



Western Australia

Minutes of the Ordinary Meeting of the Murchison Shire Council,  
Held in the Council Chambers, Carnarvon Mullewa Road, Murchison,  
On **Saturday 16<sup>th</sup> December 2017**, commencing at 10.30 am.

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

The President declared the meeting open at 10:30 am

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

President R Foulkes-Taylor  
Deputy President A Whitmarsh  
Cr E Foulkes-Taylor  
Cr G Mead  
Cr Q Fowler  
Cr P Squires

Staff  
Peter Dittrich – CEO  
Brian Wundenberg – Works Supervisor  
Ina Edwardson - DCEO

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

Nil.

**4. PUBLIC QUESTION TIME**

Nil

Meeting adjourned at 10:33am for morning tea.

The meeting resumed at 10:56am

**4.1 Standing Orders**

***Council Decision:***

**Moved: Councillor A Whitmarsh**

**Seconded: Councillor P Squires**

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

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

**Carried**

**For: 6**

**Against: 0**

**5. NEXT MEETING**

22<sup>nd</sup> February 2018.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

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

Discuss two items pursuant to LGA s. 5.23 (2) (a) and (c) – 1. Road Agreement – SKA Route and 2. CEO Employment Contract

**8. CONFIRMATION OF MINUTES**

**8.1 Ordinary Council Meeting – 23 November 2017**

**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 23 November 2017 be confirmed as an accurate record of proceedings

**Voting Requirements:**

Simple majority

**Council Decision:**

**Moved: Councillor G Mead**

**Seconded: Councillor A Whitmarsh**

That the Minutes of the Ordinary Council meeting of 23 November 2017 be confirmed as an accurate record of proceedings.

**Carried**

**For: 6**

**Against: 0**

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

The President said he appreciated the staff and councillors making themselves available for a Saturday meeting. He also wished to pass on his appreciation to the Administration Staff for organising the new Councillor name badges and business cards.

**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 <sup>th</sup> March 2016 and recommendations presented to Council at the April OCM – the item were left to lay on the table while Council explored other options.	The position and requirement of a Community Project Officer is to be reviewed at the November Council Meeting. See item 18.3 November 2017
2	Cemetery and Remembrance 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.	Following the discussions at the Budget Workshop further work on this project is to be undertaken in 2018/19.
3	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 brought up as a discussion point at the May zone meeting. Paul Rosair did a presentation to the March OCM, which was discussed at the April OCM.	Landgate has been asked to provide a list of gazetted roads Shire of Murchison  Landgate is undertaking a search of gazetted roads.

**Recommendation:**

That the Action List be accepted.

*Discussion: The CEO advised that the Project Officer Working Group would be discussed at item 18.4 and that Landgate had been approached to provide information on gazetted roads. Cr Whitmarsh advised he would send through copies of emails in relation to roads on Byro and Ballythunna.*

**Voting Requirements:**

Simple majority

<b>Council Decision:</b>		
<b>Moved: Councillor Q Fowler</b>	<b>Seconded: Councillor P Squires</b>	
That the Action List be accepted.		
<b>Carried</b>	<b>For: 6</b>	<b>Against: 0</b>

**12. DISCLOSURE OF INTERESTS**

The CEO disclosed an interest in Item 22.2

**13. REPORTS OF OFFICERS****13.1 Monthly Plant Report – Works Supervisor**

November		Hours						YTD	
* No Meter ** New Meter			Start	End	Total		Operating Costs		
Plant Item	Year	Rego	1 July '17	Hrs/kms	Hrs/km	Month	YTD	Plant	Fuel
P.01 JD Grader	2011	MU1063	9242	9801	9990	189	748	12928.93	12686.05
P.02 Cat Grader 12H	2005	MU 141	15732	16021	16021	Traded	289	5519.23	5530.80
P15003 JD 6WD Grader	2012	MU121	1829	2387	2524	137	695	5990.00	14140.50
P081 JD Grader	2017	MU105	0	190	365	175	175	2759.79	6215.00
P.04 New/H Ford Tractor	2006	MU 380	2167	2311	2346	35	179	523.01	401.30
P.05 Dolly 1-Red **	2001	MU 2003	0	3736	5385	1649	5385	3059.47	n/a
P.07 Nissan UD	2009	000 MU	217729	219468	221485	2017	3756	2102.72	3491.95
P.08 Dolly 2-Black	2000	MU 2009	17885	21776	22391	615	4506	5117.63	n/a
P.09 Iveco P/Mover	2003	MU1065	333380	336648	338615	1967	5235	5234.06	4406.35
P.10 Iveco W/Truck (hrs) *	2004	MU 00	11403	11870	11927	57	524	1823.93	5654.85
P.11 Komatsu Dozer	1997		2300	2815	2951	136	651	11065.48	13319.75
P.13 Tri-Axle L/L Float	2008	MU 663	28490	29900	31443	1543	2953	1084.88	n/a
P.14 No. 2 Float	2001	MU 2004	10505	11427	11427	0	922	609.52	n/a
P.17 Side Tipper	2001	MU 662	25124	29908	31550	1642	6426	1172.09	n/a
P.18 Side Tipper	2001	MU2010	10314	15985	17408	1423	6998	4243.89	n/a
P.24 30K W/Tanker Trailer	2005	MU 2024	7658	13871	15898	2027	17925	2883.77	n/a
P.27 Volvo Loader	2006	MU 65	8787	9134	9235	101	6021	2290.61	6414.30
P.28 Isuzu Dmax	2009	MU 300	225000	229536	230323	787	5323	597.42	999.70
P.32 Construction Gen			25281	25675	26556	881	1275	352.97	1412.50
P.33 Maintenance Gen			11798	13458	13458	0	1660	677.27	2526.30
P.34 Generator Perkins *		Mechanic	1744	1744	4189	2445	2445	751.34	1225.85
P.35 Generator 1-110kva	2011		26523	26928	27008	80	485	3452.96	52430.90
P. 17035 New Generator	2016		2446	4934	5601	667	3155		

<b>P.37 Forklift</b>			12634	12667	12676	9	42	2700.87	339.60
<b>P.40A Toyota Hilux</b>	2014	01MU	104000	115716	117927	2211	13927	1232.01	2313.35
<b>P.41 Cat 938G Loader</b>	2004	MU 193	5850	6027	6128	101	278	1022.70	4268.25
<b>P.43 Bomag Roller</b>	2012	MU1027	3537	3637	3654	17	117	4436.70	1548.25
<b>P.48 Dog Fuel Trailer *</b>	1979	MU 2026	0	0	0	0	0	69.54	n/a
<b>P.49 Dog Fuel Trailer *</b>	1972	MU 2005	0	0	0	0	0	239.56	n/a
<b>P.54 Isuzu T/Top</b>	2005	MU 1002	181148	182491	182491	Traded	1343	499.24	467.85
<b>P.55 Toyota Prado</b>	2012	MU1011	100507	109896	114888	4992	14381	621.19	1731.85
<b>P.57 Great Wall</b>	2012	MU 167	63922	69443	70076	633	6154	2659.05	842.08
<b>P.59 45ft Flat Top *</b>	1978	MU2044	0	0	0	0	0	1347.23	n/a
<b>P.60 Mercedes PTV</b>	2004	MU 1009	103624	103902	104035	133	411	2103.82	54.00
<b>P.61 Kenworth P/Mover</b>	2004	MU 000	104665	111798	113289	1491	8624	7126.93	11796.10
<b>P.64 Isuzu Construction</b>	2013	MU 140	136312	145995	149076	3081	12764	4455.18	3650.85
<b>P.65 Generator 9KVA *</b>	2013	H/ Maint	6391	7777	9034	1257	2643	404.48	5514.55
<b>P.67 Roadwest S/Tipper</b>	2013	MU2042	83079	90594	92008	1414	8929	1530.89	n/a
<b>P.68 Bomag Padfoot</b>	2013	MU1071	2055	2283	2357	74	302	2950.50	5450.35
<b>P.72 Isuzu Fire Truck</b>	2013	MU1068	2149	2364	2377	13	228	2007.69	14.26
<b>P.73 Toyota Fast Attack</b>	2014	MU1069	8900	8900	8900	0	0	944.39	0.00
<b>P.80 Fuso Canter</b>	2017	MU120	0	868	1771	903	1771	3311.24	436.25
<b>Caravans</b>				n/a	n/a	n/a	n/a		n/a
<b>P11076 JD Ride on mower</b>			937	957	975	18	38	157.18	0.00
<b>P15006 Isuzu Maintenance</b>	2015	MU1018	48269	61676	63811	2135	15542	3245.39	4317.30
<b>P16063 Toyota Prado</b>	2016	MU 0	29327	40152	43359	3207	14032	4692.27	1747.70
<b>P16075 Kubota Mower</b>	2016		175	222	247	25	72	145.94	207.35

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

#### **Construction Crew**

Works on the Carnarvon-Mullewa road between SLK 88.700 - 92.915 of re-forming, gravel sheeting, placing in 3 new culverts and extending a 450m culvert from 7m out to 10m will be completed prior to the crew's Christmas break on the 20<sup>th</sup> of December 2017.

On Monday 4<sup>th</sup> December the last of the culverts and end walls were put in place and material carted in and spread.

The completion of these works which also included taking out 3 shape crests, 5 low dips and 3 floodway's has made the road a lot safer to travel.

Crew will move all plant with exception of the caravans back to the settlement for repairs and servicing over the Christmas break. The vans will stay at Curbur in readiness for the construction crew's return in the new year on the 30<sup>th</sup> January. Works will then commence on the Carnarvon-Mullewa road up at Byro between SLK 47.450 - 51.270 (from the Tathire creek crossing north for 3.820km).

#### **Maintenance Crew**

The shoulder grading on the Carnarvon-Mullewa road from the Settlement south to the Ballinyoo Bridge is progression well with crew to be at the bridge by Friday 8<sup>th</sup> of December.

With the completion of the shoulder grade crew will then grade the gravel section starting from the 9km south of the bridge section B&J Catalano completed (boundary grid of Billabalong/Woolgorong on Carnarvon-Mullewa road) to the southern boundary. They will then give the Wooleen-Mt Wittenoom and Wooleen-Booldary roads a grade on their way back to the Settlement.

#### **Contractor Works - Flood Damage**

Robbro contractors working on the flood damage road repairs in the east of the shire are moving along fine with the section of Beringarra-Pindar road completed from the double dip crossing to the Mt Wittenoom intersection. Robbro should also have the Mt Wittenoom road completed before they go on their Christmas/New Year break.

Crew will stop works on the 12<sup>th</sup> December 2017 and return back on the 2<sup>nd</sup> January 2018.

Them contractors working on the flood damage road repairs on the Carnarvon-Mullewa road have completed works from the southern boundary approx. 7km south of Bullardoo to the Murchison Settlement as well as repairs to the Wooleen-Twin Peaks road.

Crew at this stage are approx. 2/3 way through repairs on Butchers Track and are expected to complete these works before their Christmas break on the 12<sup>th</sup> of December. Them contractors will return on the 2<sup>nd</sup> January 2018 to recommence works.

### Heavy Maintenance

Local contractor Squires Resources is progressing along fine with the pushing up of materials for the bunding works on the Beringarra-Pindar road. (4 bunds south of Murgoo and 6 bunds on the Mt Wittenoom-Wooleen road have been completed)

At my last inspection on the 6<sup>th</sup> December Squires Resources crew were approx. half-way through a section just south of Boolardy on the Beringarra-Pindar road. Within these works crew have placed/ripped in a new section that requires drains while the dozer is in the area. Carting in the rest of the materials to complete the bunds will commence prior the Christmas break.

### Work Supervisor General

20<sup>th</sup>-21<sup>st</sup> November - Perth

22nd November - Construction 7hrs

23rd November - Council Meeting

24<sup>th</sup> November - Flood Damage road inspection

27<sup>th</sup> November - Construction 9hrs

28<sup>th</sup> November - LEMC Meeting

29<sup>th</sup> November - Construction 8hrs

30<sup>th</sup> November - Meeting with CSIRO regarding air-strip

1<sup>st</sup> December - Construction pegging and looking for materials for the next works program (thanks to Andrew from Byro for your local input)

5<sup>th</sup> December - Construction 5hrs

6<sup>th</sup> December - Flood Damage, Heavy Maintenance inspections

### ROADS GRADED November – December 2017

Name	Length of Road	SLK's Graded this month	Heavy Maintenance	Comments
Carnarvon-Mullewa	278.63km	82km		Shoulder grading Settlement to Bridge

Total this month roads graded 82km shire crew

### Recommendation:

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

#### Discussion:

*The Works Supervisor (WS) advised that the Construction Crew will set up camp at Bryo and start works on the Beringarra - Byro road, after the Christmas break. The works programme includes a section of 4kms of which 2kms will be covered by flood damage works. Crew will return to the settlement on Tuesday afternoon to prepare machines for maintenance over the break.*

*The WS further advised that practical completion inspections of Flood Works will be carried out as each road is completed. He further advised that Greenfields have a thorough inspection checklist. A representative from the Shire, the Contractor, and Greenfields conduct the inspections.*

*The Works Supervisor (WS) commented that the Hilux traded in for the Isuzu finished at 120,185kms*

**Voting Requirements:**

Simple majority

**Council Decision:****Moved: Councillor E Foulkes-Taylor****Seconded: Councillor P Squires**

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

**Carried****For: 6****Against: 0****14. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED****14.1 Shire President**

The President submitted the following report.

Attended the WALGA Murchison Country Zone meeting in Cue 24 November 2017.

Nominations for various positions were read out by Murray Brown the zone secretary.

There was only one nomination for the following positions so there were no elections required.

Zone President – Roscco Foulkes-Taylor replaced Beth Walton (Sandstone president) who has done this job for around the past 9 to ten years.

Zone Deputy President – Jorgen Jenson (president of Magnet Shire)

Zone delegate to WALGA ( state council) – Les Price – Cue deputy president

Zone deputy to WALGA – Roscco Foulkes-Taylor

Zone delegate to LEMAC – Jo Kanny – Yalgoo president

Zone deputy delegate to LEAMAC – Gail Trenfield – Yalgoo councillor.

*Councillor Emma Foulkes-Taylor thanked the President for accepting the role as President for the Murchison Country Zone.*

**14.2 Councillors**

Deputy Andrew Whitmarsh submitted the following writer report

**Jeff Arbon and Geoff King , CSIRO - November 29th in Kensington**

Sandy McTaggart and myself met with the two Jeff's to discuss point of contact in regards to vermin control and fire brigade and any emergencies that may arise. Two contacts to get hold of are Brett Hiscock and Peter Nilon. We voiced our concerns about not being always available in emergency situations.

Jeff Arbon was going to get in touch with Rick Ryan and/or Combo in regards to getting hold of a fast attack unit. Jeff also requested dogger reports and they have been forwarded on.

**SKA Stakeholders - December 7<sup>th</sup>**

Attended by Peter Dittrich and myself, nothing seems to have changed much from last meeting and Manchester centric operations could be causing issues. Interesting that tenders still planned to be sent out February and they have finished road design plans.

Regional Industry engagement plan has been drafted

**Rangelands NRM board meeting, AGM and Strategic Planning – December 12<sup>th</sup> to 13<sup>th</sup>**

The organisation has an Acting CEO in John Silver, as Gaye McKenzie has recently resigned. One staff member is leaving from the Kimberley office is moving to the Northern Territory. Last lot of funding runs out in 6 months and no details about NLP2 tender process has started yet, hopefully soon. Some funding opportunities have come out which I have already circulated.

New NLP program going to have deferred funding payments so smaller groups may struggle to survive.

Rangelands NRM have considerable reserves

**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.

According to legislative requirements, the Audit Committee will meet with the auditor to discuss the Annual Financial Report, the Audit Report and the Management Letter. This meeting was held at 10:00 am Saturday 16<sup>th</sup> December 2017. The auditor attended that meeting by telephone.

Findings: The Financial Report for the year ended 30 June 2017 had been submitted and audited.

**Recommendation:**

That Council note the report from the Audit Committee be endorsed.

**Voting Requirements:**

Absolute majority

**Council Decision:**

**Moved: Councillor E Foulkes-Taylor**

**Seconded: Councillor A Whitmarsh**

That Council note and endorse the report from the Audit Committee.

**Carried**

**For: 6**

**Against: 0**

**15.2 Local Emergency Management Committee**

File:	5.6
Author:	Peter Dittrich - CEO
Interest Declared:	No interest to disclose
Date:	12 <sup>th</sup> December 2017
Attachments:	15.2.1 Minutes Local Emergency Management Committee Meeting 15.2.2 Shire of Murchison Local Emergency Management Arrangements 15.2.3 Shire of Murchison Local Recovery Plan

**Matter for Consideration:**

Council to endorse:

- the Minutes of the Local Emergency Management Committee (LEMC) Meeting of the;
- the Local Emergency Management Arrangements (Version V01 – 2017) (LEMA); and
- the Local Recovery Plan (LRP)

which were endorsed by the LEMC.

**Background:**

It is a function of a local government —

- subject to the Emergency Management Act to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- to manage recovery following an emergency affecting the community in its district; and
- to perform other functions given to the local government under the Emergency Management Act.

**Comment:**

There was a meeting of the LEMC on the 28<sup>th</sup> November 2017, to:

- review emergency post-incident and post-exercise reports (nil to report)
- review the LEMA and LRP
- undertake a desktop exercise, and
- discuss general business.

The Shire of Murchison's reviewed Draft LEMA and LRP were presented to the meeting and both were endorsed. The LEMA and LRP were prepared in accordance with the Emergency Management Act 2005.

The purpose of the documents is to detail:

- The Shire of Murchison's policies for emergency management;
- The roles and responsibilities of public authorities and other persons involved in emergency management in the district;

- Procedures for the coordination of emergency management operations and activities;
- A description of emergencies that could occur in the Shire of Murchison;
- Strategies and priorities for emergency management in the Shire of Murchison;
- Other matters about emergency management in the Shire of Murchison prescribed by the regulations; and
- Other matters about emergency management in the Shire of Murchison the local government considers appropriate. [s. 41(2) of the EM Act 2005]

The committee also undertook a Desktop Exercise (“Oasis”) to test the effectiveness of the LEMA and to:

- evaluate Murchison’s Emergency Services response
- Test the triggers that exist within Murchison’s LEMA that will lead to the development of an Incident support Group (ISG) and
- To measure the effectiveness of the LEMA to support an ISG.

Lessons learnt from the desktop exercise were:

- More is gained from practical exercises
- The exercise has given us a mental plan
- The reality is that response agencies (DFES/Police/Ambulance) are three or four hours away and so response will sit with the local government.

Minutes of the meeting are attached, along with a copy of the LEMA and TRP.

**Recommendation:**

That Council endorse:

- the Minutes of the Local Emergency Management Committee (LEMC) Meeting of the 28 November 2017;
- the Local Emergency Management Arrangements (Version V01 – 2017) (LEMA); and
- the Local Recovery Plan (LRP)

**Voting Requirements:**

Simple majority

<b>Council Decision:</b>		
<b>Moved: Councillor A Whitmarsh</b>		<b>Seconded: Councillor E Foulkes-Taylor</b>
That Council endorse:		
<ul style="list-style-type: none"> <li>• the Minutes of the LEMC Meeting of the 28 November 2017;</li> <li>• the Local Emergency Management Arrangements (Version V01 – 2017) (LEMA); and</li> <li>• the Local Recovery Plan (LRP)</li> </ul>		
<b>Carried</b>	<b>For: 6</b>	<b>Against: 0</b>

**16. FINANCE**

**16.1 Financial Activity Statements November 2017**

File:	
Author:	Ina Edwardson – Deputy Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	8 December 2017
Attachments:	Financial Activity Statements to 30 November 2017 Statement of Financial Position Operating Statement by Program Operating Statement by Nature & Type Accounts Activity General Ledger Trial Balance

**Matter for Consideration:**

Council to consider adopting the Monthly Financial Statements for November 2017.

**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 2017 is a surplus of \$3,117,706

**Variances – YTD Budget to YTD****Actual**

Budgeted Closing Funding		
Surplus(Deficit)		<b>2,954,963</b>

Plus Variance to Opening Surplus	100,322	
Plus Operating Revenues down	28,640	
Less Operating Expenditure up	(515)	
Plus Operating Activities Excluded	45,684	
Plus Investing Activities down	810,214	
Plus New Debentures up	436,770	
Less Transfer from reserves down	(1,545,293)	
Plus Transfer to reserves down	286,822	
Total Variances	<u>162,743</u>	<b>162,743</b>

Actuals Closing surplus (Deficit)	<u><b>3,117,706</b></u>
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Refer to October 2017 Financials for explanation of variances. Review of the YTD Budgets will be completed by December 2017.

The following Term Deposits are currently held as at 30 November 2017:

Beringarra Cue Road Reserve Term Deposit	\$3,771,029	@ 1.78% Maturity 18/12/2017
Crosslands MCF Term Deposit	\$ 373,982	@ 2.00% Maturity 25/12/2017

**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 November 2017 as attached.

*Discussion:*

*The DCEO informed Council that the Administration and Finance staff had worked under tight deadlines to get the accounts and reports to Moore Stephens by 6 December 2017 to ensure the financials could be finalised for the 16 December 2017 Ordinary Council Meeting.*

*The DCEO advised that the over allocations of overheads and recoveries of costs still to be reviewed, as noted in the audit report for 2016-17. She further advised that the Employee Annual Leave liability entitlement would be reduced as staff took annual leave entitlements over the Christmas/New year period, and the Sundry’s Creditors balance at 30 November 2017 of \$794k was invoices received from the Flood Damage Contractor totally \$743K which were paid on 1 December 2017. The DCEO gave a summarised report of the Wandrra Flood Damage YTD costs, recoups and Treasury drawdowns. At 30 November 2017 Contractor Invoices expenditure was \$1,983,709, Main Road recoups \$949,752 and loans from Treasury \$1,165,650 an unspent balance of \$131,693.*

*The CEO advised that the DCEO had put in place a Cash flow Plan to monitor the WANDRRA Flood Damage Project, to ensure funds available when contractor payments are made, date recoups for expenditure from received from Main Roads and funding requirements from Treasury.*

*The President asked if the CEO and DCEO as previously requested, had resolved that the Beringarra-Cue Road maintenance costs of \$350k had been transferred out of the Beringarra-Cue Road Reserve.*

*The CEO advised that both he and the DCEO had carried out the investigations and found that the funds had been transferred out of the Beringarra-Cue Road Reserve 30 June 2015.*

**Voting Requirements:**

Simple majority

<b>Council Decision:</b>		
<b>Moved: Councillor G Mead</b>	<b>Seconded: P Squires</b>	
That Council adopt the financial statements for the period ending 30 November 2017 as attached.		
<b>Carried</b>	<b>For: 6</b>	<b>Against: 0</b>

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

File:	4.37.1
Author:	Ina Edwardson – Deputy Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	11 December 2017
Attachments:	EFT & Cheque Details for November 2017

**Matter for Consideration:**

Endorsement of accounts paid during the month of November 2017.

**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 2017 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 \$2,120,818.27 which includes \$787,934.73 of intra account transfers for the month of November 2017, be endorsed by Council.

*Discussion:*

*Cr Q Fowler asked if the costs for advertising in the 2018 Australia's Golden Outback Holiday Planner should be free. The CEO advised that the Shire of Murchison pays a fee to be included in the Annual Holiday Planner's Outback Pathways, to encourage tourism into the Murchison Region.*

*Cr P Squires asked if the costs was for the accommodation and meals for Pest A Kill at the Murchison Oasis Road House was correct. The CEO advised that the description of payments captures the details of one payment, and does necessarily pick up the details when there are various invoices as in this instance. This*

payment description should have been various invoices which included retainer payments. The DCEO reviews the payment list descriptions to attempt to give accurate payment details.

Cr P Squires asked if the Shire had considered the lease of the coffee machine.

The CEO advised that the option had been considered

**Voting Requirements:**

Simple majority

**Council Decision:**

**Moved: Councillor A Whitmarsh**

**Seconded: Councillor Q Fowler**

That the accounts as per the attached Schedule presented to this meeting totalling \$2,120,818.27 which includes \$787,934.73 of intra account transfers for the month of November 2017, be endorsed by Council.

**Carried**

**For: 6**

**Against: 0**

**16.3 Financial Report 2016-17**

File:	2.2
Author:	Peter Dittrich - CEO
Interest Declared:	No interest to disclose
Date:	12 December 2017
Attachments:	Financial Report 2016-17 including Independent Auditors Report

**Matter for Consideration:**

Council to consider the recommendation of the Audit Committee in regard to the Financial Report for 2016-17.

**Background:**

A local government is to prepare a Financial Report for the preceding financial year and such other financial reports as are prescribed.

**Comment:**

The 2016-17 Financial Report was prepared and sent to the Auditor by the 30<sup>th</sup> September as prescribed.

At its meeting at 9:45 am today, the Audit Committee reviewed the Financial Report, discussing the Audit Findings and Management Letter with the Auditor.

The Audit Committee reported on its meeting at Item 15.1 and makes its recommendation to Council below.

**Statutory Environment:**

Division 3 — Reporting on activities and finance

6.4. Financial report

(1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

(2) The financial report is to —

(a) be prepared and presented in the manner and form prescribed; and

(b) contain the prescribed information.

(3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —

(a) the accounts of the local government, balanced up to the last day of the preceding financial year; and

(b) the annual financial report of the local government for the preceding financial year.

**Strategic Implications:**

Nil.

**Policy Implications:**

Nil.

**Budget/Financial Implications:**

The cost of the annual audit is included in the 2017-18 Budget

**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  
RSM  
Ina Edwardson

**Recommendation of Audit Committee:**

TBA

*That the Financial Report for 2016-17 be adopted by Council.*

**Voting Requirements:**

Simple majority

<b>Council Decision:</b>		
<b>Moved: Councillor E Foulkes-Taylor</b>	<b>Seconded: P Squires</b>	
That the Financial Report for 2016-17 be adopted by Council.		
<b>Carried</b>	<b>For: 6</b>	<b>Against: 0</b>

**17. DEVELOPMENT**

Nil

**18. ADMINISTRATION**

**18.1 Acceptance of the Shire of Murchison Information Statement 2017**

File:	1.2
Author:	Peter Dittrich - CEO
Interest Declared:	No interest to disclose
Date:	12 December 2017
Attachments:	Information Statement 2017

**Matter for Consideration:**

Council to consider accepting the Shire of Murchison Information Statement 2017

**Background:**

The Freedom of Information Act 1992 (FOI Act) created a general right of access to documents held by state and local government agencies. The FOI Act requires agencies, including local governments, to make available details about the kind of information they hold and enables persons to ensure that personal information held by government agencies about them is accurate, complete, up-to-date and not misleading.

Section 96 (1) of the Freedom of Information Act 1992 requires each government agency, including local governments, to prepare and publish annually, an Information Statement that includes the following:

- the Agency’s Mission Statement
- details of legislation administered

- details of the agency structure
- details of decision making functions
- opportunities for public participation in the formulation of policy and performance of agency functions
- documents held by the agency
- the operation of FOI in the agency

**Comment:**

It is the aim of the Shire of Murchison to make information available promptly, at the least possible cost and wherever possible, documents will be provided outside the Freedom of Information (FOI) process.

**Statutory Environment:**

Freedom of Information Act 1992

Local Government Act 1995 Division 7 Access to Information

**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

**Strategic Implications:**

This is a statutory function.

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Consultation:**

Nil

**Recommendation:**

That Council accepts the Shire of Murchison Information Statement 2017 as presented and attached.

**Voting Requirements:**

Simple Majority

**Council Decision:**

**Moved: Councillor A Whitmarsh**

**Seconded: Councillor E Foulkes-Taylor**

That Council accepts the Shire of Murchison Information Statement 2017 as presented and attached.

**Carried**

**For: 6**

**Against: 0**

**18.2 Acceptance of the 2016-17 Annual Report**

File:	1.2
Author:	Peter Dittrich - CEO
Interest Declared:	No interest to disclose
Date:	12 <sup>th</sup> December 2017
Attachments:	2016-17 Annual Report

**Matter for Consideration:**

The Annual Report for the 2016-17 financial year is presented for consideration by the Council. In accordance with s5.55 of the Local Government Act the Annual report will be made available to the public after it is accepted by Council.



**Background:**

Local Government is to prepare an Annual Report for each financial year containing:

- (a) a report from the mayor or president
- (b) a report from the CEO
- (c) an overview of the plan for the future
- (d) the financial report for the financial year
- (e) information as may be prescribed in relation to payments to employees
- (f) the auditor's report for the financial year
- (g) information regarding Disability access and inclusion
- (h) details in the register of complaints

The Annual Report is to be the first item considered at the Annual General Meeting of Electors.

**Comment:**

The 2016-17 Annual Report has been prepared according to section 5.53 of the Local Government Act. The Financial Statement for the Year Ending 30 June 2017, which is included in the Annual Report has been audited by RSM Bird Cameron and in their opinion, gives a true and fair view of the financial position of the Shire of Murchison as at 30 June 2017. The Independent Auditors Report is included in the Annual Financial Report.

An Electors general meeting will be convened within 56 days of Council accepting this annual report. The suggested date and time being 2 pm Saturday 3<sup>rd</sup> February 2018.

**Statutory Environment:**

## 5.53. Annual reports

(1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain —

- (a) a report from the mayor or president; and
- (b) a report from the CEO; and
- [(c), (d) deleted]
- (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
- (f) the financial report for the financial year; and
- (g) such information as may be prescribed in relation to the payments made to employees; and
- (h) the auditor's report for the financial year; and
- (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
  - (i) the number of complaints recorded in the register of complaints; and
  - (ii) how the recorded complaints were dealt with; and
  - (iii) any other details that the regulations may require; and
  - (i) such other information as may be prescribed

## 5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.

\* Absolute majority required.

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

## 5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

## 5.27. Electors' general meetings

(1) A general meeting of the electors of a district is to be held once every financial year.

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

(3) The matters to be discussed at general electors' meetings are to be those prescribed.

## 5.29. Convening electors' meetings

(1) The CEO is to convene an electors' meeting by giving —

- (a) at least 14 days' local public notice; and
- (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.

**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

**Strategic Implications:**

This is a statutory function.

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Consultation:**

Moore Stephens  
RSM Bird Cameron

**Recommendation:**

- 1) That Council accepts the Annual Report for 2016-17
- 2) That the Electors Annual General meeting be held at 2pm on the 3<sup>rd</sup> February 2018

**Voting Requirements:**

Absolute Majority

<b>Council Decision:</b>		
<b>Moved: Councillor P Squires</b>	<b>Seconded: Councillor G Mead</b>	
1) That Council accepts the Annual Report for 2016-17		
2) That the Electors Annual General meeting be held at 2pm on the 3rd February 2018		
<b>Carried</b>	<b>For: 6</b>	<b>Against: 0</b>

**18.3 2018 Meeting Time Trial**

File:	4.16
Author:	Peter Dittrich - Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	12 December 2017
Attachments:	Nil

**Matter for Consideration:**

Council to consider trialling a later meeting start time for the first three Ordinary Council meetings to be held in 2018

**Background:**

The precedent is that Ordinary Council meetings start at 10 am. It is proposed that the February, March, and April meetings of 2018 start at 12 Noon.

**Comment:**

If the meeting start time were moved to 12 Noon the day's program would be as follows:

11:30 am Council Forum  
 12 midday Ordinary Council Meeting start  
 1 pm adjourn for lunch  
 2 pm re-convene meeting.

It is anticipated that there may be an adjournment for afternoon tea depending on the meeting agenda. The later start time enables Council to schedule Committee and other meetings prior to the Council Meeting.

**Statutory Environment:**

Regulation 12(1) of the Local Government (Administration) Regulations 1996 requires that:

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

**Strategic Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Consultation:**

President R Foulkes-Taylor and Councillors

**Recommendation:**

That Council gives local public notice that the start time for the meetings to be held on the 4<sup>th</sup> Thursday of February 2018, March 2018, and April 2018 will be 12 Noon.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor G Mead</b>		<b>Seconded: Councillor P Squires</b>
That Council gives local public notice that the start time for the meetings to be held on the 4th Thursday of February 2018, March 2018, and April 2018 will be 12 Noon.		
<b>Carried</b>	<b>For: 6</b>	<b>Against: 0</b>

**18.4 Community Members - Working Group Members**

File:	4.70
Author:	Peter Dittrich – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	12 <sup>th</sup> December 2017
Attachments:	Written Nominations Received

**Matter for Consideration:**

Council to determine the membership of Working Groups following the Call for nominations emailed to the community and to elect two members of Council to the Project Officer Working Group.

**Background:**

At its October 2017 Ordinary Meeting Council resolved to invite members of the community to nominate for positions on 6 working groups. At its November meeting 3 positions were filled and the CEO re-advertised the balance of the positions. The vacant positions are show in the table below:

COMMITTEE/WORKING GROUP	MEMBER	MEMBER	MEMBER	STAFF	STAFF	COMMUNITY
Accident Prevention Working Group	E Foulkes-Taylor			CEO		To be advertised - 3 positions
Community Advisory Group	E Foulkes-Taylor	Q Fowler		CEO	Works Supervisor Gardener	Vicki Dumbris and Paul Lukitsch – To be advertised - 1 position
Murchison Community Fund Management Committee	Shire President			CEO		To be advertised – 2 positions
Settlement Drinking Water Working Group (New)	P Squires	R Foulkes-Taylor		CEO	Works Supervisor Health Officer	To be advertised – 1 position
Settlement Power Supply Working Group (New)	P Squires	G Mead	R Foulkes-Taylor	CEO	Works Supervisor	To be advertised – 1 position
Wild Dog Control Working Group	A Whitmarsh			CEO		Peter Mahony – to be advertised - 1 position
Project Officer Working Group	TBA	TBA		CEO	DCEO	To be advertised - 2 Positions

An absolute majority of Council is required to appoint each member to a committee.

**Comment:**

As at the close of nominations the following nominations were received:

Accident Prevention Working Group	Jo Squires
Community Advisory Group	Shelly Fowler Colleen Herold Jo Squires
Murchison Community Fund Management Committee	Sandy McTaggart Shelly Fowler
Settlement Drinking Water Working Group	Henry Foulkes-Taylor
Settlement Power Supply Working Group	Tom Foulkes-Taylor Frances Jones
Wild Dog Control Working Group	Sandy McTaggart
Project Officer Working Group	Frances Jones

**Statutory Environment:**

Local Government Act 1995 Part 5 Division 2 Subdivision 2

**Strategic Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Recommendation:**

1. Council accept the following community member nominations:

Accident Prevention Working Group	Jo Squires
Community Advisory Group	Shelly Fowler
Murchison Community Fund Management Committee	Sandy McTaggart and Shelly Fowler
Settlement Drinking Water Working Group	Henry Foulkes-Taylor
Settlement Power Supply Working Group	Tom Foulkes-Taylor
Wild Dog Control Working Group	Sandy McTaggart
Project Officer Working Group	Frances Jones

2. That Council elects the following Councilors (TBA) to be members of the Project Officer Working Groups.

*Discussion: Cr Paul Squires and Cr Emma Foulkes-Taylor nominated.*

### **Voting Requirements:**

Absolute majority

#### **Motion 1:**

#### **Council Decision:**

**Moved: Councillor R Foulkes-Taylor**

**Seconded: Councillor A Whitmarsh**

That the Terms of Reference for the Settlement Power Supply Working Group be amended to include up to two members of the Community be accepted.

**Carried**

**For: 6**

**Against: 0**

#### **Motion 2:**

#### **Council Decision:**

**Moved: Councillor G Mead**

**Seconded: Councillor P Squires**

1. Council accept the following community member nominations:

Accident Prevention Working Group	Jo Squires
Community Advisory Group	Shelly Fowler
Murchison Community Fund Management Committee	Sandy McTaggart and Shelly Fowler
Settlement Drinking Water Working Group	Henry Foulkes-Taylor
Settlement Power Supply Working Group	Tom Foulkes-Taylor and Frances Jones
Wild Dog Control Working Group	Sandy McTaggart
Project Officer Working Group	Frances Jones

2. That Council elects the following Councilors P Squires and E Foulkes-Taylor to be members of the Project Officer Working Groups.

**Carried**

**For: 6**

**Against: 0**

## **19. NOTICE OF MOTION**

Nil

## **20. CEO ACTIVITY REPORT**

<b>Date</b>	<b>Activity</b>
21.11.2017	Discuss LEMA plans with Jonelle Tyson of OEM
24.11.2017	Attended WALGA zone meeting
25.11.2017	Meeting with M Tierney on site
28.11.2017	LEMC meeting
30.11.2017	Meeting with Geoff Arben and G King – CSIRO
04.12.2017	Matt Barnes – Greenfields – Beringarra Cue Road
04.12.2017	Meeting – A Dann - Heritage
07.12.2017	SKA Stakeholders meeting
07.12.2017	Local Government Act Reform workshop
11.12.2017	Meeting with LGIS re insurance

**Recommendation:**

That the CEO's Activity Report be accepted.

**Voting Requirements:**

Simple Majority

Cr E Foulkes-Taylor left the meeting at 11:26am

Cr E Foulkes-Taylor re-joined the meeting at 11:30am

**Council Decision:**

**Moved: Councillor P Squires**

**Seconded: Councillor E Foulkes-Taylor**

That the CEO's Activity Report be accepted.

**Carried**

**For: 6**

**Against: 0**

**21. URGENT BUSINESS**

A motion to accept urgent business relating to the announcement by the Minister for Education of State Government funding cuts to rural education.

**Council Decision:**

**Moved: Councillor A Whitmarsh**

**Seconded: Councillor Q Fowler**

That urgent business be accepted.

**Carried**

**For: 6**

**Against: 0**

*Discussion:*

*Cr E Foulkes-Taylor presented information to the Council on the cuts to education announced on Wednesday 13 December 2017 by Minister Ellery and requested that Council consider writing a letter to Minister Ellery and State Premier McGowan.*

**Council Decision:**

**Moved: Councillor E Foulkes-Taylor**

**Seconded: Councillor A Whitmarsh**

That Council send a letter to the Premier, Minister Ellery, and Minister McTearnan regarding cuts to education announced on Wednesday 13 December 2017.

**Carried**

**For: 6**

**Against: 0**

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

Discuss two items pursuant to LGA s. 5.23 (2) (c) and (e) – 1. Road Agreement – SKA Route and 2. CEO Employment

**Motion to close the meeting to the Public**

Motion to close the meeting to the Public.

**Recommendation:**

That the meeting move behind closed doors to discuss two items pursuant to LGA s. 5.23 (2) (a) and (c) – 1. Road Agreement – SKA Route and 2. CEO Employment Contract

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor Q Fowler</b>	<b>Seconded: Councillor E Foulkes-Taylor</b>	
That the meeting move behind closed doors to discuss two items pursuant to LGA s. 5.23 (2) (a) and (c) – 1. Road Agreement – SKA Route and 2. CEO Employment Contract		
<b>Carried</b>	<b>For: 6</b>	<b>Against: 0</b>

The DCEO and Works Supervisor left the meeting at 1:00pm

**Motion to open the meeting to the Public**

**Recommendation:**

That the meeting move out from behind closed doors.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor E Foulkes-Taylor</b>	<b>Seconded: Councillor A Whitmarsh</b>	
That the meeting move out from behind closed doors.		
<b>Carried:</b>	<b>For: 6</b>	<b>Against: 0</b>

**22.1 Road Agreement – SKA Route**

<b>Council Decision:</b>		
<b>Moved: Councillor E Foulkes-Taylor</b>	<b>Seconded: Councillor Q Fowler</b>	
That:		
1. Council review the Draft Formal Agreement and instruct the CEO on changes to be made, if any by 8 January 2017; and		
2. CEO seek legal advice on the document following Council review and prior to returning it to Main Roads for their comments.		
<b>Carried:</b>	<b>For: 6</b>	<b>Against: 0</b>

**22.2 CEO Employment**

<b>Council Decision:</b>		
<b>Moved: Councillor G Mead</b>	<b>Seconded: Councillor P Squires</b>	
That Council confirm the appointment of Peter Dittrich as Chief Executive Officer per Clause 2.3 (a) of the Employment Contract.		
<b>Carried:</b>	<b>For: 6</b>	<b>Against: 0</b>

**23. MEETING CLOSURE**

The meeting closed at 1:06pm

These minutes were confirmed at the council meeting held on .....

Signed..... Presiding Officer