



Western Australia

Minutes for the Ordinary Meeting of the Murchison Shire Council,
To be held in the Council Chambers, Carnarvon Mullewa Road, Murchison,
On Friday **21 June 2013**, commencing at 10.00 am.

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President welcomed everyone and opened the meeting at 10.04 am.
Carpe Diem will be presenting workforce plan at noon, flying to Geraldton and then driving out.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**Elected Members:**

Councillor S A Broad, Shire President
Councillor R E Foulkes-Taylor, Deputy Shire President
Councillor M Halleen
Councillor P Squires
Councillor B M Seaman

Staff:

Jenny Goodbourn – Chief Executive Officer
Deputy Chief Executive Officer – Dianne Daniels
Works Supervisor – Brian Wundenberg

Apologies:

Councillor A Whitmarsh
Councillor Whitmarsh's father-in-law was tragically killed a few days ago – our deepest sympathy to Andrew and his family.

Leave of Absence:

Leave of Absence had been granted to Cr's Seaman and Squires but in the end neither Cr needed it and both were able to attend the meeting.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME**4.1 Standing Orders*****Council Decision:***

Moved: Councillor Squires

Seconded: Councillor Foulkes-Taylor

That the following Local Law-Standing Orders 2001 be stood down:

- 8.2 Limitation on the number of speeches
- 8.3 Duration of speeches

Carried

For: 4

Against: 1

5. NEXT MEETING

Scheduled for Friday 19 July

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Nil

8. CONFIRMATION OF MINUTES**8.1 Ordinary Council Meeting – 17th May 2013****Background:**

Minutes of the Ordinary Meeting of Council have previously been circulated to all Councillors.

Recommendation:

That the minutes of the Ordinary Council meeting held on 17th May be confirmed as an accurate record of proceedings.

Voting Requirements:

Simple majority

Council Decision:		
Moved: Councillor Foulkes-Taylor	Seconded: Councillor Halleen	
That the minutes of the Ordinary Council meeting held on 17 th May be confirmed as an accurate record of proceedings.		
Carried	For: 5	Against: 0

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

The President gave official notification that Milly Milly and Beringarra are on the market. After a few difficult months it was decided that along with the farm at Darkin and some other real estate, the stations are on the market.

Carpe Diem will be in attendance.

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Carpe Diem – Workforce Planning will attend the meeting at 12 noon

See page 13

11. ACTION LIST

No	Item	Action	Action
1.	CEO Residence	Decorative front fence – need input from new CEO	Ongoing – Design pending
2.	Improve shade house south of Road House	Per MSDC meeting and September Council meeting. Changed per November 2012 meeting	RLCIP funding changed – further input required re shade house
3.	Concrete front of motel units	Budgeted item	Completed
4.	Provision for open fires at Caravan Park	Investigate – quotes from Dalwallinu Concrete received Funding approved from Community Fund	5 Fire Pit/BBQ's ordered
5.	Classification of Pindar Beringarra Road	Pindar – Beringarra ongoing.	Further letter sent.
6.	Nookawarra Airstrip	Meeting with the Tomkins held 11 th March	Work Scheduled for this week. Letter reply from Tomkins asking for road repairs- Mileura – Nookawarra Road
7.	Community Centre Kitchen	Install Lockable Storage Area	Materials ordered, contractor required
8.	Rates on Boolardy Station now that it is owned by CSIRO	Response received from PLB. Letter sent to CSIRO. Ex-gratia payment claimed of \$95,000	Seeking clarification of basis of payment
9.	Review of the committees of council	Establish terms of reference and roles of councils committees.	Item in today's meeting
10.	Dust Suppression	Costing prepared – submitted to CSIRO	Awaiting CSIRO response
11.	Contact CGG re gravel road in their shire. Carnarvon-Mullewa and Beringarra-Pindar	Letter sent to Neil Arbuthnot, Director Community Infrastructure. He has acknowledged letter	Awaiting response – followed up.

Item 3. The President said he'd recently had an enquiry for and from elector asking whether the concreting around motel had been done and it was good to be able to say that it had been completed. The CEO advised that when the contractor was doing the concrete at the motel units they had given a very good quote to do a slab under each of the three new benches and shelters so we were able to get this done as well.

Item 4. Fire pits should be here in two weeks; there was an application from the Polocrosse Club for funding from the Community Fund to purchase these BBQ's which has been approved.

Item 5. Pindar Beringarra Road – Bernie Miller of MRWA has sent through a full report showing problem areas – and we may be able to classify part of the road once these are fixed. Due to low volume of traffic we could request a network 4 (trucks up to 27.5 m length) as soon as the Nookawarra Airstrip problem is resolved. After all the other work has been completed the road has to be inspected again before any further upgrade of classification.

Councillor Squires queried whether it's a large amount of work and suggested using Carnarvon-Mullewa Road then Twin Peaks/Wooleen; Meeberrie/Mt Wittenoom Road as there would be less to fix up. The Works Supervisor said we would still have the same issues with grids and crossings.

The President wants to know our culpability as a Shire. The current status of the road will drastically effect the operations of the pastoralists in the area and seems excessive in view of the incident free number of years that trucks have been using the road.

It was decided that the issue be brought up as an agenda item next meeting as we may be able to arrange a meeting with someone at Local Government week.

Item 6. CEO advised we had been ready to work on extending the west end of the airstrip on Tuesday but a letter from Mrs Tomkins and a subsequent phone call stopped the work. Mrs Tomkins said they needed more time to respond to the shire's letter and that they did not want the strip extended and would not let anyone onto the land. She referred back to Main Roads standards, but their standards and Casa's are that a strip shouldn't cross the road. The CEO advised that we were offering a compromise to extend the strip so that they would still have a viable airstrip and it would no longer cross the road. If they do not want this then we will go ahead with ripping within the road reserve and closing the east end of the strip.

The CEO will send a letter giving notice that we will proceed with this action. Once done we need to put a cross on Eastern side to show it is closed.

Councillor Squires requested a costing from Works Supervisor to bring Beringarra-Pindar Road up to RAV 9 standard and time frame to complete work.

Item 7. The President asked when will the store in the kitchen be completed and by whom? The CEO responded that contractor Dai Thomas has looked at it and will fit it in when he can. The rest of the kitchen has been tiled and painted and is looking very nice.

Item 10. The CEO discussed dust suppression and clarification of the \$95,000 ex gratia payment, James Abbott is not responding to emails regarding the funding; Cr Seaman suggested they may be breaking terms of agreement by not responding and suggested we write to them and let them know it isn't acceptable; Cr Halleen advised that Ant Schinckel will be at the next meeting.

Item 11. The President queried item 11. As yet no further response has been received, CEO will continue to chase up City of Greater Geraldton.

Recommendation:

That the Action List be accepted.

Voting Requirements:

Simple majority

Council Decision:		
Moved: Councillor Squires	Seconded: Councillor Halleen	
That the Action List be accepted.		
Carried	For: 5	Against: 0

12. DISCLOSURE OF INTERESTS

The CEO declares an interest in item 18.9

The Works Supervisor declared an interest in item 18.8

13. REPORTS OF OFFICERS

13.1 Monthly Plant Report – Works Supervisor

			Hours					YTD	
** Fuel costings to various small plant total				Start	End	Total		Operating Costs	
Plant Item	Year	Rego	1 July '12	Hrs/kms	Hrs/km	Month	YTD	Plant	Fuel
Cat Grader 12H	2005	MU 141	8405	9706	9871	165	1466	29128.14	23828.63
Cat Grader 12M	2008	MU 51	4488	5588	5729	141	1241	35096.3	19952.94
Volvo Loader	2006	MU 65	4276	5274.3	5337	62.7	1061	31495.35	19548.56
Komatsu Dozer	1997		7820	8075	8134	59	314	35210.05	6816.84
Cat Vibe Roller	2005	MU 177	564	1320	1424	104	860	19098.57	14139.79
JD Grader	2011	MU 121	1390.5	2740.9	2906.8	165.9	1516.3	13298.45	34787.9
Bomag Roller	2012	1DVH726	324	1045	1066.6	21.6	742.6	5693.37	5623.39
Cat 938G Loader	2004	MU 193	3196	3937	4040	103	844	8583.11	10605.38
Kenworth P/Mover	2004	MU 000	0	2545	5043	2498	5043	4139.44	4363.98
Iveco P/Mover	2003	1AGW988	248103	266544	267205	661	19102	13653.57	16948.88
Nissan UD	2009	000 MU	113179	138231	140201	1970	27022	30370.36	18592.22
Iveco Tipper Converted	2004	MU 00	157625	157806	157849	43	224	22987.6	10017.86
Generator 1-110kva	2011		3096.1	6371	6377	6	3280.9	2232.5	135548
Generator 2-110kva	2011		2328.8	6372	6588.5	216.5	4259.7		
Maintenance Gen			0	250	541.3	291.3	541.3	1881.45	**
Construction Gen			6351.1	10450	14212	3762	7860.9	1226.08	**
Kubota 6kva Gen	2012		0	1548	1642	94	1642		**
Mitsubishi Canter	2011	01 MU	50905	75379	79900	4521	28995	5502.26	8727.7
Mitsubishi Canter	2009	MU 140	131890	154948	157430	2482	25540	5116.26	6447.71
Toyota Prado	2012	MU 0	0	4429	7747	3318	7747	632.73	352.87
Great Wall	2012	MU 167	0	9407	10857	1450	10857	568.2	1257.74
Isuzu Dmax	2009	MU 300	124013	146190	149625	3435	25612	4947.28	4130.1
Toyota Hilux	2011	MU 1018	49735	84974	89000	4026	39265	6310.25	6179.52
Isuzu T/Top	2005	MU 1002	94910	110548	112203	1655	17293	9653.43	4953.37
Toyota Patient Trf	1986	MU 1017	21100	21188	21188	SOLD	88	1519.76	72
Side Tipper	2001	MU 2010	0	22258	23721	23721	23721	3020.31	-
Side Tipper-Evertran	2009	MU 662	46913	63682	65047	1365	18134	9490.27	-
Tri-Axle Low Loader	2008	MU 663	0	3203	3769	566	3769	29477.51	-
45ft Flat Top	1978	1THH060		No meter			0	40.05	-
No. 2 Float	2001	MU 2004	15227	24582	26835	2253	11608	3769.1	-
30000Ltr Water Tank	2005	MU 2024	12582	26029	26131	102	13549	3918.11	-
Dog Fuel Trailer	1993	MU 658		No meter			2603.57		-
Dog Fuel Trailer	1972	MU 2005		No meter			122.08		-
Dolly 1-Red	2001	MU 2003	12511	24567	24567	0	12056	1478.19	-
Dolly 2-Black	2000	MU 2009		0	197	197	197	1928.09	-
New/H Ford Tractor	2006	MU 380	1452	1581	1591.6	10.6	139.6	511.77	453.13
Forklift			11700.1	11810	11837.6	27.6	137.5	244.16	301.11
Caravans								4429.42	-
Various small plant								5325.85	5332.98
JD Ride on mower			136	280	289.2	9.2	153.2		**
Mercedes Patient/Trf	2004		95805	96461	97264	803	1459	264.16	70.84

Cr Seaman queried ownership of a Bobcat she had seen in the gardeners shed but was advised that this was owned by Mr Trevor Hipper and was not the shires. Cr Halleen queried difference between Construction and Maintenance genset hours – the maintenance crew is lower as they had not been camping out for the whole of the month. The President queried whether the classification of the Beringarra-Pindar Road meant that we should only be carting in single trailers as this could have a major impact on construction jobs. We will seek clarification on restrictions whilst undertaking road works and report to Council as this could have all sorts of liability and insurance implications.

13.2 Works Report – Works Supervisor

Construction Crew

The Works program on the Beringarra/Pindar road for the new realignment of road plus approaches to grid and creek crossings and gravel sheeting of 3km is near completion (had a day or two of rain). (Refer maps1 & 2)

Works required on this section.

Realign new road to running surface of 8m and road width of 12m.

Realign approaches to grid/creeks

Box out two new small creek crossings to width of 8m plus to depth of .500. Replace with rock and topping of calcrete.

Widen rest of small creek crossing to 8mts.

Sheeting of new road alignment about 3km.

Place in new off shoot drains and contour banks to control water flow.

Erect signage.

Rehab all old and new gravel pits plus rip all cleared and turn-around areas.

As of Saturday 15th June there is approx 4 working days of work left to complete.

Crew will return back to site on Monday 17th June (crew came in Thursday 13/6/2013 due to rain)

Work left to complete – one creek crossing, two contour banks, placing of guide posts, rehabbing of pits and turn-around plus general tidy up of road. They will then move camp and equipment to Beringarra-Cue road to commence the next works program - 3km gravel sheeting over stony and rough areas, plus put in place more drains and 3 new bunds. (Refer map 3)

Maintenance Crew.

John and Glen are going along well. On the completion of works on Beringarra/Pindar road from Yuin to Pindar they moved camp up to Murgoo drive-way and graded to 8km north of Cockney Bill. From there they proceeded to Mt Wittenoom and as of Saturday 15th June they had 10km remaining on this road then will go back onto Beringarra/Pindar road starting where they finish 8km north of Cockney Bill and up to Boolardy/Pia boundary. From here they will move camp up to Boolardy-Kalli Road and begin a full grade south /north doing all off roads up to Beringarra. (Refer Road Maintenance Grading program 2013 sheet)

Contract Maintenance Grader.

John (grader operator for THEM contracting) is going along well for a man that is 75 years old.

He commenced maintenance grading from the end of the bitumen on the north side of the settlement on the 13th May and is now 27km past Byro homestead. He had a few days off sick with flu plus an eye appointment in Geraldton but should finish road this Saturday, 22nd June.

I will have full hours, days and cost of works maintenance grading of the 154km Carnarvon/Mullewa road for next meeting.

Plant /Maintenance this Month

- Kenworth – repairs to electrical plus new starter motor, first service on new motor.
- Dozer wear pads – on track front idler
- John Deere grader - new locks – smashed
- Volvo Loader - 2 new front tyres
- Construction Camp - small water pressure pump for shower

Road Counters

Beringarra/Pindar Road

10 km North of Boolardy

6/3/2013 - 3/6/2013

9 cars per day.

MRO Road

2.5km north of top shed

6/3/2013 - 3/6/2013

5.9 cars per day

Put in new counter 300m south of Boolardy homestead turn off 3/6/2013

3 cars per day

Carnarvon/Mullewa Road

100m south of New Forrest/Yallalong intersection 5/8/2012 – 8/5/2013 26 cars per day
 New counter on the Carnarvon/Mullewa road north of settlement 15/6/2013.

ROADS GRADED 13th MAY 2013 – 16th JUNE 2013

Name	Length of Road	SLK Graded this month	Heavy-Road Maintenance Repairs Loader-truck	Comments
Beringarra /Pindar	319.80km	98m		McNabb-Pindar Murgoo-Cockney Bill
Erong	63.12km			
Beringarra/Byro	90.89km			
Twin-Peaks/Wooleen	47.65km			
Boolardy/Kalli	57.30km			
Byro/Woodleigh	71.00km			
New Forrest/Yallalong	36.18km			
M ^c Nabb/Twin-peaks	49.75km			
Yallalong-West	34.46km			
Mileura/Nookawarra	49.08km			
Muggon	38.75km			
Manfred	34.55km			
Beringarra/Mt Gould	34.80km			
Tardie/Yuin	13.20km			
Innouendy	9.30km			
Boolardy Homestead	2.00km			
Yunda Homestead	32.80km			
Meeberrie Woolleen	25.22km			
Mt Wittenoom	37.55km	23km		
Woolleen/Mt Wittenoom	33.85km			
Beringarra Cue	109.82km			
Boolardy Wooleen	19.08km			
Kalli Cue East	21.87km			
Coodardy Noondie	19.92km			
Butchers Track	64.54km			
Butchers Muggon	23.80km			
Murchison Settlement	2.00km			
Pinegrove Yallalong	-----			
Carnarvon-Mullewa	278.63km	118km		Contractor
Woolgorong-South	15.00km			
Errabiddy-Bluff	12km			
Air strip Graded				

The president requested how many hours it had taken by the contractor to do 118kms of the Carnarvon-Mullewa Road, the Works supervisor will find this information but said that the contractor was doing a basic grade compared to our maintenance crew who go from table drain to table drain and also roll and do other work as they go. Cr Halleen queried whether the starter motor on the Kenworth could be claimed under warranty, the Works Supervisor will check. Cr Halleen felt the road count numbers north of Boolardy were incorrect but it was explained that this was an average over the three months so whilst there would have been more than 3 vehicles per day recently over the whole three months this was the average.

Cr Seaman asked whether we can have the figures split between cars and trucks, we are able to do this.

Cr Squires said that the maintenance grade of 121 kms at the monthly hours averaged 2km per day per grader which seems a bit low, the works supervisor advised that one of the graders also does a fair bit of rolling which would reduce km but add to hours;

Cr Seaman asked for the report to include employees that have been working for the month as it used to.

The President asked whether the generators are turned off when crew are on break, as at the last three day break it had been left running. Suggest that something is turned on to draw power so no damage is done due to under-load. They should be turned off on the three day breaks and the works supervisor will follow up on this.

Following the recent rain there seems to be a lot of water laying in areas and creating issues; it would be an opportune time for the works supervisor to do an inspection and record GPS data to pin point the spots where gravel can go ahead of graders. This would be useful planning for the heavy maintenance work. Cr Halleen said there was water laying just north of Nookawarra Boolardy boundary at planned realignment, the works supervisor advised that the proposed re-alignment was not in this year’s works schedule.

Recommendation:

That the Work’s Supervisor’s report be accepted.

Voting Requirements:

Simple majority

Council Decision:		
Moved: Councillor Squires	Seconded: Councillor Foulkes-Taylor	
That the Work’s Supervisor’s report be accepted.		
Carried	For: 5	Against: 0

The meeting adjourned at 11.02 am to listen to Sandy McTaggart’s radio interview re the Astrofest and for morning tea

Meeting re-convened at 11.23 am

14. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

14.1 Shire President

The President advised that he hadn’t been to any meetings but will be going to the WALGA State Council meeting on the 3rd July.

14.2 Councillors

Cr Halleen advised there had been a meeting of the Carnarvon RBG for election of officers. David Gouch had become chairman; Mark was deputy and Andrew Whitmarsh secretary/treasurer. They will be keeping the two southern doggers on but re-advertising for all other positions. They are creating a buffer zone from Kennedy Ranges to Dalgety Downs. There are major financial issues as was reported last meeting. Upper Gascoyne is trying to break away, but it is not likely to be allowed by Minister. Dirk Sellenger went to meeting and was asked to run the group but he doesn’t have the time. Cr Seaman asked why Gascoyne wanted to split away. Cr Halleen advised there had been some friction and insurance/licensing requirements have become more restrictive and are not being complied with by everyone. Cr Broad said that if Gascoyne Junction was allowed to pull out, there would be only one dogger compared to three, which would create issues.

Cr Seaman asked why isn’t there a dogger south out of RBG funds and was advised that the RBG can’t afford it but Murchison Shire are allocated 9 tonne of meat in the Budget, which is a larger allocation than most. Cr Broad feels the Minister is keen to see a bounty back on again. Cr Halleen advised the AGM/BBQ in Carnarvon is on the 7th September and hopefully the next meeting in March 2014 will be held at Murchison.

Cr Halleen had also attended the Plant Working Group Meeting on Tuesday 18th June – held by teleconference.

Cr Foulkes-Taylor attended the Plant Working Group Meeting on Tuesday 18th June – held by teleconference.

Cr Squires met with Laurie Maddren from Mt Barker Communications who had put a new Channel 1 repeater up in SW corner of Twin Peaks, which has given at least a 93 km radius. Accesses Yallalong, Woolgorong, Tardie, Yuin, Boolardy not sure about Pinegrove or Bullardoo at this stage; Channels 1,6 & 7 will be a great benefit to the community, especially for road safety and fire fighting. Cr Foulkes-Taylor wanted to note that Cr Squires has volunteered a lot of time to get this tower and facility erected and functional and to get the project set up and thanked him for his efforts. There is still some more to do on Channel 7, but work is well underway and Laurie will be back in a couple of weeks to complete it.

Cr Squires had also attended the Plant Working Group Meeting on Tuesday 18th June – held by teleconference.

Cr Seaman had not attended any meetings.

Cr Halleen wanted to remind everyone that Polocrosse is only three weeks away – being on the 13th and 14th of July.

15. REPORTS OF COMMITTEES

15.1 Audit Committee – Compliance Audit Return 21st June 2013

The audit committee met earlier today to discuss the Compliance Audit return for 2011. The audit committee resolved:-

Committee Decision:

Moved: Councillor Squires

Seconded: Councillor Seaman

That the Compliance Audit Report be accepted and referred to the Ordinary Council Meeting of 21st June 2013 for adoption by the Council.

Carried

For: 5

Against: 0

Council Decision:

Moved: Councillor Foulkes-Taylor

Seconded: Councillor Halleen

That Council adopt the Compliance Audit Return for 2011 and submit it to the Department of Local Government.

Carried

For: 5

Against: 0

16. FINANCE

16.1 Financial Activity Statements 31 May 2013

File:	2.2
Author:	Dianne Daniels – Deputy Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	17 June 2013
Attachments:	Financial Activity Statements for 11 months to 31 May 2013 Balance Sheet Income Statement Detail Income Statement Summary Income Statement by Nature & Type Compare Cost of Roadworks

Matter for Consideration:

Council to consider adopting the monthly financial statements for the period ending 31 May 2013.

Background:

The Local Government (Financial Management) Regulations 1996 Regulation 34 requires that local government report on a monthly basis and prescribes what is required to be reported.

Comment:

Summary of Financial Results to May 31 2013:

The Current Position at 31 May 2013 is a surplus of \$940,504 which is down on YTD Budget by \$125,730 as summarised below:

Opening Funding Surplus variance	0
Add Operating Revenues up	264,387
Add Operating Expenditure down	435,289
Add Funding Balance Adjustment	6,189
Less Capital Revenue down	-1,322,726
Add Capital Expenditure down	492,282
Less Rate Revenue down	-1,151

Refer to Graphs at Note 2 and Notes 9, 12 and 14 in the Monthly Financial Report for comments and explanations on variances. In summary, Operating Revenues up includes a \$90 k claim to Crosslands for the Community Fund (which has been off-set by a \$90 k expense at Admin Reimbursements as the money will be transferred to the Crosslands Community Fund bank account in Trust once it has been received) and the \$95 k claim to CSIRO for ex-gratia rates and road works contribution. The amount of rates raised on location Murchison 226 (Boolarly Station) since it was taken over by CSIRO is \$17,661.96 and so, once the money is received, we will transfer that amount from the Road Contribution from CSIRO account to reduce that debt on our rate book to nil for that assessment, which will leave \$77,338.04 towards road maintenance.

The main reason for Operating Expenditure being down can be found in Transport – Road Maintenance, Heavy Maintenance, Bunding of Various Old Roads, Grid Maintenance and Rehab Gravel Pits are all down on budget. Also, even though CSIRO has been invoiced for the contribution towards road works, payment has not yet been received and so no extra work has been undertaken on the Beringarra Pindar Road to date.

Capital Revenue is well down as the CLGF 12-13 Individual and Regional Funding applications are still being reviewed by the Department and unless the Regional component is received in June, we won't be in a position to make the Reserve transfer of \$771,875 to the Ballinyoo Bridge Reserve as budgeted.

Refer to Note 9 at pages 18 and 19 for variances to Capital Expenditure.

Final costs have now been processed for the 17.4 km of new formwork/seal and the 10 km of re-seal of the Carnarvon-Mullewa Road, with expenditure over-budget showing as \$202.7 k. This will be reduced in June by \$36.5 k, which I neglected to journal to the Private Works expense account to off-set the revenue from RnR Contracting for plant and labour hire during the sealing program, so leaving \$166.2 or 7.1% over budget. Even though this variation is under the 10% material variance adopted by Council as part of the 2012-13 Budget, we feel it would be prudent to vary the Budget to ensure our Closing Funding position isn't compromised. Refer Item 16.3 for our recommendation.

Greenfields have completed a comparison of costs for upgrading the Carnarvon-Mullewa road to seal standard. (Refer Attachment - Compare Cost of Roadworks). The comparison indicates that the combination of Council Resources for formation and Contractor for seal has given Council a reasonable rate per km to complete the job and is comparable with works completed in this manner by other Shires. The three cost scenarios used in the comparison are;

1. Cost estimate by Greenfield using lowest Hired Plant Rates submitted under tender MU 07-2011. Price includes seal procured directly by shire - \$105,199 per km;
2. Fixed price \$ per km rate submitted under tender MU 01-2012. Seal procured by the Contractor – \$178,819 per km;
3. Actual cost per km for works completed by the Shire. Price includes seal procured directly by the Shire - \$110,214 per km.

Note that the cost of engaging external contractors will be somewhat higher if the cost of external contract supervision by consulting engineer is included.

Rates collection is sitting at 81% collected as against 72% at 30 June 2012. We contacted three Debt Collection Agencies, all WALGA preferred suppliers, during May and after comparing fees the decision was made to use CS Legal Debt Recovery who we believe will give best value for money. We are in the process of transferring debtor details to this firm in order for them to commence the collection process.

Capital costs that impacted the Balance Sheet in May were:
Reticulation for the Soundproof Wall for Generators

Improvement to mechanics Isuzu – Oxy/Acetylene Kit
 Low Loader Modifications journalled from R&M expense account to correct Capital account
 Flat bed trailer – 6800 fibreglass water tank
 Delivery and rigging of the new fuel tanks

Dianne took council through the financial report. There was a query about the Crosslands contribution being more than \$50,000. Dianne explained that the annual payment was actually supposed to be increased each year and as this hadn't been done it now meant there were additional funds to claim this year.

Cr Foulkes-Taylor queried the CLGF Capital break-up – it has not been altered to reflect the changes to the projects made by council, this will be corrected.

Statutory Environment:

Local Government Act 1995

Section 6.4–Specifies that a local government is to prepare “such other financial reports” as is prescribed.

Local Government (Financial Management) Regulations 1996

Regulation 34 states:

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
- (b) Budget estimates to the end of month to which the statement relates;
- (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c);
- (e) The net current assets at the end of the month to which the statement relates.

Strategic Implications:

Nil.

Policy Implications:

Nil.

Financial Implications:

Reports showing year to date financial performance allow monitoring of actual expenditure, revenue and overall results against budget targets.

Consultation:

UHY Haines Norton

Recommendation:

That Council adopt the financial statements for the period ending 31 May 2013, as attached.

Voting Requirements:

Simple majority.

Council Decision:

Moved: Councillor Halleen

Seconded: Councillor Seaman

That Council adopt the financial statements for the period ending 31 May 2013, as attached

Carried

For: 5

Against: 0

Cr Squires left the meeting at 12.05pm

Cr Squires returned to the meeting at 12.08pm

12.05 pm Presentation of Draft Workforce Plan - Malcolm Gough and Cheryl Meade of Carpe Diem

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Cheryl Meade and Malcolm Gough of Carpe Diem presented the draft Workforce Plan to Council and ran through all the main elements of the plan, the future direction for the shire workforce and proposed variation to the organisational structure.

They explained how they had undertaken the preparation of the plan and the consultation with management and staff that they had carried out on their earlier visit to the shire.

Cr Seaman left the meeting at 12:34pm

Cr Seaman returned at 12:37pm

CEO left the meeting at 12.38pm

CEO returned to the meeting at 12.40pm

Council adjourned for lunch at 1:01 pm

The meeting re-commenced 2.02 pm

16.2 Accounts Paid during the period since the last list was adopted/endorsed by Council

File:	
Author:	Dianne Daniels Deputy Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	18 th June 2013
Attachments:	EFT & Cheque Details for May 2013

Matter for Consideration:

Authorisation of accounts paid during the month of May 2013.

Background:

Accounts paid are required to be submitted each month.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

Reg 13(1)–Requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

Comment:

Payments made during the month of May as per attached schedule.

Strategic Implications:

None

Policy Implications:

None

Financial Implications:

Payment from Council's Municipal, Roadhouse, Trust, Crosslands Community Fund and Social Club accounts.

Consultation:

None

Recommendation:

That the accounts as per the attached Schedule presented to this meeting totalling \$2,165,521.02 be passed for payment/endorsed by Council.

Voting Requirements:

Simple majority

Council Decision:**Moved: Councillor Seaman****Seconded: Councillor Halleen**

That the accounts as per the attached Schedule presented to this meeting totalling \$2,165,521.02 be passed for payment/endorsed by Council.

Carried**For: 5****Against: 0****16.3 Budget Amendment**

File:	2.4
Author:	Dianne Daniels
Interest Declared:	No interest to disclose
Date:	17 June 2013
Attachments:	

Matter for Consideration:

Council to consider varying the Budget to cover the amount of \$166,183.56 which, as noted in the Finance Report, is the 7.1% over-budget amount spent to complete 17.4 km of new formwork/seal and to re-seal 10 km south of the Settlement on the Carnarvon-Mullewa Road.

Background:

Council recently finished sealing 17.4 km on the Carnarvon-Mullewa Road with 4m bitumen seal and re-sealed 10 km south of the Settlement with geotextile overlay and bitumen. The original Fixed Price tender MU 01-2012 and the subsequent Hired Plant tender MU 07-2011 proved to be unsuitable and Council resolved to undertake the formwork using its own resources and tendered the bitumen seal/aggregate supply component only of the construction.

The construction crew commenced formwork in July 2012, on schedule for completion just prior to Christmas 2012. However, the sudden resignation of the Leading Hand/Grader Operator and a rain event prior to Christmas delayed the completion of the formwork and added to the cost over-run. Operational decisions taken during sealing, such as increasing the application rate of the bitumen, widening the flood-ways and lengthening the tapers also added to the variance.

Comment:

The comparison completed by Greenfields based on final costs for the job indicate that the combination of Council Resources for formation and Contractor for seal has given Council a reasonable rate per km to complete the job and is comparable with works completed in this manner by other Shires.

However, in order to maintain a balanced budget, we will need to re-direct \$166,183.56 from other projects. As we are well advanced in the 2012-13 financial year, this can be achieved by delaying some projects that we are unlikely to undertake at this stage and including them in the 2013-14 Budget.

Cr Foulkes-Taylor pointed out that the shire often runs over budget on its construction jobs and maybe we are being a bit too lean with the figures when calculating costs. It would be better to add all possible costs into the budget at the beginning so that we don't have this problem. Cr Squires said that \$110k per kilometre was still a very good price and there was general consensus that this was true. Compared to some of the costs per kilometre of neighbouring shires it was very good.

Due to the fact that we are already so far through June it was decided to amend the budget heavy maintenance budget down by the \$166,183.56 rather than spreading the amendment over three separate accounts.

Statutory Environment:

Local Government Act 1995

Part 6 – Financial Management

(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.*

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

- a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council

Strategic Implications:

N/A

Policy Implications:

N/A

Financial Implications:

In order to maintain a balanced budget, we will need to re-direct \$166,183.56 from other projects. As we are well advanced in the 2012-13 financial year, this can be achieved by delaying some projects that we are unlikely to undertake at this stage and including them in the 2013-14 Budget.

Consultation:

CEO; Works Supervisor

Recommendation:

That Council vary the Budget as per the table below:

Account	Description	Classification	Increase in Cash	Decrease in Cash
C13110	RPG 12-13 206-216 Council Contribution	Capital Expenditure		-166,183.56
E122012	Heavy Maintenance	Expenditure	105,064.10	
E122093	Rehab Gravel Pits	Expenditure	15,669.46	
E122296	Bunding of Various Old Roads	Expenditure	45,450.00	
		Totals	166,183.56	-166,183.56

Voting Requirements:

Absolute Majority

Council Decision:

Moved: Councillor Halleen

Seconded: Councillor Squires

That council vary the Budget as per the table below:

Account	Description	Classification	Increase in Cash	Decrease in Cash
C13110	RPG 12-13 206-216 Council Contribution	Capital Expenditure		-166,183.56
E122012	Heavy Maintenance	Expenditure	166,183.56	

Carried by absolute majority

For: 5

Against: 0

16.4 Differential Rates

File:	3.1
Author:	Dianne Daniels – Deputy Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	17 June 2013
Attachments:	

Matter for Consideration:

That Ministerial Approval be sought to adopt differential general rates as detailed below for the Shire of Murchison for the 2013-14 Financial Year.

Background:

The proposed differential general rates as detailed below were endorsed by Council at the Ordinary Meeting of 17 May 2013 and advertised in accordance with s6.36 of the Local Government Act 1995 in the Geraldton Guardian newspaper on Wednesday 22 May 2013.

Council Decision:**Moved: Councillor Squires****Seconded: Councillor Whitmarsh**

That Council introduces differential rates and sets minimum rates in the 2013-14 year as per the following table:

RATE TYPE	RATE IN \$ 2012-13	Increase \$ (2.5%)	Rate in \$ 2013-14	No of Props	Budget Rate Revenue \$
Differential Rate UV					
Pastoral	0.024802	0.000620	0.025422	28	54,500
Mining	0.265600	0.006640	0.272240	5	139,487
Exploration/Prospecting	0.089481	0.002237	0.091718	91	92,966
Minimum Rates					
Pastoral	243	6	249	5	1,245
Mining	366	9	375	0	0
Exploration/Prospecting	366	9	375	33	12,380
Totals					300,577

(The Total is based on information at hand when preparing the report and the number of properties and their values may vary slightly if a new schedule is received from Landgate prior to preparing the Budget.)

Payment of rates charges may be made in a single payment or by four instalments at dates to be set once the budget has been adopted.

An administration fee of \$15 will apply to the instalment option and an 8% penalty interest will apply to late payments.

The ESL Levy and interest will be charged in accordance with instructions from DFES

Carried by Absolute Majority**For: 5****Against: 0****Comment:**

The advertisement contained details of each differential general rate and minimum payment endorsed by Council and invited submissions from electors or ratepayers in respect of the proposed differential general rate or minimum payment and any related matters within 21 days. No submissions have been received and before adopting the differential general rates and associated Minimum Rates, Council is required to seek Ministerial Approval under s6.33 (3) of the Local government Act as the UV Mining Rate is more than twice the lowest differential general rate.

Statutory Environment:

Local Government Act 1995

Division 6 - Rates and Service Charges

Subdivision 2 — Categories of rates and service charges

6.33 – Differential general rates

(3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

6.35 – Minimum Payment

(6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories

(c) to each differential rating category where a differential general rate is imposed

6.36. Local government to give notice of certain rates

(1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.

Strategic Implications:

Nil

Policy Implications:

Nil

Financial Implications:

Differential rating allows Council to improve the rate base and offers all rate payers the opportunity to make an equitable contribution to the maintenance of infrastructure assets

Consultation:

CEO; UHY Haines Norton

Recommendation:

That Ministerial Approval be sought to adopt differential general rates as detailed below for the Shire of Murchison for the 2013-14 Financial Year:

RATE TYPE	RATE IN \$ 2012-13	Increase \$ (2.5%)	Rate in \$ 2013-14	No of Props	Budget Rate Revenue \$
Differential Rate UV					
Pastoral	0.024802	0.000620	0.025422	28	54,500
Mining	0.265600	0.006640	0.272240	5	139,487
Exploration/Prospecting	0.089481	0.002237	0.091718	91	92,966
Minimum Rates					
Pastoral	243	6	249	5	1,245
Mining	366	9	375	0	0
Exploration/Prospecting	366	9	375	33	12,380
Totals					300,577

(The Total is based on information at hand when preparing the report and the number of properties and their values may vary slightly if a new schedule is received from Landgate prior to preparing the Budget.)

Payment of rates charges may be made in a single payment or by four instalments at dates to be set once the budget has been adopted.

An administration fee of \$15 will apply to the instalment option and an 8% penalty interest will apply to late payments.

The ESL Levy and interest will be charged in accordance with instructions from DFES.

Voting Requirements:

Simple Majority

Council Decision:**Moved: Councillor Seaman****Seconded: Councillor Squires**

That Ministerial Approval be sought to adopt differential general rates as detailed below for the Shire of Murchison for the 2013-14 Financial Year:

RATE TYPE	RATE IN \$ 2012-13	Increase \$ (2.5%)	Rate in \$ 2013-14	No of Props	Budget Rate Revenue \$
Differential Rate UV					
Pastoral	0.024802	0.000620	0.025422	28	54,500
Mining	0.265600	0.006640	0.272240	5	139,487
Exploration/Prospecting	0.089481	0.002237	0.091718	91	92,966
Minimum Rates					
Pastoral	243	6	249	5	1,245
Mining	366	9	375	0	0
Exploration/Prospecting	366	9	375	33	12,380
Totals					300,577

(The Total is based on information at hand when preparing the report and the number of properties and their values may vary slightly if a new schedule is received from Landgate prior to preparing the Budget.)

Payment of rates charges may be made in a single payment or by four instalments at dates to be set once the budget has been adopted.

An administration fee of \$15 will apply to the instalment option and an 8% penalty interest will apply to late payments.

The ESL Levy and interest will be charged in accordance with instructions from DFES.

Carried**For: 5****Against: 0****17. DEVELOPMENT****17.1 Regional Road Group Funding 2014-2015**

File:	12.2
Author:	Jenny Goodbourn – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	21 st June 2013
Attachments:	Nil

Matter for Consideration:

Road project for a funding submission for Regional Road Group Monies for 2014-2015.

Background:

Council has already made a submission to Main Roads for funding for the 2013-2014 financial year. The proposed works are for formwork and gravel sheeting of a section further south on the Carnarvon-Mullewa Road (SLK 221-228). Submission have to be completed in July/August every year so we now need to decide what works we wish to apply for funding for in 2014-2015. The only road which has enough traffic to score highly enough to attract funding is the Carnarvon-Mullewa Road.

Comment:

In the 2014-15 submission we can look at going north of the settlement if we wish. The Works Supervisor is currently working on the road construction programme for 2013-2014 as part of the budget preparation and details will be available for discussion at today's meeting. Part of the works proposed is to start just north of the Byro turnoff and do some corners and gravel sheet low lying areas working south for up to 10 km's.

In 2014-2015 we could start just north of the Settlement and look at doing full gravel sheeting up to the Butchers Track turn off. This would form the basis of our Regional Road Group submission if Council is happy with the proposal.

Statutory Environment:

Nil

Strategic Implications:

Nil

Policy Implications:

Nil

Financial Implications:

These works would form part of the 2014-2015 Annual Budget.

Consultation:

Nil

Recommendation:

That Council approve the 2014-2015 Regional Road Group funding submission being based on gravel sheeting the Carnarvon-Mullewa Road north of the Settlement.

Voting Requirements:

Simple Majority

Council Decision:

Moved: Councillor Halleen

Seconded: Councillor Foulkes-Taylor

That Council approve the 2014-2015 Regional Road Group funding submission being based on gravel sheeting the Carnarvon-Mullewa Road north of the Settlement.

Carried

For: 5

Against: 0

17.2 Consideration of the Asset Management Policy, Improvement Strategy and Plan

File:	4.39
Author:	Jenny Goodbourn- Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	17 th May 2013
Attachments:	Asset Management Policy, Improvement Strategy & Plan

Matter for Consideration:

Consideration of the Asset Management Policy, Improvement Strategy & Plan

Background:

As part of the Integrated Planning Process council engaged RSM Bird Cameron to prepare our Asset Management Policy, Asset Management Improvement Strategy & Asset Management Plan and other required reports.

Comment:

The Draft Asset Management Policy, Asset Management Improvement Strategy & Asset Management Plan have been developed and are now presented for council's comments and/or adoption. The plan is being developed in conjunction with the Strategic community Plan, Long Term Financial Plan, Workforce Plan and Corporate Business Plan and forms part of the required Integrated Planning and Reporting Framework introduced by the Department of Local Government.

This framework has to be developed by 30th June 2013 as budget preparations and annual reports have to reflect the new criteria with effect from 1st July 2013.

Phone call to Travis Bate, Consultant, for a summary of Asset Management Policy, Strategy and Plan at 2.11 pm.

CEO and President welcomed Travis to the meeting.

Travis ran through the three documents that are required as part of the Integrated Planning Framework, The policy is basically an overview of over-arching policy to ensure the Shire of Murchison has sufficient structure, systems, processes, resources and organisational commitment in place to deliver service outcomes on a financially sustainable basis.

The Strategy sets out how Council has managed in the past and what changes they need to make in the future to abide by legislation and how the asset management plan will achieve this.

The asset management Plan sets out details of how the assets will be maintained and improved and how this will be funded.

This process would normally take about 12 months but following the decision to no longer have the Regional Collaborative Agreement with the Shire of Upper Gascoyne the shire was left without this time as the reports have to be in place before the adoption of the 2013/2014 budget.

Asset Management Plan looks at infrastructure assets, over the five broad categories. Roads information provided by Greenfields from ROMAN, but the data needs to be brought up to date as it currently doesn't have all the information such as grids, floodways etc. The forecast is that renewal of assets in the future will be higher than shown because of this.

Greenfields are currently working with the shire to get the ROMAN database up to date so that the next review will be more accurate.

Cr Foulkes-Taylor felt the roads are very undervalued, but time will tell when the full data becomes available. The CEO is worried as it shows us that in 10 years time we will be unsustainable, and this result is coming up in many of the shires in the region.

Travis advised that the Long Term Financial plan is not yet available as he is still working on it as he had to complete the Asset Management plan first, which was held up waiting for valuations. He has a working document ready and will review with the CEO when she is in Geraldton next week.

The CEO advised that the plans were meant to be adopted/grants acquitted by 30 June 2013, but the main issue is that they need to be adopted before adopting the budget for 13-14, so we may need a special meeting, depending on feed-back from Department.

Statutory Environment:

Integrated Planning and Reporting Standards as set by the Department of Local Government.

Strategic Implications:

The Asset Management Policy, Asset Management Improvement Strategy & Asset Management Plan are an integral part of the Integrated Planning Process which has to be developed by all local governments within WA.

Policy Implications:

Nil

Financial Implications:

Nil

Consultation:

Nil

Recommendation:

That the shire adopts the Asset Management Policy, Asset Management Improvement Strategy & Asset Management Plan.

Voting Requirements:

Absolute Majority

Council Decision:

Moved: Councillor Foulkes-Taylor

Seconded: Councillor Squires

That the shire adopts the Asset Management Policy, Asset Management Improvement Strategy & Asset Management Plan.

Carried by absolute majority

For: 5

Against: 0

17.3 Consideration of the Long Term Financial Plan

File:	9.1
Author:	Jenny Goodbourn- Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	17 th May 2013
Attachments:	Long Term Financial Plan Draft

Matter for Consideration:

Consideration of the Long Term Financial Plan for adoption by Council.

Background:

As part of the Integrated Planning Process council engaged RSM Bird Cameron to prepare our Long Term Financial Plan and other required reports..

Comment:

The Draft Long Term Financial Plan has been developed and is now presented for council's comments and/or adoption. The plan is being developed in conjunction with the Asset Management Plan, Strategic Community Plan, Workforce Plan and Corporate Business Plan and forms part of the required Integrated Planning and Reporting Framework introduced by the Department of Local Government. This framework has to be developed by 30th June 2013 as budget preparations and annual reports have to reflect the new criteria with effect from 1st July 2013.

Statutory Environment:

Integrated Planning and Reporting Standards as set by the Department of Local Government.

Strategic Implications:

The Long Term Financial Plan is an integral part of the Integrated Planning Process which has to be developed by all local governments within WA.

Policy Implications:

Nil

Financial Implications:

Nil

Consultation:

Nil

Recommendation:

That the shire adopts the Long Term Financial Plan.

Voting Requirements:

Absolute Majority

Council Decision:

Moved: Councillor Seaman

Seconded: Councillor Foulkes-Taylor

That the long Term Financial Plan lay on the table

Carried

For: 5

Against: 0

The motion was amended as the Long Term Financial Plan was not available for Councils consideration at the time of the meeting.

17.4 Consideration of the Workforce Plan

File:	9.1
Author:	Jenny Goodbourn- Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	17 th May 2013
Attachments:	Draft Workforce Plan

Matter for Consideration:

Consideration of the Workforce Plan for adoption by Council.

Background:

As part of the Integrated Planning Process council engaged Carpe Diem to prepare our Workforce Plan. Carpe Diem visited the shire on the 13th and 14th May and had extensive interviews with the CEO and Deputy CEO and carried out a workshop with all the other staff.

Comment:

The Workforce Plan has been developed and is now presented for council's comments and/or adoption. The plan is being developed in conjunction with the Asset Management Plan, Long Term Financial Plan, Strategic Community Plan and Corporate Business Plan and forms part of the required Integrated Planning and Reporting Framework introduced by the Department of Local Government.

This framework has to be developed by 30th June 2013 as budget preparations and annual reports have to reflect the new criteria with effect from 1st July 2013.

Carpe Diem had previously attended the meeting to do a presentation on the Workforce Plan. There had been one alteration requested – to add a footnote to clarify the ABS category of Agriculture, Forestry & Fishing as it was causing some confusion.

Statutory Environment:

Integrated Planning and Reporting Standards as set by the Department of Local Government.

Strategic Implications:

The Workforce Plan is an integral part of the Integrated Planning Process which has to be developed by all local governments within WA.

Policy Implications:

Nil

Financial Implications:

Nil

Consultation:

Nil

Recommendation:

That the shire adopts the Workforce Plan.

Voting Requirements:

Absolute Majority

Council Decision:		
Moved: Councillor Foulkes Taylor	Seconded: Councillor Halleen	
That the shire adopts the Workforce Plan with one alteration requested – to add a footnote to clarify the ABS category of Agriculture, Forestry & Fishing as it was causing some confusion.		
Carried by absolute majority	For: 5	Against: 0

17.5 Local Town Planning Scheme & Strategy 2013.

File:	10.3
Author:	Jenny Goodbourn – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	21 st June 2013
Attachments:	Nil

Matter for Consideration:

Selection of supplier to prepare Local Town Planning Scheme and Strategy.

Background:

At the May meeting council resolved to cease using Geraldton Independent Planners and engage a different consultant to prepare a Local Town Planning Scheme and Local Planning Strategy for the Shire of Murchison.

A project brief was developed and advertised on the WALGA preferred supplier equote site.

Comment:

At the close of the advertising period seven quotes were received. They have been analysed and measured against a set of Qualitative Requirements based on;

- 1) Suitability of Proposed Approach and Methodology (40% weighting)
- 2) Organisational Capacity and Specified Personnel (30% weighting)
- 3) Demonstrated Experience of the Organisation (30% weighting)

A spreadsheet of the results is as below:

Company					Net of GST	TOTAL COST	Extras
	Suitability of Proposed Approach and Methodology 40%	Organisational Capacity and Specified Personnel 30%	Demonstrated Experience of the Organisation 30%	Total Score			
Greg Rowe & Associates	30	28	20	78	\$95,000.00	\$104,500.00	
Urbis	30	27	20	77	\$91,000.00	\$100,100.00	
TPG	20	20	15	55	\$109,995.00	\$120,995.00	
GHD	18	24	15	57	\$104,303.00	\$114,733.00	+ printing et
Whelans	18	20	12	50	\$72,772.00	\$80,049.00	
Edge Planning	18	20	12	50	\$89,000.00	\$97,900.00	
Land Insights	16	16	12	44	\$98,885.00	\$108,773.50	\$10,000.00

A brief summary of the dot points from each company is below:-

Greg Rowe & Associates:

Addresses project objectives, Inception meeting, and workshop. Capacity to undertake job - no sub contractors. Shire of Three Springs LPS & TPS. Mingenew Town Expansion. Geraldton Public Open Space Strategy. MWIP strategic planning workshops. Within budget – includes disbursements, travel time and costs

Urbis:

Addresses project objectives. Inception meeting via teleconference. Site visit and community workshop three days. Adequate capacity to accommodate project into work schedule. Shire of Coorow LPS & TPS; Leeman & Greenhead Expansion Strategy; Shire of Wiluna.

TPG:

Addresses project objectives in different format. Inception meeting, community workshop. Capacity to undertake work not actually stated but timetable meets project brief. Morawa Supertown LPS & TPS,

GHD:

Doesn't actually address project objectives. Inception teleconference, then a weeklong visit to shire to undertake workshops. Christmas Island LPS & S; Gingin Structure Plan,

Whelans:

Doesn't actually address project objectives. Wants steering group from shire. Inception teleconference. Does not include community workshop. Halls Creek LPS & TPS

Edge Planning & Property:

Doesn't address all project objectives. Initial visit to site – CEO to be available for duration. Community consultation. Small team but say have capacity. Shire of Donnybrook-Balingup LPS & S; Shire of Brookton & Beverley.

Land Insights:

Doesn't actually address project objectives. Proposes to work with shire project manager who will tour around on visit with them. Maybe not hands on enough for us. Shire of Ravensthorpe LPS, Shire of Busselton LPS

Summary

Based on the most suitable quote to meet our objectives, the scope of work, ability to work with the shire and deliver the project and having relevant previous experience in similar small or remote shires the top two companies are Greg Rowe & Associates and Urbis. Both of these companies are within the budget guidelines. As previously advised there is state funding available to the shire to help with the production of the Scheme and Strategy.

Cr Halleen asked the CEO whether she had spoken to Wiluna re Urbis. The CEO advised she hadn't as the current staff were not there when the plan was done. She had spoken to Coorow and also to the planner with the shire of Chapman Valley who had worked with both Urbis and Greg Rowe & Associates.

Statutory Environment:

Planning and Development Act 2005

Strategic Implications:

The development of a Local Planning Strategy and Scheme is an integral part of the integrated planning process, giving council direction and control over future development within the shire.

Policy Implications:

Nil

Financial Implications:

Nil.

Consultation:

Alex Petrovski, Senior Planning Officer, Department of Planning

Recommendation:

That the council accept the quote from ~~Greg Rowe & Associates~~ or Urbis (delete as appropriate) for the development of a Local Planning Strategy and Local Plan Scheme for the Shire of Murchison

Voting Requirements:

Simple Majority

Council Decision:

Moved: Councillor Foulkes-Taylor

Seconded: Councillor Halleen

That the council accept the quote from Urbis for the development of a Local Planning Strategy and Local Plan Scheme for the Shire of Murchison.

Carried

For: 5

Against: 0

18. ADMINISTRATION

18.1 Eastern Gascoyne Gymkhana Club

File:	11.17
Author:	Jenny Goodbourn – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	21 st June 2013
Attachments:	EGGC Letter

Matter for Consideration:

Consideration of request for support for the gymkhana to be held on Sunday 6th October, during the Landor races weekend.

Background:

Over the past few years the shire has assisted the Eastern Gascoyne Gymkhana Club by agreeing to print out the programmes for the gymkhana they run on the Sunday of the Landor races weekend. Last year we printed 100 programmes. These were in colour, double sided and on A4 size paper. If this was done under the schedule of fees and charges it would equate to \$60 for the photocopies, with maybe a bit more to cover the time of the administration officer who did the work. Last year we did not get the request until very close to the event and asked them to approach the shire earlier this year to allow time for a decision.

Comment:

I have received a letter asking whether the shire is able to continue its sponsorship again this year by printing the programmes. There will be the same sort of number and cost involved as last year. If we are unable to assist they will have to try and find an alternative sponsor. If we are able to assist then our sponsorship will be acknowledged. In view of the small amount involved I would recommend to council that the sponsorship, by way of printing of the gymkhana programmes, be continued. The Eastern Gascoyne Gymkhana Club is a local club and many members of the Murchison community are involved with the club and/or the Landor Races and traditionally have been for many years.

Statutory Environment:

Assistance to community groups and clubs is well within Councils’ legislative boundaries

Strategic Implications:

Nil

Policy Implications:

Nil

Financial Implications:

Minimal and can be included under sponsorship provision in the 2013/2014 budget.

Consultation:

Nil

Recommendation:

That Council confirms they will offer sponsorship to the Eastern Gascoyne Gymkhana Club, by way of printing the programmes for the Gymkhana to be held on Sunday 6th October at Landor.

Voting Requirements:

Simple Majority

Council Decision:		
Moved: Councillor Foulkes-Taylor	Seconded: Councillor Halleen	
That Council confirms they will offer sponsorship to the Eastern Gascoyne Gymkhana Club, by way of printing the programmes for the Gymkhana to be held on Sunday 6 th October at Landor.		
Carried	For: 5	Against: 0

18.2 Local Government Convention 2013

File:	4.6
Author:	Jenny Goodbourn – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	21 st June 2013
Attachments:	Convention bookings

Matter for Consideration:

Confirmation of attendance at the 2013 Local Government Convention.

Background:

The Local Government convention is being held on the 8th & 9th of August this year. Attendance has been discussed and councillors and their partners have advised what sessions and events they would like to attend. Under Shire of Murchison Policy it is necessary to discuss attending conference, seminar or training courses prior to attending the event to obtain council approval.

Comment:

At this point Cr's Broad, Foulkes-Taylor, Halleen, Squires and Whitmarsh have indicated their intention to attend the convention as full delegates, as has the CEO. Full details of which individual sessions are being attended are attached for approval.

There are also courses being run pre convention.

Councillor Roles & Responsibilities (\$395) is being held on Monday the 5th August and Cr's Foulkes-Taylor and Whitmarsh would like to attend this course.

Professionally Speaking (\$450) is being held on Wednesday the 7th August and Cr's Halleen and Whitmarsh would like to attend this course.

I think it is a good opportunity as Cr's are already travelling to Perth for the convention to make the most of any development course that are available and would always encourage councillors to undertake training when it is available.

Cr Halleen asked to cancel his attendance at the Ross Glendenning breakfast.

Cr Squires also wanted to cancel his and Jo's attendance at the Ross Glendenning breakfast.

Statutory Environment:

Nil

Strategic Implications:

Nil

Policy Implications:

Nil

Financial Implications:

The Local Government Convention is an annual event and a relevant budget provision will need to be included in the 2013/2014 budget preparation.

Consultation:

Nil

Recommendation:

That the attendance at the Local Government Convention for 2013, details as per attached schedule, be approved by council.

That Cr's Foulkes-Taylor and Whitmarsh be granted approval to attend the Councillor Roles & Responsibilities course being held on Monday the 5th August and Cr's Halleen and Whitmarsh be granted approval to attend the Professionally Speaking course being held on Wednesday the 7th August.

Voting Requirements:

Simple Majority

Council Decision:**Moved: Councillor Seaman****Seconded: Councillor Halleen**

That the attendance at the Local Government Convention for 2013, details as per attached schedule, be approved by council, with the amendment of the breakfast cancellation by Cr's Halleen and Squires. That Cr's Foulkes-Taylor and Whitmarsh be granted approval to attend the Councillor Roles & Responsibilities course being held on Monday the 5th August and Cr's Halleen and Whitmarsh be granted approval to attend the Professionally Speaking course being held on Wednesday the 7th August.

Carried**For: 5****Against: 0****18.3 Conduct of Ordinary Murchison Elections 2013**

File:	4.9
Author:	Jenny Goodbourn- Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	21 st June 2013
Attachments:	Nil

Matter for Consideration:

Council to decide the method for conducting this year's election a 'voting in person' or postal election.

Background:

The next ordinary elections are to be held on 19th October 2013. The last elections in 2011 were held as a 'voting in person election' as was the extraordinary election earlier this year. Council can choose which way to hold the elections but the decision has to be made at least 80 days prior to the election, or by the 31st July for the 2013 elections.

Comment:

The Local Government Act 1995 (the Act) provides that an election can be conducted as a postal election or a voting in person election. The Act also requires that a postal election must be conducted by the Electoral Commissioner.

No quote has been obtained for this service (postal voting) from the Electoral Commissioner however the estimated cost is \$6,000 - \$10,000. An in person election will cost more in the vicinity of \$2,000 - \$3,000.

Postal Election – Major Benefits:

- Greater voter participation – voter turnout increases significantly in postal elections.
- Time saving – some election tasks, including the role of Returning Officer are outsourced – thereby reducing the time burden on existing staff.

Postal Election – Major Disadvantages:

- Cost – postal elections are relatively expensive.
- Potential for mistakes to be made due to communication problems between an off site Returning Officer and local election staff.

Should Council resolve to conduct this years election by postal vote the process will be as follows:

1. Council (now) resolves to consider conducting the 2013 ordinary election as a postal election (by the Electoral Commissioner)
2. Staff obtain the agreement, approval and a quote from the Electoral Commissioner
3. At the July 2013 Council meeting Council then appoints and declares the Electoral Commissioner to be responsible for the conduct of the 2013 Ordinary Election and also resolves that the ordinary 2013 election be conducted as a postal election.

Statutory Environment:

The Local Government Act 1995 sections 4.20 and 4.61 apply as shown (in part) below:

4.20. CEO to be returning officer unless other arrangements are made

(1) Subject to this section the CEO is the returning officer of a local government for each election.

(2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —

- (a) an election; or
- (b) all elections held while the appointment of the person subsists.

* Absolute majority required.

(3) An appointment under subsection (2) —

- (a) is to specify the term of the person’s appointment; and
- (b) has no effect if it is made after the 80th day before an election day.

(4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

* Absolute majority required.

4.61. Choice of methods of conducting election

(1) The election can be conducted as a —

postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or

voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

(2) The local government may decide* to conduct the election as a postal election.

* Absolute majority required.

(3) A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.

(4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.

Strategic Implications:

Nil.

Policy Implications:

Nil

Financial Implications:

An appropriate budget allocation will need to be included in the 2013/2014 budget.

Recommendation:

That Council conduct the 2013 ordinary Murchison council election as a “voting in person election” and confirm the appointment of the CEO as the Returning Officer.

Voting Requirements:

Simple Majority

Council Decision:

Moved: Councillor Seaman

Seconded: Councillor Halleen

That Council conduct the 2013 ordinary Murchison council election as a “voting in person election” and confirm the appointment of the CEO as the Returning Officer.

Carried

For: 5

Against: 0

18.4 Voting Delegates – WALGA 2013 AGM.

File:	4.6
Author:	Jenny Goodbourn – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	21 st June 2013
Attachments:	WALGA form

Matter for Consideration:

Appointment of 2 voting delegates at the WALGA 2013 AGM being held on Wednesday 7th August.

Background:

The 2013 AGM of WALGA will be held during the Local Government convention on Wednesday 7th August 2013. Pursuant to the WALGA Constitution, all member councils are entitled to be represented by two voting delegates.

Comment:

Cr Broad and Cr Foulkes-Taylor have indicated their wish to attend the WALGA AGM and it would seem sensible that being the shire president and deputy shire president; they be appointed as the two voting delegates for the shire.

Statutory Environment:

Participation in WALGA activities is well within the Local Government legislative boundaries

Strategic Implications:

Nil

Policy Implications:

Nil

Financial Implications:

Commensurate with attendance at Local Government Week

Consultation:

Nil

Recommendation:

That Councillors Broad and Foulkes-Taylor be appointed Murchison Shire delegates to the WALGA 2013 Annual General Meeting to be held on 7th August 2013.

Voting Requirements:

Simple Majority

Council Decision:

Moved: Councillor Halleen

Seconded: Councillor Foulkes-Taylor

That Councillors Broad and Foulkes-Taylor be appointed Murchison Shire delegates to the WALGA 2013 Annual General Meeting to be held on 7th August 2013.

Carried

For: 5

Against: 0

18.5 WALGA Focus Group

File:	4.6
Author:	Jenny Goodbourn – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	21 st June 2013
Attachments:	WALGA focus Group

Matter for Consideration:

Appointment of 2 attendees at a WALGA Focus Group Workshop to be held in Geraldton on the 27th June 2013.

Background:

WALGA have advised that they are conducting a number of focus group to ensure that they are meeting the expectation of their member councils. The groups are being held at various regional centres with one in Geraldton on the 27th June.

Comment:

WALGA have suggested that the attendees be the CEO and Shire President. However it is up to the council to decide who attends. The CEO is available to attend but the Shire President will be in the middle of mustering and not available. Cr Foulkes-Taylor, the Deputy Shire President, has indicated that he would be available and would like to attend. Cr Seaman also offered to attend if no one else was available.

Statutory Environment:

Participation in WALGA activities is well within the Local Government legislative boundaries

Strategic Implications:

Nil

Policy Implications:

Nil

Financial Implications:

There is no charge for the focus group

Consultation:

Nil

Recommendation:

That Councillor Foulkes-Taylor and the Chief Executive Officer be the nominated attendees for the WALGA Focus Group to be held in Geraldton on the 27th June 2013.

Voting Requirements:

Simple Majority

Council Decision:

Moved: Councillor Seaman

Seconded: Councillor Squires

That Councillor Foulkes-Taylor and the Chief Executive Officer be the nominated attendees for the WALGA Focus Group to be held in Geraldton on the 27th June 2013.

Carried

For: 5

Against: 0

18.6 Development Assessment Panels

File:	10.3
Author:	Jenny Goodbourn- Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	21 st June 2013
Attachments:	Murchison DAP

Matter for Consideration:

Council to decide nominations for representatives on the Mid West Development Assessment Panel.

Background:

Back in May 2011 council resolved:

That Council nominates the following Shire of Murchison Councillors to be DAP Members and Deputy Members:

<i>Members;</i>	<i>Councillor Halleen</i>	<i>Councillor Foulkes-Taylor</i>
<i>Deputy Members:</i>	<i>President Broad</i>	<i>Councillor Seaman</i>

Matter for Consideration:

Terms of Reference for the three working groups established by Council.

Background:

At the April meeting Council resolved:

*That council establish working groups instead of committees for the three following areas:-
Plant Working Group – Representatives Cr Foulkes Taylor, Cr Halleen and Cr Squires
Settlement Building Working Group – Representatives Cr Seaman and Cr Whitmarsh
Community Advisory Groups – Representatives Cr Whitmarsh and Cr Squires
That council establish the terms of reference for each of these working groups.*

Comment:

Draft terms of reference are attached for Councils' consideration. The draft terms of reference can be amended as required and then will need to be adopted by Council.

The Plant Working Group (PWG) Terms of Reference

Members

- The PWG shall consist of three members of Council; (who are nominated by Council) the CEO, and the works supervisor.

Purpose

- The aim of the PWG is to utilise specialist knowledge that may be within the Council ranks to help Council in making informed decisions regarding plant.
- The purpose of the group is to periodically inspect the condition of Shire plant (as often as is agreed necessary, but at least annually), suggest, research, investigate and help the Shire administration source new and replacement machinery as well as investigate the most effective ways of disposing of old machinery, and monitor the standard of mechanical work being carried out.

Scope

- The group shall make recommendations regarding plant to the CEO for presentation to Council. These recommendations will be included as background information in relevant council meeting agenda items

Structure

- The chairperson of the group shall be a member of Council, and chosen by a vote of the five PWG members.
- Other councillors are welcome to attend and contribute to meetings and plant inspections, but only the five PWG members can vote on any recommendations.
- The CEO shall keep a brief, written record of meetings, but formal minutes will not be kept.
- PWG and guest councillor travel costs for attending meetings or plant inspections shall be covered by the Shire, but no sitting or attendance fees will be paid .
- All teleconference fees for meetings of the PWG shall be paid by the Shire.
- If individuals within the PWG carry out travel or research on their own, they will do this on a voluntary basis unless full Council has specifically authorised and instructed them to carry out such activities.
- The term of office of the working group will expire on ordinary Election Day of council.

Meetings

- Meetings may be held via teleconference or in person. At least once a year the meetings will be in person to allow an inspection of the shire plant and machinery to be carried out.
- Meetings will be carried out as often as required to give guidance to Council.

Community Advisory Group (CAG) Terms of Reference

Members

- The CAG shall consist of two members of Council; (who are nominated by Council) the CEO; the works supervisor; the gardener and up to three community members.

Purpose

- The aim of the CAG is to engage community consultation on developments within the Murchison Settlement.
- The purpose of the group is to suggest; research; investigate and help the Shire administration implement projects to alter or add to facilities within the Murchison Settlement.

Scope

- The group shall make recommendations regarding development projects to the CEO for presentation to Council. These recommendations will be included as background information in relevant council meeting agenda items

Structure

- The chairperson of the group shall be a member of Council, and chosen by a vote of the CAG members.
- Other councillors or members of the community are welcome to attend and contribute to meetings, but only the actual CAG members can vote on any recommendations.
- The CEO shall keep a brief, written record of meetings, but formal minutes will not be kept.
- CAG and guest councillor travel costs for attending meetings shall be covered by the Shire, but no sitting or attendance fees will be paid.
- All teleconference fees for meetings of the CAG shall be paid by the Shire.
- If individuals within the CAG carry out travel or research on their own, they will do this on a voluntary basis unless full Council has specifically authorised and instructed them to carry out such activities.
- The term of office of the working group will expire on ordinary Election Day of council.

Meetings

- Meetings may be held via teleconference or in person. At least once a year the meetings will be in person to allow an inspection Murchison Settlement to be carried out.
- Meetings will be carried out as often as required to give guidance to Council.

Settlement Building Working Group (SBWG) Terms of Reference

Members

- The SBWG shall consist of two members of Council; (who are nominated by Council) the CEO, and the works supervisor.

Purpose

- The aim of the SBWG is to help Council to make informed decisions regarding shire buildings.
- The purpose of the group is to periodically inspect the condition of Shire buildings (as often as is agreed necessary, but at least annually), suggest, research, investigate and help the Shire administration prioritise repairs and maintenance required to the buildings. Provide input to any proposed alterations/additions or new or replacement buildings.

Scope

- The group shall make recommendations regarding shire buildings to the CEO for presentation to Council. These recommendations will be included as background information in relevant council meeting agenda items.

Structure

- The chairperson of the group shall be a member of Council, and chosen by a vote of the SBWG members.
- Other councillors are welcome to attend and contribute to meetings and building inspections, but only the actual SBWG members can vote on any recommendations.
- The CEO shall keep a brief, written record of meetings, but formal minutes will not be kept.
- SBWG and guest councillor travel costs for attending meetings or building inspections shall be covered by the Shire, but no sitting or attendance fees will be paid .
- All teleconference fees for meetings of the SBWG shall be paid by the Shire.
- If individuals within the SBWG carry out travel or research on their own, they will do this on a voluntary basis unless full Council has specifically authorised and instructed them to carry out such activities.
- The term of office of the working group will expire on ordinary Election Day of council.

Meetings

- Meetings may be held via teleconference or in person. At least once a year the meetings will be in person to allow an inspection of the shire buildings to be carried out.
- Meetings will be carried out as often as required to give guidance to Council.

The President said that he thought it had been agreed that the President would be ex-officio on all groups. There was some discussion on this and Cr Foulkes-Taylor said that it had been touched on but the President would be welcome anyway, as a Councillor. There was discussion on covering travel and whether it should be covered for anyone who wants to attend. It was decided that travel would be covered for attendees as one of the main reasons for deciding on working groups rather than committees was to enable meetings to be held via teleconference so the actual amount of travel should be minimal.

Strategic Implications:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Recommendation:

That Council adopt the terms of reference for the Plant Working Group (PWG), the Settlement Building Working Group (SDWG) and the Community Advisory Group (CAG) as above.

Voting Requirements:

Absolute Majority

Council Decision:**Moved: Councillor Foulkes-Taylor****Seconded: Councillor Halleen**

That Council adopt the terms of reference for the Plant Working Group (PWG), the Settlement Building Working Group (SDWG) and the Community Advisory Group (CAG) as above.

Carried**For: 5****Against: 0**

The Works Supervisor left the meeting at 2.43pm

18.8 Works Supervisor's Contract

File:	4.20
Author:	Jenny Goodbourn- Chief Executive Officer
Interest Declared:	Brian Wundenberg, Works Supervisor, declares a direct financial interest in this item.
Date:	21 st June 2013
Attachments:	Nil

Matter for Consideration:

Council is to consider the CEO's intention to renew the contract of the works supervisor.

Background:

In June 2010 the CEO engaged Mr Brian Wundenberg as the works supervisor for a term of three years. The position is a designated senior employee position and is governed by a contract.

Comment:

The CEO has been in negotiation with Mr Wundenberg and is pleased to advise that Mr Wundenberg would like to renew his contract with the Shire of Murchison for a further three years.

Mr Wundenberg is a very competent works supervisor and the CEO intends to employ him on a further three year term contract. Brian has brought a lot of experience and knowledge to the position and being able to maintain a stable work force, especially senior positions, has a major impact on the effectiveness of the shires operations.

Whilst all staff, other than the CEO are appointed by the CEO, under s5.37 of the Local Government Act 1995; *the CEO has to inform council of each proposal to employ or dismiss a senior employee. The council may accept or reject the CEO's recommendation but if council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.*

Cr Seaman queries whether there is a monetary increase in the contract. The CEO advised there is an annual review which looks at work and performance but nothing written into the contract stipulates an annual salary increase. The president queried if there is also a remuneration review and was advised there was just an annual review, due on the first of June each year, which looked at performance and remuneration.

Statutory Environment:

S5.37 & 5.39 Local Government Act 1995

Strategic Implications:

Quality senior employees are an integral part of the strategic development of the shire and enable plans to be put into action.

Policy Implications:

Nil

Financial Implications:

Nil – Works supervisors position already included in the budget.

Consultation:

Nil

Recommendation:

That council endorse the CEO's decision to renew Mr Brian Wundenberg's contract as Works Supervisor for a further three years.

Voting Requirements:

Simple Majority

Council Decision:

Moved: Councillor Squires

Seconded: Councillor Halleen

That council endorse the CEO's decision to renew Mr Brian Wundenberg's contract as Works Supervisor for a further three years.

Carried

For: 5

Against: 0

The CEO left the meeting at 2.47pm

18.9 CEO Annual Review Process

File:	4.20
Author:	Jenny Goodbourn- Chief Executive Officer
Interest Declared:	The CEO declares a direct financial interest in this matter
Date:	21 st June 2013
Attachments:	Review Form

Matter for Consideration:

Appointment of a Human Resource Consultant to facilitate the CEO review.

Background:

When the CEO was employed last August it was under a five year contract and the annual review process was set out in the contract:

5.2 Performance Reviews:

5.2.1 The Chief Executive Officer's performance pursuant to this Contract shall be reviewed by the Council annually during the Term and more frequently if the Council or the Chief Executive Officer perceives that there is a need to do so.

5.2.2 The Council shall give the Chief Executive Officer reasonable notice in writing that a performance review is to be conducted to enable the Chief Executive Officer sufficient time to prepare.

5.3 Conduct of Performance Review:

5.3.1 Any performance review will be conducted on behalf of the Council by the nominated persons or person to whom the Council delegates the task. The Council shall use an independent party to facilitate the performance review.

5.3.2 The facilitator of the performance review will be required to act in a fair and reasonable manner at all times in the conduct and analysis of the performance review.

5.3.3 In the event that the Chief Executive Officer has not satisfied any or some of the requirements of the Position Description (Requirements) and/or the KRAs, the facilitator and the Chief Executive Officer must establish a plan with a timetable for the Chief Executive Officer to achieve the relevant Requirements and /or KRAs, such plan to include counseling, advice, assistance and additional reviews as are considered necessary by the facilitator to achieve the Requirements and/or KRAs. The Chief Executive Officer agrees to use her best endeavours to achieve the Requirements and/or KRAs in accordance with the plan.

5.4 Procedure:

Any performance review conducted shall be broadly based on the following Key Areas having regard to the Position Description and the specific indicators agreed to by the parties at the end of each performance review.

5.4.1 Leadership

5.4.2 Councillor Relations

5.4.3 External Relations, including customers and stakeholders

5.4.4 Organisational management

5.4.5 Planning

5.4.6 Financial Management

The first annual review will be due on the 20th August 2013.

Comment:

Two consultants have been approached to provide quotes to council:

Mr Gary Martin, Local Government Consultant and Anne Lake Consultancy, both of which are experienced people in carrying out CEO reviews:

I would be happy to discuss doing a review by way of telephone and internet and only attending meeting as a last resort. If I was not to attend the meeting the process would be;
Have the CEO write a report that reflects on her achievements and problems to date. This then goes out to the Councillors along with a form for the elected members to fill in and send back to me or I ring and speak to each of them individually. I then bring it all together and then speak to the CEO and discuss the outcomes. She then has an opportunity to speak to any of the items that have been brought up. If there is nothing to be concerned about I would then write up a report and the elected members and CEO can discuss outcome behind closed doors. This would be anywhere between \$2,000.00 and \$3,500.00 (plus GST and travelling if required), depending on the work done.

Anne Lake Consultancy

To carry out a CEO Review that basically consists of circulating a survey form, assessing the responses/scores and preparing a report.

As above, that process/form should be agreed to on commencement so that both you and the Council know what you are to be assessed on but I have attached a fairly comprehensive one we could use.

If the survey is positive it is probable that the job can be carried out remotely – perhaps even with individual phone contact if necessary. The problem arises if a few councillors have concerns as that requires some form of on-site review. Also, the CEO is to be given procedural fairness – the opportunity to provide their response to any negative matter.

Where there is only one or two councillors with an issue it still may be possible to do remotely on the basis that the majority of the elected members are supportive/positive.

It is some 900 km from here to Murchison via Geraldton – so 1,800 round trip. So you are looking at something like \$1,500 for travel. I doubt if flying to Geraldton would save anything.

So two days travel and a day on site plus accommodation – so you are looking at \$3,000 to \$4,000 if necessary to go to site.

If able to do it remotely, I would estimate \$1,000 to \$1,500.

Gary Martin Local Government Consultant

The basis of the reviews by both parties is very similar and the main difference in costs is dependent upon whether council are happy for the review to be done off-site via email and telephone or require an actual meeting and visit to Murchison.

Based on the above figures it would appear Mr Gary Martin is considerably cheaper if council is happy to carry out the review remotely.

Council can of course choose to appoint any consultant they wish to carry out the review process.

Prior to the CEO leaving the president asked whether there was a reason that Workplace Solutions weren't contacted. The CEO had not thought to contact them as recently speaking to a CEO at a neighbouring shire she had been advised the cost to use them was around \$4,500.

The CEO then left the meeting.

Cr Foulkes-Taylor was disappointed that Workplace Solution had not been contacted, Cr Halleen queried whether council had to go through this process but it is stipulated in the CEO's contract. Cr Squires felt the CEO had chosen the two companies as they appeared to be more economical. Council then decided it would like to go behind closed doors for a short discussion.

Deputy CEO Dianne Daniels left the meeting at 2.53pm

Council Decision:		
Moved: Councillor Halleen	Seconded: Councillor Foulkes-Taylor	
That the meeting move behind closed doors.		
Carried	For: 5	Against: 0

Council Decision:		
Moved: Councillor Seaman	Seconded: Councillor Squires	
That the meeting move out from behind closed doors.		
Carried	For: 5	Against: 0

3.01 pm Council meeting was once again open to the public

Statutory Environment:

S5.38 of the Local Government Act – Annual Review of certain employee's performances

Strategic Implications:

The review sets the strategic direction to guide the CEO during the coming 12 months and to review the past performance.

Policy Implications:

Nil

Financial Implications:

A provision needs to be included in the 2013/2014 budget for the review process.

Consultation:

Stuart Fraser – DLG
Bill Atkinson – CEO's mentor, CEO of Carnamah

Recommendation:

That council employs..... to facilitate the CEO review which is to be carried out in August 2013.

Voting Requirements:

Simple Majority

Council Decision:		
Moved: Councillor Halleen	Seconded: Councillor Foulkes-Taylor	
That the CEO be asked to contact Workplace Solutions and should their non-visit quote come in under \$2,000 and the CEO is agreeable to use them, Council will use Workplace Solutions. If that doesn't eventuate, then Gary Martin shall be engaged.		
Carried	For: 5	Against: 0

Footnote: Council feels that a site visit won't be required

The officer's recommendation was altered to allow council to contact Workplace Solutions regarding the review process.

3.01pm Deputy CEO, Dianne Daniels rejoined the meeting

3.02pm Jenny Goodbourn, CEO rejoined the meeting.

3.02pm Brian Wundenberg, Works Supervisor rejoined the meeting

19. NOTICE OF MOTION

Cr Seaman gave notice of a motion regarding the timing of the road inspection which she will bring to the July meeting.

20. CEO ACTIVITY REPORT

Date	Activity
20 th – 24 th May	CEO away.
30 th May	Carried out staff reviews with members of outside crew that were due
4 th June	Meeting with Liam Kelly of Athena Resources
4 th June	Meeting with Laurie Maddren re work on repeaters and spot trackers
4 th June	Meeting with Dai Thomas, carpenter who is doing the shelter over wool wagon, regarding some maintenance work on staff houses
6 th June	Astrofest committee meeting
6 th June	Contract negotiation and review with works supervisor
6 th June	Carried out annual review of Dianne Daniels, DCEO
11 th June	Meeting with works supervisor re 2014/2015 RRG funding and roads programme 2013/2014
13 th June	Interim Audit by RSM Bird Cameron
13 th June	Meeting with Travis Bate of RSM Bird Cameron to review Draft Asset Management Plan

The President asked for run-down on the meeting with Athena Resources. The CEO advised that Liam Kelly will come to Council meeting to discuss their proposed mine. They have mining leases at Byro, Mt Narryer and Meeberrie. There is talk of sealing some of the Carnarvon-Mullewa road all the way to Mullewa for their mining operations. Liam went straight from meeting with the CEO to Geraldton Port to try and organise port space. Cr Halleen queried the time-line of building of the proposed mine. The CEO advised that from funding agreement to production would be approx two years if everything went to plan.

The CEO discussed her meeting with Laurie Maddren, and the details of the spot checker. Cr Seaman asked when he was coming back which should be around the 19 July or thereabouts. Cr Seaman suggested we put his details in the monologue in case there is anyone else in the community that requires upgrades with aerals when he comes back.

Recommendation:

That the CEO's Activity Report be accepted.

Voting Requirements:

Simple Majority

Council Decision:

Moved: Councillor Seaman

Seconded: Councillor Halleen

That the CEO's Activity Report be accepted.

Carried

For: 5

Against: 0

21. URGENT BUSINESS**Council Decision:****Moved: Councillor Squires****Seconded: Councillor Foulkes-Taylor**

That council deal with one urgent item.

Carried**For: 5****Against: 0****21.1 Plant Replacement Programme 2013/2014**

File:	21.1
Author:	Jenny Goodbourn – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	21 st June 2013
Attachments:	Notes from PWG held 18 th June 2013

Matter for Consideration:

Consideration of the plant replacement programme for budget preparations for 2013/2014.

Background:

The works supervisor and CEO have been working on a proposed plant replacement programme based on current plant condition, workforce configuration and improvements in service delivery. A meeting of the Plant Working Group was held on Tuesday 18th June (notes attached) to discuss the proposals in detail so that recommendations could be made to the CEO for presentation to council.

Comment:

The following items were discussed and are proposed to be included in the 2013/2014 budget subject to sufficient funds being available:

Roller – change from vibe roller to a pad foot roller. The vibe roller is not being used as much as it could and a pad foot roller would be used much more as it allows us to break up aggregate for road base materials. We looked into the bolt on shell kits that can be attached to the vibe roller but previous experience with them has shown they cannot stand up to constant rock work. Quotes for a new pad foot roller have been obtained with BOMAG coming in at a very competitive price. The multi tyre roller we have is a BOMAG and it has been very reliable. It is therefore recommended to council that we trade in the CAT vibe roller MU 177 and purchase a new BOMAG pad foot roller.

Side-tipper – The 2012/2013 budget has a provision of \$35,000 for a 2nd hand side-tipper, however we have not been able to find a suitable good quality one. It is therefore recommended to council that we make a budget provision in the region of \$90-\$100,000 for the purchase of a new side-tipper in 2013/2014. Basic quotes have been obtained to give an idea of costing but if budget provision is recommended then detailed quotes will be obtained

Caravan – The 2012/2013 budget had a provision of \$60,000 for a new caravan for the construction crew. Several 2nd hand vans have been followed up but they have all been poor quality and in need of major repairs. Elross have provided a quote for a new one between \$55-\$60k. If we are able to purchase two single vans to go with the maintenance crew then the double van can come into the construction crew. It is therefore recommended that we proceed with the purchase of one new van now and include another \$60k in the 2013/2014 budget for the purchase of another one.

MU 140 Mitsubishi Canter – This truck is now nine years old and due for a trade-in. Two quotes have been obtained – one FUSO and one Isuzu. The Isuzu has come in at a much better price, and overall is thought to be a better truck. Therefore would recommend to council that a budget provision of \$95,000 be included in the 2013/2014 budget for the purchase of a new Isuzu 5 tonne truck. The trade in of MU 140 is likely to realise around \$36,000 to offset these costs.

Handy Hitch – Proposal had been for a new hydraulic hitch to tow behind the maintenance grader; however the PWG were not happy to recommend the item proposed as they felt it might be too long and heavy and also was quite expensive at \$47k including all the accessories. They wanted to recommend around \$25-

\$28k for a second hand single axle roller or to renovate the old one at the depot to be similar to the one we have. However on further inspection the old one at the depot is basically only a shell and would need totally rebuilding. Second hand ones are very hard to come by – one Horwood Bagshaw Freeroll roller has been located at Moree in NSW but it is \$12,000 plus freight and any repairs that may be required. New these are about \$39,000 if they can be found. The weight difference between both is NIL. The price difference between both is NIL. The Broons Handy Hitch roller has:

- 3 independent walking beams.
- Follows all the dips in the road.
- Has Side Shift so the grader doesn't get damaged by overhanging trees.

The Freeroll is rigid and will not go down in the dips and doesn't have side shift so you do not get **FULL** compaction.

It therefore appears that there needs to be further discussion on whether this is included in the budget for 2013/2014 or not.

Supervisors Ute – The supervisors Ute was discussed as it is approx two years old and has done 91,000 km's. Council either needs to trade it very shortly or probably keep it for another year or two as once it goes over 100,000kms the trade-in value drops significantly. Quotes had been obtained for comparison and it is recommended that when developing the budget the supervisor's Ute be included only if there is sufficient funding as it is not high priority that it be replaced this year. If there is available funding then we recommend purchasing a Toyota Hilux for a cost of around \$39,600 with a trade-in of around \$21,800.

Pool Vehicle – An amount of \$25,000 had been included in the 2012/2013 budget but the purchase had been deferred pending investigation as to whether the vehicle was actually required. However it is now felt that this vehicle should be proceeded with. The recent rollover on Butcher's Track occurred whilst the CEO was out of town and a staff member ended up using their own vehicle to take the people through to Carnarvon. Also we would look at the vehicle as part of the Deputy CEO's package – with private use of the vehicle forming part of the package rather than a fuel allowance which is currently provided. We would therefore recommend that an amount of \$35,000 be included in the 2013/2014 budget for the provision of a good 2nd hand 4WD vehicle.

All of the above are on a preliminary basis for inclusion in the budget subject to sufficient monies being available to achieve a balanced budget once all operating income and expenditure and capital works are taken into account.

Cr Halleen explained that as the budget is coming up, we needed to go through the plant replacement programme. He began running through the rationale of the proposals. Would like to sell vibe roller and buy padfoot, which will crunch bony gravel more efficiently. Multi-tyre is doing same job as vibe and this would save hiring pad foot for construction. Didn't go with bolt on shell, as vibrations crack nuts – only good for light work. Cr Squires said the shell option had been looked into, but Ross McDonald said that if you are doing more pad foot work than other, best to buy a pad foot. Make own aggregate with vibe roller, which you can't do with flat drum.

CEO left room at 3:19 pm

CEO returned 3.21 pm

Cr Halleen said the PWG had decided on Bomag because we are happy with the Bomag we have.

Cr Seaman was not happy that the plant information wasn't given earlier to give her the opportunity to discuss and research.

Cr Foulkes-Taylor advised that this item was just to get a basis to help CEO and DCEO to prepare something to go in the budget.

Cr Seaman said she had not realised this and was happy to vote as long as the information in Budget is the same as showing in this item. Cr Halleen continued to give some feedback on the proposed plant items. Cr Foulkes-Taylor was not happy with the price of the handy hitch. The works supervisor and supplier have been in contact and supplier said not sensible to purchase single axle hitch, the Works supervisor advised the handy hitch is two machines in one – roller and ripper, much more efficient as you don't have to take off to rip. There was discussion on the side tipper. The president found it hard to understand that a good second hand side tipper could not be found and also asked how the Beringara-Pindar Road situation would affect this. The works supervisor advised that we will need to find out if we can run road train between roadwork signs. We need two side-tippers on construction but will need to sort out issue of road restrictions before we can decide.

Cr Halleen advised that there was also a mini-excavator and post hole digger that had not been included on the list that needed to be considered.

Statutory Environment:

Nil

Strategic Implications:

Nil

Policy Implications:

Nil

Financial Implications:

To be determined in the preparation of the 2013/2014 budget

Consultation:Works Supervisor
Plant Working Group**Recommendation:**

That the following plant items be included in the preparation of the 2013/2014 budget:

Roller - that Council trade in the CAT vibe roller MU 177 and purchase a new BOMAG pad foot roller.**Side-tipper** - Council make a budget provision in the region of \$90-\$100,000 for the purchase of a new side-tipper.**Caravan** – Council include \$60,000 for the purchase of a new works caravan.**MU 140 Mitsubishi Canter** - Council budget \$95,000 for the purchase of a new Isuzu 5 tonne truck, with a trade-in expected around \$36,000.**Handy Hitch** – To be decided.**Supervisors Ute** - If there is available funding then Council budget \$39,000 for the purchase of a Toyota Hilux with a trade-in of around \$21,800.**Pool Vehicle - Council** budget \$35,000 for a good 2nd hand 4WD vehicle.**Voting Requirements:**

Simple Majority

Council Decision:**Moved: Councillor Foulkes-Taylor****Seconded: Councillor Halleen**

That the following plant items be included in the preparation of the 2013/2014 budget:

Roller - that Council trade in the CAT vibe roller MU 177 and purchase a new BOMAG pad foot roller.**Side-tipper** - Council make a budget provision in the region of \$90-\$100,000 for the purchase of a new side-tipper.**Caravan** – Council include \$60,000 for the purchase of a new works caravan.**MU 140 Mitsubishi Canter** - Council budget \$95,000 for the purchase of a new Isuzu 5 tonne truck, with a trade-in expected around \$36,000.**Handy Hitch** – To be decided.**Supervisors Ute** - If there is available funding then Council budget \$39,000 for the purchase of a Toyota Hilux with a trade-in of around \$21,800.**Pool Vehicle - Council** budget \$35,000 for a good 2nd hand 4WD vehicle.**Mini Excavator****Post Hole Digger****Carried****For: 5****Against: 0***The officers recommendation was altered to include the mini excavator and post hole digger that had been omitted from the original list.***22. OTHER BUSINESS**

The CEO mentioned the proposed Road Work Programme for the 2013/14 budget which had been prepared by the Works Supervisor. There had not been time to discuss the programme today so councillors are taking a copy of the proposed works with them to go through and provide comment on to assist the CEO with budget preparation

*Cr Squires left room at 3:52 pm
Cr Squires returned at 3.56 pm*

Cr Foulkes-Taylor raised the issue of the recent CSIRO funds what works we should do with it. The CEO advised that council had decided to use the money for dust suppression but the funds received will not be enough to cover this. Cr Squires said that we might have to put the money towards the improvements required to the Beringarra-Pindar road to get the RAV approval. The works supervisor advised there are two grids at Boolardy that need to be worked on desperately – do we take money out of CSIRO money or fund ourselves. There will be an item in the July meeting to go through the issues of the Beringarra-Pindar road and all these concerns will be addressed then.

*Councillor Foulks-Taylor left the room at 3:58 pm.
Councillor Foulkes-Taylor returned at 3:59 pm*

The CEO advised that subject to what the Department says regarding the Long Term Financial Plan, we may need a special meeting to adopt it and could also consider the road program at this meeting.

Cr Seaman suggested that the Information pages distributed to Council could maybe be scanned and emailed rather than printed to save paper.

23. ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Appointment of HR Consultant for CEO Annual Review – refer notes under Item 18.9

24. MEETING CLOSURE

There being no further business the president declared the meeting closed at 4:03 pm.

These Minutes were confirmed at the council meeting held on Friday 19 July 2013.

Signed.....Presiding Officer