



Western Australia

Agenda of the Ordinary Meeting of the Murchison Shire Council,
To be held in the Council Chambers, Carnarvon Mullewa Road, Murchison,
On Friday 16 December **2016**, 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

Friday 17 February 2017

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Two items pursuant to LGA 5.23 2(c) and 2(e) - Roadhouse Contract and RFT 4.2016-17 Repairs to Bitumen Surface Defects (Beringarra Cue Road)

8. CONFIRMATION OF MINUTES

8.1 Ordinary Council Meeting – 18 November 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 18 November 2016 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

Nil

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	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. 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.	Reviewed Road Hierarchy October 2016 as a starting point. The CEO plans to progress this in early January by investigating the process involved in formally closing the roads nominated by Council, at the October meeting, to be closed.
5	Development of Draft Drug & Alcohol Policy	Drug and Alcohol Policy adopted by Council 18 November 2016.	Complete. Policy, including changes adopted by Council, has been circulated to staff. Location of breathalyser discussed at toolbox meeting.

Recommendation:

That the Action List be accepted.

Voting Requirements:

Simple majority

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

12. DISCLOSURE OF INTERESTS

Nil

13. REPORTS OF OFFICERS

13.1 Monthly Plant Report – Acting Works Supervisor

November 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	8311	8434	123	672	13003.90	12428.74
P.02 Cat Grader 12H	2005	MU 141	14167	14758	14882	124	715	4374.73	10246.53
P15003 JD 6WD Grader	2012	MU121	712	1048	1141	93	429	9514.44	6723.42
P.04 New/H Ford Tractor	2006	MU 380	1912	1977	1981	4	69	2251.34	281.75
P.05 Dolly 1-Red	2001	MU 2003	1972	12569	12569	0	10597	2159.05	n/a
P.07 Nissan UD	2009	000 MU	202424	210975	211265	290	8841	6640.09	6061.91
P.08 Dolly 2-Black	2000	MU 2009	1816	6194	8289	2095	6473	7958.28	n/a
P.09 Iveco P/Mover	2003	MU1065	315776	322366	325799	3433	10023	11962.50	6974.85
P.10 Iveco W/Truck (hrs)	2004	MU 00	10864	11109	11110	1	246	3857.81	2039.74
P.11 Komatsu Dozer	1997		1481	1795	1796	1	315	37588.52	5773.99
P.13 Tri-Axle L/L Float	2008	MU 663	12902	21699	21777	78	8875	4617.57	n/a
P.14 No. 2 Float	2001	MU 2004	2391	7613	8859	1246	6468	2550.18	n/a
P.17 Side Tipper	2001	MU 662	970	12802	14489	1687	13519	2571.20	n/a
P.18 Side Tipper	2001	MU2010	15034	21168	21594	426	6560	2680.44	n/a
P.24 30K W/Tanker Trailer	2005	MU 2024	46001	46341	340	861	1201	10521.21	n/a
P.27 Volvo Loader	2006	MU 65	7942	8290	8347	57	405	11053.67	4990.92
P.28 Isuzu Dmax	2009	MU 300	209207	214842	215161	319	5954	2455.72	926.72
P.32 Construction Gen			22437	24061	24127	4127	1690	168.53	3332.52
P.33 Maintenance Gen			9098	9674	10423	749	1325	1316.84	1738.16
P.34 Generator Perkins		Mechanic	151	151	677	526	526	2.21	1102.45
P.35 Generator 1-110kva	2011		24201	25740	26131	391	1930	13630.30	42060.32
P.35 Generator 2-110kva	2011		16826	18548	18934	386	2108		
P.37 Forklift			12443	12529	12543	14	100	918.40	106.04
P.40A Toyota Hilux	2014	01MU	61055	70500	80102	9602	19047	8513.03	2713.86
P.41 Cat 938G Loader	2004	MU 193	5315	5493	5524	31	209	5897.10	1501.30
P.43 Bomag Roller	2012	MU1027	1496	3068	3177	109	1681	3646.77	2301.27
P.48 Dog Fuel Trailer	1979	MU 2026	0	0	0	0	0	1886.13	n/a
P.49 Dog Fuel Trailer	1972	MU 2005	0	0	0	0	0	335.33	n/a
P.54 Isuzu T/Top	2005	MU 1002	171821	175373	176200	827	4379	1510.81	711.14
P.55 Toyota Prado	2012	MU1011	71388	78033	80919	2886	9531	3923.61	1320.45
P.57 Great Wall	2012	MU 167	54225	57510	58076	566	3851	2146.49	570.95
P.59 45ft Flat Top	1978	MU2044	0	0	0	0	0	2329.87	n/a
P.60 Mercedes PTV	2004	MU 1009	102020	102270	103195	925	1175	4583.28	159.74
P.61 Kenworth P/Mover	2004	MU 000	76906	89625	92123	2498	15217	10971.17	12075.13
P.63 RAV4 – Traded 8/16	2013	MU 1011	35031	35800	35800	0	769	28.10	67.32
P.64 Isuzu Construction	2013	MU 140	95645	109324	118208	8884	22563	5247.92	5739.60
P.65 Generator 9KVA	2013	H/ Maint	5440	5976	5597	-379	157	342.97	1813.30
P.66 Kubota 6kva Gen	2012		9948	10976	11389	413	1441	192.90	1064.81

P.67 Roadwest S/Tipper	2013	MU2042	58719	69001	71189	2188	12470	8971.96	n/a
P.68 Bomag Padfoot	2013	MU1071	1595	1714	1722	8	127	5408.12	1622.54
P.72 Isuzu Fire Truck	2013	MU1068	1353	1738	1754	16	401	11789.36	202.37
P.73 Toyota Fast Attack	2014	MU1069	8900	8900	8900	0	0	13252.16	77.72
Caravans				n/a	n/a	n/a	n/a	18681.93	n/a
P11076 JD Ride on mower			795	859	866	7	71	2461.53	249.82
P15006 Isuzu Maint	2015	MU1018	15842	28035	30342	2307	14500	4237.88	3495.40
P16063 Toyota Prado	2016	MU 0	0	10187	10090	-97	10090	2582.23	650.73
P16076 Kuboto Mower	2016		0	0	26	26	26	1000.12	0.00

13.2 Works Report – Acting Works Supervisors Report 14/11/2016 to 13/12/2016

Construction Crew

The construction crew have been engaged in preparing the 6.9km section north of the settlement for sealing with a single coat chip seal at various widths ranging from 4m on the straight sections to 7m on curves and crests. The floodway's will be two coat chip sealed to 8m which is the full width of the prepared pavement.

The problem with commencing this work when they did was that it was undertaken prior to the Tender for the sealing works being let and therefore not having a date when it would be sealed. The crew has been trying to stop the surface of the pavement from breaking up, we have had rollers and a water truck continually working on it.

The latest commencement date for sealing is Friday 16th December. The pre-coating unit will be here on Thursday and will start preparing the 14mm aggregate which has been stockpiled near the Depot.

Quadrio Earthmoving

This organisation was given the job to reconstruct the carpark pavement in front of the Shire Office and the Roadhouse driveway, they were also engaged to trim the service road along the front of the Settlement.

Quadrio was also given the job of re-working the gravel pavement for one Kilometre in front of the Bullardoo Homestead. The Shire had committed R2R Funds to seal this as part of it's Dust Suppression Policy.

Fulton Hogan

The successful sealing contractor Fulton Hogan has delayed our job on three occasions and we now expect them to commence on Friday 16th, the original date for mobilisation was 28th November. Firstly they were held up with prior commitments and the latest is rain at their present job at Jurien.

Maintenance Crew

The Maintenance Graders have completed their run north on the Carnarvon – Mullewa Rd.

Their next mission was to give the western section of the Meeberrie- Wooleen Rd as far as the river crossing a grade due to corrugations. They were then directed to a couple of loose sections of poor quality gravel on the Beringarra- Pindar Rd either side of the Pia Wadjari Community and asked to cut it off. The gravel had become loose and dangerous to unsuspecting motorists.

They have since completed a full grade of the southern section of the Carnarvon- Mullewa Rd which included the clearing of vegetation on the back slopes. The operators will now help out with duties around the Settlement and assist during the sealing work.

Blacktop Materials Engineering

This group were engaged to carry out some preliminary sampling of gravel in a possible extension of an existing pit six kilometres south of the Ballinyoo Bridge. Provided this material is suitable it can be used for the construction of a pavement to be sealed south of the Bridge as part of the Royalties for Regions funding.

Twin Peaks Homestead By-pass

The Acting Works Supervisor met with Elders from the two groups that have interests in the land. Leedham Papertalk represented the Mullewa Wadjari people and Edward Ryan, the Wajarri Yamatji people and

Patricia Edwards of Heritage Link, their advisors, believed that as the proposed road alignment is within disturbed land with no Registered Aboriginal Sites that a full Archaeological and Ethnographic survey was not required.

RAV rating upgrade for Beringarra- Pindar Rd

A Main Roads WA requirement to have the RAV rating raised to Network 7 Combinations was the installation of signage at two narrow grids and one creek crossing. These have now been installed by Rosco Foulkes-Taylor, photos were taken and sent to Main Roads and the matter is now in their hands. Rod Gillis is handling the approval process from here on.

Recommendation:

That the Acting Works Supervisors Report be accepted.

Voting Requirements:

Simple majority

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

14. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

14.1 Shire President

14.2 Councillors

15. REPORTS OF COMMITTEES

15.1 Audit Committee

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Further, on the 8th February 2013, Audit Regulation 17 was inserted into the Local Government (Audit) Regulations, which requires the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance. This review must be undertaken by the CEO every two years and the results reported to the Audit Committee, who in turn must report their considerations of the review to Council. The last review was presented to the Audit Committee on the 18th December 2014, which in turn reported to Council.

The second Audit Reg 17 review was presented to the Audit Committee by the CEO earlier today and the Audit Committee makes the following recommendation to council:

Recommendation:

(TBA)

Voting Requirements:

Simple majority

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

16. FINANCE

16.1 Financial Activity Statements November 2016

File:	
Author:	Peter Dittrich – Deputy Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	12 December 2016
Attachments:	Financial Activity Statements to 30 November 2016 Statement of Financial Position Operating Statement by Program Operating Statement by Class Accounts Activity General Ledger Trial Balance

Matter for Consideration:

Council to consider adopting the Monthly Financial Statements for November 2016.

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 2016 is a surplus of \$3,166,177.

Variances – YTD Budget to YTD

Actual

Budgeted Closing Funding	
Surplus(Deficit)	2,591,108

Plus Variance to opening surplus	2,608,244
Less Operating Revenues down	-1,217,601
Plus Operating Expenditure down	55,051
Plus Operating Activities Excluded	22,275
Plus Investing Activities down	999,480
Plus Transfer from reserves up	1,649,246
Less Transfer to reserves up	-3,541,626

Total Variances	575,069
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Actuals Closing surplus (Deficit)	3,166,177
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Refer to November 2016 Financials for explanation of variances.

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

Beringarra- Cue Road Reserve TD	\$2,857,199.29	@ 1.750% Maturity 17/12/2016
Crosslands MCF Term Deposit	\$ 365,989.32	@ 2.100% Maturity 25/02/2017
Ballinyoo Bridge	\$2,067,022.56	@ 1.500% Maturity 27/12/2016

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 (c);
- (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 November 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:	Peter Dittrich – Deputy chief Executive Officer
Interest Declared:	No interest to disclose
Date:	12 December 2016
Attachments:	EFT & Cheque Details for November 2016

Matter for Consideration:

Endorsement of accounts paid during the month of November 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 November 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 \$1,889,574.73 which includes \$1,473,636.49 of intra account transfers for the month of November 2016, be endorsed by Council.

Voting Requirements:

Simple majority

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

17. DEVELOPMENT

17.1 Full Review of the Strategic Community Plan – Update on Status

File:	9.1
Author:	Dianne Daniels - Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	13 December 2016
Attachments:	Analysis of Community Survey Post-Community Workshop

Matter for Consideration:

This item is for Council's information only and requires no decision to be made today. It is an update on the status of the full review of the Strategic Community Plan following the Community Workshop held on the 25th November 2016.

Background:

The Shire of Murchison's inaugural Strategic Community Plan was adopted by Council in May 2013. A desktop review was undertaken in 2015 and adopted by Council in June 2015. The Strategic Community Plan is due for its full four yearly review by May 2017 and after a competitive quoting process, RSM were engaged to prepare the plan, including facilitation of community consultation.

In this instance, community consultation includes a survey and a community workshop and at the October 2016 meeting a survey was agreed upon and the preferred date of Friday the 18th November was set for the workshop.

Comment:

The approved survey was distributed to the community via email on the 31st October 2016 and published in the October Monologue. The response was disappointing, initially, but after some encouragement, we received a reasonable response.

As it turned out, the Community Workshop was held on the 25th November rather than the 18th. We had good attendance, with 27 community members participating. We didn't make as much progress during the meeting as we would have liked, as we did not manage to prioritise the 'community wish list' or discuss constraints to success.

An analysis of the Community Survey post-Community Workshop is attached for your information.

A list of priorities has recently been sent to attendees to rate and I hope to have those back by Sunday the 18th December for consultant, Travis Bate, to insert into the Draft Strategic Community Plan 2017.

We are aiming to bring the draft plan to the February meeting for consideration. If adopted in February, or March at the latest, then we are guaranteed relevant and up-to-date community input into the Long Term Financial Plan, Corporate Business Plan and Budget for 2017-18.

Statutory Environment:

LGA s5.56

Local Government Administration Regulations 1996, 19C

In accordance with the Local Government Act s5.56 and the Local Government Administration Regulations 1996, 19C (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.

(3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.

(4) A local government is to review the current strategic community plan for its district at least once every 4 years.

(5) In making or reviewing a strategic community plan, a local government is to have regard to —
(a) the capacity of its current resources and the anticipated capacity of its future resources; and
(b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
(c) demographic trends.

(6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.

(7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

(8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

(10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

Strategic Implications:

Civic Leadership – to provide good governance to the Murchison Shire through compliance with statutory requirements and through openness, transparency, enhanced consultation and public participation.

Policy Implications:

Nil

Financial Implications:

The cost of the consultant falls within the budgeted parameters for that cost centre for 2016-17.

Consultation:

Travis Bate

Recommendation:

N/A – for Council information only

Voting Requirements:

N/A

18. ADMINISTRATION

18.1 Amend Policy 4.1 Health Controls

File:	7.1
Author:	Dianne Daniels – Chief Executive Officer
Interest Declared:	Nil
Date:	13 December 2016
Attachments:	Nil

Matter for Consideration:

Council to consider amending Policy 4.1 Health Controls

Background:

The Shire of Murchison's contract Environmental Health Officer, Phil Swain, has suggested that the Policy on Health needs to be updated, removing the reference to Delegations.

Currently the Policy on Health Controls reads:

4.1 Health Controls

Introduction

Objective

Statutory Context

Formal Record

History
Adopted October 2005
Reviewed November 2008
[Reviewed February 2010](#)

Policy Statement:

4.1.1 Delegations to Councils Health Surveyor

The Chief Executive Officer delegates the authority and power to the Environmental Health Officer to:

- Issue certificates of approval relating to the maximum number of people permitted in a public building.
- To issue any notice or direction pursuant to the Health Act when it is considered that the urgency of the issue involved requires immediate action.

4.1.2 Parties, Concerts and Large Public Events

Prior to consideration of any application for large or unusual events proposed to be held in the Shire, Council may require that public submissions be invited on the proposal and that organizers of the event be available to hold a public briefing meeting for the community.

Comment:

The suggested amendment is shown below:

4.1 Health Controls

Introduction: The Shire administers, via a contract with an Environmental Health Officer, the various legislation and programmes necessary to maintain public health standards.

Objective: The programme ensures statutory compliance with various Health legislation and Ensures that essential Public Health standards are maintained within the Shire.

Statutory Context: Health Act 1911, the Health Act 2016, the Environmental Protection Act 1986, the Food Act 2008, Liquor Control Act 1988 and various Regulations.

Formal Record:

History: Adopted October 2005
Reviewed November 2008
Reviewed February 2010
Reviewed December 2016

Policy Statement:

4.1.1 Parties, Concerts and Large Public Events

Prior to consideration of any application for large or unusual events proposed to be held in the Shire, Council may require that public submissions be invited on the proposal and that organizers of the event be available to hold a public briefing meeting for the community. Events are to be assessed and approved in accordance with the Health Act 1911 and the Health (Public Buildings) Regulations 1992.

Statutory Environment:

Health Act 1911, the Health Act 2016, the Environmental Protection Act 1986, the Food Act 2008, Liquor Control Act 1988 and various Regulations.

Strategic Implications:

The provision of Health Controls through sound Policy provides for compliance with statutory requirements and high levels of accountability.

Policy Implications:

Amend Policy 4.1

Budget/ Financial Implications:

Nil

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:

Phil Swain – Environmental Health Officer

Recommendation:

That Policy 4.1 Health Controls is deleted and replaced with:

4.1 Health Controls

Introduction: The Shire administers, via a contract with an Environmental Health Officer, the various legislation and programmes necessary to maintain public health standards.

Objective: The programme ensures statutory compliance with various Health legislation and Ensures that essential Public Health standards are maintained within the Shire.

Statutory Context: Health Act 1911, the Health Act 2016, the Environmental Protection Act 1986, the Food Act 2008, Liquor Control Act 1988 and various Regulations.

Formal Record:

History: Adopted October 2005
Reviewed November 2008
Reviewed February 2010
Reviewed December 2016

Policy Statement:

4.1.1 Parties, Concerts and Large Public Events

Prior to consideration of any application for large or unusual events proposed to be held in the Shire, Council may require that public submissions be invited on the proposal and that organizers of the event be available to hold a public briefing meeting for the community. Events are to be assessed and approved in accordance with the Health Act 1911 and the Health (Public Buildings) Regulations 1992.

Voting Requirements:

Absolute Majority

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

18.2 Amend Policy 5.5.1 Operation of Bank Account

File:	2.7
Author:	Dianne Daniels -Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	12 December 2016
Attachments:	Nil

Matter for Consideration:

Council to consider updating Policy 5.5.1 Operation of Bank Accounts

Background:

The current Policy in regard to the operation of bank accounts is:

Policy Statement

5.5.1 Operation of Bank Account

Three signatories to be required for the operation of Council's bank accounts from the following:

- a) All Councillors and Chief Executive Officer
- b) All payments whether made prior to the meeting or not shall be presented to Council for endorsement or approval of payment.
- c) The Chief Executive Officer is the sole signatory for all payroll transactions as well as other payments deemed 'urgent' between Council meetings.

Comment:

The current policy is reflective of an era gone by when there was no electronic banking. The CEO suggests that the policy be updated to recognise that payments are now generally paid electronically using 'tokens', with 'two to sign' authorities resting with the bank, rather than 'three to sign'.

Suggested Policy:

5.5.1 Operation of Bank Accounts

- a) Two signatories, authorised with the bank, are to sign off on all payments, whether the payment is electronic or by cheque;
- b) The exception to this is payments made with the CEO Credit Card. Credit Card payments are to be accompanied by supporting source documentation, details are to be revealed in the monthly payment list to Council and the President is to sign off on the reconciliation each month;
- c) Changes to bank accounts are to be authorised by the Chief Executive Officer and the President. For example, opening or closing bank accounts; adding new signatories; changing the number of signatories on a bank account.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

Payments, procedures for making etc.

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
 - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - (b) petty cash systems.
- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (3) Payments made by a local government —
 - (a) subject to subregulation (4), are not to be made in cash; and
 - (b) are to be made in a manner which allows identification of —
 - (i) the method of payment; and
 - (ii) the authority for the payment; and
 - (iii) the identity of the person who authorised the payment.
- (4) Nothing in subregulation (3)(a) prevents a local government from making payments in cash from a petty cash system.

Strategic Implications:

None

Policy Implications:

Proposed amendment of Policy 5.5.1

Budget/Financial Implications:

Nil

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:

Nil

Recommendation:

That Council amends Policy 5.5.1 Operation of Bank Account

from:

5.5.1 Operation of Bank Account

Three signatories to be required for the operation of Council's bank accounts from the following:

- a) All Councillors and Chief Executive Officer
- b) All payments whether made prior to the meeting or not shall be presented to Council for endorsement or approval of payment.
- c) The Chief Executive Officer is the sole signatory for all payroll transactions as well as other payments deemed 'urgent' between Council meetings.

to:

5.5.1 Operation of Bank Accounts

- a) Two signatories, authorised with the bank, are to sign off on all payments, whether the payment is electronic or by cheque;
- b) The exception to this is payments made with the CEO Credit Card. Credit Card payments are to be accompanied by supporting source documentation, details are to be revealed in the monthly payment list to Council and the President is to sign off on the reconciliation each month;
- c) Changes to bank accounts are to be authorised by the Chief Executive Officer and the President. For example, opening or closing bank accounts; adding new signatories; changing the number of signatories on a bank account.

Voting Requirements:

Absolute majority

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

19. NOTICE OF MOTION

20. CEO ACTIVITY REPORT

Date	Activity
16/11/2016	Inspect re-seal works with Acting Works Supervisor
18/11/2016	Meeting Tender Assessment Panel
18/11/2016	Meeting Audit Committee
18/11/2016	Ordinary Council Meeting
21/11/2016	Meeting Murchison Executive Group in Settlement and end of year dinner at Wooleen with Murchison CEO's.
22/11/2016	Regular weekly meeting with Admin team
22/11/2016	Meeting with Kim Ingle, Rebecca Renshaw, Henty Hall of Main Roads re preferred route to SKA.
23/11/2016	Meeting with Roadhouse Lessees and President Halleen

22/11/2016	Meeting with Acting Works Supervisor re the Sealing Contractor not being able to start until the 14 th December ie two week delay
23/11/2016	Meeting with Andrew Klein, WA Health and DCEO Peter Dittrich, the outcome of which was that there is no funding available for a health service to the Shire of Murchison; the Shire would need to fund such a service.
23/11/2016	Audit Plant & Equipment at Roadhouse for new lease
24/11/2016	Regular weekly meeting with DCEO
25/11/2016	Community Strategic Planning Workshop and BBQ
25/11/2016	Volunteer Bushfire Brigade meeting
28/11/2016	Outside staff member Performance Review
28/11/2016	Regular weekly meeting with Admin Crew
1/12/2016	Regular weekly meeting with DCEO
2/12/2016	Inspected bitumen seal preparation works with Acting Works Supervisor
2/12/2016	Phone conversation with Scott Wyeth of DFES. In October, DFES put out a call for CEO's and senior Shire Employees to volunteer for incident management teams – State Bushfire Pre-formed Level 3 teams. Nine positions across planning, logistics, facilities, ground support, operations. Murchison as well as Scott's four other Shire's don't have capacity this year. Advantageous as staff get exposure to different emergency situations. On another matter, it was good to hear that the Shire of Murchison is the most prepared from a training point of view in his area – willing to do more training – will look at radio training for May 2017.
2/12/2016	Meeting with Peter Benjamin of Kalamazoo, Dean Vale of Minja Gold, Anthony Bakranich of Patience Transport and DCEO Peter Dittrich re prospective 12 month ore haul from Snake Pit, 18 km from Yuin.
5/12/2016	Toolbox Meeting
5/12/2016	Regular weekly meeting with Admin crew
7/12/2016	Petro-Industrial in Settlement to install new Outside Payment Terminal at Roadhouse
8/12/2016	To Pia Wadjarri for the school's end of year presentations and lunch.
12/12/2016	Toolbox meeting
12/12/2016	Regular weekly meeting with Admin crew

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

Motion to close the meeting to the Public

Recommendation:

That the meeting move behind closed doors to discuss two items pursuant to LGA 5.23 2(c) and 2(e) - Roadhouse Contract and RFT 4.2016-17 Repairs to Bitumen Surface Defects.

