



*Mukinbudin - Classic, Dry, Red*

**Shire of Mukinbudin**

**Ordinary Council Meeting**

**MINUTES**

**WEDNESDAY 19<sup>th</sup> OCTOBER 2016**



*Floral Emblem  
Eucalyptus erythronema (Red Flowering Mallee)*

**Notice of Meeting**

**Councillors**

The next meeting of Council will be an Ordinary Meeting to be held on Wednesday 19<sup>th</sup> October commencing at 1.00 p.m.

Thank you

**Ray Hooper**  
**Acting Chief Executive Officer**

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

## **DISCLAIMER**

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

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

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

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

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- 8.7.1 Swimming Pool Manager's Report – September 2016

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- 9.1 Nil

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- 10.1 Nil



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

11.1 Nil

**12. Dates to Remember**

12.1 See attached list

**13. Closure of Meeting**

13.1 Closure of Meeting

Agenda of the Ordinary Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on 21<sup>st</sup> September 2016

**1. Declaration of Opening**

1.1 The Shire President to declare the Meeting open at 1.08pm

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

2.1 Response to previous questions taken on notice.  
Nil

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

The Shire President will declare public question time open.

2.3 Declaration of public question time closed

The Shire President will declare public question time closed.

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

3.1 Present:

3.1.1 Cr Shadbolt (Shire President)  
Cr Ventris (Shire Deputy President)  
Cr Comerford  
Cr Junk  
Cr O'Neil  
Cr Palm  
Cr Paterson  
Cr Poultney  
Cr Seaby

3.2 Apologies:

3.2.1 Cr Ventris and Ann Brandis being an apology from 3.00pm

3.3 On leave of absence:

3.3.1

3.4 Staff:

3.4.1 Ray Hooper – Acting Chief Executive Officer  
Ann Brandis – Manager of Finance  
Jenny Heaney – Rates Finance Officer

3.5 Visitors:

3.6 Gallery:

- 3.7 Applications for leave of absence:  
3.7.1 Request for leave of absence  
Nil

**4. Petitions, deputations and presentations**

4.1 Petitions  
Nil

4.2 Deputations  
Nil

4.3 Presentations  
Nil

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

5.1

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

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 21<sup>st</sup> September 2016.

**Officer Recommendations**

**Council Decision Number – 03 10 2016**

**Moved: Cr Comerford**

**Seconded: Cr Paterson**

**That the Minutes of the Ordinary Meeting of Council held on the 21<sup>st</sup> September 2016 be accepted as a true and correct record of proceedings.**

**Carried 9/0**

6.2 Confirmation of Minutes for the Special Meeting of Council held on the 11<sup>th</sup> October 2016.

**Officer Recommendations**

**Council Decision Number – 04 10 2016**

**Moved: Cr Paterson**

**Seconded: Cr Poultney**

**That the Minutes of the Special Meeting of Council held on the 11<sup>th</sup> October 2016 be accepted as a true and correct record of proceedings.**

**Carried 9/0**

### 6.1.1 Business Arising from Minutes

That for both motions the mover was Cr Seaby and seconder was Cr Palm.

That Council Decision numbers 01 10 2016 and 02 10 2016 be added to the two resolutions in the Minutes of the Special Meeting of Council held on the 11<sup>th</sup> October 2016.

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

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

### 5.23. Meetings generally open to public

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

and

  - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
  - (h) such other matters as may be prescribed.

- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

## 8.1 Work's Manager's Report

8.1.1 Works Manager's Report September 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Keith Mills , Works Manager
Date:	12 October 2016
Disclosure of Interest:	Nil
Responsible Officer	Keith Mills, Works Manager
Author:	Keith Mills, Works Manager
Voting Requirements	Simple Majority
Documents Attached	HMMS criteria
Documents Tabled	Nil

### 46 Gate Road

We have completed approx. 4.5 km, at this stage we're ahead of schedule, which could mean that we will be completed within 4 mths (finish end Jan early Feb) not 5mths as first expected. I will need to employ a casual within the next few weeks as a roller operator for this project.

### Mukinbudin / Bonnie Rock Rd (Nth Rd)

Road is being completed as we speak – road swept, guide post's & signage installed and V-Drains graded and rolled, will be open to 110km on Fri 21<sup>st</sup> all going well.

### Maintenance Grading

Kevin has commenced Summer maintenance grading on some of our higher trafficable routes (heavy haul & Bus) getting ready for harvest, then he'll move onto other required roads.

### RAV 4 Network

I have submitted 8 roads for the RAV 4 Network and 1 for RAV 7 (46 gate).

I'm struggling to get the Barbalin/Koonkoobing & Jones roads passed due to the inspection requirements when these roads were inspected in Jan and could quiet possibly fail on a few of the others, due to road widths (RAV 4 roads are to be a minimum of 5.8m wide). If council think that some of the roads submitted should be prioritised, I may have to use some of the road maintenance money to achieve what is required to get these passed or we'll need to incorporate selected roads into next year's budget.

Submitted Roads for:

RAV 4 Network - Wundowlin, Jones, Barbalin/Koonkoobing, Davis, most of Copeland Sth & most Manuel roads, Kalyanbudding & Dead Horse Hill West roads.

RAV 7 Network – 46 Gate & from 46 Gate Rd intersection to Wilgoyne Rd intersection on the Quanta Cutting Nth Road. (Inspection due within 4 weeks at this stage)

I have also received an email from Main Roads in regards to HMMS (heavy mass management scheme) which will allow a grain courier to use an un-rated RAV road from paddock to a RAV Networked road, but there are conditions, the truck combination is not greater than the nearest RAV network road (eg: can't have a RAV 7 combination going to a RAV 4 Network), other requirements are - specified speed limits, beacons on truck, etc.

HMMS criteria attached.

### **POT HOLES**

I've been trying to get some of these done myself each day, when I get some spare time.

### **NEW EMPLOYEE**

Matt Francis has now been employed as a permanent employee.

### **MACHINERY MAINTENANCE:**

Hydraulic ram kit has been fitted to the New Holland Tractor.

Purchased & fitted new broom brushes for the tow along road sweeper.

Replaced brake booster on dolly.

There are some machines getting close for servicing, I will endeavour to have these done on 1 of our RDO weekend's.

### **CHURCH TREE**

Agenda item (attached) – Removal of tree in the carpark of the Church of Christ.

### **Recommendation**

That Council note the above Report.

### **OFFICER RECOMMENDATION**

**Council Decision Number – 05 10 2016**

**Moved: Cr Comerford**

**Seconded: Cr Junk**

**That Council note the above Report.**

**Carried 9/0**

### Plant Report as per policy

Plant Item	Plant Number	Comments	Odometer/Hours
2014 Toyota Prado 1MBL	P433	Dec 2015 had 40,000km service, March 50,000km service ,May 2016 60,000km service. New tyres fitted May 2016	73,114kms
2012 Ford Territory MBL1	P435	2 x new tyres fitted August 2015 120,000km service Jan 2016 new battery and spotlights fitted July 2015. Frt Headlights replaced	140,422kms
2015 Ford Ranger MBL2	P463	Replace 1 x Tyre , 30,000km service Oct 2015, 40,000km service Jan 2016	72,255kms
2015 Ford Ranger-Parks Super MBL1000	P291	Bull bar and spotlights fitted August 2015 Due for 15,000km service soon	15,432kms
2013 Holden Colorado Leading Hand MBL1071	P439	129,829km service Jan 2016	136,245kms
2002 Mitsubishi 6 wheeler MBL696	P279	New water pump July 2015 , 2 x steer tyres Sept 2015 Unit is performing well	334,823kms
2002 Coaster Community Bus OMBL	P281	100,000km service Jan 2016	106,063kms
2008 Kenworth DAF Prime Mover MBL250	P369	Rear axle noise/brakes, warning light, 210,000km service Sept 2015 install Bluetooth radio for phone, repair air leak, PTO repair not engaging	230,033kms
2015 Isuzu Light Truck Mtce Grader Driver	P289	Delivered Jan 2015 Working well	12,620kms
2002 Komatsu Backhoe MBL1091	P317	Replaced leaking radiator Aug 2015 Working well, pins need replacing	7,175hrs
2010 New Holland Tractor MBL1463	P403	This unit is operating well	2388hrs
2014 John Deere Tractor MBL244	P198	Repair to tyre Oil and filter service .This unit is performing well	257.3hrs
2015 Toyota Hiace Van MBL180 -Mtce Officer	P464	Purchased Dec 2015. Two way radio installed and van fitted out with storage units. Unit working well	12,356kms
2004 CAT 10H Grader MBL100	P301	1000 hour service Oct 2015 carried out, blades nuts and bolts purchased new antennae installed	9901.5hrs
2014 CAT 12M Grader 1ESU054	P461	500 Hour service carried out coolant and oil loss investigated Turbo replaced under warranty at service by Westrac. Blades nuts bolts and teeth	1702.3hrs
2011 Hino 614 MBL 1070	P411	This unit is operating well, globes replaced	38,214kms
2011 Hino 816 MBL 150	P410	This unit is operating well, replaced flashing light globes, replaced waring light globes	95,852kms
2006 CAT 928 Frt End Loader MBL 1424	P344	500hour service carried out – coolant adj park brake. Replace driveshaft & centre bearing. This unit is operating well	10342hrs
2008 CAT Vibe Steel roller MBL1677	P420	4000 hour service Oct 2015 repair air cond replace leaking hoses and thermostat housing ,Unit is performing well, new UHF radio installed	4814.6hrs
2014 Atlas Copco Roller MBL811	P462	50hr service Sept 15 Replace flat tyre, repair tyre. Unit is performing well	451hrs
2011 CAT Skid Steer MBL1724	P449	500hr service reseal cab. Unit is performing well	1238.4hrs
1997 Duelvo Street Sweeper MBL1453	P227	Currently engine coil being repaired @ Geraghty's	Under repair

*If updated will be provided at a later stage.*



# Harvest Mass Management Scheme: A Guide to Safe Road Access During Harvest 2016/17

The 2016/17 harvest is forecasted to be one of the largest on record. To facilitate the transport of grain, Main Roads Heavy Vehicle Services (HVS) has provided RAV access arrangements under the Harvest Mass Management Scheme (HMMS).

## What's changing?

The HMMS Business Rules have been amended to allow Restricted Access Vehicles (RAVs) combinations to safely access paddocks on roads that have not been assessed by Main Roads, provided:

- The road/s are being used to transport grain from a paddock to a grain receiver or return;
- The road/s are the most direct route from the paddock to the nearest road approved for RAV access;
- Transport operators must adhere to the access conditions outlined in the HMMS Business Rules; and
- The RAV category is the same or lower than the nearest RAV network - for example, a RAV Category 7 vehicle can be used, but only if the nearest RAV network road to the paddock is Network 7 or higher.

## What driver and vehicle conditions apply when operating under HMMS?

A key consideration for operators partaking in the HMMS is road safety. To support this, the following conditions apply to vehicles and drivers:

### Road Widths and Intersections

RAV combinations require greater road widths when travelling and not all roads are of an appropriate width to provide appropriate safety margins.



In order to mitigate any risk associated with driving a RAV on a road that has not been assessed, the operator is required to:

- Display an amber flashing warning light on the prime mover.
- Drive at a maximum speed of 40km/h.
- Check the route prior to commencing travel to ensure it is suitable for the type of RAV being used.

### Gradients

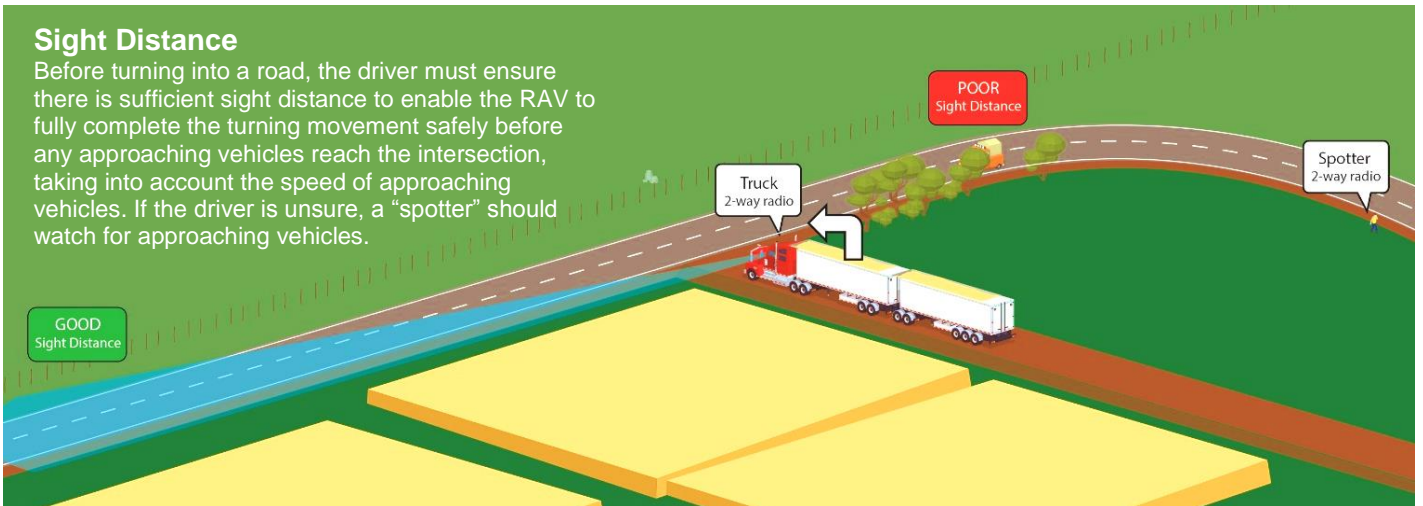
A RAV has a higher gross mass than standard vehicles. In order to mitigate any risk associated with driving a RAV on a road that has not been assessed, the driver must exercise special attention to:

- Selecting an appropriate low gear for the gradient and load.
- Maintain a safe speed.
- Ensure auxiliary braking systems are used effectively.



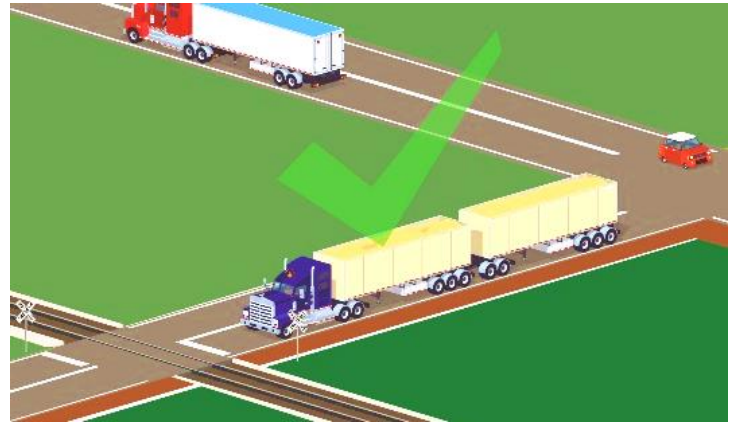
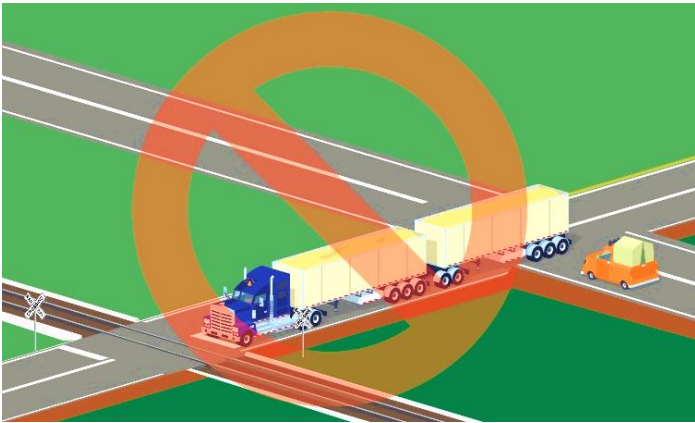
## Sight Distance

Before turning into a road, the driver must ensure there is sufficient sight distance to enable the RAV to fully complete the turning movement safely before any approaching vehicles reach the intersection, taking into account the speed of approaching vehicles. If the driver is unsure, a "spotter" should watch for approaching vehicles.



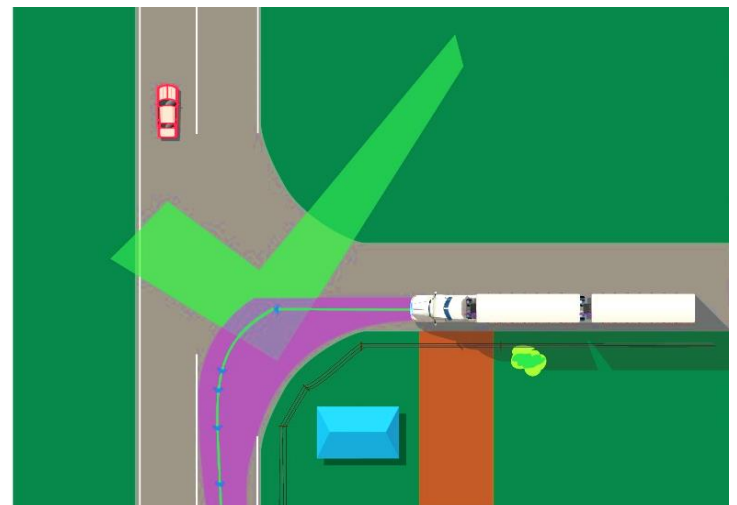
## Stacking Distance

- The driver / operator must check the route to ensure any stacking distance between a rail crossing and a nearby intersection is greater than the length of the vehicle:



## Swept Path

- The driver must ensure the RAV can safely turn at all intersections without crossing solid white lines or risk interfering with other traffic or roadside infrastructure:



## Bridge Crossing

- RAVs must not be driven over any bridge without prior approval from Main Roads, unless the road is on the relevant RAV Network or the driver has a permit approving the bridge crossing.
- If an unapproved bridge is on the route, the driver or operator must contact Main Roads to arrange a bridge assessment.
- Main Roads will conduct a bridge assessment and issue a permit, provided the bridge is suitable.
- For more information on how to apply for a HMMS Bridge Crossing Permit, refer to the HMMS page on the Main Roads website.
- The permit cost is \$25 and the permit will be valid for the harvest season period.

## Assistance with Applying Conditions

- Are you unsure of how to interpret or apply the conditions?
- Refer to the *Route Assessment Guidelines* for further details (available in the RAV Network Access section on the Main Roads website:  
<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/ravnetworkaccess/Pages/default.aspx>,
- For assistance with interpreting the *Route Assessment Guidelines*, contact Main

Roads Heavy Vehicle Services on 138 486 or by email at [hvs@mainroads.wa.gov.au](mailto:hvs@mainroads.wa.gov.au)

## Who do these new access provisions apply to?

The HMMS applies only to registered operators and vehicles transporting grain from a paddock to a participating grain receiver.

Participating grain receivers are responsible for ensuring each load accepted into their facility complies with HMMS requirements and ensure operators and drivers are aware of the HMMS Business Rules.

When operating under the HMMS, drivers must carry relevant documentation which must be produced to a Transport Inspector or Police Officer on request.

## Need more information?

The purpose of this document is to provide a brief user guide on the new access provisions in the *HMMS Business Rules*. For full details of the provisions, refer to the *HMMS Business Rules*, available on the Main Roads website:

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Pages/HMMS.aspx>

<b>8.1.2 Sandalwood Arts Tree</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	Keith Mills
Date:	October 2016
Disclosure of Interest:	Nil
Responsible Officer	Keith Mills, Works Manager
Author:	Keith Mills, Works Manager
Voting Requirements	Simple Majority
Documents Attached	N/A
Documents Tabled	N/A

### **EXECUTIVE SUMMARY**

Tree at the Church of Christ

### **BACKGROUND INFORMATION**

I have inspected the tree and would recommend that it be removed and stump ground, then some minimal earthworks/clean up may be required.

*Council Decision Number – 1543*

*Moved: Cr Comerford*

*Seconded: Cr Poultney*

*That the Shire of Mukinbudin undertakes remedial work up to the boundary and meet associated costs*

*Carried 7 / 0*

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Estimated cost for Dave's Tree's to remove & stump grind \$1250.00 + gst.

### **STRATEGIC IMPLICATIONS**

Nil

### **SITE INSPECTION**

Council may inspect to be able to make a firm decision.

### **TRIPLE BOTTOM LINE ASSESSMENT**

#### **ECONOMIC IMPLICATIONS**

Nil

#### **SOCIAL IMPLICATIONS**

Would create more parking within the Sandalwood Arts car park area.

**ENVIRONMENTAL IMPLICATIONS**

Nil

**OFFICER COMMENT**

Nil

**Officer Recommendation**

**Council Decision Number – 06 10 2016**

**Moved: Cr Poultney**

**Seconded: Cr O'Neil**

**That Council direct that the tree is to remain and the previously approved remedial works are to be undertaken.**

**Carried 9/0**

## 8.2 Community Development Officer

<b>8.2.1 Community Development Officer's Report</b>	
Location:	Mukinbudin
File Ref:	CS.GR.1
Applicant:	Nola Comerford-Smith, Community Development Officer
Date:	13 October 2016
Disclosure of Interest:	Nil
Responsible Officer	Nola Comerford-Smith, Community Development Officer
Author:	Nola Comerford-Smith, Community Development Officer
Voting Requirements	Simple Majority
Documents Attached	N/A
Documents Tabled	N/A

### GRANT FUNDING PROJECTS:

#### Current Successful Projects:

- Community Pool Revitalisation Program - \$32,000. Part of a Future Capital Project to have pool repainted – the same amount has been applied for this year to ensure the project is achievable.
- CBH Grass Roots Fund – \$1,000 funding for seniors events (\$252 remaining).
- Waste Authority Community Grants – a Community Garden project \$9,300.
- Stay on Your Feet – \$3,460 - an exercise program for seniors targeting leg strength to build balance. Hayley Watson will conduct gym classes and a 'boot camp' incorporating Tai Chi and other balance-based exercises. This will run over 12 weeks commencing in September.
- Lotterywest – Community Events Kit.
- WA Seniors Week 2016 – funding for Long Table Dinner in The Shed.
- Our Neighbourhood Community Grants – additional workshops and resources for a community garden - \$7,441.

#### Applications in Progress:

- Thank a Volunteer Day Celebration Grant – entertainment for the annual Business Drinks/End of Year Celebration.
- Community Pool Revitalisation Program - \$32,000 for Future Capital Project (as above).
- Leisure Institute of WA Aquatic – funding for water testing equipment and inflatable toy.
- Department of Sport & Recreation – funding for a Club Development Officer.
- Community Garden Grants Program – funding for infrastructure for Community Garden.

#### Outstanding Acquittals:

- Healthway – Spring Festival. \$11,500 - This grant requires naming rights so will once again be called the Act Belong Commit Mukinbudin Spring Festival.
- Lotterywest – Spring Festival. Planning & Development Group - \$11,124 funding for advertising, equipment and artist travel.



## COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Men’s Shed Sundowner** – a Friday night Sundowner was held at the Men’s Shed on 7<sup>th</sup> October with entertainment provided by the people who were caretaking the Brandis farm. We sold 24 burgers and there were approximately 30 people there.
- **Stay on Your Feet** – this program for seniors has commenced and is running well. Hayley Watson is teaching a gym class on Monday mornings and including hand weights as well as circuit training on the gym equipment. Tai Chi classes are being held every Thursday mornings at the Complex.
- **Seniors Week Dinner** – this will be held on Friday 11<sup>th</sup> November at the Men’s Shed. We have Robbie T Magician as the entertainment – he was the Art Exhibition Opening Night entertainer for the Spring Festival and was very popular. He is a bit more expensive than previous acts, but within budget and using our funding of \$1,000 from WA Seniors Week.
- **Social Media Webinar** – Caitlyn Hogan and I attended this webinar in Northam, which gave some excellent tips for keeping community social media up-to-date and gaining ‘reach’. By posting a couple of items each day, our ‘reach’ (people seeing the article) has risen by 160%, total page views have risen by 263% and our ‘post engagements’ (people ‘liking’ or sharing the post) has risen by 425%. The more engagement we have, our concurrent posts will be more likely to show up on people’s Facebook page giving us opportunities to more effectively deliver information.

### **Meetings Attended/Events Organised:**

- Wednesday 28 September – Kunnunoppin Fete discussion
- Thursday 6 October – Social Media Webinar, Northam
- Tuesday 11 October – CRC AGM
- Wednesday 12 October – Meeting with Danelle Foley, Age Friendly Communities survey

### **Financial Implications:**

### **Strategic Implications:**

Nil

### **Officer Recommendation**

**Council Decision Number – 07 10 2016**

**Moved: Cr Comerford**

**Seconded: Cr Ventris**

**That Council note the Community Development Officer’s Report September 2016.**

**Carried 9/0**

<b>8.2.2 Community Garden</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	Nola Comerford-Smith
Date:	13 October 2016
Disclosure of Interest:	Nil
Responsible Officer	Nola Comerford-Smith, Community Development Officer
Author:	Nola Comerford-Smith, Community Development Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

### **EXECUTIVE SUMMARY**

Nil

### **BACKGROUND INFORMATION**

In 2016 we have been successful in gaining funding to start a community garden:

I am also applying through the Community Garden Grants Program for funding for infrastructure such as a garden shed, fencing etc.

The location of the garden needs to be determined so that the project can begin and funding spent prior to acquittal. The potential sites for the Community Garden are:

- Directly behind the Anglican Church;
- Directly behind the new units on Ferguson Street; or
- On the old bowling green at the old District Club.

The pros of having the garden located in the vicinity of the Aged Care Housing would mean that the garden would be likely to be attended to regularly and also give the residents a site for social and physical recreation. Having the garden on the old bowling green would give some purpose to this site and has plenty of potential for growth.

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

We currently have \$16,700 funding for the garden, plus another application underway.

### **STRATEGIC IMPLICATIONS**

Nil

### **SITE INSPECTION**

Not applicable

### **TRIPLE BOTTOM LINE ASSESSMENT**

#### **ECONOMIC IMPLICATIONS**

Nil

#### **SOCIAL IMPLICATIONS**

Nil



**ENVIRONMENTAL IMPLICATIONS**

Nil

**OFFICER COMMENT**

Nil

Ann Brandis left the meeting at 1.28pm and re-entered the meeting at 1.32pm.

Ann Brandis left the meeting at 1.37pm and re-entered the meeting at 1.38pm.

Ann Brandis left the meeting at 1.39pm and re-entered the meeting at 1.40pm.

Nola Comerford-Smith entered the meeting at 1.40pm.

**OFFICER RECOMMENDATION**

**Council Decision Number – 11 10 2016**

**Moved: Cr Seaby**

**Seconded: Cr Ventris**

**That Council nominate the proposed locations for the Community Garden as part of Lot 26 Maddock Street or 38-44 Calder Street.**

**Carried 9/0**

That the officer's recommendation was varied by council for further research for land tenure and community preferred locations.

Nola Comerford-Smith left the meeting at 1.49pm.

<b>8.2.3 Disabled Toilets Swimming Pool</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	Nola Comerford-Smith, Community Development Officer
Date:	13 October 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting CEO
Author:	Nola Comerford-Smith, Community Development Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

### **EXECUTIVE SUMMARY**

Nil

### **BACKGROUND INFORMATION**

The disabled toilet at the Swimming Pool was installed earlier in the year, but plumbing is still to be connected before the unit can be used. Palm Plumbing has been given a purchase order to complete the work, but no budget allocation has been included in either the 15/16 or 16/17 budgets.

### **STATUTORY ENVIRONMENT**

The Local Government Act 1995 Part 6 Division 4 s 6.8 (1) requires the local government not to incur expenditure from its municipal fund for an additional purpose except where the expenditure-

(b) is authorised in advance by resolution\*

“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

\*requires an absolute majority of Council..

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Budget variation required - increased expenditure over budgeted expenditure.

Schedule No. 11 Swimming Areas and Beaches

The quote for installing plumbing and paving for the disabled toilet is \$2,800.00 including GST.

### **STRATEGIC IMPLICATIONS**

Nil

### **SITE INSPECTION**

Not Applicable

### **TRIPLE BOTTOM LINE ASSESSMENT**

#### **ECONOMIC IMPLICATIONS**

Nil

**SOCIAL IMPLICATIONS**

Nil

**ENVIRONMENTAL IMPLICATIONS**

Nil

**OFFICER RECOMMENDATION**

**Council Decision Number – 08 10 2016**

**Moved: Cr Ventris**

**Seconded: Cr Paterson**

That Council approves a budget variation to install the plumbing for the disabled toilet.

**Carried 9/0**

### 8.3 Finance

<b>8.3.1 List of Payments – September 2016</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – Manager of Finance
Date:	13 <sup>th</sup> October 2016
Disclosure of Interest:	NIL
Responsible Officer	Ann Brandis – Manager of Finance
Author:	Ann Brandis – Manager of Finance
Voting Requirements	Simple Majority
Documents Attached	List of Payments – September 2016
Documents Tabled	Nil

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

#### **EXECUTIVE SUMMARY**

List of payments for approval

#### **BACKGROUND INFORMATION**

A list of payments submitted to Council on 19th October 2016, 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)

#### **STATUTORY ENVIRONMENT**

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.

#### **FINANCIAL IMPLICATIONS**

No impact on budget

#### **STRATEGIC IMPLICATIONS**

N/A

#### **SITE INSPECTION**

N/A

#### **TRIPLE BOTTOM LINE ASSESSMENT**

##### **ECONOMIC IMPLICATIONS**

N/A

##### **SOCIAL IMPLICATIONS**

N/A

**ENVIRONMENTAL IMPLICATIONS**

N/A

**OFFICER COMMENT**

Standard process of obtaining Council endorsement of payments in the month of September 2016.

**OFFICER RECOMMENDATION**

**Council Decision Number – 12 10 2016**

**Moved: Cr Junk**

**Seconded: Cr Comerford**

**That the list of payments to today's meeting on Vouchers –  
Direct Debits D/D 2767.1- D/D2828.7  
Muni Cheques 31406 to 31416  
Muni EFT's – EFT 1896 to EFT 1956 Payroll - Pay-2  
Trust D/D2774.1 – D/D2849.1, EFT 1924 &-1927, Trust 285-290  
Totalling  
for payments made in September 2016, be passed for payment.**

**(\$15,006.50) and  
(\$46,952.87) and  
(\$314,820.86) and  
(\$27,321.69)  
(\$404,101.92)**

**Carried 9/0**

EFT No	Date	Name	Invoice Description	INV Amount	Total
EFT1896	01/09/2016	A&M MEDICAL SERVICES PTY LTD	Annual service of Swimming Pool Oxy Viva	-	62.67
2675	26/08/2016	A&M MEDICAL SERVICES PTY LTD	Annual service of Swimming Pool Oxy Viva	62.67	
EFT1897	01/09/2016	ASPHALT IN A BAG	20kg Asphalt	-	1,718.75
367	09/08/2016	ASPHALT IN A BAG	20kg Asphalt	1,718.75	
EFT1898	01/09/2016	BF & JD ATKINS	Side Tipper hire 25-28.07.2016 and 01-16.08.2016 - 105 hours Mukinbudin-Wialki Rd	-	15,015.00
19	16/08/2016	BF & JD ATKINS	Side Tipper hire 25-28.07.2016 and 01-16.08.2016 - 105 hours Mukinbudin-Wialki Rd	15,015.00	
EFT1899	01/09/2016	CHILD SUPPORT AGENCY	Payroll deductions	-	153.13
DEDUCTION	24/08/2016	CHILD SUPPORT AGENCY	Payroll deductions	153.13	
EFT1900	01/09/2016	COATES HIRE	Hire of Water Cart 25.07.2016 to 25.08.2016 - Mukinbudin-Wialki Rd	-	10,832.25
15092727	25/07/2016	COATES HIRE	Hire of Roller 08.07.2016 to 25.07.2016 - Mukinbudin Wialki Rd	2,399.76	
15200594	25/08/2016	COATES HIRE	Hire of Water Cart 25.07.2016 to 25.08.2016 - Mukinbudin-Wialki Rd	8,432.49	
EFT1901	01/09/2016	COURIER AUSTRALIA/TOLL IPEC	Freight ex ITR - wear strip m/board MBL95 Grader	-	10.32
227	19/08/2016	COURIER AUSTRALIA/TOLL IPEC	Freight ex ITR - wear strip m/board MBL95 Grader	10.32	
EFT1902	01/09/2016	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2016/17 Emergency Services Levy	-	30,385.00
143551	19/08/2016	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2016/17 Emergency Services Levy	30,385.00	
EFT1903	01/09/2016	EASTERN HILLS SAWS & MOWERS	Autocut C25-2 and Stihl Nylon line for Whipper Snipper	-	213.00
36859	23/08/2016	EASTERN HILLS SAWS & MOWERS	Autocut C25-2 and Stihl Nylon line for Whipper Snipper	213.00	
EFT1904	01/09/2016	GEARING CONSTRUCTION CONTRACTORS	Supply and pour concrete slab at 12 Salmon Gum Alley	-	1,530.00
694	26/08/2016	GEARING CONSTRUCTION CONTRACTORS	Supply and pour concrete slab at 12 Salmon Gum Alley	1,530.00	
EFT1905	01/09/2016	HUTTON & NORTHEY	Repair gas struts on CAT drum roller MBL1677	-	1,628.19
02-649366	29/08/2016	HUTTON & NORTHEY	Rags for Depot	73.24	
02-648298	01/08/2016	HUTTON & NORTHEY	Change fiat tyre on multi tyred roller MBL811	643.50	
02-648375	03/08/2016	HUTTON & NORTHEY	Nylon Air tube for MBL250 DAF truck	34.02	
02-648647	11/08/2016	HUTTON & NORTHEY	Repair gas struts on CAT drum roller MBL1677	877.43	
EFT1906	01/09/2016	ITR WESTERN AUSTRALIA	Tip scarif for Caterpillar 12H Grader MBL100 and Caterpillar 12M Grader MBL95	-	352.00
172413	07/07/2016	ITR WESTERN AUSTRALIA	Tip scarif for Caterpillar 12H Grader MBL100 and Caterpillar 12M Grader MBL95	352.00	
EFT1907	01/09/2016	KTY ELECTRICAL SERVICES	Supply and Installation of reverse cycle air conditioner in Aged Units 1&2,3,4,5,6 and 7	-	15,826.26
12933	24/08/2016	KTY ELECTRICAL SERVICES	Supply and Installation of reverse cycle air conditioner in Aged Units 1&2,3,4,5,6 and 7	15,826.26	
EFT1908	01/09/2016	KUNUNOPPIN MEDICAL PRACTICE	Pre employment medical	-	429.00
29894	18/08/2016	KUNUNOPPIN MEDICAL PRACTICE	Pre employment medical for Jacinta Barrett	143.00	
29958	22/08/2016	KUNUNOPPIN MEDICAL PRACTICE	Pre employment medical Narada Chamberlain	143.00	
29895	18/08/2016	KUNUNOPPIN MEDICAL PRACTICE	Pre-employment medical for Aleksandar Ilic	143.00	
EFT1909	01/09/2016	LGIS WORKCARE	Actual wages adjustment 30.06.2015 to 30.06.2016	-	6,428.17
100-125592	29/08/2016	LGIS WORKCARE	Actual wages adjustment 30.06.2015 to 30.06.2016	6,428.17	
EFT1910	01/09/2016	MARKETFORCE	Advertising of Manager of Finance position 13 & 20.08.2016	-	3,283.73
46905	24/08/2016	MARKETFORCE	Advertising of Manager of Finance position 13 & 20.08.2016	3,302.42	
010616	01/06/2016	MARKETFORCE	April 2016 Early Settlement Discount	-	18.69
EFT1911	01/09/2016	MERREDIN TOYOTA	70,000km service of Toyota Prado - 1MBL	-	267.97
237931	18/08/2016	MERREDIN TOYOTA	70,000km service of Toyota Prado - 1MBL	267.97	
EFT1912	01/09/2016	METAL ARTWORK CREATIONS	Jarrah name base and metal name plaque - Kelly Onn	-	55.28
53267	11/08/2016	METAL ARTWORK CREATIONS	Jarrah name base and metal name plaque - Kelly Onn	55.28	
EFT1913	01/09/2016	MUKINBUDIN STEEL FABRICATORS	Fence rails and fencing post for Aged unit 3, Exhaust clamps for 25B Calder St, Sheet gal for drain cover at 12 Salmon Gum Alley	-	103.62
5192	06/07/2016	MUKINBUDIN STEEL FABRICATORS	Fence rails and fencing post for Aged unit 3, Exhaust clamps for 25B Calder St, Sheet gal for drain cover at 12 Salmon Gum Alley	83.82	
5192A	06/07/2016	MUKINBUDIN STEEL FABRICATORS	50x5 mtr flat for Mukinbudin-Wialki Rd	19.80	
EFT1914	01/09/2016	Mukinbudin Community Resource Centre	Laminating of Schedule of Fees and Charges	-	38.00
664	11/08/2016	Mukinbudin Community Resource Centre	Laminating of Marquee Instructions - 2 x A4 pages	4.00	
667	15/08/2016	Mukinbudin Community Resource Centre	Laminating of Schedule of Fees and Charges	34.00	
EFT1915	01/09/2016	NOLA COMERFORD-SMITH	Catering of Council Meeting lunch 17.08.2016	-	290.00
170816	17/08/2016	NOLA COMERFORD-SMITH	Catering of Council Meeting lunch 17.08.2016	290.00	
EFT1916	01/09/2016	R MUNNS ENGINEERING CONSULTING SERVICES	Consulting work to review 2016/17 Road Budget, prepare 2016/17 Bitument rurfacing RFQ documents and 2017/18 RRG Road Program documents	-	1,038.66
336	28/08/2016	R MUNNS ENGINEERING CONSULTING SERVICES	Consulting work to review 2016/17 Road Budget, prepare 2016/17 Bitument rurfacing RFQ documents and 2017/18 RRG Road Program documents	1,038.66	
EFT1917	01/09/2016	Records Archives Historical Management	Record Keeping Review July 2016	-	550.00
686	31/07/2016	Records Archives Historical Management	Record Keeping Review July 2016	550.00	
EFT1918	01/09/2016	SR & LD PALM	Supply of gravel for Flood Damage Road Works	-	9,117.90
20	14/08/2016	SR & LD PALM	Supply of gravel for Flood Damage Road Works	9,117.90	
EFT1919	01/09/2016	STARTRACK EXPRESS PTY LTD	Freight for Caravan Park Washing Machine	-	298.89
6137750616050	08/06/2016	STARTRACK EXPRESS PTY LTD	Freight for Caravan Park Washing Machine	1,156.93	
AJ100955	03/08/2016	STARTRACK EXPRESS PTY LTD	Credit for overcharge of freight on invoice 6137750616050 - Freight on Caravan Park Washing Machine	-	858.04

EFT1920	01/09/2016	STATE LAW PUBLISHER	Government Gazette Advertising 23.08.2016 - Repeal Local Law	-	195.84
159243	24/08/2016	STATE LAW PUBLISHER	Government Gazette Advertising 23.08.2016 - Repeal Local Law	195.84	
EFT1921	01/09/2016	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services 19 & 22.08.2016	-	467.50
668	26/08/2016	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services 19 & 22.08.2016	467.50	
EFT1922	01/09/2016	WATERMAN IRRIGATION AUSTRALIA	5 x Standpipe remote access charges and 3 x cloud server access fee and software licence	-	1,009.25
12451	27/06/2016	WATERMAN IRRIGATION AUSTRALIA	5 x Standpipe remote access charges and 3 x cloud server access fee and software licence	1,009.25	
EFT1925	06/09/2016	WA TREASURY CORPORATION	Principal & Interest Loan 118	-	8,870.65
LOAN118	06/09/2016	WA TREASURY CORPORATION	Principal & Interest Loan 118	8,870.65	
EFT1928	14/09/2016	A & S VENTRIS FAMILY TRUST	6821m gravel from Lavery Road	-	3,751.55
ST	31/08/2016	A & S VENTRIS FAMILY TRUST	6821m gravel from Lavery Road	3,751.55	
EFT1929	14/09/2016	ALL WAYS FOODS	Various cleaning supplies for Caravan Park	-	358.42
26157	30/08/2016	ALL WAYS FOODS	Various cleaning supplies for Caravan Park	358.42	
EFT1930	14/09/2016	AVON WASTE	Rubbish Collections for August 2016	-	6,183.24
21745	31/08/2016	AVON WASTE	Rubbish Collections for August 2016	6,183.24	
EFT1931	14/09/2016	Ag Implements	2way gme 80 channel for CAT Skid Steer	-	914.69
268792	30/08/2016	Ag Implements	2way gme 80 channel for CAT Skid Steer	914.69	
EFT1932	14/09/2016	BF & JD ATKINS	Truck Hire Muka-Wialki Rd - 49.5hrs	-	7,078.50
20	31/08/2016	BF & JD ATKINS	Truck Hire Muka-Wialki Rd - 49.5hrs	7,078.50	
EFT1933	14/09/2016	BOB WADDELL CONSULTANT	Assistance with 15/16 Financial Report & Fair Values	-	66.00
1359	05/09/2016	BOB WADDELL CONSULTANT	Assistance with 15/16 Financial Report & Fair Values	66.00	
EFT1934	14/09/2016	BOLLARD SHOP	12 x Queue Barrier Stainless Steel & freight - Event Kits	-	1,721.50
4265	06/09/2016	BOLLARD SHOP	12 x Queue Barrier Stainless Steel & freight - Event Kits	1,721.50	
EFT1935	14/09/2016	CANOPY OUTDOOR	4 x Marquees includes accessories - Event Kits	-	6,755.57
48742	07/09/2016	CANOPY OUTDOOR	4 x Marquees includes accessories - Event Kits	6,755.57	
EFT1936	14/09/2016	CHILD SUPPORT AGENCY	Payroll deductions	-	153.13
DEDUCTION	07/09/2016	CHILD SUPPORT AGENCY	Payroll deductions	153.13	
EFT1937	14/09/2016	DALLCON	Culvert & Headwalls for Muka-Wialki Rd	-	5,911.40
00014574	29/08/2016	DALLCON	Culvert & Headwalls for Muka-Wialki Rd	5,911.40	
EFT1938	14/09/2016	DEPENDABLE LAUNDRY SOLUTIONS	Coin Box & lock key for Washing Machine, with Freight	-	96.25
20163367	29/08/2016	DEPENDABLE LAUNDRY SOLUTIONS	Coin Box & lock key for Washing Machine, with Freight	96.25	
EFT1939	14/09/2016	EASTERN HILLS SAWS & MOWERS	FS 250 Brushcutter	-	720.00
36976	06/09/2016	EASTERN HILLS SAWS & MOWERS	FS 250 Brushcutter	720.00	
EFT1940	14/09/2016	GREAT SOUTHERN FUELS	Fuel Card Purchases for August 2016	-	12,995.98
1006361	15/08/2016	GREAT SOUTHERN FUELS	Energerease as per quote	662.09	
FUELAUG16	31/08/2016	GREAT SOUTHERN FUELS	Fuel Card Purchases for August 2016	12,333.89	
EFT1941	14/09/2016	HUTTON & NORTHEY	Carry out 1,500hr service & Fix Leaking Steering Arm	-	6,874.16
02-649735	31/08/2016	HUTTON & NORTHEY	Investigate Oil Leak on Loader	1,045.51	
02-649733	31/08/2016	HUTTON & NORTHEY	Truck Hydraulic's Issue corrected	2,672.45	
02-649730	31/08/2016	HUTTON & NORTHEY	Carry out 1,500hr service & Fix Leaking Steering Arm	3,156.20	
EFT1942	14/09/2016	LANDGATE	Sch R2016/8 & 9 Rural UV Interim Valuations	-	304.40
323735	19/08/2016	LANDGATE	Sche No G2016/1 GRV	64.70	
323581	17/08/2016	LANDGATE	Sch R2016/8 & 9 Rural UV Interim Valuations	239.70	
EFT1943	14/09/2016	MARKETFORCE	Advertising CEO Vacany Saturday West x 2	-	3,667.00
8905	30/08/2016	MARKETFORCE	Health Local Law Amendment Advertising on 13.08.2016	364.58	
8906	30/08/2016	MARKETFORCE	Advertising CEO Vacany Saturday West x 2	3,302.42	
EFT1944	14/09/2016	MERREDIN MOWER & CHAINSAW CENTRE	Starter Assembly	-	29.20
00005368	06/09/2016	MERREDIN MOWER & CHAINSAW CENTRE	Starter Assembly	29.20	
EFT1945	14/09/2016	MOORE STEPHENS	Nuts & Bolts Finance Essential Workshop	-	3,128.40
NBIFE0920160010	05/09/2016	MOORE STEPHENS	Nuts & Bolts Finance Essential Workshop - J Heaney	1,564.20	
NBIFE0920160009	05/09/2016	MOORE STEPHENS	Nuts and Bolts course for Ann Brandis	1,564.20	
EFT1946	14/09/2016	Mukinbudin Electrical Contractor	Various	-	695.00
000320	04/09/2016	Mukinbudin Electrical Contractor	Supply and Install new VAST box	340.00	
000321	04/09/2016	Mukinbudin Electrical Contractor	Repair of Caravan Park bell	55.00	
000325	06/09/2016	Mukinbudin Electrical Contractor	Repairs to Electrical Fault 25 Calder Street	100.00	
000327	07/09/2016	Mukinbudin Electrical Contractor	Investigate Fault at Caravan Park Entrance Light	100.00	
000328	07/09/2016	Mukinbudin Electrical Contractor	Repairs to Light at Caravan Park	100.00	
EFT1947	14/09/2016	PALM PLUMBING	Install Washing Machine drain point 12 Salmon Gum Alley	-	194.26
00000426	07/09/2016	PALM PLUMBING	Install Washing Machine drain point 12 Salmon Gum Alley	194.26	
EFT1948	14/09/2016	PARKS AND LEISURE AUSTRALIA	Social Media Training - Nola Comerford-Smith	-	165.00
8183	22/08/2016	PARKS AND LEISURE AUSTRALIA	Social Media Training - Nola Comerford-Smith	165.00	
EFT1949	14/09/2016	REMNANT WAREHOUSE	Muslin & Hessian for Event Kits	-	1,470.00
20000000050	05/09/2016	REMNANT WAREHOUSE	Muslin & Hessian for Event Kits	1,470.00	
EFT1950	14/09/2016	ROAD SIGNS AUSTRALIA	Various Road Signs as requested	-	2,372.70
00034077	08/09/2016	ROAD SIGNS AUSTRALIA	Various Road Signs as requested	2,372.70	
EFT1951	14/09/2016	SCOPE TRAINING	Cert IV Project Management Practice - N Comerford-Smith	-	1,550.00
IV00001211	07/09/2016	SCOPE TRAINING	Cert IV Project Management Practice - N Comerford-Smith	1,550.00	
EFT1952	14/09/2016	SHIRE OF TRAYNING	Kununoppin Medical Practice Expenses June & July 2016	-	11,755.18
3859	31/08/2016	SHIRE OF TRAYNING	Kununoppin Medical Practice Expenses June & July 2016	11,755.18	
EFT1953	14/09/2016	SILINGER CONTRACTORS	110 hrs Road Train Hire 1/8 - 23/8	-	21,780.00
954	01/09/2016	SILINGER CONTRACTORS	110 hrs Road Train Hire 1/8 - 23/8	21,780.00	
EFT1954	14/09/2016	SIPPES MUKINBUDIN	General Parks & Gardens & Maintenance	-	741.85
01-087011	31/08/2016	SIPPES MUKINBUDIN	Parks and Gardens over the counter purchases August	82.15	
01-087012	31/08/2016	SIPPES MUKINBUDIN	Tank Metal Repair Kit	21.00	
01-086998	31/08/2016	SIPPES MUKINBUDIN	45kg Gas Bottle	138.15	
01-086560	17/08/2016	SIPPES MUKINBUDIN	Mop for Gym Shower	22.75	
81-006128	08/08/2016	SIPPES MUKINBUDIN	Weed & Feed for general Parks & Gardens	305.00	
81-006155	25/08/2016	SIPPES MUKINBUDIN	Towel Roll Dispenser & Rubbish Bin Gym & Admin P/Toilet	172.80	
EFT1955	14/09/2016	THE WATERSHED WATER SYSTEMS	Rainbird 8 Station Irrigation Controller	-	453.74
10141089	29/08/2016	THE WATERSHED WATER SYSTEMS	Rainbird 8 Station Irrigation Controller	453.74	

EFT1956	14/09/2016	WALLIS COMPUTER SOLUTION	IT Support Gold Annual Billing for 2016		- 26,853.22
13047	08/09/2016	WALLIS COMPUTER SOLUTION	NBN Wireless Service Data for Month August 2016	115.50	
13045	08/09/2016	WALLIS COMPUTER SOLUTION	DATTO Back & Platinum Agreement	10,705.20	
13046	08/09/2016	WALLIS COMPUTER SOLUTION	Synergy Soft Managed Service Agreement	2,859.12	
13044	08/09/2016	WALLIS COMPUTER SOLUTION	IT Support Gold Annual Billing for 2016	13,057.90	
13048	08/09/2016	WALLIS COMPUTER SOLUTION	NBN Wireless Service for September 2016	115.50	
PAY-2	25/08/2016	SALARIES AND WAGES	List Pay 8/9/2016 & 22/9/2016		- 75,909.49
				<b>TOTAL</b>	<b>-314,820.86</b>
<b>DD No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>INV Amount</b>	<b>Total</b>
DD2767.1	01/09/2016	WESTNET	Internet Expenses for September 2016		- 134.89
1	01/09/2016	WESTNET	Internet Expenses for September 2016	134.89	
DD2784.1	07/09/2016	WA Super	Payroll deductions		- 6,708.99
SUPER	07/09/2016	WA Super	Superannuation contributions	5,057.91	
DEDUCTION	07/09/2016	WA Super	Payroll deductions	161.03	
DEDUCTION	07/09/2016	WA Super	Payroll deductions	140.90	
DEDUCTION	07/09/2016	WA Super	Payroll deductions	356.83	
DEDUCTION	07/09/2016	WA Super	Payroll deductions	175.41	
DEDUCTION	07/09/2016	WA Super	Payroll deductions	816.91	
DD2784.2	07/09/2016	Prime Super	Superannuation contributions		- 512.02
SUPER	07/09/2016	Prime Super	Superannuation contributions	512.02	
DD2784.3	07/09/2016	ONE PATH ONE ANSWER PERSONAL SUPER	Superannuation contributions		- 57.14
SUPER	07/09/2016	ONE PATH ONE ANSWER PERSONAL SUPER	Superannuation contributions	57.14	
DD2784.4	07/09/2016	Australian Super Pension	Superannuation contributions		- 105.58
SUPER	07/09/2016	Australian Super Pension	Superannuation contributions	105.58	
DD2784.5	07/09/2016	Host Plus	Superannuation contributions		- 68.32
SUPER	07/09/2016	Host Plus	Superannuation contributions	68.32	
DD2784.6	07/09/2016	DL SELLENGER SUPERFUND	Superannuation contributions		- 202.99
SUPER	07/09/2016	DL SELLENGER SUPERFUND	Superannuation contributions	202.99	
DD2784.7	07/09/2016	REST INDUSTRY SUPER	Superannuation contributions		- 101.07
SUPER	07/09/2016	REST INDUSTRY SUPER	Superannuation contributions	101.07	
DD2798.1	14/09/2016	BENDIGO BANK MASTERCARD	August 2016 Credit Card Purchases		- 73.95
91	14/09/2016	BENDIGO BANK MASTERCARD	August 2016 Credit Card Purchases	73.95	
DD2817.1	12/09/2016	Canon Finance Australia Pty Ltd	Photocopier Lease for month ending September		- 313.05
PHOTOCOPIE	12/09/2016	Canon Finance Australia Pty Ltd	Photocopier Lease for month ending September	313.05	
DD2828.1	21/09/2016	WA Super	Payroll deductions		- 5,861.99
SUPER	21/09/2016	WA Super	Superannuation contributions	4,323.64	
DEDUCTION	21/09/2016	WA Super	Payroll deductions	161.03	
DEDUCTION	21/09/2016	WA Super	Payroll deductions	140.90	
DEDUCTION	21/09/2016	WA Super	Payroll deductions	364.10	
DEDUCTION	21/09/2016	WA Super	Payroll deductions	159.10	
DEDUCTION	21/09/2016	WA Super	Payroll deductions	713.22	
DD2828.2	21/09/2016	Prime Super	Superannuation contributions		- 512.02
SUPER	21/09/2016	Prime Super	Superannuation contributions	512.02	
DD2828.3	21/09/2016	ONE PATH ONE ANSWER PERSONAL SUPER	Superannuation contributions		- 57.14
SUPER	21/09/2016	ONE PATH ONE ANSWER PERSONAL SUPER	Superannuation contributions	57.14	
DD2828.4	21/09/2016	Australian Super Pension	Superannuation contributions		- 13.66
SUPER	21/09/2016	Australian Super Pension	Superannuation contributions	13.66	
DD2828.5	21/09/2016	Host Plus	Superannuation contributions		- 21.12
SUPER	21/09/2016	Host Plus	Superannuation contributions	21.12	
DD2828.6	21/09/2016	DL SELLENGER SUPERFUND	Superannuation contributions		- 174.06
SUPER	21/09/2016	DL SELLENGER SUPERFUND	Superannuation contributions	174.06	
DD2828.7	21/09/2016	REST INDUSTRY SUPER	Superannuation contributions		- 88.51
SUPER	21/09/2016	REST INDUSTRY SUPER	Superannuation contributions	88.51	
				<b>Total</b>	<b>- 15,006.50</b>
<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>INV Amount</b>	<b>Total</b>
31406	01/09/2016	SHIRE OF MUKINBUDIN	2016/17 Rates for Shire of Mukinbudin properties		- 17,698.47
090816	09/08/2016	SHIRE OF MUKINBUDIN	2016/17 Rates for Shire of Mukinbudin properties	17,698.47	
31407	01/09/2016	Telstra	Telephone account to 10.08.2016		- 1,432.76
180816	18/08/2016	Telstra	Telephone account to 10.08.2016	1,372.77	
1808	18/08/2016	Telstra	Caravan Park Internet	59.99	
31408	02/09/2016	Telstra	Bill up to 10 Aug for CRC		- 156.52
P000990811-3	15/08/2016	Telstra	Bill up to 10 Aug for CRC	156.52	
31409	05/09/2016	WATER CORPORATION	Trade Waste Permit 29533 - Cafe		- 96.52
JULY0003	07/07/2016	WATER CORPORATION	Trade Waste Permit 29533 - Cafe	96.52	
31410	07/09/2016	AUSTRALIAN TAXATION OFFICE	Payment for BAS Sept 2016		- 26,825.00
BASSEP2016	07/09/2016	AUSTRALIAN TAXATION OFFICE	Payment for BAS Sept 2016	26,825.00	
31414	14/09/2016	MUKINBUDIN CAFE	Meals for Fire Brigade Training		- 242.00
67	31/08/2016	MUKINBUDIN CAFE	Meals for Fire Brigade Training	242.00	
31415	20/09/2016	MUKINBUDIN NEWSAGENCY & AG SUPPLIES	Myers Gift card for Tania's Leaving Present		- 450.00
200916	20/09/2016	MUKINBUDIN NEWSAGENCY & AG SUPPLIES	Staff Contribution	375.00	
200916	20/09/2016	MUKINBUDIN NEWSAGENCY & AG SUPPLIES	Council Contribution	75.00	
31416	22/09/2016	SHIRE OF MUKINBUDIN	Licence for MBL 7330 new trailer		- 51.60
MBL7330	22/09/2016	SHIRE OF MUKINBUDIN	Licence for MBL 7330 new trailer	51.60	
				<b>Total</b>	<b>- 46,952.87</b>
<b>Trust</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>INV Amount</b>	<b>Total</b>
<b>Chq/EFT/ DD</b>					
285	09/09/2016	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	REFUND OF AUGUST TICKET SALES		-75.45
T167	09/09/2016	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	REFUND OF AUGUST TICKET SALES	75.45	
286	09/09/2016	Shire of Mukinbudin - Minutes OCM 19th October 2016 BETH MORTIMER	REFUND OF HOUSING BOND	28	-188.00



T42	09/09/2016	BETH MORTIMER	REFUND OF HOUSING BOND	188.00	
287	09/09/2016	DAWN MARGARET BECKINGHAM	REFUND OF HOUSING BOND FOR AGED UNIT 9		-188.00
T46	09/09/2016	DAWN MARGARET BECKINGHAM	REFUND OF HOUSING BOND FOR AGED UNIT 9	188.00	
288	09/09/2016	SHIRE OF MUKINBUDIN	REFUND OF HOUSING BOND TO SHIRE AFTER PROPERTY DAMAGE		-740.00
T40	09/09/2016	SHIRE OF MUKINBUDIN	REFUND OF HOUSING BOND TO SHIRE AFTER PROPERTY DAMAGE Single Unit 3	460.00	
T92	09/09/2016	SHIRE OF MUKINBUDIN	REFUND OF SINGLES UNIT 1 HOUSING BOND TO SHIRE AFTER DAMAGE	280.00	
290	21/09/2016	BOND ADMINISTRATOR	PAYMENT OF NORMA JONES AGED UNIT 9 HOUSING AND PET BOND TO BOND ADMINISTRATOR		-340.00
T194	21/09/2016	BOND ADMINISTRATOR	PAYMENT OF NORMA JONES AGED UNIT 9 HOUSING AND PET BOND TO BOND ADMINISTRATOR	340.00	
EFT1924	02/09/2016	DEPARTMENT OF COMMERCE	PAYMENT OF BSL FOR CBH BULKHEAD 080816		-152.22
T2	02/09/2016	DEPARTMENT OF COMMERCE	PAYMENT OF BSL FOR CBH BULKHEAD 080816	152.22	
EFT1926	09/09/2016	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	PAYMENT OF BCITF LEVY - 080816 CBH BULKHEAD		-222.22
T109	02/09/2016	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	PAYMENT OF BCITF LEVY - 080816 CBH BULKHEAD	222.22	
EFT1927	09/09/2016	STUART BILLINGHAM	REFUND OF HOUSING AND PET BOND FOR 15 CRUICKSHANK		-1100.00
T56	09/09/2016	STUART BILLINGHAM	REFUND OF HOUSING AND PET BOND FOR 15 CRUICKSHANK	1100.00	
DD2774.1	01/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-1316.50
T61	01/09/2016	Department of Transport	REFUND OF POLICE LICENSING	1316.50	
DD2776.1	02/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-1389.40
T61	02/09/2016	Department of Transport	REFUND OF POLICE LICENSING	1389.40	
DD2778.1	05/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-979.90
T61	05/09/2016	Department of Transport	REFUND OF POLICE LICENSING	979.90	
DD2780.1	06/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-1151.20
T61	06/09/2016	Department of Transport	REFUND OF POLICE LICENSING	1151.20	
DD2801.1	16/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-662.70
T61	16/09/2016	Department of Transport	REFUND OF POLICE LICENSING	662.70	
DD2803.1	15/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-416.00
T61	15/09/2016	Department of Transport	REFUND OF POLICE LICENSING	416.00	
DD2805.1	14/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-2026.70
T61	14/09/2016	Department of Transport	REFUND OF POLICE LICENSING	2026.70	
DD2807.1	13/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-361.05
T61	13/09/2016	Department of Transport	REFUND OF POLICE LICENSING	361.05	
DD2809.1	12/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-855.00
T61	12/09/2016	Department of Transport	REFUND OF POLICE LICENSING	855.00	
DD2811.1	07/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-292.35
T61	07/09/2016	Department of Transport	REFUND OF POLICE LICENSING	292.35	
DD2813.1	08/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-2820.00
T61	08/09/2016	Department of Transport	REFUND OF POLICE LICENSING	2820.00	
DD2815.1	09/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-63.30
T61	09/09/2016	Department of Transport	REFUND OF POLICE LICENSING	63.30	
DD2819.1	19/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-202.90
T61	19/09/2016	Department of Transport	REFUND OF POLICE LICENSING	202.90	
DD2825.1	20/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-188.05
T61	20/09/2016	Department of Transport	REFUND OF POLICE LICENSING	188.05	
DD2832.1	21/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-1436.65
T61	21/09/2016	Department of Transport	REFUND OF POLICE LICENSING	1436.65	
DD2834.1	22/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-3392.65
T61	22/09/2016	Department of Transport	REFUND OF POLICE LICENSING	3392.65	
DD2836.1	23/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-1235.25
T61	23/09/2016	Department of Transport	REFUND OF POLICE LICENSING	1235.25	
DD2842.1	28/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-1340.15
T61	28/09/2016	Department of Transport	REFUND OF POLICE LICENSING	1340.15	
DD2845.1	30/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-3396.00
T61	30/09/2016	Department of Transport	REFUND OF POLICE LICENSING	3396.00	
DD2849.1	29/09/2016	Department of Transport	REFUND OF POLICE LICENSING		-790.05
T61	29/09/2016	Department of Transport	REFUND OF POLICE LICENSING	790.05	
				<b>Total</b>	<b>-27321.69</b>

<b>8.3.2 Monthly Statement of Financial Activity Report – 30 SEPTEMBER 2016</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – Manager of Finance
Date:	12 <sup>th</sup> October 2016
Disclosure of Interest:	NIL
Responsible Officer	Ann Brandis – Manager of Finance
Author:	Ann Brandis – Manager of Finance
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – September 2016
Documents Tabled	NIL

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

### **EXECUTIVE SUMMARY**

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

The new format out of SynergySoft Monthly Statement of Financial Activity for the period ending **31<sup>st</sup> August 2016** 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

### **BACKGROUND INFORMATION**

Nil

### **STATUTORY ENVIRONMENT**

General Financial Management of Council, Council 2016/17 Budget, *Local Government (Financial Management) Regulations 1996, r34, Local Government Act 1995, section 6.4*

### **POLICY IMPLICATIONS**

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%.

**FINANCIAL IMPLICATIONS**

There is no direct financial Implication in relation to this matter

**STRATEGIC IMPLICATIONS** N/A

**SITE INSPECTION** N/A

**TRIPLE BOTTOM LINE ASSESSMENT  
ECONOMIC IMPLICATIONS** N/A

**SOCIAL IMPLICATIONS** N/A

**ENVIRONMENTAL IMPLICATIONS** N/A

**OFFICER COMMENT** N/A

**OFFICER RECOMMENDATION**

Council Decision Number – 13 10 16

Moved: Cr Junk                                  Seconded: Cr Poultney

That Council adopt the Monthly Financial Report for the period ending 30<sup>th</sup> September 2016 and note any material variances greater than \$10,000 and 10%.

Carried                    9/0

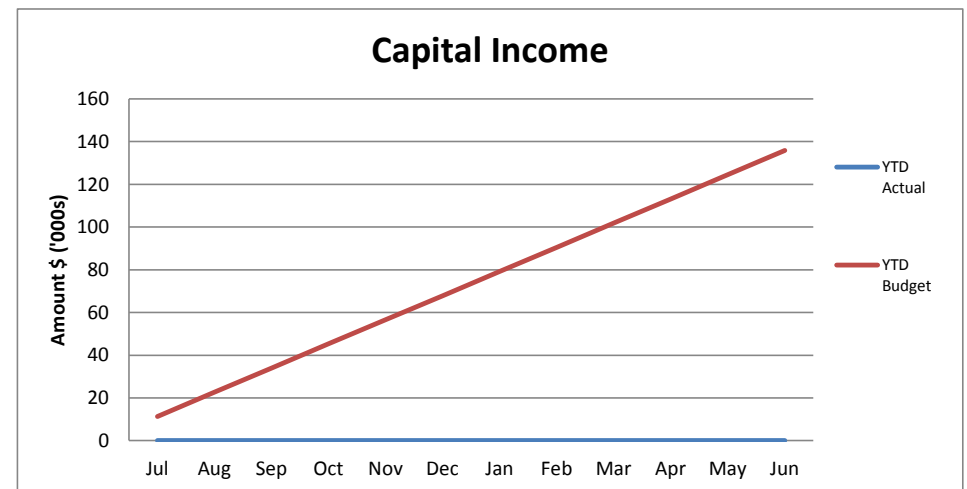
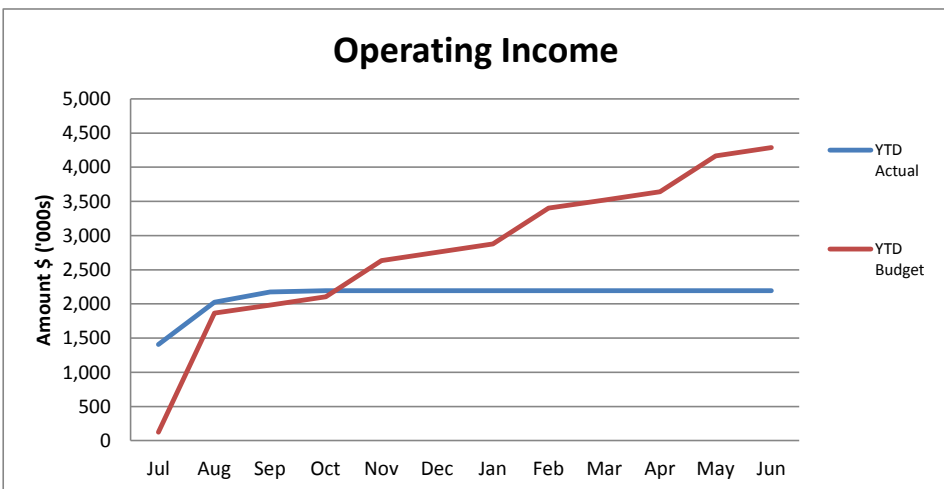
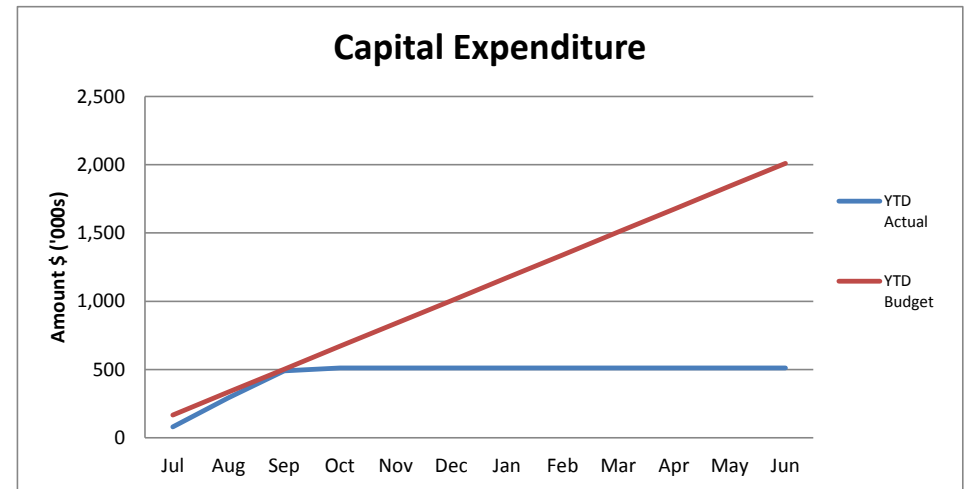
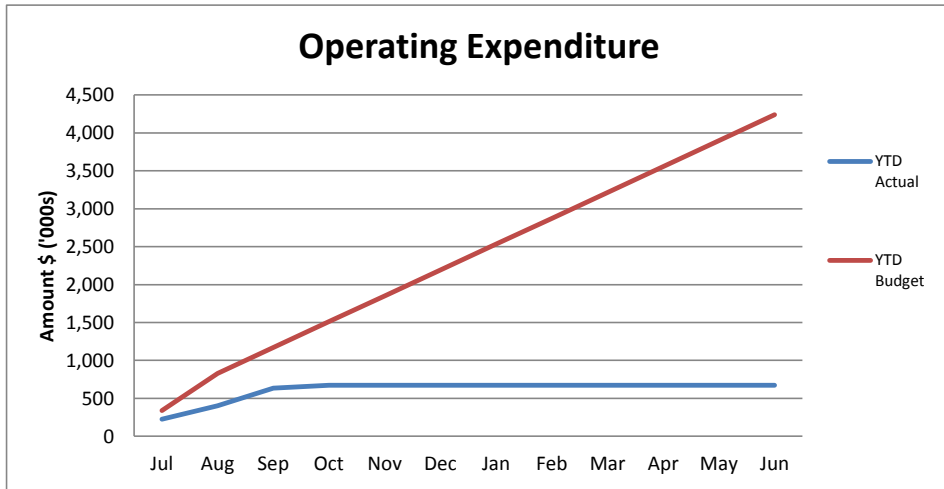


**SHIRE OF MUKINBUDIN**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016**

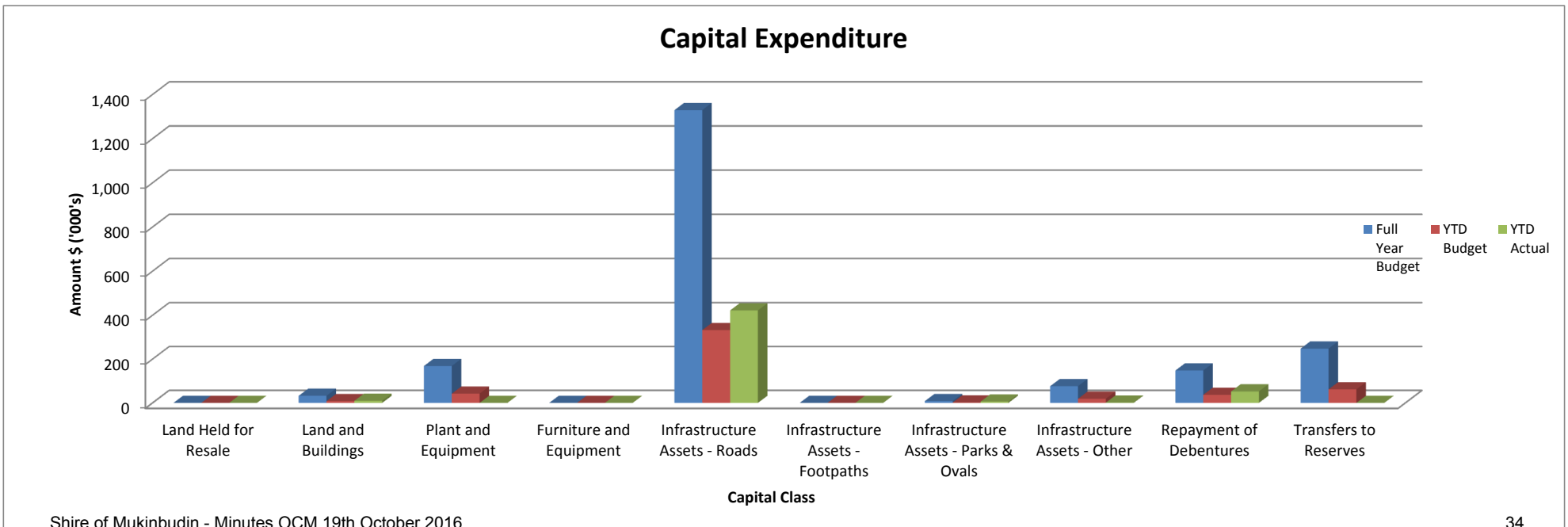
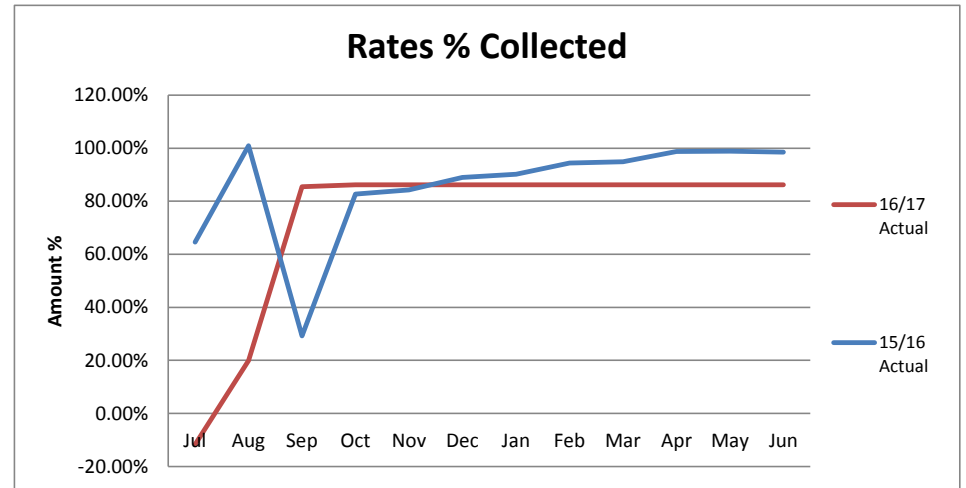
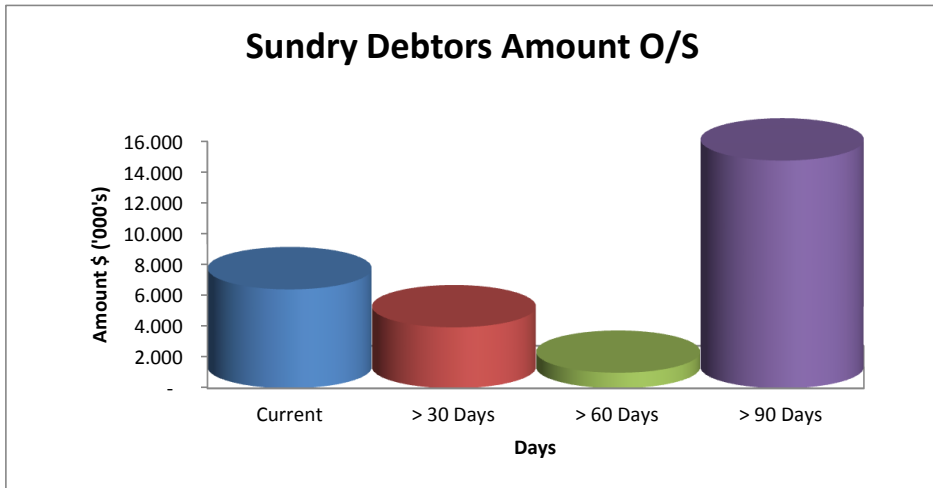
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# Income and Expenditure Graphs to 30 September 2016



## Other Graphs to 30 September 2016



## SHIRE OF MUKINBUDIN

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016

	NOTE	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	SEPTEMBER 2016 Y-T-D Budget \$	SEPTEMBER 2016 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %
<b>Operating</b>							
<b>Revenues/Sources</b>							
Governance		3,970	3,970	987	870	(117)	(11.85%)
General Purpose Funding		1,662,568	1,662,568	415,633	411,401	(4,232)	(1.02%)
Law, Order, Public Safety		24,610	24,610	5,176	5,926	750	14.49%
Health		3,929	3,929	981	678	(303)	(30.89%)
Education and Welfare		4,380	4,380	1,092	3,428	2,336	213.92%
Housing		144,898	144,898	36,204	38,958	2,754	7.61%
Community Amenities		70,340	70,340	68,973	77,609	8,636	12.52%
Recreation and Culture		78,857	78,857	19,695	26,537	6,842	34.74%
Transport		1,041,525	1,041,525	350,388	529,156	178,768	51.02% ▲
Economic Services		160,572	160,572	40,125	61,240	21,115	52.62% ▲
Other Property and Services		44,610	44,610	11,148	7,575	(3,573)	(32.05%)
		<u>3,240,259</u>	<u>3,240,259</u>	<u>950,402</u>	<u>1,163,378</u>	<u>212,976</u>	<u>22.41%</u>
<b>(Expenses)/(Applications)</b>							
Governance		(338,561)	(338,561)	(93,407)	(105,149)	(11,742)	(12.57%) ▲
General Purpose Funding		(55,336)	(55,336)	(13,827)	(20,389)	(6,562)	(47.46%)
Law, Order, Public Safety		(124,988)	(124,988)	(42,387)	(25,208)	17,179	40.53% ▼
Health		(118,564)	(118,564)	(29,631)	(45,009)	(15,378)	(51.90%) ▲
Education and Welfare		(145,066)	(145,066)	(38,181)	(27,127)	11,054	28.95% ▼
Housing		(201,327)	(201,327)	(59,715)	(64,548)	(4,833)	(8.09%)
Community Amenities		(171,915)	(171,915)	(43,209)	(29,147)	14,062	32.54% ▼
Recreation & Culture		(1,106,375)	(1,106,375)	(305,739)	(134,630)	171,109	55.97% ▼
Transport		(1,453,293)	(1,453,293)	(363,967)	(65,152)	298,815	82.10% ▼
Economic Services		(511,276)	(511,276)	(130,853)	(137,872)	(7,019)	(5.36%)
Other Property and Services		(10,975)	(10,975)	(49,849)	18,755	68,604	137.62% ▼
		<u>(4,237,676)</u>	<u>(4,237,676)</u>	<u>(1,170,765)</u>	<u>(635,476)</u>	<u>535,289</u>	<u>(45.72%)</u>
<b>Net Operating Result Excluding Rates</b>		<b>(997,417)</b>	<b>(997,417)</b>	<b>(220,363)</b>	<b>527,902</b>	<b>748,265</b>	<b>(339.56%)</b>
<b>Adjustments for Non-Cash</b>							
<b>(Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	2	(20,500)	(20,500)	(5,124)	0	5,124	100.00%
Movement in Current Employee Benefits cash backed		0	0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL		0	0	0	(3,074)	(3,074)	0.00%
Movement in Employee Benefit Provisions (Non-Current)		0	0	0	0	0	0.00%
Rounding		0	0	0	0	0	0.00%
Depreciation on Assets		1,726,100	1,726,100	431,511	0	(431,511)	100.00% ▼
<b>Capital Revenue and (Expenditure)</b>							
Purchase Land Held for Resale	1	0	0	0	0	0	0.00%
Purchase of Land and Buildings	1	(32,360)	(32,360)	(8,091)	(9,431)	(1,340)	(16.56%)
Purchase of Furniture & Equipment	1	0	0	0	(10,656)	(10,656)	0.00%
Purchase of Plant & Equipment	1	(168,370)	(168,370)	(42,090)	0	42,090	100.00% ▼
Purchase of Infrastructure Assets - Roads	1	(1,329,104)	(1,329,104)	(332,244)	(421,888)	(89,644)	(26.98%) ▲
Purchase of Infrastructure Assets - Footpaths	1	0	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Parks & Ovals	1	(8,500)	(8,500)	(2,124)	(5,900)	(3,776)	(177.78%)
Purchase of Infrastructure Assets - Other	1	(76,260)	(76,260)	(19,062)	(1,302)	17,760	93.17% ▼
Proceeds from Disposal of Assets	2	45,000	45,000	11,250	0	(11,250)	(100.00%) ▼
Repayment of Debentures	3	(148,001)	(148,001)	(36,984)	(52,409)	(15,425)	(41.71%) ▲
Proceeds from New Debentures	3	0	0	0	0	0	0.00%
Advances to Community Groups		0	0	0	0	0	0.00%
Self-Supporting Loan Principal Income		0	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	4	(247,661)	(247,661)	(61,908)	0	61,908	100.00% ▼
Transfers from Restricted Asset (Reserves)	4	90,790	90,790	22,692	0	(22,692)	(100.00%) ▼
<b>ADD</b> Net Current Assets July 1 B/Fwd	5	120,259	113,452	120,259	113,452	(6,807)	5.66%
<b>LESS</b> Net Current Assets Year to Date	5	0	(6,807)	891,920	1,149,512	257,592	(28.88%)
<b>Amount Raised from Rates</b>		<u>(1,046,024)</u>	<u>(1,046,024)</u>	<u>(1,034,198)</u>	<u>(1,012,818)</u>	<u>21,380</u>	<u>(2.07%)</u>

This statement is to be read in conjunction with the accompanying notes.

**Material Variances Symbol**

Above Budget Expectations Greater than 10% and \$10,000 ▲

Below Budget Expectations Less than 10% and \$10,000 ▼

**SHIRE OF MUKINBUDIN**  
**FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016**  
**Report on Significant variances Greater than 10% and \$10,000**

**Purpose**

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

**The Materiality variances adopted by Council are:**

- Actual Variance exceeding 10% of YTD Budget
- Actual Variance exceeding 10% of YTD Budget and a value greater than \$10,000:

	<b>\$ Variances Actuals to</b>
<b>REPORTABLE OPERATING REVENUE VARIATIONS</b>	
<b>Transport - Variance above budget expectations</b>	
Regional Road Group first 80% (\$244,357) of Mukinbudin Wialki Road Project (\$319,992) Claimed - timing difference	\$178,768
Roads to Recovery claimed \$159,996 total to claim \$562,318 - timing difference	
<b>Economic Services - Variance above budget expectations</b>	
Income up to YTD Budget extra Caravan Park Rent, Barracks and Self Contained Units	\$21,115
<b>REPORTABLE OPERATING EXPENSE VARIATIONS</b>	
<b>Governance - Variance above budget expectations.</b>	
Actual Operating expenditure above YTD Budget ( Timing Difference)	-\$11,742
Local Govt Week/NEWROC Fees Subscriptions & Publications fully expended- spread over 12 months in budget	
<b>Law Order and Public Safety - below budget expectations</b>	
Actual Operating expenditure under YTD Budget (Timing Difference) - depreciation not run until P & E Fair Value completed	\$17,179
<b>Health - above budget expectations</b>	
Actual Operating expenditure over YTD Budget Medical Practice Costs higher (Timing Difference)	-\$15,378
<b>Education and Welfare - below budget expectations</b>	
Actual Operating expenditure under YTD Budget CEACA & Seniors Week Expenditure under (timing difference)	\$11,054
<b>Community Amenities - below budget expectations</b>	
Actual Operating expenditure below YTD Budget (permanent difference) credit received from Avon waste - overcharge of rubbish removal	\$14,062
<b>Recreation and Culture - Variance below budget expectations.</b>	
Swimming Pool Mtce/Operations and Town Hall expenditure under YTD Budget (Timing Difference)	
Depreciation not run due to fair value (timing difference) Swimming pools and other rec and sport	\$171,109
<b>Transport - Variance below budget expectations</b>	
Road Mtce Operating expenditure below YTD Budget - Depreciation not run (timing Difference)	\$298,815
<b>Other Property and Services - Variance below budget expectations.</b>	
Actual Operating expenditure under YTD Budget (Timing Difference) public works overheads, plant op costs under and plant depreciation not run until P & E fair value completed	\$68,604
<b>REPORTABLE NON-CASH VARIATIONS</b>	
<b>Depreciation on Assets - Variance below budget expectations.</b>	
Timing Difference - depreciation not being run until P&E and F&E revalued at Fair Value as at 30 June 2016	-\$431,511
<b>REPORTABLE CAPITAL EXPENSE VARIATIONS</b>	
<b>Purchase of Plant &amp; Equipment - Variance below budget expectations.</b>	
Timing Difference - Plant to be purchased after December 2016 , spread over 12 months in budget	\$42,090
<b>Repayment of Debentures - Variance above budget expectations</b>	
Timing Difference - budget amounts not allocated correctly , actuals correct	-\$15,425
<b>Purchase of Infrastructure Assets Roads - Variance above budget expectations.</b>	
Expenditure up on YTD Budget , Mukinbudin Wialki Road sealed - timing difference	-\$89,644
<b>Purchase of Infrastructure Assets Other - Variance below budget expectations.</b>	
Timing Difference - painting of pool bowl April/May 2016 - spread over 12 months in budget	\$17,760
<b>Transfers to Restricted Assets (Reserves) - Variance below budget expectations.</b>	
Reserve Funds to be transferred end of financial year (Timing Difference)	\$61,908
<b>REPORTABLE CAPITAL INCOME VARIATIONS</b>	
<b>Transfers from Restricted Asset (Reserves) - Variance below expectations.</b>	
Reserve Funds not transferred (Timing Difference) funds to be transferred end of December upon Term Deposit Maturity.	-\$22,692



SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016

	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	2016/17 YTD Budget \$	SEPTEMBER 2016 Actual \$
<b>1. ACQUISITION OF ASSETS</b>				
The following assets have been acquired during the period under review:				
<b>By Program</b>				
<b>Housing</b>				
<i>Housing - Shire (Staff and Rentals)</i>				
New Exec House 208 Salmon Gum Alley	6,650	6,650	1,662	5,215.80
<i>Housing - Aged (Including Senior Citizens)</i>				
New Aged Unit 11 - Capital	2,743	2,743	687	2,067.84
New Aged Unit 12 - Capital	2,743	2,743	687	2,067.84
<b>Recreation and Culture</b>				
<i>Swimming Pools</i>				
Swimming Pool Infrastructure Capital	64,000	64,000	15,999	0.00
<i>Other Recreation &amp; Sport</i>				
Town Other Infrastructure Capital	12,260	12,260	3,063	0.00
Infrastructure Parks & Ovals (Capital)	8,500	8,500	2,124	5,900.00
Furniture & Equipment (Capital) - Other	0	0	0	10,655.62
<i>Heritage</i>				
Popes Hill Anzac Memorial Capital	0	0	0	384.62
<b>Transport</b>				
<i>Roads, Streets, Bridges &amp; Depots</i>				
Mcgregor South Road Seal Rtr	238,407	238,407	59,592	0.00
Strugnell Street Rav Upgrade	55,309	55,309	13,818	0.00
Forty Six Gate Road Resheeting Rtr	547,400	547,400	136,845	8,035.97
Mukinbudin-Wialki Rd Capital - Rrg Funded 16-	479,988	479,988	119,991	403,171.68
Koorda Bullfinch Rd - Black Spot Funded	0	0	0	2,391.09
Roads (Capital) - Flood Damage	8,000	8,000	1,998	8,289.00
<i>Road Plant Purchases</i>				
Plant & Equipment (Capital) - Road Plant	168,370	168,370	42,090	0.00
<b>Other Property &amp; Services</b>				
<i>Administration Overheads</i>				
Admin Building Capital	20,224	20,224	5,055	0.00
	<u>1,614,594</u>	<u>1,614,594</u>	<u>403,611</u>	<u>449,176.42</u>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016

	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	2016/17 YTD Budget \$	SEPTEMBER 2016 Actual \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>				
The following assets have been acquired during the period under review:				
<b>By Class</b>				
Land Held for Resale - Current	0	0	0	0.00
Land Held for Resale - Non Current	0	0	0	0.00
Land	0	0	0	79.46
Buildings	32,360	32,360	8,091	9,351.48
Furniture & Equipment	0	0	0	10,655.62
Plant & Equipment	168,370	168,370	42,090	0.00
Infrastructure - Roads	1,329,104	1,329,104	332,244	421,887.74
Infrastructure - Footpaths	0	0	0	0.00
Infrastructure - Parks & Ovals	8,500	8,500	2,124	5,900.00
Infrastructure - Other	76,260	76,260	19,062	1,302.12
	<u>1,614,594</u>	<u>1,614,594</u>	<u>403,611</u>	<u>449,176.42</u>

**SHIRE OF MUKINBUDIN**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016**

**2. DISPOSALS OF ASSETS**

The following assets have been disposed of during the period under review:

<b>By Program</b>	Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
		2016/17 Budget	SEPTEMBER 2016 Actual	2016/17 Budget	SEPTEMBER 2016 Actual	2016/17 Budget	SEPTEMBER 2016 Actual
		\$	\$	\$	\$	\$	\$
<b>Transport</b>							
A317 - Komatsu Backhoe	317	4,500	0.00	15,000	0.00	10,500	0.00
A439 - MBL 1070 - Holden Colorado Utility LH Vehicle	439	10,000	0.00	15,000	0.00	5,000	0.00
MBL 1 - Ford Territory MF	435	10,000	0.00	15,000	0.00	5,000	0.00
		24,500	0.00	45,000	0.00	20,500	0.00

<b>By Class of Asset</b>	Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
		2016/17 Budget	SEPTEMBER 2016 Actual	2016/17 Budget	SEPTEMBER 2016 Actual	2016/17 Budget	SEPTEMBER 2016 Actual
		\$	\$	\$	\$	\$	\$
<b>Plant &amp; Equipment</b>							
A317 - Komatsu Backhoe	317	4,500.00	0.00	15,000.00	0.00	10,500.00	0.00
A439 - MBL 1070 - Holden Colorado Utility LH Vehicle	439	10,000	0.00	15,000	0.00	5,000	0.00
MBL 1 - Ford Territory MF	435	10,000	0.00	15,000	0.00	5,000	0.00
		24,500	0.00	45,000	0.00	20,500	0.00

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

2016/17 Adopted Budget	SEPTEMBER 2016 Actual
\$	\$
20,500	0.00
0	0.00
<u>20,500</u>	<u>0.00</u>

**SHIRE OF MUKINBUDIN**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016**

**3. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Lender	Particulars	Loan Finishes	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
				2016/17 Budget	2016/17 Actual	2016/17 Budget	2016/17 Actual	2016/17 Budget	2016/17 Actual	2016/17 Budget	2016/17 Actual
			\$	\$	\$	\$	\$	\$	\$	\$	\$
	<b>Education &amp; Welfare</b>										
WATC	Loan 109 - CRC	1/02/2021	32,403			5,756	2,836	26,647	29,567	1,813	948
	<b>Recreation &amp; Culture</b>										
WATC	Loan 108 - Bowling Club	1/02/2021	79,063			14,044	6,921	65,019	72,142	4,423	2,313
	<b>Economic Services</b>										
WATC	Loan 116 - Land Purchase	17/06/2019	31,088			9,742	0	21,346	31,088	1,764	0
WATC	Loan 119 - Mukinbudin Cafe	13/04/2027	104,435			7,253	0	97,182	104,435	5,327	0
	<b>Other Property &amp; Services</b>										
WATC	Loan 114 - Trailer 1TJP 062	17/06/2019	65,650			20,572	0	45,078	65,650	3,726	0
WATC	Loan 115 - Truck DAF MBL 250	22/01/2019	49,285			15,643	7,727	33,642	41,558	2,217	1,203
WATC	Loan 118 - Vibe Roller MBL 1677	13/09/2021	84,184			13,627	6,728	70,557	77,456	4,114	2,142
WATC	Loan 120 - Skid Steer MBL 1724	15/01/2024	55,906			5,934	2,934	49,972	52,972	2,488	1,277
WATC	Loan 121 - Grader MBL 95	27/02/2023	250,947			32,950	16,361	217,997	234,586	6,749	3,488
WATC	Loan 122 - Roller MBL 811	27/02/2023	136,545			17,929	8,902	118,616	127,643	3,672	1,898
WATC	Loan 123 - Tractor MBL 244	2/12/2022	32,448			4,551	0	27,897	32,448	1,040	0
			921,954	0	0	148,001	52,409	773,953	869,545	37,333	13,269

All other loan repayments were financed by general purpose revenue.

(b) New Debentures - 2016/17

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Amount Used		Balance Unspent \$
	Budget	Actual						Budget	Actual	
	\$	\$						\$	\$	
Nil		0							0	-

## SHIRE OF MUKINBUDIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016

	2016/17 Adopted Budget \$	SEPTEMBER 2016 Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Leave Reserve</b>		
Opening Balance	52,396	52,396
Amount Set Aside / Transfer to Reserve	81,310	0
Amount Used / Transfer from Reserve	(58,790)	0
	<u>74,916</u>	<u>52,396</u>
<b>(b) Plant Reserve</b>		
Opening Balance	195,256	195,256
Amount Set Aside / Transfer to Reserve	119,411	0
Amount Used / Transfer from Reserve		0
	<u>314,667</u>	<u>195,256</u>
<b>(c) Building Reserve</b>		
Opening Balance	24,676	24,676
Amount Set Aside / Transfer to Reserve	28,617	0
Amount Used / Transfer from Reserve		0
	<u>53,293</u>	<u>24,676</u>
<b>(d) Senior Housing Reserve</b>		
Opening Balance	37,439	37,439
Amount Set Aside / Transfer to Reserve	936	0
Amount Used / Transfer from Reserve	0	0
	<u>38,375</u>	<u>37,439</u>
<b>(e) Lot 64 White st &amp; Lot 69 Lansdell JV st Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(f) Lot 8 Cruickshank St JV Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(g) Communications Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(h) Residential Land Reserve</b>		
Opening Balance	10,118	10,118
Amount Set Aside / Transfer to Reserve	253	0
Amount Used / Transfer from Reserve	0	0
	<u>10,371</u>	<u>10,118</u>
<b>(i) Self Insurance Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(j) Roadworks Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(k) Swimming Pool Reserve</b>		
Opening Balance	32,348	32,348
Amount Set Aside / Transfer to Reserve	16,329	0
Amount Used / Transfer from Reserve	0	0
	<u>48,677</u>	<u>32,348</u>

## SHIRE OF MUKINBUDIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016

	2016/17 Adopted Budget \$	SEPTEMBER 2016 Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>(l) Royalties for Regions Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(m) Unspent Grant Reserve</b>		
Opening Balance	32,190	32,190
Amount Set Aside / Transfer to Reserve	805	0
Amount Used / Transfer from Reserve	(32,000)	0
	<u>995</u>	<u>32,190</u>
<b>(n) Community Bus Replacement Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>Total Cash Backed Reserves</b>	<u><u>541,294</u></u>	<u><u>384,423</u></u>
All of the above reserve accounts are to be supported by money held in financial institutions.		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	81,310	0
Plant Reserve	119,411	0
Building Reserve	28,617	0
Seniors Housing Reserve	936	0
Lot 64 White st & Lot 69 Lansdell JV st Reserve	0	0
Lot 8 Cruickshank St JV Reserve	0	0
Communications Reserve	0	0
Residential Land Reserve	253	0
Self Insurance Reserve	0	0
Roadworks Reserve	0	0
Swimming Pool Reserve	16,329	0
Royalties for Regions Reserve	0	0
Unspent Grant Reserve	805	0
Community Bus Replacement Reserve	0	0
	<u>247,661</u>	<u>0</u>
<b>Transfers from Reserves</b>		
Leave Reserve	(58,790)	0
Plant Reserve	0	0
Building Reserve	0	0
Seniors Housing Reserve	0	0
Lot 64 White st & Lot 69 Lansdell JV st Reserve	0	0
Lot 8 Cruickshank St JV Reserve	0	0
Communications Reserve	0	0
Residential Land Reserve	0	0
Self Insurance Reserve	0	0
Roadworks Reserve	0	0
Swimming Pool Reserve	0	0
Royalties for Regions Reserve	0	0
Unspent Grant Reserve	(32,000)	0
Community Bus Replacement Reserve	0	0
	<u>(90,790)</u>	<u>0</u>
<b>Total Transfer to/(from) Reserves</b>	<u><u>156,871</u></u>	<u><u>0</u></u>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016

4. RESERVES (Continued)

**Cash Backed Reserves (Continued)**

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

**Leave Reserve**

- to be used to fund annual and long service leave requirements.

**Plant Reserve**

- to be used for the purchase of major plant.

**Building Reserve**

- to be used for the construction of new buildings or to assist finance of housing loans

**Seniors Aged Housing Reserve**

- net result after rent and maintenance has been carried out for the financial year. This fund is to be used for additional units and maintenance upkeep.

**Lot 64 White st & Lot 69 Lansdell JV st Reserve**

- net result after rent and maintenance has been carried out for the financial year. This fund is to be used for maintenance upkeep.

**Lot 8 Cruickshank St JV Reserve**

- net result after rent and maintenance has been carried out for the financial year. This fund is to be used for maintenance upkeep.

**Communications Reserve**

- to be used for Capital upgrade of the TV Rebroadcaster

**Residential Land Reserve**

- to be used for the profit from the sale of subdivision blocks.

**Self Insurance Reserve**

- to be used for Insurance Excess.

**Roadworks Reserve**

- to be used for any unspent Road Grant monies.

**Swimming Pool Reserve**

- to be used for the upgrade of the Swimming Pool in future years.

**Royalties for Regions**

- to be used for any unspent Royalties for Regions monies.

**Unspent Grant Reserve**

- to be used for any grant funding that may not be expended in the current financial year.

**Community Bus Replacement Reserve**

- to be used for funds to replacement of the Community Bus

**SHIRE OF MUKINBUDIN**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016**

	2015/16 B/Fwd Per 2016/17 Budget \$	2015/16 B/Fwd Per Financial Report \$	SEPTEMBER 2016 Actual \$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	275,516	275,516	1,318,500
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	384,424	384,424	384,424
Accounts Receivable (Budget Purposes Only)	0	0	0
Rates Outstanding	16,222	16,222	146,968
Sundry Debtors	25,885	25,885	45,109
Provision for Doubtful Debts	(12,988)	(12,988)	(12,988)
Gst Receivable	13,852	13,852	29,139
Accrued Income	2,429	2,429	0
Payments In Advance	0	0	0
Inventories	0	0	0
	<u>705,340</u>	<u>705,340</u>	<u>1,911,152</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(34,448)	(34,448)	(210,085)
Accrued Interest On Loans	(11,382)	(11,382)	(11,382)
Accrued Salaries & Wages	(1,871)	(3,914)	0
Income In Advance	(7,629)	(7,629)	0
Gst Payable	(2,222)	(2,222)	(15,031)
Payroll Creditors	0	0	0
Accrued Expenses	(4,764)	0	0
PAYG Liability	(22,875)	(22,875)	(20,488)
FBT Payable	4,764	(4,764)	0
Other Payables	0	0	0
Current Employee Benefits Provision	(172,626)	(172,626)	(172,626)
Current Loan Liability	(148,000)	(148,000)	(95,591)
	<u>(401,053)</u>	<u>(407,860)</u>	<u>(525,203)</u>
<b>NET CURRENT ASSET POSITION</b>	304,287	297,480	1,385,949
Less: Cash - Reserves - Restricted	(384,424)	(384,424)	(384,424)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	52,396	52,396	52,396
Add Back : Current Loan Liability	148,000	148,000	95,591
Adjustment for Trust Transactions Within Muni	0	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u>120,259</u>	<u>113,452</u>	<u>1,149,512</u>

**SHIRE OF MUKINBUDIN**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016**

**6. RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2016/17 Rate Revenue \$</b>	<b>2016/17 Interim Rates \$</b>	<b>2016/17 Back Rates \$</b>	<b>2016/17 Total Revenue \$</b>	<b>2016/17 Budget \$</b>
<b>General Rate</b>								
GRV - Residential	0.170983	153	1,106,509	189,194	0	0	189,194	189,194
GRV - Vacant	0.170983	0	0	-	0	0	0	0
UV - Rural	0.022357	215	37,303,500	833,994	939	923	835,857	834,062
UV - Mining	0.022357	1	0	-	0	(71)	(71)	0
Non Rateable		63	51,074			0	0	
<b>Sub-Totals</b>		432	38,461,083	1,023,189	939	852	1,024,980	1,023,256
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Residential	400	20	12,001	8,000	0	0	8,000	8,000
GRV - Vacant	400	5	1,448	2,000	0	0	2,000	2,000
UV - Rural	500	30	280,296	15,000	0	0	15,000	15,000
UV - Mining	500	4	15,737	2,000	0	0	2,000	2,000
<b>Sub-Totals</b>		59	309,482	27,000	0	0	27,000	27,000
		491		1,050,189	939	852	1,051,980	1,050,256
Ex Gratia Rates							15,784	15,768
Discounts							(23,880)	(20,000)
Rates Adjustments							0	0
Movement in Excess Rates							(31,066)	0
<b>Total Amount of General Rates</b>							<b>1,012,818</b>	<b>1,046,024</b>
Specified Area Rates							0	0
<b>Total Rates</b>							<b>1,012,818</b>	<b>1,046,024</b>

All land except exempt land in the Shire of Mukinbudin is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2014/15 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.



**SHIRE OF MUKINBUDIN**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016**

**7. TRUST FUNDS**

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

<b>Detail</b>	<b>Balance 01-Jul-16 \$</b>	<b>Amounts Received \$</b>	<b>Amounts Paid (\$)</b>	<b>30/09/2016 Balance \$</b>
Police Licensing	0	104,933	(104,933)	0
Wilgoyne Tennis Club	0	0	0	0
Mukinbudin Indoor Cricket Club	11,345	0	0	11,345
BRB	0	152	(152)	0
Rates in Advance	0	0	0	0
LGMA Wheatbelt	0	0	0	0
Trust - Other	7	655	(111)	551
Sports Complex Key Bonds	860	0	(50)	810
Standpipe Key Bonds	200	100	(50)	250
Mukinbudin Football Club Rams Plates	650	100	(650)	100
Builders Levy (BCITF)	0	222	(222)	0
Karlonning Pipeline Scheme	0	0	0	0
Council Nomination Deposit	0	0	0	0
Drive in Donation	500	0	0	500
Housing Tenancy Bonds	8,024	660	(3,176)	5,508
Hall Hire Bonds & Deposits	0	0	0	0
Gym Bonds	1,121	280	(40)	1,361
Soil Conservation	13,166	0	0	13,166
	<b>35,873</b>	<b>107,102</b>	<b>(109,384)</b>	<b>33,591</b>

**SHIRE OF MUKINBUDIN**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016**

**8. OPERATING STATEMENT**

	<b>SEPTEMBER 2016 Actual \$</b>	<b>2016/17 Adopted Budget \$</b>	<b>2015/16 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	870	3,970	5,733
General Purpose Funding	1,424,219	2,708,592	1,620,883
Law, Order, Public Safety	5,926	24,610	32,065
Health	678	3,929	2,382
Education and Welfare	3,428	4,380	2,959
Housing	38,958	144,898	568,652
Community Amenities	77,609	70,340	71,903
Recreation and Culture	26,537	78,857	93,569
Transport	529,156	1,041,525	1,488,355
Economic Services	61,240	160,572	165,301
Other Property and Services	7,575	44,610	125,059
<b>TOTAL OPERATING REVENUE</b>	<b>2,176,196</b>	<b>4,286,283</b>	<b>4,176,860</b>
<b>OPERATING EXPENSES</b>			
Governance	105,149	338,561	302,673
General Purpose Funding	20,389	55,336	52,046
Law, Order, Public Safety	25,208	124,988	149,480
Health	45,009	118,564	114,820
Education and Welfare	27,127	145,066	82,139
Housing	64,548	201,327	192,299
Community Amenities	29,147	171,915	184,509
Recreation & Culture	134,630	1,106,375	1,019,076
Transport	65,152	1,453,293	1,463,040
Economic Services	137,872	511,276	439,072
Other Property and Services	(18,755)	10,975	12,460
<b>TOTAL OPERATING EXPENSE</b>	<b>635,476</b>	<b>4,237,676</b>	<b>4,011,614</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>1,540,720</u></b>	<b><u>48,607</u></b>	<b><u>165,247</u></b>

**SHIRE OF MUKINBUDIN**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>SEPTEMBER 2016 Actual \$</b>	<b>2015/16 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	1,702,924	659,940
Trade and Other Receivables	208,229	45,400
Inventories	0	0
<b>TOTAL CURRENT ASSETS</b>	<u>1,911,153</u>	<u>705,340</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	3,074	0
Inventories	624,614	624,614
Property, Plant and Equipment	12,593,345	12,573,259
Infrastructure	56,649,497	56,220,407
<b>TOTAL NON-CURRENT ASSETS</b>	<u>69,870,530</u>	<u>69,418,280</u>
<b>TOTAL ASSETS</b>	<u>71,781,683</u>	<u>70,123,620</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	256,985	87,234
Long Term Borrowings	95,591	148,000
Provisions	172,626	172,626
<b>TOTAL CURRENT LIABILITIES</b>	<u>525,202</u>	<u>407,860</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	773,955	773,955
Provisions	21,436	21,436
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>795,391</u>	<u>795,391</u>
<b>TOTAL LIABILITIES</b>	<u>1,320,593</u>	<u>1,203,251</u>
<b>NET ASSETS</b>	<u>70,461,090</u>	<u>68,920,369</u>
<b>EQUITY</b>		
Trust Imbalance	0	0
Retained Surplus	45,759,149	44,218,428
Reserves - Cash Backed	384,424	384,424
Revaluation Surplus	24,317,517	24,317,517
<b>TOTAL EQUITY</b>	<u>70,461,090</u>	<u>68,920,369</u>

**SHIRE OF MUKINBUDIN**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016**

**10. FINANCIAL RATIOS**

	2016/17 YTD	2015/16	2014/15	2013/14
Current Ratio	3.23	0.90	2.08	0.23
Operating Surplus Ratio	0.85	(0.94)	0.29	(1.20)

The above ratios are calculated as follows:

<b>Current Ratio</b>	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
----------------------	--

**INTERPRETATION:**

This ratio is a measure of short term (unrestricted) liquidity. That is, the ability of the Council to meet its liabilities (obligations) as and when they fall due.

**RISK INDICATORS:**

Low – 100% or greater  
 A ratio of greater than one (100%) indicates Council has more current assets than current liabilities.  
 High – Less than 100%  
 If less than one (100%), current liabilities are greater than current assets and Council has a short term funding issue.

**COMMENT:**

Provided restricted assets are excluded correctly, it is a very useful indicator of the “true” financial position of Council, particularly in the short term. As a general rule, when the current ratio of a Council is calculated at less than one (100%) it indicates a short term funding issue. However, it also needs to be considered in context of the overall financial position. If monitored correctly during the course of the year, it is a good indicator for when follow up action is necessary.

<b>Operating Surplus Ratio</b>	$\frac{\text{Operating revenue minus operating expense}}{\text{Own source operating revenue}}$
--------------------------------	--

**INTERPRETATION:**

Effectively highlights the scale/extent of any operating surplus or deficit in relation to the overall size of the local government.

**RISK INDICATORS:**

Low – 15% or greater  
 The local government is providing a strong operating surplus which will give flexibility in the future in relation to operational service levels and asset base.  
 High – Lower than 0%  
 The local government is experiencing an operating deficit.

**COMMENT:**

A sustained period of deficits will erode the local government’s ability to maintain both its operational service level and asset base.

**SHIRE OF MUKINBUDIN**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016**

**11. GRANT REVENUE - RECORD OF RECEIPTS**

		Amended Budget	30/09/2016 1/4 RECEIVED	31/12/2016 2/4 RECEIVED	31/03/2017 3/4 RECEIVED	30/06/2017 4/4 RECEIVED	Total	
	%							
<b>GENERAL PURPOSE FUNDING</b>								
		1,124,345						
UNTIED	FAGS - GENERAL PURPOSE	24.91%	1,124,345	280,043			280,043	
UNTIED	FAGS -- ROAD COMPONENT	-25.03%	504,085	-126,160			-126,160	
<b>LAW, ORDER, PUBLIC SAFETY</b>								
		16,590						
TIED	ESL LEVY	32.05%	16,590	5,317			5,317	
<b>EDUCATION &amp; WELFARE</b>								
		1,000						
TIED	SENIORS WEEK	0.00%	1,000	0			0	
<b>RECREATION &amp; CULTURE</b>								
		38,031						
TIED	POOL DSR CLGF Grant	0.00%	32,000	0			0	
<b>TRANSPORT</b>								
		1,002,325						
TIED	DIRECT GRANTS	100.00%	120,015	120,015			120,015	
TIED	R2R GRANT	28.45%	562,318	159,996			159,996	
TIED	MRD SPECIFIC PROJECT GRANT RRG	76.36%	319,992	244,358			244,358	
			2,187,291	683,568	0	0	0	683,568

**SHIRE OF MUKINBUDIN**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 30 SEPTEMBER 2016**

**12. SUPPLEMENTARY INFORMATION**

**Bank Accounts**

	Sep-16
Municipal Bank	\$1,317,979.37
Reserve Account Term Deposit	\$384,424.19
Trust Bank	\$33,591.96
	\$1,735,995.52

**Investment Register**

	Term	Interest Rate	Amount	Maturity
<b><i>Municipal Investments</i></b>				
TD - 2519 Bendigo Bank	3 months	2.45%	\$350,000.00	8/12/2016
TD - 2518 Bendigo Bank	1 month	1.85%	\$200,000.00	8/12/2016
*included in above Muni Bank balance			\$550,000.00	
<b><i>Reserve Investment</i></b>				
TD 2506 - Bendigo Bank	6 months	2.55%	\$384,424.19	30/12/2016

<b>8.3.3 Write off Rates A412,A413 and A433 – Previously Owned by BC Manuel ED Manuel and Estate of TJ Manuel</b>	
Location:	Mukinbudin
File Ref:	AS 433, AS 412, AS413
Applicant:	CEO
Date:	12 <sup>th</sup> October 2016
Disclosure of Interest:	NIL
Responsible Officer	Jenny Heaney – Rates Finance Officer
Author:	Jenny Heaney – Rates Finance Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

### **SUMMARY**

To present to Council with a request from the from the Rates Officer to write off the rates owing on A412, A413 and A433 (Lot 28429) after transfer to the Shire of Mukinbudin.

### **BACKGROUND**

At the Council Meeting held on 16 March 2016, an item was presented to Council with a request from the Manuel Family Legal Representative from Pacer legal to write off the rates owing on A412, A413 and A433(Lot 28429). The following decision was made:

<b><u>Council Decision Number – 1452</u></b>	
<b><i>Moved: Cr Seaby</i></b>	<b><i>Seconded: Cr Ventris</i></b>
<b><i>That Council agrees to write off the rates and charges outstanding of:</i></b>	
<b><i>\$540.26 on Assessment A412, and</i></b>	
<b><i>\$540.26 on Assessment A413, and</i></b>	
<b><i>\$644.56 on Assessment A433, subject to the land transfer to the Shire of Mukinbudin.</i></b>	
<b><i>Carried</i></b>	<b><i>9/0</i></b>
<b><i>AMVR</i></b>	

The three assessments have now been transferred to The Shire of Mukinbudin. In the time since the original item was presented, another year's rates have been raised on the assessments and therefore a larger amount of rates are outstanding and are required to be written off. Council can now agree to write off the rates and charges owing on assessments A412, A413 and A433 as part of the handover back to the Shire. Financial details below of each assessment.

A412 Financial Summary

Levies	Receipts	Balance	C/A	Description
400.00	0.00	400.00	C	Rates
400.00	0.00	400.00	A	Rates
55.99	0.00	55.99	C	Interest
2.67	0.00	2.67	C	ESL PENALTY
5.39	0.00	5.39	A	ESL PENALTY
50.00	0.00	50.00	C	VOLUNTARY SWIMMING POOL LEVY
50.00	0.00	50.00	A	VOLUNTARY SWIMMING POOL LEVY
71.00	0.00	71.00	C	EMERGENCY SERVICES LEVY
68.00	0.00	68.00	A	EMERGENCY SERVICES LEVY
=====				
1103.05	0.00	1103.05		*** TOTALS ***

A413 Financial Summary

Levies	Receipts	Balance	C/A	Description
400.00	0.00	400.00	C	Rates
400.00	0.00	400.00	A	Rates
55.99	0.00	55.99	C	Interest
2.67	0.00	2.67	C	ESL PENALTY
5.39	0.00	5.39	A	ESL PENALTY
50.00	0.00	50.00	C	VOLUNTARY SWIMMING POOL LEVY
50.00	0.00	50.00	A	VOLUNTARY SWIMMING POOL LEVY
71.00	0.00	71.00	C	EMERGENCY SERVICES LEVY
68.00	0.00	68.00	A	EMERGENCY SERVICES LEVY
=====				
1103.05	0.00	1103.05		*** TOTALS ***

A433 Financial Summary

Levies	Receipts	Balance	C/A	Description
500.00	0.00	500.00	C	Rates
500.00	0.00	500.00	A	Rates
68.40	0.00	68.40	C	Interest
2.67	0.00	2.67	C	ESL PENALTY
5.39	0.00	5.39	A	ESL PENALTY
50.00	0.00	50.00	C	VOLUNTARY SWIMMING POOL LEVY
50.00	0.00	50.00	A	VOLUNTARY SWIMMING POOL LEVY
71.00	0.00	71.00	C	EMERGENCY SERVICES LEVY
68.00	0.00	68.00	A	EMERGENCY SERVICES LEVY
=====				
1315.46	0.00	1315.46		*** TOTALS ***

**STATUTORY ENVIRONMENT**

The Local Government Act 1995 section 6.12 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
  - (c) write off any amount of money,
- which is owed to the local government.

\* Absolute majority required.

**POLICY IMPLICATIONS** Nil

**FINANCIAL IMPLICATIONS**

Reduced Income and reduced outstanding Rates Debtors over 90 days

**STRATEGIC IMPLICATIONS** Nil

**SITE INSPECTION** N/A

**TRIPLE BOTTOM LINE ASSESSMENT**  
**ECONOMIC IMPLICATIONS** Nil

**SOCIAL IMPLICATIONS** N/A

**ENVIRONMENTAL IMPLICATIONS** N/A

**OFFICER COMMENT**

Since the land has been transferred to the Shire and the first item presented was passed for the lesser amount of rates, it is recommended that the higher amount outstanding rates be written off.

Council are not able to write off ESL, and therefore the amount to be written off will be the total amount outstanding less \$139.00.

**OFFICER RECOMMENDATION**

**Council Decision Number – 14 10 2016**

**Moved: Cr Paterson**

**Seconded: Cr Seaby**

**That Council agrees to write off the rates and charges outstanding, with the exception of ESL, as follows:**

**\$964.05 on Assessment A412, and**

**\$964.05 on Assessment A413, and**

**\$1176.46 on Assessment A433.**

**Carried 9/0**

<b>8.3.4 Café Maintenance – Budget Amendment</b>	
Location:	Mukinbudin
File Ref:	AS 350
Applicant:	Manager of Finance
Date:	12 <sup>th</sup> October 2016
Disclosure of Interest:	NIL
Responsible Officer	Ann Brandis – Manager of Finance
Author:	Ann Brandis – Manager of Finance
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

### **SUMMARY**

To present to Council an budget variation for works at the Mukinbudin Cafe

### **BACKGROUND**

The Environmental Health Officer advised Council of works required at the Mukinbudin Café. These were to replace cracked tiles on the floor of the oven area in the kitchen and to install a sealed wall against the cool room in the oven area.

In the 2016/17 Budget and amount of \$800 was allocated for the replacement of the tiling and an amount of \$500 to install a sealed wall.

An estimation has been received for the replacement of the floor totalling \$4,650.00. The advice given was that due to the existing concrete floor moving, hence the cracking of the existing tiles. To re-lay tiles on the concrete would result in further cracking. It is recommended that the floor has a floating floor covered by wet sheeting which is then tiled.

An estimation has been received to build, paint and install a wall against the cool room rear panel for \$2,311.00. This wall requires having a hatch built into this to provide access to the cool room workings.

### **STATUTORY ENVIRONMENT**

The Local Government Act 1995 Part 6 Division 4 s 6.8 (1) requires the local government not to incur expenditure from its municipal fund for an additional purpose except where the expenditure-

(b) is authorised in advance by resolution\*

“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

\*requires an absolute majority of Council..

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Budget variation required - increased expenditure over budgeted expenditure

Budget Item Name	Various as listed above
Schedule No	Schedule 13 – Other Economic Services – Job No BM340
Budget Amount	\$3,120
Expenditure to Date	\$1,550.91
Budgeted items still to expend	\$1320.00
Proposed Cost	\$6,961.00
Balance	\$6,711.91

\*NOTE: All figures are exclusive of GST

**STRATEGIC IMPLICATIONS** Nil

**SITE INSPECTION** N/A

**TRIPLE BOTTOM LINE ASSESSMENT**  
**ECONOMIC IMPLICATIONS** Nil

**SOCIAL IMPLICATIONS** N/A

**ENVIRONMENTAL IMPLICATIONS** N/A

### **OFFICER COMMENT**

These items are required to make the area a legal compliant food preparation area.

### **OFFICER RECOMMENDATION**

**Council Decision Number – 15 10 2016**

**Moved: Cr Ventris**

**Seconded: Cr Comerford**

**That Council agrees to a budget variation for the above maintenance items at the Cafe**

**Carried 9/0**

## 8.4 Chief Executive Officer's Reports

<b>8.4.1 NEWROC Executive Meeting Minutes 27<sup>th</sup> September 2016</b>	
Location:	NEWROC, Shire of Mt Marshall
File Ref:	ADM 236
Applicant:	Ray Hooper, Acting CEO
Date:	13 <sup>th</sup> October 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting CEO
Author:	Ray Hooper, Acting CEO
Voting Requirements	Simple Majority
Documents Attached	Minutes of NEWROC Executive Meeting 27 <sup>th</sup> September 2016
Documents Tabled	Nil

### **Background**

A Executive Meeting of NEWROC was held on Tuesday 27th September 2016 at the Shire of Mt Marshall Council Chambers.

### **Comment:**

The following presentation was made to the meeting:

- Michael Sparks - LGIS

The following items were discussed at the Council Meeting:

#### **5. FINANCIAL MATTERS**

- 5.1. LIST OF INCOME AND EXPENDITURE
- 5.2. BALANCE SHEET

#### **6. MATTERS FOR CONSIDERATION**

- 6.1. NEWROC Strategic Projects
- 6.2. NEWARTS Literary Luncheon
- 6.2. Kununoppin Bonded Medical Scholarship
- 6.3. NEWROC Health Strategy

Next NEWROC Meeting dates:

The following dates have been adopted for NEWROC meetings during 2016.

25 October	Council	Shire of Koorda
22 November	Executive	Shire of Koorda
13 December	Council	Shire of Nungarin

### **Officer recommendation:**

**Council Decision Number – 16 10 2016**

**Moved: Cr Comerford**

**Seconded: Cr O'Neil**

**That Council notes the report on the NEWROC Executive meeting minutes held on 27<sup>th</sup> September 2016.**

**Carried 9/0**



North Eastern Wheatbelt Regional Organisation of Councils  
Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

# Executive Meeting

27 September 2016

Shire of Mt Marshall  
Council Chambers  
80 Monger Street  
BENCUBBIN

## MINUTES

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## ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> <li>🔥 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year)</li> <li>🔥 Council reviews NEWROC project priorities</li> </ul>	Council
March	<ul style="list-style-type: none"> <li>🔥 WDC attendance to respond to NEWROC project priorities</li> <li>🔥 Submit priority projects to WDC, Regional Development and WA Planning</li> </ul>	Executive
April	<ul style="list-style-type: none"> <li>🔥 NEWROC Budget Preparation</li> <li>🔥 Review NEWTRAVEL Tourism Officer Contract - expires June 2017</li> </ul>	Council
May	<ul style="list-style-type: none"> <li>🔥 NEWROC Draft Budget Presented</li> <li>🔥 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2019)</li> </ul>	Executive
June	🔥 NEWROC Budget Adopted	Council
July		Executive
August	🔥 Information for Councillors pre-election	Council
September		Executive
October		Council
November	<ul style="list-style-type: none"> <li>🔥 NEWROC Induction of new Council representatives (every other year)</li> <li>🔥 NEWROC CEO and President Handover</li> <li>🔥 Review NEWROC MoU (every other year)</li> </ul>	Executive
December	🔥 NEWROC Annual Dinner	Council

### **ONGOING ACTIVITIES**

Compliance

Media Releases

### **NEWROC CEO Rotation**

Shire of Mt Marshall

**Shire of Nungarin** (2015-2017)

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

# NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Executive Meeting held at the Shire of Mt Marshall, Council Chambers, 80 Monger Street, Bencubbin on Tuesday 27 September commencing at 10:12am

## MINUTES

### 1. OPENING AND ANNOUNCEMENTS

The Chair, Bill Fensome welcomed everyone at 10.12am

### 2. RECORD OF ATTENDANCE AND APOLOGIES

#### 2.1. Attendance

Bill Fensome	CEO NEWROC, Shire of Nungarin
David Burton	Shire of Koorda
Stephen Tindale	Shire of Mt Marshall
Ray Hooper	Shire of Mukinbudin
Pascoe Durtanovich	Shire of Trayning
Ian McCabe	Shire of Wyalkatchem

Caroline Robinson Executive Officer NEWROC

#### 2.2. Apologies

Hon Martin Aldridge MLC  
Jo Lundry, Research and Policy Officer  
Andrew Mangano, Regional Telecommunications Policy Officer

#### 2.3. Guests

Joanne Burges WALGA  
Michael Sparks, Senior Risk Consultant, Risk and Governance Services, LGIS  
(entered at 10.21am)

### 3. PRESENTATIONS

#### 3.1. Michael Sparks - LGIS

##### Presentation on Regulation 17

- 👉 Excel spreadsheet has been provided by LGIS in the past – it includes 16 profiles/subjects for risk consideration
- 👉 Key Risk Questions – What could go right? What could go wrong? What are we going to do to control it?
- 👉 Legislation requires risk management, internal control and compliance to be conducted by the local government
- 👉 Presentation on three options for members to consider on Reg 17



## Discussion

- 🌟 How is risk management presented to Councilors? Discussing risk at Council meetings for various projects, presenting risk assessments in Agenda items, discussing the excel spreadsheet (one page summary) with the Audit sub committee
- 🌟 What controls do each of the members have in adhering to other legislation / compliance? Discussion regarding delegation, access to information, risk appetite

### 3.2. DIRECTORS REPORTS AND INFORMATION SESSION

#### Corporate Capacity - Bill Fensome

- 🌟 NEWROC audit will occur in October – undertaken by the Shire of Nungarin

#### Economic Development and Tourism – Stephen Tindale

- 🌟 Shires of Nungarin and Koorda are working towards being a Small Business Friendly Local Government (Shire of Wyalkatchem also intending to)

#### Environment – Pascoe Durtanovich

- 🌟 Nil

#### Transport and Infrastructure – Ray Hooper

- 🌟 Brookfields Rail and Road Interface Agreement discussion
- 🌟 RAV4 Networks – Most members have done upgrades from RAV2 and RAV3, with reassessments on roads with no ratings, discussion also regarding ratings on roads that go across Shire boundaries
- 🌟 CBH are not opening 25 bins this harvest and will be allocating particular varieties to some bins- members need to be aware of this

#### Emergency Management and Health – Ian McCabe

- 🌟 Representatives from Wyalkatchem and Koorda have been meeting regularly to discuss the practice
- 🌟 Fire ratings for harvest bans – decision made to lower the ratings from 32 to 30 on weekends (reasoning is that there are less people around to assist in an emergency)
- 🌟 Wyalkatchem is representing the Zone at the November meeting to discuss the Wheatbelt Risk Plan
- 🌟 Kununoppin Medical Practice – Dr Walker is bringing a number of clients back to the practice
- 🌟 Mukinbudin Health Centre (SiHi project) designs have been signed off

#### Community Development and Regulatory Services – David Burton

- 🌟 Reg 17 discussion

#### 4. MINUTES OF MEETINGS

Minutes of the Executive Meeting held 26 July 2016 have previously been circulated.

##### RESOLUTION:

**That the Minutes of the Executive Meeting held on 26 July 2016 be received as a true and correct record.**

**Moved D Burton**

**Seconded I McCabe**

**Carried 6/0**

#### 4.1. Business Arising

Nil

#### 5. FINANCIAL MATTERS

##### 5.1. Income and Expenditure

**PORTFOLIO:** Corporate Capacity  
**FILE REFERENCE:** 42-2 Finance Audit and Compliance  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 19 September 2016  
**ATTACHMENT NUMBER:** Nil  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

##### COMMENT:

Following is a list of income and expenditure from 1 August 2016 – 31 August 2016

#### NEWROC Funds #5557 Transactions

From 1 August 2016 to 31 August 2016

NEWROC Funds #5557					
Opening Balance			49,953.86	0.00	0.00
Date	Description	Reference	Credit	Debit	Gross
01 Aug 2016	Bendigo Bank	Interest Received	12.73	0.00	12.73
02 Aug 2016	Payment: Digit Books Pty Ltd	D1G1T	0.00	50.00	(50.00)
10 Aug 2016	Payment: Bencubbin CRC	Inv 1595 P Geraghty A5 Printing	0.00	10.50	(10.50)
10 Aug 2016	Payment: Indigo Storm Photography	Indigo Storm Photography	0.00	198.40	(198.40)
10 Aug 2016	Payment: Solum Wheatbelt Business Solutions	Merredin Flowers - P Geraghty Event	0.00	109.50	(109.50)
16 Aug 2016	Payment: Vernon Contracting	Tourism Officer June-July	0.00	1,318.68	(1,318.68)
16 Aug 2016	Payment: Solum Wheatbelt Business Solutions	Solum EO Services	0.00	4,156.00	(4,156.00)
<b>Total NEWROC Funds #5557</b>			<b>12.73</b>	<b>5,843.08</b>	<b>(5,830.35)</b>
Closing Balance			44,123.51	0.00	0.00
<b>Total</b>			<b>12.73</b>	<b>5,843.08</b>	<b>(5,830.35)</b>

##### RESOLUTION:

**That the income and expenditure from 1 August 2016 to 31 August 2016, as listed, be received.**

**Moved R Hooper**

**Seconded S Tindale**

**Carried 6/0**

## 5.2. Balance Sheet

**PORTFOLIO:** Corporate Capacity  
**FILE REFERENCE:** 42-2 Finance Audit and Compliance  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 19 September 2016  
**ATTACHMENT NUMBER:** Nil  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

### COMMENT:

### Balance Sheet NEWROC As at 31 August 2016

<b>Assets</b>	
<b>Bank</b>	
NEWROC Funds #5557	\$44,123.51
NEWROC Investment Account#6026	\$310,074.02
<b>Total Bank</b>	<b>\$354,197.53</b>
<hr/>	
<b>Current Assets</b>	
Community Safety & Crime Prevention	-\$801.00
Executive Officer	-\$80,844.00
General Purpose	-
Governance / General Administration	-\$2,757.60
Grant Funding	-\$19,240.00
Joint Planning Project	-\$7,629.86
Medical Enhancement Fund	-\$38,317.36
Monies allocated to projects	\$108,335.61
Natural Resource Management	-\$8,982.76
NewArts - Literary Luncheon	-\$600.00
NEWROC Promotion (853)	-\$5,981.09
NEWTRAVEL Tourism Officer	-\$13,681.32
Sundry Debtors Control	\$90.00
Wheatbelt Way	-\$39,116.31
<b>Total Current Assets</b>	<b>\$274,083.84</b>
<hr/>	
<b>Total Assets</b>	<b>\$80,113.69</b>
<hr/>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Gst Payable	\$1,340.59
Rounding	-\$0.02
Sundry Creditors Control	\$2,670.60
<b>Total Current Liabilities</b>	<b>\$4,011.17</b>
<hr/>	
<b>Total Liabilities</b>	<b>\$4,011.17</b>
<hr/>	
<b>Net Assets</b>	<b>\$76,102.52</b>
<hr/>	
<b>Equity</b>	
Current Year Earnings	-\$7,809.44
Retained Earnings	\$83,911.96
<b>Total Equity</b>	<b>\$76,102.52</b>
<hr/>	

## **Project Comments**

*Medical Enhancement Fund – Current Scholar Tony Hu.*

Funds contributed by KTY, MM, MBL and NA for the purpose of funding the Kununoppin Medical Scholarship. Previous project name Kununoppin Bonded Medical Scholarship.

*Community Safety and Crime Prevention*

Balance of fund remaining. No project allocated for this funding.

*Joint Planning* - No project has been identified.

*NEWROC Promotion* - No project attached to this balance.

*Tourism Officer* - Employment of Linda Vernon. Contract expires 30 June 2017.

*Wheatbelt Way*

Wheatbelt Way Shire's are able to apply to NEWTRAVEL to upgrade or replace signage for the Wheatbelt Way sites only, these requests must go to a NEWTRAVEL.

### **RESOLUTION:**

**That the Balance Sheet for the period ending 31 August 2016 be received.**

**Moved R Hooper**

**Seconded D Burton**

**Carried 6/0**

**6. MATTERS FOR DECISION**

**6.1. NEWROC Strategic Projects**

**PORTFOLIO:** Corporate Capacity  
**FILE REFERENCE:** 041-5 Strategic and Future Planning  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 19 September 2016  
**ATTACHMENT NUMBER:** #1 Ray Davy Quote  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENTS:**

An extract of the NEWROC Strategic Plan is below, a summary of the operational activities identified by the group and what is currently being delivered:

<b>Strategic Theme</b>	<b>NEWROC Project</b>	<b>Current Activity</b>
<b>Core Driver 2</b> GOVERNMENT RELATIONS AND FUNDING OPPORTUNITIES	<ul style="list-style-type: none"> <li>✎ Investigation into alternative governance models for the NEWROC (to attract funding, deliver new services etc)</li> </ul>	<ul style="list-style-type: none"> <li>✎ Presentation at July Executive Meeting by ICMI</li> <li>✎ Business Case quote received from Ray Davy</li> </ul>
<b>Opportunity / Challenge related to Regional Competitive Index</b>  Senior dependency increasing	<ul style="list-style-type: none"> <li>✎ CEACA universal accommodation</li> <li>✎ NEWROC Aged Care Strategy (linked to CEACA and aged friendly communities) and implementation</li> <li>✎ Investigation into Wyalkatchem Medical Practice footprint expansion</li> </ul>	<ul style="list-style-type: none"> <li>✎ Funding received for Stage 2 of CEACA</li> <li>✎ Wyalkatchem Medical Practice and Kununoppin Medical Practice in discussions</li> <li>✎ Funding received for NEWROC Health Strategy, meeting held with Rural Health West on 8/6/16 to discuss project and outcomes</li> <li>✎ Meeting held with potential consultant Christine O’Farrell to discuss the project</li> <li>✎ Phone discussion with Fiona Bush from WA Primary Health Alliance</li> </ul>

At the NEWROC Council August Meeting the following resolution was made, to progress the core driver identified in the strategic plan:

<b>RESOLUTION:</b>		
Executive Officer to speak to Ray Davy regarding a Business Case on future structures for the NEWROC, in light of possibly pursuing road construction work		
Moved Cr Shadbolt	Seconded Cr Tarr	Carried 6/0

The Executive Officer spoke with Ray Davy and a Business Case quote is attached. Each year a Business Case budget of \$20,000 is allocated. The NEWROC Health Strategy (partly funded by the Community Chest Funds will be approximately \$15,000). Members are asked to consider what elements are important in the quote, to pursue

**OFFICER RECOMMENDATION:**

Submitted for discussion

**MOTION**

**Quote from Ray Davy to be deferred for three months**

**Moved R Hooper**

**Seconded I McCabe**

**Carried 6/0**

**Discussion:**

- 👉 Joanne Burges discussed the Regional Subsidiaries legislation:
  - Short lead time on the Consultation paper from the Department
  - Legislation that has been presented to Parliament is as we expected – appealing that the constituent councils are the drivers and responsible, rather than the entity, let the charter drive the work
  - LGA SA did some research on regional collaboration / subsidiaries – key information was having the right governance model appropriate to what you want to achieve
  - Charter will list the activities and outcomes the regional subsidiary would like to undertake, however each of the activities might have a business case attached to each of them – or a subsequent regional subsidiary may be more appropriate if the activity sits outside the scope of the existing regional subsidiary
  - Strong focus by WALGA on a mechanism to trigger activities for local governments to work collaboratively
  - WALGA 2013 Paper on successful collaborative grouping could be distributed in the future
  
- 👉 Discussion regarding the reporting lines for the entity as well as the risk
  
- 👉 Discussion regarding the importance of trust between the participating Shires
  
- 👉 Discussion regarding increasing compliance on local governments and the possibility of a regional subsidiary taking on this role and in the future giving ‘bulk’ functions to the subsidiary
  
- 👉 Discussion regarding alternative models that Ray could investigate and the value of doing this, whether the work precedes the legislation

## 6.2. NEWARTS Literary Luncheon

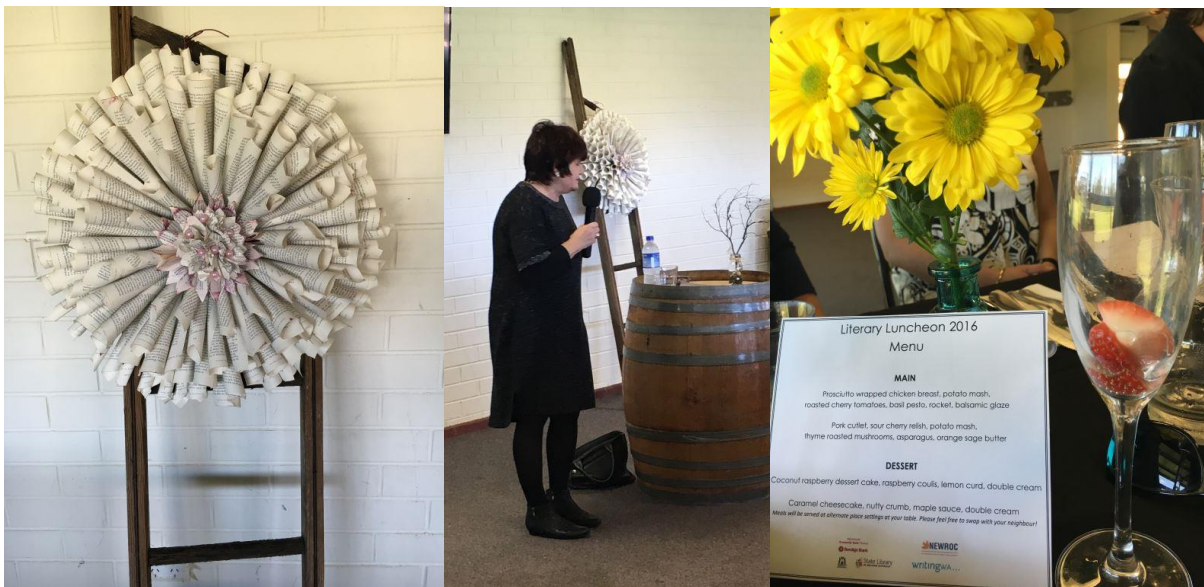
<b>PORTFOLIO:</b>	Community Development and Regulatory Services
<b>FILE REFERENCE:</b>	116-2 NEWArts
<b>REPORTING OFFICER:</b>	Dannelle Foley
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	19 September 2016
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Nola Comerford-Smith – Shire of Mukinbudin
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENTS:

The annual Literary Luncheon held on Friday 12 August was again a great success, attended by over 80 people. Avid readers attended the luncheon, held at the Mukinbudin Sporting Complex hosted by the Merkin Book Club.

The guest speaker was Susan Midalia. Susan is a writer and freelance editor who conducts workshops on short story writing. 25 students at the Mukinbudin District High School were treated to a workshop in short story writing and editing. Susan grew up in the Wheatbelt, and has lived in Perth for most of her adult life. Her first short story collection, [A History of the Beanbag and other stories](#), was shortlisted for the Western Australian Premier's Book Awards in 2007, and her second collection, [An Unknown Sky and other stories](#) (2012), was shortlisted for the 2013 Queensland Literary Award (Steele Rudd Award). Her latest release is [Feet to the Stars and other stories](#) (2015).

The feedback from the luncheon attendees was very positive. Susan was an entertaining and informative speaker who resonated with many of the guests with her stories. A beautiful lunch was catered by local caterer, Watson's Way and the Merkin Book Club contributed to the decorating and coordination. The 2017 Literary Luncheon will be hosted by the KTY Book Club and held in the renovated Trayning District Club.



**RESOLUTION:**

**That the information be received.**

**Moved R Hooper**

**Seconded S Tindale**

**Carried 6/0**



### 6.3. Kununoppin Bonded Medical Scholarship

<b>PORTFOLIO:</b>	Emergency Management and Health
<b>FILE REFERENCE:</b>	075-4 –Kununoppin Bonded Medical Scholarship
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	19 September 2016
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Cr Freda Tarr Bill Fensome Peter Barratt
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT:

At the August NEWROC Council meeting the following resolution was endorsed;

#### RESOLUTION:

A meeting be convened between the four participating Shires, Kununoppin Medical Practice and WA Country Health service to discuss the scholarship and other placement options with an invitation extended to David Burton and Ian McCabe to also attend.

Moved Cr Shadbolt

Seconded Cr Kirby

Carried 6/0

#### ACTION:

Executive Officer to provide feedback to Cr Tarr on the Kununoppin Bonded Medical Scholarship agreement prior to the meeting with WA Country Health Service

Following the Council meeting the Executive Officer discussed the Kununoppin Bonded Medical Scholarship with Peter Barratt of WA Country Health Service. Peter is responsible for coordinating GP's in the Wheatbelt.

He discussed opportunities in Merredin, Wongan Hills and Narrogin. The Executive Officer spoke with Cr Tarr regarding the conversation with Peter Barratt and Cr Tarr will contact Peter also. Peter requested the contact details of Anita Campbell to discuss possible opportunities with her.

#### RESOLUTION:

**That the information be received**

Moved R Hooper

Seconded I McCabe

Carried 6/0

## 6.4. NEWROC Health Strategy

<b>PORTFOLIO:</b>	Corporate Services
<b>FILE REFERENCE:</b>	035-4 Royalties for Regions
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	19 September 2016
<b>ATTACHMENT NUMBER:</b>	#2 NEWROC Health Strategy Quote
<b>CONSULTATION:</b>	Tim Shackleton, Rural Health West Fiona Bush, WAPHS Ian McCabe
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT:

NEWROC was successful in a Wheatbelt Development Commission Community Chest Fund to develop a Health Strategy. NEWROC will receive \$19,420

The Health Strategy will aim to:

- 👉 improve access to and resources provided for public health services in the NEWROC,
- 👉 address workforce issues within the local health industry,
- 👉 implement the primary and allied health service recommendations from the NEWROC Age Friendly Community Plan,
- 👉 complement the infrastructure developments of the Central East Aged Care Alliance by providing health planning for beneficiaries going into the accommodation,
- 👉 improve the health and community outcomes of the NEWROC Kununoppin Bonded Medical Scholarship, and
- 👉 assist in appropriately planning and improving GP access for the proposed expansion of the Wyalkatchem Medical Practice.

Actions to date:

- 👉 Executive Officer has had a meeting with Rural Health West to discuss the project, invite them to be a key stakeholder on the future project steering group and to seek contact details for consultants to deliver the project
- 👉 Executive Officer has attended a meeting with Ben Robins of the WDC to discuss the project
- 👉 Executive Officer has met with a potential consultant Christine O'Farrell, a former WACHS Director, quote attached (Business Case funds of \$15,000 were allocated to the project)
- 👉 Executive Officer has discussed the project with Fiona Bush, WA Primary Health Service. Fiona's feedback included:

*WAPHA will also be working with a number of leading Practices (sites yet to be determined, Expression of Interest process will be undertaken) to trial Comprehensive Primary Care models. Comprehensive Primary Care approach includes elements of the solutions NEWROC plan to incorporate in their health strategy, including:*

- *Person centred – supports patients and families in managing decisions and care plans;*
- *Co-ordinated – care is organised across the 'medical neighbourhood';*
- *Accessible – care is delivered with short waiting times, and support after hours;*

- *Committed to Quality and Safety – maximises use of health IT, decision support and other tools, and*
- *Comprehensive – whole-person care delivered by a team.*

The Executive Officer encourages discussion at the NEWROC Executive Meeting regarding budget and allocated days proposed by Christine O'Farrell.

**OFFICER RECOMMENDATION:**

That:

1. A project steering group be created for the Health Strategy – suggested participants to be Tim Shackleton, Fiona Bush, Kununoppin Medical Practice, NEWROC, Wyalkatchem / Koorda Medical Practice, hospital representative, allied health representative; and
2. Christine O'Farrell be appointed for the Health Strategy with a maximum of \_\_\_\_\_ allocated to the project

**RESOLUTION:**

**Executive recommends to the Council, an endorsement for the formation of a Project Steering Group**

**Moved R Hooper**

**Seconded P Durtanovich**

**Carried 6/0**

**Discussion:**

- 👉 What is the role of local government in health? Ensure that the project considers the capacity of local government, and the roles of state government and federal government
- 👉 Local Health Plan for each Shire could be incorporated into the Strategy
- 👉 Executive Officer will draft a tighter project scope and send through to the Executive for comment

## 7. EMERGING NEWROC ISSUES

### 7.1. Information / Knowledge Sharing

Members discussed sharing common administration documents and knowledge sharing. Discussion on career progression amongst staff in each of the Shires

Activities coming up which can assist in this area:

- 👉 NEWROC website is being drafted for consideration – a member only area could be created to share knowledge and host common forms, administration documents and NEWROC papers
- 👉 NEWROC Workforce Development Plan

Discussion around Reg 17 and working together to comply.

### MOTION

**LGIS be engaged to deliver Option 2 as presented by Michael Sparks**

**Moved S Tindale**

**Seconded D Burton**

**Carried 6/0**

## 8. WALGA ZONE ISSUES

### 8.1. Sewerage

S Tindale raised a concern regarding the amount of land (800m<sup>2</sup>) required for sewerage of one unit - which is the same as for a four bedroom and two bathroom. Stephen will provide some further information to members on this and everyone to check their town planning scheme.

### 8.2. GEHA Properties

D Burton raised concern regarding the exorbitant rent being set for government employees in rural locations (compared with the local market rate). This issue should be raised at the zone.

## 9. OTHER MATTERS

The WA Police Wheatbelt Superintendent will be attending the next NEWROC meeting

## 10. MEETING DATES

### 10.1. 2016 Meeting Dates

The following meeting dates have been endorsed for 2016, please note changes highlighted below:

25 October	Council	Shire of Koorda
22 November	Executive	Shire of Koorda
13 December	Council	Shire of Nungarin

### 10.2. Great Eastern Country Zone 2015 Meeting Dates

Thursday 1 December 2016    Kellerberrin

## **11. CLOSURE**

The Chair thanked everyone and closed the meeting at 12.38pm.

<b>8.4.2 Consultation Paper – Regional Subsidiaries</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	Department of Local Government & Communities
Date:	6 September 2016
Disclosure of Interest:	Nil
Responsible Officer	Acting CEO
Author:	Acting CEO
Voting Requirements	Simple Majority
Documents Attached	Consultation Paper & Industry Survey Form
Documents Tabled	Nil

### **EXECUTIVE SUMMARY**

Regional Subsidiaries have been considered as an alternative to Regional Councils as a less formal and compliance driven process and to support regional resource sharing, collaboration and cooperation.

### **BACKGROUND INFORMATION**

The proposed legislation arose from an identified need to develop subsidiaries to Regional Councils for local governments to work together but without in fact creating another Council.

Government action on this issue followed on from draft Legislation introduced by Mat Trenorden & Nigel Hallett.

The Regional Subsidiary system has been in place in South Australia for a number of years and it has been effective in service provisions across a range of functions eg IT Hardware/software.

### **STATUTORY ENVIRONMENT**

New Legislation

### **POLICY IMPLICATIONS**

Policy 3.3 Regional Price Preference

### **FINANCIAL IMPLICATIONS**

Nil at this stage

### **STRATEGIC IMPLICATIONS**

Service provision through a regional subsidiary may assist in achieving goals and objectives identified in the Corporate Plan.

### **SITE INSPECTION**

Not Applicable

### **TRIPLE BOTTOM LINE ASSESSMENT**

#### **ECONOMIC IMPLICATIONS**

Potential for Local and regional benefit by reduced costs of service delivery, capacity to provide new services and the options for bulk purchasing.

### **SOCIAL IMPLICATIONS**

Full community consultation would be required if a regional subsidiary is to be formed.

### **ENVIRONMENTAL IMPLICATIONS** Nil

### **OFFICER COMMENT**

In my opinion the local government industry is in need of a formalised body other than regional councils, to utilise resources sharing, collaboration and co-operation as a means of service delivery.

States other than South Australia have used alliances and partnerships and in WA we have the VRO's however to my knowledge none of these match the SA processes and Legislation.

With the issues of Staff attraction and retention, an increasing compliance burden, the costs for consultants, population reductions and other factors there may be merit in having legislation in place to form a subsidiary or subsidiaries.

My understanding is that a regional subsidiary would be formed to deal with a specific service eg waste management and it could be across a range of services or functions.

### **OFFICER RECOMMENDATION**

**Council Decision Number – 17 10 2016**

**Moved: Cr Comerford**

**Seconded: Cr Poultney**

**That Council**

- 1) Support the concept and intent of the proposed legislation to cater for the formation and operation of regional subsidiaries.**
- 2) Authorise the Acting CEO to complete and submit the stakeholder survey and to include any comments relevant to the Consultation Paper.**

**Carried 9/0**



Our Ref: 469-16 E1631957

To all local governments,

## **CONSULTATION PAPER – REGIONAL SUBSIDIARIES**

The *Local Government Legislation Amendment Bill 2014* is currently being debated in the Legislative Council.

This Bill proposes to allow two or more local governments to come together to create a regional subsidiary for the purposes of providing joint services and other collaborative projects within their districts.

The Department is currently considering what regulations may be necessary to ensure the successful introduction of regional subsidiaries into Western Australia.

Attached to this letter is a consultation paper which sets out several legislative proposals. The paper also includes a short survey designed to give the Department an indication of how local governments view the concept of regional subsidiaries.

This paper is being circulated throughout the local government sector to provide the opportunity for feedback and suggestions. Submissions can be provided by mail, fax or email using the details provided in the consultation paper.

If your local government intends to make submissions on the proposals, it would be appreciated if they could be provided by **Friday, 30 September 2016**.

If you have any queries, please contact Mr Steven Elliott, Senior Legislation Officer on 6552 1642 or by email at [legislation@dlgc.wa.gov.au](mailto:legislation@dlgc.wa.gov.au).

Yours sincerely

Brad Jolly  
A/DIRECTOR GENERAL

2 September 2016

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# Consultation Paper

## Proposal for Regional Subsidiaries

### Legislation

5 August 2016

This consultation paper is an initiative of the Western Australia Department of Local Government and Communities. It is supported by the Liberal-National Government's Royalties for Regions program for the purposes of improving local government services in regional areas.

**Consultation Paper**  
**Proposal for Regional Subsidiaries Legislation**

5 August 2016

Prepared by:

Department of Local Government and Communities  
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PERTH 6000

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Website: [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)

Translating and Interpreting Service (TIS) telephone: 13 14 50

Disclaimer: Although every care has been taken to ensure accuracy in the preparation of this paper, the information has been produced as general guidance for persons wishing to make submissions.

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# Introduction

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This consultation paper is an invitation for comment on legislative proposals to regulate the operation of regional subsidiaries in Western Australia.

## Submissions

Please address all comments and submissions:

By email to:

[legislation@dlgc.wa.gov.au](mailto:legislation@dlgc.wa.gov.au) noting "Regional Subsidiaries Consultation" in the subject line.

By post to:

Senior Legislation Officer – Regional Subsidiaries Consultation

Department of Local Government and Communities  
GPO Box R1250  
PERTH WA 6844

If you have any queries in relation to the consultation paper, please contact:

Senior Legislation Officer – Regional Subsidiaries Consultation

Email: [legislation@dlgc.wa.gov.au](mailto:legislation@dlgc.wa.gov.au)

Telephone: (08) 6551 8700

Free call: 1800 620 511 (Country Only)

Fax: (08) 6552 1555

Comments, queries and submissions should be forwarded no later than  
**30 September 2016.**

# Regional subsidiaries in Western Australia

---

The Liberal-National Government proposes to provide local governments with the power to form bodies known as “regional subsidiaries”.

These regional subsidiaries will be able to be established by agreement between two or more local governments, in order to provide services or carry out activities in the local governments’ respective districts.

This mechanism has been used in South Australia for over a decade and has proven to be a successful method of regional collaboration between local governments. It is intended to add this option to the other collaborative mechanisms available to local governments under the *Local Government Act 1995* and other legislation.

A regional subsidiary will be:

- A body corporate with perpetual succession and a common seal;
- Governed by a charter approved by the Minister for Local Government; and
- Managed by a governing board appointed under the charter.

From a regulatory compliance perspective, regional subsidiaries are intended to form a compromise between existing collaborative mechanisms:



The intention of the Liberal-National Government is to create an option that takes advantage of the structure of a Statutory Regional Local Government, while avoiding the level of regulation that applies to such entities.

The *Local Government Legislation Amendment Bill 2014* will introduce amendments to the Act to enable regional subsidiaries to be formed. This Bill is currently under consideration by the Legislative Council.

A copy of the current Bill can be freely accessed at the Parliamentary website at [www.parliament.wa.gov.au](http://www.parliament.wa.gov.au). For convenience, the proposed amendments in the Bill relating to regional subsidiaries are replicated in Appendix 2.

While there is an emphasis on reducing regulatory compliance, the successful introduction of regional subsidiaries into Western Australia will require legislation to:

- Facilitate how regional subsidiaries are created;
- Ensure that regional subsidiaries conduct their business in a transparent, accountable manner; and
- Minimise the potential financial risks that could arise from forming these bodies.

To this end, the Department has formulated a number of legislative proposals which could potentially be drafted into regulations.

The Department seeks feedback from the local government sector on the appropriateness of these proposals and whether alternative approaches should be taken on particular issues.

# Regulatory Proposals

---

The Department's legislative proposals are provided on the following pages.

Each proposal will include a short explanation of what the proposal will involve, followed by the Department's reasoning for why the proposal should be implemented.

## **Guidance Questions**

Your comments and feedback are welcomed on all or part of this consultation paper.

Guidance questions have been created to assist you with your submission. If you respond to specific questions, it would be appreciated if you could reference the proposal number for ease of processing.

# 1. Local governments are to consult with districts prior to proposing a regional subsidiary

It is proposed that prior to the Minister approving a draft charter, the constituent local governments will carry out sufficient consultation in their respective districts.

The consultation is intended to operate in a similar manner to the consultation required for major trading activities and land acquisitions under section 3.59 of the *Local Government Act 1995*. This would include:

- Preparation of a business plan.
- Business plan to be posted on the local government's websites.
- State-wide public notice of the proposal.
- A period of 6 weeks to inspect the business plan and make submissions on the proposal.
- Any submissions received during this period must be taken into consideration by the constituent local governments.

If significant changes are made to the proposal after the consultation process, the proposal must be advertised for further comment. This would be done via a repetition of the above steps.

The term "significant change" would be defined in the regulations to mean "any change relating to the proposed function, activities or membership of the regional subsidiary". Changes that do not alter the fundamental elements of the original proposal would not require additional consultation.

If the Minister determines that insufficient consultation has occurred in one or more districts of the constituent councils, the Minister may refrain from approving the charter until sufficient consultation occurs in those remaining districts.

## **Reason**

The *Local Government Act 1995* currently has a consultation process for proposed major trading activities and land acquisitions. It is justifiable to have a similar process for regional subsidiaries, given the potential financial implications.



If a proposal is significantly changed after consultation, this proposal will need to be readvertised for further submissions. If a charter were significantly changed and then approved without further consultation, it would increase the possibility that stakeholders will react negatively or feel marginalised during the final stage of the process.

In the event that one of the constituent councils has not met consultation requirements, the Minister can refrain from approving the proposal until that council has carried out sufficient consultation.

#### **Guidance questions: Proposal 1**

- 1) Will this level of consultation allow your community to make informed comments on a proposed subsidiary?
- 2) Is this the correct level of consultation that should occur? Why or why not?
- 3) When consultation concludes and the draft charter is prepared, should a copy of the draft charter be circulated for public comment as well? Why or why not?
- 4) Other comments?

## 2. The procedure for approving a charter

It is proposed that when making an application for Ministerial approval of a draft charter, the constituent councils will submit the following:

- A copy of the proposed business case.
- A copy of the draft charter duly executed by each constituent local government;
- A resolution from each constituent council endorsing the draft charter (*absolute majority*);
- Evidence that each constituent council has complied with consultation requirements;
- Evidence that the councils have obtained legal advice confirming that the proposed charter is legal and enforceable.

### **Reason**

The Minister's approval of the charter is the final legislative decision which will occur prior to the Regional Subsidiary coming into legal existence under the Act. In using this power, the Minister must consider all relevant information.

This proposal will ensure that the Minister has access to sufficient documentary evidence to be satisfied that:

- (a) sufficient consultation has occurred;
- (b) all submissions received during consultation were duly considered;
- (c) the draft charter has been endorsed by all constituent councils; and
- (d) the charter will be legally enforceable.

The endorsement of the charter will require an absolute majority of the council, similar to how these councils would approve entry into a major trading activity or major land acquisition.

Once the charter is approved by the Minister, the regional subsidiary will operate as an independent entity. Neither the Act nor the Regulations will contain any direct means for constituent local government to enforce the terms of the charter over the regional subsidiary. The subsidiary will also be responsible for complying with all legislation that might be applicable to the subsidiary's activities.

This makes it important for constituent councils to obtain legal advice when drafting the charter to ensure the document is enforceable and in compliance with the law.

**Guidance questions: Proposal 2**

- 1) What other information should be provided to the Minister when considering a draft charter?
  
- 2) Other comments?

### 3. The procedure for amending a charter

It is proposed that in order to amend a charter, the following information will need to be provided to the Minister:

- A draft copy of the charter as amended; and
- An endorsement of the amended charter, either by resolution of the regional subsidiary's board or by resolutions from the constituent councils supporting the proposal.

The public consultation requirements for proposing a charter will apply to any proposed amendment which would make a significant change to the charter. The term "significant change" will be defined to mean any amendment which would change the regional subsidiary's current function, activities or membership.

#### **Reason**

The Act provides that a Minister can approve an amendment to a charter, but provides no further information on who can propose an amendment or what process is involved aside from the Minister's approval.

The Department assumes that the majority of amendments would be proposed by the regional subsidiary themselves, via a process set out in the regional subsidiary's charter. However, the Act does not expressly prohibit the constituent local governments from proposing their own charter amendments.

Since the unanimous support of the constituent councils is needed to create the charter, it would be difficult for the Minister to justify approving an amendment that is directly proposed by a constituent council unless:

- It is unanimously supported by the other constituent councils; or
- It has a sufficient level of support as defined in the charter.

If the constituent councils wish to have the ability to propose direct amendments without unanimous support, the charter will need to cover this matter in sufficient detail.

### **Guidance questions: Proposal 3**

- 1) Should the constituent councils have the power to propose amendments to a charter after a regional subsidiary is created? Why or why not?
- 2) Should amendments only be proposed by the board of the regional subsidiary itself? Why or why not?
- 3) Is it appropriate for the Minister to approve an amendment made in accordance with the charter if some of the constituent councils object to the proposal?
- 4) Other comments?

## 4. Employees of regional subsidiary - long service leave and superannuation

### Option 1

**Employees of regional subsidiary count as local government employees if specified in the charter.**

### Option 2:

**The Regulations will provide that employees of regional subsidiaries will always count as local government employees.**

### **Proposal**

The Regulations could provide that an employee will count as a local government employee for the purpose of long service leave, superannuation benefits and other award conditions, if specified in the subsidiary's charter.

Alternatively, the Regulations could provide that the employees of regional subsidiaries would count as local government employees in all cases.

### **Reason**

Under option 1, a regional subsidiary will specify in their charter whether their employees will be covered by existing local government regulations or awards or alternatively, have their minimum benefits defined by other awards.

Under option 2, regulations would ensure that employees of regional subsidiaries would count as local government employees in all cases. This would ensure that minimum benefits are secured for all employees under current local government legislation.

South Australian legislation provides all employees in regional subsidiaries are counted as local government employees. In other jurisdictions, the employees of regional local government organisations receive standard benefits under federal or state awards.

This would tend to indicate that option 2 is more consistent with other jurisdictions, while option 1 would provide more flexibility.

This proposal only relates to the minimum benefits for the employees of regional subsidiaries and will not prevent a subsidiary from offering more generous benefits to its employees if it chooses to do so.

**Guidance questions: Proposal 4**

- 1) Do you support constituent local governments being able to specify in the charter whether or not employees will operate under the Local Government Award? Why or why not?
- 2) Should all employees of a regional subsidiary be treated in the same way, or should the regional subsidiary be allowed to determine this issue on an employee-by-employee basis?
- 3) Other comments?



## 5. Conflicts of interest must be reported

It is proposed that Part 5 Division 6 ('disclosure of financial interests') of the *Local Government Act 1995* will apply to regional subsidiaries.

A member of the board of a regional subsidiary would count as a 'member' for the purposes of those sections of the Act. The employees of the subsidiary will count as local government employees for the purposes of those sections.

The application of Part 5 Division 6 would be modified in several ways:

- Provision will be made for situations where the subsidiary has no chief executive officer;
- Conflicts of interest must be disclosed to the constituent councils, not just to the board of the subsidiary.

### **Reason**

It is important that regional subsidiaries conduct their activities in an accountable and transparent manner.

Conflicts of interest can potentially undermine the management of the subsidiary. It can also undermine the reputation of the subsidiary and the constituent councils, even if the conflict of interest is merely perceived.

While it would be possible for regional subsidiaries to manage their own conflicts of interest, there is no guarantee that a completely internal system would sufficiently manage the issue. An internal system would also lack the statutory penalties which are provided in the Act.



### **Guidance questions: Proposal 5**

- 1) Should regional subsidiaries disclose conflicts of interest to the constituent local governments who formed the subsidiary? Why or why not?
- 2) If the regional subsidiary only needed to report conflicts of interest to its own board, would this be sufficient to manage the issue?
- 3) Should a regional subsidiary be required to have a code of conduct for their board members? Why or why not?
- 4) Should regional subsidiaries also be required to have procedures in place for dealing with requests under Freedom of Information legislation?
- 5) Other comments?

## 6. Minister can investigate a regional subsidiary and issue directions

It is proposed that Part 8 ('Scrutiny of Local Governments') of the *Local Government Act 1995* will apply to regional subsidiaries.

This would allow the Minister to make inquiries into the affairs and performance of a regional subsidiary. Any report resulting from an inquiry would need to be released to the regional subsidiary and the constituent councils.

If the regional subsidiary fails to comply with the recommendations of the report, the Minister will have the power to suspend the board of the regional subsidiary. The regional subsidiary will be placed under the control of an administrator for the purposes of implementing the recommendations.

### **Reason**

Part 8 of the Act provides a mechanism for the investigation and direction of local governments. While regional subsidiaries are separate from local government, they should be covered by the same enforcement mechanisms.

Since the regional subsidiaries are formed from the constituent councils, the report of any investigation will be issued to those councils in addition to the regional subsidiary itself. The Minister will have the power to suspend the board of a regional subsidiary.

In practice, the use of this power would only be contemplated in situations where:

- Serious misconduct or mismanagement has been identified;
- The regional subsidiary refused to comply with directions from the Minister; and
- The constituent councils are unable to resolve the issue directly.

### **Guidance question: Proposal 6**

- 1) Do you agree with this proposal? Why or why not?

## 7. Minister can wind up a regional subsidiary

It is proposed that section 3.63(1)(a) of the *Local Government Act 1995* will apply to regional subsidiaries. This will allow the Minister to issue a direction that a regional subsidiary is to be wound up.

If the Minister issues a direction to abolish a regional subsidiary, the Minister will issue a notice in the *Government Gazette*. The regional subsidiary will be deemed to commence winding up on the day in which the notice occurs, or on a later date as specified in the notice.

At the point of winding up, all the regional subsidiary's assets will be vested in the constituent councils. Assets and liabilities will be distributed:

- in accordance with the winding up provisions of the charter; or
- by unanimous agreement of the constituent councils.

### **Reason**

Section 3.63 of the Act gives the Minister the power to wind up a regional local government. It is desirable that a similar power exist for regional subsidiaries to ensure that the Minister can intervene in emergency situations.

In practice, this power would only be used in situations where serious misconduct is identified and the activities of the subsidiary must be immediately halted.

### **Guidance questions: Proposal 7**

- 1) Should the Minister have the power to wind up a subsidiary? Why or why not?
- 2) If the Minister has the power to wind up a subsidiary, in what circumstances should this power be used?
- 3) Should the direction require the unanimous approval of the constituent councils? Why or why not?
- 4) Other comments?

## 8. A regional subsidiary is subject to the directions of its constituent councils

It is proposed that charters must include a provision ensuring that regional subsidiaries will be subject to any direction issued by the constituent councils.

This direction can be issued by the unanimous support of the constituent councils or by a lesser majority of the councils as specified in the charter. A constituent council can endorse their support of a direction via an absolute majority resolution.

### **Reason**

In cases where the regional subsidiary cannot solve an issue internally or makes a controversial decision, the constituent local governments should reserve the power to step in and issue directions on how the subsidiary should proceed.

This power should be established in the charter of the regional subsidiary. This will mean that if a regional subsidiary refuses to comply with a direction from the constituent councils, the charter can be used to enforce the direction in court.

This proposal is intended to ensure that the constituent councils retain a degree of control over the subsidiary. The proposal is not intended to force constituent councils into an ongoing managerial role – the power could be used as often or rarely as the constituent councils decide.

### **Guidance questions: Proposal 8**

- 1) Is it important for local governments to have a power to issue directions to a regional subsidiary? Why or why not?
- 2) Should a local government keep this power in reserve, even if the local government prefers not to use it?
- 3) Other comments?

## 9. Subsidiary must prepare annual budgets and financial statements

It is proposed that regulations will require a regional subsidiary to prepare annual budgets. The relevant provisions of the *Local Government (Financial Management) Regulations 1996* relating to budgets will apply to the regional subsidiary subject to all necessary modification.

The Regulations will also include a requirement that the regional subsidiary prepare an annual financial report setting out the subsidiary's financial activities, assets and liabilities. The complexity of these documents will depend on the particular activities conducted by the regional subsidiary.

In addition to being provided to the board of the regional subsidiary, these documents must also be provided to the constituent local governments who formed the subsidiary.

### **Reason**

This proposal will ensure that regional subsidiaries conduct sufficient levels of financial planning and management.

The Regulations will require copies of reports and budgets to be provided to constituent local governments. The purpose of this is to ensure that constituent councils:

- are aware of the subsidiary's ongoing financial situation; and
- can use the subsidiary's statements to estimate their own exposure to the subsidiary's assets and liabilities.

If the financial statements indicate that a regional subsidiary is having trouble meeting its debts, the constituent councils can use this information to determine whether the subsidiary should be wound up or given financial assistance.

### **Guidance questions: Proposal 9**

- 1) Will annual budgets and financial statements provide sufficient information? What other financial records should the regional subsidiary need to prepare and provide to the subsidiary's board?
  
- 2) Should these documents be provided to the constituent councils who formed the subsidiary, or merely provided to the subsidiary's own board? Which option do you prefer and why?
  
- 3) Other comments?



## 10. Subsidiary must provide information to constituent councils when requested

It is proposed that constituent councils will have an individual right to access any documents or records which are produced by the regional subsidiary, even when these documents are sensitive and confidential.

This will be achieved by making section 5.92 of the *Local Government Act 1995* apply to regional subsidiaries. In addition to the board of the subsidiary having the right to access information, the section will be modified so the right extends to each of the constituent councils who formed the subsidiary.

Section 5.93 of the Act ('improper use of information') will also apply to the regional subsidiary and constituent councils. This will ensure that any information obtained from the regional subsidiary can only be used for proper and lawful purposes.

A duty of confidentiality would not release a subsidiary from its obligation to report the information to a constituent council if the disclosure is required by the charter or requested by that council.

If a document is confidential, a disclosure to a constituent council will not constitute a breach of duty. However:

- the regional subsidiary must advise the person to whom the duty is held of the nature and extent of the disclosure; and
- any person to whom the document is disclosed will be bound by the same duty of confidentiality that applied to the subsidiary.

### **Reason**

South Australian legislation ensures that constituent councils have complete access to information in a regional subsidiary, even where this information is sensitive or confidential.

If this provision is not replicated in the Regulations, it will create the possibility that a regional subsidiary may use confidentiality as a reason to conceal vital information from



the constituent councils. This non-disclosure could significantly impact the constituent councils' ability to make judgements on the regional subsidiary's activities and financial situation.

While disclosure is important, this must be balanced by sufficient protection to ensure confidential information is used correctly.

For this reason, a person or council who accesses information from a regional subsidiary will not be allowed to use it for improper purpose. The person requesting the information will also be bound by any duty of confidentiality which might apply over the information.

This proposal only relates to the regional subsidiary's obligation to provide information to its board and constituent councils. It would not impact an individual's right to request information from the subsidiary under existing Freedom of Information legislation.

#### **Guidance questions: Proposal 10**

- 1) Do you agree with this proposal? Why or why not?
- 2) Should regional subsidiaries be allowed to conceal information from constituent local governments? Why or why not?
- 3) Should regional subsidiaries be allowed to refuse to disclose information that has been requested by constituent local governments? Why or why not?
- 4) If regional subsidiaries were allowed to conceal or deny information to constituent local governments, what should be done to prevent this from being misused?
- 5) Other comments?

## 11. Liabilities of regional subsidiary guaranteed by constituent local governments

It is proposed that constituent councils will be jointly and severally liable for the liabilities of a regional subsidiary, in the event that normal winding up procedures are insufficient to discharge all liabilities owed by that subsidiary.

### **Reason**

While the formation of regional subsidiaries is a flexible and useful tool for local governments, it comes with the responsibility of ensuring that a regional subsidiary carries on business in a responsible and sustainable manner.

While it is not intended for regional subsidiaries to take out loans in their own right, their activities may result in them owing significant debts. These liabilities will need to be settled if the regional subsidiary winds up before these debts are discharged.

In the event that a regional subsidiary is required to wind up, it is important that the constituent councils be guarantors for any liability which remains after the winding up has concluded.

### **Guidance questions: Proposal 11**

- 1) Should local governments be the guarantors of a regional subsidiary's debts? If not, what is the alternative?
- 2) What other protections do you believe are necessary to avoid a regional subsidiary incurring excessive levels of debt?
- 3) Other comments?

## 12. Charter must address what occurs when a regional subsidiary is insolvent

It is proposed that the charter of a regional subsidiary must address what occurs if a regional subsidiary becomes insolvent, or becomes aware that insolvency is likely within the financial year.

The charter must also include a provision preventing a regional subsidiary from operating while insolvent, except to the extent needed for winding up procedures.

### **Reason**

Insolvency represents the greatest risk that a regional subsidiary may pose to constituent local governments. This is due to the fact that the constituent local governments would be the guarantors of a regional subsidiary's outstanding liabilities.

If a regional subsidiary is permitted to continue activities while insolvent, this creates the possibility that the subsidiary's liabilities will spiral out of control and cause significant financial burdens on the constituent councils who may end up covering those debts.

For this reason, the charter should have clear instructions on what should occur in situations where a regional subsidiary (or the constituent councils) become aware that a regional subsidiary is unable to pay its debts.

Ideally, the charter should include:

- clear instructions for when the regional subsidiary must be wound up; and
- the ability for the constituent councils to take control of a regional subsidiary if it does not wind up when required.

This proposal is not intended to prevent regional subsidiaries from operating at a loss, since this may be unavoidable depending on the nature of the subsidiary's activities.

If a subsidiary is designed to operate at a loss, the constituent councils would be expected to have ongoing funding systems in place so that the subsidiary can meet its liabilities as they become due.

If a point is reached where the constituent councils are no longer willing to provide money to allow the subsidiary to meet ongoing liabilities, this would be a good indication that the subsidiary should either be wound up or reorganise its activities to a more sustainable model.

**Guidance questions: Proposal 12**

- 1) Should regional subsidiaries be allowed to operate at a loss? Why or why not?
- 2) How should constituent councils monitor the debts that a subsidiary is incurring?
- 3) Other comments?

## 13. Protection from liability

Section 9.56 of the Local Government Act will apply to the board members, employees and agents of a regional subsidiary as if they were the members, employees or agents of a local government under the Act.

### Reason

If local governments wish to delegate responsibilities to a regional subsidiary, it is appropriate that the board, employees and agents of the regional subsidiary should receive similar protection.

This protection will not extend to the regional subsidiary itself, which may remain liable for the actions and decisions which are carried out in the subsidiary's name.

### Guidance questions: Proposal 13

- 1) Should the board members, employees or agents of regional subsidiaries receive this protection? Why or why not?
- 2) Should any of these groups not receive protection and if so, why?
- 3) Other comments?

## 14. Limits on investment and corporate acquisition

The regulations will provide that sections 3.60 and 6.14 of the Act and Clause 32 of the *Local Government (Financial Management) Regulations 1996* will apply to a regional subsidiary as if it were a local government.

This will mean that a regional subsidiary will be subject to the same investment restrictions which apply to local governments. This will prevent the subsidiary from conducting speculative investments or attempting to form or acquire a corporate interest.

The Regulations will not seek to obstruct investments which are directly connected and subservient to the subsidiary's activities. What qualifies as "directly connected" will depend on the purpose of the regional subsidiary and what assets need to be acquired to carry out this purpose.

### **Reason**

The Act provides safeguards regarding how local governments may invest their funding. It is important that similar safeguards be put in place over regional subsidiaries.

The proposal is chiefly designed to ensure that regional subsidiaries are not used as a mechanism for circumventing the existing restrictions on investment. Since regional subsidiaries have fewer compliance requirements, they are not intended to be used for risky financial ventures or speculative investment.

### **Guidance questions: Proposal 14**

- 1) Should regional subsidiaries be covered by the same restrictions on investment that apply to local governments? Why or why not?
- 2) Should regional subsidiaries be required to justify investments to the constituent councils, prior to these investments occurring? Why or why not?
- 3) Would your answers be different depending on whether the regional subsidiary is self-funding or dependent on local government funding? Why or why not?
- 4) Other comments?



## 15. Tender requirements apply to the regional subsidiary

The regulations will provide that the requirements to invite tenders for goods and services will apply to regional subsidiaries. Section 3.57 of the Act and the tender provisions of the *Local Government (Functions and General) Regulations 1996* will apply with all necessary modifications.

### Reason

Local governments are required to spend their funds in a transparent and fair manner. This prevents the creation of circumstances which might be perceived as favouritism or a conflict of interest.

The proposal will ensure that regional subsidiaries are not used as a mechanism to circumvent the existing tender requirements for the acquisition of goods and services.

Since many regional subsidiaries will receive some form of funding by local governments, there is a clear interest in ensuring that local government tender requirements will continue to apply to these funds.

### Guidance questions: Proposal 15

- 1) Should regional subsidiaries be required to hold tenders for the acquisition of goods and services? If not, what is the alternative?
- 2) If a regional subsidiary acquired goods or services in a manner that appeared corrupt or unfair, how should constituent councils deal with this?
- 3) What other provisions of the Local Government Act and Regulations should apply to a regional subsidiary and why?
- 4) Other comments?



## 16. Charter to address certain matters

The Act and Regulations will provide that a charter must address the following issues:

- Membership of the subsidiary.
- The specific powers of the subsidiary.
- How documents should be executed in the subsidiary's name.
- The constituency of the Board.
- How the meeting procedures of the board are to be determined.
- Financial reporting requirements.
- General reporting requirements.
- Access to information by the constituent councils.
- Dispute resolution between constituent councils.
- Process of winding up.
- Any circumstances in which the subsidiary must cease activity and commence winding up.
- How the constituent councils may issue directions to the regional subsidiary.
- Whether the charter may be amended and if so, how this should occur.

## Reason

A regional subsidiary is intended to conduct its activities in an independent manner. To achieve this, the charter must contain sufficient detail to allow the regional subsidiary to operate effectively on a day-to-day basis and provide guidance on how the subsidiary should deal with unexpected circumstances.

The regulations will only list the general matters which the charter must address. The regulations will not attempt to dictate how these items should be covered. It will be left to the constituent local governments to agree on the details and draft suitable provisions into the charter.

If a charter fails to address these issues in sufficient detail, it may result in the regional subsidiary having insufficient guidance on how to deal with certain circumstances. The Minister will take this into consideration when determining whether to approve a draft charter.

### Guidance questions: Proposal 16

- Are there any matters listed in this proposal that are unnecessary in a charter? If so, please explain why you believe this to be the case.
- Are there any matters that aren't listed in the proposal that should be included? If so, please explain why you believe this to be the case.

## Appendix 1 - Stakeholder survey

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- The following questions are to assist the Department in determining how the local government sector views the concept of regional subsidiaries.
- Please read these questions and circle the options that most closely reflect your local government's views.
- Multiple options can be selected.

**Name of local government:**

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1. Please indicate whether your local government would consider forming a regional subsidiary for the following purposes:

- (a) Aged care services.
- (b) Childcare services.
- (c) Waste services.
- (d) Volunteer emergency services.
- (e) Road maintenance.
- (f) Management of local government building services.
- (g) Direct management of civic facilities (library, swimming pool, public parks etc.).
- (h) Office services (e.g. payroll, accounting, record keeping)
- (i) Other – please specify

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2. Has your local government held discussions with other local governments regarding the formation of regional subsidiaries?

- (a) Yes – detailed discussions.
- (b) Yes – but only for preliminary discussions.
- (c) No.

3. The primary goal(s) of a regional subsidiary should be to:

(a) Reduce the burdens and costs of local government.

(b) Allow local governments to pool their collective resources.

(c) Reduce "red-tape" and regulatory compliance.

(d) Increase services for district residents.

(e) Other \_\_\_\_\_

4. Regional subsidiaries should be based on the following funding model:

(a) Operate on a "for-profit" basis.

(b) Operate on a "cost-recovery" basis.

(c) Operate at a loss and be funded by loans from local governments.

(d) Any of the above, depending on the circumstances and the service it provides.

5. If a regional subsidiary raises profit during the course of its activities, the surplus money should be:

- (a) Reinvested in a way that furthers the subsidiary's goals under the charter.
- (b) Reserved until needed for the subsidiary's normal costs of business.
- (c) Reserved for an undefined emergency.
- (d) Distributed back to the local governments that formed it.

6. The constituent local governments should have the power to issue directions to their regional subsidiary:

- (a) Whenever it is convenient to do so.
- (b) Whenever the subsidiary's charter permits.
- (c) Only during emergencies.
- (d) Never – the regional subsidiary should be independent.

7. The Minister should take direct control of a subsidiary in the following circumstances:

- (a) It is acting contrary to its charter.
- (b) It is acting contrary to the wishes of the constituent local governments that agreed to form it.
- (c) It is incurring excessive levels of debt which it cannot repay.
- (d) Never – any problems should be settled by the constituent local governments.

8. Do you believe the geographical location or population density of your district increase the potential benefit of forming a regional subsidiary?

- (a) Yes.
- (b) Possibly, but only for some services.
- (c) Uncertain.
- (d) No.

## Appendix 2 - Local Government Amendment Bill

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- Below is an extract of the proposed amendments contained in the *Local Government Amendment Bill 2014*.
- The proposed amendments to the Act are in italics.
- The Bill is currently being debated in Parliament and the following extracts may not reflect the final version of the amendments.



# Western Australia

## Local Government Act 1995

Incorporating the amendments proposed by the *Local Government Legislation Amendment Bill 2014 Pt. 2* (Bill No. 108-1 - Version 2)

### 1.4. Terms used

In this Act, unless the contrary intention appears —

...

*regional subsidiary* means a regional subsidiary established under section 3.69;

### 3.60. No capacity to form or acquire control of body corporate

A local government cannot form or take part in forming, or acquire an interest giving it the control of, an incorporated company or any other body corporate except a regional local government *or regional subsidiary* unless it is permitted to do so by regulations.

### 3.68. Other arrangements not affected

Nothing in *sections 3.61 to 3.67* prevents local governments from making arrangements under which —

- (a) a local government performs a function for another local government; or
- (b) local governments perform a function jointly.

### **3.69. Regional subsidiaries**

- (1) *Two or more local governments making arrangements under which they are to provide a service or carry on an activity jointly may, with the Minister's approval and in accordance with the regulations, form a subsidiary body (called a **regional subsidiary**) to provide that service or carry on that activity.*
- (2) *If the Minister approves the formation of a regional subsidiary, the Minister must, by notice in the Gazette, declare that the regional subsidiary is established —*
  - (a) *on the date set out in the notice; and*
  - (b) *under the name set out in the notice.*
- (3) *A regional subsidiary —*
  - (a) *is a body corporate with perpetual succession and a common seal; and*
  - (b) *is to have a governing body consisting of members appointed in accordance with the regional subsidiary's charter (as approved by the Minister in accordance with section 3.70(3)).*
- (4) *Without limiting subsection (3)(b), a governing body may consist of or include members who are not council members or employees.*

### **3.70. Regional subsidiaries to have charter**

- (1) *Local governments proposing to form a regional subsidiary must prepare a charter addressing the following matters —*
  - (a) *the establishment and powers and duties of the regional subsidiary;*
  - (b) *the process for selecting and appointing members of the regional subsidiary's governing body;*
  - (c) *the qualifications that members of the regional subsidiary's governing body must have;*

- (d) *the administration of the regional subsidiary, including the membership and procedures of its governing body, and the fees, allowances and expenses to be paid or reimbursed to the members of its governing body;*
  - (e) *the financial management, planning, auditing and reporting to be undertaken by the regional subsidiary;*
  - (f) *the process for amending the charter;*
  - (g) *the winding up of the regional subsidiary;*
  - (h) *any other matters required by the regulations to be dealt with in a charter.*
- (2) *The local governments must forward the charter to the Minister when applying for approval for the formation of the regional subsidiary.*
- (3) *A charter, and an amendment to a charter, are of no effect unless approved by the Minister.*

### **3.71. Regulations about regional subsidiaries**

*Regulations may —*

- (a) *regulate the procedure for applying to the Minister for approval for the formation of a regional subsidiary; and*
- (b) *require the local governments proposing to form a regional subsidiary to consult with the community in their districts in accordance with the regulations; and*
- (c) *provide that a specified provision of this Act applies in relation to a regional subsidiary subject to any prescribed or necessary modifications; and*
- (d) *provide for or regulate any other matter that is necessary or convenient to be provided for or regulated in respect of a regional subsidiary.*

### **3.72. Other provisions and arrangements not affected**

- (1) *Section 3.69 has effect in addition to the provisions of this Division relating to regional local governments, and does not derogate from those provisions.*
- (2) *Nothing in section 3.69 prevents local governments from making arrangements under which —*
  - (a) *a local government provides a service or carries on an activity for another local government; or*
  - (b) *local governments provide a service or carry on an activity jointly without forming a regional subsidiary.*

### **5.49. Workers' compensation arrangement**

- (1) In this section —

**arrangement** means the group self-insurance arrangement established under subsection (2);

**eligible body** means —

- (a) a local government; or
- (b) a regional local government; or
- (ca) a regional subsidiary; or*
- (c) any other body with functions relating to local government approved in writing by the Minister;

### **6.23. Powers of receivers**

- (1) A receiver is entitled to receive the general funds of the local government.
- (2) For the purposes of subsection (1) a receiver has the powers which a local government has with respect to general rates under this Part.

- (3) In relation to a regional local government a receiver is entitled to receive whichever of the following over which security has been given in a particular case —
- (a) the financial contributions of the participants to the regional local government's funds as set out or provided for in the establishment agreement for the regional local government;
  - (b) Government grants which were not given to the regional local government for a specific purpose;
  - (c) the general funds of a participant to the extent that those funds secure either money borrowed by, credit obtained for, or financial accommodation extended to, the regional local government.
- (4) *In relation to a regional subsidiary, a receiver is entitled to receive whichever of the following over which security has been given in a particular case —*
- (a) *the financial contributions of the participants to the regional subsidiary's funds as set out or provided for in the regional subsidiary's charter;*
  - (b) *Government grants that were not given to the regional subsidiary for a specific purpose;*
  - (c) *the general funds of a participant to the extent that those funds secure financial accommodation extended to the regional subsidiary.*





<b>8.4.3 Acquisition of Land 26 Maddock Street</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	Shire of Mukinbudin
Date:	12 October 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting CEO
Author:	Ray Hooper, Acting CEO
Voting Requirements	Absolute Majority
Documents Attached	Enquiry – Crown Land
Documents Tabled	Nil

### **EXECUTIVE SUMMARY**

Need to determine ownership of Lot 26 Maddock Street, which contains the Old Anglican Church, for future community use.

### **BACKGROUND INFORMATION**

Council Decision No 1462

That Council considers the Old St Lukes Church building for historical and Heritage value and retains the building until adequate funding can be sourced to undertake the works to address the structural issues identified in the engineers report. The building is not to be used for any public purpose in view of the structural safety concerns. CARRIED 7/0

Unfortunately the land is not owned by or vested in Council as it is a State Government reserve as the 2009 proposed transfer of land to be local government was not finalised.

### **STATUTORY ENVIRONMENT**

Transfer of Land Act 1983

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Potential cost of land purchase if the state government will not transfer the land as a freehold title free of change.

### **STRATEGIC IMPLICATIONS**

S2 – Social Strategies – Corporate Business Plan

### **SITE INSPECTION**

Previously undertaken

### **TRIPLE BOTTOM LINE ASSESSMENT**

#### **ECONOMIC IMPLICATIONS**

Land acquisition will support further aged accommodation facilities on this locality.

**SOCIAL IMPLICATIONS**

Land tenure would support the development of a community garden on part of this site.

**ENVIRONMENTAL IMPLICATIONS**

Acquisition of the land may support the protection and preservation of the built environment being the Old Anglican Church.

**OFFICER COMMENT**

Land ownership and future use need to be resolved as previous planning has been done on an assumption of ownership which was incorrect.

**Officer Recommendation**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council apply to the Department of Lands for Lot 26 Maddock Street, Mukinbudin to be transferred to the Shire of Mukinbudin as a freehold title at no cost and if this is not permissible for the land to be vested in the Shire of Mukinbudin for the purpose of Community facilities and amenities.**

**Carried /**

**Officer Recommendation**

**Council Decision Number – 18 10 2016**

**Moved: Cr Ventris**

**Seconded: Cr Junk**

**That the above motion be deferred to the December Meeting**

**Carried 9/0**





## Enquiry - Crown land

### 1. Enquirer details

**Incorporated entity name or individual name:** .....

.....

.....

.....

ABN: ..... ACN: ..... Indigenous Corporation No. (ICN): .....

**Postal Address:** .....

.....

.....

**Locality/town:** .....

**State:** ..... **Postcode:** .....

**E-mail Address:** .....

**Mobile:** ..... **Telephone:** .....

Preferred contact    Email     Mobile     Telephone     Mail

**Street address:** .....

*(if different to postal address)* .....

.....

**Locality/town:** .....

**State:** ..... **Postcode:** .....

**Contact person details (if different to the above):**

**Full name:** ..... **Position:** .....

**Mobile:** ..... **Telephone:** .....

**E-mail Address:** .....

### 2. Land details

*Refer to **Crown land enquiry guide** for instructions.*

**2.1 Street address and description of land referred to in this enquiry:**

.....

.....

**2.2 Area and size of land enquired (approximate boundary and area, in m<sup>2</sup> or ha):**

.....

**2.3 Local government the Crown land is within (drop down selection):**

.....

**2.4 Have you sought comment or advice from the local government?    Yes     No**

**Please provide details:** .....

.....

.....

140 William Street Perth Western Australia 6000 PO Box 1143 West Perth Western Australia 6872  
Telephone (08) 6552 4400 Facsimile (08) 6552 4417 Freecall: 1800 735 784 (Country only)  
E: proposals@lands.wa.gov.au Website: www.lands.wa.gov.au  
ABN: 68 565 723 484



**2. Land details** *(continued)*

2.5 Title search attached      Yes  <https://www.landgate.wa.gov.au/corporate.nsf/web/Certificate+of+Title>

2.6 Landgate map attached      Yes  <https://www.landgate.wa.gov.au/bmvf/app/mapviewer>

2.7 Alternatively utilise a GIS Map service such as Google Maps and obtain a Parcel Identification Number (PIN) where no title exists.

.....

**3. Purpose of request for land enquiry**

Brief detail regarding the nature of the enquiry and the purpose for which the Crown land is required:  
*Yes, evidence attached*

.....

.....

.....

**4. Lessee, management body and consent**

Registered lessee, management body or other:  
 .....

Has their consent or support of this application been sought for your proposed use of this land:  
*Yes, evidence attached*

.....

.....

**5. Detail of proposal**

Detail of a business case\*, concept or development proposal including details of any stages or timelines. These would assist assessment of your enquiry, please attach or detail:  
*Yes, evidence attached*

.....

.....

.....

.....

\*Note: If your proposal is for irrigated agriculture, please complete Section 3 with details of your concept, as a detailed business case and development proposal is not applicable at this time. For irrigated agricultural projects, the Department of Lands will be following the Land Tenure Pathway for Irrigated Agriculture (LTPIA) available here, and a detailed project proposal will be required at a later stage.



### 6. Additional information

- The list below is indicative only and there may be additional approvals, permits and licences required.
- The enquirer is to provide as much information as possible to facilitate assessment of this enquiry.
- The enquirer is to attach all documentation (including approvals, permits, licences, project plans, agreements) that may assist in the assessment of this enquiry.
- Indicate below the documents that are attached, and number the attachments accordingly.

#### Attachments

- 1.  Applicant (evidence of authorisation to act for incorporated entity)
- 2.  Land Details
  - 2.1  Street description
  - 2.2  Area and size of land enquired
  - 2.3  Local government name
  - 2.4  Local government consultation
  - 2.5  Landgate title search
  - 2.6  Landgate cadastral map and reference
  - 2.7  PIN location identifier
- 3.  Purpose of request for land enquiry
- 4.  Lessee, management body and consent
- 5.  Detail of proposal
- 6.  Any other additional information that will assist with this enquiry *(please list and detail):*

- 6.1  .....
- 6.2  .....
- 6.3  .....
- 6.4  .....
- 6.5  .....
- 6.6  .....
- 6.7  .....
- 6.8  .....
- 6.9  .....

**Notes:** .....

.....

.....

.....

.....



### 7. Declaration

**By signing and submitting this document, the enquirer understands and agrees that:**

- The information provided is complete, true, accurate and correct to the best of my/our knowledge.
- The Department of Lands (the department) may seek information from the enquirer or third party/ies in assessing and responding to the enquiry. For that purpose the department may be required to release information submitted in this enquiry to other agencies or parties. Should the additional information supplied contains confidential information or information subject to commercial in confidence, clearly identify that material and the nature of the confidentiality. If no confidentiality is indicated the department reserves the right to provide the information to other agencies.
- If the department supports a grant of tenure following assessment of the enquiry, the enquirer shall pay all costs associated with the grant. These costs may include, but may not be limited to:
  - costs of negotiating and compensating native title parties and other existing land holders;
  - applying for and approval of other statutory requirements;
  - purchase price, lease rental, easement or license fees;
  - survey and plan preparation costs; and
  - GST on any of the above.
- The department is not responsible for obtaining any approvals for, or in connection with, this enquiry, except for any required to be obtained by the department under any written law.
- The submission of this enquiry does not in itself grant any right to access Crown land, and the department reserves the right to decline assessing the enquiry in detail, to grant the enquiry subject to conditions, or not to grant the enquiry.
- The enquirer acknowledges that the provision of funding evidence in the form of a bank guarantee or other financial substantiation of the application may be required, and that insurance and indemnity arrangements may be further required to satisfy the department, dependent on the assessment of each enquiry.
- The department will not be liable for delay and/or costs borne by the enquirer through submission of this enquiry, or in providing additional information that is required so that the department can assess the enquiry, of itself or as a result of any refusal to grant the enquiry or to grant it on conditions that are unacceptable to the enquirer. The department has a duty to consider applications and enquiries relating to Crown land in the best interests of the State.

**Signature of enquirer or authorised person:** .....

**Name of enquirer or authorised person:** .....

**Position of enquirer/authorised person:** .....

**Date:** .....

### OFFICE USE ONLY

**Method of receipt:**

- Email (proposals@lands.wa.gov.au)
- Letter
- Fax
- Other (detail).....

- Sufficient information provided.
- Insufficient information provided.
- Acknowledgement of receipt letter sent. Date: \_\_/\_\_/\_\_
- Further information required letter sent. Date: \_\_/\_\_/\_\_
- Objective ID: \_\_\_\_\_
- Date received: \_\_\_\_\_
- Officers Name: \_\_\_\_\_



**The completed and signed form can be returned by any of these methods:**

Electronically **scan and e-mail to:** [proposals@lands.wa.gov.au](mailto:proposals@lands.wa.gov.au)

Or:

**Post to:** "Proposal - Crown land"  
Department of Lands  
PO Box 1143  
WEST PERTH WA 6872

Or:

**Facsimile:** +61 8 6552 4417

**If you have any questions** regarding this form, please contact the Department of Lands:

**Phone:** (08) 6552 4400

**Email:** [proposals@lands.wa.gov.au](mailto:proposals@lands.wa.gov.au)



<b>8.4.4 Central East Aged Care Alliance (Inc)</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	CEACA
Date:	4 October 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting CEO
Author:	Ray Hooper, Acting CEO
Voting Requirements	Simple Majority
Documents Attached	Revised Constitution
Documents Tabled	

### **EXECUTIVE SUMMARY**

Request for member Local Governments to approve the amended Constitution which is in compliance with the new legislation.

### **BACKGROUND INFORMATION**

The original constitution has been superseded by the new legislation.

### **STATUTORY ENVIRONMENT**

Associations Incorporation Act 2015

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **SITE INSPECTION**

N/A

### **TRIPLE BOTTOM LINE ASSESSMENT**

#### **ECONOMIC IMPLICATIONS**

Nil

#### **SOCIAL IMPLICATIONS**

Nil

#### **ENVIRONMENTAL IMPLICATIONS**

Nil

### **OFFICER COMMENT**

The amendments are a statutory requirement.

### **Officer Recommendation**

**Council Decision Number – 19 10 2016**

**Moved: Cr Seaby**

**Seconded: Cr Paterson**

**That Council endorse the amended Constitution for the Central East Aged Care Alliance (Inc) and authorise the designated Council representatives to vote for its adoption at the CEACA annual general meeting on the 2<sup>nd</sup> November 2016.**

**Carried 9/0**



## Central East Aged Care Alliance (Inc) Constitution – Review following the Introduction of the *Association Incorporations Act 2015*

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 4 October 2016

**Attachments:** Amended CEACA Constitution dated 4 October 2016

**Background:**

The *Association Incorporations Act 2015* (the Act) came into operation on 1 July 2016. The new legislation makes a number of changes to the operation and constitution of incorporated associations such as the Central East Aged Care Alliance Inc (CEACA).

As advised at the CEACA Committee Meeting held Wednesday 7 September 2016, the Executive Officer has commenced the process of reviewing the current CEACA constitution to see what changes will be required to ensure compliance or should be made to reflect current drafting standards. Following receipt of this advice from the Executive Officer the meeting resolved as shown below:

*RESOLUTION: Moved: Eileen O’Connell Seconded: Ken Hooper*

---

*That the report be noted and the amended Constitution be submitted to a meeting of the CEACA Executive Committee for consideration of the proposed changes to the Central East Aged Care Alliance (Inc) Constitution and recommendation to the CEACA Annual General Meeting for adoption.*

*CARRIED*

Subsequently the proposed amendments were considered by the CEACA Executive Committee at a meeting held Tuesday 27 September 2016, with the Executive Committee resolving as follows:

*RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper*

---

*That the Central East Aged Care Alliance Inc (CEACA) Executive Committee endorse the proposed changes to the CEACA Constitution as presented and recommend to the CEACA Committee that the amended Constitution be adopted at the CEACA Annual General Meeting to be held Wednesday 2 November 2016.*

*CARRIED*

**Executive Officer Comment:**

The Executive Officer has finalised the proposed amendments which are detailed on the attached amended Constitution. Below is an explanation of the amendments.

Clause	Description of Amendment
2	Updated a number of definitions and interpretations to reflect the new Act.
6	Amendment to reflect the new Act.
7	Clause has been redrafted to clearly describe CEACA as a not for profit entity. New clauses have been added in relation to payments to CEACA members. The changes are in line with those outlined in the updated model rules for incorporated associations and provide that certain payments to CEACA members are approved within the Constitution.
8.2 and 8.3	Clauses 8.2 and 8.3 as they are currently written do not allow an elected member or employee of a Member Organisation to be elected the Chair of CEACA or where there is no Chair appointed an Acting Chair. The intention when CEACA was formed was to have an independent chair appointed however circumstances to date have not allowed that to occur. The clauses have been redrafted to allow, where the position of Chair is vacant, an



	elected member or employee of a Member Organisation can be elected the Acting Chair of CEACA until the position is filled by an independent chair.
8.8	Clause 8.8 has been amended to provide that the register will also include the email address and allow the Secretary or another person authorised by the Committee to keep the register. This change means that the Executive Officer is able to keep the details of the register.
8.12	New clause has been added to provide that the Secretary or another person authorised by the Committee must also keep details of members for a year after they cease to be a member. This amendment is required by the Act.
9, 10, 11 and 12	Clause 9 suspension or expulsion of a member has been redrafted. Clause 10 - consequences of suspension, clause 11 - resolving disputes and clause 12 - mediation have been added to reflect the requirements Schedule 1(18) of the Act. Schedule 1(18) requires the Constitution to have a procedure for dealing with any dispute between members and also between members and the incorporated association.
Following Clauses	With the addition of new clauses 10, 11 and 12 the numbers for all following clauses have been amended. This has resulted in a number of consequential changes being made to the clause numbers within the body of the Constitution.
<b>Reference to clauses in the following comments will reflect the amended clause numbers</b>	
14	Recognising the proposed changes to clauses 8.2 and 8.3, the amendments to clause 14 are consequential changes with the exception of clause 14(11)(e) which is a change to reflect the new Act.
16	Clause 16.2 has been reworded.
19	Clause 19.12 has been amended to reflect the change in the Act. AGMs are now allowed to be held within 6 months of the end of the financial year.  Clause 19.15(a) the amendment to 20% of members required to call a Special General Meeting is required by regulation 18 of the <i>Associations Incorporation Regulations 2016</i> .  Clause 19.15(b) is a consequential change to the wording.  Clause 19.19(c) corrects an error in the original drafting of the Constitution.
21	Clause 21.7 is an amendment to reflect the new Act.
23	Clause 23.1 has been redrafted to reflect that the process is as outlined in the Act. This means that should in future the Act be changed the Constitution will always remain current.  Clause 23.2 corrects an error in the original drafting of the Constitution.
26	Clause 26 has been redrafted to reflect the current wording in the model rules and as required by Schedule 1(19) of the Act.

S30 of the Act outlines the process for alteration of the rules (Constitution).

Following the passing of a Special Resolution at a general meeting it will be necessary to lodge with the Commissioner within 28 days details of the proposed amendments to the Constitution.

S51 of the Act outlines that a Special Resolution is as follows:

*For the purposes of this Act, a resolution is a special resolution if it is passed —*

*(a) at a general meeting of an incorporated association; and*

*(b) by the votes of not less than three-fourths of the members of the association who cast a vote at the meeting.*

**RECOMMENDATION:**

1. That by Special Resolution the Central East Aged Care Alliance Inc (CEACA) approve the amendments to the CEACA Constitution as outlined on the attached amended CEACA Constitution dated 4 October 2016; and
2. That the Executive Officer submits the amended Constitution to the Commissioner within 28 days and pay the appropriate fees.

**RESOLUTION:**

**Moved:**

**Seconded:**

---

# CENTRAL EAST AGED CARE ALLIANCE INC.

## CONSTITUTION 4 OCTOBER 2016

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**1. NAME OF THE ASSOCIATION**

The name of the Association is Central East Aged Care Alliance Inc.

**2. DEFINITIONS AND INTERPRETATION**

2.1 In this constitution, unless a contrary intention appears:

WORD	DEFINITION
<b>Act</b>	means the <i>Associations Incorporation Act 1987, of Western Australia as amended 2015.</i>
<b>Association</b>	means CEACA.
<b>CEACA</b>	<u>means Central East Aged Care Alliance Inc.</u>
<b>Central Eastern Wheatbelt Region</b>	means the area covered by the local government areas of the Shires of Bruce Rock, Kellerberrin, Koorda, Merredin, Mt Marshall, Mukinbudin, Nungarin, Trayning, Westonia, Wyalkatchem and Yilgarn together with any adjoining area so determined by a Special Resolution adopted by a general meeting of the Association.
<b>Chair</b>	means the person appointed as Chair of the Association in accordance with Clause <del>11</del> 14.
<b>Committee</b>	means the committee of management of CEACA appointed in accordance with Clause <del>12</del> 15.
<b>Committee Meeting</b>	Committee meetings shall mean general meetings and vice versa. Special general meetings and annual general meetings shall mean a meeting of the Committee to conduct particular business as described in this constitution.
<b>Grievance Procedure</b>	<u>means the procedures set out in the constitution.</u>
<b>Member</b>	means a person who is appointed as a member of the Association in accordance with Clause 8.
<b>Member Organisation</b>	means any of the organisations referred to in Clause 8.1 or as varied in accordance with clauses 8.4 or 8.5.
<b>Office Bearer</b>	means the Chair, Secretary or Treasurer.
<b>Ordinary Resolution</b>	means a resolution other than a Special Resolution.
<b>Party to a Dispute</b>	<del>means the Secretary of the Association appointed in accordance with Clause 11.</del> includes a person – (a) <u>who is a party to the dispute; and</u> (b) <u>who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.</u>
<b>Secretary</b>	<del>has the meaning given by section 24 of the Act; that is a resolution passed by a majority of not less than three fourths of the members of the Association, who vote at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been given</del>
<b>Special Resolution</b>	

	<del>in accordance with this constitution.</del> means the Secretary of the Association appointed in accordance with Clause 14.
<del>Special Resolution</del> <del>Treasurer</del>	means a resolution passed by the Treasurer of the Association appointed members at a general meeting in accordance with clause <del>11.</del> Section 51 of the Act
<del>Treasurer</del> CEACA	<del>means Central East Aged Care Alliance Inc.</del> means the Treasurer of the Association appointed in accordance with clause 14.

### 3. LOCATION

The Association shall be centred on the Central Eastern and North Eastern Wheatbelt Region of Western Australia.

### 4. VISION

The Association and its constituent members recognise the need for affordable, suitable and sustainable housing that meets the needs of an ageing population in the Region. The Association will implement agreed strategies and secure funding from State and Commonwealth governments, the private sector and not for profit organisations to construct, manage and maintain housing in the Region.

### 5. OBJECTS

5.1 The objects of this association are:

- To provide housing for an ageing population in the CEACA Region;
- To secure funding from various sources for the construction of housing;
- To manage the housing across the Region, including its tenants and sale;
- To maintain the housing constructed in the Region; and
- To ensure the ongoing viability and increase the number of accommodation units across the Region as required.

5.2 The property and income of the Association shall be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those objects or purposes.

## 6. POWERS

6.1 In accordance with the provisions of Section ~~13~~14 of the Act, the powers of the Association are to:

- (a) employ persons that the Association deems appropriate to pursue the objects of the Association or to administer the affairs of the Association;
- (b) acquire, hold, deal with and dispose of any real or personal property;
- (c) open and operate bank accounts;
- (d) Invest CEACA -money:
  - (i) as trust funds which may be invested under Part III of the Trustees Act 1962; or
  - (ii) in any other manner authorised by this constitution;
- (e) appoint agents to transact any business of the Association on its behalf; and
- (f) enter into any other contract deemed necessary or desirable by the Committee.

6.2 The Association may, unless this constitution otherwise provides, act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene the Act or the constitution.

## 7. PROPERTY AND INCOME

7.1 The property and income of the Association ~~shall~~must be applied solely ~~toward~~towards the promotion of the objects or purposes of the Association ~~but nothing herein contained prevents:~~

~~the payment in good faith of remuneration and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, officer, employee or agent of the Association or other person in return for services rendered to the Association; except in good faith in the promotion of those objects or purposes.~~

~~the payment of a salary to any employee~~

~~7.2 A payment may be made to a member out of the funds of the Association only if it is authorised under clause 7.3.~~

7.3 A payment to a member out of the funds of the Association; is authorised if it is —

- (a) the payment of a in good faith to the member as reasonable and proper remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
- (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or



(a)(c) the payment of reasonable rent to the member for premises leased by the member to the Association; or

(b)(d) the payment reimbursement of out-of-pocket reasonable expenses properly incurred by the member or employee on behalf of the Association or other authorised person.

## 8. MEMBERSHIP AND CHAIR

### 8.1 Membership shall consist of:

- one (1) person resident in the Shire of Bruce Rock and appointed by the Council of the Shire of Bruce Rock;
- one (1) person resident in the Shire of Kellerberrin and appointed by the Council of the Shire of Kellerberrin;
- one (1) person resident in the Shire of Koorda and appointed by the Council of the Shire of Koorda;
- one (1) person resident in the Shire of Merredin and appointed by the Council of the Shire of Merredin;
- one (1) person resident in the Shire of Mt Marshall and appointed by the Council of the Shire of Mt Marshall;
- one (1) person resident in the Shire of Mukinbudin and appointed by the Council of the Shire of Mukinbudin;
- one (1) person resident in the Shire of Nungarin and appointed by the Council of the Shire of Nungarin;
- one (1) person resident in the Shire of Trayning and appointed by the Council of the Shire of Trayning;
- one (1) person resident in the Shire of Westonia and appointed by the Council of the Shire of Westonia;
- one (1) person resident in the Shire of Wyalkatchem and appointed by the Council of the Shire of Wyalkatchem; and
- one (1) person resident in the Shire of Yilgarn and appointed by the Council of the Shire of Yilgarn.

8.2 In accordance with clause 1114, Members are to elect annually a person that is not a Member to be the Chair of the Association.

8.3 The Chair may not be an elected member of Council or an employee of any Member Organisation, except where the position of Chair is vacant, in which case an elected member or employee of any Member Organisation may be elected until such time as the position of Chair has been elected.

8.4 The process for selection and the term of Members shall be at the discretion of the Member Organisation by which they are appointed. Without limiting that discretion, it is the intention of the Association that persons appointed as members by the Member Organisations shall

comprise any member of the community within the jurisdictional area of the Member Organisation.

8.5 The Members may agree by Special Resolution to invite any organisation with interests and objectives consistent with the Objects of the Association to appoint persons as members of the Association, the number of such persons, the method of their selection and their term of membership to be specified in the Special Resolution (unless clause 8.6 applies). Unless otherwise specified in the Special Resolution, any such organisation shall thereafter become a Member Organisation.

8.6 The Members may agree by Special Resolution to invite any local government to appoint persons as members of the Association on like terms to those appointed pursuant to clause 8.1, whereupon any such local government shall thereafter become a Member Organisation and clause 8.4 shall apply.

8.7 Members are not required to pay a membership fee or subscription.

~~8.8 The Chair~~8.8 The Secretary or another person authorised by the Committee shall cause to be kept a register of current and past members and a record of the current office bearers and their postal or residential addresses or email addresses, in the manner contemplated by the Act. Upon the request of a member, the register must be made available for inspection by the member and the member may make a copy or take an extract from the register or record but shall have no right to remove the register or record for that purpose.

8.9 A person ceases to be a member, or the Chair, if he or she:

- (a) dies;
- (b) resigns by notice in writing delivered to the Chair, or in the case of the Chair, to the Secretary;
- (c) is convicted of an offence under the Act;
- (d) is permanently incapacitated by mental or physical ill-health;
- (e) in the case of a member, no longer qualifies for appointment in accordance with Clause 8.1;  
or
- (f) in the case of a member, has his/her membership terminated as described in clause 9.

8.10 Where a person's membership has ceased in accordance with Clause 8.9 and a replacement has not been named by the Member Organisation by which that person was appointed, the



Secretary shall promptly upon cessation write to the Member Organisation requesting that another person be nominated as a member in substitution.

8.11 Where the Chair ceases to be the Chair, the members shall as soon as practicable thereafter meet to choose and appoint a replacement.

8.12 The Secretary or another person authorised by the Committee must keep a record, for at least a year after the person ceases to be a member, of:

- (a) the date on which the person ceased to be a member; and
- (b) the reason why the person ceased to be a member.

## **9. TERMINATION, SUSPENSION OR EXPULSION OF MEMBERSHIP**

(1) ~~9.1 The Committee shall have the power~~The committee may decide to suspend ~~or a~~ member's membership or to expel ~~any~~ a member ~~off~~from the Association ~~for any act detrimental if~~ —

- (a) the member contravenes any of these clauses; or
- (b) the member acts detrimentally to the interests of the Association. ~~The Secretary will communicate~~

(2) The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.

(3) The notice given to the member must state —

- (a) when and where the committee meeting is to be held; and
- (b) the grounds on which the proposed suspension or expulsion is based; and
- (c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion;

(4) At the committee meeting, the committee must —

- (a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and
- (b) give due consideration to any submissions so made; and
- (c) decide —

(i) whether or not to suspend the member's membership and, if the decision ~~in writing~~is to suspend the affected member's membership, the period of suspension; or

(ii) ~~9.2 Any~~ whether or not to expel the member ~~who has their~~from the Association.

- (5) A decision of the committee to suspend the member's membership or to expel the member from the Association takes immediate effect.
- (6) The committee must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.
- (7) A member whose membership is suspended or who is expelled from the Association may, within 14 days after receiving notice of the Committee's decision under subclause (6), give written notice to the secretary requesting the appointment of a mediator under clause 12.2.
- (8) If notice is given under subclause (7), the member who gives the notice and the committee are the parties to the mediation.

## **10 CONSEQUENCES OF SUSPENSION**

- (1) During the period a member's membership is suspended, the member —
- (a) loses any rights (including voting rights) arising as a result of membership; and
  - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.
- (2) When a member's membership is suspended, the secretary must record in the register of members —
- (a) that the member's membership is suspended; and
  - (b) the date on which the suspension takes effect; and
  - (c) the period of the suspension.
- (3) When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended.

## **11 RESOLVING DISPUTES**

### **11.1 Application of Clause 11**

The procedure set out in this Division (the grievance procedure) applies to disputes —

- (a) between members; or
- (b) between one or more members and the Association.

### **11.2 Parties to Attempt to Resolve Dispute**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

### **11.3 How Grievance Procedure is Started**



- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by clause 11.2, any party to the dispute may start the grievance procedure by giving written notice to the secretary of —
  - (a) the parties to the dispute; and
  - (b) the matters that are the subject of the dispute.
- (2) Within ~~terminated shall~~ 28 days after the secretary is given the notice, a committee meeting must be convened to consider and determine the dispute.
- (3) The secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- (4) The notice given to each party to the dispute must state —
  - (a) when and where the committee meeting is to be held; and
  - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.
- (5) If —
  - (a) the dispute is between one or more members and the Association; and
  - (b) any party to the dispute gives written notice to the secretary stating that the party —
    - (i) does not agree to the dispute being determined by the committee; and
    - (ii) requests the appointment of a mediator under clause 12.2,

the committee must not determine the dispute.

#### **11.4 Determination of Dispute by Committee**

- (1) At the committee meeting at which a dispute is to be considered and determined, the committee must —
  - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute; and
  - (b) give due consideration to any submissions so made; and
  - (c) determine the dispute.
- (2) The committee must give each party to the dispute written notice of the committee's determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.
- (3) A party to the dispute may, within 14 days after receiving notice of the committee's determination under subclause (1)(c), give written notice to the secretary requesting the appointment of a mediator under clause 12.2.
- (4) If notice is given under subclause (3), each party to the dispute is a party to the mediation.

## **12 MEDIATION**

### 12.1 Application of Clause 12

- (1) Clause 12 applies if written notice has been given to the secretary requesting the appointment of a mediator —
  - (a) by a member under clause 9(7); or
  - (b) by a party to a dispute under clause 11.3(5)(b)(ii) or 11.4(3).
- (2) If this clause applies, a mediator must be chosen or appointed under clause 12. 2.

### 12.2 Appointment of a Mediator

- (1) The mediator must be a person chosen —
  - (a) if the appointment of a mediator was requested by a member under clause 9(7) — by agreement between the Member and the committee; or
  - (b) if the appointment of a mediator was requested by a party to a dispute under clause 11.3 (5)(b)(ii)— by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of subclause (1)(a) or 11.4 (3), then, subject to subclauses (3) and (4), the committee must appoint the mediator.
- (3) The person appointed as mediator by the committee must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
  - (a) a member under clause 9(7); or
  - (b) a party to a dispute under clause 11.3.(5)(b) (ii); or
  - (c) a party to a dispute under clause 11.4(3) and the dispute is between one or more members and the Association.
- (4) The person appointed as mediator by the committee may be a member or former member of the Association but must not —
  - (a) have the right to appeal a personal interest in the matter that is the subject of the mediation; or
  - (a)(b) be biased in favour of or against such suspension or termination by presenting their case to a Special General Meeting called for such purpose and the decision of the Special General Meeting shall be final any party to the mediation.

### 12.3 Mediation Process

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must —
  - (a) give each party to the mediation every opportunity to be heard; and



(b) allow each party to the mediation to give due consideration to any written statement given by another party; and

(c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.

(4) The mediator cannot determine the matter that is the subject of the mediation.

(5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.

(6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

#### **12.4 If Mediation Results in Decision to Suspend or Expel Being Revoked**

If —

(a) mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice under clause 9(7); and

(b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at a committee meeting or general meeting during the period of suspension or expulsion.

### **13**

#### **10. MEMBERS' LIABILITIES**

1013.1 An officer or member of the Association is not by reason only of his or her being such an officer or member liable in respect of the liabilities of the Association.

1013.2 Clause 1013.1 does not apply in respect of liabilities incurred by or on behalf of the Association prior to incorporation.

#### **1114. OFFICE BEARERS**

1114.1 The Office Bearers of the Association will be the Chair, Secretary and Treasurer.

1114.2 The Office Bearers will be elected at each Annual General Meeting by ballot. Until such time as the first Annual General Meeting takes place, the Committee shall appoint the Office Bearers.

1114.3 Prior to each Annual General Meeting the Secretary shall give at least 21 days' notice calling for nominations for the various positions of Office Bearer.

~~1114.4~~ ~~Subject to clause 8.3, any~~Any member may nominate any person, including the incumbent, to be Chair.

~~1114.5~~ Any member may nominate ~~themselves~~ or another member for a position as Chair, Secretary or Treasurer. Unless nominated by himself or herself, the nomination must be signed by the nominee to indicate his or her consent to be nominated.

~~1114.6~~ The Secretary must advise all members in writing of all nominations received not less than 14 days prior to the Annual General Meeting.

~~1114.7~~ When a casual vacancy occurs in a position of Office Bearer, the Committee may appoint a member ~~(or in the case of the Chair, a person not disqualified to be appointed under clause 8.3)~~ to fill that vacancy until the next Annual General Meeting. A casual vacancy occurs when a person holding one of those positions ceases to be a member or resigns from the position by notice in writing to the Secretary or Chair.

~~1114.8~~ The role and any power delegated to the Chair shall be in accordance with this Constitution and the Act.

~~1114.9~~ The Committee, through the Secretary, shall:

- (a) ensure that all the Association's correspondence is promptly and adequately handled, notices and agendas for meetings are correctly compiled and dispatched and that all records are properly and securely stored;
- (b) ensure a true, complete and accurate record of all minutes of all meetings is kept in a minute book and are signed as a true, complete and accurate record by the chair of the meeting;
- (c) be responsible for custody of all records, registers, books, documents and securities of the Association; and
- (d) maintain, in an up-to-date condition, this constitution and ensure each member has a copy. In addition the Secretary will ensure the original of the current constitution, signed and dated by the Chair, is kept in a secure manner and will make it available for inspection.

~~1114.10~~ The Secretary shall perform such other duties as are imposed on him or her by this Constitution or the Act.

~~1114.11~~ The Committee, through the Treasurer, shall:

- (a) ensure the appointment of appropriate staff or agents to manage the financial affairs of the Association;

- (b) oversee the financial affairs of the Association, including the maintenance of appropriate systems of internal control;
- (c) ensure that all monies received are properly accounted for and banked into the appropriate Association bank accounts;
- (d) ensure that all disbursements of Association funds are in accordance with Committee approvals and are effected by cheques signed by two office bearers;
- (e) ensure compliance with ~~sections 25 and 26~~Part 5 of the Act in respect of the accounting records of the Association; and
- (f) ensure all funds received shall be banked without deduction, in a clearly identifiable account. Payments drawn on the account shall be paid by cheque or such other means (such as electronic fund transfer) authorised by any two office bearers jointly.

~~1114~~.12 The Treasurer shall present at each meeting of the Committee a full report of the finances of the Association and at each Annual General Meeting the audited accounts of the Association.

~~1114~~.13 The Treasurer shall perform such other duties as are imposed on him or her by this Constitution or the Act.

#### ~~1215~~. COMMITTEE AND SUB-COMMITTEES

~~1215~~.1 At each Annual General Meeting the members shall appoint the Committee from amongst themselves to hold office until the following Annual General Meeting.

~~1215~~.2 The Committee shall include at least one member representing each of the Member Organisations named in Clause 8.1.

~~1215~~.3 The Secretary and Treasurer shall be members of the Committee, and shall be counted as such for the purposes of Clause ~~1215~~.2.

~~1215~~.4 If a member of the Committee ceases to be a member of the Association or resigns from the Committee by notice in writing to the Secretary, the Committee shall appoint another member to fill the casual vacancy, subject always to Clause ~~1215~~.2.

~~1215~~.5 The Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such persons as the Committee thinks fit) the exercise of such of the functions of the Association as are specified in the instrument, other than:

(a) this power of delegation; and

(b) a function which is imposed on the members in general meeting, by the Act or by another law of the State.

~~1215~~.6 A function, the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

~~1215~~.7 A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to the time or circumstances, as may be specified in the instrument of the delegation. The duration of such delegation shall not extend beyond the date of the annual general meeting.

~~1215~~.8 Notwithstanding any delegation under this clause, the Committee may exercise any function or power delegated.

~~1215~~.9 The Committee may, by instrument in writing, revoke wholly or in part, any delegation under this clause.

~~1215~~.10 The Committee or a sub-committee may meet and adjourn as it thinks proper, subject to Clause 19.

16.

## ~~13~~ FINANCE

~~1316~~.1 The Association may accept monies by any lawful means for the purpose of fulfilling the objects of the Association.

~~1316~~.2 The financial year of the Association shall ~~be from commence on the~~ 1 July ~~to 30 June in the following of each~~ year.

~~1316~~.3 All monies of the Association shall be paid into the accounts of the Association at such bank or banks or other financial institutions as the Committee from time to time directs.

~~1316~~.4 No monies shall be drawn from the Association's accounts except by cheque or such other manner as is authorised by the Committee from time to time with such cheque or any other authority or direction signed in the manner described in clause ~~1114~~.11 or as otherwise authorised by the Committee from time to time.

~~1316~~.5 The financial operations of the Association shall be conducted in accordance with this Constitution and the Act.



## **1417. AUDIT**

**1417.1** As soon as practical after incorporation the Committee shall appoint a suitably qualified and certified auditor to audit the books and records of the Association.

**1417.2** At each Annual General Meeting an auditor is to be appointed for the next financial year.

**1417.3** An appointed auditor shall provide an audit report to the Committee within 4 months of the end of the financial year in order that it may be tabled at the Annual General Meeting.

**1417.4** The auditor shall have no prior or current relationship with the Chair or any members or employees of the Association, other than in a professional capacity.

## **1518. ANNUAL BUDGET**

**1518.1** Each year and at least two (2) months before the end of the financial year, the Committee shall prepare a budget for the following financial year.

**1518.2** The draft budget shall be forwarded to each Member Organisation for comment, and any such comments shall be considered by the Committee before adopting the budget for the following financial year.

## **16**

## **19. MEETINGS**

### **General**

**1619.1** The Committee shall meet together for the dispatch of business not less than one meeting per quarter year. The Secretary will issue a notice of these Committee meetings not less than 10 days before the date of the meeting.

**1619.2** The Chair may at any time convene a special meeting of the Committee to deal with any matter which, in his/her opinion, is of a sufficiently urgent nature that it should not be held over to the next scheduled ordinary meeting of the Committee. A written notice, specifying the business to be transacted and the date, time and place of the special meeting will be issued by the Secretary not less than 5 days before the date of the meeting.

**1619.3** The quorum for a meeting of the Committee or for a General Meeting of the Association shall be 50% of Members plus one. The Chair will not be counted for the purpose of a quorum.

**1619.4** Subject to this constitution, the members present at a meeting of the Committee or for a General Meeting of the Association shall determine the procedure and order of business to be followed at a meeting including without limitation inviting observers or guests to attend and/or address meetings.

**1619.5** The Chair shall preside at each meeting of the Association or of the Committee.

**1619.6** If the Chair is not present or is unable to preside at the meeting, the members present shall select one of their number to preside at the meeting. If no decision is reached in this regard the meeting shall be adjourned.

**1619.7** Each member has one deliberative vote. The Chair shall not have a deliberative or a casting vote; however a member presiding in the absence of the Chair shall be entitled to exercise his or her deliberative vote.

**1619.8** All questions other than Special Resolutions shall be decided by a majority of votes, but if there is an equality of votes, the question shall be deferred for consideration at the next meeting of the Committee.

**1619.9** In order to cast a vote a member must:

(a) be present in person when the vote is taken; or

(b) be in communication with the meeting by way of telephone or video link for the duration of the discussion on the question to be voted on, and convey his or her vote verbally in a manner that is audible to all members present.

**1619.10** A declaration by the chair presiding at a meeting that a resolution has been passed shall be evidence of that fact unless, during the meeting at which the resolution is submitted, a poll is demanded by at least 3 members of the Association present in person. A declaration by the person presiding as to the result of a poll is evidence of the matter so declared.

**1619.11** The Association will pay for all reasonable Committee meeting expenses.

### **Annual General Meeting (AGM)**

**1619.12** The AGM shall be held in every calendar year within **46** months of the end of the Association's financial year. The Secretary shall ensure written notice of the meeting is sent to all members, not less than 30 days before the meeting.

**1619.13** The business of the AGM shall include in this order:

- (a) confirmation of the minutes of the previous AGM and any subsequent meeting and matters arising;
- (b) the Chair's report;
- (c) the Treasurer's report and statement of accounts for the preceding financial year, together with an audit report prepared by the appointed auditor;
- (d) the appointment of an external auditor as described in clause **1417.2**;
- (e) the election by ballot of the Chair, Secretary and Treasurer whose terms will expire at the following AGM;
- (f) ratification of the Statements of Intent of subsidiary entities (if any) prepared in accordance with Clause **1922.5**;
- (g) the appointment of the Committee;
- (h) special business of which notice has been given; and
- (i) general business.

**1619.14** The reports of the Chair and Treasurer, together providing (but not limited to) a summary of the financial and other activities of the Association for the preceding year, the annual report, and audited financial statements shall be sent to the members together with the notice of meeting.

### **Special General Meeting**

**1619.15** The Chair shall at any time convene a Special General Meeting within 14 days of:

- (a) the Secretary receiving a request in writing to do so from not less than **520% of** members, all of whom have signed the request, for the purpose specified in that request; or
- (b) the Secretary receiving a notice under clause 9.3, for the purpose of dealing with the **appealsuspension or expulsion of membership** to which that notice relates; or
- (c) a procedural motion proposed in accordance with Clause **1619.20** being defeated at a Committee meeting or general meeting.

**1619.16** The Secretary shall give to all members not less than 10 days' notice of a Special General Meeting and of any motions to be moved at the Special General Meeting. This notice shall specify:

- (a) when and where the meeting will be held; and
- (b) the particulars of the business to be transacted at the meeting and of the order in which that business is to be transacted.

**1619.17** If a Special General Meeting is not convened within 14 days after the date on which a request in accordance with clause **1619.15(a)** by members for the meeting is lodged with the Secretary, any one or more of the members who made the request may convene a meeting to be held not later than 3 months after that date. This meeting shall be convened as nearly as is practicable in the same manner as Committee meetings are convened.

### Special Resolutions

**1619.18** A resolution is a Special Resolution if it is passed by a majority of not less than three-fourths of the members who vote at a meeting of which at least 14 days' notice specifying the intention to propose the resolution as a Special Resolution is given.

**1619.19** Matters which must be determined by a Special Resolution are:

- (a) the invitation of additional members in accordance with clauses 8.5 and 8.6;
- (b) the establishment of a subcommittee in accordance with Clause **1215** or the disestablishment of such a subcommittee, the delegation of any powers or functions to a subcommittee and the variation or revocation of that delegation; and
- (c) ~~Change of rules~~**Changes to the Constitution**, name or objects of the association or a proposal for the winding up or dissolution of the association as required by the Act to be determined by a Special Resolution.

**1619.20** If in the opinion of the Chair a matter before the Committee or a general meeting is of a nature that ought to require a Special Resolution in the interests of good governance, he or she shall propose a procedural motion to that effect. If the procedural motion is not supported by a majority of members present and voting, the matter shall be deferred for determination at a Special General Meeting convened with 14 days' notice.

**1619.21** At a meeting at which a motion proposed as a Special Resolution is submitted, a declaration by the person presiding that the resolution has been passed as a Special Resolution shall be evidence of the fact unless, during the meeting at which the motion is submitted, a poll is demanded by at least 3 members of the Association present in person. A declaration by the person presiding as to the result of a poll is evidence of the matter so declared.

## **Adjournment of Meetings**

**1619.22** If a quorum is not present within 30 minutes after the time appointed for holding the meeting the meeting will be adjourned to the same time on the same day in the following week at the same venue.

**1619.23** If a quorum is not present within 30 minutes of the time appointed for the resumption of an adjourned meeting, the members who are present may proceed with the business of that meeting as if a quorum were present.

**1619.24** The meeting chair may, with the consent of a meeting at which a quorum is present, and shall, if so directed by such a meeting, adjourn that meeting from time to time and from place to place.

**1619.25** There shall not be transacted at an adjourned meeting any business other than business left unfinished or on the agenda at the time when the meeting was adjourned.

**1619.26** When a meeting is adjourned for a period of 30 days or more, the Secretary shall give notice of the adjourned meeting in accordance with clause **1619.1**, **1619.12** or **1619.15** (as may be applicable) as if that meeting was a fresh meeting.

## **1720. RESOLUTIONS WITHOUT MEETINGS**

**1720.1** With the agreement of the Chair, any member of the Committee may submit a motion for the consideration of the Committee other than in a meeting of the Committee. The Secretary shall circulate any such motion in writing to members of the Committee, and if agreed to in writing by a majority of the Committee it shall have the same effect as if passed at a Committee meeting. Every such resolution shall be recorded in writing and delivered to each member and shall be recorded in the minutes of the next Committee meeting. Agreement in writing to any such resolution may be transmitted by facsimile or email or delivered by pre-paid post or pre-paid courier.

## **1821. CONFLICT OF INTEREST**

**1821.1** If the Chair, a member or an employee of the Association has a direct or indirect pecuniary or non-pecuniary interest in a contract, proposed contract or other matter before the Association, the Chair, member or employee shall as soon as he or she becomes aware of the interest, disclose the nature and extent of the interest to the Committee.

**1821.2** To the extent they are known, interests of the Chair's, a member's or an employee's immediate family should also be disclosed.

~~1821~~.3 When the Chair discloses a pecuniary interest, he or she must step down from the Chair and leave the room while the matter is discussed and voted upon. If the Chair is required to step down, the Committee must select a member to preside while the Chair is absent.

~~1821~~.4 When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon.

~~1821~~.5 Clause ~~1821~~.1 does not apply in respect to a pecuniary or non-pecuniary interest that exists only by virtue of the fact that the Chair, member or employee belongs to a class of person for whose benefit the Association was established.

~~1821~~.6 All declarations of interest are to be recorded in the meeting minutes.

~~1821~~.7 The Committee shall abide by ~~sections 21 and 22~~ Part 4 Division 2 of the Act.

## ~~1922~~ SERVICE OF NOTICES

~~1922~~.1 For the purposes of this constitution, a notice may be served by or on behalf of the Association upon any member either personally, by facsimile, email or pre-paid courier or by sending it by pre-paid post to the member at the member's address.

~~1922~~.2 When a document is sent to a member by properly addressed and pre-paid post or courier delivery, the document shall, unless the contrary is proved, be deemed for the purposes of this constitution to have been served on the member at the time at which the document would have been delivered in the ordinary course of post or courier delivery.

## ~~20~~

## ~~23~~ CHANGES TO THE CONSTITUTION

~~2023~~.1 ~~The~~ ~~if~~ the Association ~~may~~ ~~wants~~ ~~to~~ alter or rescind ~~these rules,~~ any clause in this constitution or make ~~rules~~ ~~additional~~ ~~to~~ ~~these~~ ~~rules,~~ ~~in~~ ~~accordance~~ ~~with~~ ~~the~~ ~~procedure~~ ~~set~~ ~~out~~ ~~in~~ ~~sections~~ ~~17,~~ ~~18~~ ~~and~~ ~~19~~ ~~of~~ ~~the~~ ~~Act,~~ ~~which~~ ~~is~~ ~~as~~ ~~follows-~~

~~(a)~~ ~~Subject~~ ~~to~~ ~~sub~~ ~~rule~~ ~~(1)~~ ~~(d)~~ ~~and~~ ~~(1)~~ ~~(e),~~ ~~clauses,~~ the Association may ~~alter~~ ~~its~~ ~~rules~~ ~~do~~ ~~so~~ ~~only~~ by special resolution ~~passed~~ ~~by~~ ~~75%~~ ~~majority~~ ~~of~~ ~~members'~~ ~~votes~~ ~~who~~ ~~are~~ ~~present~~ ~~and~~ ~~eligible~~ ~~to~~ ~~vote~~ ~~at~~ ~~a~~ ~~General~~ ~~Meeting~~ ~~of~~ ~~Members~~ ~~of~~ ~~the~~ ~~Association~~ ~~provided~~ ~~that~~ ~~at~~ ~~least~~ ~~28~~ ~~days'~~ ~~notice~~ ~~of~~ ~~the~~ ~~motion~~ ~~has~~ ~~been~~ ~~given~~ ~~to~~ ~~all~~ ~~members~~ ~~by~~ ~~the~~ ~~mover~~ ~~or~~ ~~the~~ ~~Chair~~ ~~but~~ ~~not~~ ~~and~~ ~~otherwise;~~  
complying with Part 3 Division



~~(b) Within one month of the passing of a special resolution altering its rules, the Association must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a certificate given by a member of the Committee certifying that the resolution was duly passed as a special resolution and that the rules of the Association as so altered conform to the requirements of this Act;~~

~~(c) An alteration of the rules of the Association does not take effect until sub-rule (1) (b) is complied with;~~

~~(d) An alteration of the rules of the Association having effect to change the name of the association does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the change of name;~~

~~(e) An alteration of the rules of the Association having effect to alter the objects or purposes of the association does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.~~

~~20.2~~ — ~~These rules bind~~ of the Act.

23.2 This Constitution binds every member and the Association to the same extent as if every member and the Association had signed and sealed ~~these rules~~the Constitution and agreed to be bound by all ~~their~~its provisions.

#### ~~21~~24. **INSPECTION OF RECORDS AND REGISTERS OF THE ASSOCIATION**

~~21~~24.1 A member may at any reasonable time inspect without charge the minute books, documents, records and securities of the Association.

#### ~~22~~25. **COMMON SEAL OF ASSOCIATION**

~~22~~25.1 The Association shall have a common seal on which its corporate name shall appear in legible characters.

~~22~~25.2 The common seal of the Association shall not be used without the express authority of the Committee and every use of that common seal shall be recorded in the minute books of the Association.

~~22~~25.3 The affixing of the common seal of the Association shall be witnessed by any two Office Bearers of the Association.

**2225.4** The common seal of the Association shall be kept in the custody of the Secretary or such other person as the Committee from time to time decides.

**2326. WINDING UP/DISSOLUTION OF THE ASSOCIATION**

**2326.1** The Association will be dissolved by a Special Resolution passed at a meeting convened for that purpose.

**2326.2** The mover or the Chair shall give not less than 28 days' notice of motion of such dissolution to each member.

**2326.3** If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities ~~any property whatsoever, and costs, charges and expenses of winding up or dissolving the same must not be paid to or distributed among the members, or former members. The Association, any~~ surplus property must be ~~given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be distributed as~~ determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.~~members.~~







# Shire of Mukinbudin Community Strategic Plan 2013-2023



[www.mukinbudin.wa.gov.au](http://www.mukinbudin.wa.gov.au)

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# Foreword

## Message from the Shire President

The Shire of Mukinbudin Strategic Plan is an essential document that aligns Council's programs with the aspirations of the community as expressed in the Community Strategic Plan (2023). It identifies how we will continue to provide essential services to our growing community and how we will ensure our assets are well maintained and our workforce appropriately skilled.

This Strategic Plan provides policy direction and strategies which seek to deliver value for money services in a sustainable manner. It focuses on social, economic, environmental and civic leadership for the future and considers issues impacting our community including the ability to access increased state and federal funding.

The Shire of Mukinbudin Strategic Community Plan outlines our long term vision, values, and aspirations, based on the valuable input provided by the community through community workshops, surveys and visioning sessions. The Community Strategic Plan is the overriding document for Council and therefore a very important one in which many residents, ratepayers and interested persons were involved in the preparation and on which everyone is invited to have their say.

Council is aware of its current resources and assets and what it needs to work towards to ensure our vision is achieved by 2023. We acknowledge that the Shire's ratepayers and residents are our number one customer and the reason we exist. Council will keep the community at the forefront of every action and decision we make in relation to our endeavours to enhance the Shire. We are committed to achieving outcomes for this community and look forward to working with you to provide a sustainable future for everyone in the Shire.



Cr Gary Shadbolt  
President



## Message from the Shire CEO

Our Staff and Councillors have for many months been engaged, firstly in-house and more recently in collaboration with our community, in the development of this Community Strategic Plan as well as associated integrated plans.

This document represents the outcome of that collaboration and has been constructed as much as possible in such a manner as to make it as reader-friendly as possible, while still meeting the requirements of the WA State Government in the overarching framework of their recent directive related to Integrated Planning and Reporting required of every Council in the State.

The Strategic Community Plan provides the framework for the Corporate Business Plan, Long Term Financial Plan, Workforce Development Plan and Asset Management Plan to ensure we can deliver upon our communities aspirations. It reflects the four main questions of where are we now, where do we want to go, how are we going to get there and how do we know we have arrived?

There is an expectation within Council that the objectives outlined in this Community Strategic Plan are "do-able", and will result in improving not only to the quality of life of our residents but providing the blueprint for the Shire to embark on an exciting and viable future.

The Staff of the Shire look forward to assisting Council in delivering upon the Community Strategic Plan 2023.

Ray Hooper  
Acting Chief Executive Officer



<b>Submission to:</b>	
<b>Agenda Reference:</b>	
<b>Subject:</b>	Strategic Community Plan 2013 - 2023
<b>File Reference:</b>	
<b>Author:</b>	Caroline Robinson, Solum Wheatbelt Business Solutions
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	1 <sup>st</sup> June 2013

## Background

The Minister for Local Government has introduced new regulations which require local governments to have developed and adopted by 30th June 2013 a Strategic Community Plan which is informed and supported by resourcing and delivery strategies.

The Department of Local Government has released the *Integrated Planning and Reporting Advisory Standard*. This document details the standards of integrated planning as basic, intermediate and advanced.

Solum: Wheatbelt Business Solutions was engaged to develop the Shire of Mukinbudin Strategic Community Plan 2013 – 2023.

## Comment

The Shire of Mukinbudin commenced its community consultation for the Strategic Community Plan 2013- 2023 in early 2013. A summary of this consultation has been presented to the Shire President and CEO and the consultation meets the *Integrated Planning and Reporting Advisory Standard*. A draft Strategic Community Plan was provided for Council and the community to comment upon. Comments were received and amendments were made to the Plan.

The Shire of Mukinbudin Strategic Community Plan 2013 -2023 complies with the Department of Local Government integrated planning guidelines, as indicated below:

<b>Guideline</b>	<b>Evidence</b>
A Strategic Community Plan has regard to demographic trends and relevant local and regional trends.	Strategic Community Plan Our Shire, pg 11,12  State and regional plan links referenced on pg 9,10

Local Government Act 1995 & Local Government (Administration) Regulations 1996  
Division 3 - Planning for the future 19C. Planning for the future: strategic community plans  
-s. 5.56

(1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.

(3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.

(4) A local government is to review the current strategic community plan for its district at least once every 4 years.

(5) In making or reviewing a strategic community plan, a local government is to have regard to —

(a) the capacity of its current resources and the anticipated capacity of its future resources; and

(b) strategic performance indicators and the ways of measuring its strategic performance by the

application of those indicators; and

(c) demographic trends.

(6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of

(7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

(8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

(10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

19DA. Planning/or the future: corporate business plans -s. 5.56

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and

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# Council and Staff

## Councillors

The Shire of Mukinbudin has nine elected members who meet monthly to discuss issues, and make decisions, on behalf of the community.

### Shire President

Cr Gary Shadbolt                      Term Expiry 2017

### Deputy Shire President

Cr Rod Comerford                      Term Expiry 2017

Cr Jeff Seaby                              Term Expiry 2017

Cr Stephen Palm                         Term Expiry 2017

Cr Murray Junk                         Term Expiry 2019

Cr John O'Neil                            Term Expiry 2019

Cr Steve Paterson                       Term Expiry 2019

Cr Sandie Ventris                        Term Expiry 2017

Cr Ruth Poultney                        Term Expiry 2017

## Executive Team

### Chief Executive Officer

Ray Hooper

### Deputy Chief Executive Officer /Manager of Finance

Ann Brandis

### Works Supervisor

Keith Mills

### Environmental Health Officer

Bill Hardy

# Introduction

Welcome to the Shire of Mukinbudin's Strategic Community plan.

This Plan outlines the long-term (10+ years) vision and values of the community of the Shire of Mukinbudin, whilst also acknowledging the requirements and resourcing capabilities of the Shire.

The plan not only establishes a vision for the Shire's future, but will also drive the development of other plans in the Integrated Planning framework.

The three major components of this framework include the:

## **Strategic Community Plan**

An overarching plan that will guide the future direction of Council's policies, plans, projects and decision making over the next ten years to 2023.

## **Corporate Business Plan**

A plan for the Shire as an organisation to activate the strategies identified in the Strategic Community Plan and drive Shire operations to 2020/21.

## **Annual Budget**

The allocation of resources required to deliver the Strategic Community Plan and the Corporate Business Plan. The annual budget will be derived from an annual review of the Corporate Business Plan.



# Vision and Values



## Our Vision

To assist our community towards a prosperous future by providing a positive environment in which to work and live.

## Our Values

We will conduct our business with;

### Respect

- Value people and places and the contribution they make to the Shire
- Develop an environment of respect for different cultures
- Be appreciative of the aspirations of the community and what it does for itself

### Inclusiveness

- Be receptive, proactive and responsive as an organisation
- Exist to help a community that has the capacity for self help
- Demonstrate leadership by promoting Council and community teamwork

### Fairness and equity

- Maintain a 'whole of Shire' outlook, but recognise that each community is unique and likely to have variations on their needs
- Provide services for a variety of ages and needs
- Respond to the community in a fair and equal way depending on need

### Communication

- Create opportunities for consultation with the broad community
- Demonstrate leadership by promoting Council and community teamwork

# Western Australian Strategic Plan Links

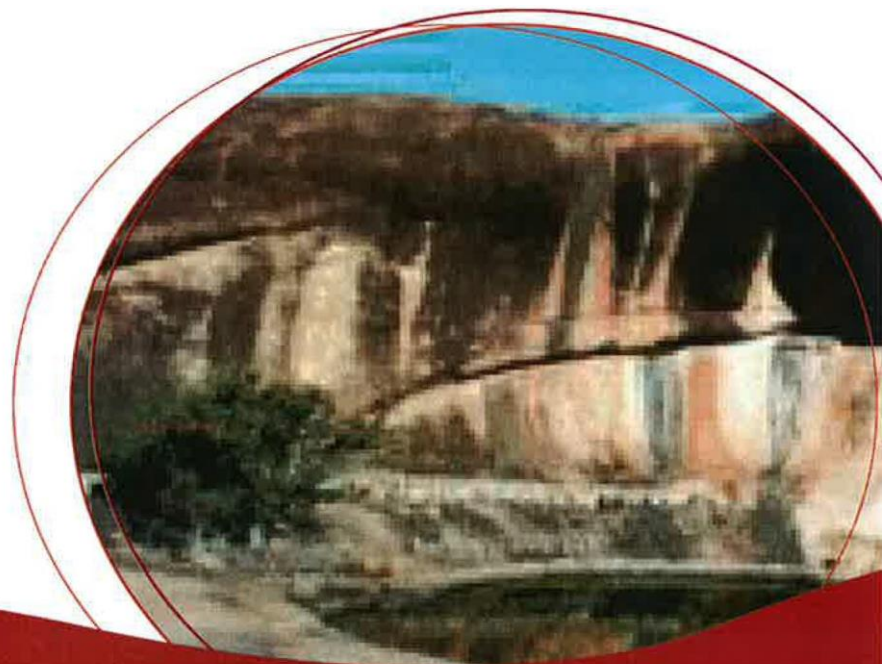
There are a number of other strategies and plans that link directly to this Strategic Community Plan including:

## Action Agenda

The Regional Development Council released a Regional Development Policy Framework: An Action Agenda for Regional Development in early 2011. The Action Agenda set out the policy and project priorities that the Council identified as vital to ensuring WA regions remain places where people want to live, work and invest. There were six priorities including housing and services; employment, infrastructure and skills; health; education; social and environmental amenity; leadership and decision-making. The Action Agenda is applicable to all involved in regional development.

## Wheatbelt Strategic Plan

The Wheatbelt Development Commission together with Regional Development Australia (Wheatbelt) has developed a Strategic Plan 2012 that outlines strategic intentions of the Commission and Regional Development Australia (Wheatbelt) across a vibrant economy, livable communities and valued natural amenities. The Plan recognises the huge potential to increase the Wheatbelt's population through regional collaboration and marketing, service delivery planning and strategic regional planning.



# Western Australian Strategic Plan Links Cont.

## **Towards A Wheatbelt Infrastructure Plan**

From July to October 2012, the Wheatbelt Development Commission instigated a 2010/11 Country Local Government Fund (CLGF) Regional Component initiative to identify Wheatbelt infrastructure priorities and start the Wheatbelt Infrastructure Plan. Towards a Wheatbelt Infrastructure Plan was an initiative to assist Wheatbelt Local Governments to identify Wheatbelt infrastructure priorities. The stakeholders and beneficiaries were each of the 43 Local Governments in the region. It was agreed that long term planning and strategic analysis was needed in order to best meet the development needs of the region. The process was an opportunity to significantly advance strategic planning for infrastructure in the wheatbelt. From each of the Local Governments, key wheatbelt development issues were recognised as being energy, transport, land development and accommodation. Key drivers of development emerged as population growth and diversity, industry development and sustainability. From this discussion mutual infrastructure and non-infrastructure solutions were identified.

## **Land Use**

Additional plans of interest to the Shire of Mukinbudin Strategic Community Plan include the Wheatbelt Land Use Planning strategy which is a guiding document for the Wheatbelt region that aims to guide land use and planning. This is still in draft form, however its vision states that the Wheatbelt will capitalise on Western Australia's growth, demonstrate resilience to global changes and seize new opportunities. The region's combination of natural resources, agricultural and community base, proximity to Perth and available land and infrastructure to support growth will set it apart from other areas and offer a sought after lifestyle and business environment for current and future communities. The Western Australian Planning Commission will address the Wheatbelt's environment, community, economic, infrastructure and regional development priorities.



# Our Shire

The Shire of Mukinbudin is situated in the north eastern Wheatbelt, 296kms north east of Perth, 85kms north of Merredin and is 3,414km<sup>2</sup> in area. The Shire comprises of the main town site, Mukinbudin as well as districts of Bonnie Rock, Wilgoyne and Lake Brown. Key statistics for the Shire include;

- Population of 490 (ABS Census, 2011). Actual estimate 600
- The Shire includes 930kms of linking roads
- The total number of private dwellings within the Shire is 299 (ABS, Census, 2011)
- Within the Shire there are households, 74.2% being family households and 25.8% being single person households
- Key industries include cereals, sheep, transport, agricultural support services, tourism and retail.

## Bonnie Rock

The name of the town originated from a rock formation that is situated close to the town that was named by a sandalwood cutter. The townsite was gazetted in 1932.

The main industry in this district is wheat farming with the town being a Cooperative Bulk Handling (CBH) receival site.



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## Mukinbudin

The town site has 3G mobile coverage and a new mobile phone tower has improved mobile coverage throughout the Shire.

The town is growing, with 18 newly subdivided residential blocks developed in recent years.

There is a Primary School, incorporating a Kindergarten and Pre-Primary as well as High School through to yr 12. Distance education as well as tertiary education options are available. A Playgroup and Occasional Care Centre are also available to families.

Sport is very important to the fabric of the community and excellent facilities are provided. Football, hockey, cricket, basketball, golf, netball, lawn bowls, tennis, squash, pistol shooting, indoor cricket (not currently active) and several other sports are active. Council also operates a newly upgraded 50m swimming pool which is supported by an active swimming club.

Art and craft groups, community service groups, progress associations, landcare, ladies group, seniors group, book clubs and a Community Shed are also present in the Shire. A well supported youth group caters for young people and there are 4 Churches in the town site.

Retail outlets in the town site include an IGA supermarket, butcher, clothing and giftware, cafe, coffee shop, newsagency, hairdresser, hotel, service station/tyres, plant nursery, Bendigo Bank branch, Westpac Bank branch, Commonwealth Bank agency, Community Resource Centre, hardware, machinery dealerships, Landmark, Elders, 24hr ATM and fuel.

There is also a CBH bin in the town site, an electrical contractor, mechanic, equestrian breeder, carpenter, engineering, agricultural contractor, plumber, transport operators and steel fabricator.

There is a Caravan Park in the town site and unique attractions across the Shire including Beringbooding Rock, Elachbutting Rock, Yanneymooning Hill Reserve, Quanta Cutting Reserve, Weira Reserve, Pioneer Botanical Walk, Wattoning Historical Site and the unique bulk grain storage silo which was restored and moved into the Mukinbudin town site.

A Community Health Nurse operates a weekly service, provides a 24hr service with a GP visiting once a week. The nearest Hospital is in Kununoppin and a dedicated team of St John's Ambulance Officers are always on call. Allied health services are available through the Mukinbudin Nursing Post.

The Shire of Mukinbudin along with an Aged Accommodation Management Committee, manage 7 Aged Accommodation Units (3 x 2 bedroom and 4 x 1 bedroom). Home and Community Care Services (HACC) are also available in the Shire.



## Lake Brown

The town was established in 1923 with the name Kalkalling being recommended by Acting Surveyor General Camm in January 1923. In 1926 the name was then changed to Lake Brown at the settlers' request. The building of the railway extension brought new life to Lake Brown as there were construction workers to be clothed and fed.

## Wilgoyne

Most of the Wilgoyne settlers made weekly or fortnightly visits to Lake Brown for stores or business but their community centre was the Wilgoyne School, Opened in November 1924, which was used for dances, meetings, social gatherings, Church Services and Christmas Trees. In December 1945 the school closed and remained onsite for community purposes until 1954 when it was moved to Mukinbudin for use by Junior Farmers and was then demolished in 1984.

## What we do

The Shire of Mukinbudin is a local government body established under the Local Government Act to deliver services and infrastructure to its communities. The roles and responsibilities of Local Government differ across the state, but the Shire of Mukinbudin actively services its community in a variety of ways namely:

- Infrastructure and associated services, including local roads, footpaths, drainage, waste collection and management
- Provision of recreation facilities, such as parks and gardens, sports fields, swimming pools, Recreation Centres and Town Halls
- Care of the environment
- Health services such as water and food inspection, toilet facilities, noise control and animal control, family health services
- Community services, such as child care, aged care and accommodation, community care, community transport, emergency services and welfare services
- Building services, including inspections, licensing, certification and enforcement
- Carrying out government and private sector works,
- Tourism promotion and development



- Access to land, planning and development approvals,
- Administration of facilities, such as airports and cemeteries
- Cultural facilities and services, such as libraries,
- Lobbying and working with State and Federal Government, regional organisations and agencies,
- Advocating for local needs whilst operating in a regional context,
- Corporate Governance to ensure it delivers good decision making, leadership and professional management

### How do we deliver it?

The Shire of Mukinbudin has 24 employees and 9 Councillors. Elections are conducted every two years in the month of October. Half the number of Councillors are up for election each term. A full term for a Council member is four years. Council meetings are held monthly.

The Chief Executive Officer is appointed by Council to deliver upon the following areas;

- Executive Services
- Community and Corporate Services
- Infrastructure Services
- Development and Regulatory Strategic Projects



# Current and Future Resource Capacity

By 2023, WA Planning is predicting the Shire of Mukinbudin to have a population decrease of 80. Council is not being unrealistic in anticipating growth in population.

To achieve the community's current and future vision and aspirations, Council is well aware of its current position and has planned well to ensure it can achieve its goals.

Resource Profile	2013	2016
Population	600 (est)	600 (est)
Number of electors	396 (est)	400 (est)
Employees	24	24 (act)
Budget	4,139,159 (est)	4,286,283 (act)
Rates	820,940 (est)	2,046,024 (act)
Financial Assistance Grants	1,403,678	1,623,430
Other Grants, Subsidies & Contributions	2,032,000 (est)	1,611,829 (act)
Capital Expenditure	2,500,000 (est)	1,614,594 (act)
Operational Expenditure	2,084,902 (est)	2,671,689 (act)
Total Value of Assets	43,689,991 (est)	45,000,000 (est)

# Strategic Community Plan



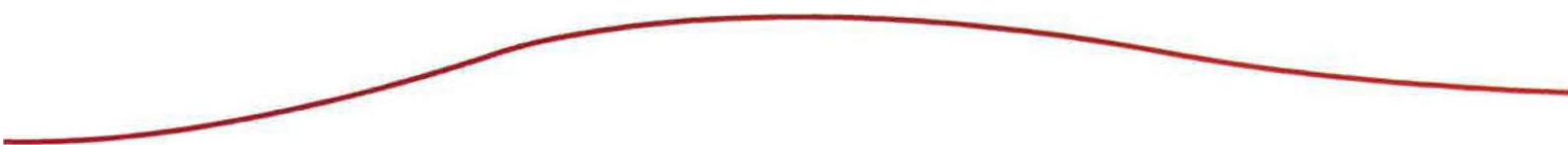
## Aim of the plan

The aim of this document is to allow the whole community to share in their vision for the Shire of Mukinbudin.

The document belongs to the community and is designed to give everyone the opportunity to participate in achieving the goals and actions set out in the Plan. The goals and actions in each of the identified focus areas reflect the words and ideas presented by members of the Shire.

## What is it?

According to the Department of Local Government (WA) a Strategic Community Plan outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other local government plans, information and resourcing capabilities.



The Strategic Community Plan is not static and must be reviewed regularly.

The plan:

- Establishes the community's vision for the Shire's future, including aspirations and service expectations.
- Drives the development of local government Area/Place/Regional Plans, resourcing and other informing strategies, e.g. Workforce, Asset Management and Services .
- Will ultimately be a driver for all other planning.
- The integration of asset, service and financial plans means the local government's resource capabilities are matched to their community's needs.

In addition, the Shire of Mukinbudin will develop a Corporate Business Plan, designed as the single point of reference for all activities undertaken by Council during its term of office (4yrs). The Corporate Business Plan must detail the activities Council will undertake to achieve the objectives of the Community Strategic Plan.

The Shire of Mukinbudin will develop an Asset Management Plan, Long Term Financial Plan and Workforce Development Plan alongside the plans above.

## **Community Input**

The Plan has been developed after extensive community consultation and adherence to an engagement policy that included:

- **Community workshops held in February 2013**  
Groups of community members who discussed their needs of the local community with respect to Council's services, facilities and to customer service.
- **Business After Hours Forum held in February 2013**  
Informal discussion around why business remains in the Shire and what restricts business in the Shire of Mukinbudin



- **Community survey**

A sample of community residents responded to key questions (in written format) about the challenges facing the Shire, and their vision for the future of the Shire

- **Council visioning workshop**

This session centred on visioning beyond the local and regional community, including activities around issues and their impacts and uncertainties.

The draft Strategic Community Plan was released for public comment in May 2013.

## **Measuring the Plan**

The Strategic Community Plan contains the goals and broad strategies related to their achievement. The Shire of Mukinbudin Corporate Business Plan will provide further specific details and services specific to each of the goals.

Every two years the Council will review the Strategic Community Plan at Council and also release a brief report to the community on its activities and workings towards the strategic goals. Every four years the Council will fully review the Plan with the community as per its Community Engagement Policy.

All planning documents are available to the community via the Shire of Mukinbudin website as well as upon request to the Shire.

Council also publishes an Annual Report detailing the achievements and activities for the year in relation to the budget, activities, goals and targets.

# Challenges

The Shire of Mukinbudin currently faces numerous challenges, and these challenges will evolve over the next 10 years.

Through our community engagement strategies, we have identified a number of specific challenges, which we believe will have a significant impact on our community over the coming years, such as:

- Consecutive poor agricultural seasons and the instability of the agricultural sector
- Access to telecommunications
- Availability of State and Federal funding opportunities, and a perceived lack of State and Federal Government support
- Provision of medical services
- Provision of education facilities and access to quality teaching professionals
- Retention of youth and families
- Local Government structural reform
- Employment and career opportunities in the Shire
- Aged care facilities and services
- How to make the most of technology and be innovative
- Attracting funding for local projects from national, state and regional organisations who prioritise regional projects



# SOCIAL

Strong community spirit and sense of belonging

## 1. Access to quality learning, cultural facilities and events

### 1.1 Encourage involvement in lifelong learning, skill enhancements and cultural involvement

### 1.2 Enhanced youth development through increased participation in the community

#### Our Actions

- Continue to support the vision of the Mukinbudin Primary and High School, with a view to educating years 7-12 in the Shire
- Recognise and grow the talent within our community through tailored education and leadership programs
- Strengthen the role, facilities and use of local education providers including the childcare service and playgroup
- Continue to encourage all families to participate in school holiday programs and consider feedback for the provision of a diverse array of activities e.g. Father and Son camp, go karts, with support from local groups in the delivery
- Provide a broad range of community information for residents
- Encourage the use of the library service
- Support and encourage an annual program of sporting, social and cultural events for Mukinbudin, including the Mukinbudin Drive In, Community Shed, arts and crafts groups, programs by the Community Resource Centre etc
- Create an outdoor amphitheatre
- Continue to support the Mukinbudin Youth Club whilst encouraging youth leadership and participation in community planning and events, so too interaction with Council
- Work with local and regional providers e.g. Library, Community Resource Centre, CY O'Connor Institute, universities, School to assist the community access education and training programs



# SOCIAL CONTINUED



## **2. Health services which are accessible and meet the needs of the community**

**2.1 Advocate for a high standard and integrated approach to health services to support all residents**

**2.2 Protect and enhance the health and wellbeing of those who live in the Shire**

### **Our Actions**

- Advocate for the retention and enhancement of the Kununoppin Hospital and Mukinbudin Nursing Post
- Continue to attract and retain health professionals including the Nurse Practitioner and a view towards a live in GP, whilst increasing government support for the positions
- Support the current level of primary and allied health services in the Shire with a view to increasing the number of services, access to them and appropriate venues for delivery
- Participate in local and regional aged care accommodation options, selecting best practice for the Shire, coupled with appropriate and complementary health, recreation and community services e.g. Senior Citizens, frail aged care, Silver Chain, Community Shed
- Promote and assist where possible with the Home and Community Care Services for the frail and elderly, as well as those with disabilities and their carers
- Promote healthy, active ageing in partnership with government agencies, programs and local groups
- Initiate where relevant and promote health enhancing activities for all demographics
- Local youth and family community facilities are maintained and enhanced including gardens, playgrounds (additional playgrounds with rubber matting) and the investigation of a skate park and motor cross track
- Maintain the Swimming Pool as well as playing fields to accommodate for future sport, recreation and leisure needs, including the construction of a synthetic surface for tennis and hockey

## **3. Align infrastructure and facilities to community needs**

**3.1 Integrated, accessible and safe transport networks**

**3.2 Effectively plan, develop and manage infrastructure and facilities**





## Our Actions

- Review Shire roads and determine their suitability yearly (maintenance, construction, preservation, road train access and parking, materials, safety)
- Advocate for the retention and improvement of all current railway infrastructure in the Shire of Mukinbudin
- Continue to access Black Spot Funding Program, Roads to Recovery and Regional Road Group funds and complete projects on time and on budget
- Continue to provide access for commercial, recreational and medical organisations by air
- Continue to provide an accessible community bus service and ensure a regular public bus service to Perth is maintained
- Provide bicycle and pedestrian connections (including ramps) throughout the Mukinbudin town site
- Provide appropriate and quality recreation and public open space
- Protect and enhance the Mukinbudin Town Hall
- Protect and maintain the cemetery with a view to constructing new entrances, a gazebo and ablution block at the site

## 4. A quality lifestyle

### 4.1 Encourage positive community participation

### 4.2 Promote community safety

### 4.3 Proactively plan for growth

## Our Actions

- Annually review and update the Shire of Mukinbudin's Disability, Access and Inclusion Plan
- Promote community services and organisations delivered by volunteers, so too a strong spirit and appreciation of volunteers
- Investigate the delivery of an additional FM radio station in the Shire e.g. HotFM
- Develop a local Emergency Services Response Plan
- Support and promote local crime and safety prevention activities
- Continue to prepare the Mukinbudin town site for population growth, coupled with a range of effective planning policies and balanced land use
- Work with key stakeholders to support the development of a range of housing styles and accommodation options for singles, families, professionals and the elderly
- Maintain, enhance and continue to construct executive housing for Shire staff

# ECONOMIC

## 5. A vibrant and entrepreneurial local economy

5.1 A business friendly Shire with a diverse economic base

5.2 A skilled and capable local workforce with diverse career opportunities

5.3 Equitable services and utilities for business growth

### Our Actions

- Attract diverse business and investment opportunities from within the Wheatbelt and beyond, by promoting the opportunities and benefits of doing business in the Shire, in a contemporary manner
- Promote land availability and lifestyle benefits to the commercial property market
- Assist business in finding suitable development sites and provide assistance through timely and efficient approval processes
- Develop new modular industrial units, packaged with appropriate lifestyle opportunities to attract new light industry or to expand current light industry in the Shire
- Build upon the accessibility and visual appearance of the main street of Mukinbudin to be colourful, attractive and enticing
- Support the Mukinbudin Business Association and Wheatbelt Business Network to grow and promote local businesses, develop strong networks as well as seek to reduce economic 'leakage'
- Actively support agriculture and agribusinesses in the Shire through information, advocacy and networks
- Assist with business, community and education partnerships
- Support local employment opportunities as well as investing in local apprenticeships and traineeships where appropriate
- Advocate for fast and reliable internet to seize opportunities provided through the National Broadband Network
- Advocate for continued improvements in telecommunications
- Advocate, attract, partner and provide where necessary water, sewerage, storm water and innovative energy infrastructure and services to meet community and business needs now and into the future



## 6. Encourage greater levels of tourism activity

### 6.1 Seek innovative ways to promote and develop tourism whilst strengthening partnerships

#### Our Actions

- Construct additional self contained units at the Caravan Park and maintain the RV Friendly status to increase visitors and tourists to the Shire
- Continue to participate and promote the Wheatbelt Way self drive route
- Investigate eco-tourism initiatives
- Assist businesses within the Shire to capitalise on events and tourism, educate them about the value of tourism and assist in value adding to their services for increased visitor servicing
- Continue to actively participate in NewTravel, the Central Wheatbelt Visitor Centre and work with Australia's Golden Outback to promote the area
- Develop unique entry statements for the Shire and Mukinbudin town site and investigate promotion as a gateway to the Outback
- Support and promote the unique Mukinbudin history and heritage including the inclusion of unique and long standing stories from the past
- Demonstrate best practice in visitor servicing at the Shire and Mukinbudin Community Resource Centre
- Integrate technology into visitor servicing e.g. QR codes on trails, touch screens for visitor information

# ENVIRONMENT

## 7. Protect and enhance the natural environment

### 7.1 Identify, protect and enhance significant natural assets

#### Our Actions

- Continue to protect and maintain natural parks and reserves
- Seek grant funding and partnerships for landcare projects e.g. tree planting, salinity and drainage, natural resource management initiatives
- Educate locals and visitors about the natural environment
- Preserve and protect biodiversity through the control and reduction of weeds and feral pests/ animals
- Protect roadside vegetation, whilst maintaining community safety
- Investigate a 'concept farm' e.g. agricultural best practice, energy efficiency

## 8. Integrate resource management and sustainability

### 8.1 Plan for long term, viable waste management and practivies

### 8. Plan for water conservation, reuse and efficiency, water catchment and storage

#### Our Actions

- Investigate future waste treatment options
- Increase awareness and participation of recycling
- Sustainable waste management practices focusing on waste minimisation
- Continue to participate in the Drum Muster program
- Continue to recycle waste water and demonstrate best practice storm water management and water harvesting
- Shire of Mukinbudin to be a water wise organisation, monitor water sustainability and ensure Shire gardens are drought tolerant
- Continue to provide doggy bags for residents
- Practice and promote energy efficiency
- Investigate alternative energy solutions for the Shire as well as information for households and businesses

# CIVIC LEADERSHIP

Representation that instils confidence and reflects the best interests and values of the community

## 9. Provide good strategic decision making, governance, leadership and professional management

9.1 Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire staff and Council

9.2 Manage the organisation in a responsible and accountable manner

9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance

### Our Actions

- Complete and review our integrated planning documents regularly
- Increase productivity of Shire staff
- Provide a high standard of customer service
- Develop an enterprising approach to our works and infrastructure projects
- Provide regular training opportunities for staff and Council
- Annually review compliance matters
- Encourage community members from all demographics and groups to attend and participate in Council meetings and forums
- Ensure accountability and transparency of Elected Members and Council Officers
- Provide all of planning documents to the community in an accessible manner

# Outcomes

The Shire of Mukinbudin will track our progress towards our vision through the following areas (reporting to the community annually):

## SOCIAL

- Education services and infrastructure are maintained and improved upon
- Increase in the percentage of young people, under 25yrs, part of the total population
- Number of residents attending diverse recreation, cultural and leisure activities
- Health services and infrastructure are maintained and improved upon
- Safety of transport networks
- Feelings of community safety

## ECONOMIC

- Number of businesses in the Shire
- Number of diverse industries attracted and retained in the Shire
- Local workforce opportunities are diverse and available
- Satisfaction with commercial services and infrastructure
- Perceived visitor satisfaction and number of visitors to the Shire

## ENVIRONMENT

- Satisfaction with waste management services and recycling processes
- Satisfaction with water and sewerage services
- Feral animal and weed control
- Education around the environment grows – for locals and visitors

## CIVIC LEADERSHIP

- Council strongly represents the views of the community
- High degree of governance is adhered to
- Degree of community engagement in decisions
- Staff satisfaction levels are high
- Strategic Plan delivered upon

<b>8.4.5 Central East Aged Care Alliance (Inc) – Appointment of Members</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	CEACA
Date:	4 October 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting CEO
Author:	Ray Hooper, Acting CEO
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

### **EXECUTIVE SUMMARY**

The Executive Officer of CEACA has requested all member Councils to appoint their representatives to CEACA for the next 12 months prior to the Annual General Meeting to be held on the 2<sup>nd</sup> November 2016

### **BACKGROUND INFORMATION**

Cr Shadbolt is the current Chair of CEACA

### **STATUTORY ENVIRONMENT**

N/A

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil arising from the nomination of member

### **STRATEGIC IMPLICATIONS**

CEACA is committed to providing housing alternatives across the Wheatbelt Region with four units allocated to Mukinbudin.

### **SITE INSPECTION**

N/A

### **TRIPLE BOTTOM LINE ASSESSMENT**

#### **ECONOMIC IMPLICATIONS**

Nil

#### **SOCIAL IMPLICATIONS**

The community will benefit from strong representation on regional organisations such as CEACA.

#### **ENVIRONMENTAL IMPLICATIONS**

Nil

#### **OFFICER COMMENT**

Nil

**Officer Recommendation**

**Council Decision Number – 20 10 2016**

**Moved: Cr Paterson**

**Seconded: Cr Poultney**

**That Council appoint Cr Shadbolt as the Council Member / representative on CEACA and  
Appoint Cr Ventris as the Deputy Member / Representative.**

**Carried 9/0**



<b>8.4.6 Strategic Community Plan</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	Shire of Mukinbudin
Date:	6 October 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting CEO
Author:	Ray Hooper, Acting CEO
Voting Requirements	Absolute Majority
Documents Attached	Strategic Community Plan 2013 - 2023
Documents Tabled	Nil

### **EXECUTIVE SUMMARY**

The Strategic Community Plan is submitted for review under the provisions of the Integrated Planning & Reporting requirements.

There are no significant variations to the original document.

### **BACKGROUND INFORMATION**

Preparation and adoption of Community Strategic Plan, Corporate Business Plan Long Term Financial Plan, Work Force Plan & Asset Management Plans are part of the compliance regime for Local Government.

### **STATUTORY ENVIRONMENT**

- 1) Local Government Act Section 5.56
- 2) Local Government (Administration) Regulations; Clause 19(c)

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

The Community Strategic Plan forms part of Planning for the future and it is used in the development of other plans and financial resource allocations.

### **SITE INSPECTION**

N/A

### **TRIPLE BOTTOM LINE ASSESSMENT**

#### **ECONOMIC IMPLICATIONS**

Nil

### **SOCIAL IMPLICATIONS**

The Community Strategic Plan is a community input document setting out expectations for future infrastructure and service delivery.

**ENVIRONMENTAL IMPLICATIONS**

Nil

**OFFICER COMMENT**

It is recommended best practice that plans for the future are reviewed after each election to ensure that incoming council is aware of and committed to implementation.

**Officer Recommendation**

**Council Decision Number – 21 10 2016**

**Moved: Cr Seaby**

**Seconded: Cr Junk**

**That Council adopt the revised community strategic Plan 2013-2023, as presented, noting that there are no significant variations requiring it to be referred for public comment.**

**Carried 9/0**

## Dog Act 1976

### No. 43: Dog Act 1976

**File Reference:**

**Date Made:** 19 October 2016

**Review Date:**

#### The Delegation

- (1) That pursuant to Section 10.a.a of the Dog Act 1976 Council appoints and authorises its Chief Executive Officer to be delegated any power or duty of the Shire of Mukinbudin under this Act including the power to sub delegate.

This delegation to the Chief Executive Officer allows for the authorisation of Registration Officers & Authorised Officers as defined under Section 3.1 – Interpretation “Authorised person means a person who is appointed by a local government, to exercise powers on behalf of the local government, under Section 29(1) – Power to seize Dogs”

“Registration Officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act.

#### Sub delegation

- (a) The Chief Executive Officer delegates to the administration staff the power to effect registrations of dogs pursuant to this Act.
- (b) The Chief Executive Officer delegates to the contractor Ranger Service and its officers the designation of Authorised Officers and the powers to seize dogs under the provisions of Section 29 of this Act.
- (c) The Chief Executive Officer delegates to the Works Supervisor, the Manager of Finance and the Town Gardener the designation of Authorised Officer and the powers to seize dogs under the provisions of Section 29 of this Act.

**Cat Act 2011****No. 44: Cat Act 2011****File Reference:****Date Made:** 19 October 2016**Review Date:****The Delegation**

That pursuant to Division 2, Section 44 of the Cat Act 2011 Council appoints and authorises its Chief Executive Officer to be delegated the exercise of any of its power or the discharge of any of its duties under another provision of this Act including the power to sub delegate.

**Sub delegation**

- (a) The Chief Executive Officer delegates to the administration staff to be registration officers under the provisions of this Act.
- (b) The Chief Executive Officer delegates the designation of "Authorised Officer" under Division 2 & 3 of the Act to the contracted Ranger service officers, the Manager of Finance, the Works Supervisor and the Town Gardener.

"Authorised person" means

- (a) A Police Officer
- (b) A person appointed under Section 48.1

<b>8.4.7 Delegations – Dog Act and Cat Act</b>	
Location:	Mukinbudin
File Ref:	ABM310
Applicant:	Shire of Mukinbudin
Date:	6 October 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting CEO
Author:	Ray Hooper, Acting CEO
Voting Requirements	Absolute Majority
Documents Attached	New Delegations
Documents Tabled	Nil

### **EXECUTIVE SUMMARY**

These delegations are not contained within the current Delegation Register and are required to allow for the appointment of registration and authorised officers for the administration of the legislation

### **BACKGROUND INFORMATION** Nil

### **STATUTORY ENVIRONMENT**

- 1) Dog Act 1976 – Section 10 A.A
- 2) Cat Act 2001 – Divisions 1 & 2

**POLICY IMPLICATIONS** Nil

**FINANCIAL IMPLICATIONS** Nil

**STRATEGIC IMPLICATIONS** Nil

**SITE INSPECTION** N/A

### **TRIPLE BOTTOM LINE ASSESSMENT**

**ECONOMIC IMPLICATIONS** N/A

### **SOCIAL IMPLICATIONS**

Registration and Control of animals is an important and expected Community service.

**ENVIRONMENTAL IMPLICATIONS** Nil

### **OFFICER COMMENT**

These delegations will be subject to annual reviews by Council.

**Officer Recommendation**

**Council Decision Number – 22 10 2016**

**Moved: Cr Palm**

**Seconded: Cr Junk**

**That Council adopt and approve the delegations, as presented, under the provisions of the Dog Act 1976 and the Cat Act 2011.**

**Carried 9/0**

Our Ref:  
Your Ref:  
Enquiries: Ray Hooper

Hon B Grylls MLA  
Minister for Housing  
8<sup>th</sup> Floor, Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

13 October 2016

Dear Minister

**Impact of Severe Increase in Rent for Government Employee Housing – Rural and Regional Areas**

The Mukinbudin Shire Council registers a strong protest at the decision to unilaterally impose significant rent increases for state government employees living in the rural and regional Western Australia.

This decision will make it even more difficult to attract and retain staff in regional areas to the detriment of government services to the community.

The decision is also highly likely to result in an outflow from government housing to private accommodation leading to empty and unmaintained residences.

The rental increases are considered to be exorbitant in the context of private rent levels in many country towns and the standard of the buildings rented out by the government which in many cases are below an acceptable standard.

If a significant number of government residences are vacated what mechanisms will be in place to maintain the buildings to prevent them falling into a state of disrepair.

It may be prudent for the state government to consider transferring the properties to Local Governments which could set realistic rent levels to support staff attraction and retention in essential community services in police, education, health and other areas.

As many residences will have low written down values, any transfer may not be a high financial cost to the government.

If a transfer proposal was practical and feasible there may also need to be an upgrading cash component attached to each transfer.

From a cynical perspective the increase in government employees housing rents may result in less applications for positions in rural and regional areas which then justifies further closures of government

infrastructure and services.

This large scale rent increase is seen as a retrograde step in relation to rural livability and it is detrimental to rural and regional areas.

Council would be pleased to meet with you to discuss this contentious issue.

If further information is required please contact Ray Hooper on 08 9047 2100.

Thank you for your consideration of this matter.

Yours faithfully

Ray P Hooper  
**ACTING CHIEF EXECUTIVE OFFICER**

DRAFT



<b>8.4.8 Government Employees Housing</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	Shire of Mukinbudin
Date:	12 October 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting CEO
Author:	Ray Hooper, Acting CEO
Voting Requirements	Simple Majority
Documents Attached	Draft Letter to Minister for Housing
Documents Tabled	Nil

### **EXECUTIVE SUMMARY**

The unilateral decision by the State Government to significantly increase house rents for government employees in rural and regional areas is likely to impact on the attraction and retention of staff.

### **BACKGROUND INFORMATION**

The decision to increase rents by up to \$72 per week regardless of the standard and age of housing and prevailing local markets rents is seen as a retrograde step for the staffing of government facilities and services in rural and regional areas.

### **STATUTORY ENVIRONMENT**

N/A

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil at this stage however demand for Local Government owned residences may increase.

### **STRATEGIC IMPLICATIONS**

Corporate Business Plan – provision of education facilities and access to quality teaching professionals.

### **SITE INSPECTION**

N/A

### **TRIPLE BOTTOM LINE ASSESSMENT**

#### **ECONOMIC IMPLICATIONS**

Potential rental market for local residents at rents lower than Government charges.

#### **SOCIAL IMPLICATIONS**

There are community expectations that the Government has a responsibility to provide an adequate standard of accommodation at a reasonable price for Government employees in rural and regional areas.

**ENVIRONMENTAL IMPLICATIONS**

Nil

**OFFICER COMMENT**

Reasonable quality and cost housing is an imperative to attract and retain staff in regional WA and the State Government should not abrogate its responsibilities in this area. If rents become comparatively exorbitant there are likely to be high numbers of vacant housing which may not be maintained.

**Officer Recommendation**

**Council Decision Number – 23 10 2016**

**Moved: Cr Seaby**

**Seconded: Cr Ventris**

**That Council**

- (1) Endorse the draft correspondence to the Minister for Housing**
- (2) List the matter of Government Housing Rent increases as an agenda item for the St Eastern Ward Zone Conference on the 1<sup>st</sup> December 2016.**

**Carried 9/0**

# Shire of Mukinbudin

## ASSET MANAGEMENT POLICY

### OBJECTIVE

The Policy provides clear direction in the provision and management of all Council's assets. It seeks to ensure that assets support Council's strategic vision and objectives, deliver sustainable service outcomes and are provided at appropriate levels of service for current and future stakeholders.

### POLICY

The Shire will provide and manage assets that support the delivery of services in line with its Strategic Vision (Community Strategic Plan) for current and future stakeholders. This will be achieved through:

- A commitment to continuous improvement in its organisational asset management
- Adopting and applying appropriate and sustainable asset management practices and principles
- Developing and implementing an asset management framework that includes a vision, strategy and plans
- Managing assets in a whole-of-life manner
- Ensuring that asset management decisions consider other key Shire policies
- Giving priority to the needs of current assets and services over future ones
- Establishing level of service targets and monitoring the Shire's performance against these

### SCOPE

The Shire considers assets (such as infrastructure, land, plant and equipment) to be any that support the delivery of one or more of the following services:

- Property
- Recreation
- Transport
- Plant & Equipment
- Information Technology
- Waste

This Policy applies to all assets which are required to be managed by the Shire, where their components have a useful life of more than one year and a replacement cost greater than \$2,000.

Version 0.2 October 2016

## PRINCIPLES

The following principles are applied within the context of the Shire's asset management practice.

### **ASSET MANAGEMENT FRAMEWORK**

The Shire had adopted the use of the asset management framework set out under the WA State Government's Local Government Reform Program. As such, the Framework aims to: *“enhance the sustainable management of local government assets by encouraging ‘whole of life’ and ‘whole of organisation’ approaches and the effective identification and management of risks associated with the use of assets. It encourages a long-term view of asset management and requires local governments to understand and then meet the impacts of social, economic and environmental change in ways that ensure sustainable use of physical and financial resources. The Framework emphasises the importance of local governments developing robust asset management plans linked to rigorous long term financial and strategic planning as part of an integrated planning approach as set out within the Integrated Planning and Reporting Framework and Guidelines. Without this, any attempt to effectively and sustainably deliver the strategic direction of the organisation will be unsuccessful.”* The framework is demonstrated in Figure 1.

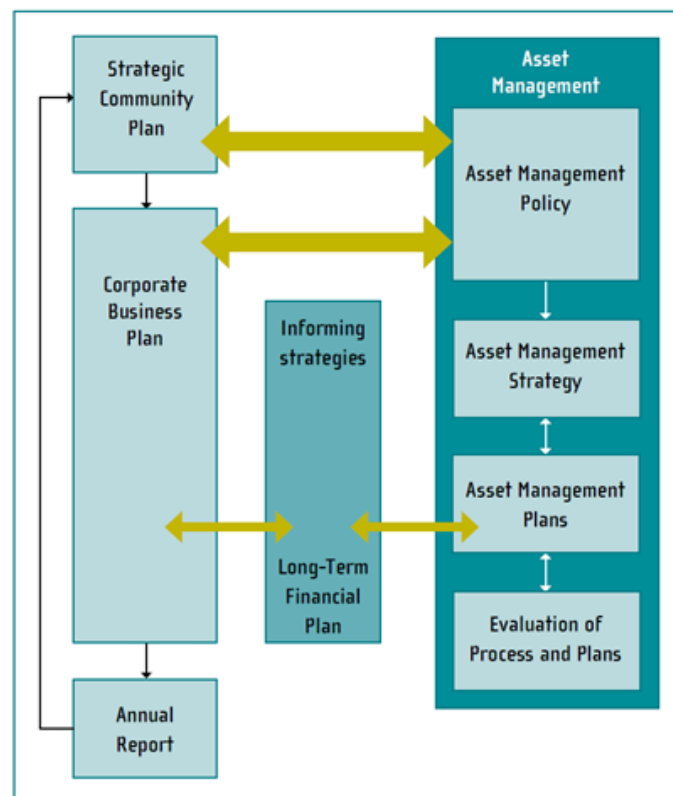


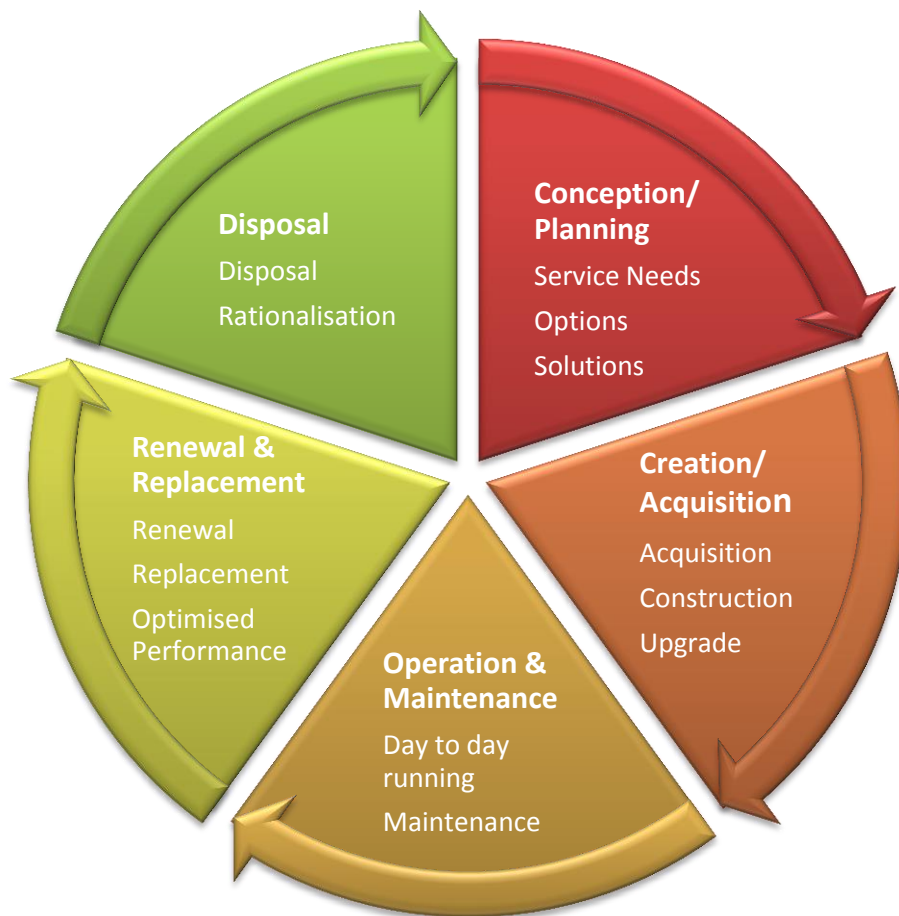
Figure 1: WA Asset Management Framework (Source: Government of Western Australia Asset Management Framework & Guidelines)

## **CONTINUOUS IMPROVEMENT**

Continuous asset management improvement involves the analysis of the Shire's current practices and understanding what its future 'appropriate' practices must be. The resultant 'gap' between practices then enables the identification of tasks and changes that must be undertaken in order to drive improvements. The results from this process are captured within the asset management strategy.

## **THE ASSET LIFE CYCLE (WHOLE OF LIFE)**

Lifecycle asset management involves the decisions made at each stage of an asset's life, from conception to disposal. The decisions made at one stage may affect the asset's performance and cost in others.



**Figure 2: Asset Lifecycle**

### ***WHOLE OF ORGANISATION***

Whole of organisation means that asset management planning and decision making takes a broad approach and considers all potential internal stakeholders and policies. It recognises that the management of assets is invariably the responsibility of all elected members and administration staff.

### ***LEVELS OF SERVICE***

Levels of service are statements and metrics that describe the outcomes that a particular Shire service (e.g. transport) aims to deliver to its Stakeholders.

### ***SUSTAINABLE***

Sustainability is considered to be an asset's and/or service's ability to be enduring while meeting the Shire's documented levels of service. In making decisions and long term plans, the Shire considers sustainability by balancing economic, environment, cultural and social outcomes.

### ***RENEW BEFORE NEW***

'Renew before new' involves a commitment by the Shire to fulfil the needs of its existing assets and services (e.g. resources) before acquiring and/or establishing new ones.

### ***STAKEHOLDERS***

A person or entity that has an interest in the Shire's asset(s) or service(s).

### ***REVIEW DATE***

This Policy will be next reviewed on or before June 2018.

# Workforce Plan

Shire of Mukinbudin

October 2016

## **Summary**

The Shire of Mukinbudin employs 24 staff with an EFT of 18. It is not anticipated that any significant changes to this number will arise from the adoption and implementation of the Integrated Strategic Planning process or other factors.

Over the period 2010 – 2016 there has been significant turnover in senior positions with the attendant costs of recruitment. The changing nature of Local Government has resulted in difficulties in the attraction and retention of experienced and qualified staff in rural local governments and higher employment costs.

The works team is reasonably stable and experienced and major changes are not expected in this area unless current road grant funding processes and levels are changed by the federal or state governments.

The Town works team (2) is stable and expected to meet current and future needs at an acceptable standard. Building maintenance is an area where succession planning is required as in-house service delivery is more efficient and cost effective.

Casual and part-time positions have a higher turnover as would be expected. These roles are generally filled by the partners of persons with full time positions elsewhere and are therefore subject to movement for reasons outside the control of the shire.

The Shire seeks to recruit locally wherever possible however the selection process for employees is based on merit.

External factors such as local government mergers, devolution of State services or Regional Subsidiary legislation may have an influence but at this stage have not been considered as part of the workforce plan.



## Background

Workforce Planning is one of the four key components of the Integrated Planning and Reporting Framework and Guidelines now in place across the local government sector in Western Australia.

At the strategic level, the Shire's Workforce Plan is meant to take into account the community aspirations, priorities and objectives identified in the Strategic Community Plan of those matters that the Shire is reasonably able to influence or control.

Under Regulation 19DA of the Local Government (Administration) Regulations 1996 'Planning for the future: corporate business plans — s. 5.56':

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

The Workforce Plan looks to identify workforce requirements and strategies for current and future operations over the next four years or more.

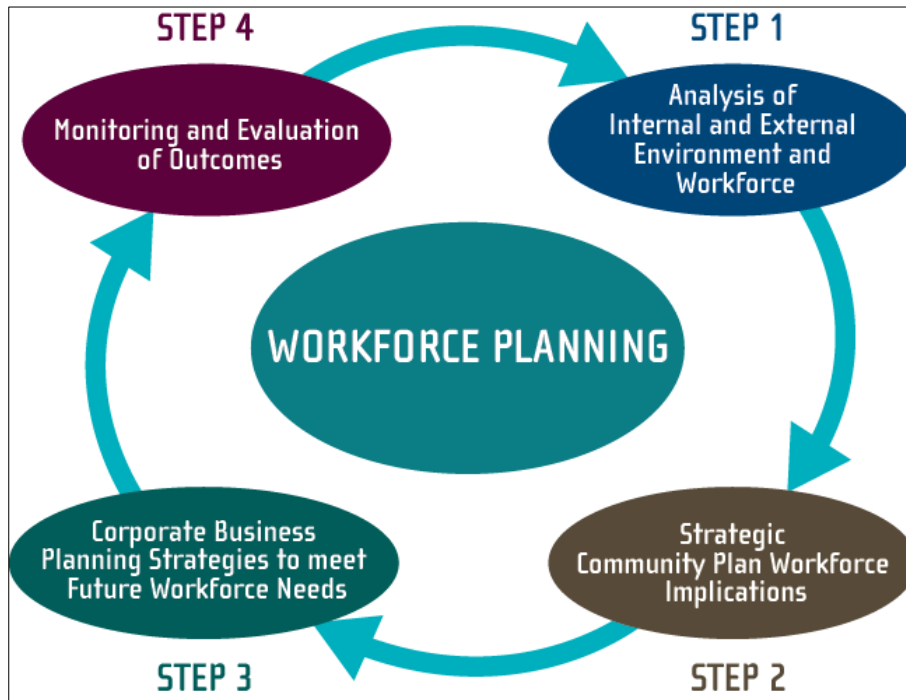
The linkages of the Workforce Plan with both the Strategic Community Plan and Corporate Business Plan are shown in this diagram:



(Source: Department of Local Government 'Workforce Planning: The Essentials' booklet)

## Four steps of Workforce Planning

The guidelines issued by the Department further suggest 4 steps should be undertaken when developing a workforce plan:



This document takes the Shire through these steps.

## **STEP 1: ANALYSIS OF INTERNAL AND EXTERNAL ENVIRONMENT AND WORKFORCE**

### **Knowledge and understanding of the Shire of Mukinbudin**

An analysis of the demographic profile of the Shire has been undertaken elsewhere. It is relatively homogenous, with little representation by cultural and linguistically diverse groups. The major economic activity of the region is agriculture; this is also not expected to change although some diversification of the local economy may assist in reducing reliance on a major single sector.

The main activities of the Shire are:

- Maintenance of a transport (road) network;
- Provision of physical services such as rubbish and recycling collection;
- Development of economic activity and growth;
- Provision of recreation and community facilities; and
- Administration of State legislation such as Planning, Building, Health, Ranger Services etc..

The Shire is anticipating minor growth but no shift in community expectations in the immediate future that may affect the scope or level of services provided. Possible closure by the State of some or part of the rail network in the district will increase use of local roads by heavy vehicles and may require an increase in the capacity of the Shire's transport network maintenance capacity.

While the volume of work undertaken by the Shire remains relatively stable, its complexity is increasing. Regulatory requirements to be administered by the Shire grow, and appear to continue to do so.

Community expectations of service levels are reasonable, and feedback from community consultation undertaken indicates the community is satisfied with the level and scope of services provided.

### **Knowledge and understanding of the external environment**

The Shire seeks to employ locally wherever possible. This has a number of benefits including a reduced need for Shire provided housing and relocation costs. Although difficult to measure, it believes this also contributes to relatively low turnover of staff.

The amenity of the district and the facilities offered by Mukinbudin assist in filling all advertised vacancies.

The Shire is not able to match the salaries offered by the resources sector so it is important that it competes on the basis of lifestyle, values and a sense of community. Also, the mining sector does experience some volatility whereas the Shire is viewed as a stable employment sector.

## **Current organisational structure**

The Shire employs over 18 FTEs. The current organisational structure is below:

**Insert organisational structure here.**

Notes:

1. Environmental Health Officer shared with Mt Marshall, Koorda, Mukinbudin and Wyalkatchem
2. NEWROC members are considering employment of a shared Compliance Officer
3. NEWROC members are considering the formation of a regional road construction/maintenance crew.

The Shire uses contractors to undertake work that is beyond its capacity or normal scope of operations such as assistance with preparation of financial statements.

## **Analysis of current workforce data**

Employee costs are a significant proportion of total costs for the Shire, comprising \$1.0 million.

Due to the small numbers involved, the Shire does not formally collect data in relation to matters such as turnover or retention rates, employee perception surveys or exit interviews.

There are 3 positions within the organisation that are considered key roles:

- CEO
- Deputy CEO/Manager of Finances
- Works Supervisor

The position of Works Supervisor may require some succession planning or contingency plans.

## **STEP 2: STRATEGIC COMMUNITY PLAN WORKFORCE IMPLICATIONS**

From the community consultation undertaken, key issues of concern are education, health services, Policing and services provided by the State. Other than encouraging efforts by the local community to demand better service levels, lobbying of local State MPs and seeking to influence decision making, there are few measures that the Shire could take to influence outcomes. The Shire does not have the capacity or resources to provide these services itself and is unlikely to be in a position to do so without a significant shift in service provision responsibility or funding for the foreseeable future.

Furthermore, s3.18(3) of the Local Government Act 1995 requires that a local government is to satisfy itself that services and facilities that it provides do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private.

Given these limitations, there is little opportunity to use workforce planning by the Shire that will have a meaningful effect on education, health and Police services.

In other areas however, the Shire is able to encourage local medical services such as subsidising GP costs. Economic development is also an issue of concern, and is an area over which the Shire may be able to exert some influence.

The Shire is supporting a project via NEWROC to provide units for business use has also been initiated, with potential funding via Regional Development Australia.

This does not though have workforce implications.

The Shire is able to draw upon local contractors to assist with construction projects in the event of a capacity shortfall or lack of internal resources.

## **STEP 3: STRATEGIES TO MEET FUTURE WORKFORCE NEEDS**

### **What strategies can we put in place to meet future requirements?**

As noted above, it is expected to be 'business as usual' for the Shire and little changes are expected for the period covered by this plan. There were no gaps identified by the community in terms of services provision by the Shire in relation to matters under its direct control.

The Shire has identified that some succession planning is needed and considers that any disruption caused by staff turnover will be resolved by the passage of time as new persons settle into roles.

As noted above, while not raised by the community, due to mounting compliance requirements, the Shire in conjunction with NEWROC members is seeking to employ a compliance officer.

The Shire is also considering the establishment of a regional road construction crew with other NEWROC members.

### **Council Policies with regard to employment and retention of staff**

The Shire of Mukinbudin has adopted a number of policies that will benefit the employment and retention of staff in the Shire.

Removal Expenses

Annual Conferences

Sexual Harassment

Occupational Health, Safety and Welfare

Gratuitous Payments to Employees

Drug and Alcohol

Sick Leave

### **Other Council Initiatives**

Council owns and maintains employee housing offered to employees at reduced rental. For employees who do not require housing an allowance is paid recognising the saving to Council.

Council makes additional contributions to employee Superannuation above the Government Guarantee.

## **STEP 4: MONITORING AND EVALUATION**

### **How do we know when we have achieved the objectives of the Strategic Community Plan?**

The new requirements for Integrated Planning by the Shire recognise the importance and value of planning and regular review. The Shire is to review their Strategic Community Plan at least once every four years and the Corporate Business Plan for the district each year.

This monitoring and review process will involve the following questions:

- Have we delivered Strategic Community Plan and Workforce Planning outcomes? Have we delivered what the community expected?
- Have we achieved / made progress towards planned outcomes for the workforce and organisation?
- What progress have we made against performance indicators?

Given the limited role workforce planning is expected to have on these questions, there are no performance indicators in the Plan in this version. However, over time and as matters unfold this may change.

<b>8.4.9 Statutory Documents</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	Shire of Mukinbudin
Date:	6 October 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting CEO
Author:	Louise Sellenger, Administration Officer
Voting Requirements	Absolute Majority
Documents Attached	a) Asset Management Policy b) Workforce Plan
Documents Tabled	Nil

### **EXECUTIVE SUMMARY**

The Asset Management Policy and Workforce Plan are submitted for adoption under the provisions of the Integrated Planning & Reporting requirements.

### **BACKGROUND INFORMATION**

Preparation and adoption of Community Strategic Plan, Corporate Business Plan Long Term Financial Plan, Work Force Plan & Asset Management Plans are part of the compliance regime for Local Government.

### **STATUTORY ENVIRONMENT**

- 3) Local Government Act Section 5.56
- 4) Local Government (Administration) Regulations; Clause 19(c)

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

These form part of Planning for the Future and they are used in the development of other plans and financial resource allocations.

### **SITE INSPECTION**

N/A

### **TRIPLE BOTTOM LINE ASSESSMENT**

#### **ECONOMIC IMPLICATIONS**

Nil

#### **SOCIAL IMPLICATIONS**

Nil

#### **ENVIRONMENTAL IMPLICATIONS**

Nil



**OFFICER COMMENT**

**Officer Recommendation**

**Council Decision Number – 24 10 2016**

**Moved: Cr Seaby**

**Seconded: Cr Paterson**

**That Council adopt the Workforce Plan as presented to Council.**

**Carried 9/0**

**Officer Recommendation**

**Council Decision Number – 25 10 2016**

**Moved: Cr Palm**

**Seconded: Cr Paterson**

**That Council adopt the Asset Management Policy as presented to Council.**

**Carried 9/0**

**Minutes AGM  
Shire of Mukinbudin  
Bushfire Advisory Committee  
Meeting on Monday 14 March 2016  
At 5:30pm in Council Chambers**

**Meeting Opened:**

The Chairperson declared the meeting open at 5.41pm

**Attendance**

Phil Smith	CBFCO
Vernon Bent	DCBFCO and Bonnie Rock BFB
Stuart Billingham	FCO and Shire CEO
Matt Silinger	FCO and Mukinbudin Town Brigade
Steve Palm	FCO and Shire Councillor
Torben Bendtsen	DFES Area Officer Upper Wheatbelt
Trevor Watson	
Murray Junk	
Chris Geraghty	
Tim Squire	
Ian Shadbolt	

**Apologies**

**Confirmation of FCO's**

**Moved Matt                      Seconded Tim**

**That the list of Fire Control Officers with the amendments to the control boundaries as per attached, be confirmed.**



# Shire of Mukinbudin

## Fire Control Officers 2016/17

Control Area	Name	Contact Numbers	UHF Channels
<b>Mukinbudin</b> <b>Wattoning</b> <b>Barbalin - South</b> <b>Dandanning</b> <b>Lake Brown - South</b>	Officer : Tim Squire	Ph: 9047 1424      M:0428 471 424	9
	Officer : Matt Silinger	Ph: 9048 7077      M:0428 961 210	34
	Officer : Phil Smith	Ph: 9047 1133      M:0456 153 517 Fax: 9047 1380	
	Officer: Stuart Billingham	Ph: 9047 2100      M:0428 471 102 Fax: 9047 1239	
<b>Barbalin - North</b> <b>Lake Brown - North</b> <b>Wilgoyne</b> <b>Wattoning</b>	Officer: Steve Palm	Ph: 9048 7012      M:0427 487 012 Fax: 9048 7048	4
	Officer : Ian Shadbolt	Ph: 9047 1280      M:0429 047 128	18
<b>Bonnie Rock</b> <b>North Moondon</b> <b>Karloning</b>	Officer : Chris Geraghty	Ph: 9048 4021      M:0427 484 021 Fax: 9048 4002	16
	Officer: Vern Bent	Ph: 9048 4048      M:0427 484 048 Fax: 9048 4000	17
	Officer : Trevor Watson	Ph: 9047 0070      M: 0459 102 427 Fax: 9047 0069	
	Officer : Murray Junk	Ph: 9048 6026      M:0428 486 026 Fax: 9048 6027	38
<b>Chief Fire Control Officer</b> <b>Deputy Chief FCO</b> <b>Shire CEO</b>	Phil Smith Vern Bent Stuart Billingham	Ph: 9047 1133      M:0427 470 030 Ph: 9048 4048      M:0427 484 048 Ph: 9047 2100      M:0428 471 102 Work Fax: 9047 1239	17

### **Chief Bush Fire Control Officer**

Call for Nominations -

Ian\_\_\_\_\_ nominated \_\_\_\_\_Phil\_\_\_\_\_ and \_\_\_\_\_Steve\_\_\_\_\_ seconded, with no further nominations \_\_\_\_\_Ohil\_\_\_\_\_ accepted the role of Chief Bush Fire Control Officer.

### **Deputy Chief Bush Fire Control Officer**

Call for Nominations -

Tim\_\_\_\_\_ nominated \_\_\_\_\_Vern\_\_\_\_\_ and \_\_\_\_\_Matt\_\_\_\_\_ seconded, with no further nominations TBC Vern\_\_\_\_\_ accepted the role of Deputy Chief Bush Fire Control Officer.

### **Weather Reading Officers North**

Call for Nominations -

\_\_\_\_\_Matt\_\_\_\_\_ nominated \_\_\_\_\_Steve and Trevor Watson\_\_\_\_\_ and \_\_\_\_\_Ian\_\_\_\_\_ seconded, with no further nominations Steve and Trevor TBC\_\_\_\_\_ accepted the role of Fire Weather Officer North

### **Weather Reading Officers South**

Call for Nominations -

\_\_\_\_\_Ian\_\_\_\_\_ nominated \_\_\_\_\_Phil and Stuart\_\_\_\_\_ and Steve\_\_\_\_\_ seconded, with no further nominations \_\_\_\_\_Phil and Stuart\_\_\_\_\_ accepted the role of Fire Weather Officer South

### **Minutes**

Moved Steve Seconded Tim

That the minutes of the AGM of the Bush Fire Advisory Committee meeting held on 14 April 2014 be accepted as a correct record.

### **Business Arising from Minutes**

**Nil**

### **Restricted Burning Period**

Moved Seconded

That the committee accept the following restricted burning periods:

Restricted Burning 19 September 2016 – 31 October 2016  
Prohibited Burning 1 November 2016 – 31 January 2017  
Restricted Burning 1 February 2017– 15 March 2017

**NB: These above dates were Gazetted 3 February 2012 by FESA**

Signage at Beringbooding Rock and Caravan Park Wrong need correcting



### **Personal Protective Equipment**

### **Emerging Issues**

- Muka Town Brigade to become DFES Crash Rescue capable Brigade no longer under the Shire of Mukinbudin.
- Map of Shire of Mukinbudin Bush Fire Prone Areas
- Fuel Card from Royalties for Regions

### **Office of Bushfire Risk Management**

Mapping of Bushfire prone vegetation workshop on Google earth

## **General Business**

Issuing of Permits to Burn: Copies to be sent to the Shire ASAP by fax, email or MMS etc to allow centralised database of who is burning and when .

Torben discussed new brigade registration as DFES Crash capable brigade way forward.

3.4 Urban appliance training TBA

Fires lack of local knowledge Torben offered to train backpackers or non-locals at harvest.

## **Next Meeting**

To be advised

Meeting closed at 6.37pm

- (11) A policy of insurance referred to in subsection (1)(a) or (1)(b) shall provide reasonable conditions for the procedure of establishing claims and arbitrating differences arising out of the policy.
- (12) A local government may insure against injury of the kind referred to in subsection (1)(a) or against loss or damage of the kind referred to in subsection (1)(b) for amounts greater than those specified in subsections (2) and (10).

*[Section 37 inserted by No. 60 of 1992 s. 20; amended by No. 14 of 1996 s. 4; No. 28 of 2003 s. 15; No. 42 of 2004 s. 174; No. 28 of 2006 s. 390.]*

**38. Local government may appoint bush fire control officer**

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
- (2C) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the FES Commissioner may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
- (2D) Where a local government that has been served with a notice pursuant to subsection (2C) fails or neglects to comply with the requirements of that notice, the FES Commissioner may appoint

a person who is not employed in the Department to the vacant office.

- (2E) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the FES Commissioner, by the FES Commissioner.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
- (a) carrying out normal brigade activities;
  - [(b), (c) deleted]*
  - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
  - (e) procuring the due observance by all persons of the provisions of Part III.
- (5A) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.
- (5B) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions issued under subsection (5A) carry out the directions but subject to the provisions of this Act.



- (5C) The provisions of subsections (5A) and (5B) are not in derogation of those of subsection (4).
- (6) In this section —  
***approved local government*** means a local government approved under subsection (7) by the FES Commissioner.
- (7) If it appears to the FES Commissioner that the standard of efficiency of a local government in fire prevention and control justifies the FES Commissioner doing so, the FES Commissioner, by notice published in the *Government Gazette* —
- (a) may approve the local government as one to which subsections (6) to (18) apply; and
  - (b) may from time to time cancel or vary any previous approval given under this subsection.
- (8) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.
- (9) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by subsection (17).
- (10) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
- (11) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under subsection (10) is, subject to subsection (12), entitled to act in the discharge of the duties of that office.

- (12) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under subsection (10) is available and able to discharge those duties.
- (13) The local government shall give notice of an appointment made under subsection (8) or (10) to the FES Commissioner and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the FES Commissioner shall cause notice of the appointment to be published once in the *Government Gazette*.
- (14) An approved local government may appoint a committee for the purpose of advising and assisting a fire weather officer or any deputy of a fire weather officer acting in the place of that officer under this subsections (6) to (18).
- (15) Where a committee is appointed, a fire weather officer, or, as the case may be, a deputy of a fire weather officer while acting in the place of that officer, may exercise the authority conferred on him by subsection (17), notwithstanding the advice and assistance tendered to him by the committee.
- (16) The provisions of subsections (6) to (18) are not in derogation of those of any other subsection of this section.
- (17) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is “catastrophic”, “extreme”, “severe” or “very high”, and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.

**Bush Fires Act 1954**

**Part IV** Control and extinguishment of bush fires

**Division 1** Local governments

**s. 38A**

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- (18) Subsections (6) to (18) do not authorise the burning of bush —
- (i) during the prohibited burning times; or
  - (ii) during the period in which, and in the area of the State in respect of which, a total fire ban is declared under section 22A to have effect.

*[Section 38 amended by No. 35 of 1957 s. 7; No. 20 of 1958 s. 2; No. 11 of 1963 s. 18; No. 67 of 1970 s. 4; No. 65 of 1977 s. 36; No. 51 of 1979 s. 4; No. 60 of 1992 s. 21; No. 14 of 1996 s. 4; No. 10 of 1998 s. 20(2); No. 42 of 1998 s. 16; No. 38 of 2002 s. 29; No. 25 of 2009 s. 12; No. 19 of 2010 s. 52(4); No. 22 of 2012 s. 60 and 69.]*

**38A. FES Commissioner may designate person employed in Department as Chief Bush Fire Control Officer**

- (1) At the request of a local government the FES Commissioner may designate a person employed in the Department as the Chief Bush Fire Control Officer for the district of that local government.
- (2) Where a Chief Bush Fire Control Officer has been designated under subsection (1) for a district the local government is not to appoint a Chief Bush Fire Control Officer under section 38(1).
- (3) The provisions of this Act, other than section 38(3) to (5C) apply to and in relation to the Chief Bush Fire Control Officer designated under this section as if he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government.
- (4) Section 38(3) to (5C) apply to and in relation to the Chief Bush Fire Control Officer designated under this section as if —
  - (a) he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government; and
  - (b) the references in those subsections to the local government were references to the FES Commissioner.

*[Section 38A inserted by No. 38 of 2002 s. 30; amended by No. 19 of 2010 s. 52(4); No. 22 of 2012 s. 61 and 69.]*

<b>8.4.10 Resurfacing and Extension of Basketball/Netball Court</b>	
Location:	Mukinbudin Sports Complex
File Ref:	
Applicant:	Nola Comerford-Smith – Community Development Officer
Date:	12 <sup>th</sup> October 2016
Disclosure of Interest:	NIL
Responsible Officer	Ray Hooper – Chief Executive Officer
Author:	Nola Comerford-Smith – Community Development Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

### **SUMMARY**

To present to Council information on the Mukinbudin Sports Complex Indoor Court

### **BACKGROUND**

In 2013 a Mukinbudin Winter Sports United Group was formed with the intention of upgrades to the Sporting Complex including resurfacing of the indoor netball/basketball court. Both the netball and basketball court sizes have non-conforming run-off space – basketball court dimension guides through Department of Sport & Recreation stipulate that “the minimum space around the court for run-off is 2m...and all spectators must be seated at a distance of at least 5m”. Netball courts need a run-off space of 3.05m.

Current run-offs for the courts are:

Basketball Court – 1.8m both north and south ends

Netball Court – 78cm both north and south ends.

Both courts – 2.37m east, 1.6m west.

The court legal dimensions and actuals are:

Basketball – 26.44m (legal length 28m), 15.95m (legal width 15m)

Netball – 28.44m (legal length 30.5m), 15.95m (legal width 15.25m)

An option to extend the length of the baseline on northern end could be to knock down the wall between the squash courts and basketball/netball court which would give an additional 3m.

Space outside the western wall is 4.8m to the carpark, which could give enough room to make this the viewing area.

Between the southern wall and hockey fence is 11m, and 4.6m from roller door to gate.

Consultation between Council and the sporting clubs would be required to determine the playing surface required – either sports exclusive, or a communal use surface

### **STATUTORY ENVIRONMENT**

The Local Government Act 1995 Part 6 Division 4 s 6.8 (1) requires the local government

not to incur expenditure from its municipal fund for an additional purpose except where the expenditure-

(b) is authorised in advance by resolution\*

“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

\*requires an absolute majority of Council..

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

DSR have the Community Sporting and Recreation Facilities Fund which will open in June 2017 which will cover a maximum of a third of the cost. Projects with a maximum of \$500,000 can apply for funding between \$66,667 - \$166,666.

There is \$11,344 in the Indoor Cricket Club trust fund, which was intended to be used for ‘like-minded sports’.

The Bencubbin netball/basketball court was extended to provide an extra viewing area at a cost of \$115,000, but this didn’t include a new playing surface.

**STRATEGIC IMPLICATIONS**

Nil

**SITE INSPECTION**

N/A

**TRIPLE BOTTOM LINE ASSESSMENT**

**ECONOMIC IMPLICATIONS**

Nil

**SOCIAL IMPLICATIONS**

Requirement for appropriate surface for Community Sports

**ENVIRONMENTAL IMPLICATIONS**

N/A

**OFFICER COMMENT**

The current surface is also deteriorating so at the very least the area needs to be resurfaced

Cr Ventris left the meeting at 2.45pm and re-entered the meeting at 2.47pm.

**OFFICER RECOMMENDATION**

**Council Decision Number – 26 10 2016**

**Moved: Cr Palm**

**Seconded: Cr O’Neil**

**That Council engage an Engineer to determine if the building can be extended as the first stage of project development and forward planning for one covered court.**

**Carried 9/0**

**AMVR**

<b>8.4.11 Complaints Officer – LATE ITEM</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	Shire of Mukinbudin
Date:	17/10/2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting Chief Executive Officer
Author:	Ray Hooper, Acting Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

### **EXECUTIVE SUMMARY**

The Local Government Act requires each local government to designate a senior employee to be its Complaints Officer.

### **BACKGROUND INFORMATION**

The role of Complaints Officer is important from an accountability and compliance perspective as this person liaising with the local Government Standards Panel when official complaints are lodged against elected members or staff for breaches of the Code of Conduct, Local Government Act, Local Laws and other legislation.

### **STATUTORY ENVIRONMENT**

Local Government Act Sect 5.120

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **SITE INSPECTION**

N/A

### **TRIPLE BOTTOM LINE ASSESSMENT**

#### **ECONOMIC IMPLICATIONS**

Nil

### **SOCIAL IMPLICATIONS**

Provision of open and accountable processes for community assurance.

### **ENVIRONMENTAL IMPLICATIONS**

Nil

### **OFFICER COMMENT**

It is preferable that a senior officer, other than the CEO is appointed as the Complaints Officer as the CEO may be subject to complaints.

The role of complaints officer is to deal with legislative breaches and the role does not entail complaints about roads, kerbs etc.

**OFFICER RECOMMENDATION**

**Council Decision Number – 27 10 2016**

**Moved: Cr Poultney**

**Seconded: Cr Ventris**

**That Council appoint the Manager of Finance as the Complaints Officer for the Shire of Mukinbudin**

**Carried            9/0**

Ann Brandis left the meeting at 2.54pm

<b>8.4.12 Bush Fire Matters – LATE ITEM</b>	
Location:	Mukinbudin
File Ref:	
Applicant:	Shire of Mukinbudin
Date:	15 October 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting Chief Executive Officer
Author:	Ray Hooper, Acting Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	1) Advisory Committee Minutes 14/4/2016 2) Sections of the Bush Fire Act
Documents Tabled	Nil

### **EXECUTIVE SUMMARY**

Appointment of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Fire Control Officers and Weather Reading Officers as nominated by the Bush Fire Advisory Committee.

### **BACKGROUND INFORMATION**

### **STATUTORY ENVIRONMENT**

Bush Fires Act 1954 – Section 38 Local Government may appoint Bush Fire Control Officer

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Minor – Advertising costs only.

### **STRATEGIC IMPLICATIONS**

N/A

### **SITE INSPECTION**

N/A

### **TRIPLE BOTTOM LINE ASSESSMENT**

### **ECONOMIC IMPLICATIONS**

N/A

### **SOCIAL IMPLICATIONS**

Bush Fire services are a vital component of community safety.

### **ENVIRONMENTAL IMPLICATIONS**

Nil

### **OFFICER COMMENT**

Local Government appointment of the designated officers provides a level of legal authority to the officers.



Cr Junk left the meeting at 2.55pm.

**OFFICER RECOMMENDATION**

**Council Decision Number – 28 10 2016**

**Moved: Cr Comerford                      Seconded: Cr O’Neil**

**That Council**

- 1) Appoint the following persons to the designated positions under the provisions of Section 38 of the Bush Fires Act 1954 and undertake the relevant advertising and issue of documents.**

<b>Chief Bush Fire Control Officer</b>	<b>Phil Smith</b>
<b>Deputy Chief Bush Fire Control Officer</b>	<b>V Bent</b>
<b>Weather Reading Officers – North</b>	<b>S Palm &amp; T Watson</b>
<b>Weather Reading Officers – South</b>	<b>P Smith</b>
<b>Fire Control Officer</b>	<b>T Squire</b>
	<b>M Silinger</b>
	<b>P Smith</b>
	<b>S Palm</b>
	<b>I Shadbolt</b>
	<b>C Geraghty</b>
	<b>V Bent</b>
	<b>T Watson</b>
	<b>M Junk</b>

- 1) Withdraw the appointment of the joint Fire Control Officer A Gracie with the Shire of Mt. Marshall and any appointment of S Billingham as a Fire Control Officer.**
- 2) Determine if the appointment of joint Fire Control Officers with the Shire of Westonia, Nungarin, Mt Marshall and Trayning is required.**

**Carried    8/0**

Cr Junk re-entered the meeting at 2.57pm.

## **8.5 Environmental Health/Building Surveyor Officer's Reports**

Nil

## 8.6 Mukinbudin Caravan Park Manager's Report

<b>8.6.1 Mukinbudin Caravan Park Report – September 2016</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Jacinta Barrett, Caravan Park Manager
Date:	13 <sup>th</sup> October 2016
Disclosure of Interest:	NIL
Responsible Officer	Ray Hooper, Acting CEO
Author:	Jacinta Barrett, Caravan Park Manager
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

First off I want to thank you all for the opportunity I have been given as Caravan Park Manager. I am enjoying the position and hope I can keep the reputation strong that Tania has left.

- The end of September the Caravan Park was very busy, lots of caravans and people booking units and cabins, lots of tourist mostly coming to see the wildflowers and workmen. The beginning of October has slowed down a lot, which I have been told is expected.
- The house has become very popular since being available; it is a little worn down with curtains missing but offers space and comfort.
- New washing machines are working well and price increase does not appear to be making them any less popular.
- Carolyn has worked a few shifts to help when needed; she is a good cleaner and very helpful.

### **Marketing – future ideas**

- Any plans for festive season decorations?
- Word of mouth tools - Post stay email to clients. Thanking them for stay, offer them to write review on trip advisor
- Facebook page update – who is in control

### **Maintenance issues (Denis and shire aware):**

- An arm in the campers kitchen has broken off in wild winds
- Air vent in one unit is broken
- TV remote missing in barrack
- One of the public toilets seat is moving as a bolt is missing

### **Officer Recommendation**

**Council Decision Number – 09 10 2016**

**Moved: Cr Comerford**

**Seconded: Cr O'Neil**

**That Council notes the above Caravan Park Managers Report for September 2016.**

**Carried 9/0**

**Mukinbudin Caravan Park Annual Income**

	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total</i>	<i>Total Expense</i>
<b>2005/2006</b>	19,358.08	11,082.32	10,521.76	1,171.16	N/A	<b>42,133.32</b>	
<b>2006/2007</b>	22,820.21	9,753.06	17,095.20	981.35	N/A	<b>50,649.82</b>	
<b>2007/2008</b>	27,304.76	5,422.75	11,244.47	678.16	N/A	<b>44,650.14</b>	
<b>2008/2009</b>	37,214.39	10,554.55	16,773.76	663.63	N/A	<b>65,206.33</b>	
<b>2009/2010</b>	33,567.84	9,096.35	15,504.70	1,036.36	N/A	<b>59,205.25</b>	
<b>2010/2011</b>	38,054.93	15,604.59	15,817.92	845.55	N/A	<b>70,322.99</b>	
<b>2011/2012</b>	34,724.53	11,056.46	18,753.08	773.19	N/A	<b>65,307.26</b>	
<b>2012/2013</b>	44,682.83	17,477.98	24,860.15	1,050.17	N/A	<b>88,071.13</b>	
<b>2013/2014</b>	45,332.87	16,194.44	26,393.17	1,278.53	N/A	<b>89,199.01</b>	88,695.34
<b>2014/2015</b>	42,590.61	21,760.04	25,554.90	1,404.95	15,747.32	<b>107,057.82</b>	109,829.90
<b>2015/2016</b>	52,036.96	21,992.28	28,080.19	1,583.50	16,249.93	<b>119,942.86</b>	136,994.38

**Mukinbudin Caravan Park Income and Expenditure**

	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total Income</i>	<i>Expenditure</i>
<b>July 16</b>	7,281.84	1,641.81	1,499.23	0.00	1,019.86	<b>11,442.74</b>	12,536.42
<b>Aug 16</b>	10,863.66	3,359.98	5,669.53	0.00	1,001.81	<b>20,894.98</b>	12,660.36
<b>Sept 16</b>	4,254.54	1,331.45	11,182.30	549.09	1,601.81	<b>18,919.19</b>	5,623.61
<b>Oct 16</b>						<b>0.00</b>	
<b>Nov 16</b>						<b>0.00</b>	
<b>Dec 16</b>						<b>0.00</b>	
<b>Jan 17</b>						<b>0.00</b>	
<b>Feb 17</b>						<b>0.00</b>	
<b>Mar 17</b>						<b>0.00</b>	
<b>Apr 17</b>						<b>0.00</b>	
<b>May 17</b>						<b>0.00</b>	
<b>Jun 17</b>						<b>0.00</b>	
<b>Total</b>	<b>22,400.04</b>	<b>6,333.24</b>	<b>18,351.06</b>	<b>549.09</b>	<b>3,623.48</b>	<b>51,256.91</b>	<b>30,820.39</b>

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

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

## 8.7 Swimming Pool Manager's Report

<b>8.7.1 Mukinbudin Swimming Pool Report September 2016</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Aleksander Illic, Pool Manager
Date:	13 <sup>th</sup> October 2016
Disclosure of Interest:	NIL
Responsible Officer	Ray Hooper, Acting CEO
Author:	Aleksander Illic, Pool Manager
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Swimming pool opening day will be Tuesday 1<sup>st</sup> of November.

### **Pool Updates**

- David and Daniel have done a lot of work on the lawns and should be ready by November
- Weeding has been done
- Photometer (water testing device) has been calibrated and returned
- Ordered chemicals arrived
- Spare part (flow sensor) for the reticulation pump has also arrived
- Spare parts for the automatic pool vacuum have been ordered
- Have finished the Pool operations training course in Perth and currently working on the "on the job assessments"
- Water in the swimming pool is now clean and chemically balanced. Samples will be collected from Bill Hardy on the 12<sup>th</sup> of October and sent for testing

### **Maintenance**

- Have requested Denis's help in regards to replacing and adjusting tiles around pool and fixing a side fence as well as putting shades up.
- Have requested the electrician to replace the flow sensor on the reticulation pump
- David has replaced a plunger sensor used in the balance tank and is in working order now
- Female change room floor and diving boards need painting
- Have spoken to plumber in regards to connection of the Disabled toilet

### **Future plans**

- Shades will be put up a couple of days before the pool opens as the lawns need as much sunlight as possible to properly recover
- Disable toilet will be connected in the next couple of weeks
- Spiders spray around the pool area will be done in the next couple of weeks
- Pool operations "On the job assessments" will be done before opening
- Order for the Kiosk will be done before opening
- Full clean of swimming pool concourse, wet deck and toilets will be done a few days before opening

- Need to find out how the swimming pool passes work as well as entry prices, cash flow and banking

**Issues**

- Swimming pool recirculation pump still not working. Hopefully once the electrician replaces the flow sensor it will work

**Officers Recommendation**

**Council Decision Number – 10 10 2016**

**Moved: Cr Poultney**

**Seconded: Cr Junk**

**That Council notes the above Pool Managers Report for September 2016.**

**Carried 9/0**

**9. Information Report**

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

Nil

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

10.1 Nil

Cr Ventriss left the meeting at 3.01pm

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

11.1 Works Supervisor Salary  
Application for salary increase.

Jenny Heaney left the meeting at 3.10pm and re-entered the meeting at 3.12pm.

**Council Decision Number – 29 10 2016**

**Moved: Cr O’Neil**

**Seconded: Cr Palm**

**That the Works Supervisor’s salary be increased by 3% of the current base salary and come into effect from the first pay period commencing on or after 1 July 2016.**

**Carried 8/0**

**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 -*
  - (i) a trade secret; or*
  - (ii) information that has a commercial value to a person; or*





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

**13. Dates to Remember**

12.1 Dates to Remember

ANNUALLY	
Date	Details
January	No Council Meeting this in January
February	Chief Executive Officer and Works Supervisor to inspect all plant evaluate and/or amend its plant replacement programme for recommendation to Council. Audit Committee to review Statutory Compliance Return, meet with Auditor and report to next full Council meeting Local Government Compliance Return 1 January to 31 December each year. Community Strategic Plan, Long Term Financial Plan and Asset Management Plans – commence review process (Every two years)
March	Buildings inspection Shire buildings with Property Manager and report to Council's March or April meeting Roads Inspection – Annual Road inspections to prioritise items of roadwork's for forthcoming year. Councillors to present road proposals to CEO for consideration prior to this inspection. Complete review of Annual Budget (FM Regulations (33A) Completion of Statutory Compliance Audit Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange AGM Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO.(written confirmation to staff concerned) CEO to commence a full review of Delegations Register Policy / Procedures Manual Review – CEO to commence review process by including as last item on Council Agenda (if necessary)
May	Undertake Staff Annual Performance Reviews. National Volunteer Week Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges MF to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting.

	<p>MF to conduct a Finance &amp; Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit</p> <p>Every 4 years Financial Management Review due before 30 June</p> <p>WALGA Local Government Convention deadline for nominations</p> <p>30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6.</p> <p>Chief Executive Officer's performance and remuneration review – commence this month</p>
July	<p>Draft Budget submitted by Chief Executive Officer and Manager of Finance</p> <p>Issue Employee Group Certificates</p> <p>Councillors and Senior Staff issued with Annual Interest Returns for completion</p> <p>Issue eating house licence renewals</p> <p>CEO performance review</p>
August	<p>Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August</p> <p>Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33)</p> <p>Resolution regarding timing of Annual Electors Meeting</p>
September	<p>Completion of Annual Financial Report &amp; submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)</p>
October	<p>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)</p> <p>Local Govt is to review its Code of Conduct within 12 months after each ordinary election day &amp; make such changes to the code as appropriate.</p> <p>Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function.</p> <p>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.</p>
November	<p>Pensioner rates rebate claim to be lodged</p> <p>Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)</p>
December	<p>Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report</p> <p>Newsletter &amp; 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) &amp; Reg 12).</p> <p>Council's Audit Committee to meet to discuss Final Audit Report and Management Letter.</p> <p>Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)</p>

### **Officers Recommendation**

**Council Decision Number – 30 10 2016**

**Moved: Cr Junk**

**Seconded: Cr Poultney**

**That the next Ordinary Council Meeting be held on Wednesday 16<sup>th</sup> November 2016, commencing at 1pm.**

**Carried 8/0**

### **14. Closure of Meeting**

**14.1 The Shire President declared the meeting closed at 3.33pm**



## DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 19<sup>th</sup> October 2016 were confirmed at the Ordinary Meeting of Council held on 16<sup>th</sup> November 2016.

Signed: \_\_\_\_\_

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

Date: \_\_\_\_\_