



Western Australia

Agenda for the Ordinary Meeting of the Murchison Shire Council,
To be held in the Council Chambers, Carnarvon Mullewa Road, Murchison,
On Friday **19 August 2016**, commencing at 10.00 am.

TABLE OF CONTENTS

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS3

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE3

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE3

4. PUBLIC QUESTION TIME3

 4.1 Standing Orders3

5. NEXT MEETING.....3

6. APPLICATIONS FOR LEAVE OF ABSENCE.....3

7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS3

8. CONFIRMATION OF MINUTES4

 8.1 Ordinary Council Meeting – 15 July 20164

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....4

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS4

11. ACTION LIST4

12. DISCLOSURE OF INTERESTS.....6

13. REPORTS OF OFFICERS.....6

 13.1 Monthly Plant Report – Works Supervisor6

 13.2 Works Report – Works Supervisor 10/07/2016 – 13/08/2016.....7

14. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED9

 14.1 Shire President.....9

 14.2 Councillors.....9

15. REPORTS OF COMMITTEES.....9

 Bridge Opening Committee – refer attached minutes.....9

16. FINANCE.....9

 16.1 Financial Activity Statements June 20169

 16.2 Accounts Paid during the period since the last list was adopted/endorsed by Council 10

 16.3 Financial Activity Statements July 201612

 16.4 Corporate Business Plan 2016 - 202013

 16.5 Budget 2016 - 201714

17. DEVELOPMENT17

 17.1 Rainstar Holdings Pty Ltd Trading as Wooleen Station - Licensing of Caravan Park
Facilities17

18. ADMINISTRATION.....19

 18.1 Ward Review19

 18.2 Policy Manual Amendments – Planning and Building Controls21

19. NOTICE OF MOTION24

20. CEO ACTIVITY REPORT24

21. URGENT BUSINESS25

22. ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS.....25

 22.1 RFT 1.2016-17 Shire of Murchison Freight Service.....25

23. MEETING CLOSURE.....25

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

1:00 pm BBQ Lunch
 Gavin Treasure – Mid West Development Commission
 Representatives from CSIRO to discuss Radio Quiet Zone

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

16 September 2016.

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Request for Tender 1.2016-17 Shire of Murchison Freight Service pursuant to 5.23 (2) c & e of the Local Government Act 1995 –

- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;

8. CONFIRMATION OF MINUTES

8.1 Ordinary Council Meeting – 15 July 2016

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 July 2016 be confirmed as an accurate record of proceedings

Voting Requirements:

Simple majority

Council Decision:		
Moved: Councillor	Seconded: Councillor	
That the Minutes of the Ordinary Council meeting of 15 July 2016 be confirmed as an accurate record of proceedings.		
Carried/Lost	For:	Against:

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

11. ACTION LIST

No	Item	Action	Status
1	Community Project Officer	Still sitting on the table. Meeting held 11 th March 2016 and recommendations presented to Council at the April OCM – the item was left to lay on the table while Council explored other options.	Ongoing
2	Ballinyoo Bridge Tender	Complete – Certificate of Practical Completion Issued. Waiting on final invoices. Final Variations agreed – final cost will be available by the end of June.	A late variation claim has been made by Bocol which has been disputed by the Shire and is sitting with the Adjudicator.
3	Cemetery and Remembrance Walk (walk)	Completion of the cemetery and names for the remembrance walk. Community to be contacted to suggest names for inclusion. Community Advisory Group to advise Council on these projects. Invitation sent to CAG to meet on Friday 3 June. A surveyor will be at the Murchison Settlement shortly to survey the tip, so will plan to have the Cemetery done as well. <i>Action:</i> The work to be completed by surveyor to include Cemetery as well. Meeting held 3 June 2016.	Ongoing.
4	Review of Road Network	Council to conduct a whole of shire road review. Establish roads to be closed/position of roads etc. and work with Landgate and surrounding shires.	Ongoing.

		<p>Full road pick-up has been undertaken by Greenfields and has been finalised – this was mainly to establish correct infrastructure values but will form a good basis from which to start. As an adjunct to this, the CEO was hoping to do a review of the Internal Hierarchy for this meeting, but it has turned out to be more complicated than first thought. The status (ie a road defined by description; a dedicated road; a gazetted road; a closed road) of roads no longer maintained needs to be identified before the Shire can progress with this. Undesignated unsurveyed roads were bought up as a discussion point at the May zone meeting. Paul Rosair did a presentation to the March OCM, which was dis-cussed at the April OCM.</p>	
5	Development of Draft Drug & Alcohol Policy	<p>CEO to develop a draft Drug & Alcohol Policy to present to council for consideration. The intention once the present workload is divided more equitably, to undertake a full review of the Policy Manual and develop a Drug & Alcohol Policy as part of this process. The CEO has asked LGIS if they have a pro-forma policy that can be adapted to suit our circumstances. They are currently working in conjunction with WALGA to develop one and it will be available in the short term. The President has forwarded a policy which is a WALGA template. If it is suitable, it refers to a Discipline Policy and a Grievance, Investigations and Resolutions Policy, which we will also need to develop.</p>	<p>Met with Katherine Kempin Senior OSH Consultant, LGIS Workforce Risk Services and Stuart McMahon during LG Convention week to discuss Drug & Alcohol Policy. Referred to Scott Roffey who would be able to provide a proforma policy that could be tailored to suit the Shire's requirements.</p>
6	Write to Dr Douglas Bock, Acting Director CASS	<p>At the OCM on July 19 2016, Antony Schinckel and Carol Wilson joined the meeting by teleconference to discuss the Radio Quiet Zone. Questions were asked regarding the future of the Boolardy lease and the process of replacing the Halleen's' as managers of the catering and pastoral facilities at Boolardy. The queries were referred to Dr Douglas Bock as the person best placed to answer them. Council requested that the CEO write to Dr Bock with their queries.</p>	<p>Letter emailed to Dr Bock Friday 12 August 2016. Councillor's cc'd.</p>

Recommendation:

That the Action List be accepted.

Voting Requirements:

Simple majority

Council Decision:			
Moved: Councillor		Seconded: Councillor	
That the Action List be accepted.			
Carried/Lost		For:	Against:

12. DISCLOSURE OF INTERESTS

13. REPORTS OF OFFICERS

13.1 Monthly Plant Report – Works Supervisor

July 2016			Hours					YTD	
Plant Item	Year	Rego	1 July '16	Start Hrs/kms	End Hrs/km	Total Month YTD		Operating Costs Plant Fuel	
P.01 JD Grader	2011	MU1063	7762	7762	7829	67	67	1738.29	1319.14
P.02 Cat Grader 12H	2005	MU 141	14167	14167	14279	112	112	353.90	2168.27
P15003 JD 6WD Grader	2012	MU121	712	712	773	61	61	0.00	459.69
P.04 New/H Ford Tractor	2006	MU 380	1912	1912	1930	18	18	68.70	77.48
P.05 Dolly 1-Red	2001	MU 2003	1972	1972	5450	3478	3478	0.00	n/a
P.07 Nissan UD	2009	000 MU	202424	202424	204909	2485	2485	0.00	589.84
P.08 Dolly 2-Black	2000	MU 2009	1816	1816	2531	715	715	17.75	n/a
P.09 Iveco P/Mover	2003	MU1065	315776	315776	318801	3025	3025	0.00	1410.05
P.10 Iveco W/Truck (hrs)	2004	MU 00	10864	10864	10920	56	56	1007.61	278.91
P.11 Komatsu Dozer	1997		1481	1481	1573	92	92	2744.68	1767.46
P.13 Tri-Axle L/L Float	2008	MU 663	12902	12902	14980	2078	2078	0.00	n/a
P.14 No. 2 Float	2001	MU 2004	2391	2391	6125	3734	3734	0.00	n/a
P.17 Side Tipper	2001	MU 662	970	970	3464	2494	2494	17.75	n/a
P.18 Side Tipper	2001	MU2010	15034	15034	17529	2495	2495	35.50	n/a
P.24 30K W/Tanker Trailer	2005	MU 2024	46001	46001	46012	11	11	721.35	n/a
P.27 Volvo Loader	2006	MU 65	7942	7942	7971	29	29	154.46	870.82
P.28 Isuzu Dmax	2009	MU 300	209207	209207	210812	1605	1605	0.00	158.05
P.32 Construction Gen			22437	22437	22572	135	135	12.89	384.77
P.33 Maintenance Gen			9098	9098	9146	48	48	577.08	82.64
P.34 Generator Perkins		Mechanic	151	151	151	151	0	0.00	0.00
P.35 Generator 1-110kva	2011		24201	24201	24649	448	448	6881.22	7133.00
P.35 Generator 2-110kva	2011		16826	16826	17211	385	385		
P.37 Forklift			12443	12443	12468	25	25	0.00	56.82
P.40A Toyota Hilux	2014	MU 01	61055	61055	64800	3745	3745	466.20	551.62
P.41 Cat 938G Loader	2004	MU 193	5315	5315	5365	50	50	0.00	219.00
P.43 Bomag Roller	2012	MU1027	1496	1496	2988	1492	1492	69.19	196.28
P.48 Dog Fuel Trailer	1979	MU 2026	0		0	0	0	0.00	n/a
P.49 Dog Fuel Trailer	1972	MU 2005	0		0	0	0	0.00	n/a
P.54 Isuzu T/Top	2005	MU 1002	171821	171821	173127	1306	1306	326.92	222.10
P.55 Toyota Prado	2012	MU 0	71388	71388	73803	2415	2415	0.00	213.83
P.57 Great Wall	2012	MU 167	54225	54225	54910	685	685	137.40	69.21
P.59 45ft Flat Top	1978	MU2044	0		0	0	0	360.68	n/a
P.60 Mercedes PTV	2004	MU 1009	102020	102020	102103	83	83	81.68	0.00
P.61 Kenworth P/Mover	2004	MU 000	76906	76906	79012	2106	2106	6258.98	2136.24
P.63 RAV4	2013	MU 1011	35031	35031	35800	769	769	0.00	29.58
P.64 Isuzu Construction	2013	MU 140	95645	95645	99481	3836	3836	12.99	1164.19
P.65 Generator 9KVA	2013	H/ Maint	5440	5440	5532	92	92	0.00	305.77
P.66 Kubota 6kva Gen	2012		9948	9948	10343	395	395	8.49	476.21

P.67 Roadwest S/Tipper	2013	MU2042	58719	58719	59454	735	735	3726.00	n/a
P.68 Bomag Padfoot	2013	MU1071	1595	1595	1606	11	11	536.87	100.20
P.72 Isuzu Fire Truck	2013	MU1068	1353	1353	1353	0	0	0.00	0.00
P.73 Toyota Fast Attack	2014	MU1069	8900	8900	8900	0	0	0.00	0.00
Caravans				n/a	n/a	n/a	n/a	280.59	n/a
P11076 JD Ride on mower			795	795	800	5	5	-18.95	249.82
P15006 Isuzu Maint	2015	MU1018	15842	15842	18195	2353	2353	921.04	559.88

13.2 Works Report – Works Supervisor 10/07/2016 – 13/08/2016

Construction Crew

Crew commenced scheduled works at the Ballinyoo Bridge which included setting up a car parking area at the old bridge and constructing a footpath from the old bridge to the caravan parking area at the new bridge. Work was stopped due to rain and all equipment and plant was then moved up to the Yarra Yarra crossing on the Carnarvon/Mullewa road approx. 3km south of Byro.

The approaches on both side of the Yarra Yarra crossing were cut down approx. 450mm and .200mm of new gravel was placed back in and butted up to the new concrete crossing. From here crew moved plant, caravans and equipment over to Beringarra and then started on a 1.3km section of reforming and calcrete sheeting on the western end of the Nookawarra/Mileura road. This section was very slippery and held up services (Mail, fuel etc) to Stations in the area.

With the completion of the 1.3km section crew then moved over to the Beringarra-Pindar road and started on the next job of placing in new contour banks and bunds and the sheeting of some low flood-way sections (boxed out then replaced with calcrete) north of Nookawarra.

At the boundary grid of Beringarra/Nookawarra (picked up in this year’s road inspection) water contouring at this grid is required. (Water was directed to flow through a 12ft culvert flow through type grid) A new floodway is required on the north side of this grid to take all water across and not through the grid culvert.

A contour bank was also built to direct water from the new floodway away from the boundary fence.

While in the area crew will also grade the Nookawarra air-strip which is approx. 7km north of Nookawarra.

With the completion of the above, the crew will then start the next works program of rocking the down side of a small creek and river crossings on the Beringarra-Byro and Beringarra-Mt Gould roads. (The Flood Damage road repair crew sheeted the crossings but the placing of rocks was not in the flood repair works).

Maintenance Crew

The maintenance crew are now grading the Carnarvon-Mullewa road north of the Settlement. As of today’s date (11/08/2016) they are at the Byro-Innouendy boundary grid.

Crew had graded as far as the Beringarra/Byro intersection on the Carnarvon-Mullewa road then moved over to Byro-Woodleigh road but due to some heavy rain they returned back to the Carnarvon-Mullewa road. They will now complete a full grade to the boundary and then move back to the Byro-Woodleigh road.

From here crew will move down to the southern/middle area of the shire and start grading the Meeberrie-Wooleen road (some sections of this road have received heavy rain). From here they will work their way over to Boolardy grading all roads (Wooleen-Twin-Peaks, Wooleen-Mt Wittenoom, Wooleen-Boolardy) and then start a full grade on the Beringarra-Pindar road from Boolardy-Kalli road heading south (Flood Damage crew are doing a full grade from Beringarra to the Boolardy-Kalli road intersection and as of 11/08/16 they are approx. 10km north of the Nookawarra/Boolardy grid).

ROADS GRADED 10/07/2016 – 11/08/2016

Name	Length of Road	SLK’s Graded this month	Heavy Maintenance	Comments
Beringarra /Pindar	319.80km			
Beringarra /Pindar				
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			
McNabb/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 Wittenoorn	37.55km			
Woolleen/Mt Wittenoorn	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			
Coolcalalaya road	36km			
Carnarvon-Mullewa	278.63km	130km		Some sections graded over again due to rain damage.
Mt Narryer	3km	3km		
Woolgorong-South	15.00km	12km		
Errabiddy Bluff	12km			
Air strip Graded				

Total this month graded 145km

Recommendation:

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

Voting Requirements:

Simple majority

Council Decision:			
Moved: Councillor		Seconded: Councillor	
That the Work’s Supervisor’s report be accepted.			
Carried/Lost		For:	Against:

14. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

14.1 Shire President

14.2 Councillors

15. REPORTS OF COMMITTEES

Bridge Opening Committee – refer attached minutes

16. FINANCE

16.1 Financial Activity Statements June 2016

File:	
Author:	Linda Gray – Deputy Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	16 August 2016
Attachments:	Financial Activity Statements to 30 June 2016 Statement of Financial Position Operating Statement by Nature & Type Operating Statement by Program General Ledger Trial Balance Accounts Activity

Matter for Consideration:

Council to consider adopting the Monthly Financial Statements for June 2016, noting that the Surplus of \$1,551,517 may be subject to final adjustments.

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 June 2016 is a surplus of \$1,551,517.

Variiances – YTD Budget to YTD Actual

Opening Funding Surplus(Deficit)		0
Less Operating Revenues down	(\$7,178,377)	
Plus Operating Expenditure down	\$3,701,836	
Plus Funding Balance Adjustment	87,406.00	
Less Capital Revenue down	(\$400,567)	
Plus Capital Expenditure down	\$2,547,876	
Plus Reserve Transfers up	\$2,793,343	
	<u>\$1,551,517</u>	

Note that the June Financial Statements will require adjustment once the three yearly revaluation of Plant and Equipment done in 2016 is complete. These are being prepared now, and any increment or decrease in valuation will be included in the final EOFY Financial Statements.

The delay in receipt of the WANDRRA funding is reflected in the amount shown against creditors at the end of June (\$1,411,853) and will be shown in the Statement of Financial Position in the Shire of Murchison’s Annual Report. All invoices were paid within the terms of payment, but the delay in funding had to be managed carefully by the Shire.

The following Term Deposits are currently held as at 30th June 2016:

Beringarra- Cue Road Reserve TD	\$752,513	@ 1.000% Maturity 17/07/2016
Crosslands MCF Term Deposit	\$361,058	@ 2.750% Maturity 25/08/2016
Ballinyoo Bridge	\$1,027,160	@ 2.060% Maturity 27/07/2016

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.

Budget/Financial Implications:

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

Sustainability Implications:

- **Environmental:**
There are no known significant environmental considerations
- **Economic:**
There are no known significant economic considerations
- **Social:**
There are no known significant considerations

Consultation:

Moore Stephens

Recommendation:

That Council adopt the financial statements for the period ending 30 June 2016 as attached.

Voting Requirements:

Simple majority.

Council Decision:		
Moved: Councillor	Seconded:	
Carried/Lost	For:	Against:

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

File:	4.37.1
Author:	Linda Gray – Deputy Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	16th August 2016
Attachments:	EFT & Cheque Details for July 2016

Matter for Consideration:

Endorsement of accounts paid during the month of July 2016.

Background:

If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, then the CEO is to prepare a list of accounts paid by the CEO during the month to present to Council.

Comment:

Payments made during the month of July 2016 are attached.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

Regulation 13 states:

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented
- (3) A list prepared under sub regulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Strategic Implications:

None

Policy Implications:

None

Budget/Financial Implications:

Payment from the Municipal, Trust and Reserve Bank Accounts.

Sustainability Implications:

- **Environmental:**
There are no known significant environmental considerations
- **Economic:**
There are no known significant economic considerations
- **Social:**
There are no known significant considerations

Consultation:

Moore Stephens

Recommendation:

That the accounts as per the attached Schedule presented to this meeting totalling \$2,626,141.95 which includes \$46,000 of intra account transfers for the month of July 2016, be endorsed by Council.

Voting Requirements:

Simple majority

Council Decision:		
Moved: Councillor		Seconded: Councillor
Carried/Lost	For:	Against:

16.3 Financial Activity Statements July 2016

File:	2.2
Author:	Dianne Daniels – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	16 August 2016
Attachments:	Nil

Matter for Consideration:

Council to note that the Financial Activity Statement for July 2016 will be presented to Council at the Ordinary Meeting of Council on 16 September 2016, along with the August Financial Activity Statement

Background:

The Local Government (Financial Management) Regulations 1996 - Regulation 34(1) requires that local government prepare a report on a monthly basis and prescribes what is required to be reported. FM 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

Regulation 34(4) allows for the statement of financial activity and accompanying documents to be (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and (b) recorded in the minutes of the meeting at which it is presented.

Comment:

As the Budget is presented for adoption at this meeting, we have been unable to enter it into Synergy as yet and July reports generated would not comply with FM Reg 34 as there is no budget comparative. Once the Budget is adopted, we will enter the figures into Synergy and be back on track to present reports the following month.

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 (refer background information above)

Strategic Implications:

Nil.

Policy Implications:

Nil.

Financial Implications:

Nil

Consultation:

Nil

Voting Requirements:

N/A – The item is for Council's information and for the record.

16.4 Corporate Business Plan 2016 - 2020

File:	4.39
Author:	Dianne Daniels - Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	16 August 2016
Attachments:	Draft Corporate Business Plan 2016 – 2020

Matter for Consideration:

Consideration of the Draft Corporate Business Plan 2016 – 2020 for adoption by Council.

Background:

The Shire of Murchison's Strategic Community Plan 2012 – 2023 was prepared following a period of community engagement to determine and document the community's vision, aspirations, and values to cover the 10 years of the plan. Within the Strategic Community Plan, four community well-being priorities were identified, being Economic, Environmental, Social and Civic Leadership. Desired outcomes were developed for each strategic goal and strategies established to achieve each desired outcome. The Strategic Community Plan underwent a desktop review in June 2015 and will be due for a full review by May 2017.

Achieving the community's vision and Shire's strategic goals requires development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required due to limited resources. The planning process is formalised as a Corporate Business Plan.

Comment:

The Corporate Business Plan has been prepared to achieve compliance with the Local Government (Administration) Regulations 1996. The plan is informed by the Strategic Resourcing Plan and the Workforce Plan and forms part of the required Integrated Planning and Reporting Framework introduced by the Department of Local Government.

The Plan prioritises the actions to be undertaken for each strategy from the Strategic Community Plan on pages 11 – 15. Planned capital projects are shown at Appendix A on pages 16 and 17 and completed capital projects are shown at appendix B on pages 18 and 19.

The Plan aims to develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Statutory Environment:

Section 5.56(1) and (2) of the Act requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.

The regulations specify what a 'plan for the future' should involve. In particular, local governments are formally required to develop and adopt two planning instruments:

A Strategic Community Plan, and

A Corporate Business Plan.

The development of these two plans are informed by the Strategic Resourcing Plan and the Workforce Plan.

Strategic Implications:

Achieving the community's vision and Shire's strategic goals requires development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required due to limited resources. The planning process is formalised as a Corporate Business Plan.

Policy Implications:

Nil

Financial Implications:

The Corporate Business Plan informs the 2016 - 2017 Budget.

Consultation:

Moore Stephens

Recommendation:

That the Shire adopts the Corporate Business Plan 2016 - 2020.

Voting Requirements:

Absolute Majority

Council Decision:		
Moved: Councillor		Seconded: Councillor
Carried/Lost:	For:	Against:

16.5 Budget 2016 - 2017

File:	2.4
Author:	Dianne Daniels – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	13 August 2016
Attachments:	Attachment A - Budget Meeting Adjustments Attachment B - Budget 2016 - 2017

Matter for Consideration:

Council to consider the adoption of the 2016 - 2017 Budget.

Background:

As part of the function of local government and its operations, under Section 6.2 of the Local Government Act 1995, during the period 1 June in a financial year to 31 August in the next financial year, each local government is to prepare and adopt its Annual budget in the prescribed format.

The 2016-2017 draft detailed Budget was considered by council at a special Meeting held on the 27th of July 2016. The Statutory Budget presented today reflects the decisions that came from that meeting. Changes made at the meeting have been included in the Statutory Budget, along with the reduction to the Proceeds on Disposal/Transfer to Bridge Reserve of \$19,269 that came to light after the meeting – the Budget Meeting Adjustments are shown as Attachment A. Since then, a discrepancy in the Budget spreadsheet failed to deliver the \$300,000 works program for the Beringarra Cue Road to the Funding Statement, even though it appeared on the ‘Budgeting Modifications’ tab in the Detailed Budget. In order to address this and after discussions with the President, I have reduced the expenditure on the office extensions from \$500,000 to \$250,000 and reduced the transfer to the Flood Reserve by \$50,000. We will aim to commence the office extensions in May/June 2017 and budget for the other \$250,000 in the 2017/18 financial year – this plan can be reviewed at Budget Review time in March 2017.

The Corporate Business Plan, which draws on information provided in the Shire’s Strategic Community Plan, has informed this Budget.

Comment:

Below is a summary of items previously considered and adopted for inclusion in the Budget 2016-2017:

Plant Replacement Program

The Plant Replacement Program formulated by the Works Supervisor and CEO was considered by the Plant Working Group at a teleconference on the 16th June 2016. The Plant Replacement Program, with a changeover of \$710,712, was adopted by Council on the 17th June 2016 – Refer Agenda Item 21.1 of the minutes of the June meeting. It was decided at the Special Meeting on the 27th July that the trade-in of the CEO’s Prado would be delayed for a year as the trade-in of the RAV4 on a Prado had fallen into the current year due to problems with delivery and so there is now a net changeover of \$681,809.

Fees and Charges

All fees and charges have been revised considering the cost to Council and by comparing the proposed Fee or Charge to that charged by alternative suppliers in a similar situation. These were adopted by Council at the 17 June 2016 meeting – refer Agenda Item 16.3 of the minutes of the June meeting.

Differential Rates

In accordance with the requirements of section 6.36 of the *Local Government Act 1995*, a statement of intended differential rates and minimum payments was published in the Geraldton Guardian newspaper on 24th May 2016. 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. One submission was received and before adopting the differential general rates and associated Minimum Rates, Council was 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.

This approval was sought immediately following the June 2016 meeting and approval was granted on 14 July 2016. Council adopted Differential Rates at the meeting of 15 July 2016 – refer Agenda item 21.1 of the minutes of the July meeting.

Members Remuneration

As required, the allowances for the President and Councillors for 2016-2017 were based on WA Salary and Allowances Tribunal reviewed Elected Members Remuneration scales. They were increased by a modest 1.3% and adopted by Council at the 20 May 2016 meeting - refer Agenda Item 16.4 of the minutes of the May meeting.

Capital Works Program

The Draft Budget 2016-2017 provides for Capital Expenditure of \$5.8M, which will be funded from carried forward funding, general revenue and new funding provided by State and Federal agencies. This figure includes projects which were drawn from the Strategic Community Plan and from Council's prioritisation of Roadworks at the June 2016 meeting – refer Agenda Item 17.1 of the minutes of the 15 June 2016 meeting.

Borrowings

There are no borrowings in the 2016-2017 budget.

Budget Result

The net result of the 2016-2017 Budget is a zero balance, based on a 2015-2016 carried forward figure of \$1,572,750. The June Financials presented at this meeting show an adjusted brought forward figure of \$1,551,517, a difference of \$21,233 due to accruals processed since the Detailed Budget was reviewed on the 27th July. The final carried forward figure may still be subject to final adjustments at audit.

The Budget includes provision for Capital Expenditure of \$5,835,171 as listed below:

CAPITAL EXPENDITURE 2016-17

Project Name	\$
Infrastructure	
Cap-Ex - Cemetery Beautification - Own Source Funds	\$15,000
Cap-Ex - Construction as Per Agreed Works Program	\$1,147,617
Cap-Ex - Bitumise 4km Carnarvon Mullewa Road through Breakaway SLK 146.535-149.535 2.973km R2R 16/17	\$169,781
Cap-Ex - Bitumise 1km Bullardoo - Dust Suppression SLK 262.420-272.420 1 km R2R 16/17	\$79,831
Cap-Ex - Safety Signage including electronic sign - Own Source Funds	\$43,471
Cap-Ex - 6 x 24' Grids - R2R 16/17	\$160,969
Cap-Ex - Bitumise 5 km South of Ballinyoo Bridge SLK 236.65-241.675 5km - R4R MWIP	\$1,651,639
Cap-Ex - Reseal 20 km South of Settlement - R2R 16/17	\$373,800
Cap-Ex - Bitumise North of Settlement from 500m to Breakaway SLK 149.535-153.390 3.855km - R2R 16/17	\$126,047
Cap-Ex - Bitumise Roads in Settlement - R2R 16/17	\$92,037

Cap-Ex - Realignment Away From Flood Prone Zone C-M Rd SLK 132.83 - 135.50 - RPG 16/17	\$141,386
Cap-Ex - Realignment Away From Flood Prone Zone C-M Rd SLK 132.83 - 135.50 - Own Source Funds	\$70,402
Cap-Ex - Bitumen Repairs Beringarra Cue Road - Own Source Funds	\$300,000
Cap-Ex - Storage Bunkers for Road Building Materials - Own Source Funds	\$21,157
Cap-Ex - Airport Lighting Upgrade - Own Source Funds	\$38,012
Cap-Ex - Historic Ballinyoo Bridge Span - Own Source Funds	\$73,000
Cap-Ex - New Loading Ramp - Own Source Funds	\$16,500
Cap-Ex - Improvements to Drinking Water Reticulation - Own Source Funds	\$20,000
Sub-Total Infrastructure	\$4,540,649
Property, Plant & Equipment	
Cap-Ex - Extend Administration Office - Own Source Funds	\$250,000
Cap-Ex - Admin Office Carports - Own Source Funds	\$30,000
Cap-Ex - Sheds for Houses - Own Source Funds	\$62,000
Cap-Ex - Museum Cottage Bedroom Addition - Own Source Funds	\$10,000
Cap-Ex - Development Plans for Interpretive Centre - Own Source Funds	\$50,000
Cap-Ex - Large Flat Screen TV for Community Meeting Room - Own source Funds	\$3,500
Cap-Ex - Racking & Chemical Cabinets for Gardeners Shed - Own Source funds	\$8,350
Cap-Ex - 3 Door Freezer for Roadhouse - Own source Funds	\$10,000
Grader	\$400,000
Quad Float	\$145,000
2 Tank Conversion	\$20,000
Isuzu - Mechanics	\$75,000
Dolly - second hand	\$12,500
Cap-Ex - Card Reader for Roadhouse - Own Source funds	\$45,000
Cap-Ex - Chlorinator for Drinking Water - Own Source Funds	\$30,000
CEO Prado	\$48,172
Plumbers Drain Cleaner	\$6,000
Fogger	\$4,000
Diesel Ride-on Mower	\$23,000
Truck Tyre Change Machine	\$15,000
Construction Camp Genset	\$20,000
Auger (to fit loader)	\$15,000
Works Supervisors Canopy	\$10,000
Dashcam	\$2,000
Sub-Total Property, Plant & Equipment	\$1,294,522

Statutory Environment:

Section 6.2 of the Local Government Act 1995 refers.

Section 6.2(2) of the Act requires that in preparing its annual budget the Council is to have regard to the contents of its plan for the future prepared in accordance with section 5.56. Under the Integrated Planning Framework for Local Government, that is the Community Strategic Plan. This section requires that Council must prepare detailed estimates of:

- (a) Expenditure;
- (b) Revenue and income, independent of general rates
- (c) The amount required to make up the 'deficiency' if any shown by comparing the estimated expenditure with the estimated revenue and income.

Section 6.2(3) requires that all expenditure, revenue and income must be taken in account unless otherwise prescribed. Local Government (Financial Management) Regulation 32 prescribes amounts that may be excluded in calculating the 'budget deficiency'

Section 6.2(4) requires the annual budget to incorporate:

- (a) Particulars of estimated expenditure proposed;
- (b) Detailed information relating to the rates and service charges which will apply, including:
 - (a) Amount estimated to be yielded by the general rate
 - (b) Rate of interest to be charged on unpaid rates and service charges;
 - (c) Fees and charges;
 - (d) Borrowings and other financial accommodations proposed;
 - (e) Reserve account allocations and uses;
 - (f) Any proposed land transactions or trading undertakings per section 3.59

Sustainability Implications

- **Environmental**
The budget has been developed in conjunction with the shires integrated planning documents with particular reference to the Corporate Business Plan and Strategic Community Plan.
- **Economic**
The budget has been developed in conjunction with the shires integrated planning documents with particular reference to the Corporate Business Plan and Strategic Community Plan.
- **Social**
The budget has been developed in conjunction with the shires integrated planning documents with particular reference to the Corporate Business Plan and Strategic Community Plan.

Strategic Implications:

The Budget has been informed by the Shire’s Strategic Community Plan and Corporate Business Plan with the view to achieving the community’s vision and Shire’s strategic goals.

Policy Implications:

Nil.

Financial Implications:

The setting of the 2016 -2017 Budget will guide the financial operations of the Shire over the coming year.

Consultation:

Works Supervisor
Plant Working Group
Moore Stephens

Recommendation:

That Council adopt the 2016 -2017 Budget as presented.

Voting Requirements:

Absolute Majority.

Council Decision:		
Moved: Councillor	Seconded: Councillor	
Carried/Lost:	For:	Against:

17. DEVELOPMENT

17.1 Rainstar Holdings Pty Ltd Trading as Wooleen Station - Licensing of Caravan Park Facilities

File:	7.1
Author:	Philip Swain – Health/Building Officer
Interest Declared:	No interest to disclose
Date:	15 August 2016
Attachments:	Attachment A - Caravan and Camping Ground Delegations

Matter for Consideration:

Council is requested to approve the licence for Wooleen Station to operate caravan and “nature-based park” locations on the pastoral lease in accordance with the Caravan Parks and Camping Grounds Act 1995 and the Caravan Parks and Camping Grounds Regulations 1997.

Background:

On the 20 May 2016 Council resolved the following;

That Council approve the caravan and camping facilities being five (5) unpowered caravan bays and three (3) “nature based park” locations on Wooleen Station subject to:

1. *The development of ‘nature based park’ facilities at the three (3) locations on Wooleen Station complying with the Management Plan and the following:*
 - (a) *A compliant fire extinguisher provided in accordance with the requirements of AS 2444-1995 “Portable fire extinguishers — Selection and location”, and being available at each site whenever the same is in use;*
 - (b) *The operators providing shower facilities for ‘nature based park customers’ at the homestead with the overall number of facilities for the total sites (8) being in accordance with Schedule 7 of the Caravan and Camping Ground Regulations 1997 for caravan parks;*
2. *The applicants obtaining a licence for the provision of campsites at the Wooleen Station Homestead and the nature-based park locations in accordance with the requirements of the Caravan and Camping Ground Act 1995 and the Caravan and Camping Ground Regulations 1997;*
3. *The Shire permitting the alternative arrangements for the provision of potable water subject to the exemption being agreed to by the Executive Director Public Health in accordance with Clause 42 of Schedule 7 of the Caravan and Camping Ground Regulations 1997;*
4. *The applicants demonstrating that the proposed uses are in conformity with the requirements of the current pastoral lease prior to the issue of the licence for the facility;*
5. *No chemical toilet or sullage water from self-contained vehicle ablution facilities associated with patrons utilising the “nature based park” sites is to be disposed of on site.*

The station is located approximately 35 kilometres from the Murchison Caravan Park, a Shire owned facility, which is operated in conjunction with the Murchison Roadhouse and has ten (10) short-term bays.

Comment

The overall proposal is for five (5) unpowered caravan parking sites located at the homestead and for three (3) nature based park locations elsewhere on the station.

The five (5) unpowered bays located adjacent to the Wooleen Homestead must comply with the requirements of the Caravan and Camping Ground Regulations 1997. Furthermore, the Department of Lands has now amended the lease document for Wooleen Station to enable pastoral based tourism including the Caravan Park operation and the Nature Based Park locations to operate on the land.

The conditions imposed on the development can be, or have been, satisfied with the exception of the exemption relating to potable water. The Administration has written to the Department of Health seeking exemption now that the pastoral based tourism lease arrangements have been finalised. It is recommended that subject to a satisfactory response from the Executive Director, Public Health the licence for the park be issued.

There will also be subsequent annual need to reissue the licence for the facility and consequently it is also recommended that the Delegations be amended to enable the CEO to manage this administrative task. As a component of this delegation Regulation 11 of the Caravan Parks and Camping Grounds Regulations 1997 enables a local government to issue temporary approval for people to camp on land which they have permission to utilise, for up to 3 months. Whilst this permission is seldom likely to be needed in the Shire of Murchison, it is a common component of Caravan Parks and Camping Grounds Act delegations, due to the short term and administrative nature of such permission. Consequently, it is proposed that the delegation outlined in Attachment A be approved to enable the CEO to complete such tasks.

Statutory Environment:

The following legislation impacts upon this decision;
Caravan and Camping Ground Act 1995;
Caravan and Camping Ground Regulations 1997;
Health Act 1911; and,

Health (Temporary Sanitary Conveniences) Regulations 1997.

Strategic Implications:

The Shire of Murchison Strategic Community Plan 2012/13 – 2022/23 includes Tourism Strategies To promote and support a sustainable tourism industry in the Shire of Murchison.

Sustainability Implications:

- **Environmental**
Environmental impacts will exist but will be managed within the development area by the proponents. Wooleen has been a model for sustainable rangeland development.
- **Economic**
The proposal will support local tourism and business within the Shire
- **Social**
There are no known significant social considerations that need to be addressed as a result of this decision.

Policy Implications:

This report seeks to amend existing delegations to the CEO to assist with the timely issue of licenses and approvals. New proposals for caravan parks or camp grounds will still be the subject of reports to Council.

Financial Implications:

The Shire can licence the facilities and fees are established pursuant to the Regulations. The minimum fee is \$200.

Consultation:

Nil

Recommendation:

1. That, subject to the potable water exemption being agreed to by the Executive Director Public Health in accordance with Clause 42 of Schedule 7 of the Caravan and Camping Ground Regulations 1997, Council approve the Caravan Park Licence for Wooleen Station being five (5) unpowered caravan bays and three (3) “nature based park” locations to be operated by Rainstar Pty Ltd in accordance with the Caravan Parks and Camping Grounds Act 1995 and the Caravan Parks and Camping Grounds Regulations 1997;
2. That Council amend the Council Delegation Register to include delegation 59. Caravan Parks and Camping Grounds Act 1995 & Caravan Parks and Camping Grounds Regulations 1997 – Licenses and Approvals, as outlined in Attachment A.

Voting Requirements:

Absolute majority

Council Decision:	
Moved: Councillor	Seconded: Councillor
Carried/Lost:	For: Against:

18. ADMINISTRATION

18.1 Ward Review

File:	4.9
Author:	Dianne Daniels
Interest Declared:	Nil
Date:	15 August 2016
Attachments:	Discussion Paper for Distribution to Community

Matter for Consideration:

Council to consider undertaking a ward and representation review to address current imbalances

Background:

Schedule 2.2 of the Local Government Act 1995 requires local governments with wards to carry out reviews of the ward boundaries and the number of councillors for each ward from time to time so that no more than eight years elapse between successive reviews.

The purpose of the review is to assess the current arrangements and evaluate a range of options to find a system of representation that best suits the characteristics of the district and its people. Any of the following may be considered:

- Creating new wards in a district already divided into wards;
- Changing the boundaries of a ward;
- Abolishing any or all of the wards into which a district is divided;
- Changing the name of a district or ward;
- Changing the number of Offices of Councillor on a council; and
- Specifying or changing the number of Offices of Councillor for a ward.

Comment:

The last review of wards was carried out in the Shire of Murchison in 2009 and the ward boundaries were amended. In 2011 the number of Offices of Councillor was reduced from seven to six as a minor matter. The Shire's councillor to elector ratio at the time of the October 2011, the October 2013 and the October 2015 elections were as follows:

2011

Ward	Number of Councillors	Number of Electors	Councillor to Elector Ratio	% Ratio Deviation
Ballinyoo	3	44	1:14.67	+3.10%
Darlot	4	62	1:15.5	-2.40%
Total	7	106	1:15.14	

2013

Ward	Number of Councillors	Number of Electors	Councillor to Elector Ratio	% Ratio Deviation
Ballinyoo	3	38	1:12.67	+30.9%
Darlot	3	72	1:24.00	-30.9%
Total	6	110	1:18.33	

2015

Ward	Number of Councillors	Number of Electors	Councillor to Elector Ratio	% Ratio Deviation
Ballinyoo	3	39	1:13	+26.4%
Darlot	3	67	1:22.33	-26.4%
Total	6	106	1:17.67	

In May 2014 the Local Government Advisory Board (LGAB) directed the Shire of Murchison to undertake a review of its wards and representations to address the imbalances. A rapid turn-over of senior staff impacted on the Shire's ability to undertake this review and at the Ordinary Meeting of Council in April 2015, Council resolved to write to the LGAB to advise that the Shire was not in a position to undertake the review until 2016. The letter was written on the 1st May 2015.

The LGAB wrote to the CEO on the 12th May 2015, noting the Shire's intention to conduct the review in 2016.

The review process involves a number of steps:

- The council resolves to undertake the review;
- Once resolved by Council and before conducting the review, a local government is to give local public notice that a review is to be carried out. The purpose of the public notice is to inform the community that a review is to be carried out, not to try and 'sell' a particular option;
- The notice must advise that submissions may be made to the local government six weeks from the date of the first notice (not including the day of the notice);
- It is advised that a discussion paper be developed to explain the various options and the five factors

- against which they will be assessed;
- The options must be assessed against the following factors:
 - Community interest;
 - Physical and topographical features;
 - Demographic trends;
 - Economic factors;
 - The ratio of councilors to electors in the various wards.
- The five factors should be considered in terms of the whole district prior to assessing the options;
- The benchmark for councilor/elector ratios could be seen to be plus or minus 10%, unless exceptional circumstances apply;

Once the review is completed, the local government must provide the LGAB with a written report.

Statutory Environment:

Local Government Act 1995
S2.2(1), s2.3(3) and/or s2.18(3)

Strategic Implications:

- Civic Leadership - to provide Good Governance to the Murchison Shire through:
- compliance with statutory requirements;
 - openness and transparency and enhanced consultation and public participation;

Policy Implications:

Nil

Budget/ Financial Implications:

There are no financial implications apart from the cost of advertising.

Sustainability Implications:

- **Environmental**
There are no known significant environmental implications associated with this decision
- **Economic**
There are no known significant economic implications associated with this decision
- **Social**
There are no known significant social considerations associated with this decision

Consultation:

Local Government Advisory Board Guidelines

Recommendation:

That Council undertakes a ward and representation review to address current imbalances, endorsing the attached discussion paper for distribution to the community.

Voting Requirements:

Absolute Majority

Council Decision:		
Moved:	Seconded:	
Carried/Lost	For:	Against:

18.2 Policy Manual Amendments – Planning and Building Controls

File:	4.40
Author:	Philip Swain – Health/Building Officer
Interest Declared:	No interest to disclose
Date:	19 August 2016
Attachments:	Draft Policy 3.1 – Building Controls

Matter for Consideration:

The Council is requested to replace existing policy 3.1 Building Controls, in relation to development and building regulation within the Shire of Murchison.

Background:

On 21st October 2015 the Shire of Murchison Local Planning Scheme 1 was adopted. The Scheme establishes, for the first time, planning requirements within the Shire, including the Murchison Settlement, Pia Wadjari Settlement and the Pastoral Zone. Special consideration exists within the Scheme for the Australian Radio Quiet Zone. As a result, many future activities within the settlement and any activities on pastoral leases, (other than pastoral activities, mining and ancillary uses and radio astronomy and ancillary uses) will require the issue of a Development Approval by the Shire. The scheme also imposes bushfire management provisions on future development within areas covered by the scheme.

The Building Act 2011 became the basis for building control in Western Australia in 2012 with the adoption of the Building Regulations 2012. The Act and Regulations control all aspects of building control including building permits (formerly licences), demolition permits and the management and control of illegal building work and unsafe buildings.

Most of the former exemptions for the issuing of Building Permits have been retained under the new legislation. These are generally in relation to non-habitable buildings (Class 10a) in areas outside townsites, which apply in many Shire's throughout the state. Under the Act exemptions, for issuing building permits, the Shire of Murchison has no current obligation to issue the same for any building work undertaken within the Shire.

Comment:

With the adoption of the local planning scheme the Shire is now obligated to issue development approvals for various activities on land throughout the Shire. The Shire can also adopt planning policy where appropriate to further clarify conditions and acceptable development activity. The process for developing planning policy is outlined in the scheme text. It is proposed that any policy developed in the future be included in the policy manual.

The Building Act and Regulations exemption means that that the Shire is under no obligation to issue Building Permits pursuant to the Act and Regulations. Additionally, it does not have to issue Occupancy Permits for those buildings that would normally require them (Class 2-9 under the National Construction Code (NCC) but is required to issue demolition permits where these are required. As most regional local governments issue building permits only within town-sites, this is not unusual in that the Shire owns all buildings within Murchison Settlement. The Shire could seek to have the Regulations amended to require permits in some circumstances, such as buildings within Murchison Settlement and buildings requiring development approval, such as tourist facilities within the Pastoral Zone. Requiring permits would also enable the Shire to collect fees for building permits to offset some costs associated with the preparation of the same. However, in line with recent Administration discussions the Shire can continue with the current framework of not requiring building permits. In doing so, the Shire does need to be cognisant of minimum construction standards, generally regarded as compliance with the National Construction Code (NCC), formerly the Building Code (BCA), Australia wide. The Shire also needs to be aware of its own potential liability if substandard construction were to take place within the Shire and safety of persons are put at risk, or civil matters are raised, in the future.

In the interest of responsibly managing any building activity within the Shire it is proposed that the Shire obtain Certificates of Design Compliance (CDC's) for all buildings constructed within the Settlement, as a due diligence measure. CDC's are approved by a registered Building Surveyor and are a certification that the relevant building, if constructed in accordance with the approved plans, complies with the NCC and includes any certifications and documentation in relation to a proposed building. A draft policy to replace Policy 3.1 is outlined in **Attachment A**. The policy also proposes that the Shire recommends that proponents also obtain CDC's for any other construction within the Shire and that the Shire offer to retain a copy of any such documents on its records at the discretion of the proponent.

By requiring CDC's for any Shire Buildings the Shire will ensure that insurance for building is obtainable and that the Shire's interests are protected. Similarly, by recommending and offering to retain documents for other building activity within the Shire, the Council will be providing similar protection to proponents without actually issuing building permits.

Other provisions of the Building Code may require the services of a suitably qualified Building Surveyor such as inspections relating to notices and orders if a building was potentially dangerous. It is however possible for most matters to be dealt with, such as issuing demolition permits, with a delegation to the CEO. Any certifications required for future Shire Buildings, such as CDC's can be obtained from a private certifying Building Surveyor.

Statutory Environment:

The following legislation impacts upon this decision;
 Shire of Murchison Local Planning Scheme No.1
 Building Act 2011
 Building Regulations 2012
 Local Government Act 1995

Strategic Implications:

The Shire of Murchison Strategic Community Plan 2012/13 – 2022/23 includes the following strategy;
 Civic Leadership Objective 4:

To provide Good Governance to the Murchison Shire through:

- Regional collaboration where possible;
- Detailed and professional administration;
- High levels of accountability;
- Compliance with statutory requirements;
- High-quality forward planning, particularly for assets and finances;
- Openness and transparency and enhanced consultation and public participation;
- Provision of quality customer services, good financial management and the pursuit of excellence in professional administration and communication.

The provision of an effective policy framework assists the Shire's objective of good governance

Sustainability Implications

- **Environmental** – Impacts will exist but will be managed within the individual development area.
- **Economic** - The proposal will have no significant economic impacts but will protect the Shire's interests with respect to building compliance in accordance with the Building Code.
- **Social** - There are no known significant social considerations that need to be addressed as a result of this decision.

Policy Implications:

The current Building policy states;

"Policy 3.1- Building Control

The Shire of Murchison has an Interim Development Order in place in the whole of the shire.

A Local Planning Policy is not part of the Interim Development Order and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

All building applications to be approved by Council

It is proposed that this policy be repealed and be replaced with the draft policy **Attachment A**.

Financial Implications:

There are no current fees for this purpose and the Shire is not required to issue building permits under current legislation. The issue of Certificates of Design Compliance will add to the overall costs of building projects but will be less than typical building fees paid in other municipalities.

All development is required to comply with the Building & Construction Industry Training Fund legislation but this is undertaken independent of the Shire.

Consultation:

Once adopted the policy will be subject to regular review in accordance with the requirements of the Local Government Act 1995

Recommendation:

That Council repeals the existing Policy 3.1 Building Controls and adopts the draft policy 3.1 Building Controls as per Attachment A to this report;

Voting Requirements

Absolute Majority

Council Decision:		
Moved: Councillor	Seconded: Councillor	
Carried/Lost	For:	Against:

19. NOTICE OF MOTION

20. CEO ACTIVITY REPORT

Date	Activity
11/07/2016	Admin Meeting
11/07/2016	Meeting with Works Supervisor
13/07/2016	Discussion with Anthony Quahe, Civic Legal, re Bocol belated variation claim
13/07/2016	Discussion with representative from DPaW re our request for their permission to re-align Butchers Track and open up two new gravel pits on DPaW land
15/07/2016	8:00 am Meeting of the Flood Damage Concrete Works Tender Assessment Panel
15/07/2016	10:00 am Ordinary Council Meeting
18/07/2016	Meeting with Works Supervisor
22/07/2016	Bocol lodged submission for belated variation claim with Adjudicator
25/07/2016	Admin Meeting
25/07/2016	Meeting with Works Supervisor
27/06/2016	Special Meeting of Council to Review 2016/17 Budget
28/07/2016	Regional Local Emergency Management teleconference – Gascoyne, Coorow, Meekatharra
28/07/2016	Quentin Fowler brought fast attack to Settlement service – electric start on pump not working
29/07/2016	Meeting with DCEO
1/08/2016	Meeting with Works Supervisor
1/08/2016	Admin Meeting
2/08/2016	Travel to Perth for Local Government Convention
3/08/2016	Meet with Katherine Kempin, Stuart McMahon, David Wood LGIS re Drug & Alcohol Policy
3/08/2016	WALGA AGM
4/08/2016	Meeting with Jenni Law and several new female CEO's.
4/08/2016	Meeting with Glenn Scott at Civic Legal re the belated Bocol variation claim; President Halleen also attended
4/08/2016	Convention sessions
5/08/2016	Convention sessions
6/08/2016	Workshop with Russell Barnes and Tamara Olsen of Moore Stephens and Works Supervisor to update the Long Term Financial Plan and Corporate Business Plan
9/08/2016	Met with Tony Chisholm re flood damage works – both parcels should be finished shortly after next swing
9/08/2016	RFT 1.206/17 Shire of Murchison Freight Tenders opened in the presence of another Officer
9/08/2016	Met with Peter Bishop, Reece Event Hire, at the Bridge to plan for the placement of Marquees for the opening. Committee Chair, Mark Halleen also attended
11/08/2016	Bridge Opening Committee meeting

Recommendation:

That the CEO's Activity Report be accepted.

Voting Requirements:

Simple Majority

Council Decision:		
Moved: Councillor	Seconded: Councillor	
Carried/Lost	For:	Against:

21. URGENT BUSINESS

22. ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

22.1 RFT 1.2016-17 Shire of Murchison Freight Service

23. MEETING CLOSURE