



*Mukinbudin - Classic, Dry, Red*

**Shire of Mukinbudin**

**Ordinary Council Meeting**

**AGENDA**

**WEDNESDAY 18 November 2015**



Floral Emblem  
Eucalyptus erythronema (Red Flowering Mallee)

**Notice of Meeting**

**Councillors**

The next meeting of Council will be an Ordinary Meeting to be held on Wednesday 18<sup>th</sup> November 2015 commencing at 1.30pm.

Thank you

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

**12<sup>th</sup> November 2015**

## **DISCLAIMER**

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

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

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

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

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  - 9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 18 November 2015.
- 10. Elected members Motions of which previous notice has been given**
  - 10.1 Nil
- 11. Urgent Business without notice (with the approval of the president or meeting)**
  - 11.1 Nil
- 12. Confidential Items – Meeting to be closed to the Public in accordance with the provisions of the Local Government Act 1995.**
  - 12.1
- 13. Dates to Remember**
  - 13.1 See attached list
- 14. Closure of Meeting**
  - 14.1 Closure of Meeting

**1. Declaration of Opening**

1.1 The Shire President to declare the Meeting open at 9.\_\_am

**2. Public Question Time (min 15 minutes)**

2.1 Response to previous questions taken on notice.  
Nil

2.2 Declaration of public question time opened (min 15 mins)

The Shire President will declare public question time open.

2.3 Declaration of public question time closed

The Shire President will declare public question time closed.

**3. Record of attendance, apologies and approved leave of absence**

3.1 Present:

3.1.1 Cr Shadbolt  
Cr Comerford  
Cr O'Neil  
Cr Palm  
Cr Paterson  
Cr Ventris  
Cr Seaby  
Cr Junk

3.2 Apologies:

3.2.1 Cr Poultney

3.3 On leave of absence:

3.3.1 Cr

3.4 Staff:

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

3.5 Visitors:

3.6 Gallery:

3.7 Applications for leave of absence:

3.7.1 Request for leave of absence

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That leave of absence be granted for Cr \_\_\_\_\_ for the \_\_\_\_\_ meeting.**

**Carried /**

#### **4. Petitions, deputations and presentations**

4.1 Petitions  
Nil

4.2 Deputations  
Nil

4.3 Presentations  
Nil

#### **5. Announcements by the Presiding person without discussion**

5.1

#### **6. Confirmation of the Minutes of previous meetings**

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 21<sup>st</sup> October 2015.

6.2 Confirmation of Minutes for the Ordinary Special Meeting of Council held on the 6<sup>th</sup> November 2015.

#### **Voting Requirement**

Simple Majority

#### **Recommendations**

That the Minutes of the Ordinary Meeting of Council held on the 21<sup>st</sup> October 2015 be accepted as a true and correct record of proceedings.

That the Minutes of the Special Meeting of Council held on the 6<sup>th</sup> November 2015 be accepted as a true and correct record of proceedings.

#### **Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That the Minutes of the Ordinary Meeting of Council held on the 21<sup>st</sup> October 2015 be accepted as a true and correct record of proceedings.**

**Carried /**

#### **6.1.1 Business Arising from Minutes**

#### **Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That the Minutes of the Special Meeting of Council held on the 6<sup>th</sup> November 2015 be accepted as a true and correct record of proceedings.**

**Carried /**

#### **6.2.1 Business Arising from Minutes**

## 7. Matters for which the meeting may be closed

### 7.1

*The Local Government Act 1995* Section 5.23 states the following:

#### 5.23. Meetings generally open to public

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

## 8. Reports of Committees and Officers

### 8.1 Work's Supervisor

<b>8.1.1 Work's Supervisor's Report October 2015</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Keith Mills - WS
Date:	10 <sup>th</sup> November 2015
Disclosure of Interest:	NIL
Responsible Officer	Keith Mills - WS
Author:	Keith Mills - WS

#### **MAINTENANCE GRADING**

Put on hold as Will Jenkin has finished for a while to go harvesting.

#### **BARBALIN BLACKSPOT**

Has been sealed, swept, MRDWA will place the Give way lines and white line Barbalin sth and nth entrances, along with 2 x 110kmh signs, batters have been tightened and re – trimmed, sign and guide posts placed. Open to traffic @ 110km per hr.

Where the rare fauna is to be planted (west end on the old alignment) and with the rare butterflies, this could become a bit of a tourist area and would suggest a park bay installed on the Western end and Southern side of the new alignment or Bencubbin end of the old alignment.

#### **NUNGARIN Nth ROAD**

Rock protection on floodway has been laid and speed signs have been dropped down. They will be in use again when headwalls are installed.

#### **OLD BLACKSPOT ROAD**

Ripped the old section of road the western end (not as much material as had hoped) and conditioned. Now carting to Barbalin Nth Rd (shire truck (Noel) and sub-contractor (B.Atkins) are still carting). Ripping and conditioning the East end (a lot more material) ready for cartage. Barbalin Sth Rd will be trimmed and V-drains established once finished carting material.

Also, would like to suggest that the spoil that we will be taking out of the V-Drains on other roads could be put on the old alignment and spread for rehab.

#### **BARBALIN Nth ROAD**

Commenced resheeting on Tues 11.11.15, (achieving 350–400 mtr pday) and culvert extensions will commence as soon as they arrive.

#### **STRUGNEL ST. Heavy haulage access**

North side of railway line has been sealed and open to traffic.

#### **OUTSIDE STAFF REPLACEMENTS**

We have employed Matt Francis (Don's son) as a casual employee. He will be mainly doing signs and guide posts with Noel in and out of town, and also in training as a roller operator.

We have also re-advertised for a permanent plant operator, closing date is 18.11.15.

#### **OVAL**

With Wayne away for 2 weeks Denis maintained the water, we've had a break down with the pumps, so they were taken to Perth for fixing/servicing and have since been returned and reinstated, both working well.



Wayne went to Bencubbin and saw the Works Supervisor there in regards to dethatching their oval along with Beacon's oval – they wish to hire our de-thatcher and tractor for this process.

### **ROADS FOR NEXT BUDGET**

Looking into files and other paperwork from both offices, we've found that the Shire has some had technical drawings drawn up for the Barbalin-Koonkoobing Rd, dating back to 2011. Since the council has paid for these drawings I think that we should look at this for next year budget.

### **MCGREGOR ROAD**

McGregor road needs to be completed in the next budget and turned into our Heavy Vehicle bypass Route into Strugnell and complete the eastern exit around CBH (some drawings are in some of the paperwork), that way most heavy vehicles will be eliminated from the town centre.

### **OSH**

Had Steve Taylor from Prompt Safety Solutions visit me and gave a presentation on his OSH documentation for shires and small businesses that he has put together over the last 2 ½ years, this paperwork is very minimal and has been set out very well and would suggest that we employ him to set up all of this for our Shire. His Initial setup Cost is \$3600 and \$550 every year thereafter.

### **Voting Requirement**

Simple Majority

### **Recommendation**

That Council note the Works Supervisors Report.

### **Council Decision Number –**

**Moved: Cr                          Seconded: Cr**

**That Council note the Works Supervisors Report.**

**Carried /**

## 8.2 Community Development Officer

<b>8.2.1 Community Development Officer's Report</b>	
Location:	Shire of Mukinbudin
File Ref:	CS.GR.1
Applicant:	Nola Comerford-Smith
Date:	10 November 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham
Author:	Nola Comerford-Smith

### GRANT FUNDING PROJECTS:

#### Current Successful Projects:

- Wheatbelt Development Commission - Creating Age Friendly Communities in Small Towns Project - \$53,991.25  
The grant includes disabled toilets at the Lion's Park (near current facilities behind Shire) and Gym, some seating and disabled parking bays.
- KidSport - \$2,000 – KidSport applications will now be administered locally.
- CBH Group Grants – Men's Shed – for sea container storage \$2,500.
- Seniors Week 2015 Community Grants Program – for Seniors Long Table Dinner \$1,000

#### Applications in Progress:

- Lotterywest – Events Equipment Kit. Waiting on outcome of District Club grant application for equipment before proceeding further.
- Dept. of Local Government and Communities - Thank a Volunteer Day Celebration.
- Lotterywest – Sandalwood Arts & Crafts. Their hot water system has not worked for some time (quite possibly the original system) and needs replacing, plus some other extra arts requirements. Waiting on final list from Sandalwood Arts.
- Lotterywest – playground equipment for Lion's Park.
- Community Pool Revitalisation Program - \$32,000. Part of a Future Capital Project to have pool repainted – the grant can be applied for again next year to ensure the project is achievable.

#### Completed Acquittals:

- Healthway – Act-Belong-Commit 2015 Mukinbudin Spring Festival.
- Lotterywest - Act-Belong-Commit 2015 Mukinbudin Spring Festival.

#### Outstanding Acquittals:

- Waiting to acquit Men's Shed grant once CBH send through acquittal process.

### COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Mukinbudin Spring Festival** – a Planning & Development meeting was held to discuss the future of the Spring Festival. Representatives of the group will meet with Council to discuss options.
- **Creating Age Friendly Communities in Small Towns** – The first stage of the project is underway, with street seating having been installed by Denis and disabled parking bays hopefully installed by the date of the Council meeting.

- **Seniors Events** – I am organising a bus trip to Toodyay for Monday 7<sup>th</sup> - Tuesday 8<sup>th</sup> December. Bookings have been slow, but I hope to have a bus full to make the trip.
- **WA Seniors Awards 2015** – Unfortunately the nomination for Mr Patrick Fagan was unsuccessful.
- **Tampu Bin** – The sign has been ordered from Jason SignMakers as per last Council meeting.
- **Senior's Week** – We once again have funding from COTA (Council on the Aging) for entertainment for the Senior's Dinner on Friday 13<sup>th</sup> November. We had 95 Seniors who attended, and over 20 volunteers who helped throughout the week leading up to and including the night.
- **Disabled Toilets** – John Mitchell has suggested that the disabled toilet to be situated at the Shire Offices would probably be better placed in the corner of the Lion's Park, dependent on finding the drain required for sewerage. The plumber has indicated that this is achievable and Denis has been asked to first find the drain before proceeding further with the job. The Water Corporation will undertake the fixing of the pipe for the plumber to utilise.
- **Cleomine** – Attached is the copy of signs ordered for the Cleomine site. The signs will take a few weeks to arrive due to digital images being ordered from the State Library.

**Meetings Attended/Events Organised:**

- Tuesday 27 October – Planning & Development meeting.
- Friday 13 November – Seniors Long Table Dinner

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements**

Simple Majority

**Recommendations**

That Council note the above Community Development Officers Report.

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council note the above Community Development Officers Report.**

**Carried**

**/**

### 8.3 Manager of Finance Reports

8.3.1 List of Payments – October 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – MF
Date:	9 <sup>th</sup> November 2015
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis – MF
Author:	Ann Brandis – MF

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

#### **Background**

A list of payments submitted to Council on 18 November 2015, for confirmation in respect of accounts already being paid or for the authority to those unpaid. (Please refer to Payment listing submitted as a separate attachment)

#### **Financial Implications**

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

#### **Policy Implications**

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

#### **Voting Requirements**

Simple Majority

#### **Recommendation**

That the list of payments to today's meeting on Vouchers –	
Direct Debits D/D 1735.1-D/D 1824.1	(\$23,486.82) and
Muni Cheques 31233 to 31251	(\$46,546.54) and
Muni EFT's – EFT 1151 to EFT 1202, Payroll - Pay-2	(\$378,176.94) and
Trust D/D1753.1 – D/D1844.1, EFT 1149, bond 250	(\$51,121.20)
Totalling	(\$499,331.50)

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

#### **Council Decision Number –**

**Moved: Cr                          Seconded: Cr**

<b>That the list of payments to today's meeting on Vouchers –</b>	
<b>Direct Debits D/D 1735.1-D/D 1824.1</b>	<b>(\$23,486.82) and</b>
<b>Muni Cheques 31233 to 31251</b>	<b>(\$46,546.54) and</b>
<b>Muni EFT's – EFT 1151 to EFT 1202, Payroll - Pay-2</b>	<b>(\$378,176.94) and</b>
<b>Trust D/D1753.1 – D/D1844.1, EFT 1149, bond 250</b>	<b>(\$51,121.20)</b>
<b>Totalling</b>	<b>(\$499,331.50)</b>

**for payments made in October 2015, be passed for payment.**

**Carried /**

<b>8.3.2 Monthly Statement of Financial Activity Report – 31 October 2015</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	10 <sup>th</sup> November 2015
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

### **Background**

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

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

#### Statement of Financial Activity

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

### **Financial Implications**

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

### **Statutory Environment**

General Financial Management of Council, Council 2015/16 Budget, *Local Government (Financial Management) Regulations 1996, r34, Local Government Act 1995, section 6.4*

### **Policy Implication**

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

### **Voting Requirements**

Simple Majority

### **Recommendation**

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

### **Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council adopt the Monthly Financial Report for the period ending 31<sup>st</sup> October 2015 and note any material variances greater than \$10,000 and 10%.**

**Carried /**

<b>8.3.3 Request to Write off/waive interest A108</b>	
Location:	Mukinbudin
File Ref:	AS108
Applicant:	Ann Brandis - MF
Date:	5 <sup>th</sup> November 2015
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

### **Background**

The Shire of Mukinbudin has received correspondence from GN & AL Whyte requesting Council consider waiving/writing off \$43.00 in penalty interest on their assessment A108. See letter submitted as a separate attachment.

A check of names and addresses in the Shire Accounting program showed the current Postal Address is 'Post Office Mukinbudin WA 6479'. The CEO updated the details to 'PO Box 138 Mukinbudin WA 6479' on 4/11/2015 as shown on the letter.

Under the *Local Government Act 1995*,

#### *6.41. Service of rate notice*

- (1) A local government is required to give to —
  - (a) the owner of rateable land; and
  - (b) the owner or occupier, as the case requires, of land on which a service charge is imposed,

a rate notice stating the date the rate notice was issued and incorporating or accompanied by the details and particulars prescribed.

- (2) The rate notice is to be given —
  - (a) as soon as practicable after —
    - (i) the rate record of the land is completed; or
    - (ii) the rate record of the land is amended, if that amendment results in a change in the amount of rates or service charges payable on that land;
  - or
  - (b) where an election has been made under section 6.45 to pay rates or service charges by instalments, not less than 28 days before each instalment is due.
- (3) Notwithstanding sections 75 and 76 of the *Interpretation Act 1984* service of the rate notice is deemed to have been effected if delivered to the address shown in the rate record for the owner at the time of delivery.

*The Interpretation Act 1984* states

#### *75. Service of documents by post*

- (1) Where a written law authorises or requires a document to be served by post, whether the word “serve” or any of the words “give”, “deliver”, or “send” or any other similar word or expression is used, service shall be deemed to be effected by properly addressing and posting (by pre-paid post) the document as a letter to the last known address of the person to be served, and, unless the contrary is proved, to have been effected at the time when the letter would have been delivered in the ordinary course of post.

76. *Service of documents generally*

Where a written law authorises or requires a document to be served, whether the word “serve” or any of the words “give”, “deliver”, or “send” or any other similar word or expression is used, without directing it to be served in a particular manner, service of that document may be effected on the person to be served —

- (a) by delivering the document to him personally; or
- (b) by post in accordance with section 75(1); or
- (c) by leaving it for him at his usual or last known place of abode, or if he is a principal of a business, at his usual or last known place of business; or
- (d) in the case of a corporation or of an association of persons (whether incorporated or not), by delivering or leaving the document or posting it as a letter, addressed in each case to the corporation or association, at its principal place of business or principal office in the State.

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

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

which is owed to the local government.

*\* Absolute majority required.*

Delegations Register states

**No. 10:WRITE-OFF OF DEBTS**

**File Reference:**

**Date Made:** 21 February 2007

**Review Date:** 20 May 2015

**The Delegation**

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to approve the writing off of debts in accordance with Section 6.12 (1) (c) of the *Local Government Act 1995*

Any Debt written off under this delegation must be:-

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

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

The Chief Executive Officer delegates this authority to the Manager of Finance.

The delegation shall remain in force indefinitely.

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

**Comment:**

A check of the rates notices (see copy of Rates Notice A108 posted out) shows A108 addressed to the Post Office Mukinbudin correctly. Therefore under the *Local Government Act 1995* S6.41 and *Interpretation Act 1984* s75 and 76 it is **deemed** served correctly.

Even if the Rates Notice did not arrive in the Mukinbudin Post Office it was common knowledge that Rates notices were out and the Owners should have contacted the office for a reprint of their rates notice. Rates notices were dated 4 September 2015 and due date 9 October 2015.

As the rates notice was raised correctly and penalty interest applied correctly for all rates notices where they were not paid in full or went onto instalments then it is supported to not remove the penalty interest on A108.

The Original Instalment amount that was due was \$2,153.34. This accrued \$45.72 interest while it was not paid. Grant went onto instalments and paid \$2,189.02 on 28/10/2015 – the due date was the 9/10/2015

This meant that \$35.68 of the interest was paid off and \$10.04 was left on the assessment which is the amount we see on the most recent instalment notice. (see attached #2). Therefore all interest as a refund - \$45.35 will be the balance requested to be written off. Due to a SynergySoft processing glitch some rates notice were required to be reproduced and letters sent to a handful of ratepayer including Mr & Mrs Whyte.

**Financial Implications**

Yes – possible loss of Rates Penalty Interest of \$45.72

**Statutory Environment**

*Local Government Act 1995*, section 6.12

**Policy Implication**

Delegation No 10

**Voting Requirements**

Absolute Majority Vote required if written off or waived by Council.

**Recommendation**

That the Shire of Mukinbudin advises Mr Grant & Mrs Ade Whyte it is not prepared to write off or waive the penalty interest raised on Assessment A108.

Or alternative recommendation

That the Shire of Mukinbudin advises Mr Grant and Mrs Ade Whyte it is prepared to write off the penalty interest raised on Assessment A108.

**Council Decision Number –**

Moved: Cr                                  Seconded: Cr

**That the Shire of Mukinbudin advises Mr Grant & Ade Whyte it is not prepared to write off or waive the penalty interest on Assessment A108.**

Carried                  /



## 8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report – October 2015	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	9 <sup>th</sup> October 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

### Meetings – Past

#### October 2015

- 27 Oct NEWROC Council Meeting Shire of Koorda
- 28-30 Oct LGMA WA State Conference Fremantle

#### November 2015

- 2 Nov CRC Interviews
- 3 Nov District Club AGM
- 5 Nov Meeting with Mukinbudin Electrical re Accounts
- 10 Nov CRC Committee Meeting
- 12 Nov NRM Officer Appraisal and Assessment Koorda Shire
- 14 Nov Saturday Extraordinary Election polling day-(No Election required)
- 16 Nov Wheatbelt North East Sub Regional Road Group meeting at District Club. Cr Ventris
- 16-17 Nov Final Audit - Moore Stephens
- 18 Nov Ordinary Council Meeting 1.30pm start

### 1.2 Meetings – Future

#### November 2015

- 20 Nov NEWTRAVEL AGM Dowerin Shire
- 24 Nov NEWROC Executive Meeting Mt Marshall
- 26 Nov Great Eastern Country Zone Meeting Merredin Rec Centre Cr Shadbolt
- 26 Nov CEACA Meeting

#### December 2015

- 3 Dec LEMC Meeting
- 4 Dec RDO
- 11 Dec Shire Xmas Function District Club
- 15 Dec NEWROC Council Meeting and Xmas Function Cr Shadbolt
- 16 Dec Ordinary Council Meeting 9.00am start (No Meeting in January)

### 1.3. Staff Matters

Kellie Onn appointed on 3 month fixed term contract as Admin Officer

### 1.4 Current/Emerging Issues

- 1.4.1 Beringbooding Tank – Funding for Roof and Conservation Plan meeting held 4 June 15 with Regional Manager Water Corporation-Sharon Broad, funding for roof removal unsuccessful in state Budget 2015/16. Possible 2 years before funding available.
- 1.4.2 Mukinbudin Waste Water agreement expired - meeting held with Regional Manager Water Corporation-Sharon Broad 4 June 15, Draft 2 Recycled Water Supply agreement supplied to Shire to be reviewed.

## Voting Requirements

Simple Majority

**Recommendation**

That Council note the Chief Executive Officer's Report.

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council note the Chief Executive Officer's Report.**

**Carried**

**/**

<b>8.4.2 NEWROC Council Meeting Minutes– 27<sup>th</sup> October 2015</b>	
Location:	NEWROC
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	9 <sup>th</sup> November 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

**Background**

A Council Meeting of NEWROC was held on Tuesday 27<sup>th</sup> October 2015 at the Shire of Koorda Council Chambers. (The minutes from the meeting are submitted as a separate attachment Item 8.4.2 for Councillors information.)

**Comment:**

The following presentations were made to the meeting:

- Nil

The following items were discussed at the Council Meeting:

- 8.1. FUTURE PROJECT PRIORITY LIST
- 8.2. KUNUNOPPIN BONDED MEDICAL SCHOLARSHIP
- 8.3. NEWROC CHILDCARE SURVEY

Next NEWROC Meeting dates:

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

24 November	Executive	Shire of Mt Marshall
15 December	Council	Shire of Mt Marshall

**Voting Requirements**

Simple Majority

**Officer recommendation:**

That Council notes the report on the NEWROC Council meeting minutes held on 27<sup>th</sup> October 2015.

**Council Decision Number –**

**Moved: Cr    Seconded: Cr**

**That Council notes the report on the NEWROC Council meeting minutes held on 27<sup>th</sup> October 2015.**

**Carried            /**

<b>8.4.3 Updated Shire of Mukinbudin - Purchasing Policy</b>	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	4 November 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

**Background:**

The State Government updated the *Local Government (Functions and General) Regulations 1996* in the Government Gazette on the 18 September 2015. The main change was to increase the tender limit from \$100,000 to \$150,000.

*11A. Purchasing policies for local governments*

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150 000 or less or worth \$150 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in sub regulation (1).
- (3) A purchasing policy must make provision in respect of —
  - (a) the form of quotations acceptable; and
  - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
  - (b) the recording and retention of written information, or documents, in respect of —
    - (i) all quotations received; and
    - (ii) all purchases made.

*[(4) deleted]*

*[Regulation 11A inserted in Gazette 2 Feb 2007 p. 245; amended in Gazette 18 Sep 2015 p. 3804.]*

**Comment:**

For the Shire of Mukinbudin to comply with the new reg11A a new draft purchasing policy has been prepared by the CEO for consideration by Council to adopt until WALGA can produce a new template purchasing policy. (See separate attachment submitted under a separate cover)

**Voting Requirements**

Simple Majority.

**Recommendation**

That Council adopts the revised purchasing policy as presented.

**Council Decision Number**

**Moved: Cr**

**Seconded: Cr**

**That Council adopts the revised purchasing policy as presented.**

**Carried**

**/**

<b>8.4.4 – Shire of Mukinbudin Disaster Recovery Plan</b>	
Location:	Shire
File Ref:	ADM
Applicant:	CEO
Date:	10 <sup>th</sup> November 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

**Summary**

To present to Council the Draft Policy Shire of Mukinbudin Disaster Recovery Plan for consideration of Adoption.

**Background:**

The Shire Auditors in the Interim Audit Report have raised that the Shire currently does not have a Disaster Recovery or Emergency Plans. The CEO has prepared a draft Disaster Recovery Plan for the Shire of Mukinbudin. The Plan is focussed on Information Technology and how it is backed up, restored, protected etc.

**Comment:**

The CEO has prepared a draft Policy ‘Shire of Mukinbudin Disaster Recovery Plan’ for consideration by Council for adoption.

**Statutory Environment:**

*Local Government Act 1995*

**Policy Implications:**

Yes New Policy

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements**

Simple Majority

**Recommendation:**

That Council adopts the Shire of Mukinbudin Policy ‘Disaster Recovery Plan’ as presented.

**Council Decision Number**

**Moved: Cr**

**Seconded: Cr**

**That Council adopts the Shire of Mukinbudin Policy ‘Disaster Recovery Plan’ as presented.**

**Carried**

**/**

<b>8.4.5 Audit Committee</b>	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham - CEO
Date:	10 <sup>th</sup> November 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

### **Summary**

To present Council with the minutes of the 18 November 2015 Shire of Mukinbudin Audit Committee for consideration and action.

### **Background**

The Shire of Mukinbudin Audit Committee met on the 18<sup>th</sup> November 2015 to review the Interim Audit Report. (Please refer to the Audit Committee Minutes and separate attachments for information)

### **Comment:**

The minutes and recommendations from the Audit Committee meeting dated 18 November 2015 are presented for Council consideration.

### **Financial Implications**

Nil.

### **Statutory Environment**

*Local Government Act 1995*

*Local Government (Audit) Regulations 1996*

### **Strategic Implications**

Nil

### **Policy Implications**

Nil

### **Voting Requirements**

Simple Majority

### **Officer recommendation:**

That Council receives the minutes of the Shire of Mukinbudin Audit Committee meeting 18 November 2015.

### **Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council receives the minutes of the Shire of Mukinbudin Audit Committee meeting 18 November 2015.**

**Carried /**

<b>8.4.6 Water Corporation Recycled Water Supply Agreement</b>	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham - CEO
Date:	11 <sup>th</sup> November 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

### **Summary**

To present Council with the Water Corporation Recycled Water Supply Agreement.

### **Background**

The Shire of Mukinbudin has been in negotiations with the Water corporation to come up with a new Recycled water supply agreement. (Please refer to the Water Corp Recycled Water Supply Agreement submitted as a separate attachment).

The agreement is required to be in place before the new water corporation chlorinator is installed in the coming months.

### **Comment:**

Clause 13.1 changed to LGIS requested wording.

### **Financial Implications**

Nil.

### **Statutory Environment**

*Local Government Act 1995 Section 9.49A*

## **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.]*

**Strategic Implications**

Future water supply Town Oval.

**Policy Implications**

Nil

**Consultation**

LGIS, EHO, Water Corporation

**Voting Requirements**

Simple Majority

**Officer recommendation:**

That Council authorises the Shire President and CEO to sign and affix the Shire Common Seal to the Water Corporation 'Recycled Water Supply Agreement as presented'.

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council authorises the Shire President and CEO to sign and affix the Shire common Seal to the Water Corporation 'Recycled Water Supply Agreement' as presented.**

**Carried /**



## 8.5 Environmental Health Officer's and Building Surveyor Reports

<b>8.5.1 Title Local Planning Scheme No. 4 – State Planning Policy 5.2 Telecommunication Infrastructure &amp; Planning &amp; Development Regulations 2015</b>	
Location:	
File Ref:	LPS 4
Applicant:	John Mitchell Building Surveyor
Date:	11/11/2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	John Mitchell

### **Background**

Advice has been received from the Western Australian Planning Commission that State Planning Policy 5.2 Telecommunications Infrastructure has been adopted and local governments are to amend where necessary the planning schemes.

A copy of the new State Planning Policy appends.

Part 6.1 of the policy relates to the provisions within local planning schemes. Addressing each of these: -

- a) Telecommunications Infrastructure is a land use within the zoning table of LPS4;
- b) Telecommunications is not designated as a use not permitted within LPS 4;
- c) Telecommunications is listed in industrial zone as a “P” use;
- d) The scheme does not give guidance on development approval exemptions however the Planning & Development Regulations 2015 does provide that information. A review of the Scheme will ensure that the exemptions form a component of advice to the applicant;
- e) There should be no buffer zones or setback distances set in the scheme text or policies for telecommunications infrastructure. The scheme does not set these measurements within the scheme other than those set for uniformity within residential and commercial areas. Table 2 contains no setbacks for telecommunications infrastructure;
- f) Schemes and policies comply with the policy measures outlined in section 5 of the policy. Section five provides application contents and guidelines on the assessment process. To date the points raised within part 5 have been adhered to by the local government.

When the Local Planning Scheme is reviewed there will be a need to ensure that the use class is properly represented within the zoning table and if necessary an appropriate policy of application considered.

Further advice from WALGA has been received indicating that a motion of disallowance has been placed before Parliament for the *Planning & Development Regulations 2015*.

### **Financial Implications**

There are no financial implications to the Shire of Mukinbudin.

### **Statutory Environment**

In addition to the policy assessment of telecommunications infrastructure applications local governments need to be mindful of the Telecommunications (*low Impact Facilities*) *Determination 1997* when considering applications.

Telecommunications Infrastructure is listed within the zoning table and has a “D” “A” or “P” use against the zone in Section 4.7 of the scheme text.

### **Policy Implication**

There are No policy implications

### **Voting Requirements**

Simple Majority

### **Recommendation**

That Council notes:

1. the August 2015 State Planning Policy 5.2 Telecommunications Infrastructure and the Administrations demonstration that the Local Planning Scheme No. 4 is in keeping with the policy as presented.
2. the motion of disallowance of the Planning & Development 2015 Regulations in Parliament

### **Council Decision Number –**

Moved: Cr

Seconded: Cr

That Council notes :

1. the August 2015 State Planning Policy 5.2 Telecommunications Infrastructure and the Administrations demonstration that the Local Planning Scheme No. 4 is in keeping with the policy as presented
2. the motion of disallowance of the Planning & Development 2015 Regulations in Parliament.

Carried /

<b>8.5.2 Local Planning Scheme No. 4 – Rural Subdivision Boundary adjustment</b>	
Location:	Lot 4107 & 4077 Doig Road Bonnie Rock
File Ref:	Assessment File
Applicant:	John Mitchell Building Surveyor
Date:	11/11/2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	John Mitchell

### **Background**

An eLodgement for approval of Freehold or Survey Strata Subdivision, appends, was received from the Department of Planning with a request for comment from the local government within 21 days. After discussions with the CEO it was decided to respond immediately and to seek Council endorsement of the administration actions. The main reason for the urgency was a deceased estate request to resolve as quickly as possible. The applicant sought to amend boundaries to comply with the Deceased's request.

The parcels are realigned and create an 826Ha lot for agricultural purposes. Boundary clearances for existing buildings met the requirements of the Local Planning Scheme No.4 & the Health Act 1911 – 1979 for septic disposal systems. As no additional rural lots are created and local government matters were met there was no objection of condition considered relevant to the application.

### **Financial Implications**

There are no financial implications to the Shire of Mukinbudin.

### **Statutory Environment**

Statutory Authorities are given a limited period of time to respond to the subdivision application generally 21 of 42 days dependent on the application. To ensure that the matter was swiftly resolved the attached letter of support was sent to the Western Australian Planning Commission.

### **Policy Implication**

There are no policy implications.

### **Voting Requirements**

Simple Majority

### **Recommendation**

That Council note and endorse the actions of the Administration in issuing a letter of support for the proposed subdivision of Ninghan Locations 4107 & 4077 in accordance with the eLodgement received from the Department of Planning ID 2015-202334.

### **Council Decision Number –**

Moved:                      Seconded:

**That Council note and endorse the actions of the Administration in issuing a letter of support for the proposed subdivision of Ninghan Locations 4107 & 4077 in accordance with the eLodgement received from the Department of Planning ID 2015-202334.**

**Carried /**



**Mukinbudin Caravan Park Annual Income**

	<i>Self</i>					<b>Total</b>	<b>Total Expense</b>
	<i>Contained</i>			<i>Washing</i>			
	<b>Units</b>	<b>Barracks</b>	<b>Sites</b>	<b>Machine</b>	<b>House</b>		
<b>2005/2006</b>	19,358.08	11,082.32	10,521.76	1,171.16	N/A	<b>42,133.32</b>	
<b>2006/2007</b>	22,820.21	9,753.06	17,095.20	981.35	N/A	<b>50,649.82</b>	
<b>2007/2008</b>	27,304.76	5,422.75	11,244.47	678.16	N/A	<b>44,650.14</b>	
<b>2008/2009</b>	37,214.39	10,554.55	16,773.76	663.63	N/A	<b>65,206.33</b>	
<b>2009/2010</b>	33,567.84	9,096.35	15,504.70	1,036.36	N/A	<b>59,205.25</b>	
<b>2010/2011</b>	38,054.93	15,604.59	15,817.92	845.55	N/A	<b>70,322.99</b>	
<b>2011/2012</b>	34,724.53	11,056.46	18,753.08	773.19	N/A	<b>65,307.26</b>	
<b>2012/2013</b>	44,682.83	17,477.98	24,860.15	1,050.17	N/A	<b>88,071.13</b>	
<b>2013/2014</b>	45,332.87	16,194.44	26,393.17	1,278.53	N/A	<b>89,199.01</b>	88,695.34
<b>2014/2015</b>	42,590.61	21,760.04	25,554.90	1,404.95	15,747.32	<b>107,057.82</b>	109,829.90

**Mukinbudin Caravan Park Income and Expenditure**

	<i>Self</i>					<b>Total Income</b>	<b>Expenditure</b>
	<i>Contained</i>			<i>Washing</i>			
	<b>Units</b>	<b>Barracks</b>	<b>Sites</b>	<b>Machine</b>	<b>House</b>		
<b>July 15</b>	5,527.29	2,985.45	2,087.71	0.00	1,636.36	<b>12,236.81</b>	8,976.07
<b>Aug 15</b>	6,436.38	1,489.07	2,425.46	476.82	2,063.63	<b>12,891.36</b>	9,847.18
<b>Sept 15</b>	7,310.02	1,809.11	7,790.54	209.09	1,718.18	<b>18,836.94</b>	14,631.78
<b>Oct 15</b>	4,354.55	1,298.18	1,768.18	0.00	272.72	<b>7,693.63</b>	12,902.65
<b>Nov 15</b>						<b>0.00</b>	
<b>Dec 15</b>						<b>0.00</b>	
<b>Jan 16</b>						<b>0.00</b>	
<b>Feb 16</b>						<b>0.00</b>	
<b>Mar 16</b>						<b>0.00</b>	
<b>Apr 16</b>						<b>0.00</b>	
<b>May 16</b>						<b>0.00</b>	
<b>Jun 16</b>						<b>0.00</b>	
<b>Total</b>	<b>23,628.24</b>	<b>7,581.81</b>	<b>14,071.89</b>	<b>685.91</b>	<b>5,690.89</b>	<b>51,658.74</b>	<b>46,357.68</b>

**NB: Expenditure Accounts has been corrected removing capitial expenditure of wages**

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

## 8.7 Swimming Pool Manager's Report

<b>8.7.1 Mukinbudin Swimming Pool Report October 2015</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Shannon Seaby
Date:	11 November 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham
Author:	Shannon Seaby

### **Swimming Pool Report October 2015**

- we have had a fairly slow start to the pool season but hopefully it will pick up with the hot weather. We have had 20 family season passes, 9 adult season passes, and 1 child season pass purchased so far.

- the new small bins that were purchased for around the pool are great! They look good and are very clean and tidy.

- the chlorine dosing pump is still not reading properly which is the same problem as we had last year. I spoke to Tim Batt from water solutions and he said that it won't read properly until the Cyanuric Acid level is below 20ppm. This can be a problem as the standard for Cyanuric acid is 30-50ppm. They are looking into changing this standard.

Kind regards,  
Shannon Seaby

### **CEO Comment**

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

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

2015/16 Budget listing \$32,000 Pool Grant from the Dept Sport and Rec. To be quarantined to the Pool Reserve for Pool Bowl painting in 2016/17 approx \$64K.

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

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

### **Voting Requirements**

Simple Majority.

### **Recommendation**

That Council note the above Pool Managers Report.

### **Council Decision Number –**

**Moved: Cr                      Seconded: Cr**

**That Council notes the above Pool Managers Report.**

**Carried      /**

## 8.8 NRMO's Report

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

### **Natural Resource Management Officer Report October 2015**

#### **COURSES/ WORKSHOPS/ MEETINGS ATTENDED:**

- ❖ 6<sup>th</sup> October – NRMO Meeting – Nungarin
- ❖ 12<sup>th</sup> October – Staff Meeting – Mukinbudin
- ❖ 22<sup>nd</sup> October – Wheatbelt NRM AGM – Northam
- ❖ 26<sup>th</sup> October – Staff Meeting – Mukinbudin
- ❖ 27<sup>th</sup> October – NEWROC Council Meeting – Koorda
- ❖ 28<sup>th</sup> October – State NRM Camera bait Monitoring Set Up – Koorda
- ❖ 29<sup>th</sup> October – NRMO Meeting – Bruce Rock

#### **WATER WISE ACCREDITATION**

- ❖ I successfully completed the online WaterWise Garden and Irrigation Training for accreditation for the Water Management Team.
- ❖ The Water Efficiency Action plan is currently being completed as the Water consumption reports have been received from Water Corporation.
- ❖ Shannon Seaby or Wayne Fiechtner will be the Secondary Program Contact for the WaterWise Accreditation programme and online Water Audit and Water Irrigation training is currently being updated by Water Corporation, once this is completed Shannon Seaby and Wayne Fiechtner will be able to complete this to meet the requirement to be part of the Water management Team.
- ❖ With Shannon Seaby being part of the Water Management team this will allow us to complete the Water Action Plan to meet the requirements of the recent endorsement of the Aquatic Centre as WaterWise.

#### **SOLAR POWER PA**

- ❖ On the 27 October I attended the NEWROC Council meeting and facilitated the presentation from Luke Beatie from Sun Edison and Nicole SanGregory from Perth Energy; the presentation included Solar Panel purchase agreements and the potential financial and energy savings for each Shire.
- ❖ Feasibility studies will now be taking place in regards to the roof space and suitability of selected buildings with no cost to the Shire.

## **STATE NRM GRANT 2016**

- ❖ Awaiting funding application approval expected in December 2015.

## **CALICI VIRUS**

- ❖ Expression of Interest forms have been drafted for the three Shire's in regards to the new Calici virus strain (RHDV K5) to be released nationally from Korea for control of rabbits, I am signing up to be a Co-ordinator for release sites. This is awaiting DAFWA approval also as this is currently under assessment by government regulators.

## **DPAW TRANSLOCATION PROPOSAL / BLACK SPOT REVEG PROJECT**

- ❖ An update was received on the propagation at Kings Park for the Eremophila virens seedlings; the success rate was not high which means seed collecting will take place with myself and DPaW during this Summer for propagation.
- ❖ A purchase order has been raised for Kings Park and has been sent for them to raise an invoice.
- ❖ The fencing materials supplied by DPaW are to be collected from Merredin soon as fencing and the irrigation will need to be in place as soon as possible.
- ❖ A meeting will take place with Keith Mills early November to touch base in regards to the Translocation Proposal

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

- ❖ I have ordered fox cages for my Shire's through the 2013 State NRM Grant, these will be larger than the standard cat cages for hire.
- ❖ These are now stored at the Koorda Shed I have reserved for NRM Equipment; if any landholders wish to hire them I can transport and supply them.
- ❖ I have ordered metal 1080 warning property signs for landholders
- ❖ The camera monitoring bait stations have been set up as of the 28<sup>th</sup> October with assistance from Phil Lewis at two landholder properties within the Shire of Koorda.
- ❖ The data collected will be applicable to baiting programmes across this region

## **STORMWATER MANAGEMENT**

- ❖ Water Catchments up for revesting have been surveyed and a Catchment report is in progress to be submitted to Council.

## **CEO Comments**

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

## **Voting Requirements**

Simple



## **Recommendation**

1. That Council note the above NRM Report.
2. That the Shire of Mukinbudin advises the Shire of Koorda it withdraws from the shared NRM Scheme effective from 9 Feb 2016.

### **Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

1. That Council note the above NRM Report.
2. That the Shire of Mukinbudin advises the Shire of Koorda it withdraws from the shared NRM Scheme effective from 9 Feb 2016.

**Carried /**

## **9. Information Report**

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

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

10.1 Nil

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

11.1 Nil

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

12.1

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

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

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

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

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

- (f) a matter that if disclosed, could be reasonably expected to —
- (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
  - (ii) endanger the security of the local government's property; or
  - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
- and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
- (h) such other matters as may be prescribed.
- (3) *A decision to close the meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

### **Recommendation**

That Council close the meeting to members of the public in accordance with the Local Government Act 1995, Section 5.23 as Item 12.1 -12.3 deal with matters contained under Section 5.23.

#### **Council Decision Number –**

Voting Requirements – Simple Majority

**Moved: Cr**

**Seconded: Cr**

**That Council close the meeting to members of the public in accordance with the Local Government Act 1995, Section 5.23 as Items 12.1-12.3 deal with matters contained under Section 5.23.**

**Carried /**

**Meeting went behind closed doors at**

**am/pm**

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

**Council Decision Number –**

Voting Requirements – Simple Majority

**Moved:**

**Seconded:**

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

**Carried /**

The meeting was reopened at            pm

**General Business**

### 13. Dates to Remember

#### 13.1 Dates to Remember

ANNUALLY	
Date	Details
January	No Council Meeting this in January
February	Chief Executive Officer and Works Supervisor to inspect all plant evaluate and/or amend its plant replacement programme for recommendation to Council. Audit Committee to review Statutory Compliance Return, meet with Auditor and report to next full Council meeting Local Government Compliance Return 1 January to 31 December each year. Community Strategic Plan, Long Term Financial Plan and Asset Management Plans – commence review process (Every two years)
March	Buildings inspection Shire buildings with Property Manager and report to Council's March or April meeting Roads Inspection – Annual Road inspections to prioritise items of roadwork's for forthcoming year. Councillors to present road proposals to CEO for consideration prior to this inspection. Complete review of Annual Budget (FM Regulations (33A) Completion of Statutory Compliance Audit Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange AGM Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO.(written confirmation to staff concerned) CEO to commence a full review of Delegations Register Policy / Procedures Manual Review – CEO to commence review process by including as last item on Council Agenda (if necessary)
May	Undertake Staff Annual Performance Reviews. National Volunteer Week Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges MF to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting. MF to conduct a Finance & Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit Every 4 years Financial Management Review due before 30 June WALGA Local Government Convention deadline for nominations 30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6. Chief Executive Officer's performance and remuneration review – commence this month
July	Draft Budget submitted by Chief Executive Officer and manager of Finance Issue Employee Group Certificates Councillors and Senior Staff issued with Annual Interest Returns for completion Issue eating house licence renewals CEO performance review
August	Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33) Resolution regarding timing of Annual Electors Meeting
September	Completion of Annual Financial Report & submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)
October	Review of Council's Code of Conduct – Section 5.103 (if unable to complete full review at this meeting discuss with Council the need to convene a Special Meeting to finalise review at this meeting or simply complete review at December Ordinary Meeting) Local Govt is to review its Code of Conduct within 12 months after each ordinary election day & make such changes to the code as appropriate. Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function. Special Meeting (Election Years Only) advertise special meeting to swear in Councillors, Elect President, Deputy President, Committee etc. for Monday immediately after the Saturday elections.
November	Pensioner rates rebate claim to be lodged Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)
December	Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report Newsletter & Local Newspaper – advertise date, time and venue of all Council and Committee meetings for next calendar year (with delegated authority, if any) (S.5.251 (g) & Reg 12). Council's Audit Committee to meet to discuss Final Audit Report and Management Letter. Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)

### 14 Closure of Meeting

14.1 The Shire President declared the meeting closed at

pm

**Next Ordinary Council Meeting – Wednesday 16<sup>th</sup> December 2015 commencing at 9.00am.**