



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

MINUTES

WEDNESDAY 19 MARCH 2014



Floral Emblem
Eucalyptus erythronema (Red Flowering Mallee)

At 9.03am

In

The Council Chambers
Maddock St, Mukinbudin

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ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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

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9. Correspondence and Information Report

- 9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 19 March 2014.

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

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

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

- 12.1 Nil

13. Dates to Remember

- 13.1 See attached list

14. Closure of Meeting

Agenda of the Ordinary Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on 19th March 2014

1. Declaration of Opening

1.1 The Shire President declared the Meeting open at 9.03am

2. Public Question Time (min 15 minutes)

2.1 Response to previous questions taken on notice.

Nil

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

The Shire President will declare public question time open.

2.3 Declaration of public question time closed

The Shire President will declare public question time closed.

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

3.1 Present:

GJ Shadbolt	President	Lake Brown/Dandanning Ward
RJ Comerford	Deputy President	Wattoning Ward
SR Palm		Bonnie Rock Ward
JN Seaby		Town Ward
KR Sippe		Town Ward

3.2 Apologies:

JD O'Neil	Bonnie Rock Ward
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3.3 On leave of absence:

3.4 Staff:

SD Billingham		Chief Executive Officer
RL Edwards	(9.03am to 9.32am)	Works Supervisor
KE Spencer		Senior Administration Officer
AL Brandis	(9.33am to 10.27am)	Community Services Officer

3.5 Visitors:

- 3.6 Gallery:
 - Observers
 - SG Ventris
 - BE Watson

- 3.7 Applications for leave of absence:

- 3.7.1 Cr Lancaster

Council Decision Number – 1028

Voting Requirements – Simple Majority

Moved: Cr Comerford

Seconded: Cr Seaby

That Council approve Cr Lancaster's application for leave of absence for three months April – June 2014 Meetings

Carried 6/0

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 19th February 2014

Voting Requirement

Simple Majority

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 19th February 2014 be accepted as a true and correct record of proceedings.

Council Decision Number – 1030

Moved: Cr Lancaster

Seconded: Cr Comerford

That the Minutes of the Ordinary Meeting of Council held on the 19th February 2014 be accepted as a true and correct record of proceedings.

Carried 6/0

6.1.1 Business Arising from Minutes

Cr Seaby asked if CBH Meeting had been organised.

Cr Seaby returned to the meeting at 9.31am

7. Matters for which the meeting may be closed

7.1 Nil

8. Reports of Committees and Officers

8.1 Works Supervisor's report

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

MUKINBUDIN / WIALKI Road.

Reconstruction and Seal Widening to 7 metres (SLK 25.00 to 42.70)

This section of road has been completed from the tee intersection with the Bonnie Rock Rd at SLK 25.00 to the boundary with Mt Marshall. Two thirds of the funding was through Regional Road Group and the Shire contributed one third. A few guide and sign posts will be put in asap.

MUKINBUDIN / WIALKI Road.

Reconstruction using cement stabilisation (SLK 8.00 to 8.50 & 12.50 to 13.70).

The cement stabilising work was carried out by Western Stabilisers. The Shires` Construction Crew have carted in the new gravel required to put an overlay of new compacted pavement above the stabilised base. The new pavement will be sealed by RNR Contracting on March 26th. Once these two jobs are sealed, our Bitumen Program will be completed for 2013/14.

MAINTENANCE GRADING.

Will Jenkin has done a lot of dry summer grading in the north and north east of the shire. He has also had to tidy up following a couple of narrow storms had scoured some road sections. Two roads on a bus route reported as corrugated and water damaged, Doig and Clune will be graded during the week of March 18th. The old grader (MBL 95) is still going OK despite the extreme hot weather we`ve had of late.

KOORDA- BULLFINCH Road (Lake Crossing SLK19)

Noel Bond has returned to work following four weeks Annual Leave. This week he will be picking up two loads of cold mix from Boral Asphalt in our 4 tonne tipper to fill the pot-holed wheel rut on the western side of the lake crossing. The Cat Skid Steer will be used to spread the mix. It has been a battle to keep the Cone Markers and "Rough Surface" sign on the damaged section and it will be a relief to be able to remove them.

REFUSE SITE MAINTENANCE

The Shires' Cat 938 loader spent two full days at the site and cleaned out the Pit once again, the dumped rubbish was covered with stockpiled spoils. There is still a large amount of rubbish other than household waste being put into the Pit.

SHIRE of MUKINBUDIN 2030 Road Program and Development Documentation.

Rod Munns has submitted our outstanding documentation to Greg Willis at Main Roads W.A. Mukinbudin was the last of the WNE SRRG 2030 Road Justification & Development Strategy Submissions to be sent in.

ASSET MANAGEMENT FRAMEWORK AND ROMAN II

Ben Symmons of Asset Infrastructure Management visited Mukinbudin and ran through the benefits that Roman II can now give us.

The Asset Management Framework (Policy, Strategy & Plans) will be a forward planning tool for maintenance or reconstruction schedules once the strategies have been adopted, E.G. it would project when a 15 year reseal or re-gravelling program is due by using the information stored in Roman II. The Shires' Gravel roads will have to be categorised as per the WNE SRRG 2030 Model, as Cat B, type 3. This would reduce the number of roads that would appear on a Re-sheeting inventory.

A Shire the size of ours could not for example, plan to re-sheet 732 kilometres of gravel road in a 15 year timeframe, as it would require a re-sheeting program of 48.8 kilometres per year. We only manage 10 kilometres in a good year, it would take 73 years to completely re-sheet the 732 kilometres at this rate.

The Shires' Maintenance Strategies and Plans will rely on Roman II being updated to include all of the completed road works since 2006. Most of the Data prior to 2006 was recorded by consultants that gathered the information for the original Roman. This information is in spreadsheet form, sets out in great detail, the type of work, the type of materials, the SLK's of individual sections of each job and the year each job was done.

THE SHIRES' RAV NETWORK (Strugnell, Clamp St and Mukinbudin/ Wialki SLK 25 to 42.7)

Contact has been made with Debbie Ford, a Heavy Vehicle Access Assessment Supervisor with Heavy Vehicle Operations (HVO) Main Roads WA to have Strugnell St, Clamp St and the recently completed 17.7 kilometre section of the Mukinbudin/ Wialki Road included on the Network 7 to allow freedom of movement for the grain cartage contractors.

There is a problem at the moment where Mukinbudin Transport and the likes of Marleys cannot access fuel in Strugnell St because it wasn't included on the original listing. Clamp St needs to be listed as it is used to access Muka/Trans yard and workshop.

THE TOWNS NEW ENTRY STATEMENTS.

Robin Smith of Mukinbudin Steel Fabricators is ready to make the necessary alterations to the supporting frame. He will use the steel supplied for the legs and put in additional braces. The Shire crew will install them as they are finished.

Voting Requirements

Simple Majority

Recommendation

That Council note the above Works Supervisors Report.

Council Decision Number – 1029

Moved: Cr Palm

Seconded: Cr Sippe

That Council note the above Works Supervisors Report.

Carried 5/0

Road Inspection will be held on 8th April 2014.

Cr Seaby left meeting at 9.27am

Mr Robert Edwards Works Supervisor retired from the meeting at 9.28am

Ann Brandis, Community Services Officer entered the meeting at 9.33am

8.2 Community Services Officer

8.2.1 Community Services & Club Development Officer's Report	
Location:	Shire of Mukinbudin
File Ref:	CS.GR.1
Applicant:	Ann Brandis
Date:	12 th March 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Ann Brandis

Community Development

GRANT FUNDING PROJECTS:

Current Successful Projects:

- RAC Grass Roots Application – Wheelie Bin Stickers that read “Please slow down – Consider our Kids”. Funding Agreement received signed and sent back. Gavin has set the date for this to be presented on Thursday 3rd April 2014 at 2.15 as part of the Assembly. This will be slightly different to what was planned as Constable Care and Cliff Simpson from Roadwise is unable to attend. We do have the Police – Shane from Koorda in attendance though.



Submitted Applications:

- Lotterywest Spring Festival Grant 2014
- Regional Events 2014 (extra application for the Spring Festival 2014). Have spoken to Emma Gaunt who is one of the people in this Department and we should know the outcome by the end of April beginning of May

Applications in Progress:

- Lotterywest Equipment Grant – Mukinbudin 1950's Working Farm Shed – this is on hold at the moment

Completed Acquittals:

- Community Safety Fund – CCTV mobile systems

There are no other outstanding acquittals at the moment

Community Portfolios/Other Projects:

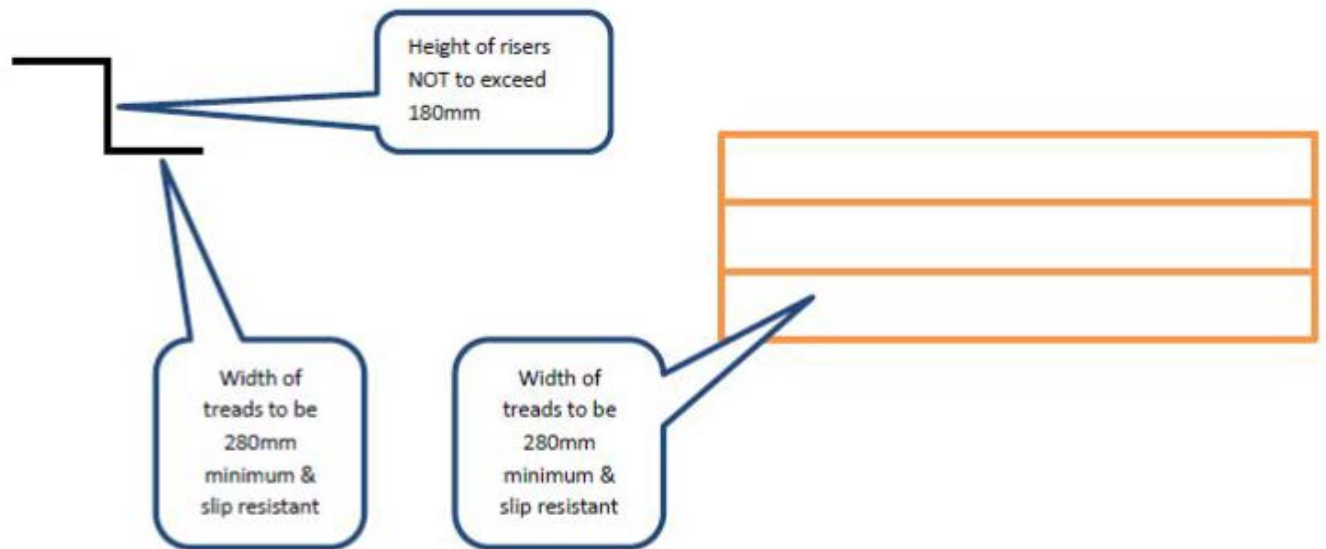
- **Swimming Pool** - A quote has been received from Mukinbudin Steel Fabricators for the building on the new stair well to comply with the relevant regulations.

Their quote is \$9,200 ex GST and is valid until the 31st March 2014.

They will be using pipes and railings as advised by Julian. These will be painted with a two pack white paint and the steps will be the wood composite material as supplied by Woodlands. This material is used in the camper's kitchen and will help keep the steps cooler.

Information provided by Julian





Number of risers shall **not exceed 18** in any flight = 3240mm max height

Width of staircase must allow for two persons width. One person adult = 500mm width (600mm is a 'preferred width'; therefore 1000mm width + allowance for handrail placement (50mm to 100mm each side).

Steps angled to allow water to run off without compromising safety.

Length and width of landing NOT to be less than staircase width (if required)

Handrails shall be 1200 high minimum and guard railings shall not allow the passage of a 125mm sphere to pass through. Handrail must be slip resistant

Horizontal elements in the guard railings between 150mm and 760mm from floor level shall not permit climbing.

NOTE: where steel is used the designer must be mindful that the handrails and steps become painfully hot in the sun, therefore alternative should be looked into for steps/step coverings; for handrails coverings should be investigated.

This means that the stairwell will be constructed similar to the Trayning Stairwell pictured to the right, however they will come out from the northern side of the board in one continuous stair well with a landing at the top of the board



- **Mukinbudin Caravan Park** – I am still waiting for Matt Palm to relocate to Mukinbudin where he will again assess the job and give us an updated quotation.

I have again been chasing Steve Trenfield to submit his quote. He said that he had faxed this across however we have no record of this in the office. Steve has relocated his office to his shed and in this process has lost the original quote. He therefore needs to cost the job again so will hopefully have a quote to us by the meeting.

Mukinbudin Electrical has again been in touch with Transfield Future Grid and they have finally given us a definite start date for the Electrical upgrade. Works will commence on the 31st March and Jeff will continue to liaise with Future Grid and the Caretakers of the Caravan Park to complete these works with minimal disruption to the park

- **Act Belong Commit Mukinbudin Spring Festival** –



- We received two applications for this position. One from Mrs Caroline Pittam from Nungarin and one from Mrs Ruth Poultney in Mukinbudin. Both these ladies were interviewed for the position. The interview panel was made up of:
 - Stuart Billingham - CEO Mukinbudin,
 - Ann Brandis - Community Services Officer Mukinbudin,
 - Clare Smith - President Mukinbudin Planning & Development Group,
 - Tara Chambers - Secretary Mukinbudin Planning & Development Group.

Ruth Poultney was offered this position and has accepted.

After consultation with our Consultant Bob Wadell, Stuart and the Planning & Development Group, it has been decided to pay Council's Contribution of \$10,000 for the honorarium straight to the Planning & Development Group. The Coordinator will report to the Planning & Development Group and be paid by them. The Planning & Development Group will keep Council informed. This will streamline the process.

I have developed a Coordinators Honorarium Agreement – see attached which has been signed by Ruth. I have also developed a Project Plan for the Spring Festival – this was needed for the Regional Events application however has come in very handy as a working and evolving document for the Coordinators Position. This is also an attachment.

Ruth has had her first meeting with Tara and Clare and has commenced her duties. Ruth will be initially working in the Council Chambers occasionally with the Spring Festival laptop so she has easy access to information and for clarification. Her first day was on Tuesday the 11th and this arrangement worked well as she could instantly ask questions and get answers without numerous phone calls. So far Ruth has had some excellent ideas.

- **Tampu Bin** – This will hopefully be finished in the New Year. I will continue to work with the volunteers. Some direction as to the painting is required. The volunteers want to paint the woodwork to preserve this. Can Council please advise if they are happy for the woodwork to be painted in the pale cream colour that the building would have had originally.
- **Dry Season Funding \$10,000** – Money has been spent on a number of events:

Breakfast at the Shed	\$ 159.78
Swimming Pool Opening	\$ 916.55
End of Year Town Function	\$3,833.18
Total	\$4,909.91

The Big Hoo Haa will now be performing for Mukinbudin on the 29th March 2014. This has again been changed which will be to our benefit. One of the main performers had a family wedding and Koorda wanted to change their date so Mukinbudin was able to shift to the 29th March. The Basketball Club is catering and running the bar and after consultation with Stuart we are offering a free crèche at the Church of Christ. The Board of the Church of Christ was approached and they have notified us that we can use their hall. We are using some of the remaining dry seasons funding to pay the carers. We are using Julie from Boodie Rats and she will be bringing another carer.

- **Beringbooding Tank – Roof** – Contact has been made with the National Sales Manager of the Aqua Guardian Group, Mr Danny De Graaf for a quote for the supply and installation of the Aqua Armour system at the Beringbooding Tank. When corresponding with Danny the initial area that he was given was 1600m². This was the area that Chesco Building used when giving us their quotes. This is the area that they have quoted on. However further information from the Department of Water puts the area at approx. 1900m². Danny was informed of this.

The quotation for 1600m² to assemble and deploy 1500 AquaArmour modules and booming on site at Mukinbudin is \$131,800 plus GST (quotation attached)

The quotation project cost includes:

1. 1500 AquaArmour modules
2. Use of the semi-automated remote assembly unit
3. A three man deployment team for approximately 10 days

Mukinbudin Shire Council to provide the following:

1. Site Shed, toilet facility – or access to such
2. Accommodation and meals for 3 Aqua Guardian Group personnel for duration of the AquaArmour deployment.

If the area is in fact 1900m² then it is estimated that this could possibly rise to \$156,000. The quotation also includes booming, which needs to be clarified as the tank walls will provide a natural boundary so this may not be needed.

I have been in contact with Michael Allen from the Department of Water regarding our investigations and he is a little concerned that we would trial this in a tank of this size and suggested I speak to Greg Powell CEO Shire of Merredin. I have spoken to their Works

Supervisor who is very happy with the company. Even though they are Eastern States based they have been great to work with and very responsive with the few teething problems that Merredin experienced. These were due to high winds the AquaArmou were blown under the booming. They have not had any problems with flipping in high winds and they were unaware that it was recommended that this units be flipped every 4 -5 years.

- **Popes Hill Anzac Memorial** - We commence this project shortly
- **Mukinbudin Tourist Night** - This is scheduled for Friday 21st March 2014 and Jurek Leon will be in attendance. Advertisements for this will be in next week's Muka Matters and I will be sending out invitations to all businesses in the hope we get a good attendance. This has been promoted at the last Business After Hours event as well as adverts in the Muka Matters and emails to the community. To date we have not had many replies. We have decided to have the AGM of the Planning & Development Group prior to help with numbers at both.
- **Mates 500 Relay** – 22-24 March 2014 Mukinbudin start of Event with catering and accomodation required.
- **Area Promotion** - From the last meeting Council suggested advertising the Big Hoo Haa further afield. From this I contacted the Merredin Radio station and have now put in place the Muka Matters to be scanned and emailed to Radio West and theWheatbelt Mercury each week. This will hopefully give Mukinbudin more exposure as these two are constantly looking for local and regional news.
- **Wheatbelt Way – Case Study**
At the recent NEWTRAVEL meeting we were Advised that the Department of Regional Development has engaged a contractor Clear Horizon WA to collect a case study on the Wheatbelt Way (Royalties for Regions Funded Project). The case study aims to be an illustrative account of the changes that has made to people and communities in regional WA. It will include a written story and supporting evidence such as photographs and audio recordings.

It is imperative that the final touches to our wheatbelt way sites that are outstanding be completed. This entails the fire ring at Wattoning and the completion of the Campers Kitchen, especially the components that were paid for by the grant funding.

Meetings Attended/Events Organised:

- 24th February 2014 Interviews Spring Festival Coordinator
- 25th February 2014 Meeting with State & Regional Manager of the Bendigo Bank
- 4th March 2014 Meeting to formalise Spring Festival Coordinator, Shire & Planning & Development Group
- 10th March 2014 Eastern Wheatbelt Visitorism Development Meeting of Shires in Merredin representing the CEO
- 13th March 2014 NEWTRAVEL Meeting, Shire of Westonia

Voting Requirements

Simple Majority

Recommendations

That Council note the above Community Services Officers Report.

Council Decision Number – 1031

Moved: Cr Sippe

Seconded: Cr Palm

That Council note the above Community Services Officers Report.

Carried 6/0

Ann Brandis, Community Services Officer left the meeting at 10.27

MEETING ADJOURNMENT MORNING TEA (10.27AM – 10.52AM)

The meeting adjourned at 10.27am for morning tea and reconvened at 10.52am.

8.3 Deputy Chief Executive Officer Reports

8.3.1 List of Payments – February 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Stuart Billingham - CEO
Date:	12 March 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

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

Background

A list of payments submitted to Council on 19th March 2014, for confirmation in respect of accounts already being paid or for the authority to those unpaid. (Please refer to Payment listing submitted as a separate attachment)

Financial Implications

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

Policy Implications

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

Voting Requirements

Simple Majority

Recommendation

That the list of payments to today's meeting on Vouchers –
Direct Debits (\$587.84) and
Transfers D/D183.1314 to D/D204.1314 (\$114,501.94) and
Muni 30775 to 30845 (\$116,805.01),
Totalling \$231,894.79
for payments made in February 2014, be passed for payment.

Council Decision Number – 1032

Moved: Cr Seaby

Seconded: Cr Comerford

**That the list of payments to today's meeting on Vouchers –
Direct Debits (\$587.84),
Transfers D/D183.1314 to D/D204.1314 (\$114,501.94) and
Muni 30775 to 30845 (\$116,805.01),
Totalling \$231,894.79
for payments made in February 2014, be passed for payment.
Carried 6/0**

Katharine Spencer left the meeting at 11.03am and returned at 11.05am

8.3.2 Monthly Financial Report – January 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Stuart Billingham - CEO
Date:	10 March 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

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 Monthly Statement of Financial Activity for the period ending 31st January 2014 are attached for Councillor Information, and consisting of;

1. Statement of Financial Activity
2. Capital Acquisitions Summary
3. Variances Report
4. Summary of Bank Balances

Financial Implications

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

Statutory Environment

General Financial Management of Council

Council 2013/14 Budget

Local Government (Financial Management) Regulations 1996, r34

Local Government Act 1995, section 6.4

Policy Implication

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

Voting Requirements

Simple Majority

Recommendation

That Council adopt the Monthly Financial Reports for the periods ending 31st January 2014 and note and material variances greater than \$10,000 and 10%.

Council Decision Number – 1033

Moved: Cr Lancaster

Seconded: Cr Comerford

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

Carried 6/0

8.3.3 Shire of Mukinbudin - Annual Budget Review – January 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Stuart Billingham - CEO
Date:	12 March 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Background

The Local Government (Financial Management) Regulations Reg 33A states the following:

33A. Review of budget

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government's financial position as at the date of the review; and

(c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

[Regulation 33A inserted in Gazette 31 Mar 2005 p. 1048-9; amended in Gazette 20 Jun 2008 p. 2723-4.]

The Shire of Mukinbudin is therefore required to undertake a Review of the Annual Budget each year before the 31 March each year. In the absence of the Shire having a Deputy Chief Executive Officer, the Chief Executive Officer has prepared a Budget Review using the UHY Haines Norton Model Template for the 2013/2014 Annual Budget as at 31 January 2014.

Officer Comments

The Budget Review has been carried out and the CEO has made a list of recommendations for consideration by Council including:

- Budget Amendments where permanent differences have been identified that will have a material impact on the end of year financial position. No Timing Difference of materiality were identified in the review.

Financial Implications

Yes – budget amendments.

Statutory Environment

Shire of Mukinbudin 2013/14 Annual Budget

Local Government (Financial Management) Regulations 1996, r33A

Local Government Act 1995,

Policy Implication

Nil

Voting Requirements

Absolute Majority Vote Required*

Recommendation

That Council:

- Adopts* the budget review dated 31 January 2014 and listed recommendations, and
- Authorises the CEO to forward a copy of the 2013/14 Budget Review to the Department of Local Government and Communities within 30 days of this matter being considered by Council

Council Decision Number – 1034

Moved: Cr Comerford

Seconded: Cr Sippe

That Council:

*** Adopts* the budget review dated 31 January 2014 and listed recommendations, and**

*** Authorises the CEO to forward a copy of the 2013/14 Budget Review to the Department of Local Government and Communities within 30 days of this matter being considered by Council.**

Carried 6/0

8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report	
Location:	Shire
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	12 March 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

1.1 Meetings - Past

2014

February

20 Feb	Interviews for Spring Festival Coordinator
24 Feb	Regional Road Group Meeting –Northam - attended with Cr Palm and Works Supervisor
24 Feb	Spring Festival Coordinator interview
24 Feb	Planning & Development Meeting attended with Shire President at Mukinbudin CRC
25 Feb	Structural Reform Workshop attended with Shire President at the Bencubbin CRC
25 Feb	NEWROC Council Meeting attended with Shire President at the Bencubbin CRC
25 Feb	Policy Manual Workshop Council Chambers
26 Feb	Meeting with Rod Munns re road Projects
27 Feb	Great Eastern Country Zone Meeting attended with Deputy Shire President
28 Feb	Quick books last day before closing off.

March

3-14Mar	IT Vision SynergySoft Training
4 Mar	SynergySoft go live start date
4 Mar	Meeting of Spring Festival Committee and new Coordinator
5 Mar	Executive Meeting
6 Mar	Roman II mentoring workshop Ben Symmons AIM
7 Mar	Meeting with Graeme Leverington Wheatbelt Country Health Service –Nursing Post with Shire President
10 Mar.	District Operations Advisory Committee Meeting with CBFCO P Smith at Merredin
11 Mar	Mukinbudin Business Network Meeting WBN at Mukinbudin Newsagency
12 Mar	Executive Meeting
13 Mar	NEWTravel Meeting at Shire of Westonia
17 Mar	Kununoppin Medical Practice Meeting
19 Mar	Council Meeting

1.2 Meetings – Future

2014

March

20 Mar	Insurance Renewal Meeting
20 Mar	LEMC Meeting
21 Mar	Housing Tenders Close 10am
25 Mar	NEWROC Executive Meeting at Mukinbudin Shire chambers.

26 Mar Executive Meeting
29 Mar Big Hoo Haa – Mukinbudin Town Hall

1.3. Staff

- 1.3.1 DCEO applications close 14 March 2014.
- 1.3.2 Ellen Maddock finished up to complete her full 12 months of maternity leave 27 August return from Maternity Leave.
- 1.3.3 Mrs Ann Brandis returned to CSO position.

1.4 Current/Emerging Issues

- 1.4.1 Metro Local Government - Structural Reform – LGAB 30 Councils reduce to 15 by 1 July 2015 - Map released
- 1.4.2 Beringbooding Tank – Funding for Roof and Conservation Plan meeting held with District Manager Water Corporation-Hugh Lavery-100% Scheme water no tank water used.
- 1.4.3 Mukinbudin Waste Water agreement expired - meeting held with District Manager Water Corporation-Hugh Lavery potential funding for water treatment 2nd on list after Corrigin. Mrs Angela Herzer from Water Corporation Northam to visit soon re new draft agreement.
- 1.4.4 Local Government Energy Efficiency Program (LGEEP) needs to be finalised 31 May 2014. DCEO House completed. CEO House installation in progress. 300L Solar system from Lot 208 Salmon Gum Alley to be installed Ablution Block in Caravan Park. 2 x 200L systems for new Houses in Caravan Park to be moved to 1 x 25 Cruickshank Road CV Park Managers House and 1 x 5 Cruickshank Road.

Recommendation

That Council note the Chief Executive Officer's Report.

Council Decision Number – 1035

Voting Requirements – Simple Majority

Moved: Cr Lancaster

Seconded: Cr Palm

That Council note the Chief Executive Officer's Report.

Carried 6/0

8.4.2 NEWROC Council Meeting – 25th February 2014	
Location:	NEWROC
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	12 March 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

A Council Meeting of NEWROC was held on Tuesday 25th February 2014 in Shire of Mt Marshall CRC. (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:

- 6.1. Kununoppin Bonded Medical Scholarship-Notre Dame University
- 6.2. Emergency Services – Requirements for Shire Services on Public Buildings
- 6.3. TransWA's Northam to Mukinbudin Road Coach Service
- 6.4. Structural Reform
- 6.5. Future Priority Issues

Next Meeting dates

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

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes

1. the report on the NEWROC Council meeting minutes held on 25th February 2014.

Council Decision Number – 1036

Moved: Cr Sippe

Seconded: Cr Comerford

That Council notes the report on the NEWROC Council meeting minutes held on 25th February 2014

Carried 6/0

MEETING ADJOURNMENT LUNCH (12.27PM – 1.30PM)

Cr Comerford adjourned the meeting at 12.27pm for lunch and reconvened the meeting at 1.31pm.

Cr Palm left the meeting at 12.27pm

Sandie Ventriss left the meeting at 1.31pm and returned at 1.32pm.

8.4.3 Shire of Mukinbudin – Asset Management Plans , Strategy and Policy	
Location:	Shire
File Ref:	
Applicant:	CEO
Date:	12 March 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background:

The Shire of Mukinbudin has engaged Mr Ben Symmons from Asset Infrastructure Management Pty Ltd (AIM) to prepare the Shire Asset Management Plan required for the State Government Integrated Planning and Reporting requirements.

2013/14 Budget \$25,000

Project inception	\$880.00
Asset Management Policy	\$880.00
Asset Management Strategy	\$2,640.00
Develop Transport AMP	\$4,400.00
Develop Property AMP	\$3,520.00
Develop Recreation AMP	\$3,520.00
Develop P&E AMP	\$1,760.00
Travel	<u>\$441.78</u>
Total	<u>\$18,041.78</u>

Asset Management Policy - Attachment 1.
Transport asset Management Plan – Attachment 2.
Property Asset Management Plan – Attachment 3.
Recreation Asset Management Plan – Attachment 4.
Plant Asset Management Plan – Attachment 5.
Asset Management Strategy- Attachment 6.

Officer Comment

The IPR frameworks does not require Council to adopt the Asset Management Plans, however as CEO I would like Council to review and adopt the Asset management Plans, Strategy and Policy

Consultation

CEO, DCEO, Works Supervisor.

Statutory Environment

Integrated Planning and Reporting Framework
Local Government Act 1995 and associated regulations

Financial Implications

Yes – 2013/14 Budget

Strategic Implications

Yes – Future Shire of Mukinbudin - Asset Management Strategy and Policy

Voting Requirements

Simple Majority

Officer Recommendation:

That Council Adopts the Shire of Mukinbudin:

- Asset Management Policy, and
- Asset Management Strategy, and
- Recreation, Transport, Plant & Equipment and Property Asset Management Plans.

as presented.

Council Decision Number – 1037

Moved: Cr Lancaster Seconded: Cr Seaby

That Council adopts the Shire of Mukinbudin:

- * Asset Management Policy, and**
- * Asset Management Strategy, and**
- * Recreation, Transport, Plant & Equipment and Property Asset Management Plans**

as presented with amendments to documents.

Carried 5/0

Brian Watson left the meeting at 1.49pm and returned at 1.56pm.

8.4.4 Shire of Mukinbudin - Appointment of Auditors	
Location:	Shire
File Ref:	
Applicant:	CEO
Date:	12 March 2014
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background:

The CEO has called for quotations for the supply of audit services to the Shire of Mukinbudin, as resolved by Council on the 19 February 2014.

The WALGA E Quotes Portal was used to request quotes from the preferred supplier panel:

- AMD Accountants
- Deloitte
- Grant Thornton Audit Pty Ltd
- Macri Partners
- Paxon Group
- UHY Haines Norton Chartered Accountants

The Equotes close on the 18th March 2014. The Shire's Immediate past Auditors Anderson Munro Wyllie were also requested to provide a quotation for Audit Services. As the contract 3-5 years will be under the Purchasing Policy Tender Regulations amount of \$100,000 there is no need to go out to public tender.

Operational Guideline No9 –Audit in Local Government states:

Appointment of the Auditor

27 The Local Government Act 1995 and Regulations provide that –

- a) on the recommendation of the audit committee a local government is to from time to time appoint, by absolute majority, a person to be its auditor;
- b) the local government may appoint one or more persons as its auditor;
- c) the local government's auditor is to be a person who is –
 - a. a registered company auditor; or
 - b. an auditor approved by the Minister;
- d) a person may not be appointed as a local government auditor if that person is -
 - a. a councillor or employee of the local government;
 - b. in debt to the local government for more than \$5,000;
 - c. a councillor or employee of a regional local government in which the local government is a participant;
 - d. a member of an incorporated association formed by the local government; or
 - e. a class of persons as prescribed in the Regulations;
- e) an auditor is not to be appointed for more than five years; and
- f) the appointment of a person as an auditor is to be made by agreement in writing and is to include –
 - i. the objectives of the audit;
 - ii. the scope of the audit;
 - iii. a plan for the audit;
 - iv. details of the remuneration and expenses to be paid to the auditor; and
 - v. the method to be used by the local government to communicate with, and supply information to, the auditor.

28 The committee should undertake a proper selection and appointment process as part of appointing, or reappointing an auditor. If reappointment is being considered, the process should include the review of key issues as in i. to v. above.

29 It is important to realise that the Act specifies that it is a named person(s) that is appointed as auditor, not the company, or 'the partners' of the company which employs the person. Therefore, when the audit report is received it must be signed by the person(s) appointed as the auditor; it cannot be the generic signature identifying the firm.

The following Accounting firms have provided quotations for the supply of Audit Services to the Shire of Mukinbudin at the time of the preparation of the Agenda; NB: below figures are exclusive of GST.

Firm	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Anderson Munro Wyllie	\$10,000	\$10,500	\$11,000			\$31,500
UHY Haines Norton	\$16,000	\$17,000	\$18,000			\$51,000
Anderson Munro Wyllie	\$10,000	\$10,400	\$10,800	\$11,200	\$11,800	\$54,200
UHY Haines Norton	\$16,000	\$17,000	\$18,000	\$19,500	\$21,000	\$91,500

Hours Interim Audit	hours		
Anderson Munro Wyllie	20		
UHY Haines Norton	34		
Hours Final Audit	hours		
Anderson Munro Wyllie	20		
UHY Haines Norton	86		
Total	Year 1	Average Rate	
Anderson Munro Wyllie	\$10,000/40	\$250 p/hour	
UHY Haines Norton	\$16,000/120	\$133.33 p/hour	

Additional Fees

Firm	Travel and Accommodation, Meals	Meeting with Auditor	Audit Reports
Anderson Munro Wyllie	As per Schedule	TBA	TBA
UHY Haines Norton	As per schedule	600	\$800-\$1500

Additional Hours work required

Firm	Partner	Manager	Senior	Intermediate	Graduate
Anderson Munro Wyllie	\$320	\$100-\$250 support	\$100-\$250 support	\$100-\$250 support	\$100-\$250 support
UHY Haines Norton	\$400-\$600	\$250-\$320	\$180-220	\$140-\$180	\$130

Financial Management Review every 4 years

Firm	
UHY Haines Norton	\$7,000
Anderson Munro Wyllie	TBA

Officer Comment

In view of the Shire of Mukinbudin's Audit experience with Anderson Munro Wyllie over the last few years it is supported to go for Quality of Audit Service as opposed to total Cost of Audit Service. NB the

Average Hourly rate for UHY Haines Norton being \$133 p/hr for 120 hours as opposed to \$250 per hour for Anderson Munro Wyllie for 40 hours.

Financial Implications

Yes – 2013/14 Budget impact
2013/14 -2017/18 Annual Budget Allocations.

Statutory Environment

Council 2013/14 Budget
Local Government Act 1995 and associated regulations.

Policy Implication

Nil

Voting Requirement

Absolute Majority Vote Required

Recommendation

That Council appoints UHY Haines Norton, Mr David Tomasi, Mr Greg Godwin and Mr Wen-Shien Chai as its auditors for a three year term with the option of Council extending the agreement two extra years.

Council Decision Number – 1038

Moved: Cr Lancaster Seconded: Cr Comerford

That Council appoints UHY Haines Norton, Mr David Tomasi, Mr Greg Godwin and Mr Wen-Shien Chai as its auditors for a three year term with the option of Council extending the agreement two extra years.

Carried 5/0

Cr Lancaster left the meeting at 2.05pm and returned at 2.07pm.

Stuart Billingham, Chief Executive Officer declared and interest in the item 8.4.5 and left the meeting at 2.16pm.

8.4.5 Salary Sacrifice Request - CEO	
Location:	Shire
File Ref:	
Applicant:	CEO
Date:	12 March 2014
Disclosure of Interest:	Yes-Financial
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Summary

To present Council with a request by the Chief Executive Officer to Salary Sacrifice and Laptop in accordance with the CEO employment contract.

Background

What is Salary sacrifice?

Salary sacrifice is a service that many employers offer their staff. It allows you to receive part of your salary as “pre-tax” for the purchase of Government sanctioned products. This option is one of the few ways to avoid FBT (Fringe Benefits Tax) when it comes to salary packaging.

So how does it work?

Salary sacrifice allows you to use your salary before it is taxed at your marginal rate. Rates can be as high as 46.5% in some cases (including Medicare Levy), so in this case an approved and sanctioned salary sacrifice purchase can represent 46.5% saving (as 46.5% of the amount you’re spending would have been tax anyway).

In the case where you opt to use **salary sacrifice** to purchase a Government sanctioned product, the funds are drawn from your pre-tax salary, meaning you do not have to pay your marginal rate on that amount, while also reducing your taxable salary, and hence the total amount of tax you pay.

Comment

Fortnight	Salary Sacrifice amount \$	Pay day
1	240.00	27/03/14
2	240.00	10/04/14
3	240.00	24/04/14
4	240.00	8/05/14
5	240.00	22/05/14
6	240.00	5/06/14
7	240.00	19/06/14

Total	1,680.00	
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The CEO requests Council permission to purchase a Notebook computer through the Shire and salary sacrifice the repayment of the item back to the Shire of Mukinbudin. The total cost of the Notebook computer is \$1,680 excl of gst.

I wish to Salary Sacrifice \$240 per fortnight over (7 pays), a total of \$1,680 to repay the Shire of Mukinbudin as set out in the table above. NB under the FBT legislation the salary sacrificing of 1 laptop or 1 mobile phone each year is exempt from any FBT implications to an employer.

Financial Implications

Shire - Nil

Employee-Tax effective arrangement

Statutory Environment

Income Taxation Assessment Act, Fringe Benefits Tax Act

Strategic Implications

Nil

Policy Implications

CEO Employment Contract

Voting Requirements

Simple Majority

Recommendation

That Council approves the Chief Executive Officer to Salary Sacrifice a Laptop for \$1,680 excl gst.

Council Decision Number – 1039

Moved: Cr Sippe

Seconded: Cr Comerford

That Council approves the Chief Executive Officer to Salary Sacrifice a Laptop for \$1,680 excl gst.

Carried 5/0

Stuart Billingham, Chief Executive Officer returned to the meeting at 2.16pm.

Sandie Ventris left the meeting at 2.18pm and returned at 2.18pm

8.4.6 A365 & A 352 Derrandee Aboriginal Corporation- Sale of Land	
Location:	A365 , A352
File Ref:	
Applicant:	CEO
Date:	12 March 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Summary

To present Council a progress report on the Sale of two properties with more than 3 years of rates owing.

Background

Council at its 20 November 2013 Meeting item 12.2 - 17 Shadbolt St resolved:

Council Decision Number – 963

Moved: Cr S Palm Seconded: Cr K Sippe

1. That the Shire of Mukinbudin issues a Form 4 notice (see copy notice submitted as a separate attachment) by certified mail to the owners last known address
- 2 That notice be served on any interested parties noted on the certificate of title. (Namely the Registrar of Titles)
- 3 That a copy of the Form 4 notice be posted on the Main Administration Office Notice Board for a period of at least 35 days.

Carried 8/0

Council at its 20 November 2013 Meeting item 12.3 – 11 Greenslade St resolved:

Council Decision Number – 964

Moved: Cr S Palm Seconded: Cr D Lancaster

1. That the Shire of Mukinbudin issues a Form 4 notice (see copy notice submitted as a separate attachment) by certified mail to the owners last known address
- 2 That notice be served on any interested parties noted on the certificate of title. (Namely the Registrar of Titles)
- 3 That a copy of the Form 4 notice be posted on the Main Administration Office Notice Board for a period of at least 35 days.

Carried 8/0

Under section 6.6893) Sch 6.31 91)(a) FMR 74 form 4 , notification for both properties were issued 27 November 2013 and 3 months has now passed for the outstanding rates to be paid to avoid the land being sold. The CEO has received email correspondence form the Office of the Registrar of Indigenous Corporations (ORIC) regarding the caveat on 17 Shadbolt St. Last Know sale price for each property was \$40,000 for 17 Shadbolt St and \$500 for 11 Greenslade St. The Water Corporation has Water rates, Fees and Charges owing on both properties.

“ORIC has no difficulty in the shire selling the properties if they have a legal entitlement to do so. However, we do need to proceed in accordance with our policy and for the Shire to seek our approval to proceed. Any proceeds in excess of the monies owing to the shire (and other encumbrances) will need to be returned to the Registrar (ORIC) for deposit into consolidated revenue (Commonwealth).”

I relation to the caveat matter, I have referred this email to Deb Corkill form Prime Minister and Cabinet (formally FaHCSIA) to assist you as this needs to be dealt with by the appropriate funding body. ORIC is the regulatory body, and does not provide program funding. As such the funding body may have a financial interest relating to the caveat. ORIC has a statutory obligation under the Corporations (Aboriginal and Torres Strait Islander) Act (CATSI Act) in relation to property of deregistered corporations.”

This email is confirmation that the Registrar has given approval for the Shire of Mukinbudin to proceed to sell the property of Derrandee Aboriginal Corporation (Deregistered), located at 17 Shadbolt St Mukinbudin at a public auction/public tender in the near future. Please keep me (ORIC) up-dated on the progress of the sale. Please note that any surplus funds thereafter would need to be refunded to the Registrar.

Comment

Options

Option 1 – Exercise the provisions of Section 6.64 of the *Local Government Act 1995* given the high level of the debt, and the amount of time that has been afforded to enable the ratepayers to either clear or reduce the debt, it is appropriate to apply the relevant section of the *Local Government Act 1995* empowering the sale of land provisions in relation to unpaid rates and charges.

Option 2 – Exercise the provisions of Section 6.74 of the *Local Government Act 1995* apply to the Minister to have the land re-vested in the Crown in the right of the State.

Option 3 – Exercise the provisions of Section 6.75 of the *Local Government Act 1995* make application for the land to be vested in the local government.

It is suggested that Council apply the provisions of Section 6.64 of the *Local Government Act 1995* and sell the land in respect of the unpaid rates and charges, which are in arrears for a period of excess of 3 years.

Financial Implications

The sale of this land will equate to a decrease in the level of outstanding rates of \$24,254.64

17 Shadbolt St -	\$16,706.89
11 Greenslade -	\$ 7,547.75
Total	\$24,254.64

Statutory Environment

Local Government act 1995

S6.64 of the *Local Government Act 1995* states:

- (1) *If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and –*
 - (a) *from time to time lease the land;*

- (b) sell the land;*
 - (c) cause the land to be transferred to the Crown; or*
 - (d) cause the land to be transferred to itself.*
- (2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.*
- (3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.*

Strategic Implications

Reduced Rates Outstanding Ratio

Policy Implications

Rates recovery Policy

Voting Requirements

Simple Majority

Recommendation

That Council:

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

Council Decision Number – 1040

Moved: Cr Lancaster

Seconded: Cr Comerford

That Council:

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

Carried 5/0

8.5 Environmental Health Officer's Reports

Julian Goldacre, Environmental Health and Building Officer entered the meeting at 2.22pm and left the meeting at 2.40pm.

Council Decision Number – 1041

Moved: Cr Sippe Seconded: Cr Comerford

That council note the Environmental Health and Building Officers verbal report.

Carried 5/0

8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – February 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Tania Sprigg
Date:	12 February 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

Feb/March has seen cabins used regularly!

Clare Barber has been a great Caravan Park Assistant, however she has finished working at Park. I request a replacement to assist manager at Caravan Park.

Caretaker's house has been integral to the accommodation balance, however it may work well also to rent to park assistant manager if required.

The propose caravan bay expansion on west side will need more council/community discussion before any plumbing changes are considered.

Tania Sprigg

CEO Comment

- CEO inspection of Caravan Park with Arborist has advised River Red Gums species shed limbs without warning. Currently planted in large numbers in the Mukinbudin Caravan Park and Townsite. Some River Gum trees beyond recovery due to previous tree pruning programs.
- Light Pole - Completed in February 2014.
- Signage regarding TV reception to be purchased and installed explaining Shire of Mukinbudin District is Direct to Satellite on the Viewer Access Satellite Television (VAST) Platform.
- Condition of ceiling and floor coverings in the Caretakers house to be inspected by CEO March 2014.
- Power Supply upgrade confirmed for first week of March 2014 by Transfield Future Grid contractor.
- Employment conditions for Tania being looked at by Workplace solutions
- Cleaners Ross and Dianne to replace Claire Barber as Assistant Caravan Park Managers-To look at moving into town in a Shire House, either CV Park Managers House or Graeme Green House on Cruickshank Rd vacant from 31 March 2014.

	2013/14 Budget	2013/14 Actual YTD
Power Connection	\$ 4,942	\$9,339 in progress (\$2,521+\$6,818)
Sewerage Line	\$ 9,300	\$ 0 In progress express int for quotes
Fencing	\$ 1,000	\$ 0 In progress
Total	\$15,242	\$9,339

- Western power quote \$2,521 , quotes for connection \$6,818 new box
- 5 Rivers Plumbing quote followed up by DCEO for Sewerage Line

Mukinbudin Caravan Park Annual Income						
	Self Contained Units	Barracks	Sites	Washing Machine	Total	
2005/2006	19358.08	11082.32	10521.76	1171.16	42133.32	
2006/2007	22820.21	9753.06	17095.2	981.35	50649.82	
2007/2008	27304.76	5422.75	11244.47	678.16	44650.14	
2008/2009	37214.39	10554.55	16773.76	663.63	65206.33	
2009/2010	33567.84	9096.35	15504.7	1036.36	59205.25	
2010/2011	38054.93	15604.59	15817.92	845.55	70322.99	
2011/2012	34724.53	11056.46	18753.08	773.19	65307.26	
2012/2013	44682.83	17477.98	24860.15	1050.17	88071.13	
Mukinbudin Caravan Park Income and Expenditure						
	Self Contained Units	Barracks	Sites	Washing Machine	Total Income	Expenditure
July 13	5131.83	872.72	1240.90	181.82	7427.27	5582.10
Aug 13	5072.72	1418.16	3252.60	203.68	9947.16	16520.12
Sept 13	5310.89	2912.68	5443.76	189.09	13856.42	8203.55
Oct 13	3727.30	945.46	4899.53	219.00	9791.29	10809.85
Nov 13	2990.04	1679.98	1494.55		6164.57	5928.27
Dec 13	7409.10	801.81	552.27		8763.18	8117.43
Jan 14	3909.11	1390.91	1696.13	144.64	7140.79	6548.61
Feb 14	954.54	1336.37	385.45	75.45	2751.81	3378.18
Mar 14						
Apr 14						
May 14						
Jun 14						
Total	34505.53	11358.09	18965.19	1013.68	65842.49	65088.11

Recommendation

That Council note the above Caravan Park Managers Report.

Council Decision Number – 1042

Moved: Cr Seaby

Seconded: Cr Lancaster

That Council notes the above Caravan Park Managers Report.

Carried 5/0

8.7 Swimming Pool Manager's Report

8.7.1 Mukinbudin Swimming Pool Report February 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Luke Sprigg
Date:	14 November 2013
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Luke Sprigg

Luke is assisting Tania with managing of Pool.
Pool will be closing early April

Month	Attendance figure
November	1,800
December	2,310
January	1,811
February	0
March	0
April	0
Total	5,921

- men's change room handicap toilet. (Budget \$6,000) Pending Quotes
- roofing cover over ladies toilet cubicles, (Budget 2,000) Quote Muka Steel \$4,650plus gst materials only.

Luke Sprigg

CEO Comment

	Budget	Actual YTD
Retaining Wall/Paving	\$13,610	\$10,672 completed
BBQ Shelter	\$15,800	\$11,800 completed
Shelter plumbing and Trenching	\$ 2,258	\$ 1,148 completed
Engineering Plans	\$ 1,000	\$ 818 completed
Soil, Turf and Retic landscape	\$41,430	\$41,430 completed
Upgrade of Lights	\$12,200	\$ 5,535 completed
Toilet Renovations	\$ 6,000	\$ 0 pending plans Pending design/Quote
Ablution Building re roofing	\$ 2,000	\$ 0 pending plans design(Quote \$4,650)
Woodchips	\$ 0	\$ 3,000 complete
Other (Shire in kind Labour Plant)	\$ 0	\$ 6,630
Other	\$ 0	\$ 1,404
Total	\$94,298	\$82,437

Optidrive ordered from Western Energy Services 14 March 2014
Email from Peter Lambert Western Energy Services

Good Morning Stuart

Confirmation of terms for installation of Optidrives for the Shire of Mukinbudin.

Western Energy Services agree to the following conditions:

- ☐ Energy savings as estimated in the proposal being achieved in first 12 months of operation or full refund of purchase price and removal at Western Energy Services cost.
- The pool pump not being slowed beyond the required Health Department standards of turnover i.e. water must be turned over at least 8 times a day

Voting Requirements

Simple Majority

Recommendation

That Council note the above Pool Managers Report.

Council Decision Number – 1043

Moved: Cr Seaby Seconded: Cr Sippe

That Council notes the above Pool Managers Report.

Carried 5/0

8.8 NRMO Report

8.8.1 NRMO Report	
Location:	Mukinbudin
File Ref:	
Applicant:	Claire Baker - NRMO
Date:	6 February 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham - CEO
Author:	Claire Baker - NRMO

NRMO Report – Claire Baker

February 2014 – March 2014

Shires of Koorda, Wyalkatchem & Mukinbudin

COURSES/ WORKSHOPS/ MEETINGS ATTENDED:

- ❖ 7th February – Meeting – Darren West – Refuse site – Koorda
- ❖ 7th February – Meeting – CWDSG – Dalwallinu
- ❖ 11th February – Meeting – Shire Admin – Wyalkatchem
- ❖ 11th February – Meeting – RVC Policy review – Ian McCabe & Trevor Webb – Wyalkatchem
- ❖ 13th February – Motion camera Set – up – Koorda/ Kulja
- ❖ 17th February – Meeting – Shire Admin – Mukinbudin
- ❖ 17th February – Site Visit – DRF works - Bob Edwards & Stuart Billingham – Mukinbudin
- ❖ 19th February – NRMO Meeting – Bruce Rock
- ❖ 25th February – NRM Professional Network Meeting – Kellerberrin
- ❖ 28th February – 1080 Rabbit Bait Mix Day – Koorda
- ❖ 28th February – Landholder/ Farmers meeting/ BBQ – Koorda
- ❖ 3rd March – Public Holiday
- ❖ 6th – 10th March – Personal leave

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

- ❖ Support letters received from Kate Detchon (DAFWA Bio-Security Officer - Koorda, Adrian Chesson (DAFWA EWDSG), Terri Jasper (DAFWA Bio-Security Officer – Wyalkatchem) and Gary McDonald (DAFWA Bio-Security Officer Mukinbudin), Ricky Storer (on behalf of the CWDSG).
- ❖ Bait Trial sites; Koorda: Confirmed: Greg Westlund & Carl Fushbishler., Rick Storer. Wyalkatchem: in contact with Terri Jasper for suitable sites. Mukinbudin: In contact with Gary McDonald (Bio-Security Officer) about sites where dogs are present.
- ❖ If trial sites seem slim in some shires I may look at monitoring sites just out of shire boundary where there is an issue to raise awareness before it is a problem (approved by DAFWA)
- ❖ Due to limited supply of rabbit baits through DAFWA – S7 suppliers for my project have been notified to make orders in advance.

- ❖ Spoken to Wyalkatchem Elders & Mukinbudin Landmark and both S7 suppliers have managed to get in orders for the limited rabbit oats.
- ❖ Drafted documents such as expenditure sheets, advertising, trial site information, supplier information such as prices/ licence numbers/ contacts.
- ❖ Approved advertising through DAFWA and have sent out to local papers and places suitable to advertise.
- ❖ Name change to “Feral Pest Eradication through use of 1080 and research into bait palatability, attractiveness and non – target species attraction”

SHIRE OF KOORDA:

PRESS RELEASES

- ❖ Cat De-sexing
- ❖ Rabbit Baiting Mixing Day
- ❖ Biodiversity Forum Flyer
- ❖ 1080 baits
- ❖ EOI media release

KOORDA REFUSE SITE

- ❖ Due to an existing sewage reserve plans need to be modified
- ❖ Contacted Steve Williams – City and Regional Waste will be organising a time to re-visit the site
- ❖ Budget has been modified and has been submitted to the CEO
- ❖ Schedule of Works currently being re-drafted
- ❖ Maps and overlays have been drafted
- ❖ Plans to be re-written and sent for approval and edits to CEO and council – In progress
- ❖ Plans for the smaller site have been completed
- ❖ Met with Darren to discuss the works involved
- ❖ Meeting with Steve Williams from City & Regional Waste for new quote on 13th March & revision of plans

STORM WATER HARVESTING

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

WESTERN SPINY TAILED SKINK PROJECT

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

CAT DE-SEXING GRANT

- ❖ Updating spreadsheet as invoices are received and vouchers used

RABBIT BAITING MIX DAY

- ❖ Assisting Kate Detchon on plans for Rabbit Baiting day
- ❖ Looking at allocating \$4000 from State NRM funds for contractor and 1080 for the day rather than individual bags from suppliers.
- ❖ Drafted up advertising and sent to print and displayed in hotel

- ❖ Meeting with CWDSG
- ❖ Speaking directly with Cadoux Traders for figures and details on fox shoot etc.
- ❖ Rabbit Mixing day successfully completed
- ❖ Invoice received from the contractor and put into State NRM expenditure chart

FARMERS GROUP

- ❖ A meeting was held after the rabbit baiting day as a general get together & BBQ with a small group of Koorda famers to casually discuss where and what direction to take.
- ❖ Will contact those who attended and a new meeting date is to be set early April as well as to form an agenda.

OTHER – NEWROC NRM

- ❖ Had a meeting with NEWROC NRMO's in regards to re-writing the NEWROC NRM Strategy 2005 – 2010; we have decided to form the old document into two documents; a project plan and a strategy, this is a work in progress as we are still re-viewing the document – New NRMO for Trayning.
- ❖ Email has been sent out to organise another meeting and brief agenda for March.

OTHER

- ❖ Currently completing a Wild Dog & Pest Survey – awaiting figures

SHIRE OF WYALKATCHEM:

PRESS RELEASES

- ❖ Biodiversity Forum Flyer
- ❖ 1080 baits

STORM WATER HARVESTING / TOWN DAM PIPELINE

- ❖ Currently completing a Water Audit for the shire, draft submitted to CEO.
- ❖ Turning current water audit into a project plan for the Shire.
- ❖ Discussion of a further project for storm water usage in parks and gardens – funding application still in the drafting process awaiting reply from Lotterywest
- ❖ Continuing Project Plans which are close to being completed as a draft for review.
- ❖ Working closely with EHO, CEO & Works Supervisor.

WYLIE BUSH CARE GROUP

- ❖ Currently on hold due to lose of members, hopefully can team up with CRC in future for future events – awaiting until CRC building is completed

OFFSET PROPOSAL/ BLANKET CLEARING PERMIT - WORKS

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

DRAFT POLICIES

- ❖ Directed by CEO to draft two policies for the Shire of Wyalkatchem
 - Roadside Vegetation
 - Gravel Pit Rehabilitation
- ❖ Have drafted the Gravel Pit Rehabilitation Policy and drafting plans such as the map of current and abandoned pits and a Rehabilitation Plan.
- ❖ Drafting a current Gravel Pit plan and have been liaising with Dylan Copeland NRMO from Shire of Mount Marshall as he is currently completing Gravel Pit Plans as well.
- ❖ Roadside Vegetation Conservation Policy has been finalised and reviewed ready for submission to council for March Meeting.

SHOULDER VEGETATION MANAGEMENT

- ❖ Discussion with Trevor Webb in forming a small project for management of invasive species in roadside reserves for 10km out of town; this will be a small project and each year will target a different route out of Wyalkatchem Town site. Year 2014 - 2015 will target the Koorda – Wyalkatchem Road.
- ❖ Forming a plan for council submission with a estimated budget to be completed ready for budget review.

OTHER – NEWROC NRM

- ❖ Had a meeting with NEWROC in regards to re-writing the NEWROC NRM Strategy 2005 – 2010; we have decided to form the old document into two documents; a project plan and a strategy, this is a work in progress as we are still re-viewing the document.
- ❖ Email has been sent out to organise another meeting and brief agenda for March

SHIRE OF MUKINBUDIN:

PRESS RELEASES:

- ❖ Biodiversity Forum Flyer
- ❖ 1080 baits

MUKINBUDIN CONSERVATION GROUP INC.

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

BIOBLITZ

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

DRF WORKS

- ❖ Completed a site survey into an area for proposed works with DRF located within the site, liaising with RCC and DER.

- ❖ The site will need an “Application for DRF” .
- ❖ Area may need to be inspected by DER/DPAW as information must be gathered about the DRF in question.
- ❖ Liaising with Natasha Moore from DPaW and Gillian Stack from RCC
- ❖ Permit has been drafted and checked over by Natasha Moore.
- ❖ A site inspection has been completed with the Works Supervisor to see what DRF will be effected in the area during works – Stuart & Bob stated that this area is not of majour concern at this present time so the permit is on hold.
DER has been notified.
- ❖ A new site has been declared as being a high priority for works and also contains DRF – Meeting has been scheduled with Stuart and Bob.
- ❖ DRF has been consulted and awaiting further details.

NEWROC NRM

- ❖ Had a meeting with NEWROC in regards to re-writing the NEWROC NRM Strategy 2005 – 2010; we have decided to form the old document into two documents; a project plan and a strategy, this is a work in progress as we are still re-viewing the document.
- ❖ Email has been sent out to organise another meeting and brief agenda for March.

OTHER

- ❖ Currently completing a Wild Dog & Pest Survey – awaiting figures

NEWROC, SEAVROC & WEROC – NRMO GROUP

BIODIVERSITY FUND PROJECT 2012 - 2017

- ❖ Joint position with Sabin Acharya (Merredin NRMO); Group Secretaries
- ❖ General duties; promotion, advertising, site selection, site management, landholder communication, case studies etc.
- ❖ Completed a Project Management Course through Scope Training, now currently completing a Diploma
- ❖ Producing Agendas, Minutes & sending invites to CEO's for meetings.
- ❖ Organising the Biodiversity Forum with other NRMO's
- ❖ See minutes for further actions and motions

ALL MINUTES FOR BIODIVERSITY FUND PROJECT SENT TO CEO'S

Voting Requirements

Simple

Recommendation

That Council note the above NRM Report.

Council Decision Number – 1044

Moved: Cr Seaby Seconded: Cr Comerford

That Council note the above NRM Report.

Carried 5/0

9. Information Report

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

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

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

11.1 Kununoppin Medical Practice

Council Decision Number – 1045

Voting Requirements – Simple Majority

Moved: Cr Seaby Seconded: Cr Comerford

That Council endorse the decision of the Kununoppin Medical Practice Committee as follows:

1 Mr Bill Fensome, Chief Executive Officer, Shire of Nungarin, seek legal advice on behalf of the committee to allow a 51% share of the Kununoppin Medical Practice to be sold to Dr Brian Walker.

2 the individual Councils endorse this decision.

Carried 5/0

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 -*

....

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

- CRC Garden
- Complex Garden
- Lawn in Deputy CEO's House is Dead
- Tenders
- Complex No Parking Zone
- Make a date for CBH Meeting
- Discounting of Sale Price of Shire Blocks prior to Spring Festival
- New Subdivision Cleanliness
- Police Service for Mukinbudin
- Beringbooding Tank Meeting is there a date for the April Meeting?
- Memorial Service for Dr John Radunovich at Kununoppin Hospital
- Memorial for Dr John Radunovich at Kununoppin Hospital

Brian Watson left the meeting at 4.04pm and returned at 4.08pm.

Sandie Ventris left the meeting at 4.17pm and returned at 4.18pm.

13. Dates to Remember

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

14 Closure of Meeting

14.1 The Shire President declared the meeting closed at 4.30pm

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

Councillors Second Policy Manual Workshop TBA



DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 19th March 2014 were confirmed at the Ordinary Meeting of Council held on 16th April 2014.

Signed: _____

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

Date: _____