



Shire of Mukinbudin

AGENDA

Ordinary Meeting of Council

Meeting to be held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 1.00pm Tuesday 18th October 2022

****** 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.



Dirk Sellenger
CHIEF EXECUTIVE OFFICER

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

10.1 Nil

11. Urgent Business Approved by Person Presiding or by Decision

11.1 Nil

12. Closure of Meeting

12.1 Closure of Meeting

AGENDA

Agenda of the Ordinary Meeting of Council to be held in Council Chambers, Maddock Street, Mukinbudin on 18th October 2022.

1. Declaration of Opening

The Shire President to declare the Meeting open at 1.____pm

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

2.1 Present:

Cr G Shadbolt	Shire President
Cr R Nicoletti	Deputy President
Cr G Bent	
Cr A Farina	
Cr C McGlashan	
Cr S Paterson	
Cr S Ventris	
Cr A Walker	
Cr J Seaby	

2.2 Staff:

Dirk Sellenger	Chief Executive Officer
Ed Nind	Finance Manager
Louise Sellenger	Manager of Corporate Services

2.3 Visitors:

2.4 Apologies:

2.5 On leave of absence:

2.6 Applications for leave of absence:

3. Public Question Time (min 15 minutes)

3.1 Response to previous questions taken on notice.

Nil

3.2 Declaration of public question time opened (minimum 15 mins)

The Shire President to declare public question time open at ____pm.

3.3 Declaration of public question time closed

The Shire President to declare public question time closed at ____pm.

4. Declarations of Interest

5. Petitions, deputations, and presentations

- 5.1 Petitions
- 5.2 Deputations
- 5.3 Presentations

6. Announcements by the Presiding person without discussion

7. Confirmation of the Minutes of previous meetings

- 7.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 27th September 2022

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number -

Moved: Cr

Seconded: Cr

That the Minutes of the Ordinary Meeting of Council held on the 27th September 2022 be accepted as a true and correct record of proceedings subject to the following amendment to item 9.3.5

From

That Council advise the DLGSC that the number of Elector Members will reduce from nine (9) to seven (7) by utilising the Ordinary October 2023 Local Government election process whereby two (2) vacancies will be advertised instead of four (4).

To

That Council advise the DLGSC that the number of Elector Members will reduce from nine (9) to seven (7) commencing by way of the Ordinary October 2023 Local Government election process whereby one (1) less vacancy will be advertised at the 2023 election (3 instead of four 4) and one (1) less vacancy will be advertised at the 2025 election (4 instead of 5 positions).

The proposed method will result in 3 elected members retiring during one election cycle and 4 elected members retiring during the other election cycle.

Carried /

8. Committee Meetings

8.1 Receipt of Minutes of Committee Meetings

- 8.1.1 NEWROC Council Meeting held 27th September 2022
[Attachment 8.1.1](#)
- 8.1.2 NEWTravel General Meeting Minutes held 27th July 2022
[Attachment 8.1.2](#)
- 8.1.3 Wheatbelt North-East SRRG Meeting held 30th August 2022
[Attachment 8.1.3](#)

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number -

Moved: Cr

Seconded: Cr

That the Minutes of the following committee meetings be received.

- NEWROC Executive Meeting held 27th September 2022;
- NEWTravel General Meeting Minutes held 27th July 2022;
- Wheatbelt North-East SRRG Meeting held 30th August 2022

Carried /

8.2 Recommendations from Committee Meeting for Council Consideration

9.1 MONTHLY INFORMATION REPORT

9.1.1 October 2022 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Louise Sellenger, Manager of Corporate Services
Date:	5 th October 2022
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Louise Sellenger, Manager of Corporate Services
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To allow Council to receive the Monthly Information Report including reports from Manager of Works, Manager of Corporate Services, Aquatic Centre Manager, Caravan Park Manager, and Environmental Health Officer.

Background Information

Reports are presented to Council on various operational matters within the Shire of Mukinbudin.

Officer Comment

Refer to Information Report.

Consultation

Dirk Sellenger – Chief Executive Officer
 Tania Sprigg - Caravan Park Manager
 Allan Ramsay – Environmental Health Officer
 Simon Comerford – Aquatic Centre Manager

Statutory Environment Nil

Policy Implications Nil

Financial Implications Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council receive the October 2022 Information Report.

Carried /

9.2 Finance Reports

9.2.1 List of Payments – September 2022	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Louise Sellenger – Manager of Corporate Services
Date:	5 th September 2022
Disclosure of Interest:	Nil
Responsible Officer:	Louise Sellenger – Manager of Corporate Services
Author:	Lucia Scari – Finance Officer
Voting Requirements	Simple Majority
Documents Attached	List of Payments – Municipal Account (4 pages) List of Payments – Restricted Muni Account (1 page) Corporate Credit Card Statement September 2022 (4 pages) Credit Card Summary September 2022 (1 page)
Documents Tabled	Nil

If a Councillor has any questions regarding the enclosed finance report, please see the Manager of Corporate Services prior to the meeting so that a researched answer may be provided.

Summary

List of payments made in September 2022 for endorsement by Council.

Background Information

A list of payments submitted to Council on 18th October 2022, for confirmation in respect of accounts already paid or for the authority to those unpaid. (Please refer to Payment listing attached).

Officer Comment

Standard process of obtaining Council endorsement of payments.

Strategic & Social Implications

N/A

Consultation

N/A

Statutory Environment

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

Policy Implications

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

Financial Implications

All payments have been made in accordance with the 2022/2023 Budget.

OFFICER RECOMMENDATION**Council Decision Number –****Moved:****Seconded:**

That the list of payments made in September 2022, be endorsed for payment.

Municipal Fund:

Muni EFTs	EFT 7413	to	EFT 7497	\$199,375.48
Muni Cheques	Chq 31934	to	Chq 31934	\$30.00
Muni Direct Debits (Superannuation, loans, leases)	DD 9417.1	to	DD 9522.9	\$57,875.28
Pays on (Not included on payment listing)			1/9 & 14/9 & 28/9	\$120,603.64
Total Municipal Funds				\$377,884.40

Restricted Muni Fund:

RMF EFTs	EFT 7415	to	EFT 7415	\$440.00
RMF Cheques	Chq -	to	Chq -	\$0.00
RMF Direct Debits	DD 9448.1	to	DD 9538.1	\$26,130.20
Total Restricted Muni Funds				\$26,570.20

Carried /

9.2.2 Monthly Statement of Financial Activity Report – 30 September 2022	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Edward Nind – Finance Manager
Date:	13 October 2022
Disclosure of Interest:	Nil
Responsible Officer	Edward Nind – Finance Manager
Author:	Edward Nind – Finance Manager
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – For the period ended 30 September 2022 (23 Pages) Schedules 2 to 14 For the period 1 July 2022 to 30 September 2022 (94 Pages)
Documents Tabled	Nil

If a Councillor has any questions regarding the enclosed finance report, please discuss these queries with the Finance Manager so that a researched answer may be provided for you.

Summary

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

The Monthly Statement of Financial Activity Report attached for consists of;

Statement of Financial Activity comprising:

1. Acquisition of Assets
2. Disposal of Assets
3. Information on Borrowings
4. Reserves
5. Net Current Assets
6. Rating Information
7. Restricted Municipal and Trust Funds
8. Operating Statement
9. Statement of Financial Position
10. Financial Ratios
11. Grants Revenue
12. Bank Balances & Investment Information

Schedules 2 - 14

Background Information

The new Local Government accounting requirements have been applied to this report to show a Rate Setting Statement by Nature and Type.

Unspent grants and prepayments received are identified in Note 5. "Net Current Assets " within the Statement of Financial Activity.

The NRM Grant conditions required us to recognise interest on the unspent grant.

The "Original Budget" shown is that adopted on 23 August 2022, is based on a surplus carried forward of \$1,419,072 using end of year figures at the time of estimating.

The "Actual" brought forward surplus from 2021/2022 is \$1,404,830. This is not the final figure as further end of year accounting adjustments are yet to be completed. This is reduction to the brought forward surplus of \$14,242 from the surplus upon which the budget was based. The factors contributing to this and the detail can be seen in Note 5. of the Financial Statements.

The "Amended Budget" figures are the same as the "Original Budget" as no amendments have been made.

In April 2022 we received advance Financial Assistant Grant payments for the 2022-2023 financial year, \$795,252 for General Purpose Funding and \$502,419 for Roads making a total advance payment of \$1,297,671.

Officer Comment

The budget is based on the most recent information from the Grants Commission. A summary of this is below;

Advance General Purpose grant paid in April 2022:	\$ 795,252
Budgeted remaining General Purpose Grant:	\$ 386,876
Total General Purpose Grant 2022-23:	\$1,182,128
Advance Roads Grant 2022-23:	\$ 502,419
Budgeted remaining Roads Grant 2022:	\$ 128,169
Total Roads Grant 2022-23:	\$ 630,588

At 30 June 2022 the end of month position is a surplus of \$1,404,830, this included the \$1,297,671 advance Financial Assistant Grant payments for the 2022-2023 financial year. Without these advance payments of \$1,297,671 the surplus brought forward would be \$107,159.

It is important to note that the 2021/2022 surplus is not final.

At 30 September 2022 the end of month position is a surplus of \$2,413,918, this includes the advance Financial Assistant Grant payments for the 2022-2023 financial year and the 2022-2023 Rates and associated Rubbish Service charges.

9.3 Chief Executive Officer's Reports

9.3.1 LRCI Funding Allocation Amendment	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	12 th October 2022
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Louise Sellenger, Manager of Corporate Services
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

To allow Council to amend the allocation of funds from Phase 3 of the Local Roads and Community Infrastructure (LRCI) funding.

Background Information

As a form of COVID-19 stimulus funding the Federal Government introduced the Local Roads and Community Infrastructure funding (LRCI) in mid-2020.

The previous allocation of funds by the Council towards the Lions Park BBQ upgrade and the installation of a public toilet near the new Pump Track.

Officer Comment

The project had been approved as being of significant benefit to the community and would be a welcome addition / upgrade to our facilities.

A plan and pricing has been received for the upgrade of the Lions Park BBQ area. This plan would very much complete the Lions Park area. The quote received is unfortunately double the allocated budget for the project. Some minor changes could be made to the plan to reduce costs but the allocated \$40,000 is not adequate to deliver the project.

With regards to the Pump Track Toilets, some discussion has taken place over the style and design of the toilet ensure it fits in the area and it adequate to needs. Unfortunately, the quotes staff have received for this project exceed the \$32,000 budget allocation.

The officer feels that the addition of a Toilet located near the Pump Track, Tennis Club and Hockey fields would be more beneficial than an upgrade to the Lions Park BBQ area at this stage. An amendment to the LRCI funding allocation to cancel the Lions Park BBQ area project and transfer the \$32,000 funds allocated to the Complex upgrades (toilets).

Strategic & Social Implications

Council and the Community pride themselves on quality sporting facilities in Mukinbudin.

Consultation

Exteria Furniture / Modus
Palm Plumbing
Allan Ramsay, Environment Health Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

As this funding has already been allocated there is no additional financial implication.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council cancel LRCI project 7 Lions Park BBQ Area and allocate the \$40,000 (forty Thousand) funds to Project 4 Improvements to Sporting Complex increasing this project allocation from \$158,000 (one hundred, fifty eight thousand) to a total of \$198,000 (one hundred ninety eight thousand) to allow for an appropriate toilet facility to be built.

Carried /

9.3.2 Road Making Materials Annual Price Review	
Location:	Mukinbudin
File Ref:	ADM 299
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	12 th October 2022
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

To allow Council to consider the payment for Road making material

Background Information

Council pays landowners throughout the Shire for various road making material on an as required basis, ideally these supplies of predominately gravel will be as close to the road the Shire is working on as possible however as gravel supplies throughout the Shire become scarcer often it is necessary to cart increased distances between the supply and road works.

Officer Comment

The following shire have been contacted to determine current charges:

Shire of Westonia	\$1.10 per m3
Shire of Mt Marshall	\$2.00 per m3
Shire of Wyalkatchem	\$1.00 per m3
Nungarin	up to \$2.70 per m3 depending on quality, quantity and distance to job

Strategic & Social Implications

Nil

Consultation

Neighbouring Shires

Statutory Environment

Nil

Policy Implications

In line with council policy 5.6 Road Making Materials.

Financial Implications

Whilst the increase in gravel price will ultimately increase the cost of the road construction job, the cost of the gravel is a small input cost with regards to the road construction.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council the current charges for Road Making Materials be amended as follows:

- **\$1.10 (one dollar and ten cents) per m3 including GST beyond 5kms (via road) from gravel supply and the dumping location.**
- **\$1.65 (one dollar and sixty five cents) per M3 including GST for material between 0.00 and 5.0kms (via Road) from the gravel supply and the dumping location or as deemed appropriate by the CEO.**

Carried: /

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

10.1 Nil

11. Urgent Business Approved by Person Presiding or by Decision

11.1 Nil

12. Closure of Meeting

12.1 The Chairperson thanked Elected Members and Staff for attending and declared the meeting closed at ____pm.