



*Mukinbudin - Classic, Dry, Red*

**Shire of Mukinbudin**

**Special Council Meeting**

**AGENDA**

**WEDNESDAY 25 May 2016**



Floral Emblem  
Eucalyptus erythronema (Red Flowering Mallee)

**Notice of Meeting**

**Councillors**

The next meeting of Council will be an Special Meeting to be held on Wednesday 25<sup>th</sup> May 2016 commencing at 1.30pm.

Thank you

**Stuart Billingham**  
**Chief Executive Officer**

**13<sup>th</sup> May 2016**

## **DISCLAIMER**

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

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

## **ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST**

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

### 5.4. Calling council meetings

An ordinary or a special meeting of a council is to be held —

(a) if called for by either —

(i) the mayor or president; or

(ii) at least  $\frac{1}{3}$  of the councillors,

in a notice to the CEO setting out the date and purpose of the proposed meeting;  
or

(b) if so decided by the council.

### 5.5. Convening council meetings

(1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.

(2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.

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  - 10.1 Nil
  
- 11. Urgent Business without notice (with the approval of the president or meeting)**
  - 11.1 Nil
  
- 12. Confidential Items – Meeting to be closed to the Public in accordance with the provisions of the Local Government Act 1995.**
  - 12.1 Nil
  
- 13. Dates to Remember**
  - 13.1 See attached list
  
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  - 14.1 Closure of Meeting

**1. Declaration of Opening**

1.1 The Shire President to declare the Meeting open at 1.30pm

**2. Public Question Time (min 15 minutes)**

2.1 Response to previous questions taken on notice.  
Nil

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

The Shire President will declare public question time open.

2.3 Declaration of public question time closed

The Shire President will declare public question time closed.

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

3.1 Present:

3.1.1 Cr Shadbolt (Shire President)  
Cr Ventris (Shire Deputy President)  
Cr Comerford  
Cr O'Neil  
Cr Palm  
Cr Paterson  
Cr Seaby  
Cr Junk  
Cr Poultney

3.2 Apologies:

3.2.1

3.3 On leave of absence:

3.3.1

3.4 Staff:

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

3.5 Visitors:

3.6 Gallery:

3.7 Applications for leave of absence:

3.7.1 Request for leave of absence

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That leave of absence be granted for Cr \_\_\_\_\_ for the \_\_\_\_\_ meeting.**

**Carried /**

**4. Petitions, deputations and presentations**

4.1 Petitions  
Nil

4.2 Deputations  
Nil

4.3 Presentations  
Nil

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

5.1

**6. Confirmation of the Minutes of previous meetings**

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 20<sup>th</sup> April 2016.

**Voting Requirement**

Simple Majority

**Recommendations**

That the Minutes of the Ordinary Meeting of Council held on the 20<sup>th</sup> April 2016 be accepted as a true and correct record of proceedings.

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That the Minutes of the Ordinary Meeting of Council held on the 20<sup>th</sup> April 2016 be accepted as a true and correct record of proceedings.**

**Carried /**

**6.1.1 Business Arising from Minutes**

## 7. Matters for which the meeting may be closed

### 7.1 Nil

*The Local Government Act 1995* Section 5.23 states the following:

#### 5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
  - (a) a matter affecting an employee or employees; and
  - (b) the personal affairs of any person; and
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret; or
    - (ii) information that has a commercial value to a person; or
    - (iii) information about the business, professional, commercial or financial affairs of a person,  
where the trade secret or information is held by, or is about, a person other than the local government; and
  - (f) a matter that if disclosed, could be reasonably expected to —
    - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
    - (ii) endanger the security of the local government's property; or
    - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;and
  - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

## 8.1 Work's Manager

8.1.1 Work's Manager's Report – April 2016	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Keith Mills - WM
Date:	11 May 2016
Disclosure of Interest:	NIL
Responsible Officer	Keith Mills – WM
Author:	Keith Mills - WM

### MAINTENANCE GRADING

Works are continuing in the Northern region and working South, nearly to town.

#### KOORDA/BULLFINCH RD (Strugnell St intersection)

Kerbing completed on the 2.5.16, started and completed Kerb backfill on the 10.5.16, signage and guide posts have been erected. Everything's completed and open for full traffic use.

#### KOORDA/BULLFINCH RD (Salt Pan)

Rock pitching for the headwalls is completed and waiting on slurry to finish.

### CLEOMINE HORSE

Tourist attraction signs have been purchased and will be erected along with guide posts.

### OUTSIDE STAFF

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

### OSH

We have started cleaning in and around the workshop and getting our chemicals and other hazardous materials in order, Kelly and Chris did an inspection and we got a few more items ticked off on our OSH register but still have a way to go yet.

Chris and Kelly have informed us that the Mukinbudin Shire are running in 1<sup>st</sup> place for OSH, out of approx. 16 shires, big thanks to all staff, mainly to Kelly for her registry up keeping and management of the new OSH tracker and toolbox meetings that she has implemented.

### TRAFFIC ISLANDS

I've had some people approach me in regards to the islands that are around town, they would like to have them some of them removed as they feel that they are a traffic hazard and serve no purpose. Any thoughts?



## Plant Report as per policy

Plant Item	Plant Number	Comments	Odometer/Hours
2014 Toyota Prado 1MBL	P433	Dec 2015 had 40,000km service, New Tyres fitted April 2016, March 2016 50,000km service May 2016 60,000km Service	60,791kms
2012 Ford Territory MBL1	P435	2 x new tyres fitted August 2015 120,000km service Jan 2016 new battery and spotlights fitted July 2015. Frt Headlights replaced	130,238kms
2015 Ford Ranger MBL2	P463	Replace 1 x Tyre , 30,000km service Oct 2015, 40,000km service Jan 2016	55,253kms
2015 Ford Ranger-Parks Super MBL1000	P291	Bull bar and spotlights fitted August 2015 Due for 15,000km service soon	12,872kms
2013 Holden Colorado Leading Hand MBL1071	P439	120,000km service Jan 2016	128,481kms
2002 Mitsubishi 6 wheeler MBL696	P279	New water pump July 2015 , 2 x steer tyres Sept 2015 Unit is performing well	333,326kms
2002 Coaster Community Bus OMBL	P281	100,000km service Jan 2016	102,518kms
2008 Kenworth DAF Prime Mover MBL250	P369	Rear axle noise/brakes, warning light, 210,000km service Sept 2015 install Bluetooth radio for phone, repair air leak, PTO repair not engaging	222,394kms
2004 Mitsubishi Triton MBL 1060 - Mtce Grader Driver	P288	To be traded in Jan 2016. Speedo not working, replaced gearbox in 2014 with second hand unit, Traded /Disposed Jan 2015	
2015 Isuzu Light Truck Mtce Grader Driver	P289	Delivered Jan 2015 Working well	5,863kms
2002 Komatsu Backhoe MBL1091	P317	Replaced leaking radiator Aug 2015 Working well, pins need replacing	7,084hrs
2010 New Holland Tractor MBL1463	P403	This unit is operating well	2,155kms
2014 John Deere Tractor MBL244	P198	Repair to tyre Oil and filter service .This unit is performing well	179.2hrs
2015 Toyota Hiace Van MBL180 -Mtce Officer	P464	Purchased Dec 2015. Two way radio installed and van fitted out with storage units. Unit working well.	10,452kms
2004 CAT 10H Grader MBL100	P301	1000 hour service Oct 2015 carried out, blades nuts and bolts purchased new antennae installed	9,643.6hrs
2014 CAT 12M Grader 1ESU054	P461	500 Hour service carried out coolant and oil loss investigated Turbo replaced under warranty at service by Westrac. Blades nuts bolts and teeth	1,221.6hrs
2011 Hino 614 MBL 1070	P411	This unit is operating well, globes replaced	35,612kms
2011 Hino 816 MBL 150	P410	This unit is operating well, replaced flashing light globes, replaced waring light globes	92,544kms
2006 CAT 928 Frt End Loader MBL 1424	P344	500hour service carried out – coolant adj park brake. Replace driveshaft & centre bearing. This unit is operating well	10036.7hrs
2008 CAT Vibe Steel roller MBL1677	P420	4000 hour service Oct 2015 repair air cond replace leaking hoses and thermostat housing ,Unit is performing well, new UHF radio installed	4,609.6hrs
2014 Atlas Copco Roller MBL811	P462	50hr service Sept 15 Replace flat tyre , repair tyre. Unit is performing well	379hrs
2011 CAT Skid Steer MBL1724	P449	500hr service reseal cab, Unit is performing well	1,090hrs
1997 Duelvo Street Sweeper MBL1453	P227	Currently engine coil being repaired @ Geraghty's	Under repair

### Voting Requirement

Simple Majority

### Recommendation

That Council note the Works Supervisors Report.

### **Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council note the Works Supervisors Report.**

**Carried /**

## 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:	18 May 2016
Disclosure of Interest:	
Responsible Officer	Stuart Billingham
Author:	Nola Comerford-Smith

### GRANT FUNDING PROJECTS:

#### Current Successful Projects:

- Wheatbelt Development Commission - Creating Age Friendly Communities in Small Towns Project - \$53,991.25  
The grant includes disabled toilets at the Lion's Park (near current facilities behind Shire) and Gym, some seating and disabled parking bays.
- Community Pool Revitalisation Program - \$32,000. Part of a Future Capital Project to have pool repainted – the same amount can be applied for again next year to ensure the project is achievable.
- CBH Grass Roots Fund – \$1,000 funding for seniors events.
- Healthway – Spring Festival. \$11,500 - This grant requires naming rights so will once again be called the Act Belong Commit Mukinbudin Spring Festival.
- Lotterywest – Sandalwood Arts & Crafts. Their hot water system has not worked for some time (quite possibly the original system) and needs replacing, plus some other extra arts requirements.
- Writing WA – funding for travel and speaker component of annual Literary Lunch \$1,400.
- Lotterywest – Spring Festival. Planning & Development Group - \$11,124 funding for advertising, equipment and artist travel.

#### Applications in Progress:

- Lotterywest – Community Events Kit.
- Waste Authority Community Grants – a Community Garden project.
- Our Neighbourhood Community Grants – additional workshops and resources for a community garden.

#### Outstanding Acquittals:

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

### COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Mukinbudin Planning & Development Group** – the AGM was held in April and now have a committee to proceed with the 2016 Spring Festival.
- **Creating Age Friendly Communities in Small Towns** – The disabled toilets have been installed at the Shire and Gym, but I am waiting on the plumbing and electrical works to be finalised before the acquittal can be completed.

- **Senior's Toodyay Trip** – We had 15 people attend the day trip to Toodyay which was a great success. The trip included visiting tourist sites, shopping, lunch at the Victoria Hotel and Cartref Garden/The Space Place. This was partially sponsored by CBH Group with funding left for subsidising another seniors trip later in the year.
- **Stay on Your Feet** – Eastern Wheatbelt Health Officer, Amber Durey, will give a presentation on Falls Risk in the Home on Wednesday 8<sup>th</sup> May. I will also try and source a presenter on how to operate a defibrillator for the same day.
- **Memorial Hall** – The potential funding, Regional Venues Improvement Fund, was unable to provide the necessary funds to repair the Hall as we are not currently hosting touring acts, therefore I will look at Lotterywest to assist with the upgrades.
- **Community Events Kits Grant** – As discussed at the April Council Meeting, a funding application has been submitted to Lotterywest for a Community Events Kit. This kit will comprise of resources such as tables, chairs, marquees, crockery and decorations to be available for community members and groups to hire. The funding application would be looked at more favourable with financial commitment from the Shire, having already obtained support from the District Club of \$2,000.

**Meetings Attended/Events Organised:**

- Thursday 28 April – Planning & Development Group AGM
- Friday 6 May - Seniors Trip to Toodyay
- Wednesday 11 May – Meeting with CRC Coordinators

**Financial Implications:**

**Strategic Implications:**

Nil

**Voting Requirements**

Absolute Majority

**Recommendations**

That Council note the above Community Development Officers Report and agree to contribute \$2,000 to the Lotterywest Community Events Kits funding application if successful.

**Council Decision Number –**

**Moved:**

**Seconded:**

That Council note the above Community Development Officer's Report and agree to contribute \$2,000 towards the Lotterywest Community Events Kit funding application if successful.

**Carried /**





<b>8.3.3 Proposed Fees and Charges for 2016/17 Draft Budget</b>	
Location:	Entire Shire
File Ref:	ADM
Applicant:	Ann Brandis – MF
Date:	11 May 2016
Disclosure of Interest:	Nil
Responsible Officer	Ann Brandis – MF
Author:	Stuart Billingham – CEO

### **Summary**

To present Council with the Draft Schedule of Fees and Charges for the 2016/17 Annual Budget.

### **Background**

The 2016/17 Draft Schedule of Fees and Charges has been reviewed and prepared by the Administration to include a 3.0% increase in waste MGB charges, some new rental charges for Lot 208 Salmon Gum and Independent living units 11 and 12 Fergusson St, Updated plant and private works rates. (Please refer to attached Draft Schedule of Fees and Charges for 2016/17 submitted as a separate attachment). The Annual Average Perth Consumer Price Index March 15 to March 16 being 1.75 compared to this same period last year of 2.3%. To assist the Shire Finance Staff to prepare the Shire of Mukinbudin Draft 2016/17 Annual Budget with a level of accuracy the draft schedule of fees and charges is presented for Council consideration.

The Western Australian State Budget for 2016-17 still to be handed down at the time of writing this report. The State Budget 2016/17 expected to show various increases affecting WA Local Governments budgets for the 2016/17 financial year. Increases are expected on Electricity, Water, MV Rego's and Street lighting. NB: The Federal Government 2014 Budget Froze the indexation of Federal Assistance Grants for three years (equates to Councils a \$10 million loss of funding over the three years to Local government). It is anticipated that the 2016/17 FAGS will be at the same level as 2015/16 budget.

### **Financial Implications**

2016/17 Draft Budget levels of Income from Fees and Charges to be raised.

### **Statutory Environment**

*Local Government Act 1995,*

*Local Government (Financial Management) Regulations 1996,*

Draft 2016/17 Budget

### **Policy Implication**

Council Policy number 1.6.3 'Licence Fees, Rentals and Charges' states:

"All Council charges, license fees, rentals etc. shall be reviewed annually in May, and prior to Council's consideration of the Draft Budget. Purpose to reduce the workload at the budget meeting"

### **Strategic Implications**

Long Term Financial Plan

2016/17 Budget.

### **Voting Requirements**

Simple Majority

### **Recommendation**

That Council agrees 'In Principle' to use the Draft Schedule of Fees and Charges as presented in the preparation of the Shire of Mukinbudin 2016/17 Draft Budget.

### **Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council agrees 'In Principle' to use the Draft Schedule of Fees and Charges as presented in the preparation of the Shire of Mukinbudin 2016/17 Draft Budget.**

**Carried /**

## 8.4 Chief Executive Officer's Reports

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

### Meetings – Past

#### April 2016

- 25 Apr ANZAC Day Public Holiday
- 26 Apr NEWROC Council Meeting Shire of Wyalkatchem Cr Shadbolt CEO on RDO
- 27 Apr Housing Inspections Cr Ventriss and MF and Denis
- 28 Apr Great Eastern Country Zone Meeting Merredin Rec Centre Cr Ventriss and CEO
- 29 Apr Property Inspections Cr Ventriss MF and Denis
- 29 Apr Kununoppin Medical Practice Meeting with Cr Shadbolt

#### May 2016

- 2-6 May CEO Annual Leave - MF and WM Acting CEO
- 4 May A/CEO attended NEWHEALTH meeting in Koorda
- 10 May CRC Meeting
- 18 May Ordinary Council Meeting

### 1.2 Meetings – Future

#### May 2016

- 19-20 May CEO LGMA Leaders Conference Busselton
- 24 May NEWROC Executive Meeting Shire of Wyalkatchem

#### June 2016

- 3 June LGMA WA Joint Branch Central Wheatbelt and Avon Branches Meeting Shire of Beverly
- 6 June WA Day Public Holiday Office closed
- 15 June Ordinary Council Meeting new 10 am start time

### 1.3. Staff Matters

SFO - Katharine Spencer returned from Long Service Leave on 8<sup>th</sup> May 2016. Going on maternity leave mid-late August 2016.

Shire advertising for Pool Manger to be trained and qualified up ASAP.

Daniel Mori going on LSL in July 2016 for 13 weeks relief staff member to be advertised.

### 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 Building Surveyor Services to the Shire of Mukinbudin to be supplied by NEWHealth Shire of Koorda.

### Voting Requirements

Simple Majority

**Recommendation**

That Council note the Chief Executive Officer's Report.

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council note the Chief Executive Officer's Report.**

**Carried /**



<b>8.4.2 NEWROC Council Meeting Minutes 26 April 2016</b>	
Location:	NEWROC
File Ref:	ADM 236
Applicant:	Stuart Billingham – CEO
Date:	12 <sup>th</sup> May 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham – CEO
Author:	Stuart Billingham – CEO

### **Background**

A Council Meeting of NEWROC was held on Tuesday 26<sup>th</sup> April 2016 at the Shire of Wyalkatchem Council Chambers. (The minutes AND MOU from the meeting are submitted as a separate attachments 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:

4. MINUTES OF MEETINGS
  - 4.1. MINUTES OF ORDINARY MEETINGS
    - 4.1.1. MINUTES OF ORDINARY MEETING OF NEWROC COUNCIL – 23 FEBRUARY 2016
    - 4.1.2. BUSINESS ARISING.
      - 4.1.2.1. TELECOMMUNICATIONS BUSINESS CASE – NBN CO UPDATE
  - 4.2. MINUTES OF EXECUTIVE COMMITTEE MEETINGS
    - 4.2.1. NEWROC EXECUTIVE COMMITTEE MEETING – 22 MARCH 2016
    - 4.2.2. BUSINESS ARISING
      - 4.2.2.1. PETER GERAGHTY
5. FINANCIAL MATTERS
  - 5.1. LIST OF INCOME AND EXPENDITURE
  - 5.2. BALANCE SHEET
  - 5.3. DRAFT BUDGET
6. MATTERS FOR CONSIDERATION
  - 6.1. NEWROC MOU
  - 6.2. STRATEGIC PLANNING
  - 6.3. NEWTRAVEL UPDATE
  - 6.4. TOURIST AND VISITOR ACCOMODATION REPORT
  - 6.5. AGED ACCOMODATION

Next NEWROC Meeting dates:

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

24 May	Executive	Shire of Wyalkatchem
28 June	Council	Shire of Mukinbudin (12pm start)
26 July	Executive	Shire of Mukinbudin
23 August	Council	Shire of Mt Marshall
27 September	Executive	Shire of Mt Marshall
25 October	Council	Shire of Koorda
22 November	Executive	Shire of Koorda
13 December	Council	Shire of Nungarin

WALGA Great Eastern Country Zone dates:

Thursday 28 April 2016 Merredin  
Thursday 30 June 2016 Kellerberrin  
Thursday 1 September 2016 Merredin  
Thursday 1 December 2016 Kellerberrin

**Voting Requirements**

Simple Majority

**Officer recommendation:**

That Council

1. notes the report on the NEWROC Executive meeting minutes held on 26<sup>th</sup> April 2016; and
2. endorses the NEWROC Memorandum of Understanding as presented and authorises the Shire President and CEO to Sign; and
3. provide written support to the Shire of Wyalkatchem for the expansion of regional 'low care' aged accommodation at Wyalkatchem as a regional project

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council**

- 1. notes the report on the NEWROC Council meeting minutes held on 26<sup>th</sup> April 2016; and**
- 2. endorses the NEWROC Memorandum of Understanding as presented and authorises the Shire President and CEO to Sign; and**
- 3. provides written support to the Shire of Wyalkatchem for the expansion of regional 'low care' aged accommodation at Wyalkatchem as a regional project.**

**Carried /**

<b>8.4.3 Shire of Mukinbudin – Delegated Authority Register Annual Review</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Stuart Billingham - CEO
Date:	12 May 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

### **Summary**

To present Council a request to review and adopt the Shire of Mukinbudin Delegated Authority Register for 2015/16. **NB:** To ensure the Shire meets its statutory compliance obligations this item must be adopted no later than the June 2016 Council Meeting or it will again be raised by the Shire auditors as a matter of Non-Compliance and the CEO will be required to explain to the DLGC why it did not comply. (Please refer to reviewed and amended Delegations Register submitted as a separate attachment.)

### **Background**

Under the *Local Government Act 1995* there are basically two types of delegations Council may make:

- Delegations to a Committee of Council or
- Delegations to the CEO.
- 

Other Delegations made under the *Bush Fires Act 1954, Building Act 2011, Health Act 1911 and Food Act 2008*.

- Delegations to Others such as Chief Bush Fire Control Officer

Section 5.8 of the *Local Government Act 1995* deals with Delegations to Committees of Council. Currently the Shire of Mukinbudin only has an Audit Committee that it may wish to delegate to.

The Shire of Mukinbudin Register of Delegations is attached as a separate attachment and was last reviewed on 20 May 2015. Section 5.46 (1) & (2) requires the Register of Delegations to be reviewed annually.

The *Local Government Act 1995* states the following for delegations to Committees of Council:  
*Subdivision 2 — Committees and their meetings*

#### *5.8. Establishment of committees*

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* *Absolute majority required.*

#### *5.16. Delegation of some powers and duties to certain committees*

(1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.

\* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —

- (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
- (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.17. *Limits on delegation of powers and duties to certain committees*

- (1) A local government can delegate —
- (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
    - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
    - (ii) any other power or duty that is prescribed;and
  - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
  - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
    - (i) the local government's property; or
    - (ii) an event in which the local government is involved.
      - (1) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

The *Local Government Act 1995* states the following for delegations to the CEO:

5.42. *Delegation of some powers and duties to CEO*

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
  - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

*[Section 5.42 amended by No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]*

5.43. *Limits on delegations to CEO*

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23.]

5.44. *CEO may delegate powers and duties to other employees*

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
  - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
  - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —  
**conditions** includes qualifications, limitations or exceptions.

[Section 5.44 amended by No. 1 of 1998 s. 14(1).]

5.45. *Other matters relevant to delegations under this Division*

- (1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
  - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.

5.46. *Register of, and records relevant to, delegations to CEO and employees*

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

## Audit Committee

7.1B. *Delegation of some powers and duties to audit committees*

- (1) Despite section 5.16, the only powers and duties that a local government may delegate\* to its audit committee are any of its powers and duties under this Part other than this power of delegation.

\* *Absolute majority required.*

- (2) A delegation to an audit committee is not subject to section 5.17.

[Section 7.1B inserted by No. 49 of 2004 s. 5.]

### **Comment:**

The Chief Executive Officer has reviewed the Delegated Authority Register and recommends no changes are required. This matter is presented to Council to consider adopting the reviewed

Delegated Authority register to ensure the Shire of Mukinbudin meets its Statutory Compliance responsibilities.

**Financial Implications**

Nil

**Statutory Environment:**

*Local Government Act 1995*

**Strategic Implications**

Nil

**Policy Implications**

Nil

**Consultation:**

Nil

**Financial Implications**

Nil.

**Voting Requirements**

Absolute Majority Vote Required

**Recommendation**

That Council adopts the reviewed Register of Delegations as presented at 18 May 2016.

**Council Decision Number –**

Moved: Cr

Seconded: Cr

That Council adopts the reviewed Register of Delegations as presented at 18 May 2016.

Carried /

<b>8.4.4 Shire of Mukinbudin - Policy Manual Annual Review 2016</b>	
Location:	Shire
File Ref:	ADM
Applicant:	Stuart Billingham - CEO
Date:	12 <sup>th</sup> May 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

### **Summary**

To present Council with a request to adopt the reviewed Shire of Mukinbudin Policy Manual for the 2015/2016 year. All changes have been highlighted and identified from last year's review.

NB: To ensure the Shire meets its statutory compliance obligations this item must be adopted no later than the June 2016 Council Meeting. (Please refer to reviewed and amended Policy Manual submitted as a separate attachment.)

### **Background**

The Shire of Mukinbudin Policy Manual was last reviewed by Council on 17 June 2015. Council Policy currently states the following regarding the Policy Manual

#### ***Policy Number: 1.1.8 Policy Change and Review***

#### ***Policy Statement***

- (1) That policies of Council be fully reviewed within 6 months of each Ordinary Local Government Election.*
- (2) New policies or changes to existing policy be made only by notice of motion or as a specific agenda item.*
- (3) All changes of policy be issued to Policy Manual holders for Manual update.*

#### ***Purpose***

*To provide for the periodic review of policies and provide a process under which new policies and amendments will not be made 'on the run'.*

The only changes from the last year review are new policies added below:

- 1.15 Social Media Policy
- 1.16 Internet and Email Usage
- 3.5 Updated Purchasing policy
- 4.14 Long Service Leave
- 4.15 Rostered Days Off ( Inside Staff)
- 4.16 Rostered Days Off (Outside Staff)
- 7.10 IT Security

### **Comment:**

1. Council Elections were last held in October 2015 and the Shire Policy Manual will need to be reviewed each year and adopted by Council by the end of June 2016.
2. A specific Agenda item needs to be prepared showing the required changes to the Policy Manual.
3. A new version (either hardcopy or Electronic) of the updated and reviewed Policy manual will be distributed to all Councillors

### **Strategic Implications**

Possible amendments to Shire Community Strategic Plan.

### **Legislation**

*Local Government Act 1995*

### **Policy Implications**

Updated Policy Manual





<b>8.4.5 Sale of 51 Maddock Mukinbudin</b>	
Location:	Mukinbudin
File Ref:	AS387
Applicant:	Stuart Billingham - CEO
Date:	11 May 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

### **Summary:**

To present Council with a request to consider listing for sale the House and land located at 51 Maddock St Mukinbudin.

### **Background:**

The Shire of Mukinbudin has been dealing with the Department of Housing on the removal of the Caveat on 51 Maddock St Mukinbudin. The Caveat effectively gave the Dept of Housing first option on the Property if they wished to redevelop it with three units. This process has been undertaken and the Department of Housing do not wish to exercise the caveat to redevelop the property, hence they are prepared to remove the Caveat at the Shires expense of approx. \$250.

Extract of email from Dept of Housing

Good morning Mr Billingham

Please be advised that the Withdrawal of Caveat has now been lodged at Landgate. The Dealing Number is **N259537**.

Thank you

**April Shim**

Conveyancer | M

Securities and Conveyancing

**Housing Authority**

99 Plain Street, East Perth WA 6004

P: (08) 9222 4657 | F: (08) 9222 4670 |

E: [april.shim@housing.wa.gov.au](mailto:april.shim@housing.wa.gov.au) | W: [www.housing.wa.gov.au](http://www.housing.wa.gov.au)

Section 3.58 of the *Local Government Act 1995* deals with the disposition of Shire Property. Should an offer be received by the Shire on the property the matter would need to come back to Council for a decision to accept the offer.

### *3.58. Disposing of property*

(1) In this section —

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

*property* includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
- (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.
- [Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]



**CEO Comments**

It is supported to offer 51 Maddock Street for sale as it is considered surplus to the Shires requirements and too costly to repair. Recent enquires with a Local Real Estate rep believes the estimated value of the property and land is between \$25,000-\$40,000 in its current condition. NB: A recent inspection of the property shows there are some floorboards missing, no Hot water system, Front porch roof collapsing. Rear porch subsiding. Any net sale proceeds to be placed in the Shire Building Reserve fund

**Financial Implications**

Yes – 2016/17 Draft Budget.

**Statutory Environment**

Council 2016/17 Budgets

*Local Government Act 1995* and associated regulations.

**Policy Implication**

Nil

**Voting Requirements**

Simple

**Recommendation**

That Council agrees to list 51 Maddock Street for Sale for \$40,000.

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council agrees to list 51 Maddock Street for Sale for \$40,000.**

**Carried /**

<b>8.4.6 Transfer of unwanted land Lake Brown &amp; Write off of Rates</b>	
Location:	Lake Brown Gazetted Townsite
File Ref:	AS433,AS412,AS413
Applicant:	Stuart Billingham - CEO
Date:	11 May 2016
Disclosure of Interest:	Nil
Responsible Officer	Stuart Billingham - CEO
Author:	Stuart Billingham - CEO

**Summary:**

To present Council with a request to authorise the Shire President and Chief Executive Officer to sign and affix the Shire Common Seal to two transfer of Land forms for Lots 7 & 8 Mulqueeny Street Lake Brown on Deposited Plan 202099 and Lot 66 (28429 Rural Address) on Diagram 29815. (Please refer to copies of Transfer of Land forms submitted as separate attachments.)

Assessment AS433 BC Manuel



Assessments AS412 ET Warren and AS413 ET Warren



**Background:**

The Shire has been dealing with Mr Jeff Warren son of Elsa Warren and the estates of Bevan and Ethel Manual these blocks and all parties have now reached agreement for the abovementioned 3 blocks to be gifted to the Shire of Mukinbudin in Fee Simple.

*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.*

**CEO Comments**

It is supported that Council accept the 3 blocks of land and make them non rateable until they are either sold or possibly returned to the Crown.

**Financial Implications**

Yes - Immediate reductions in rates base and future write off of existing rates

A433

Financial Summary

<b>Levies</b>				<b>Description</b>
	<b>Receipts</b>	<b>Balance</b>	<b>C/A</b>	
500.00	0.00	500.00	C	Rates
33.74	0.00	33.74	C	Interest
4.15	0.00	4.15	C	ESL PENALTY
50.00	0.00	50.00	C	VOLUNTARY SWIMMING POOL LEVY
68.00	0.00	68.00	C	EMERGENCY SERVICES LEVY
=====				
655.89	0.00	655.89		*** TOTALS ***

A412

Financial Summary

<b>Levies</b>				<b>Description</b>
	<b>Receipts</b>	<b>Balance</b>	<b>C/A</b>	
400.00	0.00	400.00	C	Rates
27.61	0.00	27.61	C	Interest
4.15	0.00	4.15	C	ESL PENALTY
50.00	0.00	50.00	C	VOLUNTARY SWIMMING POOL LEVY
68.00	0.00	68.00	C	EMERGENCY SERVICES LEVY
=====				
549.76	0.00	549.76		*** TOTALS ***

A413

Financial Summary

<b>Levies</b>				<b>Description</b>
	<b>Receipts</b>	<b>Balance</b>	<b>C/A</b>	
400.00	0.00	400.00	C	Rates

27.61	0.00	27.61	C	Interest
4.15	0.00	4.15	C	ESL PENALTY
50.00	0.00	50.00	C	VOLUNTARY SWIMMING POOL LEVY
68.00	0.00	68.00	C	EMERGENCY SERVICES LEVY
=====				
549.76	0.00	549.76		*** TOTALS ***

**Grand Total \$1,755.41 in rates, levies and charges**

**Statutory Environment**

*Local Government Act 1995 and associated regulations.*

**Policy Implication**

Nil

**Voting Requirements**

Absolute Majority Vote required Simple

**Recommendation**

That Council

1. agrees to accept the blocks on assessments AS433, AS412 and AS413 and authorise the Shire President and CEO to sign and affix the Shire Common Seal to the transfer of Land Documents.
2. writes off the total amounts owing on Assessments AS433, AS412 and AS413 once transferred.

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council**

- 1. agrees to accept the blocks on assessments AS433, AS412 and AS413 and authorise the Shire President and CEO to sign and affix the Shire Common Seal to the transfer of Land Documents.**
- 2. writes off the total amounts owing on Assessments AS433, AS412 and AS413 once transferred.**

**Carried /**

**AMVR**

**8.5 Environmental Health/Building Surveyor Officer’s Reports**

Nil

NB: Shire of Merredin has withdrawn Building Surveyor support to Shire of Mukinbudin at the end of March 2016 due to increasing workloads and the passing of Mr John Mitchell.

Shire of Koorda to supply Building Surveyor services as part of NEW Health agreement



**Mukinbudin Caravan Park Annual Income**

	<i>Self Contained</i>			<i>Washing</i>		<i>Total</i>	<i>Total Expense</i>
	<i>Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Machine</i>	<i>House</i>		
<b>2005/2006</b>	19,358.08	11,082.32	10,521.76	1,171.16	N/A	<b>42,133.32</b>	
<b>2006/2007</b>	22,820.21	9,753.06	17,095.20	981.35	N/A	<b>50,649.82</b>	
<b>2007/2008</b>	27,304.76	5,422.75	11,244.47	678.16	N/A	<b>44,650.14</b>	
<b>2008/2009</b>	37,214.39	10,554.55	16,773.76	663.63	N/A	<b>65,206.33</b>	
<b>2009/2010</b>	33,567.84	9,096.35	15,504.70	1,036.36	N/A	<b>59,205.25</b>	
<b>2010/2011</b>	38,054.93	15,604.59	15,817.92	845.55	N/A	<b>70,322.99</b>	
<b>2011/2012</b>	34,724.53	11,056.46	18,753.08	773.19	N/A	<b>65,307.26</b>	
<b>2012/2013</b>	44,682.83	17,477.98	24,860.15	1,050.17	N/A	<b>88,071.13</b>	
<b>2013/2014</b>	45,332.87	16,194.44	26,393.17	1,278.53	N/A	<b>89,199.01</b>	88,695.34
<b>2014/2015</b>	42,590.61	21,760.04	25,554.90	1,404.95	15,747.32	<b>107,057.82</b>	109,829.90

**Mukinbudin Caravan Park Income and Expenditure**

	<i>Self Contained</i>			<i>Washing</i>		<i>Total Income</i>	<i>Total Expenditure</i>
	<i>Units</i>	<i>Barracks</i>	<i>Sites</i>	<i>Machine</i>	<i>House</i>		
<b>July 15</b>	5,527.29	2,985.45	2,087.71	0.00	1,636.36	<b>12,236.81</b>	8,796.07
<b>Aug 15</b>	6,436.38	1,489.07	2,425.46	476.82	2,063.63	<b>12,891.36</b>	9,847.18
<b>Sept 15</b>	7,310.02	1,809.11	7,790.54	209.09	1,718.18	<b>18,836.94</b>	14,631.78
<b>Oct 15</b>	4,354.55	1,298.18	1,768.18	0.00	272.72	<b>7,693.63</b>	12,902.65
<b>Nov 15</b>	3,672.74	1,069.09	352.27	0.00	681.80	<b>5,775.90</b>	6,017.75
<b>Dec 15</b>	3,052.27	1,527.26	908.17	132.73	3,818.18	<b>9,438.61</b>	9,861.97
<b>Jan 16</b>	2,054.56	2,745.44	1,178.62	0.00	818.19	<b>6,796.81</b>	8,630.18
<b>Feb 16</b>	900.02	1,441.81	350.92	33.95	1,077.27	<b>3,803.97</b>	7,240.51
<b>Mar 16</b>	7,681.83	1,943.63	1,333.65	0.00	1,363.63	<b>12,322.74</b>	10,416.36
<b>Apr 16</b>	3,490.92	2,025.44	2,641.36	214.55	272.72	<b>8,644.99</b>	12,139.84
<b>May 16</b>						<b>0.00</b>	
<b>Jun 16</b>						<b>0.00</b>	
<b>Total</b>	<b>44,480.58</b>	<b>18,334.48</b>	<b>20,836.88</b>	<b>1,067.14</b>	<b>13,722.68</b>	<b>98,441.76</b>	<b>100,484.29</b>





**9. Information Report**

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

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

10.1 Nil

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

11.1 Nil

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

12.1 Nil

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

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

(a) *a matter affecting an employee or employees;*

(b) *the personal affairs of any person;*

(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*

(d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*

(e) *a matter that if disclosed, would reveal -*

(i) *a trade secret; or*

(ii) *information that has a commercial value to a person; or*

(iii) *information about the business, professional, commercial or financial affairs of a person,*

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

(f) *a matter that if disclosed, could be reasonably expected to —*

(i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or*

(ii) *endanger the security of the local government's property; or*

(iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*

*and*

(g) *information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*

(h) *such other matters as may be prescribed.*

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

**Recommendation**

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

**Council Decision Number –**

Voting Requirements – Simple Majority

**Moved: Cr**

**Seconded: Cr**

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

**Carried /**

**Meeting went behind closed doors at                      pm**

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

**Council Decision Number –**

Voting Requirements – Simple Majority

**Moved:**

**Seconded:**

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

**Carried /**

The meeting was reopened at            pm

**General Business**

### 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 of Annual Budget Review (FM Regulations (33A) Completion of Statutory Compliance Audit Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange AGM Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO.(written confirmation to staff concerned) CEO to commence a full review of Delegations Register Policy / Procedures Manual Review – CEO to commence review process by including as last item on Council Agenda (if necessary)
May	Undertake Staff Annual Performance Reviews. National Volunteer Week Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges MF to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting. MF to conduct a Finance & Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit Every 4 years Financial Management Review due before 30 June WALGA Local Government Convention deadline for nominations 30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6. Chief Executive Officer's performance and remuneration review – commence this month
July	Draft Budget submitted by Chief Executive Officer and Manager of Finance Issue Employee Group Certificates Councillors and Senior Staff issued with Annual Interest Returns for completion Issue eating house licence renewals CEO performance review
August	Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33) Resolution regarding timing of Annual Electors Meeting
September	Completion of Annual Financial Report & submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)
October	Review of Council's Code of Conduct – Section 5.103 (if unable to complete full review at this meeting discuss with Council the need to convene a Special Meeting to finalise review at this meeting or simply complete review at December Ordinary Meeting) Local Govt is to review its Code of Conduct within 12 months after each ordinary election day & make such changes to the code as appropriate. Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function. Special Meeting (Election Years Only) advertise special meeting to swear in Councillors, Elect President, Deputy President, Committee etc. for Monday immediately after the Saturday elections.
November	Pensioner rates rebate claim to be lodged Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)
December	Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report Newsletter & Local Newspaper – advertise date, time and venue of all Council and Committee meetings for next calendar year (with delegated authority, if any) (S.5.251 (g) & Reg 12). Council's Audit Committee to meet to discuss Final Audit Report and Management Letter. Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)

### 14 Closure of Meeting

14.1 The Shire President declared the meeting closed at

pm

**Next Ordinary Council Meeting – Wednesday 15<sup>th</sup> June 2016 commencing at 10.00am.**