



# Shire of Mukinbudin

## Special Meeting of Council

# CONFIRMED MINUTES

Meeting held in Council Chambers at  
15 Maddock Street, Mukinbudin  
commencing at 10.03am Wednesday 24 October 2018

Gary Shadbolt  
**SHIRE PRESIDENT**



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**ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST**

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

Dirk Sellenger  
**CHIEF EXECUTIVE OFFICER**

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## MINUTES

Minutes of the Special Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on 24<sup>th</sup> October 2018

### 1. Declaration of Opening

1.1 The Shire President declared the Meeting open at 10.03 am

### 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 (minimum 15 mins)

The Shire President declared public question time open

2.3 Declaration of public question time closed

The Shire President declared public question time closed.

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

3.1 Present:

3.1.1  
Cr Gary Shadbolt – President  
Cr Sandie Ventris – Deputy President  
Cr Rod Comerford  
Cr Murray Junk  
Cr Romina Nicoletti  
Cr John O'Neil  
Cr Steve Paterson  
Cr Ruth Poultney  
Cr Jeff Seaby

3.2 Apologies:

3.2.1

3.3 On leave of absence:

3.3.1

3.4 Staff:

3.4.1  
Mrs Nola Comerford-Smith – Administration Manager

3.5 Visitors:

Nil

**4. Petitions, deputations and presentations**

4.1 Petitions

4.2 Deputations

4.3 Presentations

**5. Announcements by the Presiding person without discussion**

5.1

## 6. Reports

<b>6.1. Appointment of Acting Chief Executive Officer</b>	
Location:	Mukinbudin
File Ref:	ADM 133
Applicant:	Cr Gary Shadbolt, Shire President
Date:	22 <sup>nd</sup> October 2018
Disclosure of Interest:	Nil
Responsible Officer	Cr Gary Shadbolt, Shire President
Author:	Nola Comerford-Smith, Administration Manager
Voting Requirements:	Absolute Majority
Documents Attached:	Nil
Documents Tabled:	Nil

### **Summary**

For Council to consider the appointment of Ray Hooper to act in the position of Chief Executive Officer (CEO) for a period of up to four weeks commencing Wednesday 24<sup>th</sup> October 2018.

### **Background Information**

On Monday 23<sup>rd</sup> October, the CEO advised the Shire President that he needed to take personal leave effective immediately. To ensure the duties of the position are carried out it is necessary to fill the position on a temporary basis.

With this leave not planned, an external officer, Ray Hooper, was identified as suitably qualified to undertake the Acting position during the CEO's leave. Mr Hooper will have the powers, duties and functions of the permanent CEO whilst in the Acting position.

### **Strategic & Social Implications**

Nil

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Appointment of an Acting CEO will be at a level commensurate with the Officer's skill and experience and have impact on the 2018/2019 Budget.

**OFFICER RECOMMENDATION / COUNCIL DECISION****Council Decision Number – 121018****Moved: Cr Poultney****Seconded: Cr Ventris**

**That Council appoint Ray Hooper as Acting Chief Executive Officer of the Shire of Mukinbudin from Wednesday 24 October 2018 until the completion of the Chief Executive Officer's personal leave.**

**Carried: 9 / 0**

## 7. Elected members Motions of which previous notice has been given

7.1 Nil

## 8. Urgent Business without notice (with the approval of the President or meeting)

8.1 Nil

## 9. Important Dates

### 9.1 Dates to Remember

ANNUALLY	
Date	Details
January	No Council Meeting 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 Councillors and Senior Staff issued with Annual Interest Returns for completion 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)



	<p>Local Govt is to review its Code of Conduct within 12 months after each ordinary election day &amp; make such changes to the code as appropriate.</p> <p>Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function.</p> <p>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.</p>
November	<p>Pensioner rates rebate claim to be lodged</p> <p>Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)</p>
December	<p>Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report</p> <p>Newsletter &amp; 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) &amp; Reg 12).</p> <p>Council’s Audit Committee to meet to discuss Final Audit Report and Management Letter.</p> <p>Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)</p>

## 10. Closure of Meeting

**10.1 The Chairperson thanked Elected Members and Staff for attending and declared the meeting closed at 10.05am**



## DECLARATION

I declare that these minutes of the Special Meeting of Council held on the 24<sup>th</sup> October 2018 were confirmed at the Ordinary Meeting of Council held on 21<sup>st</sup> November 2018.

Signed: \_\_\_\_\_

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

Date: \_\_\_\_\_