



*Mukinbudin - Classic, Dry, Red*

**Shire of Mukinbudin**

**Ordinary Council Meeting**

**MINUTES**

**WEDNESDAY 18 May 2016**



Floral Emblem  
Eucalyptus erythronema (Red Flowering Mallee)

**Notice of Meeting**

**Councillors**

The next meeting of Council will be an Ordinary Meeting to be held on Wednesday 18<sup>th</sup> May 2016 commencing at 1.30pm.

Thank you

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

**12<sup>th</sup> May 2016**

## **DISCLAIMER**

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

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

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

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

## Table of Contents

- 1. Declaration of Opening**
  - 1.1 Declaration of Opening
- 2. Public Question Time**
  - 2.1 Response to previous questions taken on notice
  - 2.2 Declaration of Public Question time open
  - 2.3 Declaration of public time closed
- 3. Record of Attendance, apologies, approved leave of absence**
  - 3.1 Present
  - 3.2 Apologies
  - 3.3 On Leave of Absence
  - 3.4 Staff
  - 3.5 Visitors
  - 3.6 Gallery
  - 3.7 Applications for leave of absence
- 4. Petitions, Deputations, Presentations**
  - 4.1 Petitions
  - 4.2 Deputations
  - 4.3 Presentations
- 5. Announcements by the presiding member without discussion**
- 6. Confirmation of minutes of previous meetings**
  - 6.1 Confirmation of Minutes of Meeting held 16<sup>th</sup> March 2016**
    - 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 Work Supervisor's Report**
    - 8.1.1 Work Supervisor's Report – April 2016
  - 8.2 Community Development Officer's Report**
    - 8.2.1 Community Development Officer's Report – April 2016
  - 8.3 Manager of Finance Reports**
    - 8.3.1 List of Payments – April 2016
    - 8.3.2 Monthly Statement of Financial Activity Report – 30 April 2016
    - 8.3.3 Proposed Fees and Charges for 2016/17 Draft Budget

- 8.4 Chief Executive Officer's Reports**
  - 8.4.1 Chief Executive Officer's Report – April 2016
  - 8.4.2 NEWROC Council Meeting Minutes 26 April 2016
  - 8.4.3 Delegated Authority Register Annual Review 2016
  - 8.4.4 Policy Manual Annual Review 2016
  - 8.4.5 Sale of 51 Maddock St Mukinbudin
  - 8.4.6 Transfer of unwanted land in Lake Brown & Write off of Rates
  
- 8.5 Environmental Health/Building Surveyor Officer's Reports**
  - 8.5.1 Nil
  
- 8.6 Caravan Park Manager's Report**
  - 8.6.1 Caravan Park Manager's Report – April 2016
  
- 8.7 Swimming Pool Managers Report**
  - 8.7.1 Swimming Pool Manager's Report – April 2016
  
- 9. Correspondence and Information Report**
  - 9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 18 May 2016.
  
- 10. Elected members Motions of which previous notice has been given**
  - 10.1 Nil
  
- 11. Urgent Business without notice (with the approval of the president or meeting)**
  - 11.1 Nil
  
- 12. Confidential Items – Meeting to be closed to the Public in accordance with the provisions of the Local Government Act 1995.**
  - 12.1 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 CEO declared the Meeting adjourned at 2.00pm for lack of a quorum after waiting 30 minutes.

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

December	Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report Newsletter & Local Newspaper – advertise date, time and venue of all Council and Committee meetings for next calendar year (with delegated authority, if any) (S.5.251 (g) & Reg 12). Council's Audit Committee to meet to discuss Final Audit Report and Management Letter. Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)
----------	---

## **14 Closure of Meeting**

**14.1 The CEO declared the meeting adjourned at 2.00 pm for lack of a quorum**  
**Next Special Council Meeting – Wednesday 25<sup>th</sup> May 2016 commencing at 1.30pm**  
**Next Ordinary Council Meeting – Wednesday 15<sup>th</sup> June 2016 commencing at 10.00am.**