



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

AGENDA

WEDNESDAY 17 December 2014



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 17th December 2014 commencing at 9.00am.

Thank you

Stuart Billingham
Chief Executive Officer

10th December 2014

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
- 12. Confidential Items – Meeting to be closed to the Public in accordance with the provisions of the Local Government Act 1995.**
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 - 12.2 Lot 5 Graham Road, Shire of Mukinbudin Legal Action
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 - 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:

3.2 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 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 November 2014

Voting Requirement

Simple Majority

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 19th November 2014 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 November 2014 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 Mukinbudin Café Lease (closed under section 5.23(2)(b) and (c))

7.2 Lot 5 Graham Road, Shire of Mukinbudin Legal Action (closed under section 5.23(2)(d))

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 Works Supervisor's report

8.1.1 Works Supervisor's Report November 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Bob Edwards - WS
Date:	10 December 2014
Disclosure of Interest:	Nil
Responsible Officer	Bob Edwards - WS
Author:	Bob Edwards - WS

MAINTENANCE GRADING.

There has been no grading done while Will Jenkin was on leave. There have only been a few reports of our roads needing attention, these will be attended to now that Will is back at work. He will grade Forty Six Gate, Beringbooding and Scotsman Roads as soon as possible.

CARAVAN PARK ELECTRICAL AND SEWER UPGRADE.

Work on this upgrade is continuing, a septic tank set with 30 metres of leach drain, all trafficable, has been purchased from Hills Concrete in Northam. Our acting Health Inspector has supplied us with the site plans and specifications for the installation.

Work on the house site works is continuing with the foundations for the retaining wall poured and ready for the blockwork to start. Water, power and sewerage have been connected to the new house.

Sand fill for the house is onsite waiting for the retaining walls to be put in place.

BARBALIN BLACKSPOT RE- ALIGNMENT (2.8 Kms of complete Road Construction.)

This work is progressing well, with 800metres on the west side of the Barbalin Nth Rd water bound, compacted and filled to grade and 400 metres on the east side water bound and filled to grade. There is a 900 metre section in the centre which will require around 9000 cubic metres of fill and gravel. This will be constructed after the upcoming holiday break. The balance of the pavement construction is tying in both ends to the existing road and a large intersection with the Barbalin Nth Rd.

Most of the gravel pavement will be completed by the end of January 2015. Three large culvert sets and two smaller sets will be installed while the pavements are being finished off. With the help of some extra trucks the road should be ready for sealing in late February or early March. Many thanks to the Westonia Shire who are helping us with two gravel carting units.

STRUGNELL STREET RAV RATING.

HVO have finally approved Strugnell, Clamp and Potter Streets for inclusion onto the RAV Network.

There is however a problem with trucks not allowed access onto or off the Koorda – Bullfinch Road. This because there isn't enough stacking and de- stacking distance on the southern side of the rail crossing. We will be having discussions with Brookfield Rail in the near future to overcome this problem with their help. They have been made aware of our plight.

NUNGARIN NTH ROAD RECONSTRUCTION. RRG Funded (SLK 1.00 to 4.00)

Work on this section is due to start on the 12th January. SLK 1.00 to 3.00 will be wet mixed and compacted using a Contract Paver and SLK 3.00 to 4.00 will be cement stabilised and compacted. After a short drying period the whole three kilometres will be topped with 150mm of fresh gravel, water bound and compacted, then sealed to 7.2 metres.

RAIL CROSSING REPAIRS

Brookfield Rail, through their contractor John Holland have carried out some much needed emergency repairs on the rail crossing 3.5 kms west of the town. A complete crossing renewal is scheduled for the near future. This Shire is enjoying a good working relationship with Brookfield Rail.

CHRISTMAS / NEW YEAR BREAK.

The crew will be finishing on Friday the 19th December and returning to work on Tuesday the 6th of January 2015.

A new crew member was started on a casual basis. He will be assessed over the next couple of months.

Recommendation

That Council note the above Works Supervisors Report.

Voting Requirements

Simple Majority

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council note the above Works Supervisors Report.

Carried

/

8.2 Community Development Officer

8.2.1 Community Development Officer's Report	
Location:	Shire of Mukinbudin
File Ref:	CS.GR.1
Applicant:	Ann Brandis
Date:	10 December 2014
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham
Author:	Ann Brandis

Community Development

GRANT FUNDING PROJECTS:

Current Successful Projects:

- ANZAC Centenary Local Grants Program – Interpretive Centre at Popes Hill applied for \$3,135.00
- Community Pools Revitalisation Program – (CEO applied for this) \$30,000
- Lotterywest Anzac Centenary Grant - \$4,500

Submitted Applications:

- Lotterywest – 2015 Act-Belong-Commit- Spring Festival

Applications in Progress:

- Lotterywest Equipment Grant – Mukinbudin 1950's Working Farm Shed – still a work in progress much closer maybe even submitted by Council Meeting
- Lotterywest – Events Equipment Kit.

Completed Acquittals:

- Seniors Weeks Grant.

Community Portfolios/Other Projects:

- **Swimming Pool** – The stairwell has now been installed and looks great. The concrete has to cure for 8 – 10 days. After this the wood planks will be installed and the board will be operational. By the time of the Council meeting the board will be back in use. As the new stairwell was reattached to the diving board the stairwell does not need to be equi-bonded. However this is being checked by Jeff Peters and he is also testing the other points that have been bonded.
- Whilst I was on leave Stuart applied for \$30,000 for the Community Pools Revitalisation Program. This was for disabled unisex ablution block and diving board stairs \$22,500, training \$2,500 and \$5,000 new pool cleaner. As reported verbally the amounts can be retrospective as long as spent from 1st July 2014. The disabled shower toilet unit has been ordered from Fabco as per quote below and we are waiting for the engineering drawings to come back



FABCO PTY. LTD. TRANSPORTABLES, CARAVANS & CABINS

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CONSTRUCTION CAMP ACCOMMODATION*SLEEPING QUARTERS*ABLUTION*KITCHEN MESS UNITS
LAUNDRIES*OFFICE UNITS*LABORATORIES*INDUSTRIAL HOUSING*CARAVANS

Ann Brandis
Community Services Officer
Shire of Mukinbudin
PO Box 67
Mukinbudin WA 6497

Hi Ann,

I wish to advise our quotation for a transportable building as follows:

- 2.4m x 2.4m Disabled Toilet/Shower - \$12,764.00 ex works plus GST.

This would include the following fixtures and fittings

- 1 x disabled toilet suite with hand rails and backrest
- 1 x disabled shower with hand rails and bench seat
- 1 x hand basin
- 1 x exhaust fan
- 2 x short glazed bathroom windows
- Solar powered light and exhaust fan
- 2mm commercial vinyl flooring coved 100mm up walls
- Engineer certified drawings

Thanks for the enquiry, I hope this is of interest and look forward to your reply.

Yours sincerely,



Leigh Martin
FABCO Pty. Ltd.

So to date the amount allocated with purchase orders are

- | | |
|--------------------------|--|
| • Stairwell | \$10,700 ex GST (using Pool Reserve Money) |
| • Disabled toilet/Shower | \$12,764 ex GST |
| • Training | \$2,527 ex GST |
| Remainder | \$14,709 |

There will still be more costs for the Disabled toilet/shower which will include the freight (approximately \$500) and installation costs. As advised by John Mitchell we will require an area of 1.2m wide concrete hard stand and preferably 1500mm wide outside the unit to permit dignity access at the finished floor level.

I am in the process of investigating a pool cleaner. I have consulted with Shannon who with her limited experience is happy for me to investigate further. I have consulted with Luke Sprigg and he suggested using the knowledge of John Simmonds from the Merredin pool who has many years' experience behind him. They purchased a Eco Pro730 due to low ongoing costs. This is also a systematic cleaner which is programmed to go back and forwards across the pool. This stops the random cleaning action which in turn has less moving parts and doesn't get tangled. He highly recommends this machine.

The quote for this is

Eco Pro 730 – Magellan system 40m cable	\$11,995.00 + gst
Systematic programs available all models	Add \$ 2,495.00 + gst
	Total \$14,490.00 + gst

With this deal you also receive free a Quick vac 100 which is ideal for doing smaller pools. Systematic programs are the most efficient programs to clean a swimming pool where the Robotic pool cleaner never cleans of the same line twice and never turns. This means less maintenance of wearing parts and less cleaning time saving valuable energy.

- All models come complete with Standard Trolley (powder coated s/s)
- Prices excludes dealer delivery
- Prices valid 30 days of date of quotation

Warranty

All Hexagone robotic pool cleaners are covered with a 7 year warranty on 316 stainless steel electroplated chassis. This excludes against sulphur componentry found in pool or spa water. All pump and drive motors come with a 2 year warranty or 1500hrs whichever comes first, similar to the automobile industry guidelines which if not put into practice, voids the warranty. All electrical componentry is covered by a 1 year warranty if operated in the instruction guidelines. Electrical componentry includes, floating cables, electronic box complete with circuit boards etc, infra-red eyes, gyro scopes and captor angle blocks. Warranty covers any manufacturers defects in moulding of plastics or production of componentry. Warranty does not cover normal wearing componentry such as driving gear, axles, bushes, drive belts, dragging straps, pvc bands, pva blocks, and rollers. Warranty does not cover against vandalism, incorrect operation of Hexagone equipment, such as running pumps out of water, retrieving pool cleaner from the water by floating cable, electrical box and componentry coming in contact with water, dropping of robot or remote control.

I have also received a quote for a Dolphin Pool cleaner.

They recommend the Wave 200 which should meet all of our requirements. No cleaner is totally programmable but these are the closest thing to that, plus they are perfect for inclines and declines in a pool for such areas as the diving bowl and ramps. They also come with a remote control.

Warranty is 2 years and they should get serviced just before the warranty expired and after that once every 3 years.

They could supply the Wave 200 for \$9,500.00 + gst

John Simmond's opinion is that this is not as good as the first machine and it is not a true systematic. However checking with them they assure me that it can be programmed by the remote control to go across the pool from shallow to deep end. They have also assured me that the dive bowl is not an issue.

The Shire of Merredin have had their pool cleaner machine for three years and are very happy with this machine.

Jennifer Sprigg who has been dealing with me in regards to the Eco Pro 730 has offered to travel to Mukinbudin to help set the machine up subject to time constraints due to our Pool Manager being new. No cost has been discussed for this – I think we would just offer her accommodation.

On John Simmonds recommendation the Eco Pro 730 would be the best machine. Council has budgeted \$11,000 for a pool cleaner.

- **Mukinbudin Caravan Park –**
Works are progressing with this.



- **Act Belong Commit Mukinbudin Spring Festival** – The committee has someone express interest in applying for the Coordinator and they are interviewing on the 10th December 2014. An outcome may be available by the Council Meeting. This is being handled by their President, Vice President and Treasurer.
- **Tampu Bin** – I have re -emailed Graham McLevie information for the sign however have not heard back yet. I will continue to pursue this.
- **Beringbooding Tank – Roof**
As mentioned previously Aqua Amour has been taken over by a company called Venture. Hydro Terra is distributing Aqua Armour. I have been trying to communicate with them for some time now and have recently been talking to Peter Him who assures me that I should have the required information by the December Council Meeting.
- **Popes Hill Anzac Interpretive Site - Both** funding applications were successful so this is now progressing. I have requested extra quotes for both the paving and the information boards from our local builders along with an assurance that the information boards can be installed by the end of February 2015. I have met with the Works Supervisor to schedule ground works and work will start hopefully on the wording of the signage shortly.
- **Kidsport** - The Shire of Mukinbudin has participated in Kidsport since the inception of the program and this has always been well supported with children in our area being eligible for this assistance. Below is some information that the Department recently sent our regarding this program.

Wheatbelt applicants snapshot

2,496 vouchers in 41 local governments over 4 years
\$262,924 funded
2,496 unique kids
781 vouchers for 2014

Figures show the Kidsport program is having a significant impact on the wellbeing of young West Australians.

Full summary of infographics and snapshot included in the attachments.

KidSport wins Premier's Award – 6 November 2014.

The Department of Sport and Recreation's KidSport program won the Premier's Award for Excellence in Public Sector Management, in the Strengthening Families and Communities category.

Premier's Award for Excellence in Public Sector Management was launched in 1996 to stimulate and inspire agencies to strive for excellence in their delivery of services to the community. The awards recognise and reward the most outstanding initiatives and the most extraordinary achievements for the State's public sector. The awards focus on specific initiatives and are based on agencies demonstrating success against four general criteria and two or three category specific criteria.

The success of the KidSport program has been hugely reliant on the involvement of Local Government staff such as yourself, so a HUGE thank you for your contribution.

Meetings Attended/Events Organised:

- 25th November 2015 – WALGA Tax Update & GST Workshop
- 2nd December 2014 – Meeting with Shire President and Donna Hodges regarding the Mukinbudin Cafe
- 3rd December 2014 – Meeting with Merredin Telephone Systems regarding new phone system
- 9th December 2014 – James Sheridan Risk Management Foundations Workshop
- 10th December 2014 – Creating Age Friendly Communities in small towns workshop in Merredin
- 11th December 2014 – Men's Shed morning tea
- 12th December 2014 – Shire Christmas Function
- 16th December 2014 – Attending District Club AGM on behalf of CEO

Financial Implications:

Budget 2014/15

Strategic Implications:

Nil

Voting Requirements

Absolute Majority Vote required

Recommendations

That Council

- note the above Community Development Officers Report and
- approves over budget expenditure of \$3,490 to purchase an Eco Pro 730 for \$14,490.

Council Decision Number –

Moved:

Seconded:

That Council

*note the above Community Development Officers Report and

*approves over budget expenditure of \$3,490 to purchase an Eco Pro 730 for \$14,490.

Carried /

8.3.1 List of Payments – November 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	10 December 2014
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

Financial Implications

Policy Implications

Voting Requirements

Recommendation

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

Council Decision Number –

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

Direct Debits D/D 765.1, 784.1, 819.1, 835.1 and 837.1	(\$4,777.96) and
Muni Cheques 31036 to 31054	(\$35,640.69) and
Muni EFT's – EFT 424 to EFT 482, Payroll - Pay-2 x 2	(\$337,357.76) and
Trust D/D 686.1 – 768.1 EFT 217, 218 and 219	(\$27,909.30)
Totalling	(\$405,685.71)

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

Carried /

8.3.2 Monthly Statement of Financial Activity Report – 30 November 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Stuart Billingham - CEO
Date:	10 December 2014
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 30th November 2014 are attached for Councillor Information, and consisting of;

Statement of Financial Activity

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

Financial Implications

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

Statutory Environment

General Financial Management of Council, Council 2014/15 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 30th November 2014 and note any material variances greater than \$10,000 and 10%.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council adopt the Monthly Financial Report for the period ending 30th November 2014 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 – November 2014	
Location:	Shire
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	10 December 2014
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

1.1 Meetings - Past

November 2014

24 Nov Plant Operator interviews (Both Applicants did not attend)
25 Nov NEWROC Executive Meeting –Shire of Koorda
25 Nov Conducted Citizenship Ceremony at Shire on behalf of the Shire President
26 Nov Kununoppin Medical Practice Meeting CEO and Shire President
27 Nov Great Eastern Country Zone Meeting Kellerberrin CEO.
27 Nov CEACA Meeting Kellerberrin 12.30pm
28 Nov Attended Merredin Magistrates Court 10am eviction order M Prior

December 2014

2 Dec Attend CRC Committee Meeting
3 Dec Meeting with CDO and Merredin Telephones re new digital phone system.
3 Dec Changeover CEO vehicle Northam
4 Dec Attended LEMC meeting at Shire. WAERN Radio refresher
5 Dec NEWHealth Interviews - Shire of Koorda
8 Dec Attended Mukinbudin District High School Playground opening Ceremony
9 Dec Risk Management Workshop LGIS CEO and CDO
10 Dec Site Meeting at Mukinbudin Swimming Pool, CEO, BS and Muka Electrical
11 Dec Eviction of Maureen Prior 8am
12 Dec Shire Xmas Function District Club
16 Dec NEWROC Council Meeting and Dinner Koorda-CEO and Shire President
17 Dec Ordinary Council Meeting

1.2 Meetings – Future

December 2014

24 Dec Xmas Eve - Admin Office closes 3.00pm
25 Dec Xmas Day - Public Holiday
26 Dec Boxing Day - Public Holiday
29-31 Dec Admin Office closed

January 2015

1 Jan Public Holiday
2 Jan Admin Office closed
5 Jan Admin Office reopens
5-9 Jan CEO Annual Leave, WS Acting CEO, LH Acting WS.
14-15 Jan Final Audit UHY HN

1.3. Staff

Mr John Mitchell Acting EHO/BS-Shire of Merredin, Exec Manager Development Services
Still trying to recruit a Plant operator to replace Mr Graeme Green. Casual Plant Operator Mr Ian Salisbury commenced 11 Dec 2014.

1.4 Current/Emerging Issues

- 1.4.1 Metropolitan Local Government - Structural Reform – Minister for Local Government and Communities released recommendation on Wednesday 22 October 2014.
- 1.4.2 Beringbooding Tank – Funding for Roof and Conservation Plan meeting held with District Manager Water Corporation-Hugh Lavery. Site Meeting with Mia Davies and Dept of Water Michael Allen. Site Meeting on 5 Sept 14 Mr Lavery to draw up a timeline and plan for the roof removal and Copper algae treatment.
- 1.4.3 Mukinbudin Waste Water agreement expired - meeting held with District Manager Water Corporation-Hugh Lavery potential funding for water treatment 2nd on list after Corrigin. Mrs Angela Herzer from Water Corporation Northam to visit soon re new draft agreement.

NB: CEO and Acting EHO/BS progressing Legal Action for Graham's illegal Dwelling and River's Asbestos Fencing.

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 /

8.4.2 NEWROC Executive Meeting – Tuesday 25 th November 2014	
Location:	NEWROC
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	10 December 2014
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

NEWROC

ADM

Stuart Billingham – CEO

10 December 2014

Nil

Stuart Billingham – CEO

Stuart Billingham – CEO

Background

An Executive Meeting of NEWROC was held on Tuesday 25th November 2014 in Shire of Koorda. (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:

- 7.1 Future Project Priorities
- 7.2 Disposal of Woodchipper
- 7.3 CEACA
- 7.4 NEWROC Logo
- 7.5 NRM Strategy 2015 to 2020
- 7.6 NEWTRAVEL Update

Next NEWROC Meeting dates:

16 December Council Shire of Koorda

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes the report on the NEWROC Executive meeting minutes held on 25th November 2014.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council notes the report on the NEWROC Executive meeting minutes held on 25th November 2014

Carried /

8.4.3 Sundry Debtor Write-off Mr Wayne Carey	
Location:	Unit 1 42 Cruickshank Rd
File Ref:	
Applicant:	CEO
Date:	10 December 2014
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

This item is presented to Council to consideration of writing off a Sundry Debtor Number 6 - Mr Wayne Carey for \$2,700. The Shire of Mukinbudin has rented out Singles Unit 1 at 42 Cruickshank Rd to Mr Wayne Carey since Dec 2011 for \$50 per week. Mr Carey last paid rent up to 4 January 2013. Invoices began being emailed to Mr Carey upon his departure from Mukinbudin in July 2012 as no forwarding address or other contact details were left with the Shire. Mr Carey left Mukinbudin to return to King Island in July 2012 and in his last email contact to the CEO indicated he had fallen on hard times and was unable to return to Mukinbudin.

Mr Carey was setup in the Old District club operating an Upholstery Business. From 2 July 2012 Mr Carey has not been charged for rental of the Old District Club where his belonging are now stored. The Shire currently holds two bonds for Mr Carey held in trust, a rental bond of \$200 and a \$100 pet bond. Mr Carey is on the Shire Books as a Debtor owing \$2,700 in rent for the rental of Unit 1 42 Cruickshank Road Mukinbudin. (Please refer to Sundry Debtor report submitted as a separate attachment)

As at 30 June 2014 the Shire Finance Staff made a provision for doubtful Debts for the full amount owing by Mr Carey.

The Local Government act 1995 section 6.12 states the following:

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,

which is owed to the local government.

** Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

[Section 6.12 amended by No. 64 of 1998 s. 39.]

Comment:

As the Shire CEO and Senior Financial Controller it is now considered the Debt owing by Mr Carey, which is over 555days old, has now gone bad. This matter is presented to Council for consideration of

Writing off the Debt (the CEO is only Delegated authority to write debts up to \$500) out of the Shire Synergysoft Accounting system.

Consultation:

Nil

Policy Implications

Local Government Act 1995 Delegations

No. 10: WRITE-OFF OF DEBTS

File Reference:

Date Made: 21 February 2007

Review Date: 18 June 2014

The Delegation

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to approve the writing off of debts in accordance with Section 6.12 (1) (c) of the *Local Government Act 1995*
Any Debt written off under this delegation must be:-

- (a) up to \$500 only, or
- (b) where the debt occurred due to an error or oversight by Officers.

In all cases where a debt is to be written off, a separate report is to be submitted to Council for consideration.

The Chief Executive Officer delegates this authority to the Deputy Chief Executive Officer.

The delegation shall remain in force indefinitely.

This delegation is pursuant to Section 5.42 & 5.44 of the *Local Government Act 1995*.

Statutory Environment

Local Government Act 1995

Financial Implications

Yes write off of unpaid rent for Wayne Carey Unit 1 42 Cruickshank St Mukinbudin \$2,700

Voting Requirements

Absolute Majority Vote Required

Officer recommendation:

That Council agrees to write off Sundry Debtor No 6 Wayne Carey for unpaid rent of \$2,700.

Recommendation:

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council agrees to write off Sundry Debtor No6 Wayne Carey for unpaid rent of \$2,700.

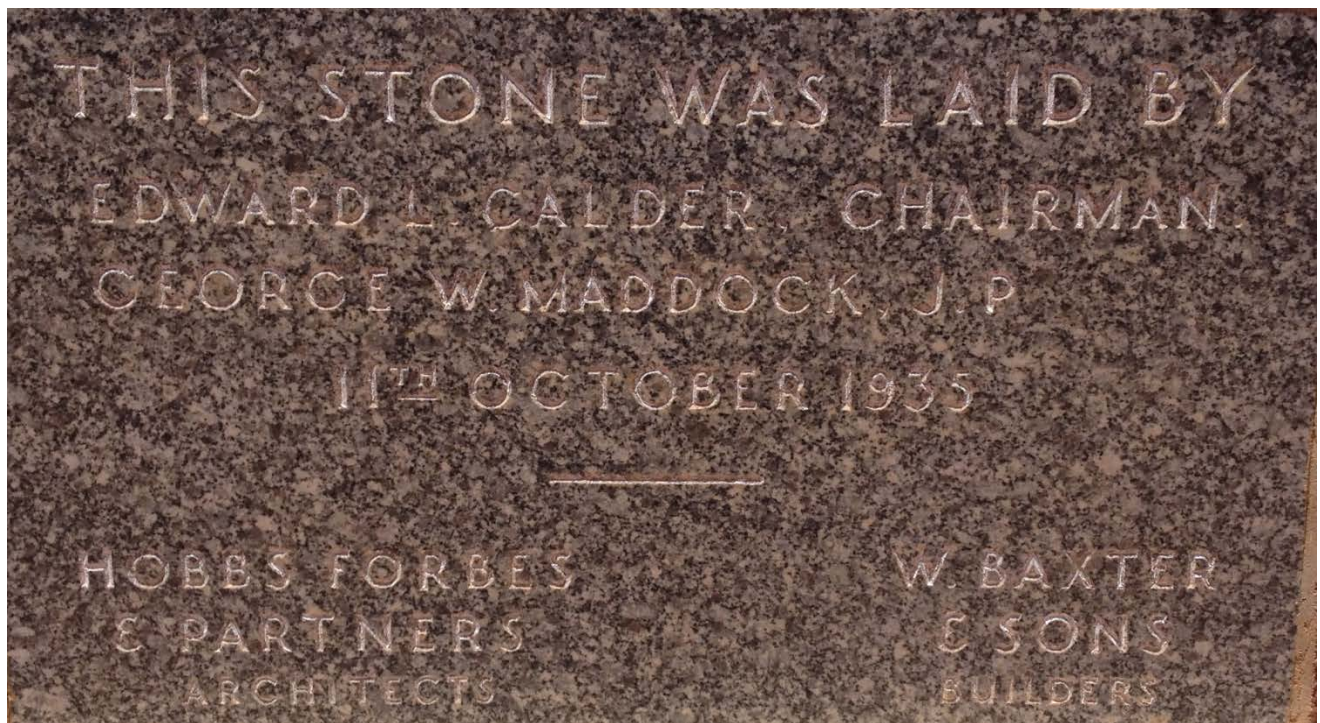
Carried /

8.4.4 Mukinbudin Memorial Hall 80th Anniversary	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	10 December 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background



The Shire President has been approached by representatives from the MAD group if the Shire was organising anything for the Mukinbudin Memorial Hall 80th anniversary. The Town Hall was constructed from 11th October 1935 as shown on the Foundation stone picture below.



The MAD Group have offered to provide the volunteer labour to paint and refurbish the front of the building for the 80th Anniversary.

Comment:

The Town Hall requires several areas of major repair works which should be addressed prior to the proposed celebration of the 80th Anniversary of the Town Hall. The 2015/16 Budget would need to provide funds to achieve the following:

- Repair exterior plasterwork and repaint front of Town Hall – Estimate \$10,000
- Repair exterior fretting brick work-Quote received from Mukinbudin Building \$6,780
- Sand and seal wooden floor Estimate \$24,000
- Replace ceiling in Kitchen - Quote from Mukinbudin Building \$8,910
- Repair and Paint interior walls of Hall, Toilets and Store rooms Estimate \$7,000

Strategic Implications

Nil

Policy Implications

Nil

Consultation:

Shire President

Financial Implications

Cost of Function to celebrate the 80th Anniversary of the Town Hall on 11 October 2015 2015/16 Budget Allocation for repairs and refurbishment.

Voting Requirements

Simple Majority

Officer recommendation:

That Council lists the following items in the Draft 2015/16 Annual Budget.

- Repair exterior plasterwork and repaint exterior of the Town Hall – \$10,000
- Repair exterior fretting brick work-Quote received from Mukinbudin Building \$6,780
- Sand and seal wooden floor \$24,000
- Replace ceiling in Kitchen - Quote from Mukinbudin Building \$8,910.
- Repair and Paint interior walls of Hall, Toilets and Store rooms Estimate \$7,000

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council lists the following items in the Draft 2015/16 Annual Budget

- *Repair exterior plasterwork and repaint exterior of the Town Hall – \$10,000**
- *Repair exterior fretting brick work-Quote received from Mukinbudin Building \$6,780**
- *Sand and seal wooden floor \$24,000**
- *Replace roof in Kitchen - Quote from Mukinbudin Building \$8,910.**
- * Repair and Paint interior walls of Hall, Toilets and Store rooms Estimate \$7,000**

Carried /

8.4.5 Lease of 5 Cruickshank – J Sobejko	
Location:	Shire
File Ref:	
Applicant:	CEO
Date:	11 December 2014
Disclosure of Interest:	Yes Cr Seaby & Cr Sippe
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Summary

To present Council with a request to lease the Shire DCEO House at 1 Salmon Gum Alley Mukinbudin.

Background

The Shire has received correspondence from Mr J Sobejko, date stamped 20 November 2014 requesting the lease of 1 Salmon Gum Alley Mukinbudin for \$250 per week. (Please refer to letter submitted as a separate attachment). It is understood Mr Sobejko is the new Science and Mathematics teacher at the Mukinbudin District High School in 2015.

c3.58. Disposing of property

- (1) In this section —
 - dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;
 - property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

And

 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
- (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- (d) any other disposition that is excluded by regulations from the application of this section.

8.5 Environmental Health Officer's Reports- Nil

8.6 Mukinbudin Caravan Park Manager's Report

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

Mukinbudin Caravan Park November Report 2014

December has been very busy with more and more contractors coming through mostly staying for 10 day's straight using all cabins! Caravans and unpowered sites are still drifting through also.

Great to see Mick Sippe has finished the Campers Kitchen window shades, looks great and has cut down room heat. Earthworks around the park are coming together. Has council approved their removal of the suggested trees for the extension of West side of Caravan Park?

It's been a great and busy 2014! 2015 is already looking busy for February/March with 2 large caravan Clubs booked in. I wish Staff & Councillors a Merry Christmas and a Happy New Year for 2015!! Thankyou for your support and the opportunity to work with the Mukinbudin Shire.

Tania Sprigg

CEO Comment

Works commenced in Nov 2014, issues with the plumbing sewerage line at CVP to be discussed. Plan of proposed new bays and overflow submitted as a separate attachment.

	14/15 Budget	Actual YTD
Power Upgrade	\$19,000	\$16,125 Jeff Peters nearing completion
Install 2 x Power heads Sth	\$ 8,500	\$ 2,000 Jeff Peters nearing completion
Install 4 x Power heads Wst	\$16,000	\$ 4,000 Jeff Peters nearing completion
Install new mains board	\$ 2,000	\$ 500 Jeff Peters nearing completion
Sand Fill, Hire plant Etc	\$ 6,425	\$0 nearing completion
Septic Drain Works	\$ 9,580	\$0 Matt Palm PO Issued in progress
Sullage/Septic System Works	\$22,500	\$ 3,089 Matt Palm nearing completion
Labour and Plant		\$25, 14
Total	\$84,005	\$60,779

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

	Self Contained Units	Barracks	Sites	Washing Machine	Total	Total Expense
2005/2006	19,358.08	11,082.32	10,521.76	1,171.16	42,133.32	
2006/2007	22,820.21	9,753.06	17,095.20	981.35	50,649.82	
2007/2008	27,304.76	5,422.75	11,244.47	678.16	44,650.14	
2008/2009	37,214.39	10,554.55	16,773.76	663.63	65,206.33	
2009/2010	33,567.84	9,096.35	15,504.70	1,036.36	59,205.25	
2010/2011	38,054.93	15,604.59	15,817.92	845.55	70,322.99	
2011/2012	34,724.53	11,056.46	18,753.08	773.19	65,307.26	
2012/2013	44,682.83	17,477.98	24,860.15	1,050.17	88,071.13	
2013/2014	45,332.87	16,194.44	26,393.17	1,278.53	89,199.01	88,695.34

Mukinbudin Caravan Park Income and Expenditure

	Self Contained Units	Barracks	Sites	Washing Machine	Total Income	Total Expenditure
July 14	3,210.02	1,290.55	1,373.61	0.00	5,874.18	6,021.66
Aug 14	3,272.75	2,442.72	3,121.61	325.45	9,162.53	9,202.39
Sept 14	5,698.60	1,939.99	4,990.04	0.00	12,628.63	10,560.04
Oct 14	2,829.98	2,460.46	5,372.72	398.59	11,061.75	13,575.42
Nov 14	2,009.98	1,910.91	4,120.92	0.00	8,041.81	26,060.49
Dec 14					0.00	
Jan 15					0.00	
Feb 15					0.00	
Mar 15					0.00	
Apr 15					0.00	
May 15					0.00	
Jun 15					0.00	
Total	17,021.33	10,044.63	18,978.90	724.04	46,768.90	65,420.00

8.7 Swimming Pool Manager's Report

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

We have been averaging between 20 - 60 people each day with a few more on the weekends.

-The numbers for the morning swim have still remained extremely low, averaging 1-2 people per morning.

-The new steps for the big diving board have been installed, however not yet completed so waiting for this to happen before we can open the diving board.

-Anne has been doing some research on a new automatic vacuum cleaner, so hopefully we will be able to purchase a new one soon. The one we have at the moment has a possible fault with one of the motors so would need to be sent away to be fixed/checked what is wrong.

- interm swimming lessons have been on and vacswim will begin when school has finished. Private swimming lessons have also been on which has bought a few more people in to the pool.

Kind regards

Shannon Seaby

CEO Comment

\$30,000 Pool Grant received from the Dept Sport and Rec

	Budget	Actual YTD
Pool Vacuum Cleaner	\$11,000	\$0 Quoted received and to be ordered
Disabled Unisex Toilet	\$12,500	\$12,500 committed on PO issued
Stage 4 Drafting Plans	\$ 8,000	\$0 Architect to be engaged/planning
Steps	\$10,700	\$10,700 Muka Steel installed to be completed
Total	\$42,200	\$23,200

- Diving Board stairs installed by Mukinbudin Steel fabricators 2014/15 Budget \$10,700 excluding gst.
- Shade Cloth for Ladies Change rooms repaired and to be reinstalled by Denis ASAP. Bonnie Rock Playground shade cloth not worthwhile repairing quote received to replace and under insurance claim at the moment.

Voting Requirements

Simple Majority.

Recommendation

That Council note the above Pool Managers Report.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council notes the above Pool Managers Report.

Carried /

8.8 NRMO Report November 2014

8.8.1 NRMO Report November 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Claire Baker - NRMO
Date:	11 December 2014
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Claire Baker - NRMO

COURSES/ WORKSHOPS/ MEETINGS ATTENDED:

- ❖ 7th October – Mukinbudin – Butterfly Survey (DPAW staff)
- ❖ 8th October – Merredin - Biosecurity Workshop
- ❖ 9th October – Trayning – NRMO Meeting
- ❖ 13th October – Mukinbudin – Staff Meeting
- ❖ 20th October – Koorda – NEWROC NRM Strategy Meeting
- ❖ 23rd October – Northam - Wheatbelt NRM AGM
- ❖ 27th October – Rostered Day Off
- ❖ 29th October – Mukinbudin – NEWROC NRM Meeting

PRESS RELEASES:

- ❖ 1080 baits
- ❖ Snake Awareness

MCG – BIRD BANDING GRANT

- ❖ Drafted up Bird Banding project plan for review for the MCG; currently underway

MCG – WNRM COMMUNITY GRANT

- ❖ Signed and returned the contract to Wheatbelt NRM
- ❖ Met with Hilary and Marg to receive cheques for the equipment
- ❖ A remittance advice from Wheatbelt NRM was received
- ❖ Been in contact with one supplier for the display board and have ordered it

MCG –OTHER

- ❖ Discussion at the meeting of holding a Red Card for Red Fox – Fox shoot in February 2015 – Draft plans in progress

BIOBLITZ 2013

- ❖ A draft BioBlitz report has been sent out by Katrina Kingston; currently reviewing for the final release of the document; a copy has been supplied to the MCG for their input and edits – Currently Editing

DRF WORKS – Nungarin Road

- ❖ Plans to commence at a later date

DRF WORKS – North Barbalin Road

- ❖ Permit to take has submitted to DPaW (July) – The application is being reviewed; the works time has been extended for one year.
- ❖ Contact received from DPaW; they state some DRF that may be destroyed is of concern (*Eremophila virens*).
- ❖ In contact with the Flora Administrative Officer from Species and Communities Branch (DPAW) in Perth and our local Flora Conservation Officer (DPAW) to work on a suitable program, awaiting a reply.

CLEARING – Koorda Bullfinch Road

- ❖ The permit has been accepted and plans have commenced.

BUTTERFLY SURVEY

- ❖ The survey for the Arid Bronze Azure Butterfly took place from the 7th – 9th of October; I was able to attend the first day.
- ❖ I have received a preliminary report regarding the findings which states the butterfly numbers haven't changed however the ants have extended their habitat further into the reserve since surveyed in 2009/2010.
- ❖ A more detailed report should be available at a later date.

NEWROC NRM – NEWROC NRM STRATEGY 2015 – 2020

- ❖ The NEWROC Strategy is nearing completion; a meeting was held on the 20th on Koorda as stated above; the meeting was a success and all edits were made by myself, Dylan Copeland (NRM Contractor), Glen Buder (NRMO for Trayning & Nungarin) and Linda Vernon (Contractor) made the edits on the document. A final version was emailed and the last edits are being finalised. This document can then be presented to Tanika McLennon (CEO Trayning) who currently holds the NRM portfolio then submitted as an agenda item to NEWROC Executives.

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

- ❖ Baits still being advertised in the three shires
- ❖ All permit applications & records on file in Koorda NRM Office
- ❖ State NRM have sent a progress report template to be completed – In progress, needing photo-point and to complete the final questions
- ❖ 1080 one-shot rabbit oats 6kg bags available – They are in high demand from outside my Shires due to it no longer being in production and no product to replace them for efficiency and ease of use. I suggest landholders take advantage of the stock remaining. Fox/Dog baits are also available.

STATE NRM GRANT – 2014 – “Biodiversity corridors and remnant bushland protection within the Shire of Mukinbudin”

- ❖ Notification of grant status was to be sent mid October.

20 MILLION TREES APPLICATION

- ❖ The “20 Million Tree’s” Grant Application became advertised and available to the community early October; this didn’t give us much time to piece an application together but decided to pool resources and work together as NEWROC NRM.
- ❖ EOI’s were advertised within the six shires of NEWROC, this gave as a figure of what to apply for (and the application stated we needed to have landholders signed up before applying). During the week and a half of EOI’s being advertised Mukinbudin Shire (private landholders) applied for a total of 25 hectares of seedlings.
- ❖ The grant application status should be available in December.

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

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

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

12.1

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

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

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

....

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

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

Recommendation

That Council close the meeting to members of the public in accordance with the Local Government Act 1995, Section 5.23 as Item 12.1 deals with matters contained under Section 5.23 (2) (e) (ii).

Council Decision Number –

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 (2) (e) (ii).

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. Plan for the Future – commence review process (Every two years)
March	Buildings inspection Shire buildings with Property Manager and report to Council's March or April meeting Roads Inspection – Annual Road inspections to prioritise items of roadwork's for forthcoming year. Councillors to present road proposals to CEO for consideration prior to this inspection. Complete review of Annual Budget (FM Regulations (33A) Completion of Statutory Compliance Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO.(written confirmation to staff concerned)
May	Undertake Staff Annual Performance Reviews. National Volunteer Week Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges DCEO to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting. DCEO to conduct a Finance & Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit Every 4 years Financial Management Review due before 30 June Local Government Convention deadline for nominations 30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6. Chief Executive Officer's performance and remuneration review – commence this month
July	Draft Budget submitted by Chief Executive Officer Issue Employee Group Certificates Councillors and Senior Staff issued with Annual Interest Returns for completion Issue eating house licence renewals CEO performance review
August	Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33) Resolution regarding timing of Annual Electors Meeting
September	CEO to commence a full review of Policies & Procedures manual Completion of Annual Financial Report & submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)
October	Policy / Procedures Manual Review – Commence review process by including as last item on Council Agenda (if necessary) Review of Council's Code of Conduct – Section 5.103 (if unable to complete full review at this meeting discuss with Council the need to convene a Special Meeting to finalise review at this meeting or simply complete review at December Ordinary Meeting) Local Govt is to review its Code of Conduct within 12 months after each ordinary election day & make such changes to the code as appropriate. Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function. Special Meeting (Election Years Only) advertise special meeting to swear in Councillors, Elect President, Deputy President, Committee etc. for Monday immediately after the Saturday elections.
November	Pensioner rates rebate claim to be lodged Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)
December	Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report Newsletter & Local Newspaper – advertise date, time and venue of all Council and Committee meetings for next calendar year (with delegated authority, if any) (S.5.251 (g) & Reg 12). Council's Audit Committee to meet to discuss Final Audit Report and Management Letter. Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)

14 Closure of Meeting

14.1 The Shire President declared the meeting closed at

pm

Next Ordinary Council Meeting – Wednesday 18th February 2014 9.00am.