



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

MINUTES

WEDNESDAY 20 April 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 20th April 2016 commencing at 10.00am.

Thank you

Stuart Billingham
Chief Executive Officer

14th April 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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1. Declaration of Opening

1.1 The Shire President to declare the Meeting open at 10.04am

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 O'Neil - entered the meeting at 10.12am
Cr Palm
Cr Paterson
Cr Seaby
Cr Poultney - via skype

3.2 Apologies:

3.2.1 Cr Comerford
Cr Junk

3.3 On leave of absence:

3.3.1

3.4 Staff:

3.4.1 Stuart Billingham - Chief Executive Officer
Ann Brandis - Manager Finance
Keith Mills - Works Supervisor

3.5 Visitors:

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 16th March 2016.

Voting Requirement

Simple Majority

Recommendations

That the Minutes of the Ordinary Meeting of Council held on the 16th March 2016 be accepted as a true and correct record of proceedings.

Council Decision Number – 1455

Moved: Cr Paterson

Seconded: Cr O'Neil

That the Minutes of the Ordinary Meeting of Council held on the 16th March 2016 be accepted as a true and correct record of proceedings.

Carried 6/0

6.1.1 Business Arising from Minutes

Nil

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

8.1.1 Work's Manager's Report	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Keith Mills - WM
Date:	13 th April 2016
Disclosure of Interest:	NIL
Responsible Officer	Keith Mills – WM
Author:	Keith Mills - WM

MAINTENANCE GRADING

New employee (Kevin Dalgetty) commenced grading on the 6.4.2016 in the Northern region, mainly concentrating on the bus route and will then head further north.

MUKA/BONNIE ROCK RD (NTH RD)

Road complete with signage & guide posts and open to 110km p/hr.

KOORDA/BULLFINCH RD (Strugnell intersection)

Sealing completed 8.4.2016 with new rubber based seal. Kerbing to start somewhere between 20.4.2016 and 27.04.2016. Kerb backfill, signage and guide posts to be reinstated after that.

KOORDA/BULLFINCH RD (Salt Pan)

Sealed 7.4.2016, swept, signage and guide posts reinstated, rock pitched headwalls to be completed.

NORTH/EAST RD

Sealed on the 7.4.2016, swept and guide posts reinstated, culvert was found and extended.

CLEOMINE

Parking bay has been installed and Photo signs erected. Should we put Tourist attraction signs in as well.

OUTSIDE STAFF

Installing signage and guide posts, also general clean up around the depot.

OSH

Last month's toolbox was held 23.3.2016. Kelly informed staff on their progress for the register. Discussions were on safety starts (@home) and we have to start cleaning around workshop for next month's inspection.

Plant Report as per policy

Plant Item	Plant Number	Comments	Odometer/Hours
2014 Toyota Prado 1MBL	P433	Dec 2015 had 40,000km service	52,142kms
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	122,275kms
2015 Ford Ranger MBL2	P463	Replace 1 x Tyre , 30,000km service Oct 2015, 40,000km service Jan 2016	49,141kms
2015 Ford Ranger-Parks Super MBL1000	P291	Bull bar and spotlights fitted August 2015 Due for 15,000km service soon	10,658kms
2013 Holden Colorado Leading Hand MBL1071	P439	120,000km service Jan 2016	125,806kms
2002 Mitsubishi 6 wheeler MBL696	P279	New water pump July 2015 , 2 x steer tyres Sept 2015 Unit is performing well	333,326kms
2002 Coaster Community Bus OMBL	P281	100,000km service Jan 2016	101,696kms
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	219,421kms
2004 Mitsubishi Triton MBL 1060 - Mtce Grader Driver	P288	To be traded in Jan 2016. Speedo not working, replaced gearbox in 2014 with second hand unit, Traded /Disposed Jan 2015	
2015 Isuzu Light Truck Mtce Grader Driver	P289	Delivered Jan 2015 Working well	3,629kms
2002 Komatsu Backhoe MBL1091	P317	Replaced leaking radiator Aug 2015 Working well, pins need replacing	7014hrs
2010 New Holland Tractor MBL1463	P403	This unit is operating well	2,116kms
2014 John Deere Tractor MBL244	P198	Repair to tyre Oil and filter service .This unit is performing well	135.9hrs
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	6,552kms
2004 CAT 10H Grader MBL100	P301	1000 hour service Oct 2015 carried out, blades nuts and bolts purchased new antennae installed	9445.3hrs
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	1029.3hrs
2011 Hino 614 MBL 1070	P411	This unit is operating well, globes replaced	34,764kms
2011 Hino 816 MBL 150	P410	This unit is operating well, replaced flashing light globes, replaced waring light globes	91,517kms
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	9,928.7kms
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	4505.3hrs
2014 Atlas Copco Roller MBL811	P462	50hr service Sept 15 Replace flat tyre , repair tyre. Unit is performing well	340hrs
2011 CAT Skid Steer MBL1724	P449	500hr service reseal cab, Unit is performing well	1026.4hrs
1997 Duelvo Street Sweeper MBL1453	P227	Currently engine coil being repaired @ Geraghty's	Under repair

Voting Requirement

Simple Majority

Recommendation

That Council note the Works Managers Report.

Council Decision Number – 1453

Moved: Cr Seaby

Seconded: Cr Ventris

That Council note the Works Managers Report.

Carried 7/0

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:	20 April 2016
Disclosure of Interest:	
Responsible Officer	Stuart Billingham
Author:	Nola Comerford-Smith

GRANT FUNDING PROJECTS:

Current Successful Projects:

- Wheatbelt Development Commission - Creating Age Friendly Communities in Small Towns Project - \$53,991.25
The grant includes disabled toilets at the Lion's Park (near current facilities behind Shire) and Gym, some seating and disabled parking bays.
- Community Pool Revitalisation Program - \$32,000. Part of a Future Capital Project to have pool repainted – the same amount can be applied for again next year to ensure the project is achievable.
- CBH Grass Roots Fund – \$1,000 funding for seniors events.
- Healthway – Spring Festival. \$11,500 - This grant requires naming rights so will once again be called the Act Belong Commit Mukinbudin Spring Festival.
- Lotterywest – Sandalwood Arts & Crafts. Their hot water system has not worked for some time (quite possibly the original system) and needs replacing, plus some other extra arts requirements.
- Writing WA – funding for travel and speaker component of annual Literary Lunch \$1,400.

Applications in Progress:

- Lotterywest – Spring Festival. Planning & Development Group - funding for advertising, equipment and artist travel.
- Lotterywest – Events Equipment Kit. The District Club funding application for equipment was unsuccessful, so I will proceed with this grant. To
- Waste Authority Community Grants – a Community Garden project.
- Our Neighbourhood Community Grants – additional workshops and resources for a community garden.

Outstanding Acquittals:

- Wheatbelt Development Commission – Age Friendly Communities. Waiting for last component of the project to be completed before finalising report.

COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Mukinbudin Planning & Development Group** – a Cake Stall was held on Thursday 17 March as a fundraiser for Graeme & Sonia Watson and Forest Edge Recreation Centre with a profit of \$1,600. Combined with funds deposited in the dedicated bank account, the total donation amounts to \$6,000. We currently do not have a full executive committee, so will hold the AGM again on Thursday 28 April 2016
- **Creating Age Friendly Communities in Small Towns** – The final stage of this project should be completed by Council meeting with the installation of disabled toilets at the Shire Office and Gym.

- **Senior's Toodyay Trip** – A day trip to Toodyay has been planned for Friday 6th May. We currently have 14 people booked for the bus. Part of this trip is funded by CBH to subsidise meals.
- **Tidy Towns Workshop** – I attended this workshop in Toodyay in March to assess the advantages/disadvantages of entering the Tidy Towns competition for the coming year. As per previous years, the competition does focus a lot on sustainability and environmental concerns. The most important aspect though, is a dedicated and passionate volunteer base to push the projects. There are a few different categories and the upcoming townscape/streetscape work could perhaps be applicable.
- **Memorial Hall** – Structural Engineer, Dan Turner, has inspected the Memorial Hall for prioritising repairs and maintenance. He was not so concerned with the cracks in the building, but addressing the rising damp which should alleviate the cracking problem. Bricks that have fallen from the bottom layer are cosmetic and once the rising damp has been fixed they can be repaired by a brick layer. Dan recommended that the kitchen roof and ceiling be replaced. We will receive a formal report from Dan.
- **Familiarisation Tour** – We had 9 participants on the tour, including representatives from Sippe's Mukinbudin, Mukinbudin Café, CRC, NEWTRAVEL, Shire staff and Councillor Ventris. Participants noted the following items to be addressed:
 - 'Post Office' sign on corner Maddock St/Bent St needs to be turned to correct direction.
 - The Information Hut needs to be updated (CRC attending to this).
 - The Parenting Room at public toilets have cracked tile.
 - Caravan Park – the steps at self-contained units are inadequate (currently a layer of bricks).
 - Caravan Park – disabled toilet/showers need sliding doors.
 - The house could have an information pack on Mukinbudin.
 - The linen in the house needs replacing.
 - There is a wasp nest at front door of Caravan Park house.
 - A tree in carpark at Complex needs trimming as it blocks the security light (near entrance).
 - The tourist area with Tampu Hut/tractor/old silo is being used as a machinery parking area.
 - The area between the Tampu Hut and Shadbolt Street needs weeding/cleaning up.
 - Goodchild's Gate – unsure if lights are working, there was no battery or solar panel.
 - Wattoning Gravesite – the picnic table and seating needs repainting and weeding done around the site.
 - Bonnie Rock Horse & Pony Club – the blue directional signs are illegible.
 - Beringbooding – some directional arrows were ordered last year and I am trying to track them down for installation.
 - Three green posts at Beringbooding Rock car park have been knocked down.
 - Pope's Hill – could some seating and shade be installed?
 - A Caravan Park sign needs erecting at Lake Brown (there used to be one with the incorrect mileage).

Meetings Attended/Events Organised:

- Thursday 17th March – Tidy Towns workshop, Toodyay
- Wednesday 23rd March – meeting with CRC Coordinators
- Thursday 31st March – meeting with Megan Jones, Commonwealth Respite
- Monday 4th April – Familiarisation Tour
- Wednesday 13th April – Dan Turner, Structural Engineer

Financial Implications:

Strategic Implications:

Nil

Voting Requirements

Simple Majority

Recommendations

That Council note the above Community Development Officers Report.

Ann Brandis left the meeting at 11.24am and re-entered at 11.26am

Council Decision Number – 1454

Moved: Cr Ventris

Seconded: Cr Paterson

That Council note the above Community Development Officers Report.

Carried 7/0

Cr Ventris left the meeting at 11.27am.

Cr Ventris re-entered the meeting at 11.29am

8.3 Manager of Finance Reports

8.3.1 List of Payments – March 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – MF
Date:	9 th April 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis – MF
Author:	Ann Brandis – MF

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.

Background

A list of payments submitted to Council on 20 April 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)

Financial Implications

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

Policy Implications

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

Voting Requirements

Simple Majority

Recommendation

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

Direct Debits D/D 2201.1 - D/D 2269.8 (\$14,613.39) and

Muni Cheques 31315 - 31326 (\$46,343.54) and

Muni EFT's – EFT 1494 - EFT 1569 Payroll - Pay-2 (\$497,245.57) and

Trust D/D 2199.1 – D/D 2295.1, Trust 259 – 266 (\$66,886.60)

Totalling (\$625,089.10)

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

Cr Poultney left the meeting at 11.34am

Cr Palm left the meeting at 11.38am

Council Decision Number – 1456

Moved: Cr Paterson

Seconded: Cr Ventris

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

Direct Debits D/D 2201.01 - D/D 2269.8 (\$14,613.39) and

Muni Cheques 31315 - 31326 (\$46,343.54) and

Muni EFT's – EFT 1494 - EFT 1569 Payroll - Pay-2 (\$497,245.57) and

Trust D/D 22199.1 – D/D 2295.1, Trust 259 – 266 (\$66,886.60)

Totalling (\$625,089.10)

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

Carried

5 /0

Cr Palm re-entered the meeting at 11.39am

8.3.2 Monthly Statement of Financial Activity Report – 31 March 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	10 th April 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

Background

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

The new format out of SynergySoft Monthly Statement of Financial Activity for the period ending **31st March 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

Financial Implications

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

Statutory Environment

General Financial Management of Council, Council 2015/16 Budget, *Local Government (Financial Management) Regulations 1996*, r34, *Local Government Act 1995*, section 6.4

Policy Implication

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

Voting Requirements

Simple Majority

Recommendation

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

Council Decision Number – 1457

Moved: Cr Seaby

Seconded: Cr Paterson

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

Carried

6/0

The meeting adjourned at 12.32am for lunch and resumed at 1.38pm
Cr Poultney re-joined the meeting via skype at 1.38pm

8.3.3 Long Service Leave Request for Deferral Mgr Finance and General hand	
Location:	Shire
File Ref:	HR File
Applicant:	Ann Brandis – CEO
Date:	4 April 2016
Disclosure of Interest:	Yes
Responsible Officer	Ann Brandis – MF
Author:	Stuart Billingham – CEO

Summary

To present Council with requests from Shire Staff to defer the taking of their Long Service Leave entitlements.

Background

The Shire of Mukinbudin Council at its June 2015 Ordinary Council Meeting Item 8.4.4 Policy Manual Annual Review, adopted a new policy 4.14 on Long Service Leave.

4.14 Long Service Leave (LSL) POLICY

All Staff Long Service Leave is governed by the *Local Government (Long Service Leave) Regulations* made under the *Local Government Act 1960*.

Reg 7 states:

7. Taking leave

- (1) Where a worker is entitled to long service leave —
- (a) at least 2 months' notice of the date from which the leave is to be taken shall be given by one party to the other unless otherwise agreed in writing between the parties;
 - (b) the employer shall not require the worker to commence the leave within 6 months of the date on which the worker became entitled to it;
 - (c) the leave taken shall be inclusive of any public holidays allowable under the worker's conditions of employment but shall not be inclusive of any annual leave;
 - (d) the leave may be granted and taken in one consecutive period or, if the worker and the employer so agree, in not more than 3 separate periods.
- (2) Subject to subregulation (1) long service leave shall be taken at the earliest practicable date.

OR

2 the rate of pay the employee was paid at the time of taking the postponed Long Service Leave. The employee's weekly wage whilst taking the postponed Long Service Leave or part Long Service Leave entitlement shall be based on the lesser of:

- 1. The average number of ordinary hours the employee has worked in the previous twelve months to the commencement or deemed commencement of the postponed Long Service Leave,

OR

- 2. the average number of ordinary hours worked at the 10 year 6 month mark for the previous 12 months.

Request for Deferral by the employer (Shire of Mukinbudin)

Where the Shire of Mukinbudin requests a staff member to defer their Long Service Leave as it is not convenient to the organisation and the employee agrees then the employee agrees with the employers request to delay taking part or all of their entitlement beyond the 10 year six month mark than the rate of pay will be the rate of pay the employee is paid at the time of taking the postponed Long Service Leave.

NB: All requests by the employee or the employer must be reported to Council in a formal agenda item approving the proposed LSL arrangement.

Reg 6A covers request for LSL on Half Pay (26 weeks)

6A. Leave on half pay

Where a worker commences a period of long service leave, the worker may, if the worker and his employer so agree in writing, be paid for each week of that period at half the rate at which he would otherwise be entitled under regulation 8 to be paid, but only half of any period of leave in respect of which the worker is so paid shall be taken into account for the purpose of ascertaining the amount of leave, if any, to which he is thereafter entitled and for the purpose of applying the formula in regulation 9(3).

Reg 6B covers Requests for LSL on Double pay (6 1/2 weeks)

6B. Leave on double pay

Where a worker commences a period of long service leave the worker may, if the worker and his or her employer so agree in writing, be paid for each week of that period at double the rate at which he or she would otherwise be entitled under regulation 8 to be paid, but double any period of leave in respect of which the worker is so paid shall be taken into account for the purpose of ascertaining the amount of leave, if any, to which the worker is thereafter entitled and for the purposes of applying the formula in regulation 9(3).

The following Staff have been identified as being eligible for Long Service in the 2015/16 financial year.

Name	Position	Current entitlement	Due Date	Deferral date
Daniel Mori	General Hand	13 weeks	8 August 2015	8 July 2016
Ann Brandis	Manager of Finance	13 weeks	31 January 2016	31 January 2018

Officer request

- General hand

Shire of Mukinbudin Request

- Manager of Finance

Comment:

This item is presented to Council for consideration of approval of the requested deferral of Long Service Leave dates by the General Hand Daniel Mori and Manager of Finance Ann Brandis.

Options include:

- Cash out LSL in deed and forgo time off
- Take LS leave in up to three periods
- Defer LS leave officer request
- Defer LS leave Shire request

Financial Implications

Yes timing of payment of Long Service Leave to staff and balance of Leave Reserve.

Cost of any replacement staff required to fill position whilst on officer is on leave

2016/17 and 2017/18 Budgets

Statutory Environment

Local Government Act 1995

Local Government Industry Award 2010

Local Government (Long Service Leave) Regulations

Strategic Implications

Nil.

Policy Implications

Yes Long Service Leave Policy 4.14

Voting Requirements

Simple Majority

Officer recommendation:

That Council:

1. agrees to the request by the Manager of Finance to defer her Long Service Leave until 31 January 2018. (NB: Request LSL to be paid at 31st January 2018 pay rate)
2. agrees to the request by the General Hand to defer his Long Service Leave until 8 July 2016 when he will clear 13 weeks LSL. (NB: LSL to be paid at the 8th August 2015 pay rate)

Ann Brandis declared a financial interest and left the meeting at 1.42pm

Council Decision Number – 1458

Moved: Cr O'Neil

Seconded: Cr Ventris

That Council:

1. agrees to the request by the Manager of Finance to defer her Long Service Leave until 31st January 2018. (NB: Request LSL to be paid at 31st January 2018 pay rate)
2. agrees to the request by the General Hand to defer his Long Service Leave until 8th July 2016. (NB: LSL to be paid at the 8th July 2016 pay rate)

Carried 7/0

Ann Brandis returned at 2.00pm

8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report – March 2016	
Location:	Shire
File Ref:	ADM 030
Applicant:	Stuart Billingham – CEO
Date:	12 th April 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Meetings – Past

March 2016

17-18 Mar LGMA WA Finance Professionals Conference Joondalup MF
19 Mar Bonnie Rock 80th Anniversary function
21 Mar DOAC Meeting Merredin CBFCO
22 Mar Shire Road Inspection Cr Shadbolt, Cr Junk, Cr Seaby Cr Poultny CEO and WS
22 Mar NEWROC Executive Meeting Shire of Trayning –did not attend due to road inspection
23 Mar RDO
24 Mar Attended Kununoppin Medical Practice Meeting with Cr Shadbolt
25 Mar Easter Good Friday
28 Mar Easter Monday Public Holiday
29 Mar Standpipes inspection with Plumber from Waterman
30 Mar CRC Insurance Meeting
30 Mar Meeting with Sharon Broad-Regional Manager Water Corporation.

April 2016

4-5 Apr Interim Audit - Moore Stephens
12 Apr Attended Kununoppin Medical Practice Meeting with Cr Shadbolt, Cr Ventris
12 Apr CRC Committee Meeting
13 Apr Attended Meeting in Perth with Cr Shadbolt to Meet Senators Dean Smith and Sussan Ley
15 Apr Meeting with Main Roads Regional Manager Mr Craig Manton
20 Apr Ordinary Council Meeting

1.2 Meetings – Future

April 2016

26 Apr NEWROC Council Meeting Shire of Wyalkatchem Cr Shadbolt-CEO not attending due to RDO
26 Apr CEO RDO
27 Apr Housing Inspections
28 Apr Great Eastern Country Zone Meeting Merredin Rec Centre Cr Shadbolt
29 Apr Housing Inspections

May 2016

2-6 May CEO Annual Leave - MF Acting CEO 4days, WS 1 Day
4 May NEW Health Meeting Ann Brandis to attend
10 May CRC Meeting
18 May Ordinary Council Meeting
19-20 May CEO LGMA Leaders Conference Busselton
24 May NEWROC Executive Meeting Shire of Wyalkatchem

1.3. Staff Matters

SFO - Katharine Spencer on Long Service Leave for 13 weeks and 1 week Annual Leave total 14 weeks to 8th May 2016. Maternity Leave due around September 2016.

Shannon Seaby finished as Pool Manager - Shire to advertise for Local Pool Manger to be trained and qualified up ASAP. Mr Kevin Dalgetty commenced as Maintenance Grader Driver - 4 April 2016.

1.4 Current/Emerging Issues

- 1.4.1 Beringbooding Tank – Funding for Roof and Conservation Plan meeting held 4 June 15 with Regional Manager Water Corporation-Sharon Broad, funding for roof removal unsuccessful in state Budget 2015/16. Possible 2 years before funding available.
- 1.4.2 Shire of Merredin has withdrawn Building Surveyor Services to the Shire of Mukinbudin from 31 March 2016. Koorda NEW Health looking at options.

Voting Requirements

Simple Majority

Recommendation

That Council note the Chief Executive Officer's Report.

Council Decision Number – 1459

Moved: Cr Seaby

Seconded: Cr O'Neil

That Council note the Chief Executive Officer's Report.

Carried 7/0

8.4.2 NEWROC Executive Meeting Minutes 22 March 2016	
Location:	NEWROC
File Ref:	ADM 236
Applicant:	Stuart Billingham – CEO
Date:	12 th April 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

An Executive Meeting of NEWROC was held on Tuesday 22nd March 2016 at the Shire of Trayning Council Chambers. (The minutes from the meeting are submitted as a separate attachment Item 8.4.2 for Councillors information.)

Comment:

The following presentations were made to the meeting:

- Nil

The following items were discussed at the Executive Meeting:

- 6. FINANCIAL MATTERS
 - 6.1. LIST OF INCOME AND EXPENDITURE
 - 6.2. BALANCE SHEET
- 7. MATTERS FOR CONSIDERATION
 - 7.1. Strategic Planning
 - 7.2. NEWROC MOU
 - 7.3. NEWTravel Update

Next NEWROC Meeting dates:

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

26 April	Council	Shire of Wyalkatchem
24 May	Executive	Shire of Wyalkatchem
28 June	Council	Shire of Koorda
26 July	Executive	Shire of Koorda
23 August	Council	Shire of Mt Marshall
27 September	Executive	Shire of Mt Marshall
25 October	Council	Shire of Mukinbudin
22 November	Executive	Shire of Mukinbudin
13 December	Council	Shire of Nungarin

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes the report on the NEWROC Executive meeting minutes held on 22nd March 2016 and the endorsed list of priorities be sent to NEWROC.

Council Decision Number – 1460

Moved: Cr Seaby

Seconded: Cr Palm

That Council notes the report on the NEWROC Council meeting minutes held on 22nd March 2016.

Carried 7/0

8.4.3 Shire of Mukinbudin – Extension of Audit Services Moore Stephens	
Location:	Mukinbudin
File Ref:	ADM 001
Applicant:	Stuart Billingham - CEO
Date:	5 March 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary:

To present Council with a request to extend the current Audit Services agreement with Moore Stephens (formally UHY Haines Norton) for another two years. (Copy of original quote for Audit Services attached as a separate attachment)

Background:

Council at its 19 March 2014 item 8.4.4 resolved

Council Decision Number – 1038

Moved: Cr Lancaster Seconded: Cr Comerford

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

Carried 5/0

CEO Comments

It is supported to extend the Audit Services contract for the additional two years in view of new proposed changes to the *Local Government Act 1995* to extend the jurisdiction of the Office of the Auditor General to include Local Government Audits possibly after 2017.

Financial Implications

Yes – 2016/17 -2017/18 Annual Budget Allocations. Possible increase in Audit costs once OAG takes over, Scope of Audit may be increased.

Statutory Environment

Council 2016/17 and 2017/18 Budgets

Local Government Act 1995 and associated regulations.

Policy Implication

Nil

Voting Requirements

Simple

Recommendation

That Council agrees to extend the existing Audit Services agreement for a further period of two years with Moore Stephens (formerly UHY Haines Norton).

Council Decision Number – 1461

Moved: Cr Palm

Seconded: Cr Poultney

That Council agrees to extend the existing Audit Services agreement for a further period of two years with Moore Stephens (formerly UHY Haines Norton).

Carried 7/0

8.4.4 Future of Old St Lukes Anglican Church 22 Maddock St Mukinbudin - Submissions	
Location:	Shire
File Ref:	ADM 059
Applicant:	Stuart Billingham - CEO
Date:	5 th April 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

To present to Council the submissions on the Old St Lukes Anglican Church at 22 Maddock St Mukinbudin with a view to decide the future of the building.

Background

Council at its 17 February 2016 meeting resolved:

That the Shire advertises for 45 days it is seeking public comments on the future of the Old St Lukes Church and any objections to the possible future demolition of the building.

An advert calling for submissions was placed in the Muka Matters over several weeks. During the advertising period only 9 submissions were received.

1. Mrs Judy Chrisp-Preserve Building and restore – future use unknown
2. Mrs Rosalie Crook-Preserve Building-Hold public meeting
3. Mr Darren Marquis-Preserve Building – Possible Historical Site /Tourist attraction
4. Mr G & Mrs E Comerford-Preserve Building and restore – Common Room for Sister Willcox Village
5. Mrs A & Mr G Whyte-Preserve Building – possible Tourist Value
6. Mrs T Morony Preserve, Museum, common room, day respite centre
7. Mrs D Jones redeveloped for Aged Housing
8. Mrs Jocelyn Maddock preserve or Park
9. Mr Ian Ludlow-Anglican Church Director of Diocesan Services
10. Mrs Copeland-preserve, Senior Citizens centre
11. Mrs Sippe- preserve, Community Garden to rear
12. Mrs Williams preserve
13. Mr Palm preserve, senior Citizens & gardens

A site visit from Mr Ludlow Director of Diocesan Services with the CEO on Friday 1/4/2016 confirmed the Church was deconsecrated on the 14 March 2009 by Archbishop Roger.(see copy of email attached).

Lot 26 Maddock St held by the crown lease (CL377/1948), Plan 202021, Volume 3137, Folio 165

- The 1948 crown lease was relinquished by the Anglican Church to the Crown for Aged People's Homes purposes in April 1982.
- In 2004 negotiations commenced with partial surrender and were to be finalised in 2009 Shire was to purchase with the intention of aged care use.
- 200 survey undertaken and in 2008 proposed subdivision of the lot and the lease
- Letter from the Dept of Regional Development and Lands in 2010 regarding the surrender of the lease being in progress.
- Now part of Reserve 37792 vesting order with the Shire of Mukinbudin. purpose Aged persons Homes

MUNICIPAL INVENTORY OF HERITAGE PLACES

Place name: St Lukes Anglican Church

Former or other names:

Type of Place: church

Address of Property: Maddock St Mukinbudin



Land Description: lot No. 26 loc No. Plan/Diagram C.T Vol. Fol.

Map References: Mukinbudin townsite Shire of Mukinbudin

Owner: Mukinbudin Anglican Parish Address: Phone: Fax:

Occupier: owner Public Access: Restricted

Construction Date: 1952/53 Additions:

Architect: Builder: Anglican community

Associated Persons:

Original Use: church **Current Use:** church

Description: Cement brick construction with a corrugated iron gable roof. Gothic arched windows.

Condition: fair / good Integrity: intact Authenticity: high degree

Historical theme: RELIGION In 1923, the Wyalkatchem Trayning Parish was established under the reverend FM Oliver. He was instrumental in the establishment of numerous Anglican churches throughout his Parish including Mukinbudin. Plans for the church were passed in February 1927, and it was ready for use in May. It was not consecrated, just licensed as a Mission Church. In 1929, Mukinbudin came under the Mission District of Nungarin, with Reverend Courtney who held weekly services at Mukinbudin. On 10 January 1951, the original church on this site was destroyed by a storm. The local people organised donations and fundraising, and the new church was constructed by local labour. It was consecrated by Archbishop Moline on 12 May 1953, and the first service held on 7 June 1953. The stained glass window at the front of the church is a memorial to the late Mrs Winsome Watkins.

Statement of significance: The site and church has significant associations with the Anglican community of Mukinbudin. It has a 'sense of place' for the special events and ceremonies that have taken place.

Conservation Recommendation: 4

Existing Heritage Classification: None

Bibliography: Maddock.J *On the Line, A History of the Shire of Mukinbudin* Shire of Mukinbudin 1987.

Date of Assessment: 1997 **Revision date:**

Comment

In view of the 4 submissions received by the Shire are all in favour of preserving the building for historic and heritage value, Council will now need to decide the future of the building. Funding for the building restoration works from municipal funds is limited. Other funding sources such as Lotterywest would need to be obtained before works could progress on the building. Council will need to consider would the expenditure of funds on the building be good or poor value for money. Does Council see the project has a High, Medium or Low Priority for allocation of Councils scarce resources.

Option 1: Council Resolve the building is at the end of its economic useful life and no longer structurally sound and demolish the building and possibly earmark the site for future CEACA housing site redevelopment, given it is in the middle of the current aged housing precinct.

(NB: Demolition would be conditional upon a Photographic Historical Record being made of the building before demolition as recommended by the Shires Municipal Inventory of Heritage places Cat 4 definition.)

Option 2: Determine the building still has significant historic and heritage value worth preserving and Shire commits future funds to undertake major capital works on the building to make it safe for future use by the public and Community groups. Determine a future use for the building.

Estimated costs

Connection of down pipes to pit	\$250-???
Install subsoil drainage system with drainage pit and 2 pumps	\$5,600-????
Reinstate walls and plaster	\$5,000-????
Check Electrical wiring	\$500
Possible replacement of electrical wiring	\$3,000-????
Install Kitchen	\$10,000-???
Install Toilet facilities	<u>\$10,000-????</u>
Total	<u>\$34.350-????</u>

Option 3: Redevelopment of Site for a Community Garden.

It should also be pointed out Council's auditor comments for 2015 included the Shire working towards reducing its operating expenses. Council may now wish to consider public submissions and the future of the building, which is located in the middle of the Shire's Aged Housing Precinct. With the CEACA project progressing, the site could be redeveloped for more Aged housing units, with the future demand identified in the CEACA Business case plans.

Option 4: Council keeps the Status Quo and retains the building and until funding can be sourced and the building repaired and restored, it is not to be used for any public purpose in view of structural safety concerns.

Financial Implications

Yes-Annual Insurance costs
Annual Emergency Services levy – approx \$64
New Power connection in future

Statutory Environment

Local Government Act 1995

Strategic Implications

Nil

Consultation

Structural Engineer Dan Turner
The late Shire of Merredin Executive Manager Development Services Mr John Mitchell.

Policy Implications

Nil

Voting Requirements

Simple

Recommendation

That Council considers the Old St Lukes Church building has historical and heritage value and retains the building and 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 structural safety concerns.

Council Decision number – 1462

Moved Cr Poultney

Seconded Cr Ventris

That Council considers the Old St Lukes Church building has historical and heritage value and retains the building and 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 structural safety concerns.

Carried 7/0

8.4.5 Request Wayne Carey operate business and lease –Old District Club	
Location:	Shire
File Ref:	ADM
Applicant:	Mr Wayne Carey
Date:	11 April 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

To present to Council with a request to lease old district club building to Mr Wayne Carey

Background

The Shire has received correspondence dated 6 April 2016 from Mr Wayne Carey seeking to lease the old district club to conduct a part time upholstery business.(see copy of letter attached submitted as a separate attachment)

3.58. Disposing of property

- (1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

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

and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to —

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

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

Local Government (Functions and General) Regulations 1996 states:

30. *Dispositions of property excluded from Act s. 3.58*

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —.....
 - (e) it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or

Comment

Given the Old District Club is not being utilised for any purpose at the moment it is supported to lease the central part of the Old District Club building to Mr Carey for the offered amount of \$50 per week incl GST.

Financial Implications

Yes-Increased rental income of approx. \$50 per week, equates to \$2,600 per annum.

Statutory Environment

Local Government Act 1995,

Local Government (Functions and General) Regulations 1996

Strategic Implications

Nil

Consultation

Nil

Policy Implications

Nil

Voting Requirements

Simple

Recommendation

That Council agrees to permit Mr Wayne Carey to operate a part time upholstery business out of the Old District Club for 12 month lease, with a rental amount of \$50 per week incl GST.

Council Decision number – 1463

Moved Cr Palm

Seconded Cr Paterson

That Council agrees to permit Mr Wayne Carey to operate a part time upholstery business out of the Old District Club for a 12 month lease, with a rental amount of \$50 per week incl GST.

Carried 7/0

8.5 Environmental Health/Building Surveyor Officer's Reports

Nil

NB: Shire of Merredin will be withdrawing Building Surveyor support to Shire of Mukinbudin at the end of March 2016 due to increasing workloads.

Shire of Koorda looking at options to move forward re Building Surveyor services as part of NEW Health

8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – March 2016	
Location:	Mukinbudin
File Ref:	
Applicant:	Tania Sprigg
Date:	12 th April 2016
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

Mukinbudin Caravan Park April Report 2016

April 2016 is looking busy at the caravan park with RCR Water booking out 3 x S/C Units on and off until October, also water contractors with powered sites.

We had a group of "Coach Buses" arrive in Muka for the week of the Easter Weekend. The group was not as big as they thought because of the rain forecast, but the people that came enjoyed their time and the people of Muka.

Any chance soon with the next budget we can finalise the levelling of the West Side of the park as these large coach buses and sometimes large vans are too big to park because of the slope.

In the future budget 2 lights urgently need replacing. These are located in between Shannon's house and the old toilets and the other is located as you drive into the caravan park on the corner.

The BBQ over the last few years has been a problem to manage!! The Gas Regulator is failing which makes it hard to re-light the pilot light and also the hot plate is badly scratched and is hard to clean.

CEO Comment

The adoption of the 2015/16 Budget will see trees replanted around the Caravan Park and Main Street. Suitable Tree species to be identified and purchased and planted next year as past planting window as sub surface moisture dropping and warmer hot weather upon us.

Drive through caravan bays for overflow parking during Spring Festival operated well.

Recommendation

That Council note the above Caravan Park Managers Report.

Council Decision Number – 1464

Moved: Cr Seaby

Seconded: Cr Poultney

That Council notes the above Caravan Park Managers Report.

Carried 7/0

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

Mukinbudin Caravan Park Income and Expenditure

	<i>Self Contained Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Washing Machine</i>	<i>House</i>	<i>Total Income</i>	<i>Expenditure</i>
July 15	5,527.29	2,985.45	2,087.71	0.00	1,636.36	12,236.81	8,796.07
Aug 15	6,436.38	1,489.07	2,425.46	476.82	2,063.63	12,891.36	9,847.18
Sept 15	7,310.02	1,809.11	7,790.54	209.09	1,718.18	18,836.94	14,631.78
Oct 15	4,354.55	1,298.18	1,768.18	0.00	272.72	7,693.63	12,902.65
Nov 15	3,672.74	1,069.09	352.27	0.00	681.80	5,775.90	6,017.75
Dec 15	3,052.27	1,527.26	908.17	132.73	3,818.18	9,438.61	9,861.97
Jan 16	2,054.56	2,745.44	1,178.62	0.00	818.19	6,796.81	8,630.18
Feb 16	900.02	1,441.81	350.92	33.95	1,077.27	3,803.97	7,240.51
Mar 16	7,681.83	1,943.63	1,333.65	0.00	1,363.63	12,322.74	10,416.36
Apr 16						0.00	
May 16						0.00	
Jun 16						0.00	
Total	40,989.66	16,309.04	18,195.52	852.59	13,449.96	89,796.77	88,344.45

8.7 Swimming Pool Manager's Report

8.7.1 Mukinbudin Swimming Pool Report March 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Shannon Seaby
Date:	12 April 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham
Author:	Shannon Seaby

Mukinbudin Swimming Pool Report April 2016

No Report Pool Closed

CEO Comment

Shannon has indicated to the CEO she will not be seeking a new contract in 2016/17.

Pool Closed Sunday 3 April 2016

Volunteer Pool Subsidy collected \$15,555 for 2015/16, Pool Admissions \$11,300

2015/16 Budget listing \$32,000 Pool Grant from the Dept Sport and Rec approved.

To be quarantined to the Pool Reserve for Pool Bowl painting in 2016/17 approx \$64K.

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

- New Disabled toilet to be installed listed in 2015/16 Budget.

Voting Requirements

Simple Majority.

Recommendation

That Council note the above Pool Managers Report.

Council Decision Number – 1465

Moved: Cr O'Neil

Seconded: Cr Palm

That Council notes the above Pool Managers Report.

Carried 7/0

9. Information Report

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

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

10.1 Nil

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

11.1 Nil

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

12.1 Nil

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

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

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

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

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

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

and

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

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

Recommendation

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

Council Decision Number –

Voting Requirements – Simple Majority

Moved: Cr

Seconded: Cr

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)(a).

Carried /

Meeting went behind closed doors at pm

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

Council Decision Number –

Voting Requirements – Simple Majority

Moved:

Seconded:

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

Carried /

The meeting was reopened at pm

General Business

Cr Paterson left the meeting at 3.00pm and returned at 3.02pm

Ann Brandis left the meeting at 3.05pm and returned at 3.07pm

- **Kununoppin Medical Practice Update was presented by Stuart Billingham**

Cr Ventris left the meeting at 4.08pm and returned at 4.13pm

Cr O’Neil left the meeting at 4.13pm and returned at 4.16pm

Cr Ventris left the meeting at 4.19pm and returned at 4.21pm

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 4.26pm

Next Ordinary Council Meeting – Wednesday 18th May 2016 commencing at 1.30pm.