



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

MINUTES

WEDNESDAY 21 October 2015



Floral Emblem
Eucalyptus erythronema (Red Flowering Mallee)

Notice of Meeting

Councillors

The next meeting of Council will be an Ordinary Meeting to be held on Wednesday 21st October 2015 commencing at 9.00am.

Thank you

Stuart Billingham
Chief Executive Officer

14th October 2015

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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 - 10.1 Nil
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 - 11.1 Nil
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 - 14.1 Closure of Meeting

Minutes of the Ordinary Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on 21st October 2015

1. Declaration of Opening

1.1 The Shire President vacated the chair and the CEO declared the Meeting open at 9.00am

1.2 Swearing In of New/Returning Councillors

Councillors O'Neil, Shadbolt and Councillor elect Paterson made Declarations of Office under section 2.29 of the Local Government Act (1995), for the following terms: -
Local Government (Constitution) Regulations 1998

“2.29. Declaration

- (1) A person elected as an elector mayor or president or as a councillor has to make a declaration in the prescribed form before acting in the office.
- (2) A person elected by the council as mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.
- (3) A declaration required by this section is to be taken or made before a prescribed person.
- (4) A person who acts in an office contrary to this section commits an offence.

Penalty: \$5 000 or imprisonment for one year.”

- 1.2.1 Mukinbudin Shire - John O' Neil
- 1.2.2 Mukinbudin Shire – Gary Shadbolt
- 1.2.3 Mukinbudin Shire - Stephen Paterson

<u>Councillor</u>	<u>Ward</u>	<u>Term</u>
Cr O'Neil	Mukinbudin	4 years
Cr Shadbolt	Mukinbudin	4 Years
Cr Paterson	Mukinbudin	4 Years

1.3 Call for nomination Shire President

The CEO called for nominations with the successful candidate to be sworn in as President for a period of two years under section 2.29 of the Local Government Act (1995). Nominations may be submitted to the CEO in writing prior to the meeting.

Cr Ventris nominated Cr Shadbolt – Accepted

There were no further nominations so the CEO declared Cr Shadbolt President for the next two (2) years.

1.3.1 Swearing in Shire President

Councillor Shadbolt to make a Declaration of Office under section 2.29 of the Local Government Act (1995)

1.4 Call for nomination Deputy Shire President

The Shire President called for nominations with the successful candidate to be sworn in as Deputy President for a period of two years under section 2.29 of the Local Government Act (1995). Nominations may be submitted in writing to the CEO in writing prior to the meeting.

Cr Seaby nominated Cr Comerford – Declined

Cr Palm nominated Cr Seaby – Accepted

Cr Comerford nominated Cr Ventris – Accepted

The CEO conducted a secret ballot and the vote was counted by Chief Executive Officer, Manager of Finance and witnessed by Peter Geraghty JP

Cr Ventris was declared Deputy Shire President for the next two (2) years.

1.4.1 Swearing in Deputy Shire President

Councillor Ventris makes a Declaration of Office under section 2.29 of the Local Government Act (1995)

Peter Geraghty JP left the meeting at 9.23am

Cr Ventris left the meeting at 9.24am and re-entered the meeting at 9.25am

Works Supervisor Keith Mills entered the meeting at 9.25am

1.5. Nomination of Councillors to Standing Committees/Portfolios and External Organisations

1.5 Nomination of Councillors to Standing Committees/Portfolios and External Organisations	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	14 October 2015
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Background:

Council operates a portfolio system of governance whereby like operational areas are grouped together and a number of Councillors form a reference group. Council also needs to nominate Councillors to a number of external bodies.

Recommendation:

That Council adopts the following portfolio structure.

The Councillors attached to each portfolio in 2013 are mentioned here as a reference.

Portfolio	Membership
Shire Employees <ul style="list-style-type: none"> • Employment and Recreation • Staff Welfare • Occupational Health and Safety • Training 	<i>Shire President</i> <i>Deputy Shire President</i> <i>CEO</i> <i>MF</i> <i>WS</i>
Law, Order and Public Safety <ul style="list-style-type: none"> • Bush Fire Control 	<i>Cr Seaby</i> <i>Cr Comerford</i>

<ul style="list-style-type: none"> • Police • Ambulance • Ranger Services • Regional Emergency Management Plan • LEMC (formerly LEMAC) 	<i>Cr Palm</i> <i>MF</i> <i>Cr Shadbolt</i> <i>LEMC – Needs a Councillor as a permanent Chair for this group.</i>
Education <ul style="list-style-type: none"> • Schools • Pre-School • School Bus Committee 	<i>Cr O’Neil</i> <i>Cr Shadbolt</i> <i>Cr Seaby</i> <i>CEO</i> <i>WS</i>
Health and Welfare <ul style="list-style-type: none"> • Kununoppin Local Health Advisory Group • Health Facilities • Home and Community Care • Disability Plan • Rural Counselling • Aged persons • Youth • Indigenous 	<i>Cr Ventriss</i> <i>Cr Shadbolt</i> <i>Cr Comerford)</i> <i>CEO</i>
Housing <ul style="list-style-type: none"> • Staff Housing • Aged Housing • GEHA Housing • Community Housing 	<i>Cr Ventriss</i> <i>Cr Paterson</i> <i>Cr O’Neil</i> <i>CEO</i> <i>MF</i>
Environmental Management <ul style="list-style-type: none"> • Sanitation – Refuse • Recycling • Landcare – NRM • Pest Control • Noxious Weeds and Vermin • Crown Land Reserves 	<i>Cr Palm</i> <i>Cr Comerford</i> <i>Cr Paterson</i> <i>Cr Shadbolt</i> <i>CEO</i> <i>EHO</i>
Recreation and Culture <ul style="list-style-type: none"> • Recreation Facilities • Public Halls • Parks, Gardens and Trails • Drive-In • Library • Heritage • Television and Radio 	<i>Cr Shadbolt</i> <i>Cr Paterson</i> <i>Cr Seaby</i> <i>Cr _____</i> <i>Cr Ventriss</i> <i>CEO</i> <i>MF</i>
Physical Infrastructure <ul style="list-style-type: none"> • Roads • Plant and Machinery • Street Lighting • Depot • Aerodrome • Cemetery 	<i>Cr Shadbolt</i> <i>Cr Palm</i> <i>Cr Comerford</i> <i>Cr _____</i> <i>Cr O’Neil</i> <i>CEO</i> <i>MF</i> <i>WS</i>
Shire Development <ul style="list-style-type: none"> • Planning Scheme • Development Services (planning, building, health) • Business Services and Organisations 	<i>Whole of Council</i> <i>CEO</i> <i>MF</i> <i>CDO</i>

(rural and town) <ul style="list-style-type: none"> • Utility Services • Tourism • Caravan Park 	
External Bodies	Delegates
North East Wheatbelt Sub Regional Road Group Frequency: 3 in person meetings per year – always at Mukinbudin Shire Offices.	<i>Cr Palm Cr Ventris CEO and WS</i>
Great Eastern Zone – WALGA Frequency: 5 in person meetings per year (March meeting in Mukinbudin)	<i>Shire President Deputy Shire President (sub) CEO Note: All councillors are encouraged to attend.</i>
NEW Travel Frequency: 3 in person meetings per year.	<i>Cr Ventris (sub) Cr _____ CEO</i>
Kununoppin Local Health Advisory Committee Frequency: Bi-monthly at Kununoppin	<i>Cr Ventris CEO</i>
NEWROC Frequency: Bi-monthly moves around NEWROC shires	<i>Cr Shadbolt (sub) Cr Ventris Note: NEWROC Presidency moves to Shire of Nungarin October 2015.</i>
Wheatbelt Agcare Frequency:	<i>Cr Comerford</i>
Mukinbudin 50s Community Farm Shed Frequency: Monthly at Shed	<i>Cr Palm Cr Seaby Cr Shadbolt MF</i>
Mukinbudin Community Resource Centre Frequency: Monthly at Resource Centre	<i>Cr Shadbolt Cr _____ CEO</i>
Mukinbudin Joint Venture Housing Committee Frequency: As required	<i>Cr _____ Cr _____ Cr _____ MF CEO</i>
Muka Matters Frequency: Annual	<i>Cr Ventris</i>
Muka Boodie Rats Frequency: As required	<i>CEO</i>
Eastern Wheatbelt Declared Species Group Frequency: At least twice per year	<i>Cr Palm</i>
Central Wheatbelt Visitor Centre Frequency: Unsure – future of CWVC currently under review.	<i>Cr _____ Note: This is a NEWROC Appointment. CEO also attends as Director of Economic Development and Tourism for NEWROC.</i>
Kununoppin Medical Practice Committee Frequency: As required	<i>New since 2009 – Shire President and CEO</i>
Central East Aged Care Alliance Committee Frequency: As required	<i>Cr Shadbolt - Chairman Proxy: Cr Comerford Representative to be recommended by Council can be Community member or Councillor.</i>

Cr O'Neil left the meeting at 10.34am and returned at 10.38am

Council Decision Number - 1334

Voting Requirements – Simple Majority

Moved: Cr Ventris

Seconded: Cr Seaby

That Council adopt the Portfolios and Representation as nominated above for the next two (2) years

Carried 7 / 0

Meeting adjourned at 10.39am and resumed at 11.03am

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.

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
Cr Comerford
Cr O'Neil
Cr Palm
Cr Paterson
Cr Ventris
Cr Seaby
Vacant
Vacant

3.2 Apologies:

3.2.1

3.3 On leave of absence:

3.3.1 Cr

3.4 Staff:

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

3.5 Visitors:

Guests

Peter Geraghty JP

3.6 Gallery:

3.7 Applications for leave of absence:

3.7.1 Request for leave of absence

It was resolved that the November meeting commence at 1.30pm

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 September 2015.

Voting Requirement

Simple Majority

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 16th September 2015 and be accepted as a true and correct record of proceedings.

Council Decision Number – 1333

Moved: Cr Comerford

Seconded: Cr O'Neil

That the Minutes of the Ordinary Meeting of Council held on the 16th September 2015 and be accepted as a true and correct record of proceedings.

Carried 7 / 0

6.1.1 Business Arising from Minutes

7. Matters for which the meeting may be closed

7.1 Works Supervisor Employment Contract – Keith Mills

7.2 CEO Contract Renewal – Stuart Billingham

7.3 Land Swap

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. Reports of Committees and Officers

8.1 Work's Supervisor

8.1.1 Work's Supervisor's Report September 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Keith Mills/Bob Edwards - WS
Date:	14 th October 2015
Disclosure of Interest:	NIL
Responsible Officer	Keith Mills/Bob Edwards - WS
Author:	Stuart Billingham - CEO

MAINTENANCE GRADING

Will Jenkin has continued winter grading in the North of the Shire grading Beringbooding Road, Bonnie Rock South Road to Graham Road, Sprigg Road, Toole Rd, Sheardown Road, towing the multi-tyred roller while there will be some sub surface moisture in the road pavement material to work with.

OGILVIE ROAD AND WALTON ROAD

Maintenance work commenced last week on both Ogilvie and Walton Roads to repairs water damage and cover large rocks with new gravel. Silinger contracting has been carting gravel for Graham Road and these two projects.

BARBALIN BLACKSPOT

Mick Sippe is still to still complete fencing along the project as the creek sections dry out this month. As the site dries out the gravel pavement will be final trimmed and batters completed. Project to be sprayed with hot bitumen once the temperature starts to rise, programmed to be sprayed on Monday 19th October 2015 by COLAS. Signage and line marking to follow. An opening ceremony to be arranged by the Shire as soon as practical with appropriate invitations to be sent out.



NUNGARIN Nth ROAD

This project is near completion in with guideposts, flood warning signs and depth indicators and signage to be installed in October 2015 and the last remaining 4x precast headwalls also to be completed. The 50m fishtail section of Squire Road to be sealed 19th October 2015 by COLAS. Additional works will be required on the spillway as the rock placed on the Eastern side has subsided and will need to be replaced with larger stone and cement pitching.



BARBALIN Nth ROAD Gravel resheeting 6kms

After Will Jenkin did an excellent job clearing back the verge vegetation and restoring the drainage and visibility the Shire will now program to undertake the gravel resheeting of the 6km section of the Barbalin Nth Road. Some remedial works will be required to widen the culverts and guidepost and new signage installed to improve safety under Roads to Recovery funding.

GRAHAM ROAD –Gravel Resheeting

Gravel resheeting of remaining 2kms of Graham road was completed 10 September 2015.

STRUGNEL ST. Heavy haulage access

Rod Munns has been liaising with Telstra to obtain a price to re-route their underground service. Quote came in at \$20,991.48 incl GST

MUKINBUDIN- WIALKI Rd. Full reconstruction of section SLK .400 to 4.400

The recent flooding of this section of road has delayed the commencement of this project till after harvest. Rod Munns has looked at the drainage issues along this project .Meeting with Brad and Robey Jones to be arranged with Rod Munns and Keith Mills and CEO.

MUKINBUDIN- KUNUNOPPIN Rd. Bends and Corner reconstruction

Subject to budget constraints these two corner bends will be looked at to repair surface deviations and improve the intersection size and safety. New signage and guideposts to be installed under the Shire road maintenance budget.

GENERAL MAINTENANCE

Noel and Brenton have been uncovering various Telstra pit lids under the footpaths and fixing potholes with EZYstreet around the townsites and rural roads.

OUTSIDE STAFF REPLACEMENTS

Whilst Bob Edwards was on Annual Leave Mr Don Francis Leading Hand was made Acting Works Supervisor. Mr Keith Mills commences in the role on Tuesday 13 October 2015.

We will require a further casual later in the year to help us get through the heavy work load in the coming budget year.

Voting Requirement

Simple Majority

Recommendation

That Council note the Works Supervisors Report.

Council Decision Number – 1332

Moved: Cr Comerford

Seconded: Cr Seaby

That Council note the Works Supervisors Report.

Carried 7/0

Keith Mills left the meeting at 10.00am

Nola Comerford entered the meeting at 11.03am

8.2 Community Development Officer

8.2.1 Community Development Officer's Report	
Location:	Shire of Mukinbudin
File Ref:	CS.GR.1
Applicant:	Nola Comerford-Smith
Date:	21 October 2015
Disclosure of Interest:	Aunty of Anthea Comerford
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.
- KidSport - \$2,000 – KidSport applications will now be administered locally.
- CSBP - \$600 for Spring Festival
- CBH Group Grants – Men's Shed – for sea container storage \$2,500.
- Seniors Week 2015 Community Grants Program – for Seniors Long Table Dinner \$1,000

Applications in Progress:

- Lotterywest – Events Equipment Kit. Waiting on outcome of District Club grant application for equipment before proceeding further.
- Disability Services Commission - Community Infrastructure Grant – for automatic sliding doors to be installed at CRC and Sporting Complex - *unsuccessful*
- Dept. of Local Government and Communities - Thank a Volunteer Day Celebration.
- 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.
- Lotterywest – playground equipment for Lion's Park.

Completed Acquittals:

- Government of WA – Road Safety Community Grants Program (Event Grant) – Spring Festival - \$1,000
- RAC – Spring Festival \$500

Outstanding Acquittals:

- Lotterywest – 2015 Act-Belong-Commit- Spring Festival \$19,265
- Healthway – 2015 Act-Belong-Commit Spring Festival

COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Act Belong Commit Mukinbudin Spring Festival** – a debrief of the Spring Festival was held on Thursday 8th October. Outcomes of the meeting were:
 - Art sales were down, possibly due to a couple of factors: Art Opening being on Thursday night instead of Wednesday night and sales were not allowed during the day on Thursday; Market Day was held at the Sporting Complex on Saturday so the art was not as convenient to view.
 - The Facebook promotions were successful – although probably only to a specific genre of potential festival attendees.

- Paper advertising needs to be more prominent and widespread, as in previous years.
 - Sunday clean-up needs some coordination to generate more volunteers.
 - The wildflower/granite rock tours are very successful with two buses required, although it would work better if the buses went in different directions to make it more manageable. The tour could possibly run earlier in the week for locals to ensure that visitors were able to attend.
 - The numbers of Vintage Cars are dwindling each year so not sure if any will attend in coming years.
 - Amber thought that having a theme was pivotal to coordinating the festival although the committee thought that this could take up valuable organising time.
- **Creating Age Friendly Communities in Small Towns** – The first stage of the project is underway, with street seating having been installed by Denis and disabled parking bays hopefully installed by the date of the Council meeting.
 - **Seniors Events** – I am organising a bus trip to Toodyay for Monday 7th - Tuesday 8th December. Bookings have been slow, but I hope to have a bus full to make the trip.
 - **WA Seniors Awards 2015** – I have nominated Mr Patrick Fagan for a Community Senior Volunteer Award for his incredible voluntary work with the MAD Men.
 - **Prime Super Community Group of the Year Award** – the MAD Men were selected as semi-finalists, but unfortunately did not go through to the finalist stage.
 - **Shire of Mukinbudin – Tourist Brochure** – 5000 brochures have arrived and we have started to distribute them.
 - **Tampu Bin** – Following is a pro-forma sign for the Tampu Hut. I have worded it (at the suggestion of Roderick Sprigg) as a note from CBH to employees and would appreciate your opinion. It is based on information received from Graham McLevie, ex-CBH employee.

COOPERATIVE BULK HANDLING TAMPU RECEIVAL POINT

- 1) Treat this luxury accommodation hut with care, it is a vast improvement on the arrangements you have utilised in the past.
- 2) The metal 'beetles' that you have been using as beds must now be given over to their proper use as hessian liner storages.
- 3) Any adaptations that have been made to the beetles (ie. bamboo extensions for sleeping quarters) must be packed up and stored elsewhere.
- 4) Strictly no more camping between the timber and iron struts of the wheat bins.
- 5) Strictly no more camping in the wheat bins - Management is aware of fires being lit to keep warm and the grain being ignited. If you are not aware - Wubin Receival Point was burning for 3 days from this mishap.
- 6) Lean-to accommodation attached to weighbridge can now be dismantled. Pot-belly stoves from said lean-to may be returned to Management.
- 7) Water may be sourced from gutters. Please check condition of gutters and water for grain damage. Do not drink if soured from grain in gutters. Find alternative source of water if undrinkable.
- 8) A Meters stove is available in this hut for your convenience. Please provide everything else you may need.
- 9) Gas refrigerators will be supplied in a few years, but possibly not at this site.
- 10) Beds will be supplied in 1962, along with a table and chairs.
- 11) In 1968 Management will supply bunk beds and a cupboard.
- 12) There is no washroom. Please use long-drop provided for ablutions.
- 13) For more substantial accommodation, transfer to Mukinbudin which has ablution facilities. There is no hot water and the gap around the hessian walls will freeze you in winter, but it is better than nothing.

- **Yoga Classes** - Anthea Comerford will be running yoga classes for 6 weeks commencing Wednesday 11th November at the Sporting Complex. The previous yoga classes taken by Charise Walker from Bencubbin were very popular and it was refreshing to have an alternative type of exercise class in Mukinbudin. To make these classes more affordable for participants, would it be possible to waive the hire fee as done for the previous yoga classes organised by the CRC?
- **Wattoning Historical Site** – As discussed previously, I have been looking into the mysterious ‘Tambrose’ memorial plaque at the gravesites. The family have been in touch and informed us that Tambrose requested his ashes be spread in Mukinbudin because it was ‘the end of the line’. They were going to place his plaque in the bush but came across the Wattoning gravesite and thought it ideal to leave it there. They have asked that the plaque be removed and disposed of.
- **Mukinbudin Memorial Hall** – The 80th Anniversary (of the Road Board offices) was held on Thursday 15th October with a decent crowd present for the morning tea and official speech by Cr Shadbolt.
- **Senior’s Week** – We once again have funding from COTA (Council on the Aging) for entertainment for the Senior’s Dinner on Friday 13th November. Council and the Mukinbudin Church of Christ also sponsor this. Jeff Seaby has again offered to coordinate the waiters and I will coordinate the meal.
- **Sandalwood Wagon** – Jocelyn Maddock has written the following proposal regarding a sandalwood wagon from the Maddock family that they would like restored in partnership with the Shire of Mukinbudin. I have spoken to John Smith, Clare Smith and Bill Crook from the Men’s Shed who thought it was probably too big a project for them to undertake considering the condition of the wagon. Lotterywest were concerned that it could be restoration for the sake of restoration, rather than a confirmed community need but were willing to discuss if it was a genuine project.

7 OCT 2015

25 Stratton Street,
Hamilton Hill,
W.A. 6163.

Email: anjmaddock@inet.net.au

Phone: (08) 9335 5262

Thursday 1st October 2015

Mr Stuart Billingham,
Chief Executive Officer,
Mukinbudin Shire Council,
15 Maddock Street,
Mukinbudin. WA. 6479

	TD	MON	TUE
CEO	✓	AS	7/10
COEO			
SAG			
WS			
EHO			
LIB			
CDO	✓		
SPOOL			
FILE			

Dear Stuart,

We are writing to you to submit to the Council a proposal to restore an old sandalwood wagon used at Wilgoyne Station from the 1880s to the 1920s.

We feel the wagon once restored would be of considerable interest to both tourists and the local community and would complement the growing number of historical exhibits the town now has which are proving to be a real tourist attraction.

I look forward to hearing from you in the near future.

Yours sincerely

A.N. Maddock

Jocelyn Maddock

Cc: Mukinbudin Men's Shed

Wagon Restoration Project – History of Mukinbudin

Proposal:

- To restore an historical wagon and place it on display in Mukinbudin with an information board detailing the early white settlement history of the area.
- To display photographs & information from the George Maddock ledger which recorded much information on sandalwooding as practiced at the end of the 19th century and the beginning of the 20th century.

History of the Wagon:

- George Lukin acquired the 100 acres freehold lease at Wilgoyne in August 1886 and built the Wilgoyne homestead in the same year in time for his marriage.
- In 1896, George Lukin left Wilgoyne to return to York and George Maddock took over Wilgoyne Station from 1897, after several years of working in partnership with George Lukin. George Maddock and Lukin were partners in a butchery business in Southern Cross around 1893. After one year, George Lukin left the butchery business and George Maddock continued in this until 1901 with a different partner.
- George Maddock lived at the homestead until 1938, the year he died.
- Until around the 1920's, sandalwood was the primary source of income from what was to become the Mukinbudin district.
- The wagon was used for transporting sandalwood to the railhead at Burracoppin, 56 miles from the homestead, until 1911 when the railway came to Nungarin. It was also used to cart wool and supplies.
- A lead horse, called the shafter and up to five horses, single file, were used to pull a load.
- The wagon was last used in 1920 (approx) and for years was kept in a tin shed on the farm. Over time, the shed deteriorated and the wagon as well.
- Around 1991, Bert and Jocelyn Maddock collected the wagon remnants from Wilgoyne, with the then owner's permission, for safe keeping until the wagon could be restored.

Additional Information:

- **Historical/cultural heritage:**
 - The wagon could be part of the Mukinbudin tourist trail. An old wagon stacked high with 'wool bales' is a real tourist attraction in the main street of Kojonup.
 - A description of sandalwood pulling and cutting is described along with a photo.
 - Jocelyn Maddock is willing to offer historical information and support as more information has become available about this time and the links to current Mukinbudin history.
 - Please refer to J. Maddock (1987) *'On the Line: A History of the Shire of Mukinbudin* in particular Chapter 2/ P28 - 57 for information.
- **Community Support:**
 - Use the support of the men's shed and local community members to assist with the restoration process.
 - The Men's Shed and the Shire work together on the project management of this proposal.
- **Financial Support:**
 - Possible support may be available from Lotteries West funding.
 - A.N. & J Maddock are willing to offer some financial support for the restoration and information boards.
 - Other Maddock family members may also be willing to contribute.
 - The shire council may be prepared to assist in some way and it may be possible to explore 'Royalty for Regions' funding – if still available.

Photos

- The wagon is currently at former farm of ER & PR Maddock
- These photos show the current state



Meetings Attended/Events Organised:

- Thursday 24/09/15 – Digital Learning at CRC
- Thursday 08/09/15 – Spring Festival debrief meeting
- Wednesday 14/10/15 – organised a Food Safety Training class with Bill Hardy
- Thursday 15/10/15 – Memorial Hall 80th Anniversary

Financial Implications:

Possible contribution or donation to Sandalwood Wagon project
Waiver of Hire fees loss of income approx. \$23 (Previously waived Tai Chi in Nov 2014)

Section 6.12 of the *Local government Act 1995* states the following:

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

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

which is owed to the local government.

** Absolute majority required.*

Strategic Implications:

Nil

Voting Requirements

Absolute Majority

Recommendations

That Council

- 1. note the above Community Development Officers Report.
- 2. waive the hire fee for Mukinbudin Sporting Complex function room for the purpose of community yoga classes for a period of 6 weeks.

Nola Comerford-Smith left the meeting at 11.27am

Cr Comerford declared impartiality in recommendation 2.

Council Decision Number – 1335

Moved: Cr Palm

Seconded: Cr Paterson

That Council

- 1. note the above Community Development Officers Report**
- 2. waive the hire fee for Mukinbudin Sporting Complex function room for the purpose of community Yoga Classes for a period of 6 weeks.**

Carried

7/ 0

8.3 Manager of Finance Reports

8.3.1 List of Payments – September 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis – MF
Date:	14 th October 2015
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 21 October 2015, 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 1685.1-D/D1734.1	(\$19,447.78) and
Muni Cheques 31219 to 31232	(\$22,517.77) and
Muni EFT's – EFT 1085 to EFT 1147, Payroll - Pay-2	(\$305,340.07) and
Trust D/D1669.1 – D/D1745.1, EFT 1146 – 1150	(\$31,949.90)
Totalling	(\$379,255.52)

for payments made in September 2015, be passed for payment.

Council Decision Number – 1336

Moved: Cr Seaby Seconded: Cr Paterson

That the list of payments to today's meeting on Vouchers –	
Direct Debits D/D 1685.1 – D/D1734.1	(\$19,447.78) and
Muni Cheques 31219 - 31232	(\$22,517.77) and
Muni EFT's – EFT 1085 - 1147, Payroll - Pay-2	(\$305,340.07) and
Trust DD 1669.1 to DD1745.1,EFT 1146 – 1150	(\$31,949.90)
Totalling	(\$379,255.52)

for payments made in September 2015, be passed for payment.

Carried 7 / 0

8.3.2 Monthly Statement of Financial Activity Report – 30 September 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	14 th October 2015
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 **30th September 2015** 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 30th September 2015 and note any material variances greater than \$10,000 and 10%.

Council Decision Number – 1337

Moved Cr Ventris Seconded Cr O’Neil

That Council adopt the Monthly Financial Report for the period ending 30th September 2015 and note any material variances greater than \$10,000 and 10%.

Carried 7/0

8.4 Chief Executive Officer's Reports

8.4.1 Chief Executive Officer's Report – September 2015	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	14 th October 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Meetings – Past

September 2015

22 Sept NEWROC Executive Meeting Shire of Koorda
24 Sept to 12 Oct CEO on Annual Leave
25 Sept Minister Mia Davies visiting the Shire of Mukinbudin Shire President and A/CEO
30 Sept Extraordinary Election - Nominations open for Council 8.00am

October 2015

7 Oct Extraordinary Election - Nominations close for Council 4.00pm
13 Oct Meeting with Rod Munns Roads Engineer
13 Oct CRC AGM
15 Oct 80th Anniversary Mukinbudin Town Hall
15 Oct Tier 1 Assessment LGIS
16 Oct Barbalin Dam Bus Tour
16 Oct Farewell function for WS and LH at Depot
21 Oct Council Meeting

1.2 Meetings – Future

October 2015

27 Oct NEWROC Council Meeting Shire of Koorda
28-30 Oct LGMA WA State Conference Fremantle

November 2015

14 Nov Sat Extraordinary Election polling day
16-17 Nov Final Audit Moore Stephens
20 Nov NEWTRAVEL AGM Dowerin Shire
24 Nov NEWROC Executive Meeting Mt Marshall
26 Nov Great Eastern Country Zone

1.3. Staff Matters

Acting CEO

Whilst I was on Annual Leave Mrs Ann Brandis and Mrs Katharine Spencer shared the Acting CEO role.

Works Supervisor

Mr Keith Mills commenced as the new Works Supervisor on Tuesday 13th Oct 2015 with Mr Robert Edwards will cease his employment contract with the Shire on Friday the 16 October 2015.

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 Mukinbudin Waste Water agreement expired - meeting held with Regional Manager Water Corporation-Sharon Broad 4 June 15, Draft 2 Recycled Water Supply agreement supplied to Shire to be reviewed.

Voting Requirements

Simple Majority

Recommendation

That Council note the Chief Executive Officer's Report.

Council Decision Number – 1338

Moved: Cr Seaby

Seconded: Cr Ventris

That Council note the Chief Executive Officer's Report.

Carried 7 / 0

8.4.2 NEWROC Executive Meeting Minutes– 22nd September 2015	
Location:	NEWROC
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	14 October 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background

An Executive Meeting of NEWROC was held on Tuesday 22nd September 2015 at the Shire of Koorda 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 Council Meeting:

- 7.1. FUTURE PROJECT PRIORITY LIST
- 7.2. KUNUNOPPIN BONDED MEDICAL SCHOLARSHIP

Next NEWROC Meeting dates:

The following dates have been adopted for NEWROC meetings during 2015.

27 October	Council	Shire of Koorda
24 November	Executive	Shire of Mt Marshall
15 December	Council	Shire of Mt Marshall

Voting Requirements

Simple Majority

Officer recommendation:

That Council notes the report on the NEWROC Executive meeting minutes held on 22nd September 2015.

Council Decision Number – 1339

Moved: Cr Seaby

Seconded: Cr Paterson

That Council notes the report on the NEWROC Executive meeting minutes held on 22nd September 2015.

Carried 7 / 0

8.4.3 Mukinbudin District Club Agreement	
Location:	District Club
File Ref:	ADM
Applicant:	Stuart Billingham – CEO
Date:	14 October 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

Background:

The Mukinbudin District Club has received funding to improve its operation and management. The Secretary Mrs Abi Farina arranged a workshop meeting on Wednesday 23 September 2015 at the District Club with Clubs WA representatives and Shire and District Club Committee members.

Meeting was attended by District Club President John Shadbolt, District Club Deputy President and Cr Sandie Ventris, Mrs Abi Farina Secretary, Shire President Gary Shadbolt and Shire CEO Stuart Billingham Club Treasurer, Linda Soerianto Admin Manager Clubs WA, Emiliano (Emi) Barzotto from TBH Niche as a workshop facilitator.

One of the goals for the meeting was discuss both the District Club and Shire formalising a agreement for the use and costs of the operation of the District club. (A draft agreement has been prepared and is submitted as a separate attachment)

If the District Club was to retain the responsibility for things such as listed below then the annual rental would be low e.g. \$10-\$100.

Extract from agreement in grey

6.5 Maintenance and Repair

The Mukinbudin District Club agrees to undertake building maintenance and minor repair tasks, including;

- ❖ Repair/replace defective light globes and fittings (eg. covers) including flood lights, power points and switches.
- ❖ Repair defective electrical appliances and fixtures.
- ❖ Repair/replace taps and washers, and damaged plumbing fixtures.
- ❖ Repair refrigeration units (including freezers and cool rooms).
- ❖ Repair gas fixtures and fittings (including gas stoves).
- ❖ Replace worn window treatments, fitted floor coverings.
- ❖ Repair/Replace door and window locks,
- ❖ Maintain the internal painting of the Premises in good order to the satisfaction of the Shire.

However if the Shire has the District Club assets ownership transferred to it and retains all the responsibility then the annual rental Should be higher e.g. \$1,000 - \$2,000 p.a.

The meeting agreed that the latter option would be the preferred with all district club assets (except Alcohol stock) being transferred to the Shire of Mukinbudin to insure and be responsible for.

The agreement also covers the topic of Insurances, a copy of the District Club's current insurances are submitted as a separate attachment for information with the following insurances not taken out.

- Money
- Glass
- Fidelity
- Volunteer Personal Accident

Under the proposed agreement the Shire would cover glass. The District Club Management Committee will need to decide if it wishes to cover the other insurances.

The Local Government Act 1995 section 6.11 states:

6.11. Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
 - (a) changes* the purpose of a reserve account; or
 - (b) uses* the money in a reserve account for another purpose,it must give one month's local public notice of the proposed change of purpose or proposed use.

** Absolute majority required.*

Voting Requirements

Absolute Majority Vote required to establish a new reserve fund.

Recommendation

That Council

1. endorses the management agreement and authorises the Shire President and CEO to sign the Mukinbudin District Club Management Agreement
2. establishes a new District Club Building Reserve Fund. (AMVR)

The purpose of the reserve is to set aside rental income funds from the District Club to be used to replace major capital items at the District Club (e.g. carpet and window treatments every 8-10 years)

The meeting adjourned for lunch at 12.31 and resumed at 1.41pm

Council Decision Number 1340

Moved: Cr O'Neil

Seconded: Cr Palm

That Council authorises the Shire President and CEO to present the changes in the lease document to the Mukinbudin District Club and that the matter lay on the table.

Carried

7 /0

8.4.4 Shire of Mukinbudin - RAV 4 Road Rating Assessment on Jones, Wundowlin & Fogarty Roads

Location:	West part of Shire
File Ref:	ADM145
Applicant:	Mr Paul Smith
Date:	16 th October 2015
Disclosure of Interest:	Author is sister to Paul Smith
Responsible Officer	Stuart Billingham - CEO
Author:	Ann Brandis - MF

Summary

Wundowlin Road, Fogarty Road and the Jones Road are three roads in the Shire of Mukinbudin which have not had a RAV Rating assessed.

Consulting Engineer Mr Rod Munns has been asked to perform the assessment on these roads and to submit this for approval to Main Roads. Part of this process is to attach written approval from the road owner (the Shire of Mukinbudin) to allow RAV access on

1. Wundowlin Road
2. Fogarty Road
3. Jones Road

Background:

The Shire received a request some time ago from Mr Paul Smith to see if it was possible for Wundowlin Road and Fogarty Road to be RAV 4 rated in time for harvest. Mr Smith had been dealing with the Works Supervisor who advised Paul that once the fair value assessments had been completed then this would be approved. Whilst the Works Supervisor was on leave Rod Munns was queried on this and outlined the procedure. Rod was then engaged to complete the assessments. Whilst checking the network he also discovered that the Jones Road was not RAV rated so suggested that this would be a good time to do this road as well

Comment:

Council can grant approval for this on the condition that the roads meet the required assessment.

Statutory Environment:

Local Government Act 1995

Main Roads Act

Policy Implications:

Yes

Financial Implications:

Rod Munns Fee to undertake works \$600-\$700

Strategic Implications:

Yes RAV access to the affected roads

Voting Requirements

Simple Majority

Recommendation:

That Council grant approval for RAV access to level 4 subject to the assessment deeming them suitable for the following roads

1. Wundowlin Road
2. Fogarty Road
3. Jones Road

Council Decision Number - 1341

Moved: Cr Seaby

Seconded: Cr Paterson

That network 4 RAV be allowed on the following roads should RAV assessments be satisfactory:

- 1. Wundowlin Road**
- 2. Fogarty Road**
- 3. Jones Road**

Carried 7/0

Cr Comerford left the meeting at 2.58pm and re-entered the meeting at 3.01pm

Ann Brandis left the meeting at 3.01pm and re-entered the meeting at 3.03pm

8.4.5 CEACA Inc Funding Request 2015/16	
Location:	CEACA Shires
File Ref:	ADM
Applicant:	CEACA Inc
Date:	16 th October 2015
Disclosure of Interest:	Impartiality - Cr Shadbolt
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

Summary

To present to Council with a request from CEACA Inc (Central East Aged Care Alliance Inc) for an additional \$5,000 for the 2015/16 financial Year. (Please refer to Item 4.2 in the minutes of the CEACA Inc Committee meeting held on the 12 October 2015)

Background:

The 11 Shires involved in WEROC (Merredin, Yilgarn, Bruce Rock, Westonia and Kellerberrin) and NEWROC (Nungarin, Mukinbudin, Wyalkatchem, Trayning, Mt Marshall and Koorda) have collaborated in recent years to form CEACA. CEACA Inc has recently been incorporated as its own separate legal entity. Currently Cr Gary Shadbolt is the Interim Honorary Chair of CEACA Inc. NB: This is currently an unpaid position on the CEACA Board.

An extract of the minutes of Item 4.2 is below

RESOLUTION: Moved: Darren Mollenoyux Seconded: Greg Powell

That the 2015/2016 CEACA Budget as presented be adopted, providing for a general subscription of \$5,000 per member and a contribution to the Project and Consultancy Fund of \$5,000 per Member.

CARRIED

The Shire of Mukinbudin in its 2015/16 Annual Budget listed \$5,000 in Schedule 8 Aged & Disabled – Senior Citizens Centre GL 2080506 as CEACA Annual contribution.

Comment:

The *Local Government Act 1995* Section 6.8(1) requires any out of Budget expenditure to be approved in advance by an Absolute Majority.

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil

Financial Implications:

Yes -\$5,000 out of Budget Expenditure for 2015/16 financial year.

Strategic Implications:

Yes - Provision of Aged Housing and Aged Services in the CEACA Shires.

Voting Requirements

Absolute Majority Vote Required

Recommendation:

That Council approves an additional \$5,000 to the Central East Aged Care Alliance Inc from General Ledger Account 2080506 'Central East Aged Care Alliance'.

Cr Shadbolt declared an impartiality interest in Item 8.4.5

Council Decision Number - 1342

Moved: Cr O'Neil

Seconded: Cr Ventris

That Council approves an additional \$5,000 to the Central East Aged Care Alliance Inc from General Ledger Account 2080506 'Central East Aged Care Alliance'

Carried 7/0

8.4.6 Approval of Out of Budget Expenditure Lot 208 Salmon Gum Alley Mukinbudin Air/Cond	
Location:	Lot 208 Salmon gum Alley Mukinbudin
File Ref:	ADM
Applicant:	Ann Brandis - MF
Date:	21 st October 2015
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis - MF
Author:	Ann Brandis - MF

Summary

To request Council approval of expenditure not listed in the 2015/16 Budget.

Background

On the afternoon of Wednesday 30 September 2015 a site meeting was held with the Manager of Finance/Acting CEO Ann Brandis and Senior Finance Officer Katharine Spencer and Steve Smith from Mukinbudin Building.

The Executive style House at tender specified only two reverse cycle split system air conditioners in the lounge room/living room area and master bedroom 1. There will be no air conditioning installed in any of the remaining 3 smaller bedrooms.

The site meeting attendees agreed that it would be better to install a ducted reverse cycle air conditioner throughout the entire house for an additional fee of 5250 +GST.

The additional funds could be obtained from the Building Reserve.

After the 2015/16 Budget transfers to Muni there is a balance of \$72,897.00 remaining.

The total additional amount to install ducted reverse cycle through the whole house is \$5,775.00 including GST

NB: There has been no income budgeted for the house for 2015-16 and if the Shire were able to get GROH to rent the house for 3 months at \$425.00 the income would be \$5,100.00.

This will need to be agreed on now unfortunately as this work needs to be completed prior to any further work commencing.

The Local Government act 1995 section 6.8 states:

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

Financial Implications

Yes additional \$5,775.00 including GST.
Transfer from the Building Reserve

Statutory Environment

Local Government Act 1995 and

Local Government (Financial Management Regulations 1996).

Policy Implication

Nil

Voting Requirements

Absolute Majority

Recommendation

That Council approves:

1. an additional \$5,250 excl gst for the installation of ducted reversed cycle air conditioning at Lot 208 Salmon Gum Alley.
2. the transfer from the building reserve of the \$5,250.

Council Decision Number – 1343

Moved Cr Palm

Seconded Cr Seaby

That Council approves:

1. **an additional \$5,250 excl gst for the installation of ducted reversed cycle air conditioning at Lot 208 Salmon Gum Alley.**
2. **the transfer from the building reserve of the \$5,250.**

Carried 7 / 0

LATE ITEM

8.4.7 Report of the Returning Officer Election Held 17 October 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Stuart Billingham - CEO
Date:	20 October 2015
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

SUMMARY:

This report is to brief elected members on the conduct of the election held on 17 October 2015 and to provide an overview of statistics that relate to the election.

Background

As of midnight on Friday 16 October 2015 the Shire of Mukinbudin ceased to have a Ward Structure as resolved by Council at its 18 February 2015 Ordinary Council Meeting Item 8.4.6.

Council Decision Number – 1193

Moved: Cr Palm

Seconded: Cr Sippe

The Shire of Mukinbudin recommends to the Local Government Advisory Board that an order be made under s2.2(1)(c) abolishing any or all of the wards into which the Shire of Mukinbudin is divided.

Carried 6/3

The Local Government (Mukinbudin – Discontinuance of Ward System) Order 2015 was gazetted on the 21 July 2015. Extract of Government Gazette below.

2938
LG303*

GOVERNMENT GAZETTE,

WA 21 July 2015

Local Government Act 1995

Local Government

(Mukinbudin - Discontinuance of Ward System)

Order 2015

Made by the Governor in Executive Council on the recommendation of the Minister for Local Government.

1. Citation

This order is the *Local Government (Mukinbudin - Discontinuance of Ward System) Order 2015*.

2. Commencement

This order comes into operation as follows —

- (a) clauses 1 and 2 — on the day on which this order is published in the *Gazette*;
- (b) the rest of the order — on the day after that day.

3. Terms used

In this order —

commencement day means the day on which clause 4 comes into operation;

next election means the first ordinary election for the Shire of Mukinbudin held after commencement day;

next election day means the day fixed for the holding of the poll for the next election.

4. Abolition of wards

All wards in the district of Mukinbudin are abolished immediately before next election day.

5. Consequential directions

In order to give effect to clause 4 —

- (a) Part 4 of the Act applies to preparing for and conducting the next election as if the changes effected by clause 4 take effect on commencement day; and
- (b) the operation of Part 4 of the Act is modified to the extent necessary for the purposes of paragraph (a).

N. HAGLEY, Clerk of the Executive Council.

Number of electors 367

Number of positions available for election.

- 4 x Ordinary vacancies each for 4 year terms
- 1 x Extraordinary vacancy for a 2 year term

As there was less nominations than positions vacant there was no election held on Saturday 17 October 2015.

Comment

In view that all vacancies were not filled the shire will conduct an Extraordinary Election.

Results and statistics

Ward: Mukinbudin

Candidate elected: John Douglas O'Neil

Elected Unopposed

Term of office: 4 year Term

Ward: Mukinbudin

Candidate elected: Gary John Shadbolt

Elected Unopposed

Term of office: 4 year Term

Ward: Mukinbudin

Candidate elected: Nil

Elected Not filled

Term of office: 4 year Term

Ward: Mukinbudin

Candidate elected: Nil

Elected Not filled

Term of office: 4 year Term

Ward: Mukinbudin 'Extraordinary Vacancy'

Candidate elected: Nil

Elected Not filled

Term of office: 2 year Term

Consultation

Not applicable.

Statutory environment

For this election the CEO acted as returning officer. The election was conducted on the basis of electors voting in person. Part 4 of the *Local Government Act 1995* and *Local Government (Elections) Regulations 1997* specify the way local government elections are to be conducted.

Policy Implications

Nil.

Financial implications

The total cost of conducting the election this year was limited to the WALGA composite advertising scheme \$1,000

Strategic implications

Not applicable.

Recommendation

That Council notes the Returning Officers report on the Ordinary Election Result for 17 October 2015.

Cr Ventris left the meeting at 3.22pm

Council Decision Number – 1344

Moved: Cr O'Neil

Seconded: Cr Comerford

That Council notes the Returning Officers report on the Ordinary Election Result for 17 October 2015

Carried 6 / 0

LATE ITEM

8.4.8 Report of the Returning Officer Extraordinary Election Held 14 November 2015	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Stuart Billingham - CEO
Date:	20 October 2015
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

SUMMARY:

This report is to brief elected members on the conduct of the Extraordinary election to be held on 14 November 2015 and to provide an overview of statistics that relate to the election.

Background

As of midnight on Friday 16 October 2015 the Shire of Mukinbudin ceased to have a Ward Structure as resolved by Council at its 18 February 2015 Ordinary Council Meeting Item 8.4.6.

Council Decision Number – 1193

Moved: Cr Palm

Seconded: Cr Sippe

The Shire of Mukinbudin recommends to the Local Government Advisory Board that an order be made under s2.2(1)(c) abolishing any or all of the wards into which the Shire of Mukinbudin is divided.

Carried 6/3

The Local Government (Mukinbudin – Discontinuance of Ward System) Order 2015 was gazetted on the 21 July 2015. Extract of Government Gazette below.

2938
LG303*

GOVERNMENT GAZETTE,

WA 21 July 2015

Local Government Act 1995

Local Government

(Mukinbudin - Discontinuance of Ward System)

Order 2015

Made by the Governor in Executive Council on the recommendation of the Minister for Local Government.

1. Citation

This order is the *Local Government (Mukinbudin - Discontinuance of Ward System) Order 2015*.

2. Commencement

This order comes into operation as follows —

- (a) clauses 1 and 2 — on the day on which this order is published in the *Gazette*;
- (b) the rest of the order — on the day after that day.

3. Terms used

In this order —

commencement day means the day on which clause 4 comes into operation;

next election means the first ordinary election for the Shire of Mukinbudin held after commencement day;

next election day means the day fixed for the holding of the poll for the next election.

4. Abolition of wards

All wards in the district of Mukinbudin are abolished immediately before next election day.

5. Consequential directions

In order to give effect to clause 4 —

- (a) Part 4 of the Act applies to preparing for and conducting the next election as if the changes effected by clause 4 take effect on commencement day; and
- (b) the operation of Part 4 of the Act is modified to the extent necessary for the purposes of paragraph (a).

N. HAGLEY, Clerk of the Executive Council.

Number of electors : 367

Ordinary Election on the 17 October 2015 only filled two of 5 Vacancies hence the need for a extraordinary election to be conducted. The CEO in consultation with the Shire President set the date for the Extraordinary election as required by the Act and Regs.

Number of positions available for extraordinary election.

- 2 x Ordinary vacancies each for 4 year terms
- 1 x Extraordinary vacancy for a 2 year term

As there was less nominations than positions vacant there was no election to be held on Saturday 14 November 2015.

Comment

In view that all vacancies were not filled the shire will now need to attract a nominees or two under section 4.57 or will be required to conduct another Extraordinary Election.

Results and statistics

Ward: Mukinbudin

Candidate elected: Stephen John Paterson

Elected Unopposed

Term of office: 4 year Term

Ward: Mukinbudin

Candidate elected: Nil

Elected Not filled

Term of office: 4 year Term

Ward: Mukinbudin 'Extraordinary Vacancy'

Candidate elected: Nil

Elected Not filled

Term of office: 2 year Term

Consultation

Not applicable.

Statutory environment

For this extraordinary election the CEO acted as returning officer. The election was conducted on the basis of electors voting in person. Part 4 of the *Local Government Act 1995* and *Local Government (Elections) Regulations 1997* specify the way local government elections are to be conducted.

Policy Implications

Nil.

Financial implications

The total cost of conducting the extraordinary election this year was limited to the Statewide public notice advertising the extraordinary election in the West Australian newspaper approx. \$360

Strategic implications

Not applicable.

Recommendation

That Council notes the Returning Officers report on the Extraordinary Election Result for 14 November 2015.

Council Decision Number – 1345

Moved: Cr Comerford

Seconded: Cr O’Neil

That Council notes the Returning Officers report on the Extraordinary Election Result for 14 November 2015

Carried 6 / 0

Cr Ventris re-entered the meeting at 3.24pm

8.5 Environmental Health Officer's and Building Surveyor Reports

8.5.1 Application for Permit to carry on Home Occupation Activity	
Location:	211 Copeland North Road MUKINBUDIN WA 6479
File Ref:	
Applicant:	Brock Scott
Date:	7 October 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Bill Hardy - EHO

Background

Mr Brock Scott, the proprietor of Wheatbelt Precision Gunsmithing, has applied to operate his business in a 6 x 5m shed at the rear of his house at 211 Copeland North Road, Mukinbudin. His application and plans of the workshop are attached.

He has applied for a firearm repairer's license from the WA police who have requested the Shire's planning approval of the proposed activity to conduct a home occupation.

Discussion

The location of the proposed activity is on a rural property with the nearest neighbours being the family of the applicant.

The applicant advises there is likely to be deliveries and collections from the site only one or two times a week. Due to the nature of this business it is important to ensure that it is licensed by and compliant with W.A. Police requirements prior to its operation.

As effectively a "home office" the activity appears to not need planning approval under the scheme.

Consultation

Nil

Financial Implications

Nil

Statutory Environment

Firearms Act 1973

Strategic Implications

Home Business-Economic development

Policy Implications

Town Planning Scheme No4

Voting Requirements

Simple Majority

Officer recommendation:

That Council:

1. Approve the home occupation permit application for Mr. Brock Scott to operate as a licensed repairer and manufacturer of firearms at 211 Copeland North Rd, Mukinbudin on condition that before opening for business that it be fully licensed by W.A. Police and be fully compliant with the W.A. Police requirements for firearms storage

Council Decision Number – 1346

Moved: Cr Paterson Seconded: Cr Seaby

That Council approve the home occupation permit application for Mr. Brock Scott to operate as a licensed repairer and manufacturer of firearms at 211 Copeland North Rd, Mukinbudin on condition that before opening for business that it be fully licensed by W.A. Police and be fully compliant with the W.A. Police requirements for firearms storage

Carried 7 /0

8.6 Mukinbudin Caravan Park Manager's Report

8.6.1 Mukinbudin Caravan Park Report – September 2015	
Location:	Mukinbudin
File Ref:	
Applicant:	Tania Sprigg
Date:	14 th October 2015
Disclosure of Interest:	NIL
Responsible Officer	Stuart Billingham
Author:	Tania Sprigg

Mukinbudin Caravan Park Report September 2015

No report this month

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 – 1347

Moved: Cr Ventris

Seconded: Cr O'Neil

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	19358.08	11082.32	10521.76	1171.16	N/A	42133.32	
2006/2007	22820.21	9753.06	17095.2	981.35	N/A	50649.82	
2007/2008	27304.76	5422.75	11244.47	678.16	N/A	44650.14	
2008/2009	37214.39	10554.55	16773.76	663.63	N/A	65206.33	
2009/2010	33567.84	9096.35	15504.7	1036.36	N/A	59205.25	
2010/2011	38054.93	15604.59	15817.92	845.55	N/A	70322.99	
2011/2012	34724.53	11056.46	18753.08	773.19	N/A	65307.26	
2012/2013	44682.83	17477.98	24860.15	1050.17	N/A	88071.13	
2013/2014	45332.87	16194.44	26393.17	1278.53	N/A	89199.01	88695.34
2014/2015	42590.61	21760.04	25554.90	1404.95	15747.32	107057.82	109829.90

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	5527.29	2985.45	2087.71		1636.36	12236.81	8976.07
Aug 15	6436.38	1489.07	2425.46	476.82	2063.63	12891.36	9847.18
Sept 15	7310.02	1809.11	7790.54	209.09	1718.18	18836.94	14643.25
Oct 15							
Nov 15							
Dec 15							
Jan 16							
Feb 16							
Mar 16							
Apr 16							
May 16							
Jun 16							
Total	19273.69	6283.63	12303.71	685.91	5418.17	43965.11	33455.03

8.7 Swimming Pool Manager's Report

8.7.1 Mukinbudin Swimming Pool Report September 2015	
Location:	Mukinbudin
File Ref:	
Applicant:	Shannon Seaby
Date:	14 October 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham
Author:	Shannon Seaby

No Report from Shannon this month as Pool closed on the afternoon of Sunday 5 April 2015
Pool opens Sunday 1 November 2015

CEO Comment

New employment contract for Shannon signed for 2015/16 Pool Season by CEO and Shannon.

Swimming Pool Power consumption over 50,000kWh being investigated.

2015/16 Budget listing \$30,000 Pool Grant from the Dept Sport and Rec. To be quarantined to the Pool Reserve for Pool Bowl painting in 2016/17 approx \$49K.

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

- Shade Cloth for Ladies Change rooms repaired and to be reinstalled by Denis ASAP.
- New Disabled toilet to be installed 2015/16 listed in 2015/16 Budget.

Voting Requirements

Simple Majority.

Recommendation

That Council note the above Pool Managers Report.

Council Decision Number – 1348

Moved: Cr Seaby

Seconded: Cr Comerford

That Council notes the above Pool Managers Report.

Carried 7 / 0

8.8 NRMO's Report

8.8.1 NRMO Report September 2015	
Location:	Mukinbudin
File Ref:	
Applicant:	Claire Baker - NRMO
Date:	15 th October 2015
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Claire Baker - NRMO

**Shire of Mukinbudin – September 2015
Natural Resource Management Officer Report
Claire Baker**

COURSES/ WORKSHOPS/ MEETINGS ATTENDED:

- ❖ 2nd September – Mukinbudin – Water Corp Catchment Surveys
- ❖ 14th September – Mukinbudin – Staff Meeting
- ❖ 18th September – Merredin - Mallee fowl Forum
- ❖ 21st – 23rd September – Mandurah – State NRM Conference

WATER WISE ACCREDITATION

- ❖ Due to the redundancy of Rod Botica; Water Corporations Water Programs Officer the WaterWise Endorsement has slowed due to being unable to obtain a suitable contact through Water Corporation. Have located a suitable Water Efficiency Officer to liaise with and new criteria has been sent to me in regards to the accreditation process for the councils.

STATE NRM GRANT 2016

- ❖ Awaiting funding application approval expected in December 2015.

STATE NRM CONFERENCE

- ❖ On the 21 – 23 of September I attended the State NRM Conference in Mandurah at the Performing Arts Centre. This Conference is held most years with an array of different speakers talking about the most pressing issues to NRM Professionals and the environment at this time. I met with many old NRM networks as well as some new networks.

CALICI VIRUS

- ❖ Expression of Interest forms have been drafted for the three Shire's in regards to the new Calici virus strain (RHDV K5) to be released nationally from Korea for control of rabbits, I am signing up to be a Co-ordinator for release sites. This is awaiting DAFWA approval also as this is currently under assessment by government regulators.

BLACKSPOT REVEGETATION PROJECT

- ❖ The budget submitted was approved. Awaiting consultation from DPaW in regards to the propagation at Kings Park.
- ❖ The fencing materials supplied by DPaW are to be collected from Merredin soon as fencing and the irrigation will need to be in place by June 2016.

STATE NRM GRANT 2013 – 2015- Feral Pest Eradication through use of 1080 and research into bait palatability, attractiveness and non – target species attraction”

- ❖ I have ordered fox cages for my Shire's through the 2013 State NRM Grant, these will be larger than the standard cat cages for hire.

- ❖ I will store them in the Koorda Shed I have reserved for NRM Equipment; if any landholders wish to hire them I can transport and supply them. I am also in the process of ordering metal 1080 property signs for landholders to use on their properties when baiting, just awaiting DAFWA approval in the information supplied.
- ❖ My 2013 State NRM Bait Trails project is still in progress however 1080 Ready to lay oats are no longer in supply. Fox baits and other rabbit baits/methods of control are available. More efficient alternative methods of control are being researched into and may lead to a field day for landholders in conjunction with DAFWA.
- ❖ Due to remaining funds and delays I have had this project extended until June 2016

STORMWATER MANAGEMENT

- ❖ Water Catchments up for revesting have been surveyed and a Catchment report is in progress to be submitted to Council.

OTHER

- ❖ At the Natural Resource Management Officer's (NRMO) Meeting the general business which arose was the discussion to apply for future funding within the same guidelines of the Biodiversity Fund Project however with major budget constraints due to the lack of funding, this is something we will be discussing further at the next NRMO Meeting. If this was to be approved then Mukinbudin would be part of the project benefiting a number of landholders who wish to be involved.

Voting Requirements

Simple

Recommendation

That Council note the above NRM Report.

Council Decision Number – 1349

Moved: Cr O'Neil

Seconded: Cr Palm

That Council note the above NRM 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 WS Contract

12.2 CEO Contract Renewal

12.3 Land Swap

Item 12.1 – 12.3 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 12.1 -12.3 deal with matters contained under Section 5.23.

Council Decision Number – 1350

Voting Requirements – Simple Majority

Moved: Cr Ventris

Seconded: Cr Paterson

That Council close the meeting to members of the public in accordance with the Local Government Act 1995, Section 5.23 as Items 12.1-12.3 deal with matters contained under Section 5.23.

Carried 7 / 0

Meeting went behind closed doors at 4.02pm

Council is now required to re-open the meeting to the public at 4.25pm

Council Decision Number – 1351

Voting Requirements – Simple Majority

Moved: Comerford

Seconded: Ventris

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

Carried 7 / 0

Clare Smith, President Planning & Development Group & Tara Chambers, Secretary of the Mukinbudin Planning & Development entered the meeting at 4.24pm

Council Decision Number – 1352

Voting Requirements – Simple Majority

Moved: Cr Ventris

Seconded: Cr Paterson

That Council close the meeting to members of the public in accordance with the Local Government Act 1995, Section 5.23 as Items 12.1-12.3 deal with matters contained under Section 5.23.

Carried 7 / 0

Meeting went behind closed doors at 4.55 pm

Cr O'Neil left the meeting at 5.32

Council is now required to re-open the meeting to the public at 5.33pm

Council Decision Number – 1353

Voting Requirements – Simple Majority

Moved: Cr Comerford

Seconded: Cr Palm

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

Carried 6 /0

Council Decision Number – 1354

Voting Requirements – Simple Majority

Moved: Cr Comerford

Seconded: Cr Paterson

That Council accepts the recommendation in item 12.1 with the amendment of the term being 3 years

Carried 6/ 0

Stuart Billingham left the room at 5.34pm

Council Decision Number – 1355

Voting Requirements – Simple Majority

Moved: Cr Comerford

Seconded: Cr Ventris

That Council accepts the recommendation in item 12.2 with the amendment of the term being 3 years

Carried 6 / 0

Stuart Billingham & Cr O'Neil entered the room at 5.36pm

Council Decision Number – 1356

Voting Requirements – Simple Majority

Moved: Cr Palm

Seconded: Cr Comerford

That Council accept the recommendation in item 12.3

Carried 7/0

General Business

Local Government Election 2015

Two remaining Vacancies on Council

The *Local Government Act 1995* section 4.57(3) below permits Council to appoint person to Council if after an Extraordinary election there are still vacancies unfilled.

4.57. Less candidates than vacancies

- (1) If, at the close of nominations, there are no candidates for the office or offices to be filled at the election, an extraordinary election is to be held to fill the office or offices as if it or they had become vacant on the day after the close of nominations.
- (2) If, at the close of nominations, the number of candidates is less than the number of offices to be filled at the election —
 - (a) the candidate or candidates is or are elected; and
 - (b) an extraordinary election is to be held to fill the remaining office or offices as if it or they had become vacant on the day after the close of nominations.
- (3) If, at the close of nominations for an extraordinary election required under subsection (1) or (2) there are no candidates or the number of candidates is less than the number of offices to be filled at the election, the council may appoint* to any unfilled office a person who would be eligible to be a candidate for election to the office and who is willing to accept the appointment.

* *Absolute majority required.*

- (4) A person appointed under subsection (3) is to be regarded as having been elected.

If the Shire of Mukinbudin have seven out of nine (77.78%) Council positions occupied, that still precludes the Shire making an application to the Electoral Commissioner to leave the remaining two vacant offices unfilled because it needs to have 80% of offices (that is, at least one more office) occupied to make the application to the Commissioner. 8 out of 9 is 88.89%.

While an application could be made to the Local Government Advisory Board to reduce councillor numbers, it's unlikely that any reduction could be progressed in time to avoid the requirement under section 4.9 to schedule another extraordinary election within a month of the last close of nominations (**a requirement that will become necessary should council fail to make appointments in the interim**).

4.9. Election day for extraordinary election

- (1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —
 - (a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or
 - (b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).
- (2) The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.
- (3) If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —
 - (a) fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and

(b) advise the CEO of the day fixed.

NB: Close of Nominations for the Extraordinary Election was 4.00pm on Thursday 8 October 2015. The Shire will need to schedule another Extraordinary Election and incur additional advertising costs if at least one person cannot be found to fill at least one vacancy.

Given that section 4.57 does not specify how many vacancies a council must appoint individuals for in these circumstances, it may be an option to appoint just one person (given that you need to find someone both eligible and willing), as appointing one more person would achieve 80 per cent representation, and then the Shire could make a request to the Electoral Commissioner to leave the final vacancy unfilled pending an application for reduction in council numbers to the Local Government Advisory Board. But it appears that at least one vacancy will need to be filled in the interim by a council approved appointment.

Council Decision Number –

Voting Requirements – Absolute Majority Vote Required

Moved: Cr

Seconded: Cr

That Council appoints _____ and/ or _____ as a Councillor for the Shire of Mukinbudin in accordance with section 4.57(3) of the *Local Government Act 1995*.

Carried /

Cr O'Neil left the meeting at 5.45pm

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)

The Shire President thanked Cr Comerford for his support and work whilst being Deputy President.

14 Closure of Meeting

14.1 The Shire President declared the meeting closed at 6.06pm

Next Ordinary Council Meeting – Wednesday 18th November 2015 commencing at 1.30pm.