed in the actual months  
which was previously missing from report**

## 8.7 Swimming Pool Manager's Report

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

### Pool Manager Report

No Pool Manager Report this month as Pool Closed

### CEO Comment

Mr Aleksandar Illic commenced on the 10<sup>th</sup> August 2016 and moved into the Pool Managers House, Shannon to be requalified to provide relief and will conduct a handover on the 12 August 2016.

2016/17 Budget listing \$32,000 Pool Grant from the Dept Sport and Rec to be applied for by CDO. Previous year funds now received and quarantined to the Unspent Grants Reserve for Pool Bowl painting in 2016/17 approx \$64K.

	16/17 Budget	Actual YTD
Paint pool Bowl	\$64,000	\$0
<b>Total</b>	<b>\$64,000</b>	<b>\$0</b>

### Voting Requirements

Simple Majority.

### Recommendation

That Council note the above Pool Managers Report.

### Council Decision Number – 1530

Moved: Cr                      Seconded: Cr

That Council notes the above Pool Managers Report.

Carried      /

**9. Information Report**

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

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

10.1 Nil

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

11.1 Nil

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

12.1 Nil

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

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

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

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

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

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

*and*

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

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

## **Recommendation**

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

### **Council Decision Number –**

Voting Requirements – Simple Majority

**Moved: Cr**

**Seconded: Cr**

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

**Carried /**

**Meeting went behind closed doors at                      pm**

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

### **Council Decision Number –**

Voting Requirements – Simple Majority

**Moved:**

**Seconded:**

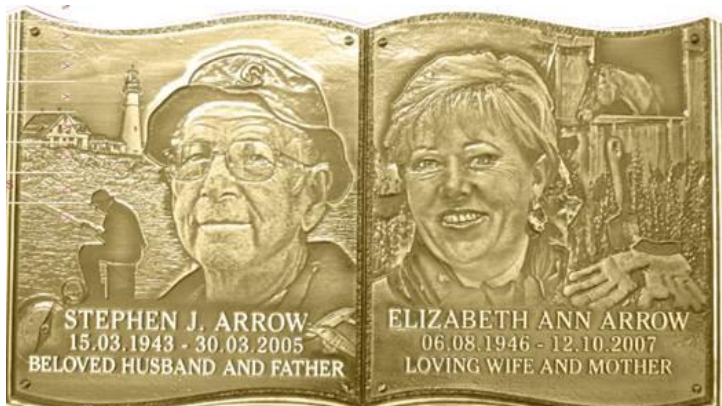
**That Council reopen the meeting to members of the public in accordance with the Local Government Act 1995.**

**Carried /**

**The meeting was reopened at                      pm**

## **General Business**

- Letter Church of Christ Board requesting meeting and removal of Tree at Sandalwood Arts (see letter attached)
- Chrisp Family Request for the installation of a lasting Memories Plaque 559mm x 305mm book of life on the niche wall. Potentially requested plaque would cover up to four niche spots.



- Std Normal Double Plaque only 320mm x 152mm. See dimensions comparison on paper. Due to size of requested new plaque submitted for Council consideration of Approval.





### 13. Dates to Remember

#### 13.1 Dates to Remember

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

### 14. Closure of Meeting

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

pm

**Next Ordinary Council Meeting – Wednesday 21<sup>st</sup> September 2016 commencing at 10.00am**