



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

MINUTES

WEDNESDAY 19 August 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 19th August 2015 commencing at 9.00am.

Thank you

Stuart Billingham
Chief Executive Officer

14th August 2015

DISCLAIMER

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

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

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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

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- 9. Correspondence and Information Report**
 - 9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 19 August 2015.

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

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

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

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

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

1. Declaration of Opening

1.1 The Shire President declared the Meeting open at 9.45 am

2. Public Question Time (min 15 minutes)

2.1 Response to previous questions taken on notice.
Nil

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

The Shire President will declare public question time open.

2.3 Declaration of public question time closed

The Shire President will declare public question time closed.

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

3.1 Present:

3.1.1 Cr Shadbolt (Shire President)
Cr Comerford (Deputy Shire President)
Cr O'Neil
Cr Palm
Cr Watson
Cr Lancaster
Cr Sippe
Cr Ventris

3.2 Apologies:

3.3 On leave of absence:

3.3.1 Cr Seaby

3.4 Staff:

3.4.1 Stuart Billingham CEO
Bob Edwards WS
Ann Brandis MF

3.5 Visitors:

Rod Munns

3.6 Gallery:

3.7 Applications for leave of absence:

3.7.1 Cr Lancaster, Cr Seaby

Council Decision Number – 1296

Moved: Cr O’Neil

Seconded: Cr Watson

That leave of absence be granted for Cr Lancaster & Cr Seaby for the September 2015 meeting.

Carried 8 /0

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 15th July 2015.

Voting Requirement

Simple Majority

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 15th July 2015 and be accepted as a true and correct record of proceedings.

Council Decision Number – 1299

Moved: Cr Sippe

Seconded: Cr Lancaster

That the Minutes of the Ordinary Meeting of Council held on the 15th July 2015 and be accepted as a true and correct record of proceedings.

Carried 8 /0

6.1.1 Business Arising from Minutes

7. Matters for which the meeting may be closed

7.1 Nil

The Local Government Act 1995 Section 5.23 states the following:

5.23. *Meetings generally open to public*

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

8. Reports of Committees and Officers

8.1 Work's Supervisor

8.1.1 Work's Supervisor's Report July 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Bob Edwards - WS
Date:	12 th August 2015
Disclosure of Interest:	NIL
Responsible Officer	Bob Edwards - WS
Author:	Bob Edwards - WS

MAINTENANCE GRADING

Will Jenkin has resumed grading North and East of Forest Ave, he is towing the multi-tyred roller while there will be some damp material to work with.

Following the recent 100mm of steady rain, gravel was required to fill some washouts on Jones Road in the South West corner, Barbalin Nth Rd near Kalyanbudding cross road and a short section on Moondon Rd. There are still some repairs to be done on Graham Rd, Walton Rd and Beringbooding Rd. These repairs aren't significant enough to claim flood damage funding.

Bruce Atkins was hired to grade Morrison Rd out to the boundary with Westonia due to its deteriorated condition.

BARBALIN BLACKSPOT

The recent rain has held up the completion of this project, it has stalled the stone pitching of the culvert headwalls and the final trim of the gravel pavement. Whyte's pit is inaccessible at the present due to the road collapsing, denying us suitable fill for the batters.

NUNGARIN Nth ROAD

The new floodway was tested during the recent rain when the creek system flooded and ran over the crossing at 300mm depth for several hours, unfortunately there hasn't been enough staff to install the permanent flood warning signs and depth indicators. The crossing was manned until the level dropped.

BARBALIN Nth ROAD

Will Jenkin did an excellent job clearing back the verge vegetation and restoring the drainage and visibility. One small section of road was washed out when water crossed, this section will be raised when the re-sheeting work is done in the near future.

STRUGNEL ST. Heavy haulage access

Telstra have been contacted and we're waiting for them to respond to our request to re-route their underground service.

MUKINBUDIN- WIALKI Rd. Full reconstruction of section SLK .400 to 4.400

The flooding of this section of road has delayed the commencement of work. Rod Munns has been invited to look after the stabilising work while I will be away on leave.

MUKINBUDIN- KUNUNOPPIN Rd. Corner reconstruction

Due to other commitments these two jobs will be taken out of this year's program.

Patching with hot mix to improve the running surface will be done subject to budget, while there is a paving crew here re-surfacing the Nungarin Nth- Kununoppin intersection.

OUTSIDE STAFF REPLACEMENTS

Cameron Hodges left our employment on Friday 7th of August, we were lucky that we had people applying for his position and were able to replace him with Don Francis who had just left the Shire of Sandstone after 8 years of service. Don held the position of Works Foreman at Sandstone and his experience and work ethic will be appreciated. He is currently living in Trayning and commuting each day. We will require a further two casuals to help us get through the heavy work load in the coming year.

Voting Requirement

Simple Majority

Recommendation

That Council note the Works Supervisors Report.

Council Decision Number – 1297

Moved: Cr Watson

Seconded: Cr O'Neil

That Council note the Works Supervisors Report.

Carried 8/0

Bob Edwards & Rod Munns left the meeting at 10.30am

The meeting adjourned at 10.30am for morning tea and resumed at 11.00am

Nola Comerford-Smith entered the meeting at 11.00am

8.2 Community Development Officer

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

GRANT FUNDING PROJECTS:

Current Successful Projects:

- Government of WA – Road Safety Community Grants Program (Event Grant) – Spring Festival - \$1,000
- Wheatbelt Development Commission - Creating Age Friendly Communities in Small Towns Project - \$53,991.25
The grant includes disabled toilets at the Lion's Park (near current facilities behind Shire) and Gym, some seating and disabled parking bays.
- Lotterywest – 2015 Act-Belong-Commit- Spring Festival \$19,265
- KidSport - \$2,000 – KidSport applications will now be administered locally.
- CSBP - \$600 for Spring Festival
- Mukinbudin Landmark - \$600 for Spring Festival
- CBH Group Grants – Men's Shed – for sea container storage \$2,500.
- RAC – Spring Festival \$500

Applications in Progress:

- Lotterywest – Events Equipment Kit.
- Disability Services Commission - Community Infrastructure Grant – for automatic sliding doors to be installed at CRC and Sporting Complex.
- Seniors Week 2015 Community Grants – for Seniors Long Table Dinner.
- 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.

Completed Acquittals: There were no acquittals due this month

Outstanding Acquittals: There are no outstanding acquittals

COMMUNITY PORTFOLIOS – OTHER PROJECTS

• Swimming Pool

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

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

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

Mick Sippe Carpentry - \$4,950

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

Funding for the festival includes:

Healthway \$13,500

Lotterywest \$19,265

Road Safety Community Grant \$1,000

CSBP \$600

Mukinbudin Landmark \$600

RAC \$500



The RAC Elephant in the Wheatbelt has been confirmed as a feature at the Spring Festival, arriving on Wednesday 9th September and leaving on Sunday 11st September. It will be situated on Shadbolt Street in the main shopping precinct and then moved to the Sports Complex for Saturday.



- **Tampu Bin** – Have clarified the information given by retired CBH employer – Graeme McLevie. I am working on this and have priced it for the 2015/16 budget.
- **Creating Age Friendly Communities in Small Towns** – I met with Dannelle Foley from the Wheatbelt Development Commission to modify the Financial Agreement for this grant to allow for a disabled toilet sign with braille which was not included in the original application but is a requirement for this facility. The grant money has been received and purchase orders have been issued for the first projects of street seating, disabled parking, disabled toilets and a ramp at the Men's Shed.
- **Seniors Events** - A Seniors Crop Tour is planned for Monday 17th August. The tour will be an adaptation of the Familiarisation Tour (with less rock climbing) with visits to Cleomine, Goodchild's Gate, Wattoning, morning tea at O'Neil's and lunch at Watson's Way.
- **WA Seniors Awards 2015** – I have nominated Mr Patrick Fagan for a Community Senior Volunteer Award for his incredible voluntary work with the MAD Men.
- **Prime Super Community Group of the Year Award** – a nomination for the MAD Men for all the voluntary work they undertake.
- **Shire of Mukinbudin – Tourist Brochure** – This has been received for final editing and sent back to the designer for a couple of minor changes. Hopefully this final process will be quick so that it can be printed in time for the tourist season.

- **Cleomine** – The horse construction is completed by John Smith and the men from the Men's Shed and looks amazing. I have sourced some photos from the State Library to be included on informative signs which will then be mounted on traditional timber fencing erected by Jeff Seaby and the Muka Men's Shed. The cost of these is included in the budget.
- **Banners in the Terrace**

The 2015 banner, designed and painted by the York family, was a winning design in the Banners in the Terrace competition for best Secondary School entry. The Yorks will be coming to the August Council meeting at 10:30am so Council can personally congratulate them.



Meetings Attended/Events Organised:

Friday 24th July – met with RAC and Roadwise to discuss Spring Festival/Elephant in the Wheatbelt partnership.

Financial Implications:

Strategic Implications:

Nil

Voting Requirements

Simple Majority

Recommendations

That Council note the above Community Development Officers Report.

Council Decision Number – 1298

Moved: Cr Ventris

Seconded: Cr Sippe

That Council note the above Community Development Officers Report

Carried 8 /0

Nola Comerford-Smith left the meeting at 11.20am

8.3.2 Monthly Statement of Financial Activity Report – 30 June 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	10 June 2015
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

Background

Report to be presented to the 19 August 2015 Council Meeting due to end of Financial Year

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 June 2015** are attached for Councillor Information, and consisting of;

Statement of Financial Activity

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

Financial Implications

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

Statutory Environment

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

Policy Implication

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

Voting Requirements

Simple Majority

Recommendation

That Council adopt the Monthly Financial Report for the period ending 30th June 2015 and note any material variances greater than \$10,000 and 10%.

Council Decision Number – 1301

Moved Cr Comerford

seconded Cr Ventris

That Council adopt the Monthly Financial Report for the period ending 30th June 2015 and note any material variances greater than \$10,000 and 10%.

Carried 8/0

Council adjourned the meeting at 12.30pm and resumed 1.42pm

8.3.3 Adoption of Annual Budget 2015/16	
Location:	Entire Shire
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	12 August 2015
Disclosure of Interest:	NIL
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

Background

This item is presented to Council for consideration to adopt the final 2015/16 Annual Budget.

The Budget major projects cover the following:

- | | |
|---|-------------|
| • Completion of the Barbalin Blackspot project | \$271,500 |
| • 2015/16 Road Programme including | \$1,534,878 |
| • Install 20Kw Solar Panels for the District Club/Recreation Centre | \$23,490 |
| • Unisex Toilet for the Buff Gym | \$23,454 |
| • Unisex Disabled toilet Lions Town Park | \$21,460 |
| • Install Shade Shelter over Mosaic table in Shadbolt St | \$6,000 |
| • Install disabled parking bays and bench seating – aged grant | \$10,838 |
| • Completion of CLGF Two Aged units | \$322,636 |
| • Completion of CLGF Exec style Home in new subdivision | \$280,005 |
| • Town Hall 80 th Anniversary capital works | \$23,780 |
| • Swimming Pool Install Disabled Toilet and Plant Room vents | \$6,710 |
| • Repair ceiling in CVP managers House | \$5,000 |
| • Install Standpipe controllers | \$27,505 |

Changes from previous year's Budget.

- Rates discount percentage reduced from 5% to 3% approx \$13,700 increase in Rate Revenue.

Comment:

The 2015/16 Budget has the following:

- Major plant replacement program \$95,000 capital expenditure.
- No new loans are being raised for 2015/16.

Consultation:

Council, Staff, Community

Financial Implications

Yes- Annual Budget 2015/16 will set level of rates overall increase at 5% from the previous year.

Voting Requirements

Absolute Majority Vote Required

Officer recommendation:

Recommendation 1:

MUNICIPAL FUND BUDGET

That the Municipal Fund Budget, showing rates to be levied at \$1,002,074 be applied by the Shire of Mukinbudin for the 2015:2016 financial year.

STRIKING OF RATES

That the Rates and Minimum Rates to be levied on all rateable property be as follows:

Valuation	Rate in \$	Minimum Rate \$
Gross Rental Value		
Residential	0.164407	400
Vacant	0.164407	400
Unimproved Value		
Agricultural	0.021477	500
Mining	0.021477	500

The reason for the rate of increase ie GRV 1.8% - UV 5.85% is to address rating issue from 2006/2007 financial year.

Cr Ventris left the meeting at 2.55pm and returned at 2.57pm

Ann Brandis left the meeting at 2.37pm and returned at 2.39pm

Stuart Billingham, left the meeting at 3.00pm and returned at 3.05pm

Cr Comerford left the meeting and returned at 3.04pm

Cr O'Neil left the meeting at 3.00pm and returned at 3.03pm

Recommendation 2:

ADOPTION OF DISCOUNT FOR EARLY PAYMENT OF RATES

That a discount of 3% be offered on current rates 2015/2016 for early payment of rates, subject to the payment of all rates, rubbish charges and arrears within 30 days of the date of issue of Council's 2015/16 rate notice. Discount date 30 days from the 4 September 2015 i.e. Monday 5th October 2015 by 4.30pm.

Recommendation 3:

INSTALMENT PLAN ADMINISTRATION CHARGE

- That an administration charge of \$15.00 per instalment be levied , excluding the first instalment payment (required within 35 days from the date of issue of the rates notice) and applied to rates and rubbish removal charges; i.e. 9 October 2015 4.30pm.

Recommendation 4:

INSTALMENT PLAN INTEREST RATE

- That a charge be levied at 5.5% per annum calculated by simple interest method and applied to rates and rubbish removal charges to be paid by instalments, after the first payment is made, Deferred Pensioners Rates' excluded;

Recommendation 5:

LATE PAYMENT INTEREST RATE

- That a charge be levied at 11% per annum calculated by simple interest method and be applied where the instalment option is not in place, (35 days after the date of issue of the rate notice), to all overdue rates, service and rubbish charges, Deferred Pensioners Rates' excluded; i.e. 9 October 2015 4.30pm.

INSTALMENT PLAN DATES

- the due date for instalments of rates payments be set as follows;

Four Instalment Option

1 st Instalment due	9 October 2015
2 nd Instalment due	18 November 2015
3 rd Instalment due	18 January 2016
4 th Instalment due	18 March 2016

Recommendation 6:

ADOPTION OF 2015/16 SCHEDULE OF FEES AND CHARGES

- That Council adopt the 2015/16 Budget Schedule of Fees and Charges including Rents, Leases etc. as amended
- Rubbish Removal Service Charges

That rubbish service charges be set at the following:

Domestic Rubbish Removal

\$155.00* first weekly service 240 Litre MGB

Domestic Recycling Service

\$130.00* first weekly service 240 Litre MGB

Commercial/Industrial Rubbish Removal

\$155.00 Commercial/Industrial Rubbish (First service 240 Litre MGB)

Commercial Recycling Service

\$130.00* first weekly service 240 Litre MGB

be applied to each property serviced by the compulsory rubbish disposal contract, in accordance with the provisions of the Health Act 1911 and WARR Act 2007.

(NB: Every Domestic and Commercial Rubbish Service shall have a matching number of Domestic or Commercial Recycling Services charged)

*indicates GST free

VARIOUS FEES AND CHARGES

Recommendation 7:

RECOMMENDATION

That the following items be adopted:

- i) Councillors' Meeting attendance fees per s5.98
Annual Attendance Fee in Lieu of Council meetings Attendance Fees \$3,500 min
(SAT Band 4 between \$3,500-\$9,270 Crs)

- ii) Shire President's Attendance Fee and Allowances as per s5.98
Annual Attendance Fee in Lieu of Council meetings Attendance Fees \$3,500 min
(SAT Band 4 between \$3,500-\$19,055 President)

Presidential LG Allowance for 15/16 of \$3,500
(SAT Band 4 \$500-\$19,570)

- iii) Deputy President's Attendance Fee and Allowances

Local Government Allowance for 2015:2016 be 25% of the Shire President's Deputy President
LG Allowance for 2015:2016 of \$875

- iv) Allowance for Information and Communications Technology (ICT) expenses

That an amount of \$500 per elected member for the 2015:2016 Budget. \$500 min
(SAT between \$500-\$3,500)

Recommendation 8:

That Council adopt the Revenue and Expenditure as detailed in the 2015/2016 Budget Accounting Schedules.

Recommendation 9:

LEVELS OF MATERIALITY 2015/2016

That Council sets its levels of material variances that need to be reported on at 10% and greater than \$10,000.

Recommendation 10

That the Annual Budget be sent to the Department of Local Government within 30 days of Council Adoption as required by the *Local Government Act 1995*.

Recommendation 11

That Council adopts the Shire of Mukinbudin Corporate Business Plan noting it has been reviewed and no changes are required for the next 12 months.

Council Decision Number – 1303

Moved En Bloc : Cr Comerford

Seconded: Cr O'Neil

That Council adopt the 2015/16 Annual Budget as set out in recommendation 1-11 as above.

Carried 8 /0

8.3.4 Bendigo Bank – Increase in Overdraft Limit	
Location:	Entire Shire
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	14 August 2015
Disclosure of Interest:	NIL
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

Background

The Shire of Mukinbudin currently banks with the Bendigo Bank – Mukinbudin Branch. For Operation efficiency the Shire Finance Staff wish to see the Shire's current Bank Overdraft Facility limit increased from \$100,000 to \$250,000.

Financial Implications

\$375 application fee.

Statutory Environment

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

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 approves the increase in the Shire of Mukinbudin Bank Overdraft facility limit from \$100,000 to \$250,000.

Council Decision Number – 1304

Moved : Cr Palm

Seconded: Cr Lancaster

That Council approves the increase in the Shire of Mukinbudin Bank Overdraft facility limit from \$100,000 to \$250,000.

Authorises the CEO & Manager of Finance to sign relevant overdraft documents as required

Carried 8/0

By an absolute majority

8.4 Chief Executive Officer's Reports

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

Meetings – Past

July 2015

- 16 July District Club Meeting CEO
- 16 July Meeting Dept of Transport Mike Coe with CEO and MF
- 17 July Meeting with WDC Danelle Foley re Aging Communities Grant
- 22 July CEACA Meeting Shire of Merredin Cr Shadbolt and CEO
- 23 July RDO
- 24 July Meeting with RAC and Roadwise CEO, MF and CDO
- 27 July Regional Road Group Meeting Shire of Northam Cr Palm and CEO and WS
- 28 July NEWROC Exec Meeting Phone link up
- 28 July Toolbox meeting Shire Depot

August 2015

- 5-7 August Attended Local Government Convention
- 13 August Southern Inland Health meeting CEO and Cr Shadbolt
- 18 August Mukinbudin CRC Committee Meeting
- 19 August Council Meeting

1.2 Meetings – Future

August 2015

- 31 August Great Eastern Country Zone Meeting-Kellerberrin CEO and Cr

September 2015

- 16 Sept Council Meeting
- 24 Sept to 12 Oct CEO on Annual Leave

1.3. Staff

Plant Operator Mr Cameron Hodges and Parks Supervisor/Hort Mr David Smith both finished on Friday 7 August 2015.

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 – 1305

Moved: Cr Lancaster

Seconded: Cr Watson

That Council note the Chief Executive Officer's Report.

Carried 8 / 0

8.4.2 NEWROC Executive Meeting Minutes– 28th July 2015	
Location:	NEWROC
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	12 August 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

An Executive Meeting of NEWROC was held on Tuesday 28th July 2015 by teleconference. (The minutes from the meeting are submitted as a separate attachment Item 8.4.2 for Councillors information.)

Comment:

The following presentations were made to the meeting:

- Nil

The following items were discussed at the Executive Meeting:

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

Next NEWROC Meeting dates:

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

25 August	Council	Shire of Wyalkatchem
22 September	Executive	Shire of Koorda
27 October	Council	Shire of Koorda
24 November	Executive	Shire of Mt Marshall
15 December	Council	Shire of Mt Marshall

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes the report on the NEWROC Executive meeting minutes held on 28th July 2015.

Council Decision Number – 1306

Moved: Cr Ventris

Seconded: Cr Comerford

That Council notes the report on the NEWROC Executive meeting minutes held on 28th July 2015.

Carried 8/0

8.4.3 Expression of Interest - Disposal of Metters Improved Stove No 2	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	10 August 2015
Disclosure of Interest:	Yes
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Summary

To present Council with an offer to purchase the old Metters improved Stove No2 removed from the Mukinbudin Café recently.

Background

The Shire of Mukinbudin staff recently removed an old Metters improved Stove No2 from the Mukinbudin Café and called for Expressions of Interest in the local Paper closing 31 July 2015.

Only one expression of interest was received from Mr David York for \$170incl GST. See attached offer Submitted as a separate attachment.

The Local Government act 1995 Section 3.58 covers the disposal of Shire property as listed below:

3.58. Disposing of property

- (1) In this section —
 - dispose* includes to **sell**, lease, or otherwise dispose of, whether absolutely or not;
 - property* includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and

- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to —

- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
- (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

Comment:

The old Metters improved Stove No2 is considered more a collector's item and is now outmoded and surplus to Council requirements.

Financial Implications

Yes Income of \$170 incl GST

Statutory Environment

Local Government Act 1995

Strategic Implications

Nil.

Policy Implications

Yes –Delegated Authority Register No73 see extract below

Finance Delegations

No. 73: SURPLUS EQUIPMENT, MATERIALS TOOLS, ETC SALE

File Reference:

Date Made: 18 June 2014

Review Date: 20 May 2015

The Delegation

The Chief Executive Officer is delegated authority to sell, by calling for expressions of interest, holding of a surplus goods sale at Council's Depot, or any other fair means, items of surplus equipment, materials, tools, etc which are no longer required, or are outmoded, or are no longer serviceable.

For the purpose of s5.43(d) of the *Local Government Act 1995* this delegation applies only to items with an estimated value of less than \$2,000 each.

Sub Delegation

The Chief Executive Officer in exercising authority under section 5.44 of the *Local Government Act 1995* has delegated this power to the Manager of Finance.

Voting Requirements

Simple Majority

Officer recommendation:

That Council agrees to sell the Metters Stove No2 to Mr David York for \$170 incl GST.

Council Decision Number – 1302

Moved: Cr O'Neil

Seconded: Cr Ventris

That Council agrees to sell the Metters Stove No2 to Mr David York for \$170 incl GST.

Carried 8 / 0

8.5 Environmental Health Officer's and Building Surveyor Reports

8.5.1 Local Planning Scheme No. 4 – New Residence – Lot 41 Koorda Bullfinch Road, Lake Brown WA 6479 – Request for Consent	
Location:	Lot 41 Koorda Bullfinch rd Mukinbudin
File Ref:	Ass 1022
Applicant:	Jennifer Busniak
Date:	06 August 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	John Mitchell

SUMMARY:

Report recommends that further research be undertaken by staff to determine Council's complete involvement in the subdivision development at Lake Brown incorporating Lot 41 Koorda Bullfinch Road and that the CEO and relevant officers liaise with Landcorp to determine if a solution to the flood mitigation matter surrounding the rural residential area can be achieved.

Report recommends that in the absence of any development policy over the style of dwellings constructed that the application to erect a sea container style dwelling on Lot 41 Koorda Bullfinch Road be approved with the following conditions

- 1) Provide an aerobic treatment unit for onsite disposal as the land is subject to flooding and no leach drain is to be provided;
- 2) Sand pad height of 1.2m above natural ground level and extend 2m beyond the buildings foundations;
- 3) Minimum water storage of 92,000l onsite (or levels determined by WAPC policy) with house tap draws set to prevent the last 10,000l to discharge which shall be used for firefighting purposes;

BACKGROUND:

An application to erect a sea container style dwelling on Lot 41 Koorda Bullfinch Road has been received from Ms Jennifer Busniak, the land owner. The application seeks to place two 20ft containers on site with an insitu site built centre section for living areas on a concrete base.

The building will be corrugated iron colorbond clad. An external toilet (compost) is proposed. The use of these facilities in non-potable water supply areas is approvable.

COMMENT:

Firstly the area around Lake Brown is subject to flash flooding and with prolonged steady rains further flooding to heights of over 300mm above natural ground level. The Building Act 2011 places a severe liability on the issuing Building Surveyor and subsequently to Council for any building failure the subject of a building permit and certificate of design compliance issued by the Shire of Mukinbudin.

There are accusations of who has caused the extent of the issues of flooding. In discussions with the residents the following comments are noted: -

- 1) Culverts under road would alleviate the flooding potential on the north side of Koorda Bullfinch Road;
- 2) Removal of the old railway bank south of the development would relief back flow from across the road;
- 3) Dams to the north when full discharge to the Lake Brown Road adding to the potential to flood;
- 4) The farming land to the north and west discharges water into the lots created.
- 5) One landowner advised that the Shire representative had stated that the new road levels did not assist with the flooding issue.

All future dealings with the landowners should be via the Chief Executive Officer.

Based on the plans received the proposed building will look no different to a standard house design. Health facilities and lighting requirements will comply with the BCA 2015.

CONSULTATION:

Consultation is required with Landcorp to assess the future of the development. There is no evidence to support that a flood mitigation strategy was put in place when the development was approved. There are no records easily available to assess Councils input into the development initially. If Council was involved in the development approval process it may be prudent to advise the insurers of the recent flooding event and potential for a claim arising for loss/loss of enjoyment of land and the like.

The Building Surveyor has liaised with: -

- a) Paul Bashall – Planning Consultant PlanWest – 08927 19291;
- b) Stuart Billingham CEO Shire of Mukinbudin

STATUTORY ENVIRONMENT:

The provisions of the Shire of Mukinbudin Town Planning Scheme No.4 part 8.2 are applicable.

The development is located within a rural residential zone – Lot 41 Koorda Bullfinch Road. The land is subject to flash flooding. The proposal is to erect a sea container style home (2 x 20ft containers with an external composting toilet) on the lot in accordance with the plans submitted – Lot 41 Koorda Bullfinch Road, Lake Brown 6479 by Designer Projecture Architectural Design Project Busniak House dated 22 July 2015 Client Jenn Busniak sheets A00 – A06.

Consent should include the minimum water storage as set by the requirements of the Planning Commission for the provision of potable water to sites not provided with a scheme supply. Conditions of consent should include the following: -

- 1) Provide an aerobic treatment unit for onsite disposal as the land is subject to flooding and no leach drain is to be provided;
- 2) Sand pad height of 1.2m above natural ground level and extend 2m beyond the buildings foundations;
- 3) Minimum water storage of 92,000l onsite (or levels determined by WAPC policy) with house taps set to prevent the last 10,000l to discharge which shall be used for firefighting purposes;

POLICY IMPLICATIONS:

The draft policy – moveable buildings closes for submissions on 26 August 2015. The policy requirements are not exceeded by this application.

FINANCIAL IMPLICATIONS:

The financial implications of the flooding are not discussed.

Planning application fees remain outstanding. No consent will be issued until all planning fees are paid.

STRATEGIC IMPLICATIONS:

Further development of this rural residential land should be reconsidered if the flooding matters cannot be resolved. The main reason is future liability should a person be injured or killed or a loss of property occur.

VOTING REQUIREMENT:

Simple majority.

Recommendation:

That staff investigate archived files and research Council's involvement in the Lake Brown rural residential land subdivision and report back to Council providing a record of that involvement

That pending the outcome of that investigation a decision on the approval of the application to erect a dwelling on Lot 41 Koorda Bullfinch Road be deferred however the applicant be advised that the reasons for the delay are not the use of a sea container dwelling but the extent of sand pad and remediation required to prevent the loss of the dwelling in a flood situation

Council Decision Number: 1307

Moved: Sippe Seconded: Ventris

That staff investigate archived files and research Council's involvement in the Lake Brown rural residential land subdivision and report back to Council providing a record of that involvement.

That pending the outcome of that investigation a decision on the approval of the application to erect a dwelling on Lot 41 Koorda Bullfinch Road be deferred however the applicant be advised that the reasons for the delay are not the use of a sea container dwelling but the extent of sand pad and remediation required to prevent the loss of the dwelling in a flood situation.

Carried 8/0

8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – June 2015	
Location:	Mukinbudin
File Ref:	
Applicant:	Tania Sprigg
Date:	12 th August 2015
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

Mukinbudin Caravan Park Report July 2015

August is looking busy again with cabins! We had the Chaplain Conference held in Muka again for the second year in a row. This meant that all accommodation for 2 nights was fully booked. Also, the Swagman Company is coming through at the end of the month for 3 x nights.

The water corporation tank that is being constructed is bringing a lot of workmen through who are using the caravan park.

Thanks for the removal of some dead branches from trees by "Randall", the tree removal company. The 4 Barracks now have 4 new aluminium doors installed that look great - thank you!

Tania Sprigg

CEO Comment

With the adoption of the 2015/16 Budget will see trees replanted around the Caravan Park and Main Street. Suitable Tree species to be identified and purchased and planted ASAP whilst we have sub surface moisture present to help the trees become established.

Recommendation

That Council note the above Caravan Park Managers Report.

Council Decision Number – 1308

Moved: Cr Palm

Seconded: Cr Watson

That Council notes the above Caravan Park Managers Report.

Carried 8/0

Mukinbudin Caravan Park Annual Income

	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total</i>	<i>Total Expense</i>
2005/2006	19358.08	11082.32	10521.76	1171.16	N/A	42133.32	
2006/2007	22820.21	9753.06	17095.2	981.35	N/A	50649.82	
2007/2008	27304.76	5422.75	11244.47	678.16	N/A	44650.14	
2008/2009	37214.39	10554.55	16773.76	663.63	N/A	65206.33	
2009/2010	33567.84	9096.35	15504.7	1036.36	N/A	59205.25	
2010/2011	38054.93	15604.59	15817.92	845.55	N/A	70322.99	
2011/2012	34724.53	11056.46	18753.08	773.19	N/A	65307.26	
2012/2013	44682.83	17477.98	24860.15	1050.17	N/A	88071.13	
2013/2014	45332.87	16194.44	26393.17	1278.53	N/A	89199.01	88695.34
2014/2015	42590.61	21760.04	25554.90	1404.95	15747.32	107057.82	109829.90

Mukinbudin Caravan Park Income and Expenditure

	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total Income</i>	<i>Expenditure</i>
July 15	5527.29	2985.45	2087.71		1636.36	12236.81	8976.07
Aug 15							
Sept 15							
Oct 15							
Nov 15							
Dec 15							
Jan 16							
Feb 16							
Mar 16							
Apr 16							
May 16							
Jun 16							
Total	5527.29	2985.45	2087.71		1636.36	12236.81	8976.07

8.7 Swimming Pool Manager's Report

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

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

CEO Comment

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

2015/16 Budget listing \$30,000 Pool Grant from the Dept Sport and Rec. To be quarantined to the Pool Reserve for Pool Bowl painting in 2016/17 approx \$49K.

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

- .
- Shade Cloth for Ladies Change rooms repaired and to be reinstalled by Denis ASAP.
- New Disabled toilet to be installed 2015/16 Quotes sourced to install to building requirements

Voting Requirements

Simple Majority.

Recommendation

That Council note the above Pool Managers Report.

Council Decision Number – 1309

Moved: Cr Comerford

Seconded: Cr Palm

That Council notes the above Pool Managers Report.

Carried 8/0

8.8 NRMO's Report

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

COURSES/ WORKSHOPS/ MEETINGS ATTENDED:

- ❖ 13th July – Mukinbudin - Nth Barbalin Site Survey
- ❖ 20th July – Mukinbudin – Jeff Seaby Site Survey
- ❖ 22nd July – Mukinbudin – Trevor Watson Site Survey
- ❖ 23rd July – Mukinbudin – MCG Meeting
- ❖ 28th July – Quairading – NRMO Meeting

PRESS RELEASES

- ❖ Ranger Red Event

WATER WISE ACCREDITATION

- ❖ The process is moving forward, awaiting reply from Water Corporation regarding Audit report.
- ❖ Consultation and finalizing of the Water Management Plan and paperwork through Water Corporation and LIWA was finalized and submitted in time for the endorsement at the LIWA Aquatics Conference held on the 10th August 2015.

STATE NRM GRANT 2015

- ❖ The site surveys, maps and landholder agreements are almost in place for submission when the short grant round opens for the State NRM Community Capacity Grants, this project is "Connecting, protecting and enhancing native vegetation within the Shire of Koorda, Wyalkatchem and Mukinbudin". Through the extensive application information this should hopefully increase chances of a successful grant.

STATE NRM CONFERENCE

- ❖ \$500 received from Wheatbelt NRM for conference attendance, \$250 also applied for conference subsidy through Lottery West.
- ❖ Conference Date is 21st – 23rd September 2015 in Mandurah.

MUKINBUDIN CONSERVATION GROUP

- ❖ A meeting was held in regards to the set up of a website through Tech Cloud Enterprise and the MCG on the 23rd July at the CRC.

NORTH BARBALIN RD

- ❖ The EV seedlings are currently being propagated in Kings Park Nursery.
- ❖ On the 13th July I met Bob Edwards and Works Crew along North Barbalin through delegated authority from DPaW to the location of the remaining *Eremophila virens* plants and the impact from the grader, as noted on the day there would be no impact to the remaining plants so no further cuttings were needed.

BLACKSPOT REVEGETATION PROJECT

- ❖ A Budget was submitted to Stuart Billingham for inclusion in the 2015/2016 financial budget (Translocation Proposal) to this we would need extra seedlings for the remaining site however the translocation of the *Eremophila virens* cuttings is paramount.

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

- ❖ Baits still being advertised in the three shires; 6kg Ready to lay oat baits are no longer available in Mukinbudin, other rabbit methods of control and fox and dog baits are still available.
- ❖ All permit applications & records on file in Koorda NRM Office
- ❖ An assistant has been organised for the bait trials and has been approved.
- ❖ Awaiting suitable time to set up cameras for bait trials as well as a certain type of bait which is proving hard to locate.

CORELLA PERMIT

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

STORMWATER MANAGEMENT

- ❖ Will be meeting with Bob after the main projects are completed to assess the Water Corporations Catchments up for retesting

Voting Requirements

Simple

Recommendation

That Council note the above NRM Report.

Council Decision Number – 1310

Moved: Cr Comerford

Seconded: Cr Watson

That Council note the above NRM Report.

Carried 8/0

9. Information Report

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

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

10.1 Nil

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

11.1 Nil

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

12.1 Nil

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

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

Recommendation

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

Council Decision Number – 1311

Voting Requirements – Simple Majority

Moved: Cr Ventris

Seconded: Cr Comerford

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

Carried 8 / 0

Meeting went behind closed doors at 4.13 pm

Cr Shadbolt declared a financial interest in item 12.1 and left the meeting at 4.13pm

Cr Ventris left the meeting at 4.13pm and returned at 4.14pm
Ann Brandis left the meeting at 4.13pm and returned at 4.15pm
Council is now required to re-open the meeting to the public.

Council Decision Number – 1312

Voting Requirements – Simple Majority

Moved: Cr Sippe

Seconded: Cr Ventris

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

Carried 8 /0

The meeting was reopened at 4.53 pm

Council Decision Number – 1313

Moved: Cr Palm

Seconded: Cr Ventris

That Council advise the Directors of Whitehill Pty Ltd it is prepared to sign a deed of cancellation of the current contract of sale, signed 20 March 2014. Subject to the alternative motion listed under Recommendation in the confidential item 12.1 as presented to Council.

Carried 5/2

Cr O'Neil left the meeting at 4.55pm and returned at 4.57pm
Cr Shadbolt returned to the meeting at 4.55pm

Ann Brandis left the meeting at 5.28pm and returned at 5.30pm

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 5.36 pm

Next Ordinary Council Meeting – Wednesday 16th September 2015 commencing at 9.00am.