



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

MINUTES

WEDNESDAY 18 JUNE 2014



Floral Emblem
Eucalyptus erythronema (Red Flowering Mallee)

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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 18 June 2014.

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

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

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

- 12.1 Nil.

13. Dates to Remember

- 13.1 See attached list

14. Closure of Meeting

- 14.1 Closure of Meeting

Agenda of the Ordinary Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on 18th June 2014

1. Declaration of Opening

1.1 The Shire President declared the Meeting open at 9.03am

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:

Cr GJ Shadbolt	President	Lake Brown/Dandanning Ward
Cr RJ Comerford	Deputy President	Wattoning Ward
Cr S R Palm		Wilgoyne Ward
Cr BE Watson		Bonnie Rock Ward
Cr JD O'Neil		Bonnie Rock Ward
Cr JN Seaby		Town Ward
Cr KR Sippe		Town Ward
Cr SG Ventris		Town Ward (From 9.05am)
Cr KD Lancaster		Town Ward

3.2 Apologies:

Nil

3.3 On leave of absence:

Nil

3.4 Staff:

SD Billingham	Chief Executive Officer
DP Hannington	Deputy Chief Executive Officer
RL Edwards	Works Supervisor
AL Brandis	Community Services Officer
J Goldacre	Environmental Health Officer

3.5 Visitors:
Nil

3.6 Gallery:
Nil

3.7 Applications for leave of absence:

3.7.1 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 21st May 2014

Voting Requirement

Simple Majority

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 21st May 2014 be accepted as a true and correct record of proceedings.

Council Decision Number – 1080

Moved: Cr O'Neil

Seconded: Cr Sippe

That the Minutes of the Ordinary Meeting of Council held on the 21st May 2014 be accepted as a true and correct record of proceedings.

Carried 9 / 0

6.1.1 Business Arising from Minutes

7. Matters for which the meeting may be closed

7.1 Nil

8. Reports of Committees and Officers

8.1 Works Supervisor's report

Cr Ventris arrived at the meeting 9.05am during item 8.1.1

8.1.1 Work's Supervisor's Report	
Location:	Shire of Mukinbudin
File Ref:	
Applicant:	Bob Edwards-WS
Date:	12 June 2014
Disclosure of Interest:	NIL
Responsible Officer	Bob Edwards-WS
Author:	Bob Edwards-WS

McGregor South Rd. Gravel Pavement Construction. SLK 0.00 to 2.20

This work has been completed and although there won't be funding available for sealing work in 2014/15 the road can still serve as an alternate truck route to the CBH facilities.

MAINTENANCE GRADING

Will Jenkin is still on leave, some maintenance work has been done by Shane Markham or Graham Green.

Forest Ave. Gravel Pavement Construction. SLK 1.80 to 3.50

The decision to gravel pave this section of road was made following a heavy discussion by some Councillors at the May Council meeting where there were some concerns expressed that the road was causing some problems when wet. The Construction Crew were mobilised on the 3rd of June and completion of the 1.7 km section is expected by Friday 13th June.

Graham Road Gravel Sheeting of some sections where culverts were extended.

The Works Crew will shift onto the Eastern section of this road and extend the gravel pavement width to match the width of the extended culverts. This work will wrap up our 2013/14 Works Program.

Private Works

Three small private works jobs have been undertaken in the last few weeks.

A small gravel cartage job was done for the Shadbolt Family, putting some gravel sheeting around a new residence.

Sand fill was carted in to the pipeline job on the North East Rd being contracted by Water Corp to Lloyds Earthmoving of Northam.

The gravel Service Area around the bowzers at the BP 24 hour installation was re-worked with some fresh gravel. The area was watered, cut hard with a grader, watered, graded and rolled. The work was Supervised by Scott Pillmer for Bayside Australia 2000 Pty Ltd.

Two repair jobs remain outstanding for Water Corp, one in Ferguson St and the other in Cruickshank Rd. Bitumen Products have to be purchased for both of these jobs.

Town Entry Statements

Work on the three outstanding signs has been completed by Muka Steel are now ready to be installed. Unfortunately due to a shortage of labour with Will Jenkin and Noel Bond being away for an extended period and Shane Markham away for a week, only road works has been done. The Works Crew should be back to full strength in the last week in June.

Voting Requirements

Simple Majority

Recommendation

That Council note the above Works Supervisors Report.

Council Decision Number – 1081

Moved: Cr O’Neil

Seconded: Cr Watson

That Council note the above Works Supervisors Report.

Carried 9 / 0

Mr Edwards left the meeting at 9.18am

Cr Ventris left the meeting at 9.18am and returned to the meeting at 9.19 am

Mrs Brandis arrived at the meeting at 9.19am

8.2 Community Services Officer

8.2.1 Community Services & Club Development Officer's Report	
Location:	Shire of Mukinbudin
File Ref:	
Applicant:	Ann Brandis
Date:	11 th June 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Ann Brandis

Community Development

GRANT FUNDING PROJECTS:

Current Successful Projects:

- Lottery West Spring Festival Grant 2014. Approval has been received for \$19,443 and the money has been deposited in the Account.
- Heathway's Spring Festival Grants 2014 Year 2 of a three year sponsorship agreement - \$11,500. The current agreement will start to be developed soon.

Submitted Applications:

- Road Safety Community Grant Program – Applied for money for the Spring Festival. Requirement is to display a sign – maybe a permanent sign on Drink Driving, speed and seatbelts.
- ANZAC Centenary Local Government Grants Program – Applied for \$3,135.00 (Inc GST) for the Popes Hill Interpretive Site.

Applications in Progress:

- Lotterywest Equipment Grant – Mukinbudin 1950's Working Farm Shed – they have again contacted me and would like a laptop, printer and fridge. I am in the process of getting quotes and as well as waiting to hear if any other equipment is required before commencing this grant.
- Lotterywest Anzac Centenary Grants – Popes Hill Interpretive Site
- Lotterywest – Events Equipment Kit. Quotes have been obtained for an Events Kit has discussed at last month's meeting.
- Seniors Week – I have again approached Jeff Seaby to see if we could host another Seniors Dinner Week with these funds. This funding is again only offering between \$1,000 - \$3,000 depending on the size of the event. We have only been able to attract \$1,000 due to the number of Seniors we get participating so I will be seeking Council's support to make a contribution towards this event similar to 2013. I will submit this for budget consideration and will be asking for Council to cover at least \$2750 and my time to organise this event. The meal is always done at cost and the people who serve, cook and run the bar all volunteer their time.

Completed Acquittals:

- RAC Grass Roots Grant – This has been acquitted and correspondence has been received to say this has now been finalised

Community Portfolios/Other Projects:

- **Swimming Pool** – An order number has been issued to Mukinbudin Steel Fabricators for the supply & install of the diving board stairwell. I have spoken to them and they will be doing this in the new financial year.

- **Mukinbudin Caravan Park:**

Plumbing

Quotes as presented to May's meeting will be submitted for budget consideration.

Electrical:

After receiving a verbal quote from Jeff Peters regarding the proposed electrical work at the Caravan Park, Stuart, Jeff and myself met on site to discuss a number of options. Jeff will be providing a written quote within the next 2 -3 weeks for budget consideration.

- **Act Belong Commit Mukinbudin Spring Festival** – Ruth continues to contribute a large amount of her time each week to the festival. Although not paid by the hour, Ruth has been keeping a track of the number of hours she has been spending on the festival for future reference.



- **Tampu Bin** – The painting of the wood work has been completed, an old Meters stove has been delivered and we are now sourcing some basic furniture to furnish this as it would have been when first built. I have contacted CBH for historical information to be used on signage and am waiting for more feedback.

- **Dry Season Funding \$10,000** – Money has been spent on a number of events:

Breakfast at the Shed	\$ 159.78
Swimming Pool Opening	\$ 916.55
End of Year Town Function	\$3,873.95
Crèche Big Hoo Haa	\$ 300.00
Total	\$5,250.28

I still need some direction as to how you want the remaining money spent.

- **Beringbooding Tank – Roof –**

Approval has been confirmed from the Department of Water to vary the use of the CWSP Grant to install the standpipe controller at the tank as moved by Council in the May meeting. Danny deGraf has been approached to fly across to view the tank to further discuss the installation of AquaAmour. Danny' has indicated that he would be happy to do this at a cost of \$2,500 and if Council agreed to install AquaArmour then this amount would be taken off the installation price. However his mother is quite ill in New Zealand at present so he will be unavailable for 3 – 4 weeks.

- **Popes Hill Anzac Interpretive Site** – One grant has been submitted as above and the Lotterywest is in the process of being worked upon.
- **Mukinbudin Tourist Night** – The ideas discussed at this meeting will be emailed out and a meeting date will be set now that Seeding has been finished.
- **Familiarisation Tour** - I am working through the inventory of items needing attention and ideas which were recorded. Those that can be actioned straight away have been started on and the remaining will be investigated for the 2014/15 budget.
- **Mukinbudin Complex Windows** – An order number was issued to Mukinbudin Glass to replace all old and illegal windows as detailed at the May Meeting for a total cost of \$5,574.00. Dave

needed to order the glass in and he started work on the 10th June 2014. He will have this finished before the next home game.

- **Wheatbelt Way Video Sub Committee**

NEWTRAVEL has developed a Wheatbelt Way Video Sub Committee to develop a project brief for the NEWTRAVEL Officer Linda Vernon to use to investigate the production of a “utube” clip suitable for advertising our area and the Wheatbelt Way. At the first sub committee meeting held recently it was resolved that we go back to our communities for input. I had already contacted Dale Seaby and Abi Farina to see if they would work with me regarding this and we met last week to discuss this further. They had some great ideas and this is the brief that I would like Council to consider submitting back to the Wheatbelt Way Video Sub Committee

Wheatbelt Way Proposed “utube clip”

Ideas as submitted by Shire of Mukinbudin

Meeting held between Community Services Officer Shire of Mukinbudin, Mukinbudin CRC Coordinator Abi Farina and Dale Seaby.

What is the aim?

Is the aim of the clip to attract people or money? This is a great question and one that I don't think we have answered. In marketing this is two different things - We assume it is to attract people and then as a result of attracting people attract money being spent in our community.

What are we selling?

With Marketing it is important to get to the very essence of what we are trying to sell. I.e. the need to get away... What is the need? If there isn't a need then we need to create a need...

What is the Need?

We are trying to promote the need to get away, however why and why us... The reason to promote us is get away from people's busy lives.... To have open spaces, no technology, no crowds, no waiting in lines, don't have to share with anyone....

Mukinbudin's Idea:

We discussed Abi's favourite advertising campaigns of all time which is the Tourism Australia 'Come Walkabout' Campaign

<http://www.youtube.com/watch?v=gQGMuxJ0vCc>

It really evokes a feeling of something magical and otherworldly, something you couldn't experience anywhere else. The gap between living in the city and the bush is always seen as such a problem – this ad really turns that on its head and kind of says “come out here, far away from the stress of daily life and just be you”.

We think we could tap into the same idea for this project. We feel:

- We don't need to tell the story of three different age groups –
- it doesn't need to be so formal as the message will get across to all types of people who are trying to get away from their busy lives....
- We can show the craziness of City life(phones, mobiles, ipads, cues in traffic, cues at the coffee shop – noise!!). We want to get them agitated think – that is my week/life..... then images or footage of the country experience we have (peace and quiet, exploring, kids running across rocks, catching tadpoles, chasing lizards, motorbike riding, couples exploring, sipping the wine around the campfire, gazing up at the night sky... no queues at the local café getting a coffee, watching birds, looking at the wildflowers, just a glimpse of wandering around a museum) – the object at the end is to get the audience to breathe – think OMG we need to do that and get away!!
- Don't actually have talking let the images tell the story

- The music needs to be powerful and invoke the message
- Don't really need to identify where we really are as long as it show cases the Wheatbelt –ie not important to identify particular Wheatbelt sites (a rock is a rock....) As long as the clip directs the viewer to the Wheatbelt Way website – the Website needs to be up to date and really good though
- Like the Australian Come Walkabout Campaign we need a catchy slogan at the end of this On this video it says something like “ She went away as a Managing Director – Came back as Kate”

We think we should use the ‘free’ as the focus of the video.

As in; free to run wild (kids running over rocks), free to ride (dirt bike riding) free to wonder (couple staring up at the night sky), free to explore, etc etc. The clip could finish with something like ‘free to just be’ or ‘be free’.

It kind of evokes the idea of being free from your everyday life stress/technology etc as well as the fact that much of what people come to see up here is literally free (of charge).

Accommodation:

We don't think we need to even show accommodation – like the “Come walkabout campaign” there is no accommodation shown. If you travel one always assumes that there is somewhere to stay. We don't travel to a destination because of the accommodation we travel because we want to usually see the attractions. The clip will direct us to the website and if this is up to date and presented well then this will identify the accommodation.

Actors:

We think we should use professional actors. We don't want this to be corny or that we are country hick. The food movement at the moment is quite large so it would be great to also have shots of farming experiences, a mob of sheep being driven down a road or in a paddock, seeding or harvesting with the image of a “young (good looking) farmer”. In marketing farmers are seen as being trusted so think this is worthwhile on a couple of levels.

Length of clip:

We urge the Wheatbelt Way utube committee to reconsider the length of the proposed clip. Talking to people if the clip is more than a minute and a half then most will not watch the clip. Three minutes is seen to be too long and the comments were that only if it has been raved about would they take three minutes or more to watch it. The “Come walkabout” clip is only 1 minute 30 seconds. The people that we are trying to get to connect to this are predominately busy city people so they too would probably not watch anything too lengthy.

Consultants and launch:

It has been recommended that we contact Meerkats who are a creative agency. Abi Farina from the Mukinbudin CRC has had some experience with them when they completely rebranded a radio station she was working for. They will take us through the entire project and would be worth talking to. They will also talk about the launch of the clip and what other advertising we do in conjunction with the launch.

Budget:

We think this will cost us much more than Kulin's clip however feel that if we are going to do this we need to do it right.... We need to try and attract as much funding as possible....

- **Wheatbelt Small Business Awards**

These awards were held on Friday 6th June 2014. Over the last month or so I have worked with Sal Marais from SBC Central Wheatbelt to organise and coordinate the Small Business Awards that we were lucky enough to host in Mukinbudin. Sal rang to say they wanted these to not

always be held in Merredin so I told her we would be thrilled to host these. Feedback from Sal advised us that her boss thought that these awards were excellent and that Mukinbudin is right up there for facilities and organisation. It would be excellent to have another opportunity to host these however I think this event will probably be shared around the Wheatbelt.

Meetings Attended/Events Organised:

- 26th May 2014 – Wheatbelt Way Video Sub Committee Meeting at the Shire of Trayning
- 4th June 2014 – Wheatbelt Way Video Meeting with Abi Farina & Dale Seaby – Mukinbudin CRC
- 10th June 2014 – Meeting At Caravn Park with CEO Stuart & Jeff Peters
- 12th June 2014 – Mukinbudin Spring Festival Budget Meeting Ruth Poultney, Clare Smith & Tara Chambers – Council Chambers
- 12th June 2014 – Men's Shed Monthly Meeting

Financial Implications:

Nil.

Strategic Implications:

Nil

Voting Requirements

Simple Majority

Recommendations

That Council note the above Community Services Officers Report.

Council Decision Number – 1082

Moved: Cr Ventris

Seconded: Cr Comerford

That Council note the above Community Services Officers Report

Carried 9 / 0

Mrs Brandis left the meeting at 10.00am

8.3 Deputy Chief Executive Officer Reports

8.3.1 List of Payments – May 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Dave Hannington - DCEO
Date:	12 June 2014
Disclosure of Interest:	Nil
Responsible Officer	Dave Hannington - DCEO
Author:	Dave Hannington - DCEO

If a Councillor has any questions regarding the enclosed finances, please see the Deputy Chief Executive Officer prior to the meeting so that a researched answer may be provided.

Background

A list of payments submitted to Council on 18th June 2014, 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 190.1

(\$389.64)

Muni Cheques 30895 to 30907

(\$18,544.87) and

Muni EFT's – EFT 114 to EFT 133 and 143, Payroll - Pay-2 to Pay 3

(\$108,241.89) and

Trust D/D 202.1-271.1

(\$30,981.60)

Totalling

(\$158,158.00)

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

Council Decision Number – 1083

Moved: Cr Comerford

Seconded: Cr Ventris

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

Direct Debits D/D 190.1

(\$389.64) and

Muni Cheques 30895 to 30907

(\$18,544.87) and

Muni EFT's – EFT 114 to EFT 133 and 143, Payroll Pay2 to Pay 3

(\$108,241.89) and

Trust D/D 202.1-271.1

(30,981.60)

Totalling

(\$158,158.00)

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

Carried 9/0

8.3.2 Monthly Statement of Financial Activity Report – April 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Dave Hannington - DCEO
Date:	11 June 2014
Disclosure of Interest:	NIL
Responsible Officer	Dave Hannington - DCEO
Author:	Dave Hannington - DCEO

Background

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

The new format out of SynergySoft Monthly Statement of Financial Activity for the period ending 30th April 2014 are attached for Councillor Information, and consisting of;

Statement of Financial Activity

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

Financial Implications

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

Statutory Environment

General Financial Management of Council, Council 2013/14 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 Reports for the periods ending 30th April 2014 and note and material variances greater than \$10,000 and 10%.

Council Decision Number – 1084

Moved: Cr Sippe

Seconded: Cr Comerford

That Council adopt the Monthly Financial Report for the periods ending 30th April 2014 and note any material variance greater than \$10,000 and 10%.

Carried 9/0

8.3.3 Monthly Statement of Financial Activity Report – May 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Dave Hannington - DCEO
Date:	11 June 2014
Disclosure of Interest:	NIL
Responsible Officer	Dave Hannington - DCEO
Author:	Dave Hannington - DCEO

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 2014 are attached for Councillor Information, and consisting of;

Statement of Financial Activity

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

Financial Implications

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

Statutory Environment

General Financial Management of Council, Council 2013/14 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 Reports for the periods ending 31st May 2014 and note and material variances greater than \$10,000 and 10%.

Council Decision Number – 1085

Moved: Cr Ventris

Seconded: Cr Comerford

That Council adopt the Monthly Financial Report for the periods ending 31st May 2014 and note any material variance greater than \$10,000 and 10%.

Carried 9/0

MEETING ADJOURNMENT MORNING TEA (10.30AM – 11.00AM)

The meeting adjourned at 10.30am for morning tea and reconvened at 11.00am.

8.3.4 Proposed Fees and Charges for 2014/15 Budget	
Location:	Mukinbudin
File Ref:	
Applicant:	Dave Hannington - DCEO
Date:	12 June 2014
Disclosure of Interest:	NIL
Responsible Officer	Dave Hannington - DCEO
Author:	Dave Hannington - DCEO

Background

The 2014/15 Draft Schedule of Fees and Charges has been reviewed and prepared by the Administration to include a 2.7% increase across most area deemed appropriate. (Please refer to attached Draft Schedule of Fees and Charges for 2014/15 submitted as a separate attachment) The Perth Consumer Price Index March 13 to March 14 being 3.1%

To assist the Shire Finance Staff to prepare the Shire of Mukinbudin Draft 2014/15 Annual Budget with a level of accuracy the draft schedule of fees and charges is presented for Council consideration.

The Western Australian State Budget predicting the following Increases affecting the Shires budget directly:

Electricity 4.5% increase
Water 6.0% increase
Motor Vehicle Rego 3.0% increase
Street Lighting charges to increase 50% over 3 years

The Federal Government Budget predicting the following impacting directly on:

Freeze on indexation of Federal Assistance Grants for three years (equates to Councils a \$10million loss of funding)

Financial Implications

2014/15 Draft Budget levels of Income from Fees and Charges to be raised.

Statutory Environment

Local Government Act 1995,
Local Government (Financial Management) Regulations 1996,
Draft 2014/15 Budget,

Policy Implication

Council Policy number 1.6.3 'Licence Fees, Rentals and Charges' states:
"All Council charges, license fees, rentals etc shall be reviewed annually in May, and prior to Council's consideration of the Draft Budget. Purpose to reduce the workload at the budget meeting"

Due to shire staff workloads with the Accounting system conversion this matter is presented to the June 14 Council Meeting for consideration 1 month late.

Voting Requirements

Simple Majority

Recommendation

That Council agrees 'In Principle' to use the Draft Schedule of Fees and Charges as presented in the preparation of the Shire of Mukinbudin 2014/15 Draft Budget

Council Decision Number – 1086

Moved: Cr Seaby

Seconded: Cr Ventris

That Council agrees 'In Principle' to use the Draft Schedule of Fees and Charges as presented in the preparation of the Shire of Mukinbudin 2014/15 Draft Budget.

Carried 9/0

MEETING ADJOURNMENT LUNCH (12.30PM – 1.30PM)

Cr Comerford adjourned the meeting at 12.30pm for lunch and reconvened the meeting at 1.30pm.

8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report- May 2014	
Location:	Shire
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	11 June 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

1.1 Meetings - Past 2014

May 2014

19 May	Tender Working Group meeting
20 May	Inspect Fleetwood Homes in Koorda – CEO, Cr Seaby and Cr Sippe
21 May	Executive Meeting
21 May	Council Meeting 1.00pm start
26 May	Meeting with Ladies from MAD Group
27 May	NEWROC Executive Meeting Shire of Nungarin Rec Centre
27 May	Derrandee Property Auctions at Shire of Mukinbudin for unpaid rates 3.00pm
27-28 May	UHY Haines Norton Interim Audit and FMR Review
29-30 May	UHY Shire of Somewhere Training CEO and DCEO Perth Zoo

June 2014

2 June	Public Holiday WA Day
4 June	Executive Meeting
5 June	LEMC Meeting CEO DCEO Cr Shadbolt, Cr Comerford
5 June	District Club Meeting
6 June	Building Asbestos Register Inspections CEO and Chris Gilmour Regional Risk Coordinator
11 June	Executive Meeting
18 June	Ordinary Council Meeting

1.2 Meetings – Future

June 2014

24 June	NEWROC Council Meeting Shire of Nungarin 2.00pm
26 June	Great Eastern Country Zone Meeting Kellerberrin Recreation Centre

July 2014

3 July	NEWTravel Meeting at Shire of Mukinbudin
4 July	Rural Water Council Meeting at Shire of Mukinbudin
16 July	Ordinary Council Meeting

1.3. Staff Nil.

1.4 Current/Emerging Issues

- 1.4.1 Metro Local Government - Structural Reform – LGAB 30 Councils reduce to 15 by 1 July 2015 - Map released
- 1.4.2 Beringbooding Tank – Funding for Roof and Conservation Plan meeting held with District Manager Water Corporation-Hugh Lavery. Site Meeting with Mia Davies and Dept of Water Michael Allen.
- 1.4.3 Mukinbudin Waste Water agreement expired - meeting held with District Manager Water Corporation-Hugh Lavery potential funding for water treatment 2nd on list after Corrigin. Mrs Angela Herzer from Water Corporation Northam to visit soon re new draft agreement.

Recommendation

That Council note the Chief Executive Officer's Report.

Council Decision Number – 1087

Voting Requirements – Simple Majority

Moved: Cr Sippe

Seconded: Cr Lancaster

That Council note the Chief Executive Officer's Report.

Carried 9/0

8.4.2 NEWROC Executive Meeting – Tuesday 27 May 2014	
Location:	NEWROC
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	11 June 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

An Executive Meeting of NEWROC was held on Tuesday 27th May 2014 in Shire of Nungarin at the Nungarin Recreation 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. Compliance Officer
- 7.2. Royalties for Regions
- 7.3. Childcare Services in NEWROC
- 7.4. Central Wheatbelt Visitors Centre MOU
- 7.5. Bendigo Bank
- 7.6. Wren Oil-Collection of used oil from Farm
- 7.7. Wheatbelt Frameworks
- 7.8. Small Business Services
- 7.9. Future Project Priorities

Next NEWROC Meeting dates:

24 June	Council	Shire of Nungarin
22 July	Executive	Shire of Trayning
26 August	Council	Shire of Trayning
23 Sept	Executive	Shire of Wyalkatchem
28 October	Council	Shire of Wyalkatchem
25 November	Executive	Shire of Koorda
16 December	Council	Shire of Koorda

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes the report on the NEWROC Executive meeting minutes held on 27th May 2014.

Council Decision Number – 1088

Moved: Cr Sippe

Seconded: Cr O'Neil

That Council notes the report on the NEWROC Executive meeting minutes held on 27th May 2014

Carried 9/0

8.4.3 NEWROC - Memorandum Of Understanding 2014-2016	
Location:	Shire
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	11 June 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background:

The Shire of Mukinbudin at its 18 December 2013 Council Meeting resolved to adopt the new MOU. Through NEWROC the Shire has agreed to continue to participate in NEWROC for another two years until June 2016. The NEWROC Final MOU is submitted as a separate attachment, requiring signing by the Shire President and CEO the affixing of Shire of Mukinbudin Common Seal.

The *Local Government Act 1995* Division 3 Section 9.49A states the following:

Division 3 — Documents

9.49A. Execution of documents

- (1) A document is duly executed by a local government if —
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
 - (a) the mayor or president; and
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer,
 each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

[Section 9.49A inserted by No. 17 of 2009 s. 43.]

Officer Comment

The NEWROC MOU is presented to Council for consideration of approving the Shire President and CEO to sign and Seal.

Consultation

Shire President.

Policy Implication

Nil

Statutory Environment

Local Government Act 1995

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation:

That Council authorises the Shire President and CEO to sign and affix the Shire of Mukinbudin Common Seal to the NEWROC MOU for July 2014 - June 2016.

Council Decision Number – 1089

Moved: Cr O'Neil

Seconded: Cr Ventris

That Council authorises the Shire President and CEO to sign and affix the Shire of Mukinbudin Common Seal to the NEWROC MOU for July 2014 – June 2016.

Carried 9/0

8.4.4 Transfer of Properties to the Shire of Mukinbudin for 3 years rates unpaid	
Location:	17 Shadbolt St and 11 Greenslade St
File Ref:	A365, A352
Applicant:	CEO
Date:	12 June 2014
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background:

The Shire of Mukinbudin at its 19 March 2014 Ordinary Council Meeting item 8.4.6 resolved the following:

“That Council:

1. proceeds to sell (2) properties A365, A352 which have rates in arrears of 3 or more years, and recover from the proceeds of sale the outstanding balances which total \$24,254.64. The CEO to serve both properties Form 2 and attach Form 3 to a conspicuous part of the land in order to take possession of the land.
2. Issue a Statewide public notice (Form 5) of the sale in the West Australian Newspaper
3. Register at Landgate, a Memorial of the Statewide Public Notice
4. Appoints a public auction date to occur on or around 27 May 2014 for both properties.”

The Shire of Mukinbudin Advertised the Auction of the two properties in the West Australian newspaper in the Form 5 format and registered with Landgate a Memorial of Advertisement. An Auction was held at the Shire of Mukinbudin Offices at 3.00pm on 27 May 2014 by Mr P Sippe from Elders. Both properties were passed in due to no bids being made

Department of Local Government Guideline number 22 extract below states:

Transfer of the Land to the Crown or to the Local Government

Where the land has been offered for sale for non payment of rates or service charges and a contract of sale has not been entered into at the expiration of 12 months from the date that the land is offered for sale by public auction notice (Form 5), the land may be transferred in fee simple, to the Crown in right of the State or to the local government. The transfer is subject to the Transfer of Land Act 1893, or by deed when it is not covered by the Transfer of Land Act 1893. (s.6.71(1); Sch. 6.3)

The local government must have taken possession of the land. (See 3.3)

Upon transfer to the Crown or to the local government, all encumbrances affecting the land are of no further force or effect against the land and the Registrar of Titles or Registrar of Deeds is to remove all encumbrances from the title to the land. (s.6.71(2))

A Transfer (Landgate Form T5) executed by the local government using its common seal is used for transfers of land that is under the *Transfer of Land Act 1893* (to either the Crown under section 6.71(1)(a) or to the local government under section 6.71(1)(b)).

Sch 6.3 Clause 3 LG Act 1995

3. Power of sale

The power of sale includes —

(a) *power to sell the whole or part of the land either together or in lots —*

(i) *by public auction; or*

(ii) *by private contract, if having been offered for sale by public auction, it has not been sold,*

subject to such terms and conditions with respect to the payment of the purchase money or any other matter, including power to fix a reserve price, as the local government thinks fit; and

(b) *power to vary a contract of sale by agreement with the other party to the contract, and to buy in at auction; and*

(c) *power to rescind a contract for sale on default by the other party to the contract, and to resell without being answerable for loss occasioned by the rescission and resale; and*

(d) *power to make such thoroughfares and to grant such easements of right-of-way or drainage over the land as the circumstances of the case require and the local government thinks fit.*

Officer Comment

In view of the lack of interest in the properties it is supported that the Shire of Mukinbudin pursues the two properties being transferred in Fee Simple into the Shire of Mukinbudin's name.

Consultation

CEO, DCEO.

Policy Implication

Rates recovery Policy

Statutory Environment

Local Government Act 1995 Sch 6.3 clause 3(a)(ii)

Local Government (Function and General) Regulations 1996

Transfer of Land Act 1893 s6.71(1); Sch 6.3

Financial Implications

Yes - Possible Future Write off of Rates Outstanding

Strategic Implications

Reduced Rates Outstanding Ratio

Voting Requirements

Simple Majority

Officer Recommendation:

That the Shire of Mukinbudin offers 17 Shadbolt St and 11 Greenslade St for Sale by Private Treaty for the next 12 months under Sch 6.3 clause 3(a)(ii) of the *Local Government Act 1995* and if not sold by the completion of 12 months then Council Authorises the Shire President and CEO to sign and affix the Common Seal to a Form T5 Transfer of Land Form to request a transfer of 17 Shadbolt St and 11 Greenslade St Mukinbudin into the Shire of Mukinbudin's name under section 6.71(1)b of the *Transfer of Land Act 1893*.

Council Decision Number – 1090

Moved: Cr Sippe

Seconded: Cr Palm

That the Shire of Mukinbudin offers 17 Shadbolt St and 11 Greenslade St for Sale by Private Treaty as set by Council Auction reserve prices, for the next 12 months under Sch 6.3 clause 3(a)(ii) of the *Local Government Act 1995* and if not sold by the completion of 12 months then Council Authorises the Shire President and CEO to sign and affix the Common Seal to a Form T5 Transfer of Land Form to request a transfer of 17 Shadbolt St and 11 Greenslade St Mukinbudin into the Shire of Mukinbudin's name under section 6.71(1)b of the *Transfer of Land Act 1893*.

Carried 9/0

Cr Watson left the meeting at 1.58pm

8.4.5 Shire of Mukinbudin- Universal Housing CLGF RFT 02/2014 and 03/2014	
Location:	Shire
File Ref:	
Applicant:	CEO
Date:	13 May 2014
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Dave Hannington – DCEO

Cr Comerford declared an interest in item 8.4.5 left the meeting at 11.19am.

Background:

The Shire of Mukinbudin Council at its Ordinary Council Meeting 21 May 2014 item 8.4.5 resolved:

“Council Decision Number – 1072

Moved: Cr Seaby Seconded: Cr Watson

That the Shire of Mukinbudin accepts the Tender from Fleetwood Homes for RFT 01/2014 for \$171,297.50.00 including GST;

And the CEO notifies the unsuccessful tenderers of the successful tender details including price.

And

That tenders RFT02/2014 and RFT 03/2014 lay in the table for a Special Council meeting.

Carried 6 / 0”

A Special Council Meeting was advertised for Wednesday 4th June 2014, however due to the lack of a Quorum of Councillors attending, the meeting was cancelled.

VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Local Government. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

Officer Comment

Officer evaluation of the tenders has continued, since it quickly became apparent that further information and clarification was required from some tenderers to provide a level playing field to compare suppliers for the purposes of this tender. Some tenders have varied from the Tender specifications also. e.g. quoting instantaneous gas HWS instead of Electric Storage HWS.

The CEO and DCEO have also investigated the issue of GST and Imputation credits, to establish if GST is reclaimable by the Shire on the construction price of the buildings.

As a result of this investigation, it is concluded that input tax credits cannot be reclaimed on either the construction of the two Aged Care units (RFT 02/14) or the Executive dwelling (RFT 03/14).

This will mean that the tendered prices in respect of RFT 02/14 and RFT 03/14 will require increasing by an amount of ten percent, equivalent to the GST.

To allow these projects to proceed, it is suggested that the additional costs associated with this be funded via a transfer from the Building Reserve or Seniors Aged Housing Reserve funds. The exact amount of the Transfer from either Reserve cannot be quantified until the successful Tenderers and prices are established.

NB: Other costs not covered in the CLGF funding are soil testing, pad prep, Water connection, Power connection, headworks, A/c connection, brick paving, fencing, landscaping, clothes lines, plants, retic, etc will need to be covered from the Shire Building Reserve to finish the houses. 10% contingency may need to be considered also for unforeseen costs.

CLGF Budget

CLGF Funding of	\$769,426.00 excluding gst
Interest	\$21,746.44 excluding gst
Sub Total	\$791,172.44 excluding gst
Shire of Mukinbudin Cash	\$60,000.00 excluding gst
Total	<u>\$851,172.44</u>

Shire of Mukinbudin 2013/14 funds amended budget

Shire of Koorda CLGF Funding of	\$769,426.00 excluding gst
Shire of Koorda Interest	\$21,746.44 excluding gst
Shire of Mukinbudin Cash	\$43,442.00 excluding gst
Total	<u>\$834,614.44</u>

	Price including GST	Net Affect	Funding	Shortfall
RFT 01/2014	171,297.50	155,725.00	155,725.00	0
RFT 02/2014	399,100.00	399,100.00	399,100.00	0
RFT 03/2014	307,580.00	307,580.00	296,347.44	11,232.56
Total	877,977.50	862,405.00	851,172.44	11,232.56

Due to Funding restraints Tender 03/2014 Recommendation changed from ICS Carpentry (Rank 1) to Mukinbudin Building (Rank 2) saving of \$16,205.00. There will also be substantial saving on brick paving the veranda and patio and hard stand areas with this proposal.

Direct Shortfall of Funding of \$11,232.56 would need to be funded by a transfer from the Shire Building Reserve in the 2014/15 Annual Budget Year. Amount recommended to be required from Building Reserve to cover 5% (of \$862,405) contingency is \$43,120

Total required for transfer from the Shire Building reserve is \$54,352.81. Current balance of the Housing Reserve is \$197,821. This will form part of the 2014/15 Annual Budget adoption.

Consultation

CEO, DCEO, Building Surveyor and Suppliers.

Policy Implication

1.6.10 Purchasing and Tender Policy

Statutory Environment

Local Government Act 1995

Local Government (Function and General) Regulations 1996

Financial Implications

Yes – 2013/14 and 2014/15 Budgets

Strategic Implications

Yes – Future Shire of Mukinbudin Housing needs

Voting Requirements

Simple Majority

Recommendation:

That the Shire of Mukinbudin accepts the Tenders from

1. Mukinbudin Building for RFT 02/2014 for \$399,100.00 including GST;
2. Mukinbudin Building for RFT 03/2014 for \$307,580.00 including GST;

And the CEO notifies the unsuccessful tenderers of the successful tender details including price.

Council Decision Number – 1091

Moved: Cr Palm

Seconded: Cr Watson

That the Shire of Mukinbudin accepts the Tenders from

- 1. Mukinbudin Building Supplies for RFT 02/2014 for \$399,100.00 including GST;**
- 2. Mukinbudin Building Supplies for RFT 03/2014 for \$307,580.00 including GST;**

And the CEO notifies the unsuccessful tenderers of the successful tender details including price.

Carried 8/0

Cr Comerford returned to the meeting after item 8.4.5 at 12.08pm

Mr Goldacre left the meeting at 12.08pm

8.4.6 Shire of Mukinbudin - Policy Manual Review	
Location:	Shire
File Ref:	
Applicant:	CEO
Date:	12 June 2014
Disclosure of Interest:	NIL
Responsible Officer:	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Cr Watson returned to the meeting during item 8.4.6

Cr Watson left the meeting at 2.21pm and returned at 2.22pm

Cr Ventris left the meeting at 2.46 and returned at 2.51pm

Cr O'Neil left the meeting at 2.56pm and return at 3.00pm

Summary

To present Council a second request to review the Shire of Mukinbudin Policy Manual for 2013/14.

NB: To ensure the Shire meets its statutory compliance obligations this item must be adopted at the June 2014 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

Council at its 18 December 2013 Ordinary Council Meeting item 8.4.6 resolved the following:

“That Council hold a workshop on Wednesday 26th February 2014 at 9.00am to review the Shire of Mukinbudin Policy Manual with the Shire Senior Staff.”

A Policy Manual Workshop was held on Tuesday 25 February 2014 at 4.00pm.

The Shire of Mukinbudin Policy Manual was last reviewed by Council on 17 March 2010. Matter has been raised in the Auditors report and Management Letters in previous years. Council's new auditors have requested the CEO ensure Council review this matter at its June 14 Council Meeting to ensure compliance with the *Local Government Act 1995* requirements. 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

1. Council Elections were Held in October 2013 and the Shire Policy Manual will need to be reviewed by the end of March 2014.
2. A specific Agenda item needs to be prepared after Council workshop with the Senior staff the required changes to the Policy Manual.
3. A new version (either hardcopy or Electronic) of the updated and reviewed Policy manual will be distributed to all Councillors

Consultation

Consultation by the CEO with the Shire President, DCEO and Shires Works Supervisor.

Financial Implications

Nil

Statutory Environment

Local Government Act 1995

Strategic Implications

Nil

Policy Implications

Nil

Voting Requirements

Simple Majority Vote Required

Recommendation

That Council adopts the reviewed Policy manual as presented 18 June 2014

Council Decision Number – 1092

Moved: Cr Ventris

Seconded: Cr O’Neil

That Council adopts the reviewed Policy Manual as presented 18 June 2014.

Carried 9/0

MEETING ADJOURNMENT AFTERNOON TEA (3.36PM – 3.50PM)

The meeting adjourned at 3.36pm for afternoon tea and reconvened at 3.50pm.

Cr Seaby left the meeting 4.08pm and returned at 4.11pm

Cr Ventris left the meeting at 4.38pm and returned at 4.42pm

Cr Comerford left the meeting 5.20 returned 5.22pm

8.4.7 Shire of Mukinbudin – Delegated Authority Register Review	
Location:	Shire
File Ref:	
Applicant:	CEO
Date:	12 June 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Summary

To present Council a second request to review and adopt the Shire of Mukinbudin Delegated Authority Register for 2013/14.

NB: To ensure the Shire meets its statutory compliance obligations this item must be adopted at the June 2014 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 Delegations Register submitted as a separate attachment.)

Background

Council at its 18 December 2013 Ordinary Council Meeting item 8.4.7 resolved:

“That Council lay the item on the table pending further discussion.”

Under the *Local Government Act 1995* there are basically two types of delegations Council may make:

- Delegations to a Committee of Council or
- Delegations to the CEO.

Other Delegations made under the *Bush Fires Act 1954*, *Building Act 2011*, *Health Act 1911* and *Food Act 2008*.

- Delegations to Others such as Chief Bush Fire Control Officer

Section 5.8 of the *Local Government Act 1995* deals with Delegations to Committees of Council. Currently the Shire of Mukinbudin only has an Audit Committee that it may wish to delegate to.

The Shire of Mukinbudin Register of Delegations is attached as a separate attachment and was last reviewed on 17 March 2010. Section 5.46 (1) & (2) requires the Register of Delegations to be reviewed annually. As the Register of Delegations has not been reviewed by Council since 17 March 2010, the Shire Auditors have raised this in the Independent Audit Report - Other matter raised

Statutory non-compliance matters raised in the auditor's report as follows:

- a) S5.46(2) – delegations made under Division 4 of Part 5 had not been reviewed during the 2011/2012 financial year. The delegations register had not been updated since March 2010
- b) S5.18 – Council had not reviewed delegations to its committees in the 2011/2012 financial year

The *Local Government Act 1995* states the following for delegations to Committees of Council:

Subdivision 2 — Committees and their meetings

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

5.16. Delegation of some powers and duties to certain committees

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.
* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
- (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.17. *Limits on delegation of powers and duties to certain committees*

- (1) A local government can delegate —
- (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
 - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
 - (ii) any other power or duty that is prescribed;and
 - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.
- (1) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

The *Local Government Act 1995* states the following for delegations to the CEO:

5.42. *Delegation of some powers and duties to CEO*

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

[Section 5.42 amended by No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]

5.43. *Limits on delegations to CEO*

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;

- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23.]

5.44. *CEO may delegate powers and duties to other employees*

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,
 are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —
conditions includes qualifications, limitations or exceptions.

[Section 5.44 amended by No. 1 of 1998 s. 14(1).]

5.45. *Other matters relevant to delegations under this Division*

- (1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
 - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.

5.46. *Register of, and records relevant to, delegations to CEO and employees*

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Audit Committee

7.1B. *Delegation of some powers and duties to audit committees*

- (1) Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.

** Absolute majority required.*

- (2) A delegation to an audit committee is not subject to section 5.17.

[Section 7.1B inserted by No. 49 of 2004 s. 5.]

Comment

This matter is presented to Council to consider reviewing and adopting to ensure the Shire of Mukinbudin meets its Statutory Compliance responsibilities.

Financial Implications

Nil

Statutory Environment

Local Government Act 1995

Strategic Implications

Nil

Policy Implications

Nil

Voting Requirements

Absolute Majority Vote Required

Recommendation

That Council adopts the reviewed Register of Delegations as presented at 18 June 2014.

Council Decision Number – 1093

Moved: Cr Comerford

Seconded: Cr Sippe

That this matter be raised from the table for discussion.

That Council adopts the reviewed Register of Delegations as presented at 18 June 2014.

Carried 9/0

Mr Goldacre entered the meeting at 11.00am

Cr Shadbolt declared an interest in item 8.5.1 and left the meeting at 11.01am

The Deputy President Cr Comerford assumed the chair at 11.01am

Cr Ventris left the meeting at 11.05am and returned at 11.07am

8.5 Environmental Health Officer's Reports

8.5.1 Wyalkatchem-Bullfinch Road, South Barbalin and North Barbalin Road Blackspot Project	
Location:	Barbalin North & South intersection with Wyalkatchem-Bullfinch Road
File Ref:	
Applicant:	CEO
Date:	11 June 2014
Disclosure of Interest:	Cr Shadbolt
Responsible Officer	Stuart Billingham – CEO
Author:	Mr J Goldacre PEHO/BS

Background:

In 2006 the Shire of Mukinbudin received funding to remove the current designated Wyalkatchem - Bullfinch Road & Barbalin North & South Roads intersection Blackspot. The funding of the Blackspot project is to realign, widen and improve poor road geometry. Due to the discovery of rare and critically endangered Arid Bronze Azure Butterfly (*Ogyris subterrestris petrina*) by the Department of Environment in 2008, the project was delayed until a mutual agreed reassessment of the original Blackspot project road alignment could be reached with the Department of Environment Regulation (DER).

Comment:

The proposed new road realignment is now north of the remnant vegetation of the DER reserve thus avoiding most trees and the rare butterflies as shown in **Attachment 1**. In order to secure the 13.45Ha of rural land for the proposed road reserve presently owned in freehold by Whitehill Pty Ltd an agreed price of \$50,000 was established. The next step in order to secure DER approval for the removal of trees requires that a Department of Water 'banks and beds' application be submitted to the Dept of Water for assessment of the proposed culverts to be installed in three storm creek crossing to ensure that the creek beds and banks are not unduly damaged. This 'banks and beds' process is underway currently as is the required Form 1A Application for Approval of Freehold or Survey Strata Subdivision survey being conducted by Paul Kraft & Associates for submission to the Western Australian Planning Commission.

With the completion of the 'approval formalities' between the Dept of Water and DER and the submission of the land survey with the Form 1A application the Shire will be able to move forward on the Blackspot project. Also for the record that the Shire of Mukinbudin as resolved in Council resolution 1017 formally agrees by mutual assent to the contract of sale of 13.45Ha of rural land from Whitehill Pty Ltd at the agreed price of \$50,000 for the purpose of creation of road reserve and surplus land to be used by the Shire at its discretion.

But wait, there's more; the Shire in the future will be required the formally close the road in order to remove 'liability' should someone using the disused road have an accident. This could place the Shire in a difficult legal position especially as it is considered a Blackspot. The road closure process is straight forward although the Department of Lands (DoL) does require the road reserve when formally applied for closure is not left as Unallocated Crown Land (UCL) in the first instance. A process needs to be initiated where other parties adjoining the road reserve are invited to 'take' the portion of closed road.

This would mean approaching, in this instance, Brookfield Rail and DER who both adjoin the Blackspot road reserve. The prospect of engaging DER in this process does have the potential to be lengthy and is based on this officer dealing with a similar situation in the Shire of Trayning which took 4 years to resolve. There is presently no experience with dealing with Brookfield Rail although anecdotal information is if it is not of financial, strategic or an asset advantage it would most likely be rejected. The Shire will need to go through this formal process before the DoL makes the land UCL. There does exist another use for the closed road which is for the Shire to request the land to be changed from 'road reserve' to 'Landscape Conservation' or the like and use the land as part of the required tree offset to compensate for the removal of some trees as will be required by DER for the clearing permit. The advantage of the 'Landscape Conservation' reserve is that the old bitumen will not be a liability as most will be reused and the remaining bitumen is a good carbon source for the tree plantings and natural seed strike from surrounding flora (as experienced in the Eyre Highway realignment). There exists a requirement to leave a portion of road to the east available for access to the land hatched green in **Attachment 1**. This road portion can be negotiated with the surrounding land owners as well as to whether it remains bitumen or gravel. The road that remains would require naming and this can be considered during the road closure and reserve creation process.

The bulk of this report is for Council information and all due diligence has been undertaken by the author to determine the required process, that said, in light of the present State Governments drive towards '...promote efficiencies...' and '...cut red tape' there is the possibility that supplementary State administrative burdens could be experienced resulting in delays. Furthermore the administrative processes of seeking the best outcome of where to allocate the surplus existing road reserve once the new road realignment is underway will be commenced by the CEO and the best proposed outcome will be furnished to Council for consideration.

Financial Implications

Yes – 2013/14 Budget Review
2013/14 Annual Budget.
2014/15 Draft Annual Budget
2015/16 Blackspot application

Statutory Environment

Rights in Water and Irrigation Act 1914, Local Government Act 1995
Planning and Development Act 2005, Land Administration Act 1997, Council 2013/14 Budget

Policy Implication

Council Purchasing Policy

Voting Requirement

Simple Majority

Recommendation

That Council resolves on the following:

1. Accepts the report by the Principal Environmental Health Officer/Building Surveyor detailing the statutory requirements and processes involved for the realignment of the Wyalkatchem-Bullfinch Road and Barbalin North and South Road for the purpose of the Blackspot program and associated endeavours as reported; and
2. That the purpose of the purchase of land as resolved by Council resolution 1017 comprising of 13.45 hectares required for the Wyalkatchem-Bullfinch Road and Barbalin North and South Road realignment is for the purpose of remedying the road Blackspot and is done by mutual assent to a contract of sale of rural land from Whitehill Pty Ltd at the agreed price of \$50,000 for the

purpose of creation of road reserve and surplus land (as hatched in green) as shown in **Attachment 1.**

Council Decision Number – 1094

Moved: Cr O'Neil

Seconded: Cr Watson

That Council resolves on the following:

- 1. Accepts the report by the Principal Environmental Health Officer/Building Surveyor detailing the statutory requirements and processes involved for the realignment of the Wyalkatchem-Bullfinch Road and Barbalin North and South Road for the purpose of the Blackspot program and associated endeavours as reported; and**
- 2. That the purpose of the purchase of land as resolved by Council resolution 1017 comprising of 13.45 hectares required for the Wyalkatchem-Bullfinch Road and Barbalin North and South Road realignment is for the purpose of remedying the road Blackspot and is done by mutual assent to a contract of sale of rural land from Whitehill Pty Ltd at the agreed price of \$50,000 for the purpose of creation of road reserve and surplus land (as hatched in green) as shown in Attachment 1.**

Carried 8/0

Cr Shadbolt returned to the meeting after item 8.5.1 at 11.13am and resumed the chair.

8.6 Mukinbudin Caravan Park Manager's Report

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

Recently we had a large group of 15 vans for the long weekend of June!! They all had a great time with use of camper's kitchen etc. Cabins were well accommodated over the long weekend with extras wanting powered sites and unpowered sites. The house has also been well used with a company booking it out since the 21st May up until the end of June or longer.

The New stackable washer/Dryer has recently been to Perth for repairs with bent legs etc., but came back and still faulty!! Have spoken to the Maytag Manager and he is happy to replace the machine as (Luke/Denis) have tried everything. Been great having a lot of HOT water on new ablutions.

Looking forward to new development on West side of park e.g. plumbing/electrical.

Regards

Tania Sprigg

CEO Comment

- CEO inspection of Caravan Park with Arborist has advised River Red Gums species shed limbs without warning. Currently planted in large numbers in the Mukinbudin Caravan Park and Townsite. Some River Gum trees beyond recovery due to previous tree pruning programs.
- Signage regarding TV reception to be purchased and installed explaining Shire of Mukinbudin District is Direct to Satellite on the Viewer Access Satellite Television (VAST) Platform.14/15 Budget
- Condition of ceiling and floor coverings in the Caretakers house has been inspected by CEO May 2014.Budget 14/15
- Power Supply upgrade completed April 2014 by Transfield Future Grid contractor and Mukinbudin Electrical.
- Draft Employment Contract for Tania received from Workplace solutions
- Cleaners Ross and Dianne as Assistant Caravan Park Managers no longer require moving into town in a Shire CV Park Managers House.

	2013/14 Budget	2013/14 Actual YTD
Power Connection	\$ 9,339	\$9,339 in prog (\$2,521+\$6,818) Budget Amend+\$4,397
Sewerage Line	\$ 9,300	\$ 0 In progress express int for quotes
Ringlock Fencing	\$ 1,000	\$ 0 In progress Mick Sippe installing June 14
Total	\$19,639	\$9,339

- 5 Rivers Plumbing Quote increased to \$15,519 excl gst and Matt Palm quotes followed up by CSO for Waste water line (see CSO report for further details)
- Fleetwood Homes have been provided Shire Purchase order to commence building Transportable home in the Caravan Park.

Mukinbudin Caravan Park Annual Income						
	Self Contained Units	Barracks	Sites	Washing Machine	Total	
2005/2006	19358.08	11082.32	10521.76	1171.16	42133.32	
2006/2007	22820.21	9753.06	17095.2	981.35	50649.82	
2007/2008	27304.76	5422.75	11244.47	678.16	44650.14	
2008/2009	37214.39	10554.55	16773.76	663.63	65206.33	
2009/2010	33567.84	9096.35	15504.7	1036.36	59205.25	
2010/2011	38054.93	15604.59	15817.92	845.55	70322.99	
2011/2012	34724.53	11056.46	18753.08	773.19	65307.26	
2012/2013	44682.83	17477.98	24860.15	1050.17	88071.13	
Mukinbudin Caravan Park Income and Expenditure						
	Self Contained Units	Barracks	Sites	Washing Machine	Total Income	Expenditure
July 13	5131.83	872.72	1240.90	181.82	7427.27	5582.10
Aug 13	5072.72	1418.16	3252.60	203.68	9947.16	16520.12
Sept 13	5310.89	2912.68	5443.76	189.09	13856.42	8203.55
Oct 13	3727.30	945.46	4899.53	219.00	9791.29	10809.85
Nov 13	2990.04	1679.98	1494.55	0.00	6164.57	5928.27
Dec 13	7409.10	801.81	552.27	0.00	8763.18	8117.43
Jan 14	3909.11	1390.91	1696.13	144.64	7140.79	6548.61
Feb 14	954.54	1336.37	385.45	75.45	2751.81	3378.18
Mar 14	1500.02	992.70	1465.46	0.00	3958.18	5402.00
Apr 14	3872.73	1209.1	1956.38	18.48	7056.39	9811.29
May 14	3145.47	1298.18	2541.61	181.82	7167.08	2575.76
Jun 14						
Total	43023.75	14858.07	24928.64	1213.98	84024.14	82877.16

Recommendation

That Council note the above Caravan Park Managers Report.

Council Decision Number – 1095

Moved: Cr Lancaster

Seconded: Cr Watson

That Council notes the above Caravan Park Managers Report.

Carried 9/0

8.7 Swimming Pool Manager's Report

8.7.1 Mukinbudin Swimming Pool Report May 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Luke Sprigg
Date:	15 May 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Luke Sprigg

No Pool Managers report this month

CEO Comment

	Budget	Actual YTD
Retaining Wall/Paving	\$13,610	\$10,672 completed
BBQ Shelter	\$15,800	\$11,800 completed
Shelter plumbing and Trenching	\$ 2,258	\$ 1,148 completed
Engineering Plans	\$ 1,000	\$ 818 completed
Soil, Turf and Retic landscape	\$41,430	\$41,430 completed
Upgrade of Lights	\$12,200	\$ 5,535 completed
Mens changerooms Disabled Toilet	\$ 6,000	\$ 0 pending plans Pending design/Quote
Ablution Building re roofing	\$ 2,000	\$ 0 pending plans design(Quote \$4,650)
Woodchips	\$ 0	\$ 3,000 complete
Other (Shire in kind Labour Plant)	\$ 0	\$ 6,630
Other	\$ 0	\$ 1,404
Optidrive	\$ 0	\$ 10,110
Steps	\$ 0	\$ 0
Total	\$94,298	\$92,547

Budget Amendment – Opti-drive installed by Western Energy Services on 10 April 2014

Diving Board Step ordered from Mukinbudin Steel Purchase Order \$10,700 excl GST

Shade Cloth for Ladies Change rooms found at Depot and needs repair.

Diving Board stairs currently being manufactured by Mukinbudin Steel fabricators and will be a carryover item into the 2014/15 Budget

Voting Requirements

Simple Majority

Recommendation

That Council note the above Pool Managers Report.

Council Decision Number – 1096

Moved: Cr O'Neil

Seconded: Cr Palm

That Council notes the above Pool Managers Report.

Carried 9 / 0

8.8 NRMO Report

8.8.1 NRMO Report April 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Claire Baker - NRMO
Date:	14 May 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham - CEO
Author:	Claire Baker - NRMO

NRMO Report – Claire Baker
April 2014 – May 2014
Shires of Koorda, Wyalkatchem & Mukinbudin

COURSES/ WORKSHOPS/ MEETINGS ATTENDED:

- ❖ 8th April – Wyalkatchem – Meeting with Gardener Re: Rabbit control
- ❖ 8th April – Wyalkatchem – Meeting with Trevor Webb Re: Gravel Pits
- ❖ 10th April – Koorda - RBG EO CWDSG Meeting
- ❖ 10th April – Koorda – Meeting with Rick Storer Re: Farmers Group
- ❖ 10th April – Koorda – Meeting with EO from CWDSG Re: Project Support
- ❖ 11th April – Koorda – BioFund Site Survey – George Collins
- ❖ 14th April – Mukinbudin – DRF Site Survey (North Barbalin Rd)
- ❖ 30th April – Koorda – NRMO Biodiversity Fund Meeting
- ❖ 7th – 9th March – Busselton – State NRM Conference
- ❖ 12th March – Koorda – Meeting with Darren West Re: Refuse Site

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

Shire of Koorda, Wyalkatchem & Mukinbudin

- ❖ Bait Trial sites; Koorda: Confirmed: Greg Westlund, Carl Fushbishler, Rick Storer & David Nairn. Wyalkatchem: in contact with Terri Jasper for suitable sites. Mukinbudin: In contact with Gary McDonald/ Cameron Wild (Bio-Security Officer) about sites where dogs are present.
- ❖ If trial sites seem slim in some shires I may look at monitoring sites just out of shire boundary where there is an issue to raise awareness before it is a problem (approved by DAFWA)
- ❖ Drafted documents such as expenditure sheets, advertising, trial site information, supplier information such as prices/ licence numbers/ contacts.
- ❖ Approved advertising through DAFWA and have sent out to local papers and places suitable to advertise.
- ❖ Baits still being advertised in the three shires
- ❖ Camera's & accessories have been ordered and delivered
- ❖ Pindone oats & phostoxin tablets has been ordered for the rabbit issue in Wyalkatchem town
- ❖ In contact with contractors who may be able to assist in project delivery met through the State NRM Conference
- ❖ CWDSG sponsoring the project as well as contracting my services for camera monitoring – invoice has been sent to the EO of the CWDSG.
- ❖ All invoices collated and sent to the Koorda Shire for records and payment
- ❖ All permit applications & records on file in Koorda NRM Office

- ❖ Change of S7 retailer from Boyd Agencies to Koorda Elders
- ❖ 1080 Rabbit oats have been sent to Koorda Elders from Wyalkatchem Elders to supply Koorda landholders
- ❖ Koorda, Wyalkatchem & Mukinbudin Shires have sent SMS for bait orders to landholders

SHIRE OF KOORDA:

PRESS RELEASES

- ❖ Cat De-sexing
- ❖ 1080 baits
- ❖ Bio-Fund EOI media release
- ❖ Bio-Fund EOI Application
- ❖ Refuse Site works notification & Recycling of Steel

KOORDA REFUSE SITE

- ❖ Due to an existing sewage reserve plans need to be modified
- ❖ Budget has been modified and has been submitted to the CEO
- ❖ Maps and overlays have been drafted
- ❖ Plans for the smaller site have been completed – Shire only
- ❖ Steve Williams (City & Regional Waste) sent through a quote & invoice
- ❖ CEO & DCEO approved quote
- ❖ Plans have been drafted for completion
- ❖ Works to commence; estimated on the 19th May
- ❖ Shire Works Crew to place signs & traffic cones so traffic can only access trench for waste disposal

STORM WATER HARVESTING

- ❖ Will work on a plan with Darren West (Works Supervisor)
- ❖ Will complete a Water Audit for Koorda once the Refuse Plans are completed.

WESTERN SPINY TAILED SKINK PROJECT

- ❖ Visited a farmer within the Shire of Koorda who has sited skinks on his property, Fencing has been approved through BioFund Project, all documents finalised and farmer to invoice, may continue with some motion camera monitoring at the site.

CAT DE-SEXING GRANT

- ❖ Updating spreadsheet as invoices are received and vouchers used

FARMERS GROUP

- ❖ Unable to attend meeting due to being off sick; Rick Storer reported the meeting was beneficial with soil acidity and a PH tester being topic of the meeting; next meeting to be advised after seeding.

OTHER

- ❖ Had a meeting with NEWROC NRM's in regards to re-writing the NEWROC NRM Strategy 2005 – 2010; we have decided to form the old document into two documents; a project plan and a strategy; Meeting arranged for Monday 19th May.
- ❖ Successful in Funding from Wheatbelt NRM for NRM Professional Development; Funds to the total of \$665 were received by the Shire of Koorda for help in funding attendance for the State NRM Conference held in Busselton on the 7th of April until the 9th of April.
- ❖ Ordered Nature Play passports for the local school children to get them outdoors and more aware of the environment.

- ❖ Revegetation of the 1ha lot on the airstrip is to take place; writing a Reveg Plan & collating a budget; This will be a community project funded and supported by the Shire with volunteers as well.

SHIRE OF WYALKATCHEM:

PRESS RELEASES

- ❖ 1080 baits

STORM WATER HARVESTING / TOWN DAM PIPELINE

- ❖ Completed a basic water audit/project plan.
- ❖ Drafted plans for a project for storm water usage in parks and gardens which has been passed onto Trevor and included into plans for the White Dam maintenance grant through the Department of Water.

WYLIE BUSH CARE GROUP

- ❖ Currently on hold due to loss of members, hopefully can team up with CRC in future for future events – liaising with Lynsey Gawley from the CRC.

OFFSET PROPOSAL/ BLANKET CLEARING PERMIT - WORKS

- ❖ Written a draft clearing permit
- ❖ Working on offset proposal
- ❖ Need more documents in regards to size of area etc.
- ❖ Continuing plans into a report form of eligible sites that fit the requested criteria – on hold
- ❖ Awaiting road works plan from Trevor Webb
- ❖ Due to change of CEO – a topic that needs re-visiting for future plans

DRAFT POLICIES

- ❖ Directed by CEO to draft two policies for the Shire of Wyalkatchem
 - Roadside Vegetation
 - Gravel Pit Rehabilitation
- ❖ Have drafted the Gravel Pit Rehabilitation Policy and drafting plans such as the map of current and abandoned pits and a Rehabilitation Plan.
- ❖ Currently drafting Gravel Pit Rehab Project Plan.
- ❖ Looking into direct seeding versus planting of seedlings and revision of budget
- ❖ Roadside Conservation Vegetation Policy being advertised for community consultation.

SHOULDER VEGETATION MANAGEMENT

- ❖ Discussion with Trevor Webb in forming a small project for management of invasive species in roadside reserves for 10km out of town; this will be a small project and each year will target a different route out of Wyalkatchem Town site. Year 2014 - 2015 will target the Koorda – Wyalkatchem Road.
- ❖ Plan formed and sent through to CEO & Works Supervisor for comment, budget also sent through.

OTHER – NEWROC NRM

- ❖ Had a meeting with NEWROC in regards to re-writing the NEWROC NRM Strategy 2005 – 2010; we have decided to form the old document into two documents; a project plan and a strategy. – Meeting has been organised for Monday 19th May.

- ❖ Had a meeting at the KorRestore Garden; looking at future plans and improved community involvement
- ❖ Research into Rabbit damage at the Rec Ground and possible control methods; ordered Phostoxin tablets & Pindone oats through Wyalkatchem Elders; used Feral Pest Eradication Project Funds.

OTHER

- ❖ Successful in Funding from Wheatbelt NRM for NRM Professional Development; Funds to the total of \$665 were received by the Shire of Koorda for help in funding attendance for the State NRM Conference held in Busselton on the 7th of April until the 9th of April.
- ❖ Ordered Nature Play passports for the local school children to get them outdoors and more aware of the environment.

SHIRE OF MUKINBUDIN:

PRESS RELEASES:

- ❖ 1080 baits

MUKINBUDIN CONSERVATION GROUP INC.

- ❖ Have contacted Whispie Bayley and she is away with family commitments; will be meeting with the MCG and herbarium to check the progress with the MAX software from the previous grant.

BIOBLITZ

- ❖ Currently liaising with Katrina Kingston in regards to the BioBlitz report, still waiting on some documents from the leaders to draft a report, due to Katrina being in a new position and no longer working for local government this is taking time however.
- ❖ Continuing to chase Katrina up on the report and documents needed.
- ❖ Speaking with the final leaders who are yet to submit their species record sheets for collation.

DRF WORKS

- ❖ Completed a site survey into an area for proposed works with DRF located within the site, liaising with RCC and DER.
- ❖ The site will need an "Application for DRF".
- ❖ Area may need to be inspected by DER/DPAW as information must be gathered about the DRF in question.
- ❖ Liaising with Natasha Moore from DPaW and Gillian Stack from RCC
- ❖ Permit has been drafted and checked over by Natasha Moore.
- ❖ A site inspection has been completed with the Works Supervisor to see what DRF will be effected in the area during works – Stuart & Bob stated that this area is not of major concern at this present time so the permit is on hold.
DER has been notified.
- ❖ A new site has been declared as being a high priority for works and also contains DRF.
- ❖ New Site (Nth Barbalin Road) – Have been in contact with DER & DPaW as road is covered by both departments.
- ❖ Written consent to clear maintenance zone from DER as comes under an exemption
- ❖ DRF/Environmentally sensitive areas will need a "Permit to take" permit; currently drafted and have been in contact with DPaW (local officer & Head-Office in Perth).
- ❖ Site Survey took place on 14th April
- ❖ Results collated and formed into a spreadsheet, finalising "Permit to Take".

NEWROC NRM

- ❖ Had a meeting with NEWROC in regards to re-writing the NEWROC NRM Strategy 2005 – 2010; we have decided to form the old document into two documents; a project plan and a strategy, this is a work in progress as we are still re-viewing the document.
- ❖ Agenda has been organised for a NEWROC Meeting; Meeting organised for 19th May.

OTHER

- ❖ In contact with the MCG & CS Officer (Ann Brandis) regarding grants for rehabilitating the botanical walk trail in Mukinbudin. Unable to attend meeting on Thursday 19th April; await next steps while researching possible funding opportunities and direction from the Shire & MCG.
- ❖ Ordered Nature Play passports for the local school children to get them outdoors and more aware of the environment.
- ❖ Successful in Funding from Wheatbelt NRM for NRM Professional Development; Funds to the total of \$665 were received by the Shire of Koorda for help in funding attendance for the State NRM Conference held in Busselton on the 7th of April until the 9th of April.

NEWROC, SEAVROC & WEROC – NRMO GROUP

BIODIVERSITY FUND PROJECT 2012 - 2017

- ❖ Joint position with Sabin Acharya (Merredin NRMO); Group Secretaries
- ❖ General duties; promotion, advertising, site selection, site management, landholder communication, case studies etc.
- ❖ Completed a Project Management Course through Scope Training, now currently completing a Diploma
- ❖ Producing Agendas, Minutes & sending invites to CEO's for meetings.
- ❖ EOI's Advertised and sent out – 10 received from Koorda Farmers
- ❖ See minutes for further actions and motions

ALL MINUTES FOR BIODIVERSITY FUND PROJECT SENT TO CEO'S

Voting Requirements

Simple

Recommendation

That Council note the above NRM Report.

Council Decision Number – 1097

Moved: Cr Comerford

Seconded: Cr Lancaster

That Council note the above NRM Report.

Carried 9 /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

Nil

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

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 Dates to Remember

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

	6.2, FM Regulations 33) Resolution regarding timing of Annual Electors Meeting
September	CEO to commence a full review of Policies & Procedures manual Completion of Annual Financial Report & submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)
October	Policy / Procedures Manual Review – Commence review process by including as last item on Council Agenda (if necessary) Review of Council's Code of Conduct – Section 5.103 (if unable to complete full review at this meeting discuss with Council the need to convene a Special Meeting to finalise review at this meeting or simply complete review at December Ordinary Meeting) Local Govt is to review its Code of Conduct within 12 months after each ordinary election day & make such changes to the code as appropriate. Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function. Special Meeting (Election Years Only) advertise special meeting to swear in Councillors, Elect President, Deputy President, Committee etc. for Monday immediately after the Saturday elections.
November	Pensioner rates rebate claim to be lodged Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)
December	Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report Newsletter & Local Newspaper – advertise date, time and venue of all Council and Committee meetings for next calendar year (with delegated authority, if any) (S.5.251 (g) & Reg 12). Council's Audit Committee to meet to discuss Final Audit Report and Management Letter. Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)

14 Closure of Meeting

14.1 The Shire President declared the meeting closed at 6.17pm

Next Ordinary Council Meeting - Wednesday 16 July 2014 9.00am.



DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 18th June 2014 were confirmed at the Ordinary Meeting of Council held on 16th July 2014.

Signed: _____

Being the person presiding at the meeting at which these minutes were confirmed

Date: _____