



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

Minutes

WEDNESDAY 21st September 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 21st September 2016 commencing at 10.00am.

Thank you

Ray Hooper
Acting Chief Executive Officer

12th September 2016

DISCLAIMER

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ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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

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- 9. Correspondence and Information Report**
 - 9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 17 August 2016.

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

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

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

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

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

1. Declaration of Opening

1.1 The Shire President to declare the Meeting open at 10.15am

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 Palm
Cr Paterson
Cr Poultney
Cr Seaby

3.2 Apologies:

3.2.1

3.3 On leave of absence:

3.3.1 Cr O'Neil

3.4 Staff:

3.4.1 Ray Hooper – Acting Chief Executive Officer
Ann Brandis – Manager of Finance
Keith Mills – Manager of Works

3.5 Visitors:

The new Police Officers met with Council before the opening of the meeting
Linda Vernon – NEWTRAVEL

Linda Presented to Council regarding Wheatbelt Way including statistics relevant to the Wheatbelt Way area and Mukinbudin.

Cr Ventris left the meeting at 11.20am and returned 11.52am

Cr Shadbolt left the meeting at 11.56am and returned at 11.58am

Ann Brandis left the meeting at 12noon and returned at 12.02pm

Linda Vernon left the meeting at 12.32pm

Council Decision Number – 1539

Moved: Cr Comerford

Seconded: Cr Ventris

That the meeting adjourn for lunch at 12.32pm.

Carried 8/0

Council Decision Number – 1540

Moved: Cr Junk

Seconded: Cr Ventris

That the meeting resume at 1.33pm

Carried 8/0

3.6 Gallery:

3.7 Applications for leave of absence:

3.7.1 Request for leave of absence

Council Decision Number –

Moved: Cr

Seconded: Cr

That leave of absence be granted for Cr _____ for the _____ meeting.

Carried /

4. Petitions, deputations and presentations

4.1 Petitions

Nil

4.2 Deputations

Nil

4.3 Presentations

Nil

5. Announcements by the Presiding person without discussion

5.1

6. Confirmation of the Minutes of previous meetings

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 17th August 2016.

6.2 Confirmation of Minutes for the Special Meeting of Council held on the 19th August 2016.

Voting Requirement

Simple Majority

Officer Recommendations

Council Decision Number – 1541

Moved: Cr Comerford

Seconded: Cr Paterson

That the Minutes of the:

*** Ordinary Meeting of Council held on the 17th August 2016**

*** Special Meeting of Council held on the 19th August 2016**

be accepted as a true and correct record of proceedings.

Carried 8 / 0

6.1.1 Business Arising from Minutes

Cr Seaby declared an interest affecting impartiality in the General Business item – Removal of Tree, Sandalwood Arts.

Council Decision Number – 1542

Moved: Cr Ventris

Seconded: Cr Comerford

That Cr Seaby be allowed to remain in the meeting and to participate in the debate.

Carried 8 / 0

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

Cr Seaby did not vote on this matter.

7. Matters for which the meeting may be closed

7.1 Nil

The Local Government Act 1995 Section 5.23 states the following:

5.23. Meetings generally open to public

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

8.1 Work's Manager's Report

8.1.1 Works Manager's Report August 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Keith Mills , Works Manager
Date:	13 September 2016
Disclosure of Interest:	Nil
Responsible Officer	Keith Mills, Works Manager
Author:	Keith Mills, Works Manager
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Mukinbudin/Wialki Road (Nth Rd)

Reconstruction works is complete and the road was sealed on the 10th & 11th September 2016, guide posts will be installed once the road is swept in the next week, due to the V drains still being a bit wet, we will come back and complete them once they've dried back a bit.

Signage:

New signs have been erected at the Muka/Wialki/Bonnie Rock Rd T intersection, Muka/Kuno/Nungarin Rd either side of the intersection and replaced the sign west of the Strugnell St intersection, all these have been done with green signs and directional & distance signs have been installed at the Muka/Bonnie Rock T intersection.

Wundowlin Road Intersection

A full construction and has been requested on the intersection of Barbalin/Koonkoobing Rd (Mount Marshal) & Wundowlin Rd, this is to be done under our Road Maintenance budget and we are working towards a RAV 4 rating on this section, I've been out and assessed this section and feel that the turn onto Wundowlin will be too severe for loaded truck's. Rod Munns and I are currently working through this.

46 Gate Road

We are in the process of pushing the 25,000m³ for this job, we have commenced the resheeting works (starting from the eastern end), culvert replacements are complete and we should be there for approx. 5months, I also may need to put on a casual for parts of this job.

Machinery Maintenance:

Hydraulic ram kit has been ordered for the New Holland Tractor.

Mould board slide shims replaced on the 12M.

Two Ways have been purchased for the Skid Steer & Isuzu truck.

Also looking into a reversing camera for Skid Steer.

Christmas Break

The outside Staff and I are talking through what dates would suit for the Christmas break, the likely date at this stage will be to finish on the 15th December 2016 & start back on the 16th January 2017 = (15 days Annual Leave).

Officer Recommendation

Council Decision Number – 1538

Moved: Cr Ventris

Seconded: Cr Paterson

1. That Council note the Manager of Works Report.

2. That Council applies to the Shire of Mt Marshall for the closure of the section of Barbalin/Koonkoobing road from the Koorda/Bullfinch Road bitumen to the Wundowlin Road intersection

Carried 8/0

Keith Mills left the meeting at 10.46am

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	68,608kms
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	11,521kms
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	1622.7hrs
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	10271.3hrs
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	4758hrs
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	1142.6hrs
1997 Duelvo Street Sweeper MBL1453	P227	Currently engine coil being repaired @ Geraghty's	Under repair

8.1.2 Sealing Tenders 2016/17	
Location:	Mukinbudin
File Ref:	
Applicant:	Various Suppliers
Date:	6 September 2016
Disclosure of Interest:	Nil
Responsible Officer	Works Manager
Author:	Acting CEO
Voting Requirements	Absolute Majority
Documents Attached	Pricing Schedule Summary
Documents Tabled	Tender Documents

EXECUTIVE SUMMARY

Sealing Tenders received through the WALGA Vendor Panel process.

BACKGROUND INFORMATION

Rod Munns prepared a quantity summary for the sealing component of the 2016/17 Works programme and this was advertised on the 25th July 2016 through WALGA for a 2 week period.

STATUTORY ENVIRONMENT

Local Government Tender Regulations

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Costs associated with the road programme are included in the 2016/17 adopted budget. Prices received are below the costs estimated for budget purposes.

STRATEGIC IMPLICATIONS

Nil

SITE INSPECTION

Not Applicable

TRIPLE BOTTOM LINE ASSESSMENT

ECONOMIC IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

An upgraded road section will benefit the community through a safer and more efficient road network.

ENVIRONMENTAL IMPLICATIONS

Nil

OFFICER COMMENT

A purchase order was issued to Colas for the supply and application of emulsion as specified in the Tender and sealing has been programmed for mid – September, 2016.

OFFICER RECOMMENDATION

Council Decision Number - 1544

Moved: Cr Seaby

Seconded: Cr Ventris

That Council

- 1) Accept the sealing tender submitted by Colas WA at a rate of \$3.25 per sq metre and a total price of \$150,312.50.**

The tender is for the following premerseal work:

- a) Mukinbudin – Wialki Road – SLK 4.54 to 8.24**
- b) McGregor South Road – SLK 0.00 to 2.31**
- c) Strugnell Road – SLK 0.18 to 0.73**

- 2) Endorse the action of the issue of the purchase order to enable sealing to be programmed at the optimum time within the works schedule.**

CARRIED : 8/0

8.1.3 Secondary Freight Routes	
Location:	Mukinbudin
File Ref:	
Applicant:	WALGA
Date:	12 September 2016
Disclosure of Interest:	Nil
Responsible Officer	Acting CEO
Author:	Acting CEO
Voting Requirements	Absolute Majority
Documents Attached	1) WALGA Letter 2) Letter Template 3) RDA Wheatbelt Email
Documents Tabled	Nil

EXECUTIVE SUMMARY

Request for Council support for a regional project to assess secondary freight routes through a grant application by RDA Wheatbelt.

BACKGROUND INFORMATION

The reasoning for a scope of the project is outlined in the WALGA correspondence of the 15th August 2016.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 6.8.1.6

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Any financial contributions authorised as applicant contributions will be outside of the adopted budget for 2016/17 and it will need to be funded from savings across the budget.

There appears to be scope for a contribution of up to \$1,000 if the project is considered to be of local or regional benefit.

STRATEGIC IMPLICATION

Nil

SITE INSPECTION

Not Applicable

TRIPLE BOTTOM LINE ASSESSMENT

ECONOMIC IMPLICATIONS

An identified safe and efficient transport network has regional economic benefits.

SOCIAL IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

OFFICER COMMENT

The objectives of the project are realistic and of long term benefit if funds for road upgrading of specific routes is the outcome. The question which arises is whether assessments should be a Main Road WA or Department of Transport responsibility not dependent on grants from local government contributions.

OFFICER RECOMMENDATION

Council Decision Number - 1545

Moved: Cr Junk

Seconded: Cr Palm

That Council:

- 1) Endorse the action by the Acting CEO in submitting a letter of support for the project including an indicative financial contribution of \$1,000.**
- 2) Authorise a contribution of \$1,000 to the project if the grant application is successful.**

CARRIED : 8/0

8.2 Community Development Officer

8.2.1 Community Development Officer's Report	
Location:	Shire of Mukinbudin
File Ref:	CS.GR.1
Applicant:	Nola Comerford-Smith
Date:	21 September 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper
Author:	Nola Comerford-Smith

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).
- 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.
- 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.

Applications in Progress:

- Our Neighbourhood Community Grants – additional workshops and resources for a community garden.
- Thank a Volunteer Day Celebration Grant – entertainment for the annual Business Drinks/End of Year Celebration.
- WA Seniors Week 2016 – funding for Long Table Dinner in The Shed.
- Community Pool Revitalisation Program - \$32,000 for Future Capital Project (as above).

Completed Acquittals:

- Lotterywest – Sandalwood Arts & Crafts
- Wheatbelt Development Commission – Age Friendly Communities. This has been audited by Byfield's Accountants and submitted to WDC.
- Writing WA – funding for travel and speaker component of annual Literary Lunch \$1,400.

COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Act-Belong-Commit Mukinbudin Spring Festival** – has been and gone by Council meeting! I will give a verbal report on the festival at the meeting.
- **Seniors Trip** – The Senior's trip to Araluen and Kwinana Port was very successful with 11 participants. CBH funding went towards a tour of Araluen. We also toured CBH Kwinana and the Granary Museum. The seniors were very appreciative of Council's contribution towards the trip, and have some ideas for future visits.

- **Events Kit** – elements of the Events Kit have already been purchased, with completion of the project expected in the next couple of weeks. Once received, I will work with the CRC to compile a list of items and hire fees which will have a variance between community members, business and out of town hire. Items include:
 - 4 x white marquees (4m x 4m)
 - 10 x rectangular foldable tables
 - 10 x round foldable tables with trolley
 - 5 x patio heaters and gas bottles
 - Fairy lighting and festoon lighting
 - 50 x outdoor chairs
 - Event fabric – muslin and hessian
 - Serving platters and bowls
 - Salad servers
 - 20 x cheeseboards
 - Event bollards
 - Extension cords and power boards
 - 10 x small outdoor tables

We were able to use some of the items for the Spring Festival – patio heaters, lighting, chairs, cheeseboards, platters and extension cords.

- **Updating Council Chamber Information** – Stuart had researched the Honour Board information for correct dates:

Mr White died 11 July 1940 (noted 13 July 1940 minutes)

Mr White Councillor from 1935 to 1940 – needs to be corrected on picture from 1935-1939.

President/Chairperson 14/5/1938-39 13/5/1939

Mr White as Chair 11/5/1940-11/7/1940

New Chair elected in August 1940 minutes Mr Ferguson 1940-1944

Mr Mondy then elected to Chair in 1940

Indication of updating this information would be appreciated.

Meetings Attended/Events Organised:

- Wednesday 17 August – Planning & Development Group meeting
- Thursday 25 August - NEWTRAVEL – Dowerin Field Day
- Monday 29/Tuesday 30 August – Seniors trip to Araluen & Kwinana Port
- Thursday 8/Friday 9 September – LGMA Community Development Conference
- Monday 12 September – Ben Robbins WDC to discuss Community Chest funding
- Tuesday 13 September – set up Spring Festival Art Exhibition

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute Majority

Officer Recommendation

Council Decision Number – 1546

Moved: Cr Junk

Seconded: Cr Comerford

That Council note the Community Development Officer’s Report.

Carried 8/0

8.2.2 Basketball Change of Days	
Location:	Mukinbudin
File Ref:	
Applicant:	Tim Paterson – Mukinbudin Basketball Club President
Date:	14 September 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting CEO
Author:	Louise Sellenger, Customer Service Officer
Voting Requirements	Simple Majority
Documents Attached	Letter from Applicant
Documents Tabled	Nil

EXECUTIVE SUMMARY

Nil

BACKGROUND INFORMATION

Historically basketball for both juniors and seniors has been held on Thursday nights. This has allowed for councils cleaner to only need to clean after the Thursday. The change to the two different nights could result in additional cleaning being required for future events.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Potential additional cost for cleaning during the basketball season.

STRATEGIC IMPLICATIONS

Nil

SITE INSPECTION

Not applicable

TRIPLE BOTTOM LINE ASSESSMENT

ECONOMIC IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

OFFICER COMMENT

OFFICER RECOMMENDATION

Council Decision Number - 1547

Moved: Cr Seaby

Seconded: Cr Poultney

That Council approve the change of day for Senior Basketball with the condition that no additional cleaning will occur between the Thursday Juniors and the Friday Seniors.

Carried 8 / 0

8.2.3 Australia Day – Citizenship of the Year Award	
Location:	Mukinbudin
File Ref:	
Applicant:	Council
Date:	14 September 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting CEO
Author:	Nola Comerford-Smith, Community Development Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

EXECUTIVE SUMMARY

Nil

BACKGROUND INFORMATION

The annual Australia Day celebrations at the Mukinbudin Swimming Pool have previously included the WA Premier's Australia Day Active Citizenship Award. The Premier is no longer sponsoring the awards and they will now be called Citizen of the Year Awards with Her Excellency the Governor of WA as the new Patron of the awards and her signature will be on each certificate.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

An annual fee will be required to participate in the awards.

STRATEGIC IMPLICATIONS

Nil

SITE INSPECTION

Not Applicable

TRIPLE BOTTOM LINE ASSESSMENT

ECONOMIC IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

OFFICER COMMENT

Historically, participation in the awards has not required a financial contribution. However, now that it is not been sponsored by the Premier, participating Councils are required to pay the nominal fee of \$450 plus GST.

This fee includes updates to the previous format, including:

- A new website featuring logo of participating Councils
- On-line nominations
- Additional award category (a separation of Citizen of the Year into 2 awards – Youth and Seniors)
- Gold foiled certificates
- Medallions for recipients

Nominations for Australia Day Citizen of the Year Awards open on September 19th and close on 31st October.

OFFICER RECOMMENDATION

Council Decision Number - 1548

Moved: Cr Comerford

Seconded: Cr Ventris

That Council agree to annually sponsor the Australia Day Mukinbudin Citizen of the Year Awards and not participate in the State Citizen of the Year Awards sponsored by Her Excellency, The Governor.

Carried 8 / 0

8.3 Finance

8.3.1 List of Payments – August 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – Manager of Finance
Date:	12 th September 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 – August 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 21st September 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 August 2016

OFFICER RECOMMENDATION

Council Decision Number – 1549

Moved: Cr Palm

Seconded: Cr Seaby

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

Direct Debits D/D 2668.1- D/D2736.1

(\$17,649.09) and

Muni Cheques 31386 to 31405

(\$39,128.39) and

Muni EFT's – EFT 1835 to EFT 1895 Payroll - Pay-2

(\$257,583.88) and

Trust D/D2670.1 – D/D2758.1, EFT 1839 &-1923, Trust 281-284

(\$40,818.73)

Totalling

(\$355,180.09)

for payments made in August 2016, be passed for payment.

Carried

8/0

8.3.2 Monthly Statement of Financial Activity Report – 31 August 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – Manager of Finance
Date:	12 th September 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 – August 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 **31st 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

Steve Paterson left the meeting at 2.08pm and returned at

OFFICER RECOMMENDATION

Council Decision Number – 1550

Moved: Cr Palm

Seconded: Cr Junk

That Council adopt the Monthly Financial Report for the period ending 31st August 2016 and note any material variances greater than \$10,000 and 10%.

Carried 8/0

8.3.3 Caravan Park Washing Machine & Dryer Fees	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – Manager of Finance
Date:	12 th September 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

EXECUTIVE SUMMARY

A new fee & charge requires to be set for the two new washer/dryer stackable combo's.

BACKGROUND INFORMATION

As per the 2016/17 approved Budget Council is purchasing two new washer/dryer stackable combos for the Caravan Park. One combination will be in the main laundry for the public to use and one will be in the Caravan Park Managers laundry situated in the old ablution block. This will be predominantly used for the Caravan Park Manager, however if needed will be able to be opened up to the public subject to demand.

As these are new machines we need to set the fee for using the dryer and washing machine.

Staff believes an effective recovery rate is between \$4 - \$5 which on research appears to be the average of caravan parks nearby.

STATUTORY ENVIRONMENT

Setting of Fees and Charges General Financial Management of Council, Council 2016/17 Budget, *Local Government (Financial Management) Regulations 1996, r34, Local Government Act 1995*, section 6.17, 6.19

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Increased revenue and potential to place income aside for equipment replacement.

STRATEGIC IMPLICATIONS

N/A

SITE INSPECTION

N/A

TRIPLE BOTTOM LINE ASSESSMENT

ECONOMIC IMPLICATIONS

This is a service provided to visitors to encourage them to come to Mukinbudin with flow on economic effects to the community

SOCIAL IMPLICATIONS

Provision of these units would allow local use on a charge basis

ENVIRONMENTAL IMPLICATIONS

N/A

OFFICER COMMENT

Checking with the suppliers I have been advised that the industry standard is \$5 for a front load washer cycle and \$4 for a 40min dry cycle, this is what 90% of machines that the suppliers set up are programed to.

OFFICER RECOMMENDATION

Council Decision Number – 1551

Moved: Cr Poultney Seconded: Cr Ventris

That Council set the fees and charges for a front loader washing cycle at \$5 and a 40 min dry cycle at \$4

Carried 8/0

8.3.4 Varying Bus Hire – 4th November 2016	
Location:	Mukinbudin
File Ref:	ADM 353
Applicant:	Ann Brandis – Manager of Finance
Date:	12 th September 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

EXECUTIVE SUMMARY

Request for a reduced community bus hire by Teresa Morony for a Seniors trip.

BACKGROUND INFORMATION

A letter has been received by Teresa Morony who has organised a group of 10 seniors to travel to Perth to see Andre Rieu in concert.

They are utilising the regular weekly bus to Merredin on the Wednesday 2nd for the trip down where they will meet the train and continue to Perth. The cost of this service is \$7.10 one way.

They are returning to Merredin on Friday the 4th November and are prepared to hire the Community bus but at \$1.25 per km this will equate to \$200.00. Teresa would like to request that the bus is hired at the concession rate of \$7.10 per person equating to \$71.00.

Leanne Clune who is Council's regular bus driver for the Wednesday service has offered to drive the bus for the group on Friday.

STATUTORY ENVIRONMENT

Setting of Fees and Charges General Financial Management of Council, Council 2016/17 Budget, *Local Government (Financial Management) Regulations 1996*, r34, *Local Government Act 1995*, section 6.17, 6.19

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Decreased revenue due to subsidized community bus hire. The other option would be for Council to cover the cost of the bus hire as a donation to the group.

STRATEGIC IMPLICATIONS

N/A

SITE INSPECTION

N/A

TRIPLE BOTTOM LINE ASSESSMENT

ECONOMIC IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

Providing a service for the Seniors in the community.

ENVIRONMENTAL IMPLICATIONS

N/A

OFFICER COMMENT

Council has agreed to allow the free use of the community bus for seniors trips organised by the Community Development Officer. This trip was not organised by the Community Development Officer, however all participants are seniors and they are offering to pay a nominal amount for the use of the bus.

OFFICER RECOMMENDATION

Council Decision Number – 1552

Moved: Cr Poultney Seconded: Cr Ventris

That Council provide the community bus to Teresa Morony on the 4th November 2016 at a cost of \$7.00 per participant.

Carried 8/0

8.3.5 Varying Fees & Charges – ER & EG Ventris Rent	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Jenny Heaney – Rates Finance Officer
Date:	12 th September 2016
Disclosure of Interest:	NIL
Responsible Officer	Ann Brandis – Manager of Finance
Author:	Jenny Heaney – Rates Finance Officer
Voting Requirements	Absolute Majority
Documents Attached	Fees and Charges from 16/17
Documents Tabled	Nil

EXECUTIVE SUMMARY

A fee and charge is required to be changed for the ER & EG Ventris' Rent, due to an administrative error.

BACKGROUND INFORMATION

Previously ER & EG Ventris have been charged \$60 per week for the rental of their block in the caravan park. During the 2016/17 budget preparation it was agreed that the rental for all shire properties would not increase.

The 2016/17 fees and charges have been incorrectly prepared on two counts:

- (1) They list last year's fee for ER & EG Ventris' rent as \$65 per week, but the 2015/16 fees and charges did not list the charge.
- (2) They list the 2016/17 charge as \$65 per week, when this should have been \$60 per week if there was no rent increase.

STATUTORY ENVIRONMENT

Setting of Fees and Charges General Financial Management of Council, Council 2016/17 Budget, *Local Government (Financial Management) Regulations 1996*, r34, *Local Government Act 1995*, section 6.17, 6.19

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Decreased revenue of \$260 due to incorrect charge being set in the 2016/17 fees and charges.

STRATEGIC IMPLICATIONS

N/A

SITE INSPECTION

N/A

TRIPLE BOTTOM LINE ASSESSMENT

ECONOMIC IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

Cr Ventris declared an impartiality interest in this item.

Council Decision Number – 1553

Moved: Cr Paterson Seconded: Cr Junk

That Cr Ventris be allowed to remain in the meeting

Carried 8/0

OFFICER RECOMMENDATION

Council Decision Number – 1554

Moved: Cr Poultney Seconded: Cr Paterson

That Council set the fees and charges for ER & EG Ventris' rent at \$60 per week, in line with last year's rental charges.

Carried 7/0

8.3.6 Shire of Mukinbudin Bank Signatories	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – Manager of Finance
Date:	12 th September 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

EXECUTIVE SUMMARY

To present to Council a request from the Manager of Finance to endorse the changes to the Bendigo Bank Signatories

BACKGROUND INFORMATION

The Manager of Finance, Ann Brandis was taken off as signatory on Tuesday 9th August 2016 due to her resignation.

- Stuart Billingham resigned as at Thursday 18th August 2016. Acting CEO Ray Hooper was appointed and commenced on Monday 22nd August 2016.
- Acting CEO Ray Hooper re-appointed Mrs Ann Brandis who resumed ongoing duties on the 24th August 2016.
- Due to staff leave and shortages the Acting CEO arranged for himself and Mrs Ann Brandis to be added to the bank signatories so operating functions could be carried out and for outgoing CEO Stuart Billingham to be removed

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Not Applicable

SITE INSPECTION

Not Applicable

TRIPLE BOTTOM LINE ASSESSMENT

ECONOMIC IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Not Applicable

OFFICER COMMENT

The Shire can have as many available signatories as they wish but only have ten active signatories. The difference between the available and active signatories is the access to internet banking.

The list below are the current available signatories for the Shire accounts:

Current Signatories

Gary John Shadbolt
Stephen Richard Palm
Rodney James Comerford
Katharine Elizabeth Spencer
John Douglas O'Neil
Sandra Gaye Ventris
Jeffrey Neil Seaby
Ruth Poultney
Stephen John Paterson
Murray Junk
Jenny Heaney until the 9th October 2017
Ray Hooper & Ann Brandis – requiring endorsement

CEO Mastercard

Katharine Elizabeth Spencer,
Jenny Heaney until the 9th October 2017
Ray Hooper & Ann Brandis – requiring endorsement

Signatories on the Mukinbudin Sporting Club Inc. Account are:

Cr Comerford, Katharine Spencer,
Jenny Heaney until the 9th October 2017
Ray Hooper & Ann Brandis – requiring endorsement

A further review of authorised signatories will be required on the appointment of the new CEO.

OFFICER RECOMMENDATION

Council Decision Number – 1555

Moved: Cr Paterson Seconded: Cr Palm

That Council endorses

- 1) the addition of Acting Chief Executive Officer Ray Hooper and Manager of Finance Ann Brandis as signatories to all Shire of Mukinbudin Bank Accounts.**
- 2) the removal of Mr Stuart Billingham as signatory from all Shire of Mukinbudin bank accounts**
- 3) That Mrs Louise Sellenger be added as an interim signatory to all Shire of Mukinbudin bank accounts from the 22nd September 2016 to 8th April 2017.**

Carried 8/0

8.4 Chief Executive Officer's Reports

8.4.1 NEWROC Council Meeting Minutes 23 August 2016	
Location:	NEWROC, Shire of Mt Marshall
File Ref:	ADM 236
Applicant:	Ray Hooper, Acting CEO
Date:	14 th September 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 Council Meeting 23 August 2016
Documents Tabled	Nil

Background

A Council Meeting of NEWROC was held on Tuesday 23rd August 2016 at the Shire of Mt Marshall Council Chambers.

Comment:

The following presentations were made to the meeting:

- Linda Vernon – NEWTRAVEL Tourism Officer
- Jim Wyatt – Optimi Digital

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. KUNUNOPPIN BONDED MEDICAL SCHOLARSHIP

6.3. NEWROC HEALTH STRATEGY

6.4. BROOKFIELD RAIL – INTERFACE USER AGREEMENT

6.5. CEACA UPDATE

6.6. FUNDING OPPORTUNITIES – CLGF AND DEPARTMENT OF TRANSPORT

6.7. NEWTRAVEL UPDATE

6.8. WHEATBELT REGIONAL GRANTS SCHEME AND CUMMINTY CHEST FUNDING

6.9. NEWROC LIVE, WORK, INVEST ONLINE PLATFORM

6.10. SMALL BUSINESS FRIENDLY LOCAL GOVERNMENT INITIATIVE

Next NEWROC Meeting dates:

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

27 September	Executive	Shire of Mt Marshall
25 October	Council	Shire of Koorda
22 November	Executive	Shire of Koorda
13 December	Council	Shire of Nungarin

Officer recommendation:

Council Decision Number – 1556

Moved: Cr Junk

Seconded: Cr Poultney

- 1. That Council notes the report on the NEWROC Council meeting minutes held on 23RD August 2016.**
- 2. That Jim Wyatt be invited to present to a future Council Meeting.**

8.4.2 Local Emergency Management Committee Meeting Minutes	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Jenny Heaney – Rates Finance Officer
Date:	12 th September 2016
Disclosure of Interest:	NIL
Responsible Officer	Jenny Heaney – Rates Finance Officer
Author:	Jenny Heaney – Rates Finance Officer
Voting Requirements	Simple Majority
Documents Attached	LEMC Minutes from 1 st September 2016
Documents Tabled	Nil

EXECUTIVE SUMMARY

A Council Meeting of LEMC was held on Thursday 1st September 2016 at the Shire of Mukinbudin Council Chambers.

BACKGROUND INFORMATION

The following items were discussed at the Meeting:

- 4.1.1 Mukinbudin LEMC Business Plan for 2015/16
- 4.1.2 Debrief of the Mukinbudin LEMC Tabletop Exercise for 2015/16
- 4.1.3 Emergency Exercise for 16/17
- 4.1.4 Contact List
- 6. General Business

Next LEMC Meeting date is Thursday 1st December 2016 in Council Chambers at the Shire of Mukinbudin.

STATUTORY ENVIRONMENT Nil

POLICY IMPLICATIONS Nil

FINANCIAL IMPLICATIONS Nil

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

The Shire of Mukinbudin's CDO, Nola Comerford, is in the process of ordering reflective numbering for the houses in the townsite, as requested by Peter Geraghty.

Peter Geraghty has requested additional spraying at the airstrip be undertaken.

The next local emergency exercise will be a vehicle crash scenario in March 2017.

OFFICER RECOMMENDATION

Council Decision Number – 1557

Moved: Cr Poultney

Seconded: Cr Seaby

That Council note the LEMC minutes from the committee meeting on Thursday 1st September 2016

Carried 8/0

8.4.3 Basketball/Netball Courts – Future Usage	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – Manager of Finance
Date:	13 th September 2016
Disclosure of Interest:	NIL
Responsible Officer	Ray Hooper – Acting CEO
Author:	Ann Brandis – Manager of Finance
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Photographs can be shown at the meeting

EXECUTIVE SUMMARY

A decision is required to limit the usage of the Basketball/Netball Courts to preserve the surface.

BACKGROUND INFORMATION

Prior to the 90th Celebrations of the Mukinbudin Football Club, an email and photographs were received from the Mukinbudin Netball Club expressing their concern about the condition of the Netball/Basketball Courts and requesting that no other events except for games was held on these courts.

The courts in places have gone back to cement with the paint being worn off or chipped off and the Netball Club was very concerned about the safety to their players as well as having a playable surface. At the time discussions were held with the then CEO Stuart Billingham, Shire President Gary Shadbolt and the Manager of Finance Ann Brandis. A decision was made that the Football Club and the Planning & Development Group (the only known bookings) be advised that if this surface was going to be used then all chairs, tables and anything else must have protective coverings under them or protective stoppers. They were further advised that no vehicles are allowed to be driven on the court and all items must be carried in and not dragged.

On consultation with the current Acting CEO Ray Hooper and a number of Councillors it was decided that a memo be circulated advising staff that the courts will not be used for any other purpose except to play the two designated sports until an alternative cover can be found to protect the surface.

Mukinbudin is hosting the Hospital Fete this year which is traditionally held in this area. I will expect that they will seek an alternative venue to hold the stalls in and they along with other community groups will possibly seek the hiring of the marquee at no cost. The marquee has in the past been provided free of charge to community groups on the proviso that Council provide one staff member and they provide 6 -7 people to assist with the erection of the marquee.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

- Decreased revenue – hire of complex.
- Cost to Council if courts deteriorate more rapidly.
- Possibly cost of providing the marquee free of charge to community groups - \$1200 inc GST. 1 Staff member to assist in setting up and pulling down marquee 10 hours approximately \$540.00

STRATEGIC IMPLICATIONS

Nil

SITE INSPECTION

Not Applicable

**TRIPLE BOTTOM LINE ASSESSMENT
ECONOMIC IMPLICATIONS**

Nil

SOCIAL IMPLICATIONS

If Central Wheatbelt Netball Association deem the Netball court unsafe to play on this will have a huge impact on the Mukinbudin Netball Club as netball will not be able to be played in Mukinbudin during winter sports. There is no alternative outside court.

ENVIRONMENTAL IMPLICATIONS

Nil

OFFICER RECOMMENDATION

Council Decision Number – 1558

Moved: Cr Poultney

Seconded: Cr Palm

- 1. That Council not allow the basketball/netball court to be used for any function other than playing basketball/netball until an alternative cover can be found to protect the surface.**
- 2. Meet the cost of providing the marquee to approved groups as an alternative venue through operating expenses with any necessary budget amendment being undertaken in the half yearly financial review.**
- 3. That Council allow the Hospital Fete to be held on the court providing a suitable covering system is obtained by the 30th September 2016. If a suitable covering system is not found then only the use of the complex is approved**

Carried 6/2

Cr Ventris recorded her vote against the motion

Council Decision Number – 1559

Moved: Cr Poultney

Seconded: Cr Comerford

That if the Basketball court is not used then the Kununoppin Hospital Fete committee receive a cash contribution of \$1,000-00 as compensation to relocate to the Marquee and Function room.

Carried 6/2

8.4.4 Consultation Paper – Regional Subsidiaries	
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 Co-operation.

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.

Ann Brandis left the meeting at 2.52pm and returned at 2.55pm

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

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 by the 30th September 2016 and to include any comments relevant to the Consultation Paper.**

Carried /

Council Decision Number - 1560

Moved: Cr Comerford

Seconded: Cr Junk

That Council defer the matter until the next meeting.

Carried 8/0

8.4.5 Council Meetings	
Location:	Mukinbudin
File Ref:	
Applicant:	Acting CEO
Date:	6 September 2016
Disclosure of Interest:	Nil
Responsible Officer	Acting CEO
Author:	Acting CEO
Voting Requirements	Simple Majority
Documents Attached	Memo 25/8/2016
Documents Tabled	Nil

EXECUTIVE SUMMARY

Option to review and change Council meeting processes and times.

BACKGROUND INFORMATION

Council meeting processes are generally historical in format however a review may be of benefit in streamlining systems & processes for better utilisation of Elected Members time.

STATUTORY ENVIRONMENT

Local Government Act 1995 (As amended) Sections 5.3 & 5.19 to 5.25

POLICY IMPLICATIONS

Shire of Mukinbudin Policy 1.2 not affected

FINANCIAL IMPLICATIONS

Nil as Council Meetings will still be held. Potential productivity improvements through group staff attendance outside of the formal meeting process.

STRATEGIC IMPLICATIONS

No impact on current community Strategic Plan or the Corporate Plan.

SITE INSPECTION

Not applicable

TRIPLE BOTTOM LINE ASSESSMENT

ECONOMIC IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

A reduced formal council meeting time may encourage community participation in the Council meeting processes.

ENVIRONMENTAL IMPLICATIONS

Nil

OFFICER COMMENT

The reasoning behind this report is contained in the memo of the 25 August 2016.

Council controls the meeting dates, times and processes and any change to meeting start times must be advertised within the community.

OFFICER RECOMMENDATION

Council Decision Number - 1561

Moved: Cr Poultney

Seconded: Cr Seaby

That Council

- 1) Adopt the following format and timeline to apply to Council Meetings commencing with the meeting to be held Wednesday 19th October 2016.**
 - 10.00am Staff Briefing & Reports**
 - 10.30am Visitor attendance and Councillors briefing session**
 - 12.00pm Lunch**
 - 1.00pm Council Meeting**
- 2) Advertise the revised Council meeting start time of 1.00pm.**

Carried 7/1

Cr Comerford recorded his vote against the motion

8.4.6 Delegated Authority No.1 Purchases	
Location:	Mukinbudin
File Ref:	Delegations Register
Applicant:	Acting CEO
Date:	9 September 2016
Disclosure of Interest:	Nil
Responsible Officer	Acting CEO
Author:	Acting CEO
Voting Requirements	Absolute Majority
Documents Attached	Delegated Authority
Documents Tabled	Nil

EXECUTIVE SUMMARY

Staff changes have resulted in a need to vary this delegated authority made by Council on the 18 June 2014.

BACKGROUND INFORMATION

Not Applicable

STATUTORY ENVIRONMENT

Local Government Act 1995. Section 5.42 Delegation of some powers and duties to the CEO and Section 5.44 CEO may delegate Powers and duties to other employees.

Local Government (Functions and General) Regulations 1996 – 18(4) and 18(5)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

No financial Impact

STRATEGIC IMPLICATIONS

Nil

SITE INSPECTION

Not applicable

TRIPLE BOTTOM LINE ASSESSMENT

ECONOMIC IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

OFFICER COMMENT

Amendment of the delegated authority will support operational effectiveness and efficiency while providing a level of control and protection for Council and Staff.

OFFICER RECOMMENDATION

Council Decision Number - 1562

Moved: Cr Ventris

Seconded: Cr Junk

That Council amend Delegated Authority No.1 (Review on the 18 June 2014) as follows: -

- **Item 4 - Change Senior Admin Officer to read Administration Officers and the Community Development Officer.**
- **Item 5 – change the value of \$50,000 to \$100,000**

Carried 8/0

8.4.7 Land Transfer to CEACA	
Location:	Mukinbudin
File Ref:	
Applicant:	Central East Aged Care Alliance (inc)
Date:	7 th September 2016
Disclosure of Interest:	Nil
Responsible Officer	Acting CEO
Author:	Acting CEO
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	TPS 4 Zoning Map & Codes

EXECUTIVE SUMMARY

Part of the CEACA project to provide housing for the aged across the Wheatbelt region is a requirement for freehold or vested land to be transferred into CEACA ownership for the grant funds obtained to be used for building construction.

BACKGROUND INFORMATION

The Shire of Mukinbudin has designated Lots 26, 27 & 28 Maddock Street as the sites for the proposed 4 units for the townsite.

Research of the designated lots raises issues which may delay or defer the project in Mukinbudin which needs to be avoided.

Lot 26 Maddock Street which contains the Church is still vested in the State as the transfer of freehold title to the Shire of Mukinbudin does not appear to have been completed.

Lots 26 & 27 have the capacity to be subdivided into freehold titles and to retain the Church on a small lot but the timeframe involved would not support the CEACA project timelines.

An alternate for council is to make 1 or 2 lots in the new subdivision available to CEACA as this transfer can be done through the disposal of property process and the use of discretionary power under Section 10.2 of the Town Planning Scheme No 4 for grouped housing in a residential zone.

Subject to the unit alignment on the land parcels two lots may be required however efforts should be made to provide for four units to be located on one lot. Lots 200 & 217 Mallee Drive appear to be the most suitable to the project as they have the widest street frontages.

The use of one or both of these lots will result in forgone revenue of \$30-\$62,000 and the "Getting" of the land to CEACA for no monetary return.

STATUTORY ENVIRONMENT

Local Government Act 1995 (as amended) Section 3.58 – Disposing of Property

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Cost of obtaining a sworn valuation of the market value of the land prior to advertising the proposal and calling for public submissions.

Foregone revenue opportunity from future land sales of \$30,000 - \$60,000.

STRATEGIC IMPLICATIONS

Nil

SITE INSPECTION Not Applicable

TRIPLE BOTTOM LINE ASSESSMENT

ECONOMIC IMPLICATIONS

Having an external organisation source funding for building construction may provide economic benefit for local and regional trades people and suppliers.

SOCIAL IMPLICATIONS

The provision of up to 4 new units for accommodation for the aged will have social and economic benefits.

ENVIRONMENTAL IMPLICATIONS

All site environmental issues will be addressed in the tendering & construction stages.

OFFICER COMMENT

The Local Governments involved in the project have committed to the land transfer requirements and processes now need to be authorised and initiated to meet the commitments.

OFFICER RECOMMENDATION

Council Decision Number - 1563

Moved: Cr Poultney

Seconded: Cr Palm

That Council:

- 1) Agrees in principle to the proposed transfer of freehold titles, being Lot 200 and 217 Mallee Drive, Mukinbudin to the Central East Aged Care Alliance Inc. (CEACA) for the purpose of constructing 4 aged accommodation units subject to full compliance with Section 3.58 of the Local Government Act for the disposal of property. Subject to the project managers providing site plans showing that more than 1 lot is required. If the units can be positioned on a single lot only lot 200 is to be transferred to CEACA.**
- 2) Authorise the Acting CEO to obtain sworn valuation market values for the designated land,**
- 3) Authorise the Acting CEO to initiate the public consultation processes as defined in Section 3.58**

Advice Note: The final decision on the disposal of the assets will be made by Council when Items 2 & 3 has been completed.

Carried

8/0

8.4.8 Market Stalls	
Location:	Mukinbudin
File Ref:	ADM 222
Applicant:	April Dalhstrom
Date:	12 September 2016
Disclosure of Interest:	Nil
Responsible Officer	Acting CEO
Author:	Acting CEO
Voting Requirements	Simple Majority
Documents Attached	Correspondence
Documents Tabled	Nil

EXECUTIVE SUMMARY

Proposal for markets to be held on a periodic basis 10/12/16, 4/3/17, 6/5/17, 1/7/17 and 2/12/17 and market in conjunction with the 2016 Spring Festival.

BACKGROUND INFORMATION

The rules and processes outlined in the proposal are reasonable and protect the Shire of Mukinbudin.

11 applications have been lodged to date for the initial market to be held on the 17th September 2016.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil. Council, at present, does not have a fee/charge for market stall holders permits on either an annual or an event basis.

Costs will be incurred for toilet cleaning and minimal needs on the days of the markets.

STRATEGIC IMPLICATIONS

Nil

SITE INSPECTION

Not applicable

TRIPLE BOTTOM LINE ASSESSMENT

ECONOMIC IMPLICATIONS

Markets may have a flow-on effect on businesses if additional visitors are attracted to the town.

SOCIAL IMPLICATIONS

Regular markets maybe beneficial to the community as a social outlet.

ENVIRONMENTAL IMPLICATIONS

Nil

OFFICER COMMENT

The proposed markets appear to be a positive action to encourage visitors and to promote the townsite.

OFFICER RECOMMENDATION

Council Decision Number - 1564

Moved: Cr Comerford

Seconded: Cr Seaby

That Council:

- 1) Approve the proposal for periodic markets at the Shed for a maximum of 6 events per year.**
- 2) Consider a fee or charge for stallholders/events in the 2017/18 budget and the schedule of Fees & Charges.**

Carried 8/0

8.4.9 Road Rail Interface Agreement	
Location:	Mukinbudin
File Ref:	ADM 195
Applicant:	Brookfield Rail Pty Ltd
Date:	6 September 2016
Disclosure of Interest:	Nil
Responsible Officer	Acting CEO
Author:	Acting CEO
Voting Requirements	Simple Majority
Documents Attached	1) Agreement 2) WALGA (Email 1/9/2016) 3) National Rail Safety Regulator
Documents Tabled	Nil

EXECUTIVE SUMMARY

The Interface agreement 2.3 is referred to Council for authority to enter into the agreement.

BACKGROUND INFORMATION

The Interface Agreement process between Brookfield Rail, Main Roads WA and Local Authorities has been debated over an extended period with WALGA having a lead role in gaining concessions for Local Governments and to reduce the compliance burden.

STATUTORY ENVIRONMENT

Rail Safety National Law (WA) Act 2015

It is a requirement for Local governments where there is an operating Rail line to enter into a Road-Rail Interface agreement.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil measureable at this stage. There will be time costs when works are programmed near rail crossings.

STRATEGIC IMPLICATIONS

Nil

SITE INSPECTION

Not applicable

TRIPLE BOTTOM LINE ASSESSMENT

ECONOMIC IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Road / rail interface safety is important to the community and should be supported and complied with.

ENVIRONMENTAL IMPLICATIONS

Nil

OFFICER COMMENT

The agreement is a statutory requirement on local governments with an operating rail line.

While the agreement is another compliance requirement for the local authority the specified responsibilities are not particularly onerous and just need to be managed as part of works programming.

Cr Comerford left the meeting at 3.38pm

OFFICER RECOMMENDATION

Council Decision Number - 1565

Moved: Cr Palm

Seconded: Cr Paterson

That Council enter into the Public Road and Rail Crossing at Grade Interface Agreement (Version 2.3) with Brookfield Rail Pty Ltd and the Commissioners of Main Roads/Main Roads WA and authorise the signing of the documents when finalised by the Acting CEO.

Carried 7/0

8.4.10 Administration Office Closure for Christmas / New Year 2016/17	
Location:	Mukinbudin
File Ref:	
Applicant:	Ray Hooper, Acting CEO
Date:	14 September 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting CEO
Author:	Louise Sellenger, Customer Service Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

EXECUTIVE SUMMARY

Nil

BACKGROUND INFORMATION

During the past few years there has been varied arrangements for the closure of the Shire office to the public during the Christmas and New Year period. This was mostly dependant on the CEO at the time and whether staff were leaving the area for holidays.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

SITE INSPECTION

Not Applicable

**TRIPLE BOTTOM LINE ASSESSMENT
ECONOMIC IMPLICATIONS**

Nil

SOCIAL IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

OFFICER COMMENT

The author recommends the Shire office closing for the periods listed in the recommendation with the majority of administration staff wishing to go away over this period.

Advertising will take place to ensure all community members are made aware of the office closure and a senior staff member will be contactable during the shutdown period.

OFFICER RECOMMENDATION

Council Decision Number - 1566

Moved: Cr Poultney Seconded: Cr Seaby

1. That Council endorses the following office closure during the 2016/17 Christmas and New Year period:

Friday 23 December -	8.00am to 3.00pm
Monday 26 December -	Closed
Tuesday 27 December -	Closed
Wednesday 28 December -	Closed
Thursday 29 December -	Closed
Friday 30 December -	Closed
Monday 2 January -	Closed
Tuesday 3 January -	8.00am to 4.30pm

2. That Council endorses the outside work staff having a Christmas close down from the 15th December 2016 to 16th January 2017.

Carried 7 /0

Cr Comerford re-entered the meeting at 3.42pm

Cr Palm left the meeting at 3.42pm

8.5 Environmental Health/Building Surveyor Officer's Reports

8.5.1 Environmental Health Officers Report August 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Bill Hardy, PEHO
Date:	13 th September 2016
Disclosure of Interest:	NIL
Responsible Officer	Bill Hardy, PEHO
Author:	Bill Hardy, PEHO
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Background

The PEHO currently attends the Mukinbudin office each Wednesday. There will be the occasional day missed due to the one day a month he attends the Nungarin office in rotation with the other shires. This would be one day missed every 4 months or so.

In August the PEHO attended the Mukinbudin office on the 3rd, 10th, 17th, 24th and 31st.

Comment

The issues addressed during August were as follows –

Department of Environment Waste Survey.

This annual survey was completed and submitted by the PEHO with data from Avon Waste and financial information from the Manager of Finance.

Untidy premises.

37 Maddock St.

Mr Peter Birch is now in non-compliance with the Notice issued under the Local Government Act to remove the vehicles from the site and tidy it up. The options now are as follows –

- 1/ the Shire organise to enter the site and remove the vehicles for disposal, or
- 2/ Prosecute Mr. Birch for non-compliance with the Notice with fines up to \$5,000 if convicted.

42 Maddock St.

A Notice was issued to Mr Mark Wright to have the site tidied up by the end of September. He was also advised to not operate a mechanics business on the site as it would be a breach of the Town Planning Scheme.

I inspected the house from the outside and it appears that there is work being done on the structure, ie floor missing rear area/ kitchen? Mr Wright indicated that he was planning to move out due to the house being a problem to live in due to the works there.

After 30 September, and if the site is not tidied up the Shire could prosecute or clean the site up themselves.

Mosquito Complaint.

The PEHO responded to a complaint of mosquitoes in the Mukinbudin Steel Fabricators site.

On inspection the PEHO found water sitting in the drains outside the site as well as long grass and potential breeding sites on the site.

The PEHO advised the Works Supervisor that the Shire could improve the escape of water from the drains around the site and if necessary treat the stagnant water there to kill any larvae.

The PEHO also advised the owners of Mukinbudin Steel Fabricators that their site had a number of potential breeding sites such as old tyres and drums as well as a lot of long grass which passing mosquitoes would be likely to roost waiting for the wind to drop before looking for someone to bite. He suggested that they cut their grass and remove the potential breeding sites.

Consultation

Manager of Finance
CEO

Statutory Environment

Local Government Act 1995
Health Act.

Policy Implications

Nil

Financial Implications

The potential cost of the Shire carrying out work on the untidy house sites and costs to prosecute.

Strategic Implications

Nil

Cr Palm re-entered the meeting at 3.45pm

Officer Recommendation

Council Decision Number – 1567

Moved: Cr Palm

Seconded: Cr Ventris

- 1. That the Council accepts the Principal Environmental Health Officer's Report for August 2016.**
- 2. 37 Maddock Street - That the Shire offers to enter the site and remove the vehicles for disposal at no cost to the owner. If this is not acceptable then Council authorises the Principal Environmental Health Officer to initiate prosecution.**

Carried 8/0

The Officer's recommendation was amended to ensure that appropriate action is taken on 37 Maddock Street.

8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – August 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Tania Sprigg, Caravan Park Manager
Date:	13 September 2016
Disclosure of Interest:	NIL
Responsible Officer	Ray Hooper, Acting CEO
Author:	Tania Sprigg, Caravan Park Manager

Starting from the 29th August right through to the 2nd September the Avanners started to arrive ready for a great and busy weekend in Muka. There were a total of 31 Avanners. Most of the Avanners stayed for 4-5 day's with 6 staying on for the extra week. They had a great time in Muka. We also had an extra 7 vans turn up, with 4 vans heading over to the rec centre for our overflow, which worked well.

Spring Festival numbers are looking at around 12 x caravans.

The park is fully lit up again with the 2 light poles fixed near Wilgoyne cabin. Thank you for getting this done promptly after being 1 year without light in this area.

As you may be aware Jacinta has now been working with me for the last 3 weeks. I have thoroughly enjoyed working with her and think Jacinta will be great for the caravan park.

My final day is the 23rd September 2016, and again can't thank you all enough for your ongoing support over almost the 5 year's. Over these 5 years it has been great to see how busy every year is becoming.

I wish you all the best for the rest of the year!!

Regards

Tania Sprigg

Officer Recommendation

Council Decision Number – 1568

Moved: Cr Ventris

Seconded: Cr Junk

That Council notes the above Caravan Park Managers Report for August 2016.

Carried

8/0

Mukinbudin Caravan Park Annual Income

	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total</i>	<i>Total Expense</i>
2005/2006	19,358.08	11,082.32	10,521.76	1,171.16	N/A	42,133.32	
2006/2007	22,820.21	9,753.06	17,095.20	981.35	N/A	50,649.82	
2007/2008	27,304.76	5,422.75	11,244.47	678.16	N/A	44,650.14	
2008/2009	37,214.39	10,554.55	16,773.76	663.63	N/A	65,206.33	
2009/2010	33,567.84	9,096.35	15,504.70	1,036.36	N/A	59,205.25	
2010/2011	38,054.93	15,604.59	15,817.92	845.55	N/A	70,322.99	
2011/2012	34,724.53	11,056.46	18,753.08	773.19	N/A	65,307.26	
2012/2013	44,682.83	17,477.98	24,860.15	1,050.17	N/A	88,071.13	
2013/2014	45,332.87	16,194.44	26,393.17	1,278.53	N/A	89,199.01	88,695.34
2014/2015	42,590.61	21,760.04	25,554.90	1,404.95	15,747.32	107,057.82	109,829.90
2015/2016	52,036.96	21,992.28	28,080.19	1,583.50	16,249.93	119,942.86	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>
July 16	7,281.84	1,641.81	1,499.23	0.00	1,019.86	11,442.74	12,536.42
Aug 16	10,863.66	3,359.98	5,669.53	0.00	1,001.81	20,894.98	12,660.36
Sept 16						0.00	
Oct 16						0.00	
Nov 16						0.00	
Dec 16						0.00	
Jan 17						0.00	
Feb 17						0.00	
Mar 17						0.00	
Apr 17						0.00	
May 17						0.00	
Jun 17						0.00	
Total	18,145.50	5,001.79	7,168.76	0.00	2,021.67	32,337.72	25,196.78

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

8.7.1 Mukinbudin Swimming Pool Report August 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Aleksander Illic, Pool Manager
Date:	13 September 2016
Disclosure of Interest:	Nil
Responsible Officer	Ray Hooper, Acting CEO
Author:	Aleksander Illic, Pool Manager

First off it's great to be working and living in Mukinbudin. Luke, Kay and Shannon all have been out to see me and help with any questions I have. They have all been very helpful. I plan to have the pool open as of November.

Pool Updates:

- Covers have been taken off pool. Pool cleaning has begun including vacuuming and scrubbing. 80% has been completed and should be done within the next few days.
- Have cleaned and re arranged plant room.
- Weeding has been done where balance tank is located and areas in proximity
- Sprayed area around pool with weed killer
- Kiosk has been cleaned and rearranged
- Have begun vacuuming the leaves around pool area and outside entry
- Have communicated with Ann and Jenny in regards to ordering chemicals
- Pool testing device has been sent inter state to be calibrated.

Maintenance

- Have spoken to Denis in regards to adjusting tiles around pool and fixing a side fence. He will also help with putting shades up. He plans to start work after Spring Festival
- Denis will speak to Jeff the electrician to replace a power cord on a pool vacuum and issues with a plunger used in the balance tank.
- I will be re painting the floors in the change rooms and dive boards
- Have spoken to Dave in regards to work on the lawn, he will begin working on this also after Spring Festival
- Disabled toilet needs connecting. Need to speak to someone in shire to find out who is in charge

Future plans

- On the 19th of September I will be attending my pool operation course for 1 week in Perth.
- To spray spiders around the pool area. Need to speak to someone in shire to find out who is in charge
- Will meet with Shannon beginning of October to do the preseason chlorine bomb, which kills all germs and algae to be ready for the testing of the water for the Water Corp
- Will begin ordering for the Kiosk
- Organise season passes
- Full clean of swimming pool area and toilets. Make sure all equipment is stocked up.

Issues

- Have a current problem with pump 1, it is cutting off and not working. I will be contacting Denis to see if he can help if not will call Bryan who built the pool. Have spoken to Kay and Shannon in regards to problem.

Voting Requirements

Simple Majority.

Cr Paterson left the meeting at 3.53pm and re-entered the meeting at 3.55pm

Officers Recommendation

Council Decision Number – 1569

Moved: Cr Poultney Seconded: Cr Paterson

That Council notes the above Pool Managers Report.

Carried 8 / 0

9. Information Report

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

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

10.1 Nil

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

11.1 Restricted Burning Period

Officers Recommendation

Council Decision Number – 1570

Moved: Cr Palm Seconded: Cr Paterson

That Council defer the commencement of the restricted burning period to the 30th September 2016.

Carried 8 /0

11.2 Selection of Chief Executive Officer

Officers Recommendation

Council Decision Number – 1574

Moved: Cr Junk Seconded: Cr Paterson

That the selection committee for the appointment of the Chief Executive Officer, be the full Council.

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 Kangaroo Sanctuary

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

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

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

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

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

- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;

and

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

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

Recommendation

That Council close the meeting to members of the public in accordance with the Local Government Act 1995, Section 5.23 as Item deals with matters contained under Section 5.23 (2)(c).

Council Decision Number – 1571

Voting Requirements – Simple Majority

Moved: Cr Junk

Seconded: Cr Comerford

That Council close the meeting to members of the public in accordance with the Local Government Act 1995, Section 5.23 as Items deals with matters contained under Section 5.23 (2)(c).

Carried 8/ 0

Meeting went behind closed doors at 4.05pm

Cr Ventris declared an interest affecting proximity as an adjacent land owner and left the room at 4.07pm

Ray Hooper left the meeting at 4.08pm and returned at 4.12pm

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

Council Decision Number – 1572

Voting Requirements – Simple Majority

Moved: Cr Palm

Seconded: Cr Junk

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

Carried 7/0

The meeting was reopened at 4.21pm

Cr Ventris re-entered the meeting at 4.21pm and did not vote

Cr Seaby left the meeting at 4.21pm

Council Decision Number – 1573

Voting Requirements – Simple Majority

Moved: Cr Junk

Seconded: Cr Paterson

That Council accept the recommendation 1 and 2 listed in confidential item 12.1

Carried 6 / 0

Cr Seaby entered the meeting at 4.22pm

Officers Recommendation

Council Decision Number – 1575

Moved: Cr Palm

Seconded: Cr Poultney

That the next ordinary meeting of Council be held on Wednesday 19th October 2016 commencing at 1.00pm

Carried 8 / 0

13. Dates to Remember

13.1 Dates to Remember

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

14. Closure of Meeting

14.1 The Shire President declared the meeting closed at 4.48 pm

Next Ordinary Council Meeting – Wednesday 19th October 2016 commencing at 1.00pm