



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

MINUTES

WEDNESDAY 19 November 2014



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 November 2014 commencing at 9.00am.

Thank you

Stuart Billingham
Chief Executive Officer

11th November 2014

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 November 2014.

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 9.05 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.
Mr K Penrose addressed the meeting on the Strugnell Street Heavy Haulage approval.
Harvest Bans Western Power not entering paddocks issue for
- 2.3 Declaration of public question time closed
The Shire President will declare public question time closed.

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

- 3.1 Present:
Cr Shadbolt Shire President
Cr Comerford Shire Deputy President (from 1.30pm)
Cr O'Neil (from 10.38am)
Cr Palm
Cr Sippe
Cr Ventris
Cr Seaby
Cr Lancaster
Cr Watson
- 3.2 Apologies:
Cr Comerford (from 1.30pm)
Cr O'Neil (from 10.38am)
- 3.3 On leave of absence:
- 3.4 Staff:
Stuart Billingham
Bob Edwards
Ann Brandis
- 3.5 Visitors:
Mr Gavin Stevens-Mukinbudin District High School
Mr Kevin Penrose-Mukinbudin Transport
- 3.6 Gallery:
Nil
- 3.7 Applications for leave of absence:
Nil

4. Petitions, deputations and presentations

4.1 Petitions
Nil

4.2 Deputations
Mr Gavin Stevens - School Principal discussion on Independent Public School transition for Mukinbudin District High School.

Cr Watson out 9.50am returned 9.53am
Ann Brandis out 9.59am

4.3 Presentations
Nil

5. Announcements by the Presiding person without discussion

5.1 Nil

6. Confirmation of the Minutes of previous meetings

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 15th October 2014

Voting Requirement

Simple Majority

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 15th October 2014 be accepted as a true and correct record of proceedings.

Council Decision Number – 1149

Moved: Cr Lancaster

Seconded: Cr Watson

That the Minutes of the Ordinary Meeting of Council held on the 15th October 2014 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

8. Reports of Committees and Officers

8.1 Works Supervisor's report

8.1.1 Works Supervisor's Report October 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Bob Edwards - WS
Date:	10 November 2014
Disclosure of Interest:	NIL
Responsible Officer	Bob Edwards - WS
Author:	Bob Edwards - WS

MAINTENANCE GRADING.

All roads south of Forest Ave to the Koorda – Bullfinch Rd and East of the Mt Marshall Boundary as far as Copeland Rd Nth were graded prior to Will taking time off. There is currently no grading work being done at the present.

CARAVAN PARK ELECTRICAL AND SEWER UPGRADE.

The Backhoe, small Truck, Skid Steer and Operator have been involved with this work. Major trenching, spoils removal, importing sand fill and backfilling work has taken about three weeks. The Local Plumber and Electrician have been working with the Shires' Maintenance Officer with this upgrade.

BARBALIN BLACKSPOT RE – ALIGNMENT

The various Departments involved finally gave their approval for work to start on the 6th of October. Members of the interested parties were on site on that date and stayed for a few days to make sure that we followed their instructions.

The section West of the Barbalin Nth Rd was opened up first. The surveyed route was boxed out and filled to grade with the gravel fill that had been stockpiled on the earlier route which was abandoned some six years prior to this start-up date.

A dam on this section was cleaned out using Bruce Atkins' purpose equipped loader. Ray Whyte's dozer was used to backfill, while the Shires' water truck and vibe roller provided the compaction. Grant Whyte has made available the fill required for the Project, this was pushed up with Ray Whyte's Dozer. Finishing gravel will be provided by Murray Ventris, this will be pushed up using Nic Sparks' Dozer. Bruce Atkins is supplying a semi- water tanker on an as need basis.

The Shires' DAF rigid / 5 axle side tipper unit, 6 wheel tip truck, Loader, grader and vibe roller are currently engaged in carting, spreading, and compacting the imported fill.

Bruce Atkins has been given the job to remove any trees and scrub covered in the "Clearing Permit".

The Shire staff are monitoring the levels and alignment set up in the initial survey.

The crew numbers are very light on with only three operators available.

STRUGNELL STREET RAV RATING

Weights and Measures have once again stopped the RAV listed Grain Trucks from using Strugnell St. making them use Shadbolt St. as the RAV rated route to the CBH Grain Receival Facility.

A request was lodged with HVO to include Strugnell and Clamp Street on the Inventory on the 7th March 2014. The streets were inspected on Monday the 10th November, it is unsure when the application will be processed.

Recommendation

That Council note the above Works Supervisors Report.

Voting Requirements

Simple Majority

Council Decision Number – 1150

Moved: Cr Seaby

Seconded: Cr Lancaster

That Council note the above Works Supervisors Report.

Carried 7/0

Mr Edwards left the meeting at 10.13am

Ann Brandis arrived at the meeting at 10.14am

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:	07 October 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Ann Brandis

Community Development

GRANT FUNDING PROJECTS:

Current Successful Projects:

- Seniors Week – for Senior Dinner to held in the Shed during Seniors Week – applied for \$1,500 – successful for \$1,000
- ANZAC Centenary Local Grants Program – Interpretive Centre at Popes Hill applied for \$3,135.00
- Community Pools Revitalisation Program – (CEO applied for this) \$30,000

Submitted Applications:

- Lotterywest – Popes Hill Interpretive Site – applied for \$4,500 ex GST. Have been advised by email that the Lotterywest Grant Officer has recommended to the Board that the full amount be approved. We are waiting for the boards decision.

Applications in Progress:

- Lotterywest Equipment Grant – Mukinbudin 1950's Working Farm Shed – still a work in progress
- Lotterywest – Events Equipment Kit.
- Lotterywest – Spring Festival 2015 – Ruth has compiled all the quotes for travel and advertising so this will be an urgent one to submit

Completed Acquittals:

- None outstanding at present.

Community Portfolios/Other Projects:

- **Swimming Pool** – An order number has been issued to Mukinbudin Steel Fabricators for the supply & install of the diving board stairwell. This has been basically built but due to other work commitments, farmers breakdowns etc Mukinbudin steel Fabricators were unable to have this installed this by opening. The finishing touches should be done this week with the installation hopefully the week of the Council Meeting. The stairwell will then need to be equibonded by an electrician.
- Whilst I was on leave Stuart applied for \$30,000 for the Community Pools Revitalisation Program. This was for disabled unisex ablution block and diving board stairs \$22,500, training \$2,500 and \$5,000 new pool cleaner. Previously I obtained three quotes with two of these substantially dearer than Fabco. Fabco is recommended by Julian Goldacre our previous EHO as he has had experience with the three companies that we received quotes from. Their original quote was for \$11,420.00 with an extra \$744.00 being quoted for a sola light in lieu of a hardwired light. As the quotes were some time ago I have requested an updated quote and plans to be submitted. The quote is inserted below. This does not include

delivery or installation. I have had a verbal quote from Mukinbudin Transport to freight the unit for \$500 plus GST. Palm Plumbing will be asked for a quote to install the system once plans have been received from Fabco.

The original grant was for disabled unisex ablution block and diving board stairs \$22,500, training \$2,500 and \$5,000 new pool cleaner.

Quotes to date are

Stairwell	\$10,700 plus GST
Unisex disabled toilet unit	\$12,764 plus GST
Freight for above unit	\$ 500 plus GST
	\$23,964

Extras needed:

Plumbing

Fence Removal/erection

Paved path to unit

We can no longer claim training as this grant is not retrospective. I am submitting a variation to the Department of Sport and Recreation for the training component to be added to the ablution block.

FABCO PTY. LTD. TRANSPORTABLES, CARAVANS & CABINS

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MADDINGTON WA 6109

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CONSTRUCTION CAMP ACCOMMODATION*SLEEPING QUARTERS*ABLUTION*KITCHEN MESS UNITS
LAUNDRIES*OFFICE UNITS*LABORATORIES*INDUSTRIAL HOUSING*CARAVANS

Ann Brandis
Community Services Officer
Shire of Mukinbudin
PO Box 67
Mukinbudin WA 6497

Hi Ann,

I wish to advise our quotation for a transportable building as follows:

- 2.4m x 2.4m Disabled Toilet/Shower - \$12,764.00 ex works plus GST.

This would include the following fixtures and fittings

- 1 x disabled toilet suite with hand rails and backrest
- 1 x disabled shower with hand rails and bench seat
- 1 x hand basin
- 1 x exhaust fan
- 2 x short glazed bathroom windows
- Solar powered light and exhaust fan
- 2mm commercial vinyl flooring coved 100mm up walls
- Engineer certified drawings

Thanks for the enquiry, I hope this is of interest and look forward to your reply.

Yours sincerely,



Leigh Martin
FABCO Pty. Ltd.

• **Mukinbudin Caravan Park –**

There has been several on site meetings to discuss the power points and drainage points for the powered sites. We have involved Luke & Tania in these meetings seeking their experience and asking them to guide us in the placement of these points. On the Western

Boundary these points will be just inside the boundary and we have tried to achieve approximately 7m bays (depending on the placement of existing trees). The EHO Contractor has held talks with both Denis and Matt Palm and it is hoped that both Denis & Matt will address the meeting to give you an update.

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

The committee has had a preliminary meeting regarding this and has advertised in the Muka Matters for expressions of interest for the Coordinator/s position/s



- **Tampu Bin** – I have emailed Graham McLevie information for the sign however have not heard back yet. I have spoken verbally to him but need him to check my information before proceeding.
- **Beringbooding Tank – Roof**
As mentioned previously Aqua Amour has been taken over by a company called Venture. Hydro Terra is distributing Aqua Armour. I have forwarded all the quotes to Richard to see if these are now still current considering the change in company structure. I also asked Richard if they had someone to send over to inspect the tank. Richard will review the quotes that we have received and re quote if necessary. He has advised that they can send someone over to inspect Beringbooding Tank and will re quote this as well. I have given several emails to Richard who has only answered once to say they have been very busy but will address the quotes soon.
- **Popes Hill Anzac Interpretive Site** – I will now be working on appropriate signage for this project. As mentioned at a previous meeting I need feedback from Council as to whether this will be sited at the proposed site or at the actual site of the railway as recommended by Jocelyn Maddock.
- **NEWTRAVEL**
The AGM meeting was held in Bencubbin on Thursday 23rd October 2014 and attended by Stuart. Due to covering Katharines position whilst she has been on leave I did not attend.
- **Drive ins** – The Shire of Koorda has bought a second hand projector for approximately \$50,000 with installation expecting to be approximately \$18,000. They have been unable to get funding for the purchase of the projector but are trying for some funding to go towards the installation costs. They need to dust proof their bio box and aircondition this as well. I contacted their CEO David Burton to see if there was a possibility that we could hire their projector to run our drive-in several times a year. David has advised us that the projector is very large, and is not moveable so they are not interested in hiring this out.
- **The National Stronger Regions Fund** is an initiative to boost social and economic development in Australia's regions by funding priority infrastructure projects in local communities. The Australian Government has committed \$1 billion to the fund over five years commencing from 2015–16. Funding will be provided for capital projects which involve construction of new infrastructure, or the upgrade, extension or enhancement of existing infrastructure. Projects selected for funding should deliver an economic benefit to the region beyond the period of construction, and should support disadvantaged regions or areas of disadvantage within a region.

Local Government and incorporated not-for-profit organizations are eligible to apply for grants of between \$20,000 and \$10 million. **Grant funding must be matched in cash on at least a dollar for dollar basis, and the funded part of the project must be completed on or before 31 December 2019. In kind and other organizations contributions do not qualify as matched funding. First round closes on the 28th November 2014. Round two will open on 1 May 2015 and close on 31 July 2015.**

These projects if we apply need to be project ready, ie have proper plans drawn up, and a fully costed budget. They also need to comply with the Wheatbelt

1.2. Programme objective and outcomes

The objective of the NSRF is to fund investment ready projects which support economic growth and sustainability of regions across Australia, particularly disadvantaged regions, by supporting investment in priority infrastructure.

The desired outcomes of the programme are:

- improved level of economic activity in regions;
- increased productivity in the regions;
- increased employment and a more skilled workforce in regions;
- increased capacity and improved capability of regions to deliver major projects, and to secure and manage investment funding;
- improved partnerships between local, state and territory governments, the private sector and community groups; and
- more stable and viable communities, where people choose to live.

Not all projects will be able to contribute to each desired outcome, however collectively the projects will meet the NSRF objectives and desired outcomes.

- **Royalties for Regions – Wheatbelt Regional Grants Scheme and Community Chest - The Wheatbelt Development Commission is NOW calling for applications to the 2014-15 Wheatbelt Regional Grants Scheme and Community Chest Fund** Grants are available in the following categories:
- **Wheatbelt Regional Grants Scheme (WRGS)**
Grants are from \$20,001 to \$300,000.
Applications **close at 4.30pm on Thursday, 11 December 2014.**

The Scheme provides grants for infrastructure projects, project development activities, non-capital projects such as community development activities, establishment of new services and increasing access to information.

Grant funding is also available to assist with costs associated with headworks undertaken by essential service providers to connect businesses to water, electricity, gas, telecommunications, drainage and sewerage.

- **Wheatbelt Community Chest Fund**
Grants are up to and including \$20,000.
Applications may be submitted at any time until all monies are exhausted.

The Community Chest Fund provides grants for smaller community projects including but not limited to events, community enhancements and project planning.

Applicants will be required to demonstrate that their project aligns with one or more of the Royalties for Regions WRGS and Community Chest Fund objectives and the Wheatbelt Development Commission priorities. The Community Resource Centre intends to make an application for this Grant.

What are the WRGS and Community Chest Fund objectives?

The primary objective of the Scheme is to improve economic and community infrastructure and services in the Wheatbelt Region through funding projects that will assist in attracting investment, increasing jobs and improving the quality of life in the region.

Funding is available to assist the development of infrastructure, services and community projects, and in the broad development of the community, including the establishment of services and programs. Funding is intended to support the development of resilient communities and contribute to regional areas being vibrant and interesting places in which to live. The scheme's broad objectives are to:

- Increase capacity for local strategic planning and decision-making
- Retain and build the benefits of regional communities;
- Promote relevant and accessible local services;
- Assist communities to plan for a sustainable economic and social future;
- Enable communities to expand social and economic opportunities; and
- Assist regional communities to prosper through increased employment opportunities, business and industry development opportunities, and improved local services.

Who is eligible for WRGS and Community Chest Fund programs?

- Local governments
- Voluntary organisations
- Educational institutions
- Philanthropic foundations
- Community organisations
- State and Federal government agencies (may apply but projects deemed to be within their core business functions will not be supported)

The funding programs are not intended to provide support to individuals or businesses.

What are the assessment criteria?

- The project must demonstrate how it addresses a recognised need within the community and/or Region.
- The project must demonstrate that it will contribute to achieving at least one of the Royalties for Regions' objectives.
- The project should demonstrate alignment with existing regional strategic planning (see Section F item 5, pg6 of the guidelines).
- Applicants should demonstrate a financial commitment to the project, either through sourcing other project funding and/or a direct financial contribution.
- The project should have the support of local government/s and/or other key regional stakeholders.
- The project should promote partnerships and joint planning (i.e. between the community/business sector and government; across various levels of government or across communities).
- The project should reflect a commitment to local decision-making and planning.
- The proponent should demonstrate that detailed project planning has been completed (including all approvals being in place or able to be in place in a short timeframe), the project is ready to proceed and that it can be completed in a timely manner. (Please note: This criterion will not preclude applications for feasibility studies and business planning.)

What are the priorities of the Wheatbelt Development Commission?

Priority will be given to projects that demonstrate alignment with existing regional strategic planning.

Once again we will need a project ready to go and one that also aligns with the relevant documents such as the Wheatbelt blue print.

- **Defibrillators**

After last meeting I investigated with Peter Geraghty the possibility of getting defibrillators through him as a grant. Peter advised that they have no means of obtaining grant funding for another defibrillator and that the Shire of Mukinbudin had already received one via a grants system. He did however advise that we could order them through the Kununoppin Sub Branch of the St Johns Ambulance.

After last Council meeting we have had a community member generously come forward and offer to cover the full cost of the defibrillator. This was ordered through St Johns Ambulance Kununoppin Sub Branch, has been delivered and is at the pool. The donor wishes to remain anonymous, has been invoiced has been paid and has been thanked enormously for their very kind donation.

- **West Australian Mandolin Orchestra**

Cath Shackleton and their musical director Robert Schulz had been up to Mukinbudin and is keen to perform at the Mukinbudin Complex. She is seeking the assistance of a community group to sell tickets and cater for this. I have suggested the P & C and this will be taken to the next P & C Meeting.

Meetings Attended/Events Organised:

- 20th October 2014 – Department of Sport & Recreation – Top Clubs in Merredin
- 22nd October 2014 – LIWA Conference – Mukinbudin – didn't attend assisted in the organisation
- 12th November 2014 – Met with Abi Faraina & Cr Sippe regarding the Tourist Brochure

Financial Implications:

Budget 2014/15

Strategic Implications:

Nil

Voting Requirements

Simple Majority

Recommendations

That Council note the above Community Services Officers Report.

Council Decision Number – 1151

Moved: Cr Sippe Seconded: Cr Palm

That Council note the above Community Services Officers Report

Carried 7/0

Mrs Brandis left the meeting at 10.34am

Morning tea 10.35am returned at 11.05am

8.3 Deputy Chief Executive Officer Reports

8.3.1 List of Payments – October 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	10 November 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 Chief Executive Officer prior to the meeting so that a researched answer may be provided.

Background

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

Financial Implications

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

Policy Implications

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

Voting Requirements

Simple Majority

Recommendation

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

Direct Debits D/D 674.1 and 765.1

(\$2,822.58) and

Muni Cheques 31019 to 31035

(\$45,808.92) and

Muni EFT's – EFT 369 to EFT 423, Payroll - Pay-2 x 2

(\$243,341.85) and

Trust D/D 686.1 – 768.1 EFT 388, 216

(\$38,341.10)

Totalling

(\$330,314.50)

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

Council Decision Number – 1152

Moved: Cr Lancaster

Seconded: Cr Sippe

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

Direct Debits D/D 674.1 and 765.1

(\$2,822.58) and

Muni Cheques 31019 to 31035

(\$45,808.92) and

Muni EFT's – EFT 369 to EFT 423, Payroll - Pay-2 x 2

(\$243,341.85) and

Trust D/D 686.1 – 768.1 EFT 388, 216

(\$38,341.10)

Totalling

(\$330,314.50)

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

Carried 7/0

Cr Ventris out 11.35am

8.3.2 Monthly Statement of Financial Activity Report – 31 October 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Stuart Billingham - CEO
Date:	10 November 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 new format out of SynergySoft Monthly Statement of Financial Activity for the period ending 30th September 2014 are attached for Councillor Information, and consisting of;

Statement of Financial Activity

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

Financial Implications

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

Statutory Environment

General Financial Management of Council, Council 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 31st October 2014 and note any material variances greater than \$10,000 and 10%.

Council Decision Number – 1153

Moved: Cr Seaby

Seconded: Cr Watson

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

Carried 7 /0

8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report- October 2014	
Location:	Shire
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	10 November 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

1.1 Meetings - Past

October 2014

17 Oct Farewell Function for Graham Green
18 Oct LIWA Annual Country Pool Managers Seminar-Mukinbudin
21 Oct Meeting with Mukinbudin District High School Principal
22 Oct LIWA Pool Conference Opening with the Shire President
24 Oct NEW Travel Mt Marshall
24 Oct Farewell Function Mr Julian Goldacre
28 Oct NEWROC Council Meeting Shire of Wyalkatchem Cr Sippe
29-31 Oct CEO attendance at LGMA WA State Conference Fremantle

November 2014

6 Nov Blackspot Site Meeting CEO, WS, Mr G and Mr L Shadbolt
11 Nov CRC Committee Meeting
13 Nov LGIS Risk Management Workshop
18 Nov WBN meeting Sippe's Hardware
19 Nov Ordinary Council Meeting

1.2 Meetings – Future

November 2014

21 Nov Avon Midland Zone Meeting Slater Homestead Goomalling
25 Nov NEWROC Exec Meeting Koorda
27 Nov CEACA Meeting Kellerberrin 8.30am
27 Nov Great Eastern Country Zone Meeting Kellerberrin Cr Comerford.

December 2014

12 Dec Shire Xmas Function District Club
17 Dec Ordinary Council Meeting

1.3. Staff

Mr John Mitchell Acting EHO/BS-Shire of Merredin, Exec Manager Development Services

1.4 Current/Emerging Issues

1.4.1 Metropolitan Local Government - Structural Reform – Minister for Local Government and Communities released recommendation on Wednesday 22 October 2014.

- 1.4.2 Beringbooding Tank – Funding for Roof and Conservation Plan meeting held with District Manager Water Corporation-Hugh Lavery. Site Meeting with Mia Davies and Dept of Water Michael Allen. Site Meeting 5 Sept 14 Mr Lavery to draw up a timeline and plan for the roof removal and Copper algae treatment.
- 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.

NB: CEO and Acting EHO/BS progressing Legal Action for Graham's illegal Dwelling and River's Asbestos Fencing.

Voting Requirements

Simple Majority

Recommendation

That Council note the Chief Executive Officer's Report.

Council Decision Number – 1154

Moved: Cr Sippe

Seconded: Cr O'Neil

That Council note the Chief Executive Officer's Report.

Carried 8/0

Cr Ventris returned at 11.58am

8.4.2 NEWROC Council Meeting – Tuesday 28th October 2014	
Location:	NEWROC
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	07 October 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

A Council Meeting of NEWROC was held on Tuesday 28th October 2014 in Shire of Wyalkatchem. Cr Sippe attended the meeting for Cr Shadbolt. (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. FUTURE PROJECT PRIORITIES
- 6.2. NEWROC STRATEGIC PLANNING
- 6.3. CEACA
- 6.4. NEWROC DINNER
- 6.5. COMMUNITY CHEST FUNDING
- 6.6. WATER CORPORATION
- 6.7 20 MILLION TREES FUNDING

Next NEWROC Meeting dates:

25 November	Executive	Shire of Koorda
16 December	Council	Shire of Koorda

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes the report on the NEWROC Council meeting minutes held on 28th October 2014.

Council Decision Number – 1155

Moved: Cr O'Neil

Seconded: Cr Sippe

That Council notes the report on the NEWROC Council meeting minutes held on 28th October 2014

Carried 8/0

Cr Sippe declared an Interest in item 8.4.3 and left the meeting at 12.23pm returned at 12.30pm

8.4.3 Offer for Purchase of 11 Greenslade Street for 3 years unpaid rates	
Location:	11 Greenslade St
File Ref:	A365
Applicant:	CEO
Date:	11 November 2014
Disclosure of Interest:	Yes Cr Sippe
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

The Shire of Mukinbudin has received two offers for Purchase of 11 Greenslade St Mukinbudin. Please refer to two confidential offers submitted as separate attachments

1. Mr Joe Lagana and Or Nominee
2. Mr Ranjit Singh Kataria

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

“That Council:

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

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

Department of Local Government Guideline number 22 extract below states:

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

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

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

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

A Transfer (Landgate Form T5) executed by the local government using its common seal is used for transfers of land that is under the *Transfer of Land Act 1893* (to either the Crown under section 6.71(1)(a) or to the local government under section 6.71(1)(b)).
Sch 6.3 Clause 3 LG Act 1995

3. Power of sale

The power of sale includes —

- (a) *power to sell the whole or part of the land either together or in lots —*
 - (i) *by public auction; or*
 - (ii) *by private contract, if having been offered for sale by public auction, it has not been sold,*

subject to such terms and conditions with respect to the payment of the purchase money or any other matter, including power to fix a reserve price, as the local government thinks fit; and
- (b) *power to vary a contract of sale by agreement with the other party to the contract, and to buy in at auction; and*
- (c) *power to rescind a contract for sale on default by the other party to the contract, and to resell without being answerable for loss occasioned by the rescission and resale; and*
- (d) *power to make such thoroughfares and to grant such easements of right-of-way or drainage over the land as the circumstances of the case require and the local government thinks fit.*

Council at the 18 June 2014 Ordinary Council Meeting Item 8.4.4 resolved the following:

Council Decision Number – 1090

Moved: Cr Sippe

Seconded: Cr Palm

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

Carried 9/0

11 Greenslade St Mukinbudin currently owes \$9,616.06 in rates, fees and charges including the Emergency Services Levy (Please refer to separate attachment for a breakdown) It is interesting to note the legal fees exceed \$4,000 making up the majority of the outstanding \$9,000. The Shire should review its Debt collection process to avoid this occurring in the future.

Comment:

It is supported to accept the offer from Mr Lagana and Council at a later date consider writing off any remaining Rates, Fees and Charges etc after the application of the balance of funds from the sale once commission and fees have been deducted. (Future Agenda Item)

Consultation:

Peter Sippe Elders Real Estate Agent

Policy Implications

Rates recovery Policy

Statutory Environment

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

Local Government (Function and General) Regulations 1996

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

Financial Implications

Yes recovery of unpaid rates 11 Greenslade St

Voting Requirements

Simple Majority Vote Required

Officer recommendation:

That the Shire of Mukinbudin accepts the offer to purchase 11 Greenslade Street from Mr Joe Lagana and the CEO and Shire President be authorised to progress the sale paperwork.

Recommendation:

Council Decision Number – 1156

Moved: Cr Ventris

Seconded: Cr O'Neil

That the Shire of Mukinbudin accepts the offer to purchase 11 Greenslade Street from Mr Joe Lagana and the CEO and Shire President be authorised to progress the sale paperwork.

Carried 7/0

Cr Ventris moved break for lunch 12.31pm returned from lunch at 1.30pm

8.4.4 CEACA Heads of Agreement Document	
Location:	CEACA Shires
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	11 November 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

The Shire of Mukinbudin has been working with other NEWROC and WEROC Shires to progress the CEACA Project which proposes the construction of approximately 211 independent aged living units across the member shires. (CEACA Site analysis Summaries also attached as a separate attachment).

As part of the project, WEROC has been progressing the formation of an incorporated body (Wheatbelt Communities Inc) to administer the funding (possibly Royalties for Regions) for this and other future projects. The incorporated body will have less governance and legislation to work with as opposed to forming a Regional Local Government and will have the right to be able to enter into legal agreements as a body.

Comment:

The Draft “Heads of Agreement” document has been drawn to establish a possible partnership for the CEACA project and to assist in the leveraging of funding for the project. (Please refer to Draft HO Agreement submitted as a separate attachment) This partnership will be with the CEACA Member Shires and Access Housing Australia Pty Ltd.

The draft agreement also leads to the possibility to partner with Access Housing Australia Pty Ltd in relation to the ongoing management and development of the units.

Access Housing is a not-for-profit company with the objective of increasing the supply of affordable housing with the management expertise in relation to management of rental housing and development programs.

In order for formalise the arrangements between CEACA and Access Housing a Heads of Agreement document has been developed (Attachment 1) which details the basis under which both parties will progress the CEACA project. While the document may require amendment following the establishment of Wheatbelt Communities Inc., Council’s support is sought to enter into the Agreement with Access Housing.

Several changes are required to the draft document before it can be signed off (NEWROC shires are just listed as ‘others’ and the agreement refers to CEACA and WEROC in various places). It should be noted however, that under clause 4.1 that this document is only a statement of intent and does not lock the Shires into a formal legal agreement. This may be in direct conflict with Clause 6.3a which states “*The Parties has agree in principle that WEROC will engage Access Housing on a fee for services basis to provide professional services to assist in the operation of the Housing Organisation and delivery of the proposed development as funded by Royalties for Regions, subject to satisfactory agreement re scope and remuneration*” which is only an in principle agreement, but seems to be forcing a direction. ‘May’ should be substituted for ‘will’.

The recommendation is for the Heads of Agreement document to be supported “in principle” by the Shire of Mukinbudin as a CEACA Member and Access Housing Australia Pty Ltd. The actual adoption of the document will be presented once the document is finalised.

Strategic Implications

Long Term Financial Plan

Community Strategic Plan

Additional Aged Accommodation is listed in the Strategic Community Plan for the Shire of Mukinbudin. Participation in this agreement may lead to funding for the program and assist with this need.

Policy Implications

Nil

Financial Implications

The agreement in principal of the document will not have any financial impact on the Shire, however it may lead to funding for the CEACA Project.

Voting Requirements

Simple Majority

Officer recommendation:

That Council provide in principle support to the Heads of Agreement document between CEACA member Shires and Access Housing Australia Pty Ltd.

Council Decision Number – 1157

Moved: Cr Comerford

Seconded: Cr Ventris

That Council provide in principle support to the Heads of Agreement document between CEACA member shires and Access Housing Australia Pty Ltd.

Carried 9/0

8.4.5 Shire of Mukinbudin - Ward Boundaries Review	
Location:	Entire Shire
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	11 November 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Introduction

Shire of Mukinbudin currently operates 5 Wards with the following representation in each ward

Ward	Number of Councillors
Bonnie Rock	2
Lake Brown/Dandanning	1
Town	4
Wattoning	1
Wilgoyne	1
Total	9

The last review was conducted in February 2013 but the paperwork's appears to have not been finalised with the Local Government Advisory Board. Previously to this review a review was carried out in September 2012. Each review resulted in minor boundary adjustments to correct Representation variation to within 10%.

Background

The Shire of Mukinbudin has received correspondence from the Department of Local Government and Communities Local Government advisory board dated 16 May 2014, requesting the Shire conduct a review of Ward boundaries to address imbalances in representation in accordance with clause 6(1) of Schedule 2.1. (Please refer to letter submitted as a separate attachment.)

October 2011

Ward	Number of Councillors	Number of Electors	Councillor to Elector Ratio	% Ratio Deviation
Bonnie Rock	2	86	43	+3.01%
Lake Brown/Dandanning	1	32	32	+27.82%
Town	4	186	47	-4.89%
Wattoning	1	52	52	-17.29%
Wilgoyne	1	43	43	+3.01%
Total	9	399	44	

October 2013

Ward	Number of Councillors	Number of Electors	Councillor to Elector Ratio	% Ratio Deviation
Bonnie Rock	2	82	41	+4.65%
Lake Brown/Dandanning	1	35	35	+18.60%
Town	4	181	45	-5.23%
Wattoning	1	46	46	-6.98%
Wilgoyne	1	43	43	-0.00%
Total	9	387	43	

As at 28 Oct 2014

Ward	Number of Councillors	Number of Electors	Councillor to Elector Ratio	% Ratio Deviation
Bonnie Rock	2	77	38	+8.55%
Lake Brown/Dandanning	1	31	32	+23.99%
Town	4	181	45	-7.48%
Wattoning	1	46	46	-9.26%
Wilgoyne	1	44	44	-4.51%
Total	9	379	42	

The above charts show a slow overall decline in elector population from 399 electors in 2011 to 379 in Oct 2014 a reduction of 5.2% in elector numbers.

The Review Process

The Shire is required by the Local Government Act and the Local Government Advisory Board to conduct a Ward Boundary Review, produce a Discussion Paper and advertise the discussion paper for a minimum of 6 weeks in the Local Public Notice in the Muka Matters paper seeking public comment. (A draft Discussion paper has presented as a separate attachment for Council consideration of Approval) If required community workshop can also be arranged for public consultation.

Surrounding Shires currently operate as follows:

Shire	Operates Wards System	Number of Councillors
Shire of Mukinbudin	Yes 5 wards	9
Shire of Nungarin	Yes 3 wards	7
Shire of Trayning	No	7
Shire of Koorda	No	7
Shire of Mt Marshall	No	7
Shire of Wyalkatchem	No	7
Shire of Westonia	No	6

Changes to Wards and Representation

Under Schedule 2.2 of the Act, local governments with wards must conduct regular reviews of ward boundaries of representation in consultation with their communities.

The Local Government Advisory Board considers the outcome of these reviews and ensures that the local governments have complied with the Act.

Where after a review, a local government proposes to change its system of representation the Board must be satisfied that the Council has correctly considered the following criteria:

Community of interest

Physical and topographic features

Demographic trends

Economic factors

The ratio of councillors to electors in the various wards

If it is not satisfied that this criteria has been taken into account it may ask the local government to reconsider its decision or to do a further review.

The Board must recommend to the Minister any proposal that in its opinion correctly takes account of the above criteria. The Minister may accept or reject the Board's recommendation but cannot change it.

The Trend in many WA Country Local Governments in to now abolish the Wards system due to several factors:

- The onerous administrative burden of keeping the ward representation number within 10% variation. The smaller the population falls the harder this requirement is to meet.
- Ward Accounting was abandoned decades ago. Elected members represent the entire shire and no longer just represent a single ward they were are elected.

The Draft discussion paper covers the various options and the pro and cons of each option.

Consultation

DLGC - Local Government Advisory Board staff

Comment:

It is supported for the Shire to undertake a fresh Ward Boundary Review in 2014. The discussion paper intended to stimulate Community input and consultation over the 6 week advertising period.

Strategic Implications

Number of Elected members and representation of electors.

Policy Implications

Nil

Financial Implications

Nil at this time

Voting Requirements

Simple Majority

Officer recommendation:

That Council endorses the Shire of Mukinbudin Review of Wards and Representation Discussion Paper and authorises the CEO to advertise the discussion paper for 6 weeks.

Council Decision Number – 1158

Moved: Cr Sippe

Seconded: Cr Ventris

That Council endorses the Shire of Mukinbudin Review of Wards and Representation Discussion Paper and authorises the CEO to advertise the discussion paper for 6 weeks.

Carried 9/0

8.4.6 Council Hire Fee Waiver request CRC Tai Chi	
Location:	Entire Shire
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	11 November 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

The Shire of Mukinbudin has received an email request from the Mukinbudin CRC Coordinator requesting the Shire consider waiving the Mukinbudin Sporting complex hire fees for the current Tai Chi classes in summer. (See email submitted as a separate attachment).

Section 6.12 of the local government Act 1995 states the following:

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

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

Comment:

In view of the absence of a shire policy on the waiver of Shire Hire fees the above application is supported

Policy Implications

Nil

Financial Implications

Yes potential loss of complex Hire fees

Voting Requirements

Absolute Majority Vote Required

Officer recommendation:

That Council agrees to waive the Sporting Club Complex Hire fee of \$23.00 incl gst for the Community Resource Centre current summer Tai Chi classes only.

Council Decision Number – 1159

Moved: Cr Lancaster

Seconded: Cr Watson

That Council agrees to waive the Sporting Club Complex Hire fee of \$23.00 incl gst for the Community Resource Centre current summer Tai Chi classes only.

Carried 7/2

Cr Shadbolt declared an interest in item 8.4.7 and left the meeting at 2.19pm, Cr Comerford assumed the chair.

8.4.7 WA Planning Commission Road Excision Application Ref 150887 Lot 14130,14369 Barbalin North Road Barbalin	
Location:	Koorda Bullfinch Road and Barbalin Nth Road
File Ref:	ADM 179
Applicant:	Stuart Billingham – CEO
Date:	12 November 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	John Mitchell-A/BS-EHO

Background:

Council has been invited to provide comment on an application for approval for the subdivision and realignment of the Barbalin North Road. Council is also the proponent for the application.

(See letter and plan submitted as a separate attachment)

Comment:

Council initially considered this proposal at the June 2014 meeting. The realignment is to address a blackspot and to protect an endangered type of butterfly.

As Council proposes to lease the small acreage of reserve to the local farmer for crops the reserve should be vested in the Shire of Mukinbudin with the power to lease for cropping purposes other than the area set aside to protect the endangered butterfly.

Additionally the comment should be made that the reserve created is not contiguous with the Location north of the road and is a separate lot. This information has been conveyed to Mr Paul Kraft already. The reserve created is cleared land. The report of June 2014 suggests the rehabilitation process proposed for the closed road and it is assumed that the Council will commence that process once all the boxes are ticked for consultation and Department of Environmental Regulation and Department of Lands have provided comment and advice.

Policy Implications

Planning & Development Act 2005

Financial Implications

Council has allocated funds within the current budget to complete the works associated with the accident Blackspot on the Barbalin North Road.

Statutory Implications

This report does not address the formalities of old road closure, resolution of the division of the closed road to neighbours and any consultation for the other processes.

Voting Requirements

Simple Majority

Officer recommendation:

That Council advise the Western Australian Planning Commission (Reference 150887) that the Shire of Mukinbudin is one of the proponents of this application and provides the following comments: -

- 1) That the reserve created should be vested in the Shire of Mukinbudin with the power to lease for farming purposes;
- 2) That the reserve created is not associated with the Balance of Lot B and is a Reserve in its own right.

Council Decision Number – 1160

Moved: Cr Seaby

Seconded: Cr Lancaster

That Council advise the Western Australian Planning Commission (Reference 150887) that the Shire of Mukinbudin is one of the proponents of this application and provides the following comments: -.

- 1). That the block being created be freehold in the name of the Shire of Mukinbudin**

Carried 8/0

Cr Comerford vacated the chair Cr Shadbolt returned to the meeting at 2.30pm.

8.5 Environmental Health Officer's Reports

8.5.1 Shire of Mukinbudin Town Planning Scheme No4 Lot 25 Maddock St	
Location:	Lot 25 Maddock Street
File Ref:	A657
Applicant:	Shire of Mukinbudin
Date:	12 November 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	John Mitchell A/EHO-BS

Background:

An application has been received to establish an additional two x two bedroom dwellings for aged accommodation on lot 25 Maddock Street, Mukinbudin. The applicant is the Shire of Mukinbudin, 15 Maddock Street, Mukinbudin.

Comment:

The application seeks to establish two x two bedroom treated pine trussed hardieplank clad concrete floored access and mobility units for aged person's accommodation. Draft floor plans and elevations append. The units will also have alfresco entertainment areas and carports.

Lot 25 Maddock Street is zoned residential R12.5/30 which implies that for a 1012m² lot only three units may be placed on the lot. Part 5 C1.4 permits the site area to be reduced by 1/3 in accordance with clauses 5.5.2 & 5.5.3 of the R Codes. On this basis the average requirements per dwelling are reduced to an average of 200m² which then permits the establishment of the fourth unit.

The proposed units do not meet the DTC provisions of the R Codes and therefore design principles must be used. The areas of nonconformity/limited information are: -

- 1) The size of unit for grouped dwellings (aged) is restricted to 80m².
- 2) A visitors car space is required with the first being wheelchair accessible i.e. 6m x 8.3m width with access paths compliant with AS4299;
- 3) Outdoor living areas of minimum dimensions 3m x 3m;
- 4) A visitable toilet constructed to special requirements including nib walls and grab rails;
- 5) Provision of a balcony or the equivalent opening from a habitable room with an area of 10m² and width minimum of 2.4m with two thirds without permanent roof cover i.e. pergola;
- 6) Two x car parking spaces per dwelling;
- 7) To address privacy issues within the development provide 1.8m colorbond fences between the two units ;

The plans provided do not address the issues above and will Council needs to consider the design principles and either accept or reject the proposal. Discussing these in turn:-

- a) The size of the unit – the total proposed area is 117m². The decision maker shall not vary the minimum or average site area per dwelling requirement except as provided by the R Codes. In making a determination on the suitability of a proposal the decision maker shall exercise its judgement having regard to a).. b).. c).. and d) orderly and proper planning. The R Codes provide no guidance on the approval of a larger area unit. Energy efficiency (EEF) for small units cannot be measured and fail the 6 star rating pursuant to building codes. Larger units can comply and are

- deemed complaint for Energy Efficiency reasons. Local knowledge suggests that the unit size is that sought by retirees for the additional room/area provided. The units are access and mobility compliant and the unit size does not impact on future site development proposals as the area is filled with this development.
- b) Provision of a visitable toilet – a toilet is provided within the bathroom of the units proposed. Most occupants only invite friends and family into their home and the additional toilet is deemed not necessary;
 - c) A wheelchair accessible visitors bay can be accommodated into the development and will form a condition of consent if agreed by Council;
 - d) Outdoor living areas will be provided in accordance with the R Codes 2013;
 - e) Two x car parking bays – existing developments in Mukinbudin which house aged persons have on average 1 vehicle per dwelling. The town centre is directly behind the development and use of vehicles is minimal. The provision of an additional car parking bay is excessive in the small community environment. Additionally the average house does not need to even supply a carport. Visitors to the units have a choice of parking on formed driveways – which provide an additional bay per unit or on the verge of the road which is less than 10m from the front door of the units proposed. No additional bay is deemed required for this development.
 - f) Whilst the R Codes privacy issues relate to adjoining properties the R Codes require that each occupier be provided with suitably screened areas for clothes lines and entertainment.

In addition there has been no privately funded development within the town of Mukinbudin for aged accommodation and the Shire has accepted that development role. Previous experience has suggested the development as proposed suits local needs.

As there are modifications required to the plans to ensure the development proceeds it is recommended that the Chief Executive Officer be provided delegated authority to consent to the development with the conditions discussed within this report.

Submitted for consideration.

Policy Implications

Town Planning Scheme No 4

Consultation

CEO

Financial Implications

2014/15 Capital Expenditure CLGF funds

Waiving of Planning Application Fees

Voting Requirements

Absolute Majority Vote required

Officer recommendation:

That the Council of the Shire of Mukinbudin accepts the reasons provided within this report for the variances to the R Codes 2013 permitted to be considered and approve the development of two x two bedroom units on Lot 25 Maddock Street for aged accommodation with the following conditions:

- 1) Provision of a wheel chair accessible visitors bay in accordance with AS4299

- 2) Each unit floor area is 117m²
- 3) An exemption for the provision of a second car parking bay
- 4) An exemption from the provision of a second toilet called a visitable toilet
- 5) The provision of screened internal fences for entertainment reasons and clothes lines

And;

Council provides to the Chief Executive Officer delegated authority to provide Planning consent to the establishment of an additional two x two bedroom aged accommodation units on Lot 25 Maddock Street, Mukinbudin subject to the submission of detailed plans showing compliance with the requirements of Town Planning Scheme No. 4 and this report.

Council Decision Number – 1161

Moved: Cr Palm

Seconded: Cr Ventris

That the Council of the Shire of Mukinbudin accepts the reasons provided within this report for the variances to the R Codes 2013 permitted to be considered and approve the development of two x two bedroom units on Lot 25 Maddock Street for aged accommodation with the following conditions:-

- 1) Provision of a wheel chair accessible visitors bay in accordance with AS4299**
 - 2) Each unit floor area is 117m²**
 - 3) An exemption for the provision of a second car parking bay**
 - 4) An exemption from the provision of a second toilet called a visitable toilet**
 - 5) The provision of screened internal fences for entertainment reasons and clothes lines**
- And;**

Council provides to the Chief Executive Officer delegated authority to provide Planning consent to the establishment of an additional two x two bedroom aged accommodation units on Lot 25 Maddock Street, Mukinbudin subject to the submission of detailed plans showing compliance with the requirements of Town Planning Scheme No. 4 and this report.

Carried 9/0

8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – October 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Tania Sprigg
Date:	07 October 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

Mukinbudin Caravan Park October Report 2014

The new park cabin utilities services are being connected, along with powered site installations. We would like to encourage Council to see the long term benefits of removing trees in the way of powered site installations.

The cabins have been well utilised again, but with longer term contractors.

We are still getting complaints about the camp kitchen and lack of stove ventilation & air conditioning!!

Caravaners are continuing to remind us how the Beacon Caravan Park offers local shopping vouchers for their stay!! e.g. voucher for \$10 to spend locally for approx. 2 nights stay. I don't have an opinion, but have been asked to pass this on!!

Yours Sincerely
Tania Sprigg

CEO Comment

Works commenced in Nov 2014, issues with the plumbing sewerage line at CVP to be discussed. Plan of proposed new bays and overflow submitted as a separate attachment.

	14/15 Budget	Actual YTD	
Power Upgrade	\$19,000	\$0	Jeff Peters PO issued in progress
Install 2 x Power heads Sth	\$ 8,500	\$0	Jeff Peters PO issued in progress
Install 4 x Power heads Wst	\$16,000	\$0	Jeff Peters PO issued in progress
Install new mains board	\$ 2,000	\$0	Jeff Peters PO issued in progress
Sand Fill, Hire plant Etc	\$ 6,425	\$0	Matt Palm PO Issued in progress
Septic Drain Works	\$ 9,580	\$0	Matt Palm PO Issued in progress
Sullage/Septic System Works	\$22,500	\$0	Matt Palm PO Issued in progress
Total	\$84,005	\$0	

Recommendation

That Council note the above Caravan Park Managers Report.

Council Decision Number – 1162

Moved: Cr O'Neil

Seconded: Cr Comerford

That Council notes the above Caravan Park Managers Report.

Carried 9/0

Mukinbudin Caravan Park Annual Income

	Self Contained Units	Barracks	Sites	Washing Machine	Total	Total Expense
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	
2013/2014	45332.87	16194.44	26393.17	1278.53	89199.01	88695.34

Mukinbudin Caravan Park Income and Expenditure

	Self Contained Units	Barracks	Sites	Washing Machine	Total Income	Expenditure
July 14	3210.02	1290.55	1373.61	0.00	5874.18	6021.66
Aug 14	3272.75	2442.72	3121.61	325.45	9162.53	9202.39
Sept 14	5698.60	1939.99	4990.04	0.00	12628.63	10560.04
Oct 14	2829.98	2460.46	5732.72	398.59	11421.75	13575.42
Nov 14					0.00	
Dec 14					0.00	
Jan 15					0.00	
Feb 15					0.00	
Mar 15					0.00	
Apr 15					0.00	
May 15					0.00	
Jun 15					0.00	
Total	15011.35	8133.72	15217.98	724.04	39087.09	39359.51

8.7 Swimming Pool Manager's Report

8.7.1 Mukinbudin Swimming Pool Report September 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Shannon Seaby
Date:	07 October 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Luke Sprigg

A very big thankyou to Luke and Tania Sprigg, and Kaye Bunney for all their efforts in helping, and educating me with how to run our pool. I have also really appreciated the help given by the shire (especially Denis and Dave) to get everything ready for opening the pool this season. The lawns are looking fantastic which is a big credit to Dave.

I have received all my qualifications and accreditations from Royal Life and Leisure Institute of WA. Kaye, Graeme and myself attended the Leisure Institute of WA conference on 22nd October which was held at the Mukinbudin complex. We had a lot of great comments about our wonderful facilities here in Muka.

The pool opened on Saturday 1st November 2014 and we had approximately 120 people come through the gates. The day ended with a BBQ which saw some of the seniors head down to the pool, and was enjoyed by all. We have had 26 family, 8 adult, and 2 child season passes purchased. The numbers for the early morning swim have been extremely low due to the cold mornings and cold water temperature. The majority of admissions have been between 3.30pm - 6.00pm and approx 30-40 people.

We have had a couple of maintenance issues with the chemical injection pump breaking and needed replacing. The head for the manual vac has also broken and required replacing. The filters on the automatic vacuum cleaner are just holding in there and will need replacing very soon.

Kind regards

Shannon Seaby

CEO Comment

\$30,000 Pool Grant received from the Dept Sport and Rec

	Budget	Actual YTD	
Pool Vacuum Cleaner	\$11,000	\$0	To be ordered
Disabled Unisex Toilet	\$12,500	\$0	To be ordered
Stage 4 Drafting Plans	\$ 8,000	\$0	Architect to be engaged/planning
Steps	\$10,700	\$0	Muka Steel PO issued in progress
Total	\$42,200	\$0	

- Diving Board stairs currently being manufactured by Mukinbudin Steel fabricators and will be a carryover item into the 2014/15 Budget \$10,700 excluding gst.
- Shade Cloth for Ladies Change rooms found at Depot and sent off to Northam to be repaired with Bonnie Rock Playground shade cloth not worthwhile repairing awaiting quote.

Voting Requirements

Simple Majority.

Recommendation

That Council note the above Pool Managers Report.

Council Decision Number – 1163

Moved: Cr Watson

Seconded: Cr Ventris

That Council notes the above Pool Managers Report.

Carried 9/0

8.8 NRMO Report October 2014

8.8.1 NRMO Report October 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Claire Baker - NRMO
Date:	11 November 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham - CEO
Author:	Claire Baker - NRMO

COURSES/ WORKSHOPS/ MEETINGS ATTENDED:

- ❖ 7th October – Mukinbudin – Butterfly Survey (DPAW staff)
- ❖ 8th October – Merredin - Biosecurity Workshop
- ❖ 9th October – Trayning – NRMO Meeting
- ❖ 13th October – Mukinbudin – Staff Meeting
- ❖ 20th October – Koorda – NEWROC NRM Strategy Meeting
- ❖ 23rd October – Northam - Wheatbelt NRM AGM
- ❖ 27th October – Rostered Day Off
- ❖ 29th October – Mukinbudin – NEWROC NRM Meeting

PRESS RELEASES:

- ❖ 1080 baits
- ❖ Snake Awareness

MCG – BIRD BANDING GRANT

- ❖ Drafted up Bird Banding project plan for review for the MCG; currently underway

MCG – WNRM COMMUNITY GRANT

- ❖ Signed and returned the contract to Wheatbelt NRM
- ❖ Met with Hilary and Marg to receive cheques for the equipment
- ❖ A remittance advice from Wheatbelt NRM was received
- ❖ Been in contact with one supplier for the display board and have ordered it

MCG –OTHER

- ❖ Discussion at the meeting of holding a Red Card for Red Fox – Fox shoot in February 2015 – Draft plans in progress

BIOBLITZ 2013

- ❖ A draft BioBlitz report has been sent out by Katrina Kingston; currently reviewing for the final release of the document; a copy has been supplied to the MCG for their input and edits – Currently Editing

DRF WORKS – Nungarin Road

- ❖ Plans to commence at a later date

DRF WORKS – North Barbalin Road

- ❖ Permit to take has submitted to DPaW (July) – The application is being reviewed; the works time has been extended for one year.
- ❖ Contact received from DPaW; they state some DRF that may be destroyed is of concern (*Eremophila virens*).
- ❖ In contact with the Flora Administrative Officer from Species and Communities Branch (DPAW) in Perth and our local Flora Conservation Officer (DPAW) to work on a suitable program, awaiting a reply.

CLEARING – Koorda Bullfinch Road

- ❖ The permit has been accepted and plans have commenced.

BUTTERFLY SURVEY

- ❖ The survey for the Arid Bronze Azure Butterfly took place from the 7th – 9th of October; I was able to attend the first day.
- ❖ I have received a preliminary report regarding the findings which states the butterfly numbers haven't changed however the ants have extended their habitat further into the reserve since surveyed in 2009/2010.
- ❖ A more detailed report should be available at a later date.

NEWROC NRM – NEWROC NRM STRATEGY 2015 – 2020

- ❖ The NEWROC Strategy is nearing completion; a meeting was held on the 20th on Koorda as stated above; the meeting was a success and all edits were made myself, Dylan Copeland (NRM Contractor), Glen Buder (NRMO for Trayning & Nungarin) and Linda Vernon (Contractor) made the edits on the document. A final version was emailed and the last edits are being finalised. This document can then be presented to Tanika McLennon (CEO Trayning) who currently holds the NRM portfolio then submitted as an agenda item to NEWROC Executives.

STATE NRM GRANT 2013 - 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
- ❖ All permit applications & records on file in Koorda NRM Office
- ❖ State NRM have sent a progress report template to be completed – In progress, needing photo-point and to complete the final questions
- ❖ 1080 one-shot rabbit oats 6kg bags available – They are in high demand from outside my Shires due to it no longer being in production and no product to replace them for

efficiency and ease of use. I suggest landholders take advantage of the stock remaining. Fox/Dog baits are also available.

STATE NRM GRANT – 2014 – “Biodiversity corridors and remnant bushland protection within the Shire of Mukinbudin”

- ❖ Notification of grant status was to be sent mid October.

20 MILLION TREES APPLICATION

- ❖ The “20 Million Tree’s” Grant Application became advertised and available to the community early October; this didn’t give us much time to piece an application together but decided to pool resources and work together as NEWROC NRM.
- ❖ EOI’s were advertised within the six shires of NEWROC, this gave as a figure of what to apply for (and the application stated we needed to have landholders signed up before applying). During the week and a half of EOI’s being advertised Mukinbudin Shire (private landholders) applied for a total of 25 hectares of seedlings.
- ❖ The grant application status should be available in December.

Voting Requirements

Simple

Recommendation

That Council note the above NRM Report.

Council Decision Number – 1164

Moved: Cr Seaby

Seconded: Cr Comerford

That Council note the above NRM Report.

Carried 9/0

9. Information Report

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

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

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

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 -*

....

(ii) information about the business, professional, commercial or financial affairs of a person;.....

(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 (2) (e) (ii).

13. Dates to Remember

13.1 Dates to Remember

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

14 Closure of Meeting

14.1 The Shire President declared the meeting closed at 4.22pm

Next Ordinary Council Meeting – Wednesday 17th December 2014 9.00am.