



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

AGENDA

WEDNESDAY 17 February 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 17th February 2016 commencing at 10.00am.

Thank you

Stuart Billingham
Chief Executive Officer

10th February 2016

DISCLAIMER

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

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

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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

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- 9. Correspondence and Information Report**
 - 9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 17 February 2016.
- 10. Elected members Motions of which previous notice has been given**
 - 10.1 Nil
- 11. Urgent Business without notice (with the approval of the president or meeting)**
 - 11.1 Nil
- 12. Confidential Items – Meeting to be closed to the Public in accordance with the provisions of the Local Government Act 1995.**
 - 12.1 CEO Employment Contract Renewal
- 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 O'Neil
Cr Palm
Cr Paterson
Cr Seaby
Cr Junk
Cr Poultney

3.2 Apologies:

3.2.1

3.3 On leave of absence:

3.3.1

3.4 Staff:

3.4.1 Stuart Billingham - Chief Executive Officer
Ann Brandis - Manager Finance
Keith Mills - Works Supervisor

3.5 Visitors:

3.6 Gallery:

3.7 Applications for leave of absence:

3.7.1 Request for leave of absence

Council Decision Number –

Moved: Cr

Seconded: Cr

That leave of absence be granted for Cr _____ for the _____ meeting.

Carried /

4. Petitions, deputations and presentations

4.1 Petitions
Nil

4.2 Deputations
Nil

4.3 Presentations
Nil

5. Announcements by the Presiding person without discussion

5.1

6. Confirmation of the Minutes of previous meetings

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 16th December 2015.

Voting Requirement

Simple Majority

Recommendations

That the Minutes of the Ordinary Meeting of Council held on the 16th December 2015 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 16th December 2015 be accepted as a true and correct record of proceedings.

Carried /

6.1.1 Business Arising from Minutes

7. Matters for which the meeting may be closed

7.1 CEO Contract Renewal

The Local Government Act 1995 Section 5.23 states the following:

5.23. Meetings generally open to public

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

8. Reports of Committees and Officers

8.1 Work's Supervisor

8.1.1 Work's Supervisor's Report December 2015/January 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Keith Mills - WS
Date:	10 th February 2016
Disclosure of Interest:	NIL
Responsible Officer	Keith Mills - WS
Author:	Keith Mills - WS

MAINTENANCE GRADING

Will Jenkin did some maintenance grading around the shire, mainly up in his area just before the Xmas break.

OUTSIDE STAFF REPLACEMENTS

We have advertised for an All-round Operator to fill Will Jenkins position as he has resigned (5.2.16) I have received a few applicants for this position already and will review, applications close on the 2.3.16.

MUKA/BONNIE ROCK RD (NTH RD)

We commenced this project on the 6.1.16, we are now looking at sealing this road on the 18.2.16, it was supposed to be sealed on the 8.2.16 but delays with the sub-contractor have held us up. After sealing we will complete batters, drainage, guide posts and signage.

KOORDA/BULLFINCH RD (Strugnell intersection)

Just before Xmas Telstra came and re-aligned the cable for this area.

We will be commencing this project this week, culverts have arrived to harvest the water from the railway line and send through the reserve down to the dam, hoping that this will relieve some water from the main street. Trees will be removed and topsoil taken away, then the same process as Nth Rd will take place.

GARDNERS REPORT-6 months

Focus for the previous 5 months has been to address irrigation issues with the view of having a maintainable, water-wise system.

IRRIGATION Maintenance has been achieved by:

- Damaged 1 Leaking sprinklers have been repaired or replaced
- Height of sprinklers raised to achieve efficient watering
- Repositioned sprinklers to achieve appropriate watering (not watering concrete or obstructed by trees)
- Leaking raisers repaired or replaced.

OVAL

Irrigation issues addressed as above.

Oval dethatched using Verdimower to allow water to penetrate to soil level. Fertiliser applied to oval at this time. Soil test - results as per attached document. As per recommendations by Nuturf Consultant appropriate chemicals and fertilisers applied. Retest soil annually.

Maintenance Schedule

Weekly: Mowing (Friday) with Toro Reel mower

Weeding is attended to on a as need basis

4 Monthly: Fertilise with "slow release NPK fertiliser formulated for grass.

6 Monthly: Verdidrain (Sep 1 March)

Yearly: Verdimow

Apply Gypsum

Soil test

2nd Yearly: Top dress oval. This will require a good quality, large supply of sand

COUNCIL ADMINISTRATION LAWNS, LIONS PARK and SWIMMING POOL GRASSED AREAS: *Maintenance Schedule.*

Irrigation issues to be addressed as above. (Some sprinklers at administration office still require attention.)

Weekly: Mowing (Thursday)

6 Monthly: Fertilise with "slow release NPK fertiliser formulated for grass.

Swimming Pool can only be attended in non swimming months

Yearly: Verdidrain. (Requires a smaller machine to access this area)

Verdimow (Requires a smaller machine to access this area)

2nd Yearly: Light top dress of grassed area (will level front lawn). This will require a good quality, large supply of sand

COUNCIL ADMINISTRATION GARDENS: *Maintenance Schedule*

Irrigation issues to be addressed as above.

Garden beds require mulching

Trees and plants require pruning

Regular weeding as required

Consider planting Australian Native plants in gardens.

CRC GARDENS: *Maintenance Required*

Updating Automated Irrigation System to 4 Stations,

Irrigation issues to be addressed as above.

Garden beds require mulching

Regular weeding as required

Consider planting water-wise Australian Native plants in gardens.

AGED CARE UNITS: *Maintenance Required*

Updating to an Automated Irrigation System (battery controlled)

Change sprinklers to a more water-wise system, suitable to the high water pressure of area.

Garden beds require mulching

Regular weeding as required

Consider: Planting water-wise Australian Native plants in gardens. Replacing small grassed area at front of units with a garden

RAILWAY STATION- Gardens and Lawn Area: *Maintenance Required*

Install an automated irrigation system with a controller box.

Irrigation issues to be addressed as above.

Waterfall needs to be repaired and have running

Garden beds require mulching

Regular weeding as required

CONSIDER: Planting water-wise Australian Native plants in gardens.

PRESENTATION ISSUES in Shadbolt Street and Bent Street

These trees appear to have lacked TLC in the form of regular watering, fertilising and pruning.

Maintenance Required

Install an automated irrigation system

Irrigation issues to be addressed as above.

Regular weeding

Heavily prune trees, replacing with Australian Native trees as appropriate

Street Sweeper machine needs to be repaired and used on a weekly basis

TOWN DAMS

The dams water levels are good following recent rain

The pumps are now in good working order following repair by a Perth Company.

Maintenance Required

Filomat filter requires attention -parts are wearing out: age related (?15 yrs old)

Mosquito control at the dams needs to be addressed by removing vegetation around the side walls. (similar to the Water Corp Dam)

Algae Control in Storm Water Drain. (Stuart currently addressing this issue with appropriate person in Perth approx. \$3).

OSH

Staff have accepted the new changes with our OSH program and updated paperwork i.e.: new machine pre starts, incident reporting, take 5's etc. LGIS did an audit on us before Xmas and gave us a list of items that needed to be addressed, Kelly our OSH advisor has updated the register for these and we have made great progress with only a few items to be completed.

Plant Report as per policy

Plant Item	Plant Number	Comments	Odometer/Hours
2014 Toyota Prado 1MBL	P433	Dec 2015 had 40,000km service	45,743kms
2012 Ford Territory MBL1	P435	2 x new tyres fitted August 2015 120,000km service Jan 2016 new battery and spotlights fitted July 2015. Frt Headlights replaced	122,275kms
2015 Ford Ranger MBL2	P463	Replace 1 x Tyre , 30,000km service Oct 2015, 40,000km service Jan 2016	44,948kms
2015 Ford Ranger-Parks Super MBL1000	P291	Bull bar and spotlights fitted August 2015 Due for 15,000km service soon	10,400kms
2013 Holden Colorado Leading Hand MBL1071	P439	120,000km service Jan 2016	123,959kms
2002 Mitsubishi 6 wheeler MBL696	P279	New water pump July 2015 , 2 x steer tyres Sept 2015 Unit is performing well	333,326kms
2002 Coaster Community Bus OMBL	P281	100,000km service Jan 2016	101,696kms
2008 Kenworth DAF Prime Mover MBL250	P369	Rear axle noise/brakes, warning light, 210,000km service Sept 2015 install Bluetooth radio for phone, repair air leak, PTO repair not engaging	218,947kms
2004 Mitsubishi Triton MBL 1060 - Mtce Grader Driver	P288	To be traded in Jan 2016. Speedo not working, replaced gearbox in 2014 with second hand unit, Traded /Disposed Jan 2015	249,202kms
2015 Isuzu Light Truck Mtce Grader Driver	P289	Delivered Jan 2015 Working well	2,495kms
2002 Komatsu Backhoe MBL1091	P317	Replaced leaking radiator Aug 2015 Working well, pins need replacing	6,989kms
2010 New Holland Tractor MBL1463	P403	This unit is operating well	2,111kms
2014 John Deere Tractor MBL244	P198	Repair to tyre Oil and filter service .This unit is performing well	125hrs
2015 Toyota Hiace Van MBL180 -Mtce Officer	P464	Purchased Dec 2015. Two way radio installed and van fitted out with storage units. Unit working well	6,552kms

2004 CAT 10H Grader MBL100	P301	1000 hour service Oct 2015 carried out, blades nuts and bolts purchased new antennae installed	9361.2hrs
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	965.5hrs
2011 Hino 614 MBL 1070	P411	This unit is operating well, globes replaced	34,716kms
2011 Hino 816 MBL 150	P410	This unit is operating well, replaced flashing light globes, replaced waring light globes	91,004kms
2006 CAT 928 Frt End Loader MBL 1424	P344	500hour service carried out – coolant adj park brake. Replace driveshaft & centre bearing. This unit is operating well	9,862kms
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	4412.6hrs
2014 Atlas Copco Roller MBL811	P462	50hr service Sept 15 Replace flat tyre , repair tyre. Unit is performing well	No reading
2011 CAT Skid Steer MBL1724	P449	500hr service reseal cab, Unit is performing well	1019.2hrs
1997 Duelvo Street Sweeper MBL1453	P227	Currently engine coil being repaired @ Geraghty's	Under repair

Voting Requirement

Simple Majority

Recommendation

That Council note the Works Supervisors Report.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council note the Works Supervisors Report.

Carried /

8.2 Community Development Officer

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

GRANT FUNDING PROJECTS:

Current Successful Projects:

- Wheatbelt Development Commission - Creating Age Friendly Communities in Small Towns Project - \$53,991.25
The grant includes disabled toilets at the Lion's Park (near current facilities behind Shire) and Gym, some seating and disabled parking bays.
- Community Pool Revitalisation Program - \$32,000. Part of a Future Capital Project to have pool repainted – the same amount can be applied for again next year to ensure the project is achievable.

Applications in Progress:

- Lotterywest – Spring Festival. Planning & Development Group - funding for advertising, equipment and artist travel.
- Lotterywest – Events Equipment Kit. The District Club funding application for equipment was unsuccessful, so I will proceed with this grant.
- Lotterywest – Sandalwood Arts & Crafts. Their hot water system has not worked for some time (quite possibly the original system) and needs replacing, plus some other extra arts requirements. Considering that the building is owned by the Shire, I am not completely hopeful of receiving funding for the hot water system.
- Healthway – Spring Festival. This grant would require naming rights so if successful would once again be called the Act Belong Commit Mukinbudin Spring Festival.
- CBH Grass Roots Fund – funding for events throughout the year for seniors.
- 2016 Durack Stronger Communities Program – an Expression of Interest submitted for a grant for automatic sliding doors at the CRC and Sports Complex.
- Lotterywest – Heritage and Conservation Grant for commissioning a structural engineer to assess the structural adequacy of the Memorial Hall. If successful, this would be the first stage of making the hall structurally sound.

Outstanding Acquittals:

- There are no outstanding acquittals.

COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Mukinbudin Spring Festival** – a Planning & Development meeting was held to discuss the 2016 Spring Festival which will focus on the Art Exhibition. It is also proposed to hold community workshops with school participation and an artist-in-residence. Much will

depend on the success of the funding applications so there are no concrete plans as yet. The P&D AGM was held on Monday 14 February.

- **Creating Age Friendly Communities in Small Towns** – The first stage of the project is completed, with street seating and disabled parking bays installed. The disabled toilets have been delayed due to conflicting planning recommendations and the ramp at the Men’s Shed has been laid by Councillor Jeff Seaby and helpers.
- **Australia Day** – once again the Planning & Development Group manned the barbecues and there was a good attendance of around 200. Jethro and Brooke Sobejko were the MC and Games Coordinator respectively and did a fabulous job. The ‘bullet’ was in the water for most of the evening which was a great hit with the kids, and came out of the water in time for the bombie competition. Photos and accompanying text have been sent to the WALGA Western Councillor publication.
- **Forest Edge Recreation Camp Fundraiser** – Councillor Shadbolt recommended that the Mukinbudin community get behind a fundraiser to support ex-locals Graeme and Sonia Watson who lost most of the infrastructure at their Forest Edge Recreation Camp Fundraiser in the January fires in Waroona. Mukinbudin Planning & Development have opened a bank account and will hold a cake stall in March to support this project.
- **Regional Home Care Services** – A representative from this Northam-based organisation will visit Mukinbudin in March to inform residents of their services and how they can be accessed here. Slade White-Dunn is also available to present to Council at the March meeting if Council request.

Meetings Attended/Events Organised:

- Wednesday 3rd February – KidSport Training Meeting in Merredin
- Monday 15th February - Mukinbudin Planning & Development Group AGM

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements

Simple Majority

Recommendations

That Council note the above Community Development Officers Report.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council note the above Community Development Officers Report.

Carried /

8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report – December 2015/January 2016	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	10 th February 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Meetings – Past

January 2016

- 4 Jan Admin Office reopens from Christmas, New Year Break 8.00am
- 8 Jan Site Meeting Muka Wialki Road with Shire President, WS CEO and Rod Munns and Mr Brad Jones.
- 13 Jan Bus Feeder Service Meeting in Northam Wheatbelt Development Commission with Public Transit Authority - Tim Woolerson General Manager and Kym Marriot Operation Manager , Elise Woods and Koorda CEO and DCEO
- 18 Jan CRC Meeting with Department of Regional Development Officer and Committee
- 22 Jan RDO
- 26 Jan Attended Australia day function at Mukinbudin Pool
- 28 Jan Attended Kununoppin Medical Practice Meeting with Cr Shadbolt

February 2016

- 2 Feb WALGA Biosecurity Workshop - Merredin
- 3 Feb Annual Electors Meeting – District Club 7.00pm
- 9 Feb CRC Committee Meeting
- 11 Feb Attended Kununoppin Medical Practice Meeting with Cr Shadbolt
- 12 Feb WALGA Roads Forum El Caballo CEO and WS, Cr Palm
- 15 Feb WNESRRG meeting Cr Palm CEO and WS
- 17 Feb Ordinary Council Meeting

1.2 Meetings – Future

February 2016

- 22 Feb WNRRG Shire of Northam Cr Palm, Cr Ventris, WS and CEO
- 23 Feb NEWROC Council Meeting at Shire of Trayning Cr Shadbolt
- 25 Feb Great Eastern Country Zone Meeting Kellerberrin Rec Centre
- 26 Feb GECZ Bowls day at Cunderdin
- 26 Feb CEO RDO

March 2016

- 8 Mar CRC Committee Meeting
- 18 Mar Ordinary Council Meeting
- 17-18 Mar LGMA WA Finance Professionals Conference Joondalup

1.3. Staff Matters

SFO - Katharine Spencer on Long Service Leave for 13 weeks and 1 week Annual Leave total 14 weeks to 8th May 2016. Mr Will Jenkins resigned from Shire Plant Operator position Mtce Grader currently advertising for replacement.

1.4 Current/Emerging Issues

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

1.4.2 Shire of Merredin has withdrawn Building Surveyor Services to the Shire of Mukinbudin from 31 March 2016. Koorda NEWHealth looking at options.

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 Council Meeting Minutes December 2015	
Location:	NEWROC
File Ref:	ADM 236
Applicant:	Stuart Billingham – CEO
Date:	10 th February 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

A Council Meeting of NEWROC was held on Tuesday 15th December 2015 at the Shire of Mt Marshall 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:

- Pam Stockley – Age Friendly Communities Plan- (copy emailed to Councillors and in info Report folder in Dropbox) Railway crossing noted as a possible future priority.

The following items were discussed at the Council Meeting:

- 6.1. FUTURE PROJECT PRIORITY LIST
- 6.2. HIGHLIGHTS AND ACHIEVEMENTS FOR 2015
- 6.3. NEWROC CHILDCARE SURVEY
- 6.4. TELECOMMUNICATIONS BUSINESS CASE
- 6.5. NEWROC PUBLIC TRANSPORT
- 6.6. WORKFORCE DEVELOPMENT
- 6.7. NEWTRAVEL
- 6.8. ELECTORATE BOUNDARY REVIEW
- 6.9. REGIONAL AND REMOTE TOURING FUND

NEWROC Project List to be reviewed by elected members and a strategic workshop to be held before the next NEWROC Meeting in Trayning

Project List to be discussed and endorsed for feedback to NEWROC (See attachment 2 for NEWROC Project List)

Next NEWROC Meeting dates:

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

Note: No meeting in January

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

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes the report on the NEWROC Council meeting minutes held on 15th December 2015 and the endorsed list of priorities be sent to NEWROC.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council notes the report on the NEWROC Council meeting minutes held on 15th December 2015 and the endorsed list of priorities be sent to NEWROC.

Carried /

8.4.3 Shire of Mukinbudin - Town Planning Scheme No4 amendment No1	
Location:	Shire
File Ref:	ADM 343
Applicant:	Stuart Billingham - CEO
Date:	12 th February 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

To consider proposed Amendment No. 1 to the Shire of Mukinbudin Town Planning Scheme No. 4 to align the scheme with the deemed provisions contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the regulations) and to provide an overview of the regulations.

Background

Section 256 of the *Planning and Development Act 2005* provides for the Minister for Planning to make regulations in regard to planning schemes.

Planning and Development (Local Planning Schemes) Regulations 2015 (the regulations) came into effect on 19 October 2015. They replace the *Town Planning Regulations 1967* and associated Model Scheme Text (MST). The regulations are a major part of the planning reform agenda being undertaken by the State Government.

The regulations consist of three elements being:

- Regulations that govern the preparation and amendment of local planning strategies and schemes, and the review of local planning schemes;
- Model Scheme Provisions (Schedule 1) that should be followed in all local planning schemes; and
- Deemed Provisions (Schedule 2) that automatically apply in every operational local planning scheme in Western Australia.

Local Planning Strategies and Schemes

The processes for adopting local planning strategies and schemes are consistent with those contained in the previous regulations.

Scheme amendments

The regulations introduce a track based approach to local planning scheme amendments that enables amendments to be classified as either a basic, standard or complex amendment.

The amendment types are defined in r34, and can be summarised as follows:

Basic: an amendment of an administrative nature including:

- correction of an administrative error
- incorporating model provisions
- compliance with the deemed provisions
- compliance with an Act or State Planning Policy
- zoning of land that is consistent with an approved structure plan, where the zones exist within the schemes

Standard: an amendment that is:

- consistent with a zone or reserve
- consistent with a local planning strategy
- consistent with a structure plan but the zones do not exist within the scheme
- considered to have minimal impact on surrounding land
- not basic or complex

- Complex: an amendment that is:
- not consistent with a local planning strategy
 - not addressed in a local planning strategy
 - to be made at the direction of the Minister
 - for a development contribution area or development contribution plan
 - of a scale that is significant relative to development in the locality.

The classification of an amendment in turn influences the consultation requirements and timeframes in which the amendment must be dealt with. The public consultation requirements have been amended, in addition to timeframes now being imposed on both the local government and WAPC for processing of the amendment, as outlined in the table below:

Scheme Amendment type	Advertising	Local government consideration period (post advertising)	WAPC timeframe to make recommendation to Minister
Basic	No advertising required Amendment to be provided to WAPC within 21 days of Council resolution to prepare or adopt	N/A	42 days
Standard	42 days	60 days post end date of submission period	60 days
Complex	60 days *WAPC approval required prior to advertising	90 days post end date of submission period	90 days

A local government can apply to the WAPC for an extension of the consideration period. The WAPC can extend their timeframe to make a recommendation to the Minister subject to the approval of the Minister or an authorised person. There are no timeframes imposed on the Minister to make a decision.

A Council resolution will still be required to prepare or adopt a scheme amendment and the resolution will need to specify the classification of the amendment and an explanation as to why the amendment type is appropriate.

Model Provisions

The model provisions are to be used when new planning schemes are being prepared. They contain the scheme provisions in regard to matters such as the zones and reserves, objectives, land use permissibility, development standards and special control areas. The model provisions can be varied, subject to the approval of the Minister.

Deemed Provisions

Section 257B of the *Planning and Development Act 2005* provides the ability for deemed provisions to be enforced as part of each local planning scheme to which they apply.

From the 19 October 2015, the deemed provisions contain in Schedule 2 of the regulations, form part of Scheme No. 4. Where there is a conflict or inconsistency between the provisions of Scheme No 4. and the deemed provisions, the deemed provisions prevail. The Shire is required to comply with, and where appropriate, enforce the deemed provisions, as they form part of the Scheme.

The deemed provisions deal primarily with administrative matters of the scheme, including information to be submitted with a development application, advertising of applications, matters to be considered when determining applications and the determination of development applications.

The deemed provisions do also detail when development approval is not required (exempt development).

The deemed provisions cannot be varied. Supplemental provisions can be approved by the Minister, including additional exemptions from development approval.

Amendment No. 1 proposes to delete provisions which are inconsistent with the prevailing deemed provisions and amend others to ensure consistency with the deemed provisions.

Amendment Classification

In respect to Amendment No. 1 it is recommended that it be classified by Council as a basic amendment pursuant to Regulation 34 (c), given that it proposes to delete provisions of the Scheme which have been superseded by the deemed provisions.

In respect to the form which Council's resolution to prepare the amendment must take, new regulation 35 (1) requires that this be in a form approved by the WAPC. The DoP has published a Form 2A for this purpose, and this report's recommendation is provided to be consistent with this form.

The next steps in the procedure for a basic amendment requires:

- the amendment to be forwarded to the WAPC within 21 days of passing of the resolution to prepare the amendment;
- the amendment to be referred to the Environmental Protection Authority to determine whether it needs to be assessed under the Environmental Protection Act;

Comment:

The CEO has prepared this report based on the advice and assistance from the Department of Planning staff. The report and recommendations are now presented for Council consideration.

Consultation

Department of Planning - Helen Griffiths.

Financial Implications

Yes advertising costs in the Gazette.

Statutory Environment

Local Government Act 1995

Town Planning Act 2005

Strategic Implications

Amendment of Shire of Mukinbudin Town Planning Scheme No4

Policy Implications

Town Planning Scheme No4 will be amended

Voting Requirements

Absolute Majority Vote Required

Officer recommendation:

That Council:-

1. pursuant to Section 75 of the *Planning and Development Act 2005*, amend Shire of Mukinbudin Town Planning Scheme No. 4 by:

As amended in the separate attachment submitted with this agenda item

2. resolves, pursuant to the Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), that Amendment 1 is a basic amendment in accordance with r.34(c) of the Regulations as it proposes to amend the Scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2 of the Regulations;
3. authorise Council officers to prepare the scheme amendment documentation.
4. authorise the affixing of the common seal to and endorse the signing of the amendment documentation.
5. pursuant to Section 81 of the *Planning and Development Act 2005*, refers Amendment 1 to the Environmental Protection Authority;
6. pursuant to r.58 of the Regulations, provides Amendment 1 to the Western Australian Planning Commission.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council:-

1. pursuant to Section 75 of the *Planning and Development Act 2005*, amend Shire of Mukinbudin Town Planning Scheme No. 4 by:

As amended in the separate attachment submitted with this agenda item

2. resolves, pursuant to the Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), that Amendment 1 is a basic amendment in accordance with r.34(c) of the Regulations as it proposes to amend the Scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2 of the Regulations;
3. authorise Council officers to prepare the scheme amendment documentation;
4. authorise the affixing of the common seal to and endorse the signing of the amendment documentation;
5. pursuant to Section 81 of the *Planning and Development Act 2005*, refers Amendment 1 to the Environmental Protection Authority
6. pursuant to r.58 of the Regulations, provides Amendment 1 to the Western Australian Planning Commission.

Carried /

8.4.4 Shire of Mukinbudin Report on 8 year review of Local Laws and Repeal of Defunct and Obsolete By-Laws/Local Laws	
Location:	Entire Shire
File Ref:	ADM 134
Applicant:	Stuart Billingham – CEO
Date:	12 ^h February 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Summary

To present Council with a report on the 8 year review of the Shire of Mukinbudin local laws and request Council to determine to repeal the following Local Laws/By Laws:

- a) *Mukinbudin Road Board General By-laws*, published in the *Government Gazette* of 22 June 1934; and amended in the *Government Gazette* on 24 April 1936 and 4 April 1952;
- b) *Mukinbudin Road Board By-law No1 Relating to Prescribing Poundage and Sustenance Charges* published in the *Government Gazette* of 22 June 1934;
- c) *Mukinbudin Road Board By-laws relating to Buildings*, published in the *Government Gazette* of 21 September 1934;
- d) *Mukinbudin Road Board By-law re Appointment of Employees*, published in the *Government Gazette* of 21 November 1941;
- e) *Mukinbudin Road Board By-laws Governing Long Service Leave to be Granted to Employees of the Mukinbudin Road Board*, published in the *Government Gazette* of 13 April 1951;
- f) *Mukinbudin Road Board Road Damage By-law (Prevention of Damage by Agricultural Implements)* - published in the *Government Gazette* of 16 October 1953;
- g) *Mukinbudin Road Board By-law s to Regulate the Parking of Vehicles at Mukinbudin* - published in the *Government Gazette* of 15 June 1956;
- h) *Shire of Mukinbudin By-laws Relating to the Mukinbudin Pioneer Memorial Aquatic Centre* - published in the *Government Gazette* of 15 December 1966;
- i) *Shire of Mukinbudin By-law Relating to Dogs* - published in the *Government Gazette* 10 June 1983.

Background

Council at its December 2015 Council meeting agreed to advertise for 6 weeks by Statewide public notice it's commencement of the 8 year review of its local laws. Published in the West Australian newspaper on Wednesday the 23rd December 2015. The Advertising Period closed on Wednesday 10th February 2016 and as at closing date no submissions had been received.

The *Local Government Act 1995* section 3.16 states:

3.16. Periodic review of local laws

- (1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.
- (2) The local government is to give Statewide public notice stating that —
 - (a) the local government proposes to review the local law; and
 - (b) a copy of the local law may be inspected or obtained at any place specified in the notice; and
 - (c) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.

- (2a) A notice under subsection (2) is also to be published and exhibited as if it were a local public notice.
- (3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.
- (4) When its council has considered the report, the local government may determine* whether or not it considers that the local law should be repealed or amended.

* Absolute majority required.

[Section 3.16 amended by No. 64 of 1998 s. 7; No. 49 of 2004 s. 24.]

Comment:

The CEO has obtained copies of the old *Government Gazettes* from the State Law Publisher web site which contain the following By Laws:

- *Mukinbudin Road Board General By-laws*, published in the *Government Gazette* of 22 June 1934; and amended in the *Government Gazette* on 24 April 1936 and 4 April 1952;
- *Mukinbudin Road Board By-law No1 Relating to Prescribing Poundage and Sustenance Charges* published in the *Government Gazette* of 22 June 1934;
- *Mukinbudin Road Board By-laws relating to Buildings*, published in the *Government Gazette* of 21 September 1934;
- *Mukinbudin Road Board By-law re Appointment of Employees*, published in the *Government Gazette* of 21 November 1941;
- *Mukinbudin Road Board By-laws Governing Long Service Leave to be Granted to Employees of the Mukinbudin Road Board*, published in the *Government Gazette* of 13 April 1951;
- *Mukinbudin Road Board Road Damage By-law (Prevention of Damage by Agricultural Implements)* - published in the *Government Gazette* of 16 October 1953;
- *Mukinbudin Road Board By-law s to Regulate the Parking of Vehicles at Mukinbudin* - published in the *Government Gazette* of 15 June 1956;
- *Shire of Mukinbudin By-laws Relating to the Mukinbudin Pioneer Memorial Aquatic Centre* - published in the *Government Gazette* of 15 December 1966;
- *Shire of Mukinbudin By-law Relating to Dogs* - published in the *Government Gazette* 10 June 1983.

Consultation

Department of Local Government and Communities-Sтивен Elliot Senior Legislation Officer.
State Law Publisher website.

Joint Standing Committee on Delegated legislation - Stephen Brockway Advisory Officer.

Financial Implications

Yes advertising costs in the West Australian Newspaper and Government Gazette.

Statutory Environment

Local Government Act 1995

Strategic Implications

Local Laws/By Laws

Policy Implications

Nil

Voting Requirements

Absolute Majority Vote Required

Officer recommendation:

That Council

- receives the report of the CEO dated 12th February 2016 on the 8 year review of local laws, and
- determines the following local laws/By Laws be repealed:
 - *Mukinbudin Road Board General By-laws*, published in the Government Gazette of 22 June 1934; and amended in the *Government Gazette* on 24 April 1936 and 4 April 1952;
 - *Mukinbudin Road Board By-law No1 Relating to Prescribing Poundage and Sustenance Charges* published in the Government Gazette of 22 June 1934;
 - *Mukinbudin Road Board By-laws relating to Buildings*, published in the *Government Gazette* of 21 September 1934;
 - *Mukinbudin Road Board By-law re Appointment of Employees*, published in the *Government Gazette* of 21 November 1941;
 - *Mukinbudin Road Board By-laws Governing Long Service Leave to be Granted to Employees of the Mukinbudin Road Board*, published in the *Government Gazette* of 13 April 1951;
 - *Mukinbudin Road Board Road Damage By-law (Prevention of Damage by Agricultural Implements)* – published in the *Government Gazette* of 16 October 1953;
 - *Mukinbudin Road Board By-law s to Regulate the Parking of Vehicles at Mukinbudin* – published in the *Government Gazette* of 15 June 1956;
 - *Shire of Mukinbudin By-laws Relating to the Mukinbudin Pioneer Memorial Aquatic Centre* - published in the *Government Gazette* of 15 December 1966;
 - *Shire of Mukinbudin By-law Relating to Dogs* – published in the *Government Gazette* 10 June 1983.

In accordance with Section 3.16 of the *Local Government Act 1995*.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council

*** receives the report of the CEO dated 12th February 2016 on the 8 year review of local laws, and**

*** determines the following local laws/By Laws be repealed:**

****Mukinbudin Road Board General By-laws*, published in the *Government Gazette* of 22 June 1934; and amended in the *Government Gazette* on 24 April 1936 and 4 April 1952;**

*** *Mukinbudin Road Board By-law No1 Relating to Prescribing Poundage and Sustenance Charges* published in the *Government Gazette* of 22 June 1934;**

*** *Mukinbudin Road Board By-laws relating to Buildings*, published in the *Government Gazette* of 21 September 1934;**

*** *Mukinbudin Road Board By-law re Appointment of Employees*, published in the *Government Gazette* of 21 November 1941;**

*** *Mukinbudin Road Board By-laws Governing Long Service Leave to be Granted to Employees of the Mukinbudin Road Board*, published in the *Government Gazette* of 13 April 1951;**

*** *Mukinbudin Road Board Road Damage By-law (Prevention of Damage by Agricultural Implements)* – published in the *Government Gazette* of 16 October 1953;**

*** *Mukinbudin Road Board By-law s to Regulate the Parking of Vehicles at Mukinbudin* – published in the *Government Gazette* of 15 June 1956;**

*** *Shire of Mukinbudin By-laws Relating to the Mukinbudin Pioneer Memorial Aquatic Centre* - published in the *Government Gazette* of 15 December 1966;**

*** *Shire of Mukinbudin By-law Relating to Dogs* – published in the *Government Gazette* 10 June 1983;**

in accordance with Section 3.16 of the *Local Government Act 1995*.

***AMVR**

Carried /

8.4.5 Shire of Mukinbudin Repeal Local Law 2016	
Location:	Entire Shire
File Ref:	ADM 134
Applicant:	Stuart Billingham – CEO
Date:	12 ^h February 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Summary

To present Council with a request to create a new Shire of Mukinbudin Repeal Local Law 2016. A draft Shire of Mukinbudin Repeal Local Law 2016 submitted as a separate attachment.

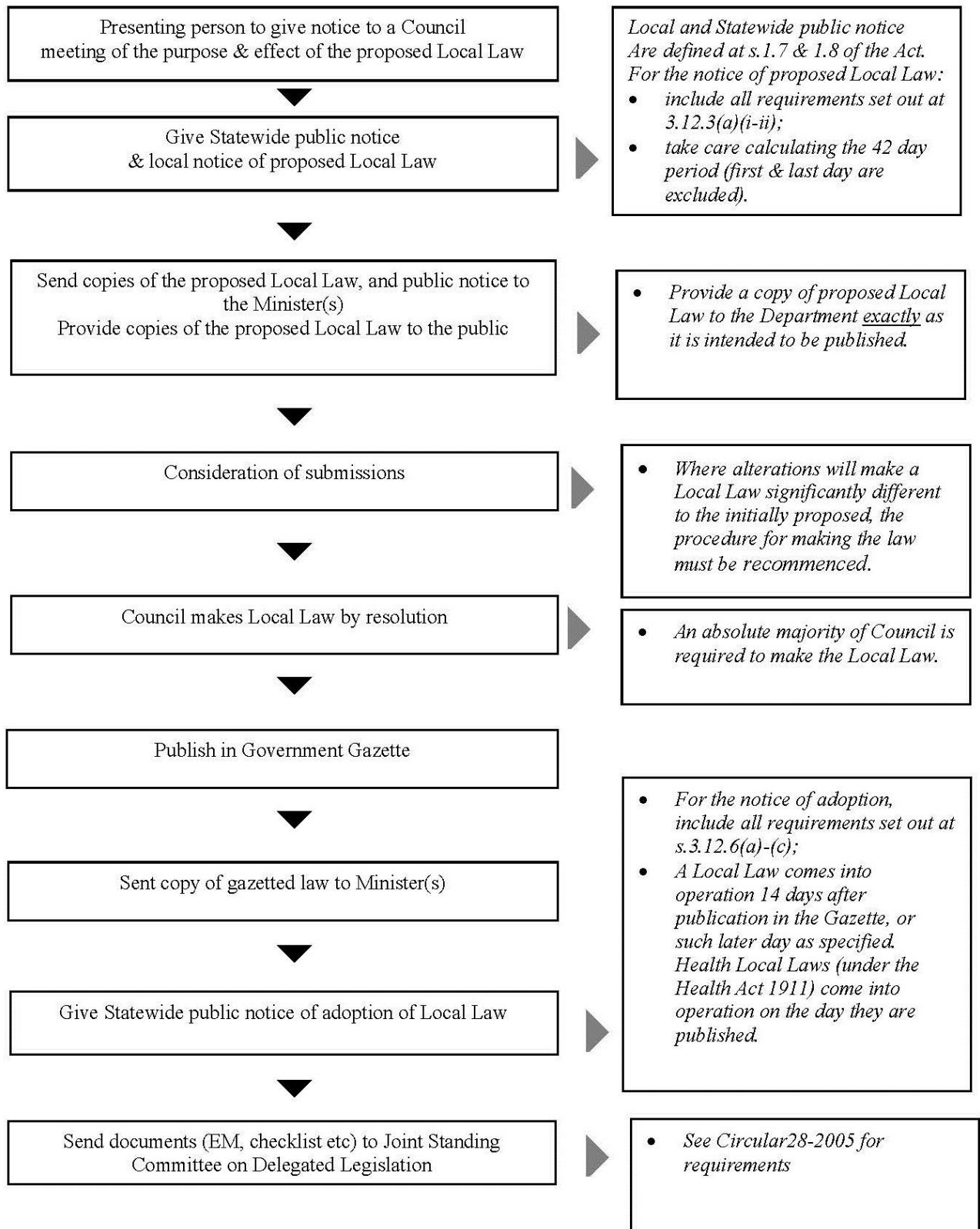
Background:

In order to repeal these old By-Laws a new Shire of Mukinbudin Repeal Local Law 2016 needs to be created. (Please refer to Draft Shire of Mukinbudin Repeal Local Law 2016 submitted as a separate attachment)

Council can now consider repealing the following old defunct and now considered obsolete Local Laws/By Laws by creating a new Shire of Mukinbudin Repeal Local Law.

- *Mukinbudin Road Board General By-laws*, published in the *Government Gazette* of 22 June 1934; and amended in the *Government Gazette* on 24 April 1936 and 4 April 1952;
- *Mukinbudin Road Board By-law No1 Relating to Prescribing Poundage and Sustenance Charges* published in the *Government Gazette* of 22 June 1934;
- *Mukinbudin Road Board By-laws relating to Buildings*, published in the *Government Gazette* of 21 September 1934;
- *Mukinbudin Road Board By-law re Appointment of Employees*, published in the *Government Gazette* of 21 November 1941;
- *Mukinbudin Road Board By-laws Governing Long Service Leave to be Granted to Employees of the Mukinbudin Road Board*, published in the *Government Gazette* of 13 April 1951;
- *Mukinbudin Road Board Road Damage By-law (Prevention of Damage by Agricultural Implements)* - published in the *Government Gazette* of 16 October 1953;
- *Mukinbudin Road Board By-law s to Regulate the Parking of Vehicles at Mukinbudin* - published in the *Government Gazette* of 15 June 1956;
- *Shire of Mukinbudin By-laws Relating to the Mukinbudin Pioneer Memorial Aquatic Centre* - published in the *Government Gazette* of 15 December 1966;
- *Shire of Mukinbudin By-law Relating to Dogs* - published in the *Government Gazette* 10 June 1983.

Appendix 1.1 Local Law Making Flowchart



Comment:

The CEO has prepared a draft Shire of Mukinbudin Repeal Local Law 2016 to repeal the old and now obsolete Local Laws/By Laws as identified in the 8 year review of Local Laws.

Statutory Environment

Local Government Act 1995

Voting Requirements

Simple Majority.

Recommendation

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

'The purpose of the Shire of Mukinbudin Repeal Local Law 2016 is to repeal old defunct and obsolete By Laws and Local Laws determined by the 8 Year Local Law review'

That Council gives 42 days state wide public notice and under section 3.12 of the *Local Government Act 1995* of intention to make the *Shire of Mukinbudin Repeal Local Law 2016* as submitted in Appendix 1.

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

Council Decision Number

Moved: Cr

Seconded: Cr

That Council gives 42 days state wide public notice and under section 3.12 of the *Local Government Act 1995* of intention to make the *Shire of Mukinbudin Repeal Local Law 2016* as submitted in Appendix 1.

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

Carried /

8.4.6 Shire of Mukinbudin Health Amendment Local Law 2016	
Location:	Entire Shire
File Ref:	ADM 134
Applicant:	Stuart Billingham – CEO
Date:	11 th February 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Summary

To present Council with a request to make a new Shire of Mukinbudin Health Amendment Local Law 2016. (Please refer to draft Shire of Mukinbudin Health Amendment Local Law 2016 is submitted as a separate attachment).

Background:

Council at its 16 September 2015 Council Meeting Item 8.5.1 resolved the following:

Council Decision Number – 1325

Moved: Cr Palm

Seconded: Cr Ventris

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

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

CARRIED 7 / 0

Was advertised in the West Australian Newspaper on Saturday 7 November 2015. Copies of proposed Local Law was sent to Minister for Local Government and Communities and Minister for Health.

No Submissions received by the closing date of 4.00pm Monday 21 December 2015

Comment:

No Submissions were received by the closing date on the 21 December 2015. The matter is now presented to Council to consider resolving to make the Health Amendment Local Law 2015. The year will need to change to 2016 as the proposed local law will be made and gazetted in 2016.

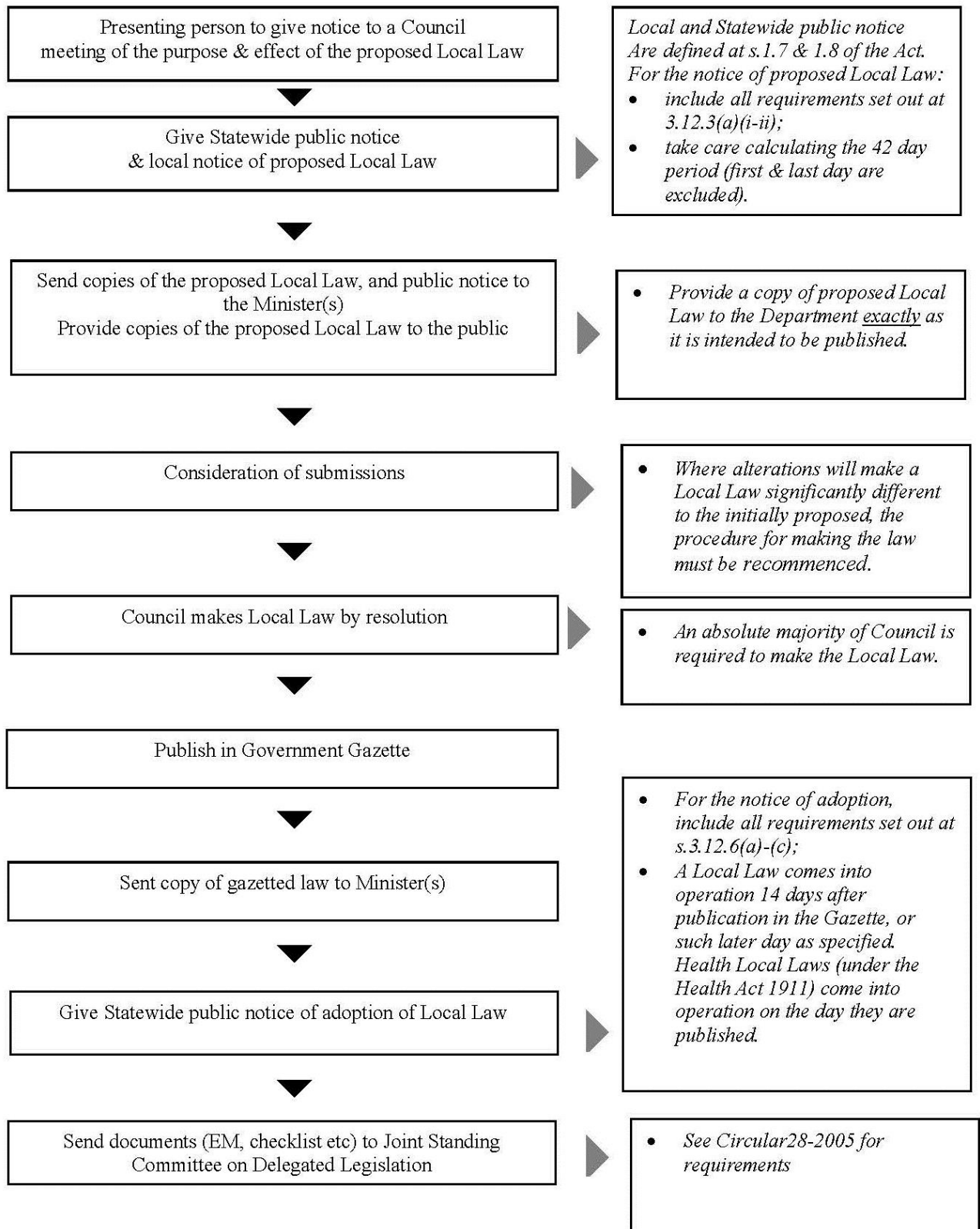
Statutory Environment

Local Government Act 1995

Voting Requirements

Absolute Majority Vote Required.

Appendix 1.1 Local Law Making Flowchart



Recommendation

That Council :

- Adopts and makes the Shire of Mukinbudin Health Amendment Local Law 2016 as presented in **Attachment 1** and
- authorise the Shire President and Chief Executive Officer to sign, date and affix the Shire common seal to the Shire of Mukinbudin Health Amendment Local Law 2016.

(NB: When signed and sealed the Shire of Mukinbudin Health Amendment Local Law 2016 is then to be forwarded to the Executive Director of Public Health for his/her signature and then presented to State Law Publishers for gazettal. Copies of Gazettal to Ministers, Give Statewide Public notice of adoption of Local Law, Send copies to Joint Standing Committee on Delegated legislation).

Council Decision Number

Moved: Cr

Seconded: Cr

That Council:

- * **adopts and makes the Shire of Mukinbudin Health Amendment Local Law 2016 as presented in Attachment 1 and**
- * **authorise the Shire President and Chief Executive Officer to sign, date and affix the Shire common seal to the Shire of Mukinbudin Health Amendment Local Law 2016.**

(NB: When signed and sealed the Shire of Mukinbudin Health Amendment Local Law 2016 is then to be forwarded to the Executive Director of Public Health for his/her signature and then presented to State Law Publishers for gazettal. Copies of Gazettal to Ministers, Give Statewide Public notice of adoption of Local Law, Send copies to Joint Standing Committee on Delegated legislation)

AMVR

Carried /

8.4.7 Audit Committee Minutes including Compliance Audit Return as at 31 Dec 2015	
Location:	Shire
File Ref:	ADM 289
Applicant:	Stuart Billingham - CEO
Date:	11 th February 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

To present Council with the minutes of the 17 February 2016 Shire of Mukinbudin Audit Committee for consideration and action.

Background

The Shire of Mukinbudin Audit Committee met on the 17th February 2016 to review the Annual Compliance Audit Return. (Please refer to the Audit Committee Minutes and separate attachments for information)

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

Last Conducted in Feb 2015 and due in 2017

Comment

The minutes and recommendations from the Audit Committee meeting dated 17th February 2016 are presented for Council consideration.

Financial Implications

Nil.

Statutory Environment

Local Government Act 1995,
Local Government (Audit) regulations 1996

Strategic Implications

Nil

Policy Implications

Nil

Voting Requirements

Simple Vote Required

Recommendation

That Council receives the minutes of the Shire of Mukinbudin Audit Committee meeting 17 February 2016 and a copy be forwarded to the Department of Local Government and Communities.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council receives the minutes of the Shire of Mukinbudin Audit Committee meeting 17 February 2016 and a copy be forwarded to the Department of Local Government and Communities.

Carried /

8.4.8 Draft Lease Agreement Mukinbudin Community Resource Centre	
Location:	Shire
File Ref:	ADM 130/231/274
Applicant:	Stuart Billingham - CEO
Date:	11 th February 2015
Disclosure of Interest:	Yes Impartiality CEO on CRC Management Committee
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

To present Council with a draft lease agreement with the Mukinbudin Community Resource Centre Committee. See draft lease agreement submitted as a separate attachment.

Background

The Shire of Mukinbudin currently provides financial and in kind support for the operation of the Mukinbudin Community Resource Centre.

The CEO has prepared a draft lease agreement from a McLeod's Standard Community Lease Precedent Template.

Comment

The auditor comments for 2015.

Reduce Operating expenses

The Shire currently supports the CRC by covering the electricity and water consumption, wages for a shire cleaner, ESL, Shire rubbish bin charges see below for breakdown. Telephone charges are currently reimbursed back to the Shire. The Shire also covers the Building property and Shire contents insurance \$2,200p.a. , Biannual Inspection and Service of Fire Extinguishers. Maintenance of Gardens and Retic and cleaning of grounds.

Council may wish to consider reducing its level of support for the CRC by looking at reducing its own operating costs such as our utilities by asking CRC to pay for its own operating expenses:

- power consumption (approx. \$5,000 p.a)
- emergency services levy ESL (approx.\$68 p.a.)
- water rates and water consumption and (approx. \$2,300 p.a.)
- cleaning of the building and consumables. (approx. \$ 2,600 plus O/Heads \$1,596 for Shire cleaner plus cleaning products(approx. \$500) , could be done in house by CRC staff)
- Council rubbish bin charges \$285 consisting of 1 x recycling bin \$130 and 1 x green lid bin \$155.
- Maintenance of gardens and surrounds cost varies Shire Labour and plant
- Annual Building Fire Extinguisher approx. \$185
- Annual Pest inspection and treatment if required approx. \$250

Increase Own source Operating revenue

Ask CRC for a small rental fee each year suggested approx \$120 plus GST if CRC picks up its own operating costs. If Shire continues to pick up other costs then a larger rental fee recommended e.g. \$1,200 plus GST. NB this is still a heavy subsidy for a commercial like building.

Similar draft leases may be prepared for Boodie Rats Old CWA building and Sandalwood Arts Centre.

Financial Implications

Yes possible increase in own source operating revenue and decrease in operating costs.

Statutory Environment

Local Government Act 1995,

Strategic Implications

Nil

Consultation

Mukinbudin Community Resource Centre Management Committee

Policy Implications

Nil

Voting Requirements

Simple Vote Required

Recommendation

That Council authorises the CEO to commence negotiations for a suitable lease agreement with the Mukinbudin CRC Committee to be brought back to Council for final approval and endorsement.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council authorises the CEO to commence negotiations for suitable lease agreement with the Mukinbudin CRC Committee to be brought back to Council for final approval and endorsement.

Carried /

8.4.9 Draft Lease Agreement Mukinbudin Playgroup Childcare Centre Boodie Rats	
Location:	Shire
File Ref:	ADM 130/231/274
Applicant:	Stuart Billingham - CEO
Date:	11 th February 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

To present Council with a draft lease agreement with the Mukinbudin Playgroup and Childcare Centre operated by the Boodie Rats group. See draft lease agreement submitted as a separate attachment.

Background

The Shire of Mukinbudin currently provides financial and in kind support for the operation of the Mukinbudin Child Care Centre, AKA Boodie Rats. Electricity charges are currently reimbursed to the Shire. Property used to be on a Vesting Order 20919 Country Women's Association of Western Australia Incorporated.

The CEO has prepared a draft lease agreement from a McLeod's Standard Community Lease Precedent Template

Comment

The auditor comments for 2015 .

Reduce Operating expenses

The Shire currently supports the Childcare Centre by covering the water rates and consumption, DFES ESL, Shire rubbish bin charges. Telephone charges. The Shire also covers the Building property and Shire contents insurance \$430p.a. Service Fire Extinguishers. Maintenance of Gardens and Retic and cleaning of grounds. see below for breakdown

Council may wish to consider reducing its level of support for the Mukinbudin Playgroup/Childcare Centre by looking at reducing its own operating costs such as our utilities by asking Childcare Centre to pay for some of its own operating expenses:

- power consumption (approx. \$720 p.a) reimbursed to shire
- Telephone Telstra line rental and calls (approx. \$430)
- emergency services levy ESL (approx.\$68 p.a.)
- water rates and water consumption and (approx. \$950 p.a.)
- Fire Extinguisher testing \$150 p.a.
- Council rubbish bin charges \$285 consisting of 1 x recycling bin \$130 and 1 x green lid bin \$155.
- Maintenance of gardens and surrounds
- Annual Building Fire Extinguisher and
- Pest inspection and treatment

Increase Own source Operating revenue

Ask Childcare Centre for a small rental fee each year suggested approx \$72 plus GST if Childcare Centre picks up its own operating costs. If Shire continues to pick up other costs then a larger rental fee recommended e.g. \$720 plus GST.

Financial Implications

Yes possible increase in own source operating revenue and decrease in operating costs.

Statutory Environment

Local Government Act 1995,

Strategic Implications

Nil

Consultation

Nil

Policy Implications

Nil

Voting Requirements

Simple Vote Required

Recommendation

That Council authorises the CEO to negotiate a suitable lease agreement with the Mukinbudin Playgroup Childcare Centre Boodie RATS Committee to be brought back to Council for final approval and endorsement.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council authorises the CEO to negotiate a suitable lease agreement with the Mukinbudin Playgroup Childcare Centre Boodie RATS Committee to be brought back to Council for final approval and endorsement.

Carried /

8.4.10 Draft Lease Agreement Mukinbudin Sandalwood Arts Centre	
Location:	Shire
File Ref:	ADM 130/231/274
Applicant:	Stuart Billingham - CEO
Date:	11 th February 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

To present Council with a draft lease agreement with the Mukinbudin Sandalwood Arts Group. See draft lease agreement submitted as a separate attachment.

Background

The Sandalwood Arts Group currently tenants the Old Preschool building at Lot 74 Maddock St Mukinbudin. Under the 2015/16 Schedule of Fees and Charges the Group pay the Shire \$515 incl GST to use the build per annum. NB: Water consumption charges of approx. \$1,000 per annum are currently reimbursed to the Shire from the Sandalwood Arts group.

The Shire of Mukinbudin currently provides financial and in kind support for the operation of the Mukinbudin Sandalwood Arts Centre building. The Shire currently covers the following costs:

DFES Emergency Services Levy approx. \$68 p.a.
 Annual Fire Extinguisher inspection and testing approx. \$150.p.a.
 Annual Pest inspection and treatment approx. \$100
 Shire Building and Shire contents Insurance - Approx. \$560 p. a.

The CEO has prepared a draft lease agreement from a McLeod's Standard Community Lease Precedent Template.

Comment

Currently the Sandalwood Arts Group make Lease payment of \$515 p.a. incl GST in schedule of fees and charges however no formal lease agreement can be found and should be formalised into a written lease agreement between the Shire and the Sandalwood Arts Group.

The auditor comments for 2015:

Reduce Operating expenses

The Shire currently supports the Sandalwood Arts Centre by covering the DFES ESL, The Shire also covers the Building property and Shire contents insurance \$560p.a. and testing/Serviceing of Fire Extinguishers. see below for breakdown.

Council may wish to consider reviewing and or reducing its level of support for the Mukinbudin Sandalwood Arts Centre by looking at reducing its own operating costs such as our utilities by asking Sandalwood Arts Centre to pay for its own operating expenses:

- Emergency services levy ESL (approx.\$68 p.a.)
- Fire Extinguisher testing \$150 p.a.

Increase Own source Operating revenue

Ask Sandalwood Arts Centre to formalise a lease agreement in writing for 3 years with an option of 3 more years. Rental currently for 2015 suggested approx \$468.18 plus GST or \$515 incl GST, subject to annual CPI reviews.

Financial Implications

Yes possible increase in own source operating revenue and decrease in operating costs.

Statutory Environment

Local Government Act 1995,

Strategic Implications

Nil

Consultation

Nil

Policy Implications

Nil

Voting Requirements

Simple Vote Required

Recommendation

That Council authorises the CEO to negotiate a suitable lease agreement with the Mukinbudin Sandalwood Arts Centre Group Committee to be brought back to Council for final approval and endorsement.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council authorises the CEO to negotiate a suitable lease agreement with the Mukinbudin Sandalwood Arts Centre Committee to be brought back to Council for final approval and endorsement.

Carried /

8.4.11 Future of Old St Lukes Anglican Church 22 Maddock St Mukinbudin	
Location:	Shire
File Ref:	ADM 059
Applicant:	Stuart Billingham - CEO
Date:	10 th February 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

To present Council with a Structural Report on the Old St Lukes Anglican Church at 22 Maddock St Mukinbudin with a view to decide the future of the building.

Background

Extract below from Shire of Mukinbudin Municipal Inventory of Heritage Places produced in June 1998.

Shire of Mukinbudin

MUNICIPAL INVENTORY OF HERITAGE PLACES

Reference No. MBL 14

Place name: St Lukes Anglican Church

Former or other names:

Type of Place: church

Address of Property: Maddock St Mukinbudin



Land Description: lot No. 26 loc No. Plan/Diagram C.T Vol. Fol.

Map References: Mukinbudin townsite Shire of Mukinbudin

Owner: Mukinbudin Anglican Parish Address: Phone: Fax:

Occupier: owner Public Access: Restricted

Construction Date: 1952/53 Additions:

Architect: Builder: Anglican community

Associated Persons:

Original Use: church **Current Use:** church

Description: Cement brick construction with a corrugated iron gable roof. Gothic arched windows.

Condition: fair / good Integrity: intact Authenticity: high degree

Historical theme: RELIGION In 1923, the Wyalkatchem Trayning Parish was established under the reverend FM Oliver. He was instrumental in the establishment of numerous Anglican churches throughout his Parish including Mukinbudin. Plans for the church were passed in February 1927, and it was ready for use in May. It was not consecrated, just licensed as a Mission Church. In 1929, Mukinbudin came under the Mission District of Nungarin, with Reverend Courtney who held weekly services at Mukinbudin. On 10 January 1951, the original church on this site was destroyed by a storm. The local people organised donations and fundraising, and the new church was constructed by local labour. It was consecrated by Archbishop Moline on 12 May 1953, and the first service held on 7

June 1953. The stained glass window at the front of the church is a memorial to the late Mrs Winsome Watkins.

Statement of significance: The site and church has significant associations with the Anglican community of Mukinbudin. It has a 'sense of place' for the special events and ceremonies that have taken place.

Conservation Recommendation: 4

Existing Heritage Classification: None

Bibliography: Maddock.J *On the Line, A History of the Shire of Mukinbudin* Shire of Mukinbudin 1987.

Date of Assessment: 1997 **Revision date:**

The Chief Executive Officer has been approached by a resident regarding utilising the Old Anglican Church at 22 Maddock St Mukinbudin. Due to structural integrity concerns by the CEO a structural report was commissioned for the building undertaken by practicing Structural Engineer Dan Turner and Shire of Merredin Executive Manager of Development Services Mr John Mitchell. The Building was inspected on the 23rd of December 2015. (Please refer to Structural report submitted as a separate attachment).

The Building is currently listed in the Shire of Mukinbudin Municipal Inventory of Heritage Places produced in June 1998 by Heritage consultant Laura Gray. Since the document was produced it is understood the site has been deconsecrated and transferred freehold to the Shire of Mukinbudin. A new corrugated roof and gutters have been installed on the building. Deconsecration is the act of removing a religious blessing from something that had been previously consecrated by a minister or priest of that religion.

The Municipal Inventory of Heritage Places defines Conservation Recommendation: Category 4 as follows:

Category 4

Some heritage value, but not essential to an understanding of the district.

Recommend that the place is not constrained by the Town Planning Scheme at this time. Reassess the significance of the place when the Inventory is regularly reviewed. Assess in more detail when considering a development application. Record prior to redevelopment or demolition.

Comment

In view of the current condition of the building it is considered timely that this matter regarding the reassessment of the buildings current significance and any heritage value and future costs be undertaken.

It is supported the Shire of Mukinbudin advertise locally that the Shire is seeking public comments on the future of the building and site and any objections to its possible future demolition. (Please refer to draft advert for local paper submitted as a separate attachment)

Option 1: Council Resolve the building is at the end of its economic useful life and no longer structurally sound and demolish the building and possibly earmark the site for future CEACA housing site redevelopment, given it is in the middle of the current aged housing precinct.

(NB: Demolition would be conditional upon a Photographic Historical Record being made of the building before demolition as recommended by the Shires Municipal Inventory of Heritage places Cat 4 definition.)

Option 2: Determine the building still has significant historic and heritage value worth preserving and Shire commits future funds to undertake major capital works on the building to make it safe for future use by the public and Community groups. Determine a future use for the building.

Estimated costs

Connection of down pipes to pit	\$250-???
Install subsoil drainage system with drainage pit and 2 pumps	\$5,600-????
Reinstate walls and plaster	\$5,000-????
Check Electrical wiring	\$500
Possible replacement of electrical wiring	\$3,000-????
Install Kitchen	\$10,000-???
Install Toilet facilities	\$10,000-????
Total	<u>\$34.350-????</u>

Option 3: Redevelopment of Site for a Community Garden.

It should also be pointed out Council's auditor comments for 2015 included the Shire working towards reducing its operating expenses. Council may now wish to consider public submissions and the future of the building, which is located in the middle of the Shire's Aged Housing Precinct. With the CEACA project progressing, the site could be redeveloped for more Aged housing units, with the future demand identified in the CEACA Business case plans.

Financial Implications

Yes

Statutory Environment

Local Government Act 1995,

Strategic Implications

Nil

Consultation

Structural Engineer Dan Turner

Shire of Merredin Executive Manager Development Services Mr John Mitchell.

Policy Implications

Nil

Voting Requirements

Simple Vote Required

Recommendation

That the Shire advertises for 45 days it is seeking public comments on the future of the Old St Lukes Church and any objections to the possible future demolition of the building.

Council Decision Number –

Moved: Cr

Seconded: Cr

That the Shire advertises for 45 days it is seeking public comments on the future of the Old St Lukes Church and any objections to the possible future demolition of the building.

Carried /

8.4.12 Donation Request Bonnie Rock 80th Anniversary Reunion	
Location:	Bonnie Rock
File Ref:	ADM 054
Applicant:	Stuart Billingham - CEO
Date:	11 th February 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

To present Council with a request for a donation request for the use and erection and dismantling by Shire Staff of the Shire Marquee for the Bonnie Rock 80th Anniversary reunion. (Please refer to letter submitted as an attachment).

Background

The Secretary of the Bonnie Rock Horse and Pony club contacted the CEO in January 2016 requesting the use of the Shire White Marquee for the upcoming Bonnie Rock 80th Anniversary, planned for Saturday 19th March 2016. Marquee to be placed between hall and Fire Shed.

Comment

The 2015/16 Annual Budget has no provision for the Shire staff to transport and erect and dismantle the Shire Marquee for the Bonnie Rock 80th Anniversary. Hence the matter is now presented to Council for consideration.

Financial Implications

Yes-Shire Plant and Labour and time to travel, transport and erect/dismantle the Shire marquee at Bonnie Rock. Approx. costs (NB: Opportunity Cost and lost time of works crew coming off road works program to erect and dismantle)

Shire Labour incl labour overheads	\$4,200.00
Plant Hire	<u>\$1,250.00</u>
Total	<u>\$5,450.00</u>

Statutory Environment

Local Government Act 1995,

Strategic Implications

Nil

Consultation

Secretary Bonnie Rock Horse & Pony Club Inc

Policy Implications

Nil

Voting Requirements

Absolute Majority Vote Required

Recommendation

That the Shire of Mukinbudin agrees to supply the Marquee free of charge (incl labour and transport costs) for the Bonnie Rock 80th Anniversary Reunion.

Council Decision Number –

Moved: Cr

Seconded: Cr

That the Shire of Mukinbudin agrees to supply the Marquee free of charge (incl labour and transport costs) for the Bonnie Rock 80th Anniversary Reunion.

Carried /

AMVR

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

Summary

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

Background

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

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

Comment

It is supported to approve the additional operating expenditure as detailed in the KMPC minutes. To be addressed in the next Shire budget Review.

Financial Implications

Yes- approx. \$4,285.25 excl gst budget amendment unplanned operating expenditure.

Statutory Environment

Local Government Act 1995,

Strategic Implications

Nil

Consultation

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

Policy Implications

Nil

Voting Requirements

Absolute Majority Vote Required

Recommendation

That Council

- provides in principle support for renewal of the Memorandum of Understanding between the Shire of Mt Marshall, Shire of Mukinbudin, Shire of Nungarin and the Shire of Trayning for the Kununoppin Medical Practice; and
- that any amendments to the current Memorandum of Understanding are to be agreed at the February meeting of the Kununoppin Medical Practice Committee.

- approves the out of budget additional expenditure of \$4,285.25 excl GST for the Kununoppin medical practice RHO costs.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council:

***provides in principle support for renewal of the Memorandum of Understanding between the Shire of Mt Marshall, Shire of Mukinbudin, Shire of Nungarin and the Shire of Trayning for the Kununoppin Medical Practice; and**

***that any amendments to the current Memorandum of Understanding are to be agreed at the February meeting of the Kununoppin Medical Practice Committee**

***approves the additional expenditure of \$4,285.25 excl GST for the Kununoppin medical practice RHO costs.**

Carried /

8.4.14 Annual Electors Meeting Minutes - 3 February 2016	
Location:	Shire
File Ref:	ADM 019
Applicant:	Stuart Billingham - CEO
Date:	11 th February 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

To present Council with the minutes of the 3 February 2016 Annual Electors Meeting held at the District Club at 7pm.

Background

The Shire of Mukinbudin held its Annual Electors meeting for the year ending 30 June 2015 at the Mukinbudin District Club on 3 February 2016 at 7pm.

(Please refer to the Annual Electors Meeting Minutes submitted as a separate attachment)

Section 5.33 of the *Local Government Act 1995* requires that:

“(1) *All decisions made at an electors meeting are to be considered at the next ordinary council meeting or, if that is not practicable –*

- (a) At the first ordinary council meeting after that meeting; or*
- (b) At a special meeting called for that purpose.*

whichever happens first.

(2) *If at a meeting of the Council a local government makes a decision in response to a decision made at an electors meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.”*

Comment

This item is presented to Council at its next ordinary meeting following an Annual Electors meeting to enable its consideration of the issues raised. There being no decisions or resolutions from the Annual Electors meeting requiring Councils consideration, Council only needs to receive the minutes.

Financial Implications

Nil.

Statutory Environment

Local Government Act 1995,

Strategic Implications

Nil

Consultation

Nil

Policy Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council receives the minutes of the Shire of Mukinbudin Annual Electors Meeting
3rd February 2016.

Council Decision Number –

Moved: Cr

Seconded: Cr

**That Council receives the minutes of the Shire of Mukinbudin Annual Electors Meeting
3rd February 2016.**

Carried /

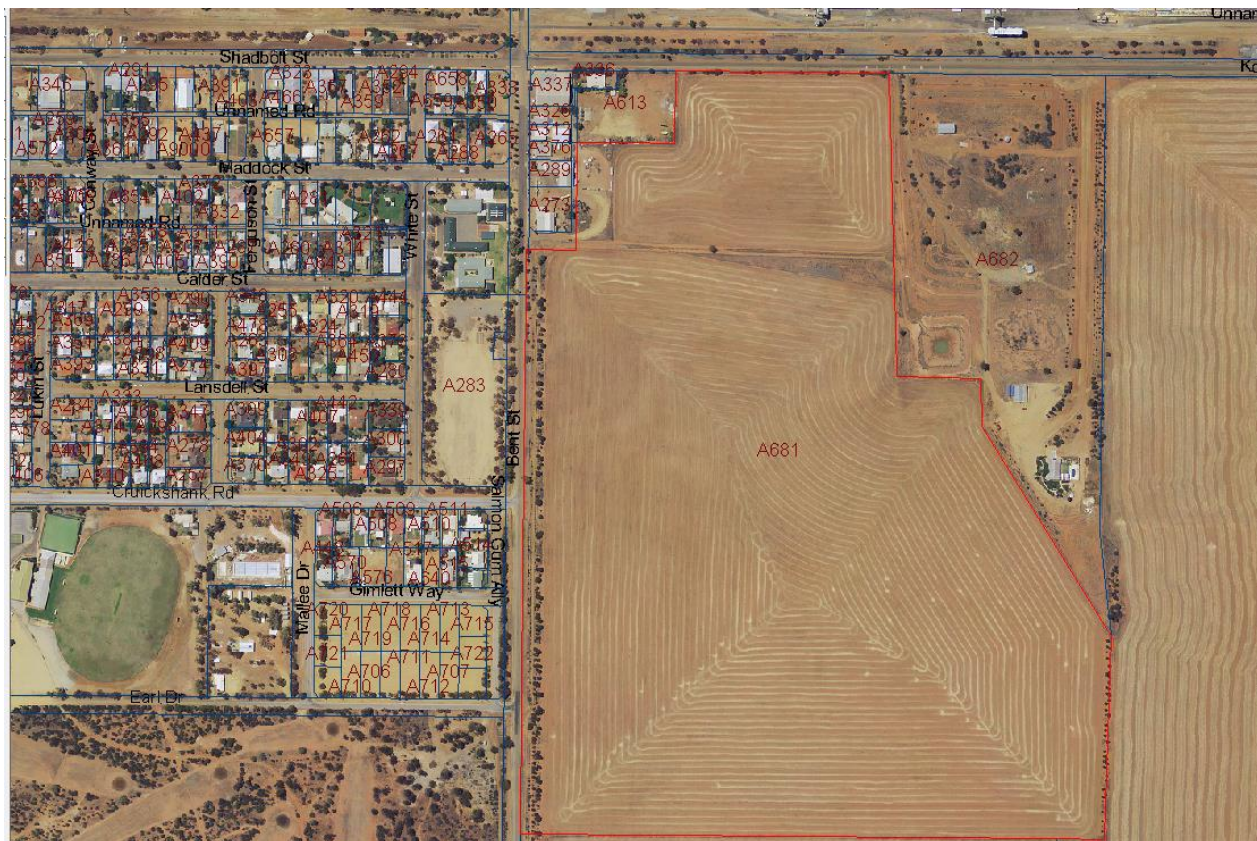
8.4.15 P & C Request to Crop Shire Land A681 for 2016/17	
Location:	Shire vacant Land AS681
File Ref:	AS681
Applicant:	Stuart Billingham - CEO
Date:	11 th February 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

To present Council with a request from the Mukinbudin District High School Parents & Citizens to crop the Shire Land East of Town. (Please refer to letter submitted as a separate attachment)

Background

The Shire of Mukinbudin Council in 2008 discussed the Community Cropping of the land owned by CBH and the Shire with the 50's Farm Group. The Shire currently owns A681 shown below.



Comment

This item is presented to Council seeking permission for the Mukinbudin District High School P&C to crop A681 for the 2016/17 Financial Year.

Financial Implications

Possible opportunity cost from lost income to the Shire from cropping the land. Funds may have been used to recover capital works costs for the Mukinbudin Café.

Statutory Environment

Local Government Act 1995,

Strategic Implications

Nil

Consultation

Nil

Policy Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council grants permission for the Mukinbudin District High School P & C to crop the Block Assessment A681 for the 2016/17 year.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council grants permission for the Mukinbudin District High School P & C to crop the Block Assessment A681 for the 2016/17 year.

Carried /

8.5 Environmental Health Officer's and Building Surveyor Reports

Nil

NB: Shire of Merredin will be withdrawing Building Surveyor support to Shire of Mukinbudin at the end of March 2016 due to increasing workloads.

Shire of Koorda looking at options to move forward re Building Surveyor services as part of NEW Health

8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – December 2015/January 2016	
Location:	Mukinbudin
File Ref:	
Applicant:	Tania Sprigg
Date:	11 th November 2015
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

Mukinbudin Caravan Park Report January 2016

January/February has started off a little slow between cabins and caravans, but this is normal for this time of year as business start over again for the New Year usually mid Feb. Over Easter a group with revamped "Coach Buses" have booked powered and unpowered sites.

Last year in my report I mentioned the "Big 4 Emu Beach Caravan Park Albany" selling off their Ensuite Cabins. They have now got back with some details. Emu Beach would like the cabins to be off site if possible before Easter. This price does not include dismantling or transport.

Total Cost for Cabins with all included in photos and below~

*\$6,000.00 for Cabin

* 1 x Double Bed

* 2 sets of Bunk Beds with Mattress

* Clothes Cupboard

* Kitchen Cupboards and Bench with built in Grill and Stove top

* Kitchen Sink

* Microwave

* Bar Fridge with Freezer

* Curtains



Tania Sprigg

CEO Comment

The adoption of the 2015/16 Budget will see trees replanted around the Caravan Park and Main Street. Suitable Tree species to be identified and purchased and planted next year as past planting window as sub surface moisture dropping and warmer hot weather upon us. Drive through caravan bays for overflow parking during Spring Festival operated well.

NB: It is not supported to purchase the 2 x Ensuite Cabins for \$6,000 each due to budget constraints and additional costs of dismantling, transportation from Albany to Mukinbudin and site installation costs.

Recommendation

That Council note the above Caravan Park Managers Report.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council notes the above Caravan Park Managers Report.

Carried /

Mukinbudin Caravan Park Annual Income							
	<i>Self Contained</i>		<i>Washing</i>			<i>Total</i>	<i>Total Expense</i>
	<i>Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Machine</i>	<i>House</i>		
2005/2006	19,358.08	11,082.32	10,521.76	1,171.16	N/A	42,133.32	
2006/2007	22,820.21	9,753.06	17,095.20	981.35	N/A	50,649.82	
2007/2008	27,304.76	5,422.75	11,244.47	678.16	N/A	44,650.14	
2008/2009	37,214.39	10,554.55	16,773.76	663.63	N/A	65,206.33	
2009/2010	33,567.84	9,096.35	15,504.70	1,036.36	N/A	59,205.25	
2010/2011	38,054.93	15,604.59	15,817.92	845.55	N/A	70,322.99	
2011/2012	34,724.53	11,056.46	18,753.08	773.19	N/A	65,307.26	
2012/2013	44,682.83	17,477.98	24,860.15	1,050.17	N/A	88,071.13	
2013/2014	45,332.87	16,194.44	26,393.17	1,278.53	N/A	89,199.01	88,695.34
2014/2015	42,590.61	21,760.04	25,554.90	1,404.95	15,747.32	107,057.82	109,829.90
Mukinbudin Caravan Park Income and Expenditure							
	<i>Self Contained</i>		<i>Washing</i>			<i>Total</i>	<i>Expenditure</i>
	<i>Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Machine</i>	<i>House</i>	<i>Income</i>	
July 15	5,527.29	2,985.45	2,087.71	0.00	1,636.36	12,236.81	8,796.07
Aug 15	6,436.38	1,489.07	2,425.46	476.82	2,063.63	12,891.36	9,847.18
Sept 15	7,310.02	1,809.11	7,790.54	209.09	1,718.18	18,836.94	14,631.78
Oct 15	4,354.55	1,298.18	1,768.18	0.00	272.72	7,693.63	12,902.65
Nov 15	3,672.74	1,069.09	352.27	0.00	681.80	5,775.90	6,017.75
Dec 15	3,052.27	1,527.26	908.17	132.73	3,818.18	9,438.61	9,861.97
Jan 16	2,054.56	2,745.44	1,292.26		818.19	6,910.45	8,630.18
Feb 16						0.00	
Mar 16						0.00	
Apr 16						0.00	
May 16						0.00	
Jun 16						0.00	
Total	32,407.81	12,923.60	16,624.59	818.64	11,009.06	73,783.70	70,687.58

8.7 Swimming Pool Manager's Report

8.7.1 Mukinbudin Swimming Pool Report December 2015/January 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Shannon Seaby
Date:	11 November 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham
Author:	Shannon Seaby

Swimming Pool Report January 2016

- the pool attendance numbers over January and first week of February have been very sporadic, with low numbers generally due to holidays and a few cool weather days.
- the loose/sunken drains in the concourse remain a hazard and still need to be fixed.
- the broken shade still needs to be fixed. The swimming carnival is on 4th March and the students sit under that shade, so something will need to be done before then.
- we had another great Australia Day at the pool. We had 205 people that came through the gates. Jethro and Brooke Sobejko did a great job being MC and running the kids games.
- I would like to make a suggestion that some big rubber mats are purchased and put under the barbecue area to preserve the paving bricks that get covered in oil.

Kind regards

Shannon Seaby

CEO Comment

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

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

2015/16 Budget listing \$32,000 Pool Grant from the Dept Sport and Rec approved.

To be quarantined to the Pool Reserve for Pool Bowl painting in 2016/17 approx \$64K.

	15/16 Budget	Actual YTD
Install Disabled Unisex Toilet	\$3,460	\$0 to be installed
Total	\$3,460	\$0

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

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's Report

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

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

NRMO Christmas Meeting – Quairading – 1st December

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

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

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

DPAW TRANSLOCATION PROPOSAL / BLACK SPOT REVEG PROJECT

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

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

SOLAR POWER PA

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

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

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

STORMWATER MANAGEMENT

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

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

WATER WISE COUNCIL ACCREDITATION

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

WATERWISE AQUATIC CENTRE

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

HANDOVER – NRM SERVICES

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

CEO Comments

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

Voting Requirements

Simple

Recommendation

That Council note the above NRM Report.

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council note the above NRM Report.

Carried /

8.8.2 Revesting of AA Catchments from Water Corporation to the Shire of Mukinbudin	
Location:	Mukinbudin
File Ref:	ADM 270
Applicant:	Claire Baker - NRMO
Date:	7 th December 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Claire Baker - NRMO

Background

Water Corporation has approached the NRM Officer in regards to revesting of existing AA catchments located within the Shire of Mukinbudin.

Due to the high reliance on scheme water the opportunity to be able to further utilise water catchments for stormwater and have them available for Shire Works programmes as well as emergency farmland water supplies is favourable; however these catchments came with a liability due to the safety aspect, previous conversations and agreements with Water Corporation and our NRM Officer have been successful in being able to allocate financial assistance to cover materials for allowing the catchments to be fenced/new ladders. Claire Baker is in the process of consulting with Water Corporation on a set figure/agreement.

The five catchments the Shire of Mukinbudin are endeavouring to change vestings are: Reserve 22163 (Bonnie Rock), Reserve 22301 (North Mondoon), Reserve 17925 (Wialki Soak), Reserve 18802 (Wilgoyne) and Reserve 21927 (Karlanning). Reserve 49185; Arnolds Tank will remain operational and vested to the Water Corporation.

If the revesting is to go ahead there will be general maintenance which will need to take place on the catchments including but not limited to; removal of the roof/tin, patching of leaks and cleaning of the culverts. There is funding available for this to be funded through Department of Water. Claire Baker is able to prepare the letters for revesting to Department of Lands and final consultation to Water Corporation before the cease of employment.

Financial Implications

No cost has been put forward for the budget as the vesting will be determined on Water Corporation financial assistance. For general maintenance there will be in-kind costing to the Shire of Mukinbudin, it is suggested to hire for a contractor for maintenance and apply for the Department of Water Funding.

Statutory Environment

Nil

Policy Implication

Nil

Voting Requirements

Simple Majority

Recommendation

That the CEO/NRM Officer proceeds with negotiating with Water Corporation for the vesting of AA Catchments to the Shire of Mukinbudin subject to final cost negotiations.

Council Decision Number –

Moved: Cr

Seconded: Cr

That the CEO/NRM Officer proceeds with negotiating with Water Corporation for the vesting of AA Catchments to the Shire of Mukinbudin subject to final cost negotiations.

Carried /

9. Information Report

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

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

10.1 Nil

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

11.1 Nil

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

12.1 CEO Contract Renewal

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

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

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

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

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

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

and

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

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

Recommendation

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

Council Decision Number –

Voting Requirements – Simple Majority

Moved: Cr

Seconded: Cr

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

Carried /

Meeting went behind closed doors at pm

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

Council Decision Number –

Voting Requirements – Simple Majority

Moved:

Seconded:

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

Carried /

The meeting was reopened at pm

General Business

- Rental 5 Cruickshank Road expires 31 May 2016 – give notice no extension of rental agreement required for Shire employee/plant operator.
- 51 Maddock St Caveat to be removed by Dept of Housing – offer for Sale to staff at discount.
- 12 Calder St settlement has occurred and Demolition to commence shortly – Budget Review Item
- Café Air-conditioning-Budget Review Item
- Shire Road Inspection date to be set.
- Mukinbudin Nursing Post Engineers report
- Sporting Club Solar panels being installed this week

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 16th March 2016 commencing at 10.00am.