



Western Australia

Agenda for the Ordinary Meeting of the Murchison Shire Council,  
To be held in the Council Chambers, Carnarvon Mullewa Road, Murchison,  
On Thursday **19<sup>th</sup> December**, commencing at 10.00 am.

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**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**4. PUBLIC QUESTION TIME**

**4.1 Standing Orders**

***Council Decision:***

**Moved: Councillor**

**Seconded: Councillor**

**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/Lost**

**For:**

**Against:**

**5. NEXT MEETING**

The next meeting is scheduled for Thursday 21<sup>st</sup> February 2014.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

**7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

One item concerning the Beringarra-Cue Road

One Item concerning committee membership

**8. CONFIRMATION OF MINUTES**

**8.1 Ordinary Council Meeting – 15<sup>th</sup> November 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 15<sup>th</sup> November 2013 be confirmed as an accurate record of proceedings

**Voting Requirements:**

Simple majority

***Council Decision:***

**Moved: Councillor**

**Seconded: Councillor**

**Carried/Lost**

**For:**

**Against:**

**9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

**10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

**11. ACTION LIST**

No	Item	Action	Action
1.	Improve shade house south of Road House	CAG meeting held 31 <sup>st</sup> August – item today suggests removal of shade house to allow for a larger diesel tank for the roadhouse.	To be removed
2.	Classification of Pindar Beringarra Road	Pindar – Beringarra ongoing.	Programme of works to be established
3.	Community Centre Kitchen	Install Lockable Storage Area	Area installed – just requires painting & final touches.
4.	Dust Suppression and ongoing road agreement issues	James has come back – wanting full cost of expenditure 12/13 – only looking at funding additional maintenance grading – no improvement works	Still working with James Abbott on 13/14 funding
5.	Contact CGG re gravel road in their shire. Carnarvon-Mullewa and Beringarra-Pindar	Met with Neil Arbuthnot and Ken Diehm on the 26 <sup>th</sup> November. Am supplying private works maintenance costs for the Beringarra-Pindar Road and GCC doing major works in 2014/15 on Carnarvon-Mullewa Road	Ongoing
6.	Establishment of Working Group for Accident Prevention	Following annual Electors Meeting – community wish to set up accident prevention group to help work towards road safety and reduced RTA's. 4 people volunteered	Group to be established
7.	Litter initiatives	Anti litter poster completed	Signs ordered
8.	Beringarra-Cue Road Train Permit Termination	Further meeting with Yasu & Peter of MDP and Cue held on 4 <sup>th</sup> December	See item in today's meeting
9.	Wild Dog Working Group	Scheme being fine tuned	Bounty system under way
10.	Mosquito Control	Pastoralists advised and hope to distribute on Christmas Tree Day.	Completed
11.	Settlement Airstrip	CEO awaiting reply from RFDS regarding restrictions on strip	Spoken to pilot – details/photo's being sent so they will register details of Jiggernoo. Have no issues with settlement strip.

**Recommendation:**

That the Action List be accepted.

**Voting Requirements:**

Simple majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**12. DISCLOSURE OF INTERESTS**

Cr Halleen declares an interest in item 18.6

**13. REPORTS OF OFFICERS**

**13.1 Monthly Plant Report – Works Supervisor**

November 2013			Hours					YTD	
Plant Item	Year	Rego	1 July '13	Start Hrs/kms	End Hrs/km	Total		Operating Costs	
						Month	YTD	Plant	Fuel
Cat Grader 12H P.02	2005	MU 141	9996	10591	10758	167	762	9050.10	13948.81
Cat Grader 12M P.03	2008	MU 51	5844	6494	6641	147	797	9926.14	16412.28
Volvo Loader P.27	2006	MU 65	5420	5818	5906	88	486	3070.33	9540.23
Komatsu Dozer P.11	1997		8208	8463	8546	83	338	15230.88	8468.86
Bomag Padfoot P.68	2005	MU 177		22	79	57	79	743.35	2091.72
JD Grader P.01	2011	MU 121	3040	3674	3855	181	815	8616.87	24072.09
Bomag Roller P.43	2012	1DVH736	1097	1295	1387	92	290	2001.89	3858.58
Cat 938G Loader P.41	2004	MU 193	4078	4250	4285	35	207	3835.63	3174.93
Kenworth P/Mover P.61	2004	MU 000	7174	15816	16630	814	9456	10756.11	12193.09
Iveco P/Mover P.09	2003	1AGW988	267205	271068	273480	2412	6275	1595.58	5689.33
Nissan UD P.07	2009	000 MU	141649	153705	156151	2446	14502	7940.33	12323.07
Iveco Tipper Conv P.10	2004	MU 00	157865	0	1532	1532	0	6621.07	10919.57
Generator 1-110kva	2011		7315	9470.8	9971.8	501	2656.8	1268.76	14436.24
Generator 2-110kva	2011		6897	7699.6	7944.9	245.3	1047.9		
Maintenance Gen P.33			658	2304	2628	324	1970	1105.46	2235.76
Construction Gen P.32			11770	13929	14460	531	2690	484.95	898.17
Kubota 6kva Gen P.66	2012		1844	2749	3235	486	1391	0.00	1797.71
Mitsubishi Canter P.06		01 MU	82788	94778	98027	3249	15239	6714.13	4672.73
Isuzu Construction P.64	2013	MU 140	0	4028	7867	3839	7867	197.08	1511.59
Toyota Prado P.55	2012	MU 0	9557	14204	15739	1535	6182	584.43	1214.97
RAV4 P.63	2013	MU 1011	0	2800	5500	2700	5500	24.00	472.83
Great Wall P.57	2012	MU 167	11257	15848	16414	566	5157	591.87	902.43
Isuzu Dmax P.28	2009	MU 300	154278	160863	163500	2637	9222	2298.85	2099.61
Toyota Hilux P.40	2011	MU 1018	93250	104675	108257	3582	15007	664.58	3341.99
Isuzu T/Top P.54	2005	MU 1002	116400	123416	126539	3123	10139	5836.08	2957.74
Mercedes PTV P.60	2004	MU 1009	97283	97801	97955	154	672	247.00	71.4
Side Tipper P.18	2001	MU2010	25303	33349	34100	751	8797	2446.36	n/a
Side Tipper P.17	2001	MU 662	66102	72312	74107	1795	8005	4583.07	n/a
Roadwest S/Tipper P.67	2013	1T0Q427	0	2625	3394	769	2625	0.00	n/a
Tri-Axle L/L Float P.13	2008	MU 663	3769	7079	9007	1928	5238	1673.53	n/a
45ft Flat Top P.59	1978	1THH060	25	115	0	0	90	0.00	n/a
No. 2 Float P.14	2001	MU 2004	26835	33220	36368	3148	9533	3216.76	n/a
30000L W/Tanker P.24	2005	MU 2024	26524	31201	32733	1532	6209	1799.01	n/a
Dog Fuel Trailer P.48	1993	MU 2026					n/a	23.46	n/a
Dog Fuel Trailer P. 49	1972	MU 2005					n/a	122.08	n/a
Dolly 1-Red P.05	2001	MU 2003	24567	26165	26963	798	2396	122.08	n/a
Dolly 2-Black P.08	2000	MU 2009	562	5787	6439	652	5877	183.12	n/a

<b>New/H Ford Tractor</b>	2006	MU 380	1596	1653	1663.1	10.1	67.1	160.00	201.84
<b>Forklift</b>			11847	11901.3	11914	12.7	67	549.36	165.57
<b>Caravans</b>							n/a	566.88	n/a
<b>JD Ride on Mower</b>			293	329	345	16	52	n/a	n/a
<b>Generator H/Maint</b>	2013	New	0	674	1100	426	1100	305.20	1649.91
<b>Heavy Maint Trailer P.62</b>		MU 446		0			0	3042.15	n/a

### **13.2 Works Report – Works Supervisor**

#### **Construction Crew**

The team has been going along well with works in the Byro area on the Carnarvon/Mullewa road.

By Saturday 14<sup>th</sup> of December crew will finish work on this section of road for the year and will be moving their plant and equipment to the shire depot for the Christmas break.

The last of the road works on Beringarra/Byro is completed including bunds and floodway's. The 300mm culvert has been installed with only end walls left to be put in place.

With no rain in sight we had to do a final shave on this section of the Carnarvon/Mullewa road 2.5km north and 6.600 south of the intersection. The last of the gravel has been carted, spread and rolled from the small floodway to south of the breakaway corner.

Rock will be carted and placed on the back slope of the breakaway corner to prevent road washing away. A contour bank will be placed on the top side of this corner to catch water and direct flow away from the road.

The dozer has now started work rehabbing all gravel pits we opened for this section of road works. The plan is to rehab pits as we move along now that the dozer is running well and we have a good operator who can push up and rehab as we go.

#### **Maintenance Crew**

11<sup>th</sup> and 12<sup>th</sup> November, Monday/Tuesday - John and Glen finished off some maintenance on their grader's and caravan's at the depot. (when crew are in they do minor repairs and maintenance) They then moved to Boolardy/Pia boundary grid on the Beringarra/Pindar road and graded from this boundary grid to grid just before Boolardy homestead turn off. From there they moved camp down to Yuin homestead and commenced a light maintenance grade from the south boundary heading north (this is the second maintenance grade for the road this year)

As of the 10<sup>th</sup> December crew will be grading between McNabbs/Twin Peaks turn off and Murgoo homestead on the Beringarra/Pindar road.

#### **Heavy Maintenance Crew.**

Sandy and Paul are still working on the river section on the Beringarra/Mt Gould road. This section is taking a bit of time because of the lack of material available in the area (no gravel or calcrete) and time spent in mixing and laying out.

Sandy has boxed out the small river crossing and will replace with small stone and some larger stone/rock on the down side to act as an end wall. We hope to have this section finished before the Christmas break. Stuart (dozer operator) spent 3 days pushing up gravel/material for heavy maintenance in the Beringarra area - two days on Beringarra/Mt Gould road and 1 day on the Beringarra/Byro road (gravel pit at the Gadjacootharra river crossing).

#### **Grids**

The grid contractor (Mr Rossco Foulkes-Taylor) has now completed installing the 5 new grids on the Beringarra/Pindar road from the south boundary heading north.

Sandy from Heavy Maintenance carted the gravel for the approaches to the new grids and John from the maintenance crew (whilst in the area) completed the grader work. The water truck was supplied by Squires contractor and the approaches were completed within 5 days.

On Tuesday 11<sup>th</sup> and Wednesday 12<sup>th</sup> December the 2 damaged grids on the Mount Wittenoom road were also repaired by our grid contractor.

#### **Staff Leave**

Brian 18/11/2013 - 22/11/2013 5 days annual leave

Colleen 2 days sick.

#### **Plant & Repairs**

New Isuzu truck first 5,000km service (Replacing gear box over Christmas as hard to get second gear)

New van for Maintenance crew on site 25<sup>th</sup> November 2013

Volvo loader new bushes and pins in bucket  
 New diverter valve float  
 Hylux - 6 new tyres

**General**

On the 8<sup>th</sup> & 9<sup>th</sup> November I spent 2 days patch grading from Boolardy/Pia boundary grid to 4km north of Roderick River.

12<sup>th</sup> & 13<sup>th</sup> November assisted with installing 300mm culvert on Carnarvon/Mullewa road.

5/11/2013 Council meeting.

Inspected new grids Beringarra/Pindar road plus road inspection on:

- Mc Nabbs/Twin Peaks
- Wooleen-Mt Wittenoorn
- Wooleen-Meeberrie
- Carnarvon/Mullewa

28<sup>th</sup> November – Road Inspections

- Carnarvon/Mullewa road north
- Beringarra/Byro
- Went through road works with Heavy Maintenance crew Beringarra/Mt Gould road

6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> December I completed a maintenance grade of Butchers Track.

The two calcrete sections 14km and 21km north of the Settlement on the Carnarvon/Mullewa road will be repaired on the 16<sup>th</sup> & 17<sup>th</sup> December.

**Road Counter Report 10<sup>th</sup> October - 12<sup>th</sup> December**

2.5km north of MRO turn off on the Beringarra/Pindar road

- Average 4.3 vehicles per day

100m up MRO road

- Average 8.1 vehicles per day

300m south of Boolardy turn off on the Beringarra-Pindar road

- Average 16.4 vehicles per day

Twin Peaks/Wooleen road

- Average 5.7 vehicles per day

Wooleen/Meeberrie road

- Average 3.8 vehicles per day

[See Traffic Count attachment](#)

**ROADS GRADED 09/11/2013 – 14/12/2013**

Name	Length of Road	SLK's Graded this month	Heavy-Road Maintenance/Repairs Loader-truck	Comments
Beringarra /Pindar	319.80km	164km		This is our second grade so only a light grade.
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 <sup>c</sup> Nabb/Twin-peaks	49.75km	21km		Patch Graded
Yallalong-West	34.46km			
Mileura/Nookawarra	49.08km			
Muggon	38.75km			
Manfred	34.55km			

Beringarra/Mt Gould	34.80km			Carting/spreading gravel at river crossing	
Tardie/Yuin	13.20km				
Innouendy	9.30km				
Boolardy Homestead	2.00km				
Yunda Homestead	32.80km				
Meeberrie Woolleen	25.22km				
Mt Wittenoom	37.55km				
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	22km			Patch graded for Christmas break
Butchers Muggon	23.80km				
Murchison Settlement	2.00km				
Pinegrove Yallalong	-----				
Carnarvon-Mullewa	278.63km	53km			By contractor
Woolgorong-South	15.00km				
Nookawarra homestead					
Errabiddy-Bluff	12km				
Air strip Graded					

Total this month graded – 260km

**Recommendation:**

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

**Voting Requirements:**

Simple majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>		<b>Seconded: Councillor</b>
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**14. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**

**14.1 Shire President**

**14.2 Councillors**

**15. REPORTS OF COMMITTEES**

**16. FINANCE**

**16.1 Financial Activity Statements to 30<sup>th</sup> November 2013**

File:	2.2
Author:	Dianne Daniels – Deputy Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	12 December 2013
Attachments:	Financial Activity Statements for 5 months to 30 <sup>th</sup> November 2013 Balance Sheet Income Statement by Program Summary Income Statement by Nature & Type Income Statement by Program Detailed



**Matter for Consideration:**

Council to consider adopting the Monthly Financial Statements for November 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:**

The Current Position at 30 November 2013 is a surplus of \$1,346,791 against a YTD Budget of \$945,048 so up \$401,743:

Opening Funding Surplus variance	(59,207)
Less Operating Revenues down	(240,985)
Add Operating Expenditure down	333,971
Less Funding Balance Adjustment	(3,606)
Less Capital Revenue down	(100,363)
Add Capital Expenditure down	473,645
Less Rate Revenue down	(1,712)
	<u>401,743</u>

Refer pages 24 and 25 of the attachment for details of major variances against budget. The variances are similar to October and are summarised below:

Operating Revenues down are due mainly to the re-scheduling of formwork on SLK 221-228 to straight after Christmas and only \$2.3k of the \$110k profit on sale of plant forthcoming.

Operating Expenditure down is due mainly to Housing expenditure and expenditure on the Town Plan less than predicted (timing) and Depreciation and Admin allocations down. Admin down is due mainly to a savings on the preparation of the Strategic Reports, with \$52.2k unspent at this stage. As mentioned last month, the final updating of the ROMAN system may see some of this expended, but any unspent will need to be returned to the Department of Local Government.

Capital Revenue down \$100.4k is a timing issue, with only \$55k received from the Department of Planning for the Town Planning Strategy and Scheme rather than the budgeted \$95k and proceeds from the disposal of plant sitting at \$81k against a budget of \$146.4k.

Capital Expenditure down \$473.6k is mainly a timing issue due to the re-scheduling of the formwork on SLK 221-228, but also includes the new server and 4 hard drives that were scheduled for November, but not yet purchased (awaiting another quote) and the air-conditioner to the freight shed, which has been installed, but invoiced in December.

Capital Expenditure that impacted the Balance Sheet in October was:

- C14103 Construction of 5 x 24 foot grids - \$57.2k
- C14701 Move Rubbish Tip – labour costs to clean up old tip – \$6.8k
- C14302 Satellite Phone/Car Kit – CEO - \$2.4k
- C14313 Satellite Phone/Car Kit – Construction - \$2.4k
- C14314 Vast TV Maintenance Crew – \$2.7k
- C14320 Mobile Cooler - \$1.8k
- C14321 Satellite Phone/Car Kit Mechanic & Works Supervisor - \$4.9k
- C14323 Mobile Work Platform - \$1.6k

We had a busy month this month reviewing and amending the Records Keeping Plan, reviewing Office Procedures to include procedures for Records Management and writing a Records Management Policy. Full information regarding this can be found at Agenda Items 18.4 and 18.5.

As this is our last meeting until February, I would like to take the opportunity to wish everyone a safe and happy Christmas and a peaceful and prosperous New Year.

**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
- (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 30<sup>th</sup> November, 2013 as attached.

**Voting Requirements:**

Simple majority.

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**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:	10 December 2013
Attachments:	EFT & Cheque Details for November 2013

**Matter for Consideration:**

Authorisation of accounts paid during the month of November 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 November as per attached schedule

**Strategic Implications:**

None

**Policy Implications:**

None

**Financial Implications:**

Payment from the Municipal and Trust Bank Accounts.

**Consultation:**

Haines Norton

**Recommendation:**

That the accounts as per the attached Schedule presented to this meeting totalling \$1,057,830.45 be passed for payment/endorsed by Council.

**Voting Requirements:**

Simple majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**16.3 Aged Outstanding Debtors**

File:	4.37
Author:	Dianne Daniels
Interest Declared:	No interest to disclose
Date:	10 December 2013
Attachments:	Aged Outstanding Debtors (General)

**Matter for Consideration:**

Council to consider writing off aged, outstanding debts to the value of \$12,207.67 as listed in the attachment.

**Background:**

The current administration inherited many aged debtors both general and rates and have made some progress collecting these old debts over the past two years. Due to this, we have been able to reduce the provision for Doubtful Debts from \$44k at 30 June 2012 to the current \$28.9k. Time has been spent pursuing the general debtors as listed in the attachment, either in writing or by phone or both and I am of the opinion that the debts will never be paid or have been paid historically and the payment misallocated, as I have not been able to trace the claimed payments in the accounts.

**Statutory Environment:**

Local Government Act 1995, s6.12 power to defer, grant discounts, waive or write off debts:

- (1) Subject to subsection (2) and any other written law, *a local government may* –
  - (a) when adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money;
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) *write off any amount of money* which is owed to the local government.
- (2) Subsection (1) (a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

Local Government Financial Management Regulations 1996 Part 3 – Annual Budget s.6.2

26. Discounts for early payment etc., information about required

- (2) *The annual budget is to include*, separately in relation to all general rates, each specified area rate, each service charge and all fees and charges imposed under the Act or any other written law an estimate of —
- (a) the total amount of the discounts which may be granted; and
  - (b) the total cost to the local government of each incentive scheme; and
  - (c) the total cost, or reduction of revenue, to the local government of a waiver or grant of a concession; and
  - (d) *the total amount of money to be written off.*

**Strategic Implications:**

N/A

**Policy Implications:**

N/A

**Financial Implications:**

These outstanding debts have been allowed for in the Budget in the Provision for Doubtful Debts.

**Consultation:**

Jenny Goodbourn – CEO Shire of Murchison

**Recommendation:**

That Council write off aged, outstanding debts to the value of \$12,207.67 as listed in the attachment.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**16.4 Budget Variation - Crane**

File:	2.4
Author:	Dianne Daniels
Interest Declared:	No interest to disclose
Date:	10 December 2013
Attachments:	N/A

**Matter for Consideration:**

Council to consider varying the budget to purchase a vehicle crane for \$3,500, transferring the full amount from the Budget Item ‘Soundproof Wall for Community Generators’.

**Background:**

A recent occupational, health and safety incident highlighted the fact that the Shire of Murchison has a duty of care to provide a load handling solution for the Gardeners’ utility.

The original ‘Backease’ crane that came with the maintenance canter was fitted to the front corner of the tray. The maintenance crew find that, as their fuel tank sits to the rear of this, the crane can’t reach the back of the tray to lift and so is of limited use to them.

The suggested solution is to fit the ‘Backease’ crane to the Gardeners’ utility, as it will sit snugly in the front corner of the tray and not encroach too much into the carrying space and then purchase a new crane for the maintenance truck that can be fitted more centrally on the tray. Both the gardening crew and the maintenance crew will then have load handling solutions that are fit for their specific tasks.

The budget for the 'Soundproof Wall for Community Generators' is \$5,000, of which we have spent \$430.50. The wall should not require any more plants, but if for some unforeseen circumstance more plants are required, there will be enough left in the Budget to cover them.

**Statutory Environment:**

Local Government Act s.5.40

- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational, Safety and Health Act 1984

**Strategic Implications:**

N/A

**Policy Implications:**

Shire of Murchison Policy Statement 7.1.21 Staff Safety & Health Policy - recognises that the safety and health of all employees within the Shire of Murchison is the responsibility of Council Management. In fulfilling this responsibility, management has a duty to provide and maintain, so far as is practicable, a working environment in which employees are not exposed to hazards.

**Financial Implications:**

The budget Variation will have no impact on the Closing Funding Position.

**Consultation:**

Jenny Goodbourn – CEO Shire of Murchison

Brian Wundenberg – Works Supervisor

**Recommendation:**

That Council vary the budget to purchase a vehicle crane for \$3,500, transferring the full amount from the Budget Item 'Soundproof Wall for Community Generators'.

**Voting Requirements:**

Absolute Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**17. DEVELOPMENT**

**17.1 Local Planning Scheme and Strategy – Report to Council**

File:	1.2
Author:	Jenny Goodbourn- Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	19 <sup>th</sup> December
Attachments:	

**Matter for Consideration:**

Report to council and consideration of the Draft Local Planning Strategy and Draft Local Planning Scheme.

**Background:**

The Shire of Murchison is required to prepare a Local Planning Scheme under the statutory requirements of the *Planning and Development Act 2005* (the Act). The scheme is a statutory planning framework for land use planning across the Shire, establishing matters including:

- A set of objectives.
- The zoning of land.
- The identification of reserves for a variety of public purposes.

- A framework for the progression of local planning policies.
- A framework for development control, through applications for development approval.
- Heritage protection provisions.
- Compliance/enforcement provisions.

In parallel with the requirement for a local planning scheme is a requirement for a local planning strategy to be prepared in accordance with the requirements set out in the *Town Planning Regulations 1967* (the Regulations). Among other matters, a local planning strategy is required to:

- Set out long-term planning directions for the Shire of Murchison
- Apply State and regional planning policies ; and
- Inform the preparation of the local planning scheme Provide the rationale for zones and other provisions of the Scheme.

It is proposed that the Scheme and Strategy will be progressed in parallel, allowing for simultaneous consideration by Council, formal advertising for public comment and consideration by the Western Australian Planning Commission (WAPC)/Hon. Minister for Planning. A broad project plan was presented to Council in September 2013 - the project plan remains relevant and without change.

Council at its September 2013 meeting passed the following resolution:

*“That Council:*

*1. Prepare Shire of Murchison Local Planning Scheme No.1 in accordance with Part 5 of the Planning and Development Act 2005 and the Town Planning Regulations 1967 encompassing all land contained within the Shire boundaries.*

*2. Adopt the following as the preliminary objectives and intentions of the Scheme for the purposes of compliance with Regulation 4(3)(c)(i) of the Town Planning Regulations 1967:*

- a) Set out the Local Government’s planning aims and intentions for the Scheme area;*
- b) Set aside land as reserves for public purposes;*
- c) Zone land within the Scheme area for the purposes defined in the Scheme;*
- d) Control and guide land use and development;*
- e) Provide for orderly and proper planning;*
- f) Set out procedures for the assessment and determination of planning applications;*
- g) Make provision for the administration and enforcement of the Scheme;*
- h) Facilitate implementation of the Shire’s Local Planning Strategy; and*
- i) Address other matters set out in the Planning and Development Act 2005.*

*3. Forward to the Western Australian Planning Commission the following, pursuant to Section 72 of the Planning and Development Act 2005 and Regulation 4(3) of the Town Planning Regulations 1967:*

- a) A copy of Councils resolution deciding to prepare a new Local Planning Scheme, certified by the Chief Executive Officer;*
- b) A map marked “Scheme Area Map”, signed by the Chief Executive Officer, on which is delineated the area of land proposed to be included in the Scheme; and*
- c) A statement setting forth the objectives and intentions of the Scheme and the anticipated format of the Scheme.*

*4. Undertake the following actions, subject to the Shire receiving notification from the Western Australian Planning Commission:*

*a) Publish a notice within the Government Gazette, a newspaper circulating in the Shire and broader district, and upon the Shire website of the passing of the resolution deciding to prepare a Local Planning Scheme, pursuant to Regulation 5(1) of the Town Planning Regulations 1967; and*

*b) Forward a copy of the notice to the Local Government of every adjoining district, and every public authority likely to be affected by the Scheme, requesting details of matters that should be considered during the preparation of the Scheme, pursuant to Regulation 5(2).*

*5. Prepare a Shire of Murchison Local Planning Strategy in accordance with Regulation 12A of the Town Planning Amendment Regulations 1999.*

Since the Council meeting in September, a number of matters have been actively progressed including but not limited to:

- The preparation of a draft Local Planning Strategy.
- The preparation of a draft Local Planning Scheme text.
- The preparation of a draft Local Planning Scheme maps.
- Formal consideration by the WAPC of the Shire's intention to proceed.

The WAPC hope to provide some initial feedback that will be available by the meeting. Arrangements are currently being made for public notice to be given of the Shire's intention to proceed with the preparation of a local planning scheme, in accordance with the requirements set out in the Regulations.

This report provides Council with the opportunity to note the advice of the WAPC and to formally consider the draft Local Planning Scheme and draft Local Planning Strategy. It is broadly recommended that the Shire continue to proceed with the progression of the draft Scheme and Strategy.

In the instance that Council is satisfied with the Local Planning Scheme and Local Planning Strategy, with or without modifications being made, the 2 documents will then be forwarded to the WAPC and the Hon. Minister for Planning for consideration ahead of formal advertising for public comment.

**Public Consultation:**

In the event that Council and the WAPC are satisfied with the draft Strategy and Scheme (in the case of the Scheme it must also be submitted to the Environmental Protection Authority) then the documents would be advertised as per Section 84 of the *Planning and Development Act 2005* and Section 14 of the Regulations for a period of 3 months, and the advertising would include the following actions:

- display of the Scheme and Strategy at the Shire offices;
- display of the Scheme and Strategy at the WAPC office;
- display of the Scheme and Strategy on the Shire website;
- notice to be published in the Government Gazette;
- notices to be published in a newspaper circulating in the district; and
- notice being sent to all relevant government agencies.

**Comment:**

As outlined previously, this report provides Council with the formal opportunity to consider the draft Local Planning Scheme and Local Planning Strategy, ahead of review by the WAPC, review by the Environmental Protection Authority and subsequent advertising for public comment.

A copy of the proposed local planning strategy document is tabled

A copy of the proposed local planning scheme text is tabled

A copy of the proposed local planning scheme maps are tabled

It is important stakeholders are made aware of the potential for some or all of the above documents to be subject to change prior to finalisation, through the deliberative processes of Council, the WAPC and Hon. Minister for Planning. It is also important for stakeholders to note that there are significant opportunities to participate in the process.

To date, the Local Planning Scheme and Local Planning Strategy have given consideration to a wide range of planning matters including but not limited to:

- Pastoral activities within the Shire.
- Opportunities for tourism.
- The road network.
- The existing and proposed telescope facilities.
- Planning for the Murchison settlement.
- Planning for the Pia Wadjjarri community.
- The protection of heritage values.

A planning framework consisting of a Local Planning Scheme and Local Planning Strategy is not intended to be static, rather the subject of regular review and refinement. Similarly, it is not realistic to expect that a planning framework will deal with all issues and opportunities. Finally, it is also not realistic to expect that a planning framework for a large area will meet the full expectations of all stakeholders – some debate is considered healthy.

**Options:**

There are 3 primary options available to Council at this time, as follows:

- (1) Adopt the Scheme and Strategy, as drafted.
- (2) Adopt the Scheme and Strategy, as draft, subject to modifications
- (3) Defer consideration of the Scheme and Strategy, pending further investigation into any particular matters of concern.

Option 1 is recommended at this time.

**Statutory Environment:**

The Shire of Murchison currently has no Local Planning Scheme. Schemes are prepared and adopted under Part 5 of the Act and in compliance with the Regulations. In accordance with the Shire's statutory requirements under the Act, the review of the Scheme needs to be informed by a Local Planning Strategy. Section 88 of the Act requires Local Governments to review their planning scheme every five years.

The intent of the Strategy is to provide the planning direction for the Shire over the next 10-20 years, while being mindful of the longer-term. The Strategy will apply State and regional planning policies, contain an analysis of the investigations and surveys made during the preparation of the Scheme, and provide the rationale for the zones and other provisions of the Scheme. Local Planning Strategies are prepared under Regulations 12A and 12B of the Regulations.

**Strategic Implications:**

This is a statutory function.

**Policy Implications:**

A Local Planning Strategy and Scheme is part of the requirements under the Act.

**Financial Implications:**

Nil

**Consultation:**

Urbis

**Recommendation:**

That Council:

- (1) Note the advice received from the Western Australian Planning Commission in respect of the intention to proceed with the preparation of a local planning scheme.
- (2) Adopt the proposed local planning scheme as tabled and forward the text and maps to the Western Australian Planning Commission for consideration, pursuant to Clause 13(1) of the *Town Planning Scheme Regulations 1967*.
- (3) Adopt the draft local planning strategy as tabled and forward the document to the Western Australian Planning Commission for consideration, pursuant to Section 12b of the *Town Planning Regulations 1967*. Subject to the following modification being made:-  
The inclusion of the Oakajee Port and rail alignment on the strategic land use plan.
- (4) Subject to review by the Western Australian Planning Commission and the Environmental Protection Authority, advertising the proposed local planning scheme and strategy for a period of not less than 90 days, by way of the following:
  - A display of the Scheme and Strategy at the Shire offices;
  - A display of the Scheme and Strategy at the WAPC office;
  - A display of the Scheme and Strategy on the Shire website;
  - A notice being published in the Government Gazette;
  - A notice being published in 'The West Australian Newspaper';
  - A notice being sent to all relevant state government agencies
  - A notice being sent out to all persons on the Shire's normal electronic mail distribution list.

**Voting Requirements:**

Absolute Majority



<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**17.2 Meekatharra – Gascoyne Junction Route**

File:	12.8
Author:	Jenny Goodbourn
Interest Declared:	No interest to disclose
Date:	15 <sup>th</sup> December 2013
Attachments:	Meekatharra - Gascoyne Junction Road

**Matter for Consideration:**

Proposed re-alignment of the Meekatharra – Gascoyne Junction Route.

**Background:**

The attached letter has been received from the Shire of Meekatharra. They have resolved to write to the Shires of Murchison and Upper Gascoyne regarding whether they would consider creating a new road at some time in the future between Mt Gould Lockup and Glenburgh Station.

**Comment:**

The new route would cut off about 40 to 50 kilometres when travelling from Meekatharra to Gascoyne Junction. A rough drawing is attached. At the moment no planning or details have been established but as most of the route is within our Shire and Upper Gascoyne they would like to gauge the view of the shires involved.

They would not be looking at closing any of the existing roads but establishing this as a new one. We would have to consider all aspects of the road including alignment, approval, cost, maintenance etc but Meekatharra are only asking council to discuss the matter and provide comments and our in principal position on the matter at this stage.

**Statutory Environment:**

Land Administration Act 1997.

**Strategic Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Recommendation:**

To be determined following discussion on the matter.

**Voting Requirements:**

Absolute Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**17.3 Wild Dog Control**

File:	13.2
Author:	Jenny Goodbourn
Interest Declared:	No interest to disclose
Date:	19 <sup>th</sup> December 2013
Attachments:	Bounty Authorisation Form

**Matter for Consideration:**

Council to consider the recommendations of the Wild Dog Control Working Group.

**Background:**

At the October meeting Council resolved:

*That Council allocates \$15,000 to set up a bounty system for the control of wild dogs along the same lines as the bounty system recently announced by the Minister for Agriculture and Food which is being trialled in the adjoining MRBA area:-*

- *\$100 per dog;*
- *only pastoralists able to claim the bounty;*
- *doggers and professionals to be excluded;*
- *to cover all stations within the shire of Murchison except those already included under the States' trial who would be able to get their bounties from that scheme.*
- *details of where dogs are destroyed to be noted to enable a map of the area to be built up;*
- *pastoralists to take the scalps (ears and scalp strip) to regional coordinators who sign off and advise the shire to make the payment – suggested Reg Seaman, Andrew Whitmarsh and Mark Halleen as the coordinators*

*and that Council allocates \$5,000 to purchase meat for the preparation of baits, this meat to be stored at the community freight shed freezer and made available to pastoralists as required.*

**Comment:**

The working group has been in discussion regarding the details required for the authorisation form and the procedures to adopt to implement the bounty scheme. Attached is a copy of the draft authorisation form and procedures. The procedures developed are as follows:-

The Shire of Murchison Wild Dog Control Bounty Scheme has been developed to offer a bounty of \$100 per dog for every wild dog killed.

Doggers and professionals are excluded from the scheme.

It covers all stations within the shire of Murchison except for those covered by the state's trial scheme which is being established in conjunction with the Meekatharra Rangelands Biosecurity Association. Bounty payments for dogs killed on those stations can be claimed under that scheme.

All claims are to be made by the station owner/manager. Persons destroying the dog must take the scalps to the property owner/ manager. The property owner/manager makes their own arrangements with the person who destroyed the dog regarding payment.

Scalps are defined as the two ears and the strip of scalp connecting them and the tail.

Property Owner/Manager must complete the form with all details and verify number of scalps.

Property Owner/Manager is then responsible for getting the forms and the scalps to one of the three regional coordinators for authorisation.

Once regional coordinators have authorised payment the form is to be sent to the Shire of Murchison who will make the payment to the claimant and maintain a data base of all the details.

Regional Coordinators are:-

Mark Halleen  
 Boolardy Station Tel: 08 9963 7987

Andrew Whitmarsh  
 Byro Station Tel: 08 9961 3870

Reg Seaman  
 Murgoo Station Tel: 08 9963 7985

**Scalps are not to be taken directly to the Shire of Murchison**

Once the procedures are agreed upon we will be able to send details out to the community and put it in the Monologue and on the website.

**Statutory Environment:**

Nil

**Strategic Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

There has been a \$15,000 allocation made in this year's budget.

**Recommendation:**

That Council adopts the procedures as presented for the implementation of the Wild Dog Control Bounty Scheme.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
.		
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**17.4 Crosslands Camp – Transportable Accommodation Units**

File:	13.11
Author:	Jenny Goodbourn
Interest Declared:	No interest to disclose
Date:	19 <sup>th</sup> December 2013
Attachments:	Nil

**Matter for Consideration:**

Consideration of the tender for disposal of accommodation dongas from Jack Hills mine site via Ross's Auctions.

**Background:**

The shire has been in discussion with MDP the owners of Crosslands Resources regarding the termination of the Road train permit agreement and has also discussed the fact that they will be selling off some of their dongas from the site. At one of the latest meetings Peter Spalding advised that they had appointed Ross's Auctions to dispose of them by tender in the New Year.

**Comment:**

Council had been planning to build some new accommodation units at the caravan park this year and quotes had been obtained. In view of the loss of the CLGF funding this process has been placed on hold until suitable grants or funding can be accessed. Council has previously expressed an interest in getting one or two of the units from Jack Hills to use as motel type accommodation in the settlement.

There are several things we need to discuss if we are going to make an offer on the units,

The mine has been there since 2006 so the units could be seven years old

Cost and practicality of transportation from the site to the settlement and likelihood of any damage along the way.

Location within the settlement.

Funding for the project.

Each unit has 4 en suited rooms. They include air-conditioning to each room, hot water storage units, all rooms fully wired inc telephone and data cabling, demountable verandah with sectional wood decking.

However they are all single rooms and would need work to make them match in with the existing units. The units we were going to build were going to be double rooms and purpose built to fit in with the existing style of the current buildings.

Whether we get second hand or new units the costs of power, water and septic is no different.

The tenders for the mine dongas will open in early January and close on the 31<sup>st</sup> – this does not give us time to apply for any grants that might be available in the new year so the shire would have to look at utilising funds from its' building reserves. I feel that when we had the CLGF funding we were able to look at all the projects - dump point, accommodation, laundry and bowling green. Now that we do not have that luxury we should prioritise the projects and the first one we need to tackle is the dump point and laundry, as under the caravan and camping grounds Act we have to provide a laundry once we have over 6 sites. We already have the RV Dump and installation of this would do a great deal to promote the area and encourage people to visit. If we were going to utilise building reserve funds I think it should be for this. I have contacted our grants guru to see what funding rounds are coming up that we might be able to attract funding from, so that rather than it all coming from reserve we may only have to find 1/3 or 1/2 the project cost from our own funds. In view of this I would recommend to Council that they do not put in a tender for the 2<sup>nd</sup> hand dongas from Crosslands Jack Hills mine site.

**Statutory Environment:**

Nil

**Strategic Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

To be determined

**Recommendation:**

That Council does not submit a tender for any of the 2<sup>nd</sup> hand dongas being disposed of by Crosslands from their Jack Hills mine site.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
.		
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**18. ADMINISTRATION****18.1 Acceptance of the 2012/2013 Annual Report**

File:	1.2
Author:	Jenny Goodbourn- Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	19 <sup>th</sup> December
Attachments:	2012/2013 Annual Report

**Matter for Consideration:**

The Annual Report for the 2012/2013 financial year is presented for consideration by the Council. In accordance with s5.55 of the Local government Act the Annual report will be made available to the public after it is accepted by Council.

**Background:**

This year we have managed to complete our audit and have the audited financial report and annual report available to be accepted prior to the 31<sup>st</sup> December as required under the Local Government Act. The auditor's report was completed on the 18<sup>th</sup> November 2013.

*s5.54 of the Local Government Act 1995*

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.*  
\* Absolute majority required.
- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

**Comment:**

The annual report contains all sections required by the Department of Local Government as well as information and statistics relating to the shire and its' operations. It relates to the shires performance in relation to its' adopted strategic plan and its' compliance with various other legislation such as Disability Access and Inclusion, Freedom of Information and Record Keeping. This year it also contains information relating to the new integrated planning framework which had to be developed by all shires to meet new legislative requirements. It also includes a full financial report and the auditor's report.

I am pleased to advise this year that there are no items to report in the Auditors report and they have issued a clear report.

Once the annual report has been adopted by Council we need to set the date and advertise the Annual Electors meeting.

*S5.27. Electors' general meetings*

- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*

Therefore if the annual report is accepted today we need to hold the Annual Electors meeting before the 13<sup>th</sup> February 2014, the minimum notice of advertising required is 14 days. It was suggested at last year's electors meeting that it might be better to hold it on a Saturday evening or time when employees and residents of the settlement were available to attend. If this is the case then it would be better to do it on the 'work' Saturday as on the 'weekend' Saturday most people leave the settlement to go to town. Suitable dates that fit into this roster are the 25<sup>th</sup> January 2014 or the 8<sup>th</sup> February 2014 although the 25<sup>th</sup> is a long weekend.

The CEO will be on leave during this period, but Dianne Daniels, who will be the Acting CEO, is aware of this and prepared to attend the meeting.

**Statutory Environment:**

S5.54 Local Government Act 1995

S5.27 Local Government Act 1995

**Strategic Implications:**

This is a statutory function.

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Consultation:**

UHY Haines Norton  
Anderson, Munro and Wyllie

**Recommendation:**

- 1) That Council accepts the Annual Report for 2012/2013.
- 2) That in accordance with s5.27 of the Local Government Act 1995 an electors general meeting be held on 8<sup>th</sup> February 2014, commencing at 5.30pm

**Voting Requirements:**

Absolute Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**18.2 RRG – Murchison Sub Group Representative**

File:	
Author:	Jenny Goodbourn
Interest Declared:	No interest to disclose
Date:	15 <sup>th</sup> December 2013
Attachments:	Nil

**Matter for Consideration:**

Appointment of a representative for the Murchison Regional Road Group Sub Group.

**Background:**

At the November meeting we appointed Councillors to various working groups and committees, as required after an election, but we forgot one of the representatives we need to appoint. There needs to be a representative for the Regional Road Group – Murchison Sub Group.

Council appointed Cr Halleen to this position in September 2012 and also appointed Jenny Goodbourn, CEO, as the Deputy to this committee.

**Comment:**

The next Murchison RRG meeting will be in March 2014.

Cr Halleen is still keen to be our delegate on the committee but other Cr's may nominate if they wish.

Council also needs to appoint the CEO as the Deputy to this committee.

**Statutory Environment:**

Local Government Act 1995 s5.10 Committee members, appointment of

**Strategic Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Recommendation:**

That .....is appointed as a delegate to the Main Roads WA – Regional Roads Group  
That Jenny Goodbourn, the CEO, is appointed as the Deputy to this committee.

**Voting Requirements:**

Absolute Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**18.3 Pool at CEO House**

File:	9.2
Author:	Jenny Goodbourn
Interest Declared:	No interest to disclose
Date:	15 <sup>th</sup> December 2013
Attachments:	Nil

**Matter for Consideration:**

Purchase of a robotic cleaner for the settlement pool.

**Background:**

In the 2013/14 budget there was an allocation made of \$3,000 for the installation of a continuous monitoring and chlorination system such as a rola-chem or similar and \$2,000 to install a shed over the pool pump and chemicals required for the rola –chem (liquid chlorine and acid). However following further discussion with two pool supply companies, Clark Rubber and Pool and Spa Mart they both advise that the rola-chem device needs quite a lot of monitoring and having liquid chlorine around in extreme heat in a small shed might not be the best idea. The current chlorination with granules and anti bacterial blocks is working well and is quite simple to maintain. The bigger problem is getting a cleaner that works properly. I have obtained quotes on the robotic style of cleaner and have been recommended either the Zodiac V4 4WD at \$1,899.00 or the Dolphin Supreme M4 at \$1,890.00.

**Comment:**

I would like to suggest that instead of the rola-chem and shed for the settlement pool that Council authorise the purchase of a suitable robotic cleaner and that instead of a shed to enclose the pump and filtration system we build a shade roof over it to keep off the worst of the direct sun but still allow the breeze to get through. We should also purchase a water test meter. These are much more user friendly than the old water test kits and give an accurate reader by just putting a probe into the water. The cost is around \$50-\$100. The robotic cleaners free up the skimmer box and do not rely on suction as with the hose style cleaners. It basically works like an underground vacuum cleaner and works out the dimension of the pool and can be programmed to clean just the floor or floor and walls. They run for about 3 hours to do a full cycle and are then removed from the pool and stored on the transport caddy until the next day.

**Statutory Environment:**

S6.8 Local Government Act 1995.

**Strategic Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Recommendation:**

That council amends the budget to remove the \$3,000 for the rola-chem and allow \$2,000 for the purchase of a robotic cleaner. That council amends the \$2,000 for the installation of a shed to the installation of a shade roof over the pump and filtration equipment.

**Voting Requirements:**

Absolute Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**18.4 Records Management Policy**

File:	4.41
Author:	Dianne Daniels
Interest Declared:	No interest to disclose
Date:	10 December 2013
Attachments:	Draft Records Management Policy

**Matter for Consideration:**

Council to consider the adoption of the draft Records Management Policy for inclusion in the Policy Manual at Administration 1.10.

**Background:**

The State Records Act 2000 governs recordkeeping within State and Local government organisations in Western Australia. Under the Act, every elected member, employee (including temporary staff) and contractor of a government organisation will have some responsibility for creating and keeping records relating to their work.

A record can be defined as any record of information, in any medium, including letters, files, emails including metadata, word processed documents, databases, photographs and Twitter messages. Government records are those records created or received by a government organisation, or by an elected member, employee or contractor in the course of their work for that organisation.

A Policy Statement is necessary in order to establish a framework for the Shire of Murchison to fulfil its statutory obligations in relation to the control of recorded information from the time of creation to the final disposition. This ensures that the Shire’s activities are transparent and accountable, that the organisation is operating in an environment consistent with any written law to which it is subject when performing it’s functions and that the State’s historical records of government are captured and kept.

**Statutory Environment:**

- Local Government Act 6.6.5 Accounts and Records
- State Records Act 2000
- State Records Principles and Standards 2002
- General Disposal Authority for Local Government

**Strategic Implications:**

Establishes a sound framework to meet Objective 4 of the Shire of Murchison Strategic Community Plan – To Provide Good Governance to the Murchison Shire.

**Policy Implications:**

To be included in the Policy Manual at Administration 1.10.

**Financial Implications:**

N/A



**Consultation:**

Jenny Goodbourn – CEO Shire of Murchison

**Recommendation:**

That Council adopt the draft Records Management Policy for inclusion in the Policy Manual at 1.10 Administration.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**18.5 Record Keeping Plan**

File:	4.41
Author:	Dianne Daniels
Interest Declared:	No interest to disclose
Date:	11 December 2013
Attachments:	Record Keeping Plan and Appendices 1-8

**Matter for Consideration:**

Council to consider the adoption of the Shire of Murchison Record Keeping Plan Revision 3.0.

**Background:**

The State Records Act 2000 governs recordkeeping within State and Local government organisations in Western Australia. Under the Act, every elected member, employee (including temporary staff) and contractor of a government organisation will have some responsibility for creating and keeping records relating to their work.

The State Records Act 2000 requires that each State organisation have an approved Record Keeping Plan (RKP) and the RKP must be reviewed every five years. The 2008 review, which includes a self-evaluation checklist, noted that an amended RKP was required in order to comply with SRC Standard 2: Record Keeping Plans and a time-frame of 5 March 2010 was set by the State Records Commission. Documentation was sent to the State Records Commission and received by them on the 24 August 2010 in support of the Shire’s reviewed RKP, but the documentation did not constitute an amended RKP. The commission notified the Shire that the fully amended RKP was expected no later than 5 December 2013.

Over the last 18 months, the administration has been working towards the development of better recordkeeping systems for the shire. A Records Management Consultant was engaged during 2012-13 to commence the task of bringing order into the capture, storage and destruction of records at the Shire and to undertake some on-site training with the Customer Service Officer. In June, the Administration Officer and the Deputy Chief Executive officer attended a training day conducted by the State Records Office and this has given us an invaluable insight into our responsibilities under the Act.

As required by the State Records Commission, the RKP has been reviewed and amended, a Records Management Policy has been developed and Record Management procedures have been included in the (revised) Procedure Manual. The amended plan and self-assessment checklist were forwarded to the Commission prior to the 5 December 2013 deadline.

The self-assessment checklist has highlighted that we need to make improvements in the following areas:

- Capturing elected members records
- Electronic Records and email management – work towards the introduction of an Electronic Data and Records Management System (EDRMS)
- Elected Member, Staff & Contractor records management inductions
- Website management

The timeline that we have suggested to the Commission for improving systems in the above areas is December 2015.

**Statutory Environment:**

Local Government Act 6.6.5 Accounts and Records  
 State Records Act 2000  
 State Records Principles and Standards 2002  
 General Disposal Authority for Local Government

**Strategic Implications:**

A compliant Record keeping Plan assists the Shire of Murchison to meet Objective 4 of the Strategic Community Plan – To Provide Good Governance to the Murchison Shire.

**Policy Implications:**

A compliant Record Keeping Plan assists the Shire of Murchison in meeting the objective of the Records Management Policy

**Financial Implications:**

N/A

**Consultation:**

Jenny Goodbourn – CEO Shire of Murchison

**Recommendation:**

That Council adopt the Shire of Murchison Record Keeping Plan Revision 3.0.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**18.6 Attendance at Mayors & Presidents Workshop**

File:	4.1
Author:	Jenny Goodbourn
Interest Declared:	Cr Halleen
Date:	15 <sup>th</sup> December 2013
Attachments:	Nil

**Matter for Consideration:**

Attendance of the Mayors and Presidents Workshop by Cr Halleen

**Background:**

Council policy states that prior to any councillor attending a conference the matter is to be discussed at the Council meeting prior to the conference and a motion put and carried supporting which councillors are to attend and in what capacity.

Cr Halleen was invited to attend a workshop being run by the Department of Local Government. The workshop was being held on the 5<sup>th</sup> December and Mark was only invited to participate on the 28<sup>th</sup> November so there was no time to bring it to Council prior to the time of attending. The workshop was free but Cr Halleen obviously had to travel to Perth and back to attend and stay overnight.

**Comment:**

The workshop was specifically aimed at new Mayors and Presidents and covered useful topics including getting the balance right, looking at the mechanics of the position and CCC obligations.

**8.1.2 Conference, Seminar and Training Course Attendance**

*Prior to any Councillor attending a conference the matter is to be discussed at the Council meeting prior to the conference and a motion put and carried supporting which councillors are to attend the conference and in what capacity.*

*When attending a conference, where the CEO is attending the same one, an attempt should be made to travel to and from the conference with the CEO in Council's vehicle.*

*When attending a conference in the capacity of a councillor, Council agree to pay the following charges where applicable:*

**8.1.3 Accommodation**

*On an as required basis and is dependant of the distance required to travel. For example a three day conference in Perth commencing on Friday morning and finishing late on a Sunday afternoon council would agree to pay for accommodation on the Thursday, Friday, Saturday and Sunday evenings as an allowance needs to be made to travel between Perth and Murchison.*

*A half day conference in Geraldton between 10.00am and 3.00pm it would be fair to suggest that travel to and from Geraldton would be possible in the same day and accommodation would not be required in this instance.*

*If any doubt exists regarding the need for council to provide for accommodation for any councillor or staff member the final determination shall be at the discretion of the CEO.*

**8.1.4 Parking**

*Council will meet all valet parking charges while attending a conference where applicable.*

**8.1.5 Meals General**

*Council will meet meal charges while attending a conference for the person attending the meeting or conference only. No additional meal charges for spouses or partners will be paid by Council with the exception of Local Government Week (See item 11.6.4).*

The policy as above does not actually state that travel will be paid for attending courses or seminars but it is implied under 8.1.2 when it says that if the CEO is attending then an attempt should be made to travel with the CEO in the council vehicle if possible, implying that this would save costs as travel would not need to be paid and travel has been paid in past circumstances when Councillors have attended courses.

It would be a good idea to amend the policy to clarify this point at this time.

**Statutory Environment:**

Shire of Murchison Policy Manual s.8.1.2

**Strategic Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Recommendation:**

1) That council amend section 8.1.2 of the Policy manual to:-

*Prior to any Councillor attending a conference the matter is to be discussed at the Council meeting prior to the conference and a motion put and carried supporting which councillors are to attend the conference and in what capacity.*

*When attending a conference, where the CEO is attending the same one, an attempt should be made to travel to and from the conference with the CEO in Council's vehicle. If this is not possible or the CEO is not attending then the Councillor will be entitled to claim travel at the rate set under section 8.1.1 – Members Meeting Expenses.*

2) That Council ratify the attendance by Cr Halleen at the Mayors and Presidents Workshop held in Perth on December the 5<sup>th</sup> and cover the costs incurred as per the Policy manual.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**18.7 Roadhouse Residence**

File:	13.11
Author:	Jenny Goodbourn
Interest Declared:	No interest to disclose
Date:	15 <sup>th</sup> December 2013
Attachments:	Roadhouse letter

**Matter for Consideration:**

Installation of an electric HWS at the Roadhouse residence.

**Background:**

The attached letter has been received from the new roadhouse operators. The current hot water system at the residence is connected to the main system that also runs the roadhouse kitchen and this is causing problems.

The water is unreliable and hard to regulate. They have asked the shire if it will fit a new 80 ltr electric HWS to the rear of the residence to correct these problems.

**Comment:**

A new 80 ltr HWs would cost around \$800 and by the time you factor in an electrician and a plumber to do the connections the total cost would be around \$2,000. This item was not budgeted for as we weren't aware of the problem at the time the budget was set but there was an allocation of \$10,000 to renovate the public ablutions at the roadhouse and some of these funds could be used to cover this HWS if it is approved.

**Statutory Environment:**

S6.8 Local Government Act 1995.

**Strategic Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Recommendation:**

That council amends the budget to allow for the installation of a new electric HSW at the Roadhouse Residence.

**Voting Requirements:**

Absolute Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**19. NOTICE OF MOTION****20. CEO ACTIVITY REPORT**

<b>Date</b>	<b>Activity</b>
8 <sup>th</sup> November	Call with Peter Spalding of Crosslands/OPR regarding road agreement and dongas. The dongas are to be tendered by Ross's Auctions in early January
8 <sup>th</sup> November	3 Dingoes that had been destroyed by Peter Ardley brought to shire office.
13 <sup>th</sup> November	Meeting with Dianne, John McCleary of Cue and Yasutaka Okamoto of MDP and Peter Spalding regarding the termination of the road train permit agreement. Minutes of meeting have been circulated to Councillors.
14 <sup>th</sup> November	Swore in Cr Paul Squires as he is unable to attend the November meeting due to the death of a close friend and the need to attend the funeral which is in Albany on the 15 <sup>th</sup> .
14 <sup>th</sup> November	Travelled out to Pia Wadjarri RCS and met Cr Halleen and Julie Ryan for the judging of the anti-litter poster competition.
20 <sup>th</sup> November	Spoke with WALGA re CLGF individual grant – suggested we raise it at Cue Parliament.
22 <sup>nd</sup> November	Attended Cue Parliament with the Shire President and Cr Broad. Following Cue Parliament we had a further discussion with John McCleary, CEO and Roger LeMaitre, President of Cue regarding termination of the road train agreement on the Beringarra-Cue Road
22 <sup>nd</sup> November	Garry Kravainis of DFES advised appeal committee had reviewed our appeal and upheld it. We will get the new Light Tanker and Rural 1.4 tanker. The new vehicles will not be available for about 12 months but until then they will loan us a vehicles. I have asked if we can get the 3.4 tanker from Meekatharra as they have a new one coming and he said he will see what he can do.
23 <sup>rd</sup> November	Assisted with stock take and handover of roadhouse from Sam & Deb Stewart to Geoff and Debbie Gard.
25 <sup>th</sup> November	CEO in Geraldton
26 <sup>th</sup> November	Meeting with Ken Diehm and Neil Arbutnot at the CGG re the Carnarvon-Mullewa Road and Beringarra-Pindar Road
27 <sup>th</sup> November	CEO in Geraldton
28 <sup>th</sup> November	Peter Smith, Ranger, visited shire office and discussed the subsidised sterilisation program, which was scheduled for this year but will be taking place next June. Also checked out chip reader to make sure we have all the necessary items as he is doing an accreditation to allow him to micro-chip animals.
28 <sup>th</sup> November	Jamie Conway-Physick of DPaW called into office. He had been checking the old chimney at the Erabiddy Outcamp – it is not actually in the excised portion but is still within Wooleen Station. He has suggested that it needs to be fenced.
28 <sup>th</sup> November	Jim McNamara – DFES – called in to catch up and check fuel at settlement. I advised him our appeal had been successful.
4 <sup>th</sup> December	Flew with Yasutaka Okamoto and Kapila Karunaratna of MDP to Cue for a meeting regarding the termination of the road train permit agreement on the Beringarra-Cue Road. Peter Spalding joined us there, as did John McCleary and Roger LeMaitre of Cue. Good meeting but very bumpy flight – especially coming back when we hit some turbulence due to the thermals.
5 <sup>th</sup> December	Teleconference with Simon and Shannon of Urbis to go through the first draft of the Local Planning Scheme and Strategy.
5 <sup>th</sup> December	Carried out three staff reviews with the Works Supervisor on members of staff in the outside crew.
11 <sup>th</sup> December	CEO in Geraldton for MEG meeting.
12 <sup>th</sup> December	CEO in Geraldton for MEG meeting
13 <sup>th</sup> December	Discussion with Simon McGarvie, Manager, Radio Astronomy, Office of Science on SKA site establishment planning and proposed workshop.

**Recommendation:**

That the CEO’s Activity Report be accepted.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**21. URGENT BUSINESS**

**22. ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

Motion to close the meeting to the public

**Recommendation:**

That the meeting move behind closed doors.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried</b>	<b>For:</b>	<b>Against:</b>

Motion to open the meeting to the public

**Recommendation:**

That the meeting move out from behind closed doors.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved:</b>	<b>Seconded: Councillor</b>	
<b>Carried</b>	<b>For:</b>	<b>Against:</b>

**23. MEETING CLOSURE**