



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

MINUTES

WEDNESDAY 20 AUGUST 2014



Floral Emblem
Eucalyptus erythronema (Red Flowering Mallee)

Notice of Meeting

Councillors

The next meeting of Council will be an Ordinary Meeting to be held on Wednesday 20th August 2014 commencing at 9.00am.

Thank you

Stuart Billingham
Chief Executive Officer

14th August 2014

DISCLAIMER

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

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

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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

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9. Correspondence and Information Report

- 9.1 Please refer to separate attachment 'Correspondence and Information Report' dated 20 August 2014.

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

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

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

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13. Dates to Remember

- 13.1 See attached list

14. Closure of Meeting

- 14.1 Closure of Meeting

1. Declaration of Opening

- 1.1 The Shire President declared the Meeting open at 9.03am

2. Public Question Time (min 15 minutes)

- 2.1 Response to previous questions taken on notice.
Nil

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

The Shire President will declare public question time open.

Mr Peter Geraghty addressed the meeting – St John's possible removal of ambulance Car from Mukinbudin. Mr Geraghty request letter of support of Shire to retain vehicle. CEO to prepare letter ASAP for next Tuesday morning.

- 2.3 Declaration of public question time closed
The Shire President will declare public question time closed.

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

- 3.1 Present: Cr Shadbolt-Shire President
Cr Seaby
Cr Ventris
Cr Watson
Cr Lancaster
Cr Sippe
Cr Palm
Cr O'Neil

- 3.2 Apologies: Cr Comerford-Deputy Shire President

- 3.3 On leave of absence:
Nil

- 3.4 Staff:
Mr R L Edwards arrived at 9.00am

- 3.5 Visitors:
Mr Peter Geraghty

- 3.6 Gallery:
Nil

- 3.7 Applications for leave of absence:
3.7.1 Cr Seaby

Moved Cr Ventris seconded Cr Lancaster

That Cr Seaby be granted Leave of Absence from the September 2014 Council Meeting.
Carried 8/0

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 Nil

6. Confirmation of the Minutes of previous meetings

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 16th July 2014

Voting Requirement

Simple Majority

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 16th July 2014 be accepted as a true and correct record of proceedings as amended in the cheques and payment listing corrections submitted.

Council Decision Number – 1110

Moved: Cr Sippe

Seconded: Cr Lancaster

That the Minutes of the Ordinary Meeting of Council held on the 16th July 2014 be accepted as a true and correct record of proceedings as amended in the cheques and payment listing corrections submitted.

Carried 8/0

6.1.1 Business Arising from Minutes

Bob Edwards left the meeting at 9.55am and Ann Brandis arrived at the meeting at 9.55am

7. Matters for which the meeting may be closed

7.1 Nil

8. Reports of Committees and Officers

8.1 Works Supervisor's report

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

MAINTENANCE GRADING

Will Jenkin has covered most of the Shires' roads in the North and North-East. Please refer to a Highlighted Map which has been tabled. Will has also cleaned back the back batters in several roads with good results.

POT HOLE REPAIRS

Three one tonne bags of "EZY STREET" cold asphalt mix was picked up on Monday 4th August to make use of the warmer weather. Two crew members covered the Shires' bitumen road network and filled the pot holes which had developed quite dramatically during the winter. Bagged mix will be kept on hand now that the weather has warmed for future outbreaks.

GUIDE and SIGN POSTS

This work will follow the current bitumen repair work. There are some new sections of re- sheeted roads that require both sign and guide posts.

STRUGNELL ST/ RAV IMPROVEMENT

The western end of Strugnell Street has been improved in readiness for an Audit to be conducted by Main Roads Heavy Vehicle Operations. This section will be guide posted on possibly sealed with a single coat of bitumen emulsion and some 7mm aggregate.

McGREGOR ROAD Nth. (gravel re-sheet)

This road is well used and overdue for some pavement resurfacing. There is a good quantity of stockpiled gravel which was made available by Bruce Shadbolt immediately behind out Refuse Site. Despite the fact that we only have two crew members working on it we are able to make good progress because of the short haulage lead.

This work was undertaken purely because we are still waiting for a clearing permit to make a start on the Barbalin Black Spot.

BARBALIN BLACK SPOT FUNDED RE- ALIGNMENT

The Department of Water has given approval to install culverts and floodway crossings on the creeks that the new alignment will cross.

RRG PROJECTS 2015/16

Application for the Mukinbudin Wialki North Road first 4km's to be supported for 2015/16

Recommendation

That Council note the above Report.

Voting Requirements

Simple Majority

Council Decision Number – 1111

Moved: Cr Ventris

Seconded: Cr Seaby

That Council note the above Report.

Carried 8/0

8.2 Community Services Officer

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

Community Development

GRANT FUNDING PROJECTS:

Current Successful Projects:

- Lottery West Spring Festival Grant 2014. Approval has been received for \$19,443 and the money has been deposited in the Account.
- Heathway's Spring Festival Grants 2014 Year 2 of a three year sponsorship agreement - \$11,500. The current agreement will start to be developed soon.
- Road Safety Community Grant Program – Spring Festival \$1,000

Submitted Applications:

- ANZAC Centenary Local Government Grants Program – Applied for \$3,135.00 (Inc GST) for the Popes Hill Interpretive Site.
- Lottererywest – Popes Hill Interpretive Site – applied for \$4,500 ex GST
- Seniors Week – for Senior Dinner to held in the Shed during Seniors Week – applied for \$1,500.

Applications in Progress:

- Lottererywest Equipment Grant – Mukinbudin 1950's Working Farm Shed – have just about got all the quotes in for this – still waiting on a couple and then will write this grant
- Lottererywest – Events Equipment Kit. Quotes have been obtained for an Events Kit has discussed at last month's meeting, I will write this shortly.

Completed Acquittals:

- Dry Season Funding for 2013.
- None outstanding at present. However I will be assisting in some acquittal information for the auditors which they have requested on the Royalties for Regions projects.

Community Portfolios/Other Projects:

- **Swimming Pool** – An order number has been issued to Mukinbudin Steel Fabricators for the supply & install of the diving board stairwell. I have spoken to them and they will be doing this in the new financial year.
- **Mukinbudin Caravan Park – Plumbing**
Quotes have been submitted for budget consideration.
- **Electrical:**
Quotes have been submitted for budget consideration.



- **Act Belong Commit Mukinbudin Spring Festival** – With only one month until the festival, Ruth has been working a large amount of hours. Ruth has been successful in attracting \$4,000 from CBH towards the long table dinner planned for Saturday night. This will enable a three course dinner to be provided for \$10.00, bookings essential. Ruth has also been successful in attracting \$500 from CSBP which is going towards catering for the Motorbike crop tour and entertainment for the opening night.

Ruth is a pleasure to work alongside and has been quite successful in attracting a lot of community support and volunteer help. Recently we both had a phone meeting to finalise the Healthway sponsorship agreement.

- **Tampu Bin** – The painting of the wood work has been completed, an old Meters stove has been delivered, we have some furniture but still pursuing some more. I have again contacted CBH for historical information to be used on signage and am waiting for more feedback.
- **Beringbooding Tank – Roof**
Approval was confirmed from the Department of Water to vary the use of the CWSP Grant to install the standpipe controller at the tank – this has been installed and is being used. Danny DeGraf had been approached to fly across to view the tank to further discuss the installation of AquaAmour. He indicated that he would be happy to do this at a cost of \$2,500 and if Council agreed to install AquaArmour then this amount would be taken off the installation price. This was at the end of May – he had advised that he would be unavailable for 3 – 4 weeks due to his Mother's ill health. I have again contacted him to see when he would be available but to date have not been able to get an answer.
- **Popes Hill Anzac Interpretive Site** – An application for the Anzac Centenary Local Grants Program and one for the Lotterywest Anzac Centenary Grants has been submitted for this project. If the grants are successful it is hoped that work will start January 2015 with the ANZAC Dawn Service being held out at the site in April 2015.
- **Mukinbudin Tourist Night** – A meeting is being held on Wednesday 13th August 2014 in conjunction with the Planning & Development Group Meeting.
- **Familiarisation Tour** - The outcomes have all been quoted for budget consideration.
- **Mukinbudin Complex Windows** – These have all now been replaced.
- **NEWTRAVEL**
The last meeting was held in Mukinbudin, however I was unfortunately not in attendance. The proposed video clip was discussed and the NEWROC Tourism Officer has taken Mukinbudin's ideas on board and is further investigating. Abi Farina and Dale Cronje worked with me on this and gave us some excellent ideas. We are very fortunate to have such talented people in our community. The next meeting will be held in Bencubbin on Thursday 23rd October 2014.

- **Alan Tranter**



On Sunday the 3rd August, 2014 Cr Jeff Seaby asked me to attend with other community members a BBQ in the park to meet a visiting Pastor and his guest Alan Tranter. Alan is a Director and founder of Creating Communities and maintains a very hands-on role in the concept/strategy phases of major projects. Alan was formerly the Director of Recreation for the Western Australian Department of Sport and Recreation and has developed diverse expertise in social planning and social marketing, focusing on competitive advantage and mutual benefit, to provide solutions that deliver considerable commercial value for clients and significant improvements in quality of life for communities. These skills, along with his passion for community wellbeing, led Alan to establish Creating Communities Australia in 1992. Since then, he has provided advice that has resulted in significant bottom-line improvements for some of Australia's leading businesses. He has also assisted local and State governments in strategically aligning their projects within the community realm. Alan's exemplary ability to work with clients, analysing, conceptualising, designing and implementing effective community development and marketing approaches, has always been impressively demonstrated. His vibrant personality and sense of humour, together with his diagnostic capability, make him an ideal social change management leader. Alan's key interests now revolve around people and the manner in which they gain purpose in life as individuals and collectively in community. He is particularly interested in global, regional and local trends as they relate to people in community and believes that the road ahead is particularly unstable.

Alan was also a guest speaker at Local Government Week. Alan gave a very informal talk at the park about Community, change and the survival of communities. He was very entertaining but more importantly had a lot of information to share. Alan works with all sizes of "Communities" from BHP to small Aged Care facilities. He has often been told that small "communities" would be unable to afford him and in answer to this he stated that he would be prepared to go to any community free of charge for one day. This offer applies to Mukinbudin.

I would like Council to take up this offer. Mukinbudin has a great community and I think we could benefit from having input from Alan. I would like to propose that Alan meets with a number of "groups" in our community to educate and inspire us. In the past I have never attracted people from all "groups" in our community so think it would be great to have a number of sessions to get us all on the same page. It is important that we engage the younger community, the Council, and the stalwarts that are always volunteering. Our future is the younger generation, of which we are lucky to have good numbers and a great group of community minded people. It is very important that Council is on board as well as the volunteers that just keep on volunteering.

- **West Australian Mandolin Orchestra**

Cath Shackleton (nee Squire) rang to advise me that the West Australian Mandolin Orchestra is planning to come to Mukinbudin on Saturday the 28th March 2015 to perform a concert at the complex. Tickets would be priced at \$20 (this is an approximate at this stage) and the orchestra would take this.

They would be interested in having a community group involved to help with ticket sales and promotion of the concert. They will also need an evening meal before the concert and would be happy if a group wanted to cater for this and for anyone else attending.

There are 24 members of the orchestra, plus a few extras that may also come. At this stage they are not sure if they will hire a bus or drive up individually. Cath plans to come up to visit the complex with their musical director Robert Schulz during the next school holidays.

The complex has been booked and details of all accommodation have been given to Cath and she is booking direct. I have contacted the P & C to see if they wish to be part of this. I will continue to liaise with Cath regarding this event.

Meetings Attended/Events Organised:

- 23rd June 2014 - Meeting with NEWROC Tourism Officer Linda Vernon
- 25th June 2014 – Tourist Brochure meeting with Abi Farina & Cr Kylie Sippe
- 26th June 2014 – Tourist Brochure meeting with Ashley Perry
- 7th July 2014 – 18th July 2014 – Leave
- 5th August 2014 – Phone Conference Healthways Sponsorship agreement with Healthways and Ruth Poultney
- 14th August 2014 – AGM Men’s Shed

Financial Implications:

Strategic Implications:

Nil

Voting Requirements

Simple Majority

Recommendations

That Council note the above Community Services Officers Report.

Council Decision Number – 1112

Moved: Cr Ventris

Seconded: Cr Watson

That Council note the above Community Services Officers Report

Carried 8/0

Ann left the meeting at 10.30am.

Meeting adjourned for morning tea at 10.30am.

8.3 Deputy Chief Executive Officer Reports

8.3.1 List of Payments – July 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	14 August 2014
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

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

Background

A list of payments submitted to Council on 20 August 2014, for confirmation in respect of accounts already being paid or for the authority to those unpaid. (Please refer to Payment listing submitted as a separate attachment)

Financial Implications

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

Policy Implications

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

Voting Requirements

Simple Majority

Recommendation

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

Direct Debits D/D 491.1-500.1	(\$11,308.59)
Muni Cheques 30954 to 30968	(\$2,916.79) and
Muni EFT's – EFT 195 to EFT 238, Payroll - Pay-2 x 3	(\$258,502.27) and
Trust Cheque 212, Trust D/D 444.1-488.1	(\$34,097.05)
Totalling	(\$306,824.70)

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

Council Decision Number – 1113

Moved: Cr palm

Seconded: Cr Sippe

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

Direct Debits D/D 491.1-500.1	(\$11,308.59)
Muni Cheques 30954 to 30968	(\$2,916.79) and
Muni EFT's – EFT 195 to EFT 238, Payroll - Pay-2 x 3	(\$258,502.27) and
Trust Cheque 212, Trust D/D 444.1-488.1	(\$34,097.05)
Totalling	(\$306,824.70)

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

Carried 8/ 0

8.3.2 Monthly Statement of Financial Activity Report – 30 June 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Stuart Billingham - CEO
Date:	14 August 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Background

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

The new format out of SynergySoft Monthly Statement of Financial Activity for the period ending 30th June 2014 are attached for Councillor Information, and consisting of;

Statement of Financial Activity

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

Financial Implications

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

Statutory Environment

General Financial Management of Council, Council 2013/14 Budget, *Local Government (Financial Management) Regulations 1996*, r34, *Local Government Act 1995*, section 6.4

Policy Implication

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

Voting Requirements

Simple Majority

Recommendation

That Council adopt the Monthly Financial Report for the period ending 30th June 2014 and note any material variances greater than \$10,000 and 10%.

Council Decision Number – 1114

Moved: Cr Seaby

Seconded: Cr Palm

That Council adopt the Monthly Financial Report for the period ending 30th June 2014 and note any material variances greater than \$10,000 and 10%.

Carried 8/0

Moved Cr Ventris the meeting adjourn for lunch at 12.31pm

8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report- June 2014	
Location:	Shire
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	14 August 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

1.1 Meetings - Past

July 2014

- 22 July NEWROC Executive Meeting
- 22 July Emergency Kununoppin Medical Practice Meeting Shire of Trayning
- 28 July Wheatbelt North Regional Road Group Meeting – Shire of Northam Cr Palm and WS

August 2014

- 1 August NRMO Meeting – Shire of Koorda
- 6-8 Aug Local Government Convention Perth Convention Centre with Cr Shadbolt, Cr Comerford, Cr Sippe, Cr Seaby Cr Ventris
- 13 August Budget Workshop Shire of Mukinbudin Chambers
- 13 August P & D Meeting Tourism discussions
- 14 August Community Shed AGM
- 20 August Ordinary Council Meeting

1.2 Meetings – Future

August 2014

- 21 August Great Eastern Country Zone Meeting with Cr Comerford at Merredin
- 26 August NEWROC Council Meeting
- 27-28 Aug Dowerin Field Days

Sept 2014

- 4 Sept LGMA WA Central Wheatbelt zone meeting
- 5 Sept Meeting with Mr Hugh Lavery Site inspection Beringbooding tank
- 10-13 Sept Spring Festival
- 17 Sept Council Meeting

1.3. Staff

1.4 Current/Emerging Issues

- 1.4.1 Metro Local Government - Structural Reform – LGAB 30 Councils reduce to 15 by 1 July 2015 - Map released
- 1.4.2 Beringbooding Tank – Funding for Roof and Conservation Plan meeting held with District Manager Water Corporation-Hugh Lavery. Site Meeting with Mia Davies and Dept of Water Michael Allen.

- 1.4.3 Mukinbudin Waste Water agreement expired - meeting held with District Manager Water Corporation-Hugh Lavery potential funding for water treatment 2nd on list after Corrigin. Mrs Angela Herzer from Water Corporation Northam to visit soon re new draft agreement.
- 1.4.4 Shire of Mukinbudin Ward Boundary Review-Wards and Representation See attached letter and Guide attached as spate cover

Recommendation

That Council note the Chief Executive Officer's Report.

Council Decision Number – 1115

Voting Requirements – Simple Majority

Moved: Cr O'Neil Seconded: Cr Ventris

That Council note the Chief Executive Officer's Report.

Carried 8/0

8.4.2 NEWROC Executive Meeting – Tuesday 22nd July 2014	
Location:	NEWROC
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	14 August 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

A Executive Meeting of NEWROC was held on Tuesday 22nd July 2014 in Shire of Wyalkatchem at the new Community Resource Centre. (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:

- 7.1 NEW Travel Minutes
- 7.2 Wheatbelt Development Commission – Sub Regional Economic Plans
- 7.3 NEWROC Strategic Planning Workshop
- 7.4 Future Project Priorities (separate attachment for consideration and review)
- 10.1 Kununoppin Bonded Medical Scholarship
- 10.2 Asset Register

Next NEWROC Meeting dates:

26 August	Council	Shire of Trayning
23 Sept	Executive	Shire of Trayning
28 October	Council	Shire of Wyalkatchem
25 November	Executive	Shire of Koorda
16 December	Council	Shire of Koorda

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes the report on the NEWROC Executive meeting minutes held on 22nd July 2014.

Council Decision Number – 1116

Moved: Cr Seaby

Seconded: Cr Watson

That Council notes the report on the NEWROC Executive meeting minutes held on 22nd July 2014

Carried 8/0

8.4.3 Adoption of Annual Budget 2014/15	
Location:	Entire Shire
File Ref:	
Applicant:	Stuart Billingham – CEO
Date:	14 August 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

This item is presented to Council for consideration to adopt the final 2014/15 Annual Budget.

The Budget major projects cover the following:

- NEWROC Universal CLGF Housing Project \$791,192 CLGF grant and interest.
- Road Programme including \$1,929,470.
- Mukinbudin Caravan Park Capital Works (Electrical and Plumbing Sewerage) \$84,005.
- Popes Hill Anzac Memorial \$27,225.

Changes from previous year's Budget.

- Rates discount percentage reduced from 10% to 5% approx \$35,000 increase in Revenue.

Comment:

The 2014/15 Budget has the following:

- Major plant replacement program \$698,000 capital expenditure.
- Three new loans are being raised for a Grader, Multi Tyre Roller and Tractor worth \$498,300 in loans funding.

Consultation:

Council, Staff, Community

Financial Implications

Yes- Annual Budget 2014/15 will set level of rates increase at 5% from the previous year.

Voting Requirements

Absolute Majority Vote Required

Officer recommendation:

Recommendation 1:

MUNICIPAL FUND BUDGET

That the Municipal Fund Budget, showing rates to be levied at \$942,420.95 be applied by the Shire of Mukinbudin for the 2014:2015 financial year.

STRIKING OF RATES

That the Rates and Minimum Rates to be levied on all rateable property be as follows:

Valuation	Rate in \$	Minimum Rate \$
Gross Rental Value		
Residential	0.161500	400
Vacant	0.161500	400
Unimproved Value		
Agricultural	0.020300	500
Mining	0.020300	500

Recommendation 2:

ADOPTION OF DISCOUNT FOR EARLY PAYMENT OF RATES

That a discount of 5% be offered on current rates 2014/2015 for early payment of rates, subject to the payment of all rates, rubbish charges and arrears within 35 days of the date of issue of Council's 2014/15 rate notice.

Recommendation 3:

INSTALMENT PLAN ADMINISTRATION CHARGE

- That an administration charge of \$14.00 per instalment be levied , excluding the first instalment payment (required within 35 days from the date of issue of the rates notice) and applied to rates and rubbish removal charges;

Recommendation 4:

INSTALMENT PLAN INTEREST RATE

- That a charge be levied at 5.5% per annum calculated by simple interest method and applied to rates and rubbish removal charges to be paid by instalments, after the first payment is made, Deferred Pensioners Rates' excluded;

Recommendation 5:

LATE PAYMENT INTEREST RATE

- That a charge be levied at 11% per annum calculated by simple interest method and be applied where the instalment option is not in place, (35 days after the date of issue of the rate notice), to all overdue rates, service and rubbish charges, Deferred Pensioners Rates' excluded;

INSTALMENT PLAN DATES

- the due date for instalments of rates payments be set as follows;

Four Instalment Option

1 st Instalment due	25 September 2014
2 nd Instalment due	20 November 2014
3 rd Instalment due	16 January 2015
4 th Instalment due	13 March 2015

Recommendation 6:

ADOPTION OF 2014/15 SCHEDULE OF FEES AND CHARGES

- That Council adopt the 2014/15 Budget Schedule of Fees and Charges including Rents, Leases etc.
- Rubbish Removal Service Charges

That rubbish service charges be set at the following:

Domestic Rubbish Removal

\$150.00* first weekly service 240 Litre MGB

Domestic Recycling Service

\$125.00* first weekly service 240 Litre MGB

Commercial/Industrial Rubbish Removal

\$150.00 Commercial/Industrial Rubbish (First service 240 Litre MGB)

be applied to each property serviced by the compulsory rubbish disposal contract, in accordance with the provisions of the Health Act 1911.

*indicates GST free

VARIOUS FEES AND CHARGES

Recommendation 7:

RECOMMENDATION

That the following items be adopted:

- Councillors' Meeting attendance fees

Annual Attendance Fee in Lieu of Council meetings Attendance Fees (SAT Band 4 between \$3,500-\$9,000 Crs)	\$3,500
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ii) Shire President's Attendance Fee and Allowances as per s5.98

Annual Attendance Fee in Lieu of Council meetings Attendance Fees \$3,500
(SAT Band 4 between \$3,500-\$18,500 President)

Presidential LG Allowance for 14/15 of \$3,500
(SAT Band 4 \$500-\$19,000)

iii) Deputy President's Attendance Fee and Allowances

Local Government Allowance for 2014:2015 be 25% of the Shire President's Deputy President
LG Allowance for 2013:2014 of \$875

iv) Allowance for Information and Communications Technology (ICT) expenses

That an amount of \$500 per elected member for the 2014:2015 Budget. \$500
(SAT between \$500-\$3,500)

Recommendation 8:

That Council adopt the Revenue and Expenditure as detailed in the 2014/2015 Budget Accounting Schedules.

Recommendation 9:

LEVELS OF MATERIALITY 2014/2015

That Council sets its levels of material variances that need to be reported on at 10% and greater than \$10,000.

Recommendation 10

That the Annual Budget be sent to the Department of Local Government and Communities within 30 days of Council Adoption as required by the Local Government Act 1995

Council Decision Number – 1117

Moved: Cr Palm

Seconded: Cr Seaby

That Council adopt the 2013/14 Annual Budget as set out in recommendation 1-10 as above.

Carried 8/0

8.4.4 Shire of Mukinbudin Bank Signatories	
Location:	Shire
File Ref:	HR File
Applicant:	CEO
Date:	10 April 2014
Disclosure of Interest:	NIL
Responsible Officer:	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Summary

To present Council a request from the CEO for Council to endorse a change to the Bendigo bank Signatories.

Background

Minutes of the Mukinbudin District Club meeting submitted as a separate attachment. The Shire can only have ten active signatories. Cr Palm and Cr Watson the only non-active Signatories due to distance from town and limitation on the number of active signatories.

Comment

Request submitted to assist change in operation of the District Club Accounts.

Financial Implications

Nil

Statutory Environment

Local Government Act 1995

Strategic Implications

Nil

Policy Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council approves Mrs Ellen Maddock, Mr Christopher Geraghty and Mrs Carly Inferrera be removed as signatories from all Shire of Mukinbudin bank accounts and Cr Jeff Seaby be added as a signatory to all Shire of Mukinbudin bank accounts.

Council Decision Number – 1118

Moved: Cr O'Neil

Seconded: Cr Lancaster

That Council approves Mrs Ellen Maddock, Mr Christopher Geraghty and Mrs Carly Inferrera be removed as signatories from all Shire of Mukinbudin bank accounts and Cr Jeff Seaby be added as a signatory to all Shire of Mukinbudin bank accounts.

Carried 8/0

8.5 Environmental Health Officer's Reports

Meeting reopened 1.32pm Mr Goldacre arrived at the meeting

8.5.1 Adoption of the Shire of Mukinbudin Health Local law 2014 and Not proceeding with the Health Amendment Local law 2014	
Location:	Shire of Mukinbudin
File Ref:	
Applicant:	CEO
Date:	11 August 2014
Disclosure of Interest:	No
Responsible Officer	Mr J Goldacre PEHO/BS
Author:	Mr J Goldacre PEHO/BS

Background:

At the Shire of Mukinbudin Ordinary Meeting of Council held on the 19 June 2013 Council resolved the following:

Council Decision Number – **857**
Voting Requirements – Simple Majority

Moved: Cr O'Neil Seconded: Cr Ventris

That Council makes the Shire of Mukinbudin Health Local Laws 2013 in the form as attachment 1 and that state wide and local advertising for public comment commences for a period of not less than 42 days. That a copy of the proposed Shire of Mukinbudin Health Local Laws 2013 and the advertised Notice is delivered to the Honourable Minister for Local Government and the Executive Director of Public Health for the purpose of review for comment.

Carried 9/0

Copies of the proposed Health Local Laws were subsequently dispatched to the Hon. Minister for Local Government, the Department of Local Government and the Director, Environmental Health on the 3 of July 2013. Furthermore two advertisements were placed in the Western Australian newspaper on the 3 July 2013 and the 9 August 2013 as well as local advertising in the local paper and notice boards on the 1 July 2013 and after a reformat again on the 14 August 2013 located at the following places:

- The IGA on Shadbolt Street;
- Ag Implements Mukinbudin on the corner of Bent Street and Shadbolt Street;
- Shire office on Maddock Street;
- Post Office on White Street; and
- Mukinbudin Café on Shadbolt Street.

On the 8 August 2013 the public Notice was advertised on the Shire of Mukinbudin website and is currently still being advertised in that medium located at -

<http://www.mukinbudin.wa.gov.au/news-events/council-notices/>

The Shire of Mukinbudin has extensively advertised the health Local laws and to date (13 August 2014) no responses have been received from the general public. Responses have been received

from the Department of Local Government and Communities (formally department of local Government) and the Department of Health.

Comment:

Since August 2013 to date five submissions have been received from the Department of Health and two from the Department of Local Government and Communities in which recommended changes were put forward for consideration based on latest local law practice, statutory requirements and recent experience with dealing with the Delegated Legislation Committee. The information is provided as 'advice' for consideration that said the officers involved in this advice are very experienced and well-seasoned in the matters of local laws. Due to the complexity and number of the changes provided the following is changes that were not adopted into the reviewed Health Local Laws and the reasons given:

- **Department of Health suggested edit** - In Part 5, Division 6 – Piggeries, Tables 2 & 3 describe various buffer distances that originally were referenced from a 1989 document: "Environmental management guidelines for animal based industries – PIGGERIES". That document has been superseded by the "National Environmental Guidelines for Piggeries", so the Shire of Mukinbudin may wish to reconsider the provisions of Division 6.
 - The suggested document was reviewed and found to be very lacking in setting required buffer distances and instead suggesting subjective, loose and non-committal advice or even direction, the author did not pursue this line of investigation any further and remained with the prescribed buffer distances as it gave clear and concise direction for persons establishing piggeries and has been widely used in Health Local laws in the past with no known conflicts.
- **Department of Health suggested edit** - Section 2.1.4 Outdoor festivals. Suggests using the Dept of Health '*Guidelines for concerts, events and organised gatherings*'.
 - Agreed, this document is a more comprehensive and flexible document and the PEHO is working with the applied environmental health branch to create a guideline for smaller events more suited to regional areas to simplify the process of assessing events.
- **Department of Health suggested edit** - Section 5.4.8. Recommends inserting a new clause on feed of birds based on other local government experience where this has caused a nuisance. Recommended insert is '*A person shall not feed a pigeon, dove, seabird, ibis, raven, or any other wild bird, so as to cause a nuisance or be injurious or dangerous to health*'.
 - Agreed, recommendation inserted as clause 5.4.8.
- **Department of Health suggested edit** - Section 8.1.1. Interpretation, recommends inserting a new definition for 'recreational campsite' part 'B' with – 'where the period of occupancy of any lodger is not more than 14 consecutive days, and includes youth camps, youth education camps, church camps and riding schools but does not include a camp or caravan within the meaning of the Caravan Parks and Camping Grounds Act 1995'.
 - Agreed, replacement inserted
- **Department of Health suggested edit** – clause 1.4. Required the insertion of clause 1.4. in order to repeal pre-existing local laws pertaining to health of which there is 4.
 - Agreed, by no repealing pre-existing local laws they will actually have effect and make new local laws problematic if not impossible to enforce.
- **Department of Local Government and Communities suggested edit** - Clause 5.1.2 Footpaths etc to be kept clean The Shire should consider if this clause reflects the Shire's intentions regarding the local law. It is possible for refuse to be deposited on footpaths without the knowledge or permission of the adjacent property owner. Possible examples include

where a bin is interfered with, or when sanitation employees drop garbage during the course of their duties. As the clause currently stands, property owners may be held accountable (and potentially punished) for the actions of other individuals. The clause also states that owners or occupiers of premises shall keep adjacent footpaths clean. It is unusual for a local law to make homeowners responsible for the maintenance of local government footpaths outside the owner's property boundaries. This may be raised as an issue by the Delegated Legislation Committee.

- No, it clearly states in the proposed Health Local Law '...coming from or belonging to the premises'. The Shire in all its investigations on such matters is a good corporate citizen and the benefit of the doubt is exercised.
- **Department of Local Government and Communities suggested edit - Clause 7.1.4 – Medical Officer may authorise disinfecting** It is suggested clause 7.1.4 be deleted.
 - No, the doctor at the Kununoppin practice Mr B Walker has been made Medical Officer for the Shire of Trayning which is a function under the *Health Act 1911* in order to assist the Principal Environmental Officer deal with an unsanitary house which had occupants some of which are the doctors patients whose health whilst living in the dwelling was 'most compromised'. If, in the opinion of a Medical Officer, trained to the highest standards of medicine required a place to be 'disinfected' then it will be made so. This disinfection matter has become more important in light of the Ebola virus outbreak in Africa and the World community dragging its feet on dealing with the issue.
- **Department of Local Government and Communities suggested edit - Clause 5.1.10 Vehicles used for transporting animals and birds is seen as problematic as may inadvertently capture persons incidentally transporting their pets.**
 - No, It is reasonable for an Officer of the Shire to be able to distinguish between pets in cars, on bike and gophers as opposed to vehicles for commercial gain transporting animals and birds which can cause a health hazard, which is the intent of the local laws to address.
- **Department of Local Government and Communities suggested edit - Clause 5.2.4 Cats.**
 - Agreed, with the advent of the Cat Act it was agreed after consultation that this be removed as would prove immensely difficult to defend at the Delegated Legislation Committee level as members of, who are also members of parliament, passed the cat legislation despite local government objection. Local governments are now required to regulate through local laws such as number of cats allowed to be kept; word is most local governments are waiting for a local government to adopt and have approved such legislation before stepping down that slippery slope, case in point being the Waste Local Laws which are in limbo and have been for some time despite the same being operating well under the *Health Act 1911* before those provisions were removed into the Waste Avoidance and Resource Recovery Act in which it has suddenly proven too difficult to enact such local laws.

The above mentioned changes and advice represent the important changes made to the proposed Shire of Mukinbudin Health Local law and the rest of the edits and amendments requested by the DoH and DLGC are minor in nature, represent good practice, and are compliant with State laws and is essentially 'finishing' getting the 'chaff out of the wheat' in order to get the best health local law that will withstand scrutiny from Delegated Legislation Committee.

In all of this process it was intended to also adopt the 'Health Amendment Local Law 2013' which is based on the Shire of Mukinbudin Model Bylaws series "A" in order to give the local government of Mukinbudin control over waste receptacles. In light of the continuing difficulty of having such local laws endorsed by the Delegated Legislation Committee it is recommended that this process be halted

and that the Council wait until the 'model' laws have gone through their lengthy 'acid testing' in which it will be a more simpler and cost effective adoption and gazettal process.

Financial Implications

Gazettal costs are estimated at around \$5,000 and this has been put into the 2014-2015 budget as confirmed by the DCEO.

Statutory Environment

Health Act 1911

Local Government Act 1995

Policy Implication

Nil.

Voting Requirement

Simple Majority

Recommendation

That Council resolves on the following:

1. That Council adopt the Shire of Mukinbudin Health Local Law 2014 as presented in **Attachment 1** and that the Council authorise the Shire of Mukinbudin Seal to be affixed to the Shire of Mukinbudin Health Local Law 2014 and that the Shire President and Chief Executive Officer sign and date the Shire of Mukinbudin Health Local Law 2014. When signed and sealed the Shire of Mukinbudin Health Local Law 2014 is then to be forwarded to the Executive Director of Public Health for his/her signature and then presented to State Law Publishers for gazettal; and
2. That Council no longer proceeds with the proposed Shire of Mukinbudin Health Amendment Local Law.

Council Decision Number –1119

Moved: Cr Lancaster

Seconded: Cr Sippe

That Council resolves on the following:

1. That Council adopt the Shire of Mukinbudin Health Local Law 2014 as presented in **Attachment 1** and that the Council authorise the Shire of Mukinbudin Seal to be affixed to the Shire of Mukinbudin Health Local Law 2014 and that the Shire President and Chief Executive Officer sign and date the Shire of Mukinbudin Health Local Law 2014. When signed and sealed the Shire of Mukinbudin Health Local Law 2014 is then to be forwarded to the Executive Director of Public Health for his/her signature and then presented to State Law Publishers for gazettal; and
2. That Council no longer proceeds with the proposed Shire of Mukinbudin Health Amendment Local Law.

Carried 8/0

8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – June 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Tania Sprigg
Date:	14 August 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

The Caravan Park has been well patronized with Caravans, Cabins and the House been well used!! We have had 3 large groups staying:

- SEG Uni of WA – 20 Unpowered
- Youth Care : All cabins and House
- Western Power: Cabins and House

Over this time the Campers kitchen has been well used! Still getting complaints the Campers Kitchen is freezing!!

Would like Council to consider new carpets in Caretakers residence also main bedroom ceiling paint.

Tania Sprigg

Recommendation

That Council note the above Caravan Park Managers Report.

Council Decision Number – 1120

Moved: Cr Lancaster

Seconded: Cr Ventris

That Council notes the above Caravan Park Managers Report.

Carried 8/0

8.7 Swimming Pool Manager's Report

8.7.1 Mukinbudin Swimming Pool Report June 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Luke Sprigg
Date:	10 July 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Luke Sprigg

No Pool Managers report this month

CEO Comment

	Budget	Actual YTD
Retaining Wall/Paving	\$13,610	\$10,672 completed
BBQ Shelter	\$15,800	\$11,800 completed
Shelter plumbing and Trenching	\$ 2,258	\$ 1,148 completed
Engineering Plans	\$ 1,000	\$ 818 completed
Soil, Turf and Retic landscape	\$41,430	\$41,430 completed
Upgrade of Lights	\$12,200	\$ 5,535 completed
Mens changerooms Disabled Toilet	\$ 6,000	\$ 0 pending plans Pending design/Quote
Ablution Building re roofing	\$ 2,000	\$ 0 pending plans design(Quote \$4,650)
Woodchips	\$ 0	\$ 3,000 complete
Other (Shire in kind Labour Plant)	\$ 0	\$ 6,630
Other	\$ 0	\$ 1,404
Optidrive	\$ 0	\$ 10,110
Steps	\$ 0	\$ 0
Total	\$94,298	\$92,547

Budget Amendment – Opti-drive installed by Western Energy Services on 10 April 2014

Diving Board Step ordered from Mukinbudin Steel Purchase Order \$10,700 excl GST

Shade Cloth for Ladies Change rooms found at Depot and needs repair.

Diving Board stairs currently being manufactured by Mukinbudin Steel fabricators and will be a carryover item into the 2014/15 Budget \$10,700 excluding gst.

Voting Requirements

Simple Majority

Recommendation

That Council note the above Pool Managers Report.

Council Decision Number – 1121

Moved: Cr Sippe

Seconded: Cr Palm

That Council notes the above Pool Managers Report.

Carried 8/0

Claire Baker arrived at the meeting at 10.31am

8.8 NRMO Report July 2014

11.14am guests Mr & Mrs Maddock arrived for presentation of a picture of Popes Hill. left 11.39am

8.8.1 NRMO Report July 2014	
Location:	Mukinbudin
File Ref:	
Applicant:	Claire Baker - NRMO
Date:	13 August 2014
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham - CEO
Author:	Claire Baker - NRMO

COURSES/ WORKSHOPS/ MEETINGS ATTENDED:

- ❖ 1st July – Goodlands – Camera Monitoring (State Barrier Fence).
- ❖ 3rd July – Koorda – Grain Workshop
- ❖ 7th – 9th July – RDO's
- ❖ 10th July – Goodlands – Camera Review
- ❖ 11th July – Koorda – Biofund Site Survey – Harrap
- ❖ 14th July – Wyalkatchem - CBH Reveg Project Initial Survey
- ❖ 14th July – Wyalkatchem – Fox Glove Initial Survey
- ❖ 14th July – Wyalkatchem – Meeting Re: Gravel Pit policy/ CBH Plans
- ❖ 15th July – Wyalkatchem – CBH Reveg Project Site Visit
- ❖ 17th July – Koorda – Biofund Site Survey – Brooks
- ❖ 18th July – Koorda – Biofund Site Survey – Hayles
- ❖ 18th July – Koorda – Biofund Site Survey – Stanton
- ❖ 22nd July – Mukinbudin – Deeranning Rock Site Survey
- ❖ 24th – 25th July – Koorda – Refuse Site Tree Planting
- ❖ 24th July – Koorda – Biofund Site Survey – Sharman
- ❖ 25th July – Koorda – Biofund Site Survey – Longmuir
- ❖ 31st July – Koorda – Biofund Site Survey (Check data) – Brooks
- ❖ 31st July – Wyalkatchem – Meeting with CEO & David Jolliffe (DPaW) – Wyalkatchem Fox Glove
- ❖ 31st July – Koorda (North) – Growers Group Meeting

PRESS RELEASES:

- ❖ 1080 baits
- ❖ Revegetation Guide advertising

MUKINBUDIN CONSERVATION GROUP INC.

- ❖ Been in contact with MCG; Support letter supplied for renewal of contract (attached); future planning in place for further projects.
- ❖ Looking into funding opportunities for Bird banding Equipment; In contact with "The Norman Wettenhall Foundation" to see if we are eligible.

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

DRF WORKS – Nungarin - Mukinbudin Road

- ❖ Completed a site survey into an area for proposed works with DRF located within the site, liaising with RCC and DER.
- ❖ Area may need to be inspected by DER/DPAW as information must be gathered about the DRF in question.
- ❖ Liaising with Natasha Moore from DPaW and Gillian Stack from RCC
- ❖ Permit has been drafted and checked over by Natasha Moore.
- ❖ A site inspection completed with the Works Supervisor to see what DRF will be effected in the area during works – Stuart & Bob stated that this area is not of major concern at this present time so the permit is on hold.
- ❖ DER has been notified.

DRF WORKS – North Barbalin Road

- ❖ New Site (Nth Barbalin Road) – Have been in contact with DER & DPaW as road is covered by both departments.
- ❖ Written consent to clear maintenance zone from DER as comes under an exemption
- ❖ DRF/Environmentally sensitive areas will need a “Permit to take”.
- ❖ Permit to take has submitted to DPaW (July) – The application is being reviewed; the works time has been extended for one year.
- ❖ Awaiting next step in application from DPaW

Clearing – Koorda Bullfinch Road

- ❖ All documents received from Stuart regarding clearing application
- ❖ Permit to “Interfere with the beds and banks of a watercourse” PMB179488(1) has been approved from the Department of Water
- ❖ Draft letter written up to respond to DER’s letter dated the 18th June – (Letter to be sent 14th August).
- ❖ Have spoken direct with DER regarding the application

TREE PRUNING

- ❖ A site assessment at Deeranning Rock took place on the 22nd of July to assess the overgrowth of the vegetation and the need to clear the tracks – Photo points & GPS marking were taken and an assessment of the vegetation to be effected (no DRF was noted) and the length of track to be pruned was 0.5km on site. I spoke direct to DER and they stated that there would be no issue with the Shire pruning the vegetation as long as it is done in a way to minimise damage/ disease and it doesn’t end in the death of the tree. Still awaiting a written response.

NEWROC NRM

- ❖ Had a meeting with NEWROC in regards to re-writing the NEWROC NRM Strategy 2005 – 2010; we have decided to form the old document into two documents; a project plan and a strategy, this is a work in progress as we are still re-viewing the document.
- ❖ Meeting took place on 26th of June; brain storming and looking at important topics to re-draft the strategy; importance of NRM etc; Linda Vernon is currently forming a draft for review from NEWROC NRM’s.

STATE NRM GRANT - Feral Pest Eradication through use of 1080 and research into bait palatability, attractiveness and non – target species attraction”

- ❖ Bait Trial sites; Koorda: Confirmed: Greg Westlund, Carl Fushbishler, Rick Storer & David Nairn. Looking at just monitoring within the Koorda Shire due to location and farmers willing for their land to be a bait trial site.
- ❖ May look at monitoring sites just out of shire boundary where there is an issue to raise awareness before it is a problem (approved by DAFWA)
- ❖ Drafted documents such as expenditure sheets, advertising, trial site information, supplier information such as prices/ licence numbers/ contacts.
- ❖ Baits still being advertised in the three shires
- ❖ CWDSG sponsoring the project as well as contracting my services for camera monitoring – invoice has been sent to the EO of the CWDSG.
- ❖ All permit applications & records on file in Koorda NRM Office
- ❖ Land holder agreements have been drafted for bait trials
- ❖ Obtained a copy of current permits from DAFWA - Letters and permit amendment requests in progress

Voting Requirements

Simple

Recommendation

That Council note the above NRM Report.

Council Decision Number – 1122

Moved: Cr Ventris

Seconded: Cr O’Neil

That Council note the above NRM Report.

Carried 8/0

Claire Baker left the meeting at 11.24am

9. Information Report

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

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

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

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

12.1

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

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

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

....

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

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

Recommendation

That Council close the meeting to members of the public in accordance with the Local Government Act 1995, Section 5.23 as Item 12.1 deals with matters contained under Section 5.23 (2) (e) (ii).

Council Decision Number – 1123

Voting Requirements – Simple Majority

Moved: Cr Ventris

Seconded: Cr O’Neil

That Council close the meeting to members of the public in accordance with the Local Government Act 1995, Section 5.23 as Item 12.1 deals with matters contained under Section 5.23 (2) (e) (ii).

Carried 8/0

Meeting went behind closed doors at 4.41pm

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

Council Decision Number – 1125

Voting Requirements – Simple Majority

Moved: Cr Ventris

Seconded: Cr Lancaster

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

Carried 8/0

The meeting was reopened at 5.04 pm

13. Dates to Remember

13.1 Dates to Remember

ANNUALLY	
Date	Details
January	No Council Meeting this in January
February	Chief Executive Officer and Works Supervisor to inspect all plant evaluate and/or amend its plant replacement programme for recommendation to Council. Audit Committee to review Statutory Compliance Return, meet with Auditor and report to next full Council meeting Local Government Compliance Return 1 January to 31 December each year. Plan for the Future – commence review process (Every two years)
March	Buildings inspection Shire buildings with Property Manager and report to Council's March or April meeting Roads Inspection – Annual Road inspections to prioritise items of roadwork's for forthcoming year. Councillors to present road proposals to CEO for consideration prior to this inspection. Complete review of Annual Budget (FM Regulations (33A) Completion of Statutory Compliance Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO.(written confirmation to staff concerned)
May	Undertake Staff Annual Performance Reviews. National Volunteer Week Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges DCEO to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting. DCEO to conduct a Finance & Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit Every 4 years Financial Management Review due before 30 June Local Government Convention deadline for nominations 30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6. Chief Executive Officer's performance and remuneration review – commence this month
July	Draft Budget submitted by Chief Executive Officer Issue Employee Group Certificates Councillors and Senior Staff issued with Annual Interest Returns for completion Issue eating house licence renewals CEO performance review
August	Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33) Resolution regarding timing of Annual Electors Meeting

September	CEO to commence a full review of Policies & Procedures manual Completion of Annual Financial Report & submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)
October	Policy / Procedures Manual Review – Commence review process by including as last item on Council Agenda (if necessary) Review of Council's Code of Conduct – Section 5.103 (if unable to complete full review at this meeting discuss with Council the need to convene a Special Meeting to finalise review at this meeting or simply complete review at December Ordinary Meeting) Local Govt is to review its Code of Conduct within 12 months after each ordinary election day & make such changes to the code as appropriate. Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function. Special Meeting (Election Years Only) advertise special meeting to swear in Councillors, Elect President, Deputy President, Committee etc. for Monday immediately after the Saturday elections.
November	Pensioner rates rebate claim to be lodged Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)
December	Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report Newsletter & Local Newspaper – advertise date, time and venue of all Council and Committee meetings for next calendar year (with delegated authority, if any) (S.5.251 (g) & Reg 12). Council's Audit Committee to meet to discuss Final Audit Report and Management Letter. Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)

14 Closure of Meeting

14.1 The Shire President declared the meeting closed at 6.12 pm

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

Next Audit Committee to consider the Financial Management Review 17th Sept 2014 TBC



DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 20th August 2014 were confirmed at the Ordinary Meeting of Council held on 17th September 2014.

Signed: _____

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

Date: _____