



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

MINUTES

WEDNESDAY 17 June 2015



Floral Emblem
Eucalyptus erythronema (Red Flowering Mallee)

Notice of Meeting

Councillors

The next meeting of Council will be an Ordinary Meeting to be held on Wednesday 17th June 2015 commencing at 9.00am.

Thank you

Stuart Billingham
Chief Executive Officer

11th June 2015

DISCLAIMER

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

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

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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

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- 9. Correspondence and Information Report**
 - 9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 17 June 2015.

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

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

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

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

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

1. Declaration of Opening

1.1 The Shire President declared the Meeting open at 9.10 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 Comerford (Deputy Shire President
Cr O'Neil
Cr Seaby
Cr Palm
Cr Lancaster
Cr Sippe
Cr Ventris

3.2 Apologies:
Nil

3.3 On leave of absence:

3.3.1 Cr Watson

3.4 Staff:

3.4.1 Stuart Billingham CEO
Bob Edwards WS
Ann Brandis MF

3.5 Visitors:

3.6 Gallery:

3.7 Applications for leave of absence:
Nil

4. Petitions, deputations and presentations

4.1 Petitions

4.2 Deputations

4.3 Presentations

5. Announcements by the Presiding person without discussion

5.1

6. Confirmation of the Minutes of previous meetings

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 20th May 2015.

Voting Requirement

Simple Majority

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 20th May 2015 and be accepted as a true and correct record of proceedings.

Cr Ventris left the meeting at 9.31am and returned at 9.32am

Council Decision Number – 1268

Moved: Cr Ventris

Seconded: Cr Sippe

That the Minutes of the Ordinary Meeting of Council held on the 20th May 2015 and be accepted as a true and correct record of proceedings.

Carried 8 / 0

6.1.1 Business Arising from Minutes

Nil

7. Matters for which the meeting may be closed

7.1 Nil

The Local Government Act 1995 Section 5.23 states the following:

5.23. *Meetings generally open to public*

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

8. Reports of Committees and Officers

8.7.1 Work's Supervisor

8.3.2 Work's Supervisor's Report May 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Bob Edwards - WS
Date:	10 June 2015
Disclosure of Interest:	NIL
Responsible Officer	Bob Edwards - WS
Author:	Bob Edwards - WS

MAINTENANCE GRADING

This activity has ceased until our two projects are finished. Will Jenkin will be back at the end of the Fiscal Year to resume with this work.

FLOOD DAMAGE

The \$58,000.00 claim has been queried by Greg Willis and we are currently working on it to get it right for Greg to process.

BARBALIN BLACK SPOT

The pavements are currently being finished off and will be ready for sealing in the last week of June. Colas WA will be doing the sealing work in cold emulsion, they are currently using this treatment on some major works at Mt Marshall and Kellerberrin.

The culverts, which were a "Huge Undertaking", will be fitted with headwall treatments once a suitable contractor has been appointed. They will be stone pitched with stone sourced from the White Stone Quarry on Forest Ave.

Guide posts and signage will be installed once the sealing work is completed. Main Roads Northam will be asked to install the necessary holding lines at the intersection with Barbalin Nth Road

Matt Silinger was engaged to cart more gravel, Bruce Atkins supplied his large loader to clean out a creek and mix and spread some stabilised gravel onto the culvert batters.

Mick Sippe won the tender to supply and erect the fencing for the new Shadbolt boundary fences.

NUNGARIN Nth ROAD

Completion of this work has been held up waiting for design work for the drainage. The catchment of the area to the West is huge. Roads West have now produced a design and we are waiting for the surveyor to peg the road to finished level.

This road is scheduled for sealing prior to the Black spot job.

STRUGNELL ST. Heavy Haulage access.

Roads West have completed the design and drawing for the RAV network access from Shadbolt St. This design will be marked out by our surveyor next week. Money for this work will be put aside in the 15/16 Budget.

POPES HILL HISTORICAL SITE

The last of the signs has arrived and it will be put up ASAP.

CARAVAN PARK HOME.

Paving and erection of a small shed has been completed, a fence and cloths line is all that remains outstanding.

CARAVAN PARK LEACH DRAIN

Extensions for the two septic tanks are currently being made and will be installed once they are on site. This will complete the work and will open up this area to serviced caravans and tent sites.

RUBBISH TIP

The pit is good for the present time; however a plan for the future needs to be addressed in the upcoming budget. The green waste will need to be burnt in the near future.

ASSET MANAGEMENT (ROMAN II)

Noel has used the new Pocket RAMM to pick up our road sign inventory on our sealed roads so that he could get familiar with the unit and iron out any problems. Noel and I will carry out a pick-up on our roads in the near future. The value that is put on our road infrastructure is a major part of our Asset Management.

CONSTRUCTION PLANT.

Westrac carried out a 500 hour service and inspection on all of our Cat Equipment. It was all given a clean bill of health.

Voting Requirement

Simple Majority

Recommendation

That Council note the Works Supervisors Report.

Council Decision Number – 1267

Moved: Cr Ventris

Seconded: Cr Comerford

That Council note the Works Supervisors Report.

Carried 8 / 0

Bob Edwards left the meeting at 9.31am

8.2 Community Development Officer

8.2.1 Community Development Officer's Report May 2015	
Location:	Shire of Mukinbudin
File Ref:	CS.GR.1
Applicant:	Nola Comerford-Smith
Date:	11 th June 2015
Disclosure of Interest:	Swimming Pool quotes
Responsible Officer	Stuart Billingham
Author:	Nola Comerford-Smith

GRANT FUNDING PROJECTS:

Current Successful Projects:

- Government of WA – Road Safety Community Grants Program (Event Grant) – Spring Festival - \$1,000
- Wheatbelt Development Commission - Creating Age Friendly Communities in Small Towns Project - \$53,991.25
The grant includes disabled toilets at the Lion's Park (near current facilities behind Shire) and Gym, some seating and disabled parking bays.
- Lotterywest – 2015 Act-Belong-Commit- Spring Festival
- Lotterywest Equipment Grant – Mukinbudin 1950's Working Farm Shed

Applications in Progress:

- Lotterywest – Events Equipment Kit. On hold.
- Road Safety Community Grants Program – postponed due to conflicting dates with sporting fixtures (ie. Grand Final day was the earliest date the funds could be used).
- KidSport - \$2000 – applications which previously were sent to our sub-centre, Merredin, will now be processed in-house.
- Disability Services Commission - Community Infrastructure Grant – for automatic sliding doors to be installed at CRC, Sporting Complex and Shire Office foyer.

Completed Acquittals: There were no acquittals due or completed

Outstanding Acquittals: There are no outstanding acquittals

COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Swimming Pool**

With the acquittal of the Community Revitalisation Program completed, there is still outstanding work to be completed with the installation of the disabled toilet/shower. This will be listed in the budget for the upcoming financial year.

Quotes have been received from Mukinbudin Building and Mick Sippe Carpentry:

Mukinbudin Building - \$3,460 - *As a partner in Mukinbudin Building, I declare an interest in the above quote.*

Mick Sippe Carpentry - \$4,950

- **Act Belong Commit Mukinbudin Spring Festival** – Amber and the Committee are continuing to work towards this year's Festival.

Funding for the festival includes:

Healthway \$13,500

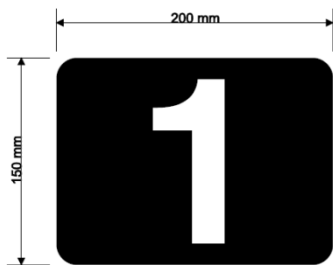
Lotterywest \$19,265



Road Safety Community Grant \$1,000

Amber has proposed a couple of changes which include holding the Opening Night on Thursday 10th September instead of Wednesday, and moving the Saturday activities to the Sporting Complex. Amber is currently working on a program and budget which will be delivered to Council next month.

- **Tampu Bin** – Have clarified the information given by retired CBH employer – Graeme McLevie. I am working on this and will price it for the 2015/16 budget.
- **Creating Age Friendly Communities in Small Towns** - Dannelle Foley from the Wheatbelt Development Commission met with Stuart and myself to sign the Financial Agreement for this grant. In the original grant we did not allow for the installation of the two disabled toilets as at the time of writing the grant we were unaware of the specifications that John Mitchell insisted on with the Pool unit. Discussions were held with Dannelle and we have done a variation to the grant reducing some of the street seating to enable extra money for the installation of these units. An invoice has been issued for this money and the grant money has been received.
- **Seniors Events** - A Senior's Lunch and Quiz is being held on Monday 15th June at Sandalwood Arts & Craft. We currently have 23 bookings.
- **Shire of Mukinbudin – Tourist Brochure** - This is close to being finalised. A meeting with Tammi and the sub-committee is being held on Thursday 11th June 2015 at 3.00pm to discuss final amendments. It is hoped to have a completed brochure to present to this meeting.
- **Cleomine** – I understand this project is getting close to completion with John Smith now working on the mechanics. He hopes to finish this within the week. I have been working on the signage for this and hopefully will have it completed shortly.
- **Banners in the Terrace** The York children are painting the banner this year as part of their home schooling curriculum. The banner is complete, and waiting to dry before they bring it to the Shire for freighting to Perth.
- **Reflective House Numbers** This is Version 1 & 2 of artwork provided by Jason Signs for the reflective signs. I am waiting on a cost for these.



class 1 reflective text
black background
1.6mm aluminium
15mm crop

Meetings Attended/Events Organised:

- 20/05/15 – KidSport meeting in Merredin – information about changes to KidSport administration procedures. Clubs will now send invoices direct to us to be paid, rather than to Merredin.
- 28/05/15 – Danelle Foley, Wheatbelt Development Commission – to go through Age Friendly Community Grant.
- 11/06/15 – Volunteering WA – workshop on “Retaining and Attracting Volunteers”.
- 15/06/15 – Seniors Lunch and Quiz Day

Financial Implications:

Strategic Implications:

Nil

Voting Requirements

Simple Majority

Recommendations

That Council note the above Community Development Officers Report.

Council Decision Number – 1269

Moved: Cr Lancaster

Seconded: Cr O’Neil

That Council note the above Community Development Officers Report

Carried 8 /0

8.3 Manager of Finance Reports

8.3.1 List of Payments – May 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – MF
Date:	10 June 2015
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis – MF
Author:	Ann Brandis – MF

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

Background

A list of payments submitted to Council on 17 June 2015, for confirmation in respect of accounts already being paid or for the authority to those unpaid. (Please refer to Payment listing submitted as a separate attachment)

Financial Implications

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

Policy Implications

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

Voting Requirements

Simple Majority

Recommendation

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

Direct Debits D/D 1282.1, DD1298.1 and 1309.1	(\$5,121.27) and
Muni Cheques 31145 to 31157	(\$9,835.39) and
Muni EFT's – EFT 782 to EFT 864, Payroll - Pay-2	(\$440,129.54) and
Trust DD 1290.1 to DD1361.1, EFT 830, Cheques 240-241	(\$24,647.10)
Totalling	(\$479,733.30)

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

Cr Comerford left the meeting at 10.19am returned at 10.20am

Council Decision Number – 1270

Moved: Cr Sippe

Seconded: Cr Ventris

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

Direct Debits D/D 1282.1, DD1298.1 and 1309.1	(\$5,121.27) and
Muni Cheques 31145 to 31157	(\$9,835.39) and
Muni EFT's – EFT 782 to 864, Payroll - Pay-2	(\$440,129.54) and
Trust D/D 1290.1 to DD1361.1 EFT 830, Cheque 240-241	(\$24,647.10)
Totalling	(\$479,733.30)

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

Carried 8 / 0

The meeting adjourned for morning tea at 10.36am and resumed at 11.09am

8.3.2 Monthly Statement of Financial Activity Report – 31 May 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	10 June 2015
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

Background

This information is provided to Council on a monthly basis in accordance with provisions of the *Local Government Act 1995 and Local Government (Financial Management Regulations 1996)*.

The new format out of SynergySoft Monthly Statement of Financial Activity for the period ending **31st May 2015** are attached for Councillor Information, and consisting of;

Statement of Financial Activity

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

Financial Implications

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

Statutory Environment

General Financial Management of Council, Council 2014/15 Budget, *Local Government (Financial Management) Regulations 1996, r34, Local Government Act 1995, section 6.4*

Policy Implication

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Council policy is that the material variation be set at \$10,000 and 10%.

Voting Requirements

Simple Majority

Recommendation

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

Cr Ventris left the meeting at 11.55am and returned at 12.05pm

Council Decision Number – 1273

Moved: Cr Palm

Seconded: Cr O'Neil

That Council adopt the Monthly Financial Report for the period ending 31st May 2015, note any material variances greater than \$10,000 and 10% and that the balance of the Self Insurance Reserve be transferred into the Leave Reserve

Carried 8/0

Carried by an absolute majority

Cr Comerford moved that Council adjourn for lunch at 12.32pm. The meeting resumed at 1.54pm.

8.3.3 Shire of Mukinbudin Draft Budget Workshop 2015/2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	10 June 2015
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

Background

The 2015/16 Draft Budget is currently being prepared by Shire Staff and it is recommended that Council meet with Senior Staff to workshop the preliminary 2015/16 Draft Budget to prioritise listed jobs and projects. Rates modelling for the 2015/16 Draft Budget will be based on a 5% Rate increase.

The Draft Schedule of Fees and Charges has been reviewed and prepared by the Administration to include a 3.0% increase across most area deemed appropriate. As previously presented to Council at the May 2015 Council Meeting. The Annual Average Perth Consumer Price Index March 14 to March 15 being 2.3%.

The Fair Work Commission's Minimum Wage Panel has increased the Local Government Industry Award minimum rates of pay by 2.5%, lifting the national minimum wage by \$16.00 per week. This increase will come into operation on 1 July 2015.

Financial Implications

2015/16 Draft Budget.

Statutory Environment

Local Government Act 1995,

Local Government (Financial Management) Regulations 1996,

Draft 2015/16 Budget

Shire of Mukinbudin Long Term Financial Plan

Shire of Mukinbudin Corporate Plan

Shire of Mukinbudin Asset Management Plans

Shire of Mukinbudin Workforce Plan

Shire of Mukinbudin Community Strategic Plan

Policy Implication

Nil

Voting Requirements

Simple Majority

Recommendation

That Council sets the date for the 2015/16 Draft Annual Budget Workshop for Wednesday 8th July 2015 at 10am.

Cr Sippe entered the meeting at 1.57pm

Council Decision Number – 1274

Moved: Cr Seaby

Seconded: Cr Lancaster

That Council sets the date for the 2015/16 Draft Annual Budget Workshop for Wednesday 15th July 2015 to be included as part of the Council Meeting.

Carried 8 / 0

8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report – May 2015	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	10 June 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Meetings – Past

May 2015

- 21 May Exec Budget Meeting
- 22 May Muka Café Lessee meeting
- 25-26 May Attended UHYHN Accounting Workshops Perth with MF
- 27 May Exec Meeting
- 28 May Meeting with Danelle Foley Creating Aged Friendly Communities Grant with CDO
- 29 May RDO

June 2015

- 1 June WA Day Public Holiday
- 2 June Meeting with Director of Avon Waste Ashley Fisher re regional waste issues with Shire President
- 2 June Site Meeting at Café with new Lessee
- 3 June Exec Meeting
- 3 June Annual Electors Meeting 7.00pm District Club
- 4 June Meeting with Sharon Broad Regional Manager Water Corporation.
- 4 June LEMC meeting Shire President, MF, SFO
- 5 June Busy Bee Muka Café 6.00pm
- 6 June Busy Bee Muka Café 7.30am
- 8 June Kununoppin Hospital Unveiling of Bust Dr Radunovich Shire President
- 9 June CRC Management Committee Meeting
- 10 June Exec Meeting
- 10 June Policy Manual Review Meeting 1.30pm
- 17 June Council Meeting

1.2 Meetings – Future

June 2015

- 18 June LEMC Practical Exercise
- 19 June NAF Asset Training stage 2 - AIM Ben Symonds
- 23 June NEWROC Council Meeting Cr Shadbolt
- 25 June Great Eastern Country Zone Meeting
- 25 June Toolbox meeting Shire Depot

July 2015

- 3 July RDO

1.3. Staff

P/T and Casual Admin Officer advertised closes 19 June 2015.

1.4 Current/Emerging Issues

- 1.4.1 Metropolitan Local Government - Structural Reform – Minister for Local Government and Communities released recommendation on Wednesday 22 October 2014. Premier Barnett announced on Tuesday run up the white flag after 3 metro mergers were stopped by community polls. Minister for Local Government Circular confirmed Governors Orders to be revoked and Boundaries adjustments to no longer proceed. WALGA claim \$5M
- 1.4.2 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.
- 1.4.3 Mukinbudin Waste Water agreement expired - meeting held with Regional Manager Water Corporation-Sharon Broad 4 June 15, Interim waste water agreement to be presented to Shire to consider signing.
- 1.4.4 LEMC House numbers 300mmx300mm Blue white numbers (Nungarin)

Voting Requirements

Simple Majority

Recommendation

That Council note the Chief Executive Officer's Report.

Council Decision Number – 1275

Moved: Cr Seaby

Seconded: Cr Lancaster

That Council note the Chief Executive Officer's Report.

Carried 8 /0

8.4.2 NEWROC Executive Meeting Minutes– 26th May 2015	
Location:	NEWROC
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	9 May 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

An Executive Meeting of NEWROC was held on Tuesday 26th May 2015 in the Shire of Trayning Administration Centre. (The minutes from the meeting are submitted as a separate attachment Item 8.4.2 for Councillors information.)

Comment:

The following presentations were made to the meeting:

- Nil

The following items were discussed at the Executive Meeting:

- 7.1. FUTURE PROJECT PRIORITY LIST
- 7.2. CEACA
- 7.3. TOURISM IN THE NEWROC

Next NEWROC Meeting dates:

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

23 June	Council	Shire of Trayning
28 July	Executive	Shire of Wyalkatchem
25 August	Council	Shire of Wyalkatchem
22 September	Executive	Shire of Koorda
27 October	Council	Shire of Koorda
24 November	Executive	Shire of Mt Marshall
15 December	Council	Shire of Mt Marshall

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes the report on the NEWROC Executive meeting minutes held on 26th May 2015.

Council Decision Number – 1276

Moved: Cr Seaby

Seconded: Cr Ventris

That Council notes the report on the NEWROC Executive meeting minutes held on 26th May 2015.

Carried 8 / 0

8.4.3 Annual Electors Meeting Minutes - 3 June 2015	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	9 June 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Summary

To present Council with the minutes of the 3 June 2015 Annual Electors Meeting held at the District Club at 7.30pm.

Background

The Shire of Mukinbudin held its Annual Electors meeting for the year ending 30 June 2014 at the Mukinbudin District Club on 3 June 2015 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 need receive the minutes.

Financial Implications

Nil.

Statutory Environment

Local Government Act 1995

Strategic Implications

Nil.

Policy Implications

Nil

Voting Requirements

Simple Majority

Officer recommendation:

That Council receives the minutes of the Shire of Mukinbudin Annual Electors Meeting 3 June 2015.

Cr Comerford left the meeting at 3.30pm and returned at 3.31pm

Council Decision Number – 1277

Moved: Cr Sippe

Seconded: Cr Comerford

That Council receives the minutes of the Shire of Mukinbudin Annual Electors meeting 3 June 2015.

Carried 8 / 0

8.4.4 Shire of Mukinbudin - Policy Manual Annual Review 2015	
Location:	Shires
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	10 June 2015
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Summary

To present Council with a request to adopt the reviewed Shire of Mukinbudin Policy Manual for the 2014/2015 year. A Policy Manual workshop to review the Shire of Mukinbudin Policy Manual with senior staff for 2014/15 was held on the 10 June 2015 at 1.30pm in Council Chambers.

NB: To ensure the Shire meets its statutory compliance obligations this item must be adopted no later than the June 2015 Council Meeting or it will again be raised by the Shire auditors as a matter of Non-Compliance and the CEO will be required to explain to the DLGC why it did not comply.

(Please refer to reviewed and amended Policy Manual submitted as a separate attachment.)

Background

The Shire of Mukinbudin Policy Manual was last reviewed by Council on 18 June 2014. Council Policy currently states the following regarding the Policy Manual

Policy Number: 1.1.8 Policy Change and Review

Policy Statement

- (1) That policies of Council be fully reviewed within 6 months of each Ordinary Local Government Election.*
- (2) New policies or changes to existing policy be made only by notice of motion or as a specific agenda item.*
- (3) All changes of policy be issued to Policy Manual holders for Manual update.*

Purpose

To provide for the periodic review of policies and provide a process under which new policies and amendments will not be made 'on the run'.

Comment:

The Policy Manual was review by Councillors and Senior Staff at a Workshop held on Wednesday 9th June 2015. The updated Policy Manual is now submitted for Council consideration of adoption.

Strategic Implications

Possible amendments to Shire Strategic Plan.

Legislation

Local Government Act 1995

Policy Implications

Updated Policy Manual

Consultation:

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer recommendation:

That Council adopts the reviewed Shire of Mukinbudin Policy Manual 2015 as presented.

Council Decision Number – 1278

Moved: Cr Lancaster

Seconded: Cr Sippe

That Council adopts the annual reviewed Shire of Mukinbudin Policy Manual 2015 as presented.

Carried 8 / 0

Mr Bill Hardy EHO and Mr John Mitchell Executive Manager of Development Services, Shire of Merredin entered the meeting at 11.09am

8.5 Environmental Health Officer's Reports

8.5.1 Principal Environmental Health Officer's Report – May 2015	
Location:	Shire
File Ref:	ADM
Applicant:	Bill Hardy – EHO
Date:	10 June 2015
Disclosure of Interest:	NIL
Responsible Officer	Bill Hardy – EHO
Author:	Bill Hardy – EHO

Summary

The Principal Environmental Health Officer (PEHO) attends the Mukinbudin office each week and continues to carry out the routine Environmental Health Officer duties as required.

Background

The PEHO has been employed by the NEW Health Group for the last 8 months. He normally attends the office in Mukinbudin on Wednesdays. Due to annual leave he was not on duty on Thursday 27/5.

Comment:

Food Premises, Public Buildings and Lodging Houses.

The PEHO registers and inspects food premises and lodging houses on a routine basis.

The PEHO has also continued with routine inspections of Public Buildings in the Shire. Certificates and Evacuation Plans have been made by the PEHO for the Shire Office, Mukinbudin Sports Centre and Bar area, the Mukinbudin Community Resource Centre and the other Public Buildings as they are inspected.

Gradually all the public buildings will be inspected and provided with the right documentation. Reports have been provided to the appropriate people to carry out repairs where necessary.

Property Transfer Enquiries.

The PEHO routinely completes property enquiries relating to properties sold in the Shire. The properties in question are inspected, the files checked and a report completed for each. There were a number of these in May.

Disability Access Improvement Plan (DAIP).

The PEHO has updated the current Plan in relation to "Outcome 7" and this will be the subject of another report to Council at the next meeting. A call for public submissions on the changes to the Plan has been placed on the Shire web site and in the Muka Matters. An online report on the current Plan has been submitted to the Disability Services Commission online.

Strategic Implications

Nil

Legislation

Food Act 2008

Health Act 1911

Health (Public Buildings) Regs 1992

Policy Implications

Nil

Consultation:

CEO

Financial Implications

Nil

Voting Requirements

Simple majority.

Officer recommendation:

That Council notes the Principal Environmental Health Officer's Report for May 2015.

Council Decision Number – 1271

Moved: Cr Comerford

Seconded: Cr Ventris

That Council notes the Principal Environmental Health Officer's Report for May 2015.

Carried 8 / 0

8.5.2 FOR INFORMATION - Proposed shipping container dwelling Lot 41 Koorda-Bullfinch Rd LAKE BROWN	
Location:	LAKE BROWN
File Ref:	
Applicant:	Ms Jennifer Busniak.
Date:	10 June 2015
Disclosure of Interest:	NIL
Responsible Officer	Bill Hardy – EHO
Author:	Bill Hardy – EHO

Summary

Recently Ms. Busniak purchased the site from Landcorp with a view to living on the site. She has written to John Mitchell and the Shire proposing to put a residential dwelling on the site based on a modified shipping container.

Background

Ms. Busniak initially asked if she could camp in a caravan on the site until the dwelling was ready but she has now decided to stay in Mukinbudin at the caravan park and is currently seeking accommodation with a local farmer near Lake Brown.

The PEHO visited the site and spoke to Ms Busniak about her plans and explained what the statutory requirements were that she needed to meet.

Comment:

The site in question is in the “town site” of Lake Brown on a 3 acre block about 200m West of the crossroads in the centre of the Lake Brown town site on the North side of the Koorda-Bullfinch Rd. It is just low scrubby bush.

As Ms Busniak is not staying on the site she is not in breach of the Caravan and Camping Regulations.

BUILDING

Ms Busniak said that she is having a container modified. ie lined, doors and windows etc for her residence. This will require Building Approval. The residential container will be put on a pad.

She has another container to come which she is currently using for storage.

TOILET

The PEHO gave her an application for an on-site effluent system for the composting toilet she is proposing to use. She says it is an “Ecolet” and is on the Health Department approved list.

POWER & WATER

She is planning on Solar power and she plans to connect to the local water main and use a tank for storage.

PLANNING

The site appears to be zoned Rural Residential. The TPS 4 permits a single house that complies with the other provisions of the scheme.

Conclusion.

It appears that Ms. Busniak is trying to tick all the necessary boxes with the potential snag on Building Approval for the modified container. This will have to meet energy efficiency requirements and tie downs etc to get a Building Permit.

Strategic Implications

Nil

Legislation

Shire of Mukinbudin Health Local Law 2014.
Caravan and Camping Act and Regulations.
Building Act.
Building Code of Australia.

Policy Implications

Nil

Consultation:

CEO
Ms. Busniak.
John Mitchell, Building Inspector.

Financial Implications

Nil

Voting Requirements

Simple majority.

Officer recommendation:

That the Shire Council accept this report for information regarding the proposed development of the site.

Cr Ventris left the meeting at 11.21am and returned at 11.22am

Council Decision Number – 1272

Moved: Cr Lancaster

Seconded: Cr Sippe

That the Shire Council accept this report for information regarding the proposed development of the site.

Carried 8 / 0

Mr Bill Hardy EHO and Mr John Mitchell Executive Manager of Development Services left the meeting at 11.42am

8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – May 2015	
Location:	Mukinbudin
File Ref:	
Applicant:	Tania Sprigg
Date:	10 June 2015
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

Mukinbudin Caravan Park Report June 2015

Over the long weekend of May/June we had Sunny West Caravan Club visit with 12 vans in total! They had a great, relaxing time which was well spent at the camper's kitchen and also having some good yarns around the camp fire!! We had 16 powered sites used over this weekend in total and 4 unpowered sites also used.

We have another Caravan Club coming in October and also Spinifex Caravan Club booked in for November 2016!

There have been a number of branches falling onto caravans from two dead trees on sites 1 & 2. This is becoming a hazard for both the caravans and, especially, people walking past. Would it please be possible to have these removed?

There has been a lot of positive feedback from so many people regarding the caravan park and town, so well done to all.

Tania Sprigg

CEO Comment

Works commenced in Nov 2014, issues with the plumbing sewerage line at CVP addressed and works are now nearing final completion. Plan of proposed new bays and overflow previously submitted to Council.

	14/15 Budget	Actual YTD	
Power Upgrade	\$19,000	\$19,000	Completed
Install 2 x Power heads South	\$ 8,500	\$ 8,500	Completed
Install 4 x Power heads West	\$16,000	\$16,000	Completed
Install new mains board	\$ 2,000	\$ 2,000	Completed
Extra Pole/Cable	\$0	\$ 2,128	
Septic Tank Leach Drains	\$ 9,580	\$ 5,052	Completed
Cartage of Leech Drains	\$0	\$ 480	Completed
Sullage/Septic System Works	\$22,500	\$22,585	Completed
Sand Fill, Hire plant Etc	\$ 6,425	\$ see below	figs Completed
Labour	0	\$17,712.01	
Labour overheads	0	\$15,245.81	
Plant	0	\$9,603.45	
Plant depn	0	\$3,460.00	
Misc	0	\$1,931.55	
Total	\$84,005	\$123,697.82	\$51,276.91 over budget

Overrun 92% wages and plant covered in budget

Recommendation

That Council note the above Caravan Park Managers Report.

Council Decision Number – 1279

Moved: Cr Seaby

Seconded: Cr Lancaster

That Council notes the above Caravan Park Managers Report.

Carried 8 / 0

Mukinbudin Caravan Park Annual Income							
	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total</i>	<i>Total Expense</i>
2005/2006	19358.08	11082.32	10521.76	1171.16	N/A	42133.32	
2006/2007	22820.21	9753.06	17095.2	981.35	N/A	50649.82	
2007/2008	27304.76	5422.75	11244.47	678.16	N/A	44650.14	
2008/2009	37214.39	10554.55	16773.76	663.63	N/A	65206.33	
2009/2010	33567.84	9096.35	15504.7	1036.36	N/A	59205.25	
2010/2011	38054.93	15604.59	15817.92	845.55	N/A	70322.99	
2011/2012	34724.53	11056.46	18753.08	773.19	N/A	65307.26	
2012/2013	44682.83	17477.98	24860.15	1050.17	N/A	88071.13	
2013/2014	45332.87	16194.44	26393.17	1278.53	N/A	89199.01	88695.34
Mukinbudin Caravan Park Income and Expenditure							
	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total Income</i>	<i>Expenditure</i>
July 14	3210.02	1290.55	1373.61	0.00	3732.00	9606.18	6021.66
Aug 14	3272.75	2442.72	3121.61	325.45	1030.00	10192.53	9202.39
Sept 14	4990.04	1939.99	5698.60	0.00	900.00	13528.63	10560.04
Oct 14	5372.72	2460.46	2829.98	388.59	1960.00	13011.75	9541.07
Nov 14	4120.92	1910.91	2009.98	0.00	1320.00	9361.81	7761.67
Dec 14	4445.46	2257.27	573.64	234.55	1610.00	9120.92	9403.86
Jan 15	663.65	687.73	586.23	0.00	240.00	2177.61	10257.51
Feb 15	2428.20	2388.63	1244.55	0.00	120.00	6181.38	9763.66
Mar 15	3434.11	2481.82	3083.63	158.18	1855.20	11012.94	6419.44
Apr 15	2545.45	1265.44	1277.72	72.73	1452.85	6614.19	9161.81
May 15	5081.83	992.71	926.35	0.00	545.45	7546.34	8251.73
Jun 15							
Total	39565.15	20118.23	22725.90	1179.50	14765.50	98354.28	96344.84

NB: Expenditure Accounts has been corrected removing capital expenditure of wages

NB: Expenditure for month of December includes \$1,500.00 for Awning for Camper's Kitchen that falls below capital threshold of \$5,000

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

8.7 Swimming Pool Manager's Report

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

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

CEO Comment

New employment contract for Shannon being prepared for 2015/16 Pool Season by CEO.

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

	Budget	Actual YTD
Pool Vacuum Cleaner	\$11,000	\$14,490 arrived in use Budget amendment
Freight pool cleaner	\$ 0	\$ 899
Disabled Unisex Toilet	\$12,500	\$12,764 arrived to be installed
Stage 4 Drafting Plans	\$ 8,000	\$ 0 On Hold till 2015/16 Budget
Diving Board Stairs	\$10,700	\$ 9,200 completed
Digging around diving board pipe work	0	\$ 900 completed
Total	\$42,200	\$38,353

- Diving Board stairs installed by Mukinbudin Steel fabricators 2014/15 Budget \$10,700 excluding gst.
- Shade Cloth for Ladies Change rooms repaired and to be reinstalled by Denis ASAP.
- New Disabled toilet to be installed 2015/16 Quotes sourced to install to building requirements

Voting Requirements

Simple Majority.

Recommendation

That Council note the above Pool Managers Report.

Council Decision Number –1280

Moved: Cr Ventris

Seconded: Cr Comerford

That Council notes the above Pool Managers Report.

Carried 8/0

8.8 NRMO's Report

8.8.1 NRMO Report May 2015	
Location:	Mukinbudin
File Ref:	
Applicant:	Claire Baker - NRMO
Date:	09 June 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Claire Baker - NRMO

COURSES/ WORKSHOPS/ MEETINGS ATTENDED:

- ❖ 5th May – Merredin – NRMO Meeting
- ❖ 14th May – Bencubbin - NEWROC NRM Meeting
- ❖ 20th May – Mukinbudin - Salvage of *Eremophila Virens*
- ❖ 25th May – Koorda - NEWROC NRM Mapping Course

DRF WORKS – North Barbalin Road

- ❖ Working on the translocation budget for the Shire and obtaining local quotes on materials; a rough figure and agenda item was presented to council in April to continue moving forward.
- ❖ A Budget has been submitted for the 2015-2016 Budget.
- ❖ Natasha Moore from DPaW, Whispie Bayly and myself met at North Barbalin Road and took cuttings of the *Eremophila virens* and salvaged the seedlings in the maintenance zone which were sent directly to Kings Park for propagation.
- ❖ DPaW have supplied fencing materials and a tap timer for the Shire which is noted in the budget proposal.
- ❖ The “Permit to Take” has been approved for clearing of the maintenance zone for North Barbalin with the condition the Translocation Proposal continues and I am on site when the works are to take place.

REVEGETATION PROJECT – Blackspot

- ❖ The Translocation proposal will take up a large area of the revegetation area for the Blackspot Revegetation project, the remaining area will be planted with suitable seedlings native to the area/ soil type.

NEWROC NRM – NEWROC NRM STRATEGY 2015 – 2020

- ❖ A Meeting was held on the 14th of May in regards to the NEWROC NRM Strategy. Some key project ideas were identified and we are working towards some project plans/possible funding together to put forward at a NEWROC Executive Meeting.

STATE NRM GRANT 2013 – 2015:

Feral Pest Eradication through use of 1080 and research into bait palatability, attractiveness and non-target species attraction

- ❖ Baits still being advertised in the three shires; re-advertising in NRM News in local papers – 6kg ready to lay oat baits are no longer available in Mukinbudin. Fox and dog baits are still available.
- ❖ All permit applications & records on file in Koorda NRM Office
- ❖ An assistant has been organised for the bait trials and has been approved.

20 MILLION TREES APPLICATION/ GREENING AUSTRALIA

- ❖ Unfortunately NEWROC was not successful in the partnership with Greening Australia through the 20 Million trees Programme, Anne Smith from Greening Australia notified me herself. In the future there may be an opportunity if the quota isn't filled for the life of the project as the Wheatbelt has large scale projects compared to the metro region.
- ❖ Letters have been sent to the Landholders which applied informing them we were not successful and they will be notified of future grants.

CORELLA PERMIT

- ❖ All paperwork completed just needed some willing shooters before the permit can be approved.

STORMWATER MANAGEMENT

- ❖ Discussed at a staff meeting regarding the transfer of AA Dams from Water Corporation to the Shire of Mukinbudin.
- ❖ In direct contact with Water Corporation and have already completed the process for Koorda with a number of catchments. An aspect dually agreed during discussion of re-vesting (between Shire of Koorda and Water Corporation) was the concern for the safety of the catchments, so a condition made on re-vesting was a payment from the Water Corporation to cover materials for fencing.
- ❖ Will be meeting with Bob at the end of May of thereafter to survey the catchments in question, discuss with Water Corporation then will put an agenda item to council.

WATER WISE ACCREDITATION

- ❖ David Smith and I will be working towards becoming Water Wise Efficiency Auditors through Water Corporation.
- ❖ The WaterWise Accreditation process is moving forward.
- ❖ The Aquatic centre paperwork has been sent through to me and is currently being completed for LIWA/ Water Corporation.

OTHER

- ❖ I was successful in the \$500 applied for through the Wheatbelt NRM Regional Landcare Facilitator Grant for "Attendance at a conference", which will go towards the State NRM Conference to be held in Mandurah in September.
This conference is beneficial for all NRM professionals in the field allowing us to network, liaise and share projects and ideas as well as suitable workshops.

Voting Requirements

Simple

Recommendation

That Council note the above NRM Report.

Council Decision Number – 1281

Moved: Cr O'Neil

Seconded: Cr Comerford

That Council note the above NRM Report.

Carried 8/0

9. Information Report

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

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

10.1 Nil

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

11.1 Nil

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

12.1 Nil

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

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

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

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

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

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

and

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

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

Recommendation

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

Council Decision Number –

Voting Requirements – Simple Majority

Moved: Cr

Seconded: Cr

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

Carried /

Meeting went behind closed doors at am/pm

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

Council Decision Number –

Voting Requirements – Simple Majority

Moved:

Seconded:

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

Carried /

The meeting was reopened at pm

13. Dates to Remember

13.1 Dates to Remember

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

General Business

Cr Ventris left the meeting at 4.15pm and returned at 4.16pm

14 Closure of Meeting

14.1 The Shire President declared the meeting closed at 4.23 pm

Next Ordinary Council Meeting – Wednesday 15th July 2015 commencing at 9.00am.