



Western Australia

Minutes of the Ordinary Meeting of the Murchison Shire Council,
Held in the Council Chambers, Carnarvon Mullewa Road, Murchison,
On Thursday 28th March 2019, commencing at 12 Noon.

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 12.00 noon.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

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

Peter Dittrich – CEO
 Rose Jones - DCEO
 William Herold – Works Supervisor

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

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

Moved: Councillor G Mead

Seconded: Councillor A Whitmarsh

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

Wednesday, 24 April 2019

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Discuss two items pursuant to LGA s. 5.23 (2) (c) and (e) – 1. Volunteer of the Year, 2. CEO Recruitment.

8. CONFIRMATION OF MINUTES**8.1 Ordinary Council Meeting – 28 February 2019****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 28 February 2019 be confirmed as an accurate record of proceedings

Voting Requirements:

Simple majority

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

That the Minutes of the Ordinary Council meeting of 28 February 2019 be confirmed as an accurate record of proceedings.

Carried**For:****6****Against: 0****9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. ACTION LIST

No	Item	Action	Status
1	Community Project Officer	Working Group held a telephone conference to discuss funding.	Awaiting release of grant funding. If delayed a budget amendment will be proposed. Grant applications close Sept 2019.
2	Cemetery and Remembrance Walk	Community Advisory Group inspected niche wall area and marked layout.	Quote to be sought for 7.5m x 1m x 0.3m wall.
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. 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.	Working with Paul Dean of Landgate and Brad Harken of Department of Lands, Planning and Heritage. Partial report received.

Recommendation:

That the Action List be accepted.

Voting Requirements:

Simple majority

Council Decision:**Moved: Councillor A Whitmarsh****Seconded: Councillor G Mead**

That the Action List be accepted.

Carried**For: 6****Against: 0****12. DISCLOSURE OF INTERESTS**

Nil

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

	Plant Description	Year	Rego	Total Costs	Recovery	Plant Hrs YTD	Plant Hrs Feb
P001	John Deere 770G	2011	MU1063	\$38,978.32	\$75,705.00	1081.5	151
P004	Ford New Holland	2006	MU 380	\$1,400.22	\$0.00	0	0
P005	Dolly MU 2003	2001	MU 2003	\$4,728.53	\$0.00	0	0
P007	UD Nissan Prime M	2009	000 MU	\$30,428.53	\$28,755.00	639	180
P008	Dolly MU 2009	2000	MU 2009	\$2,368.75	\$5,930.00	593	48
P009	Iveco Prime Mover	2003	MU1065	\$10,839.30	\$26,640.00	592	0
P010	Iveco Tipper 2004	2004	MU 00	\$3,775.49	\$0.00	0	0
P011	Komatsu D85A Bull	1997	0	\$51,749.41	\$21,636.50	198.5	0
P013	Low Loader Float	2008	MU 663	\$10,841.24	\$7,200.00	120	3
P014	Low Loader Float	2001	MU 2004	\$5,228.86	\$0.00	0	0
P017	Trailer - Evertrans	2001	MU 662	\$6,134.05	\$11,333.50	596.5	108
P018	Trailer - Side Tipper	2001	MU2010	\$6,828.31	\$11,523.50	606.5	83.5
P024	Water Tanker Trailer	2005	MU 2024	\$15,608.02	\$20,567.50	1082.5	176.5
P027	Volvo L110E Loader	2006	MU 65	\$33,080.28	\$22,002.50	338.5	69
P028	LV Isuzu D-Max 4x	2009	MU 300	\$9,201.14	\$367.50	24.5	18
P035	Genset Power House	2011	0	\$132,806.92	\$132,635.97	0	0
P041	Loader CAT 938 GI	2004	MU 193	\$20,195.77	\$7,962.50	122.5	0
P043	BOMAG Roller (Rub	2012	MU1027	\$12,978.69	\$12,780.00	319.5	79.5
P048	Howard Porter Fla	1979	MU 2026	\$1,542.57	\$0.00	0	0
P049	Howard Porter Fue	1972	MU 2005	\$932.71	\$0.00	0	0
P055	Toyota Prado 3.0l	2012	MU1011	\$8,431.57	\$6,893.00	10	0
P057	Great Wall 2012 G	2012	MU 167	\$3,083.87	\$0.00	0	0
P059	Trailer - 45ft Fl	1978	MU2044	\$3,348.76	\$627.00	33	0
P060	Patient Transfer-	2004	MU 1009	\$2,907.74	\$2,746.58	0	0
P061	Kenworth T604 Prime Mover	2004	MU 000	\$78,284.75	\$32,692.50	726.5	108
P064	Isuzu FRR500 5-To	2013	MU 140	\$51,365.60	\$14,274.00	183	10.5
P065	Generator 9 KVA K	2013	0	\$3,272.65	\$0.00	0	0
P067	Trailer - Side Tipper	2013	MU2042	\$7,405.89	\$12,131.50	638.5	108
P068	2013 BOMAG Padfoot	2013	MU1071	\$22,130.09	\$19,240.00	481	47
P072	2013 Isuzu Fire T	2013	MU1068	\$14,131.78	\$14,131.78	0	0
P073	2014 Toyota Fire	2014	MU1069	\$12,188.90	\$12,188.90	0	0
P077	Kubota U25-3 Mini	0	0	\$7,288.95	\$4,975.00	99.5	23
P080	Fuso Canter (NEW	2017	MU120	\$9,066.69	\$10,218.00	131	60
P081	John Deere 670G M	2017	MU105	\$42,873.40	\$77,840.00	1112	143
P082	Isuzu/Dmax Sx Sin	2017	01 MU	\$13,626.89	\$5,572.50	371.5	72
P086	Maxitrans Tandem	2012	1TNW068	\$390.97	\$5,080.00	508	83.5
P15003	Grader John Deere	2012	MU121	\$38,788.84	\$68,005.00	971.5	810
P15006	Truck - Isuzu NPR	2015	MU1018	\$14,464.24	\$14,430.00	185	185
P16063	2016 Toyota Prado	2016	MU 0	\$8,850.46	\$0.00	0	0
P16075	Kubota Tractor B2	2016	0	\$2,524.90	\$1,988.00	142	142

13.2 Works Report – Works Supervisor

Construction Crew

The construction crew have been busy with remedial works on the southern end of the Carnarvon Mullewa Road. They started just north of the bitumen section outside the Bullardoo Homestead SLK 270.330 to SLK 269.580, 750 metres. This corner was resheeted and the camber corrected. From here back to the boundary and between Bullardoo and Pinegrove they did a heavy grade and waterbind, SLK 266.520 to SLK 269.580 3k. The corner opposite the southern Woolgorong entrance SLK 259.790 to SLK 260.430, 640 metres was ripped and reshaped to correct the camber and remove corrugations. Next on the list was a resheet of S bends at SLK 250.000 to SLK 252.510, 2.5 kms. The S bends and straight section are on a hill, there was no material left on the road and in some areas rock was protruding through the surface. The corners have also been recambered. Some heavy grades and water binding were also done between SLK 253.530 and SLK 259.000 to correct blow outs caused by our trucks, this amounted to about 2km all up. On Wednesday March 20th the approaches to the two grids north and south of the settlement were prepared for sealing. Fulton Hogan should move up on Monday March 25th and start the 1km new seal on the Carnarvon Mullewa Road SLK 240.840 to SLK 241.840 on Tuesday March 26th. The construction crew will prepare this section on Monday March 25th. On Thursday March 21st a start was made on the resheet on the Carnarvon Mullewa Road from SLK 118.820 to SLK 122.800. This is a RRG and Shire funded job. On completion of this job a start will be made on the Beringarra Pindar Road to repair damage caused by excessive heavy traffic that has been using this road to reach the Shire of Upper Gascoyne flood damage work sites.

Maintenance Crew

The maintenance crew have completed the Boolardy Kali and Kali Cue Roads, 91kms. Graded from SLK 117.000 to SLK 82.000 on the Beringarra Pindar Road, 35 kms. Due to a mishap with Pickles Auctions their trailers were sold prematurely. This meant that we had to build their fuel and water tanks on the old float as well as the generator in a hurry. They were moved across to the Carnarvon Mullewa Road starting at the Curbur Byro boundary and grading south back to the settlement, meaning that they have had to commute daily. By the time council meets they should have completed this task and will then head back to the Beringarra Pindar Road. Kilometres graded for the last month would be about 210. Peter Mahony is filling in for Greg while he is away on sick leave.

Flood Damage Works

A handover of completed flood damage works was done on March 19th Robbro, March 20th THEM and March 21st Squires. I would like to commend our contractors on jobs well done. It is pleasing to see that they are all conducting works as required by the Shire in compliance with all relevant legislation.

Airstrip Reseal

Fulton Hogan will start the airstrip reseal on completion of the 1km new seal and the two grid approaches. If all goes according to plan they should be finished early in the week of April 1st.

Recommendation:

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

Voting Requirements:

Simple majority

Discussion followed regarding the deferral of the Airstrip and road reseal until the first week in April. The Works Supervisor reported that problems were again occurring on the Carnarvon-Mullewa road where restitution works were carried out. This has deteriorated quickly due to the heavy traffic. CEO responded to a question about the definition of 'slk' and referred councillors to an App provided by Fulton Hogan. It was reported that flood damage works on the McNabb-Twin Peaks Road have provided a good result.

Council Decision:**Moved: Councillor E Foulkes-Taylor****Seconded: Councillor G Mead**

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 attended a meeting in Cue on 15th March 2019 in relation to the reform of the Local Government Act.

14.2 Councillors

No reports of meetings attended.

15. REPORTS OF COMMITTEES**15.1 LEMC Meeting – 12 March 2019****Background:**

The Shire of Murchison LEMC met on 12 March 2019.

Comment:

The lost person desktop exercise was not undertaken as WAPOL were unable to attend the meeting. The unconfirmed minutes of the meeting are attached for Council information.

Recommendation:

That Council receive the unconfirmed minutes of the LEMC meeting held on 12 March 2019.

Voting Requirements:

Simple majority

Discussion: CEO noted that although the Police had again been unable to attend to conduct the 'Lost Person' activity, the meeting had a quorum. The State Risk workshops will now be held in Murchison settlement. The possibility of moving the LEMC meeting to a Council meeting day was also discussed.

Council Decision:**Moved: Councillor R Foulkes-Taylor****Seconded: Councillor G Mead**

That Council receive the unconfirmed minutes of the LEMC meeting held on 12 March 2019.

Carried**For:****6****Against: 0****15.2 Audit Committee Meeting – 28 March 2019****Background:**

The Shire of Murchison Audit Committee met on 28 March 2019.

Comment:

The purpose of the meeting was for the Audit Committee to consider the Audit Planning Memorandum for 2018/19 and to receive the Annual Compliance Return.

Item 18.1 presents the Annual Compliance Return for the Year ended 31 December 2018 along with the Audit Committees recommendation.

Recommendation:

That Council receive the unconfirmed minutes of the Audit Committee held on 28 March 2019.

Voting Requirements:

Simple majority

Council Decision:

Moved: Councillor A Whitmarsh

Seconded: Councillor E Foulkes-Taylor

That Council receive the unconfirmed minutes of the Audit Committee held on 28 March 2019.

Carried

For:

6

Against: 0

16. FINANCE

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

File:	4.37.1
Author:	Rose Jones – Deputy Chief Executive Officer
Interest Declared:	Nil
Date:	22 March 2019
Attachments:	List of payments made in February 2019

Matter for Consideration:

Endorsement of accounts paid during the month of February 2019.

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:

A list of payments made during the month February 2019 is 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) enough 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 for the month of February 2019, as per the attached Schedules presented to this meeting including \$2,156,894.02 from Municipal Account, repayments of \$1,453,922.29 to WA Treasury in respect of the short term advance, \$37.47 from Oasis Roadhouse and \$24.30 from Trust totalling \$3,610,878.08 be endorsed by Council.

Voting Requirements:

Simple majority

Council Decision:**Moved: Councillor Q Fowler****Seconded: Councillor P Squires**

That the accounts for the month of February 2019, as per the attached Schedules presented to this meeting including \$2,156,894.02 from Municipal Account, repayments of \$1,453,922.29 to WA Treasury in respect of the short term advance, \$37.47 from Oasis Roadhouse and \$24.30 from Trust totalling \$3,610,878.08 be endorsed by Council.

Carried**For:****6****Against: 0**

16.2 Financial Activity Statements to 28 February 2019

File:	4.37
Author:	Rose Jones – Deputy Chief Executive Officer
Interest Declared:	Nil
Date:	21 March 2019
Attachments:	Financial Activity Statements to 28 February 2019 Statement of Financial Position Operating Statement by Program Operating Statement by Nature & Type Accounts Activity General Ledger Trial Balance

Matter for Consideration:

Council is to consider adopting the Monthly Financial Statements for February 2019.

Background:

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

Comment:

The Current Position at 28 February is a surplus of \$3,154,505

	Budgeted closing surplus YTD	\$2,308,542
Less	Variance to Opening Funding Surplus	-37,495
Less	Operating revenue down	-200,705
Plus	Operating Expenditure up	-2,373,204
Less	Operating activity excluded	-122,144
Plus	Investing activities down	1,233,565
Plus	New Debentures up	2,345,946
Less	Transfers from reserve down	0
Less	Repayment of Debentures up	0
Plus	Transfers to reserves down	0
	Total Variances	845,963
	Actual Surplus as at 28 February 2019	\$3,154,505

The following Term Deposits are held as at 28 February 2019:

Muni

Term Deposit 531423	\$500,000.00	1.89%	Maturity 28/03/2019
Term Deposit 531431	\$1,000,000.00	2.51%	Maturity 08/04/2019
Term Deposit 529817	\$500,000.00	2.03%	Maturity 08/03/2019

Trust

Crosslands MCF Term Deposit	\$375,194.91	2.34%	Maturity 25/05/2019
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Reserve

Term Deposit 531458	\$750,000.00	2.32%	Maturity 28/05/2019
Term Deposit 531466	\$1,000,000.00	2.52%	Maturity 29/04/2019
Beringarra Cue Road Reserve Term Deposit 468161	\$3,479,853.50	2.52%	Maturity 21/04/2019

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 28 February 2019 as attached.

Voting Requirements:

Simple majority.

Council Decision:

Moved: Councillor P Squires

Seconded: Councillor A Whitmarsh

That Council adopt the financial statements for the period ending 28 February 2019 as attached.

Carried

For:

6

Against: 0

16.3 Budget Review 2018-2019

File:	2.4
Authors:	Rose Jones – Deputy Chief Executive Officer Peter Dittrich – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	19 March 2019
Attachments:	2018-19 Budget Review

Matter for Consideration:

A review of the 2018-19 Budget, based on financial performance between 1 July 2018 and 31 January 2019, has been conducted and is presented to Council.

Background:

As required by the Local Government Act 1995, Council adopted a budget for the 2018-19 financial year based on forward plans and best estimates at the time. According to the Local Government (Financial Management) Regulations 1996, each year, between 1 January and 31 March, a local government is to carry out a review of its annual budget for that year, considering its financial performance for at least the first six months of the year, its position at the date of review and its forecast position to the end of the financial year.

Comment:

The Budget review for 2018-19 has been conducted and amendments are detailed in the Statutory Budget Review attached.

Opening Carried Forward figure:

The opening carried forward figure was reduced from \$3,794,404 to \$3,756,909 due to end of year final adjustments. This is a decrease in the carried forward surplus of \$37,495.

Operating Revenue:

1. The FAGS grant was conservatively estimated and subsequent advice will result in an increase of \$112,500
2. Rates income is higher than budgeted as a result of new mining tenements
3. Main Roads Direct grant increased by \$77,642
4. WANDRRA Flood Damage reimbursement has been reduced by \$3,333,000 to reflect expected carry over to 2019-20

Overall decrease in cash from Operating Revenue is \$3,081,350

Operating Expenditure:

1. Town Planning expenses have been increased to allow for refund of an unexpended grant.
2. Heavy road maintenance has been deferred until 2019-20.
3. Audit costs are expected to increase with AOG involvement.
4. Staff recruitment expense has been increased to facilitate CEO recruitment.
5. WANDRRA Flood Damage expenditure has been reduced by \$3,333,000 to offset anticipated carry-over of works to 2019-20.
6. DFES Grant for Fire shed is offset by expenditure \$53,950

Overall increase in cash from reduced operating expenses is \$3,211,600

Capital Expenditure - Infrastructure Roads:

1. Some programmed road works have been deferred to 2019-20.
2. Allowance has been made for restitution works to both Carnarvon-Mullewa Road and Berringara-Pindar Road.
3. Works on Berringara-Cue Road will be restricted to repairs to priority floodways in 2018-19. This is indicated by a reduction in expenditure of \$3,347,740.

Capital Expenditure - Building & Improvements:

1. Capital expenditure on staff housing has been reinstated with an allowance of \$375,000 to provide two accommodation units within the settlement. This is partly funded by \$250,000 transfer from Reserve and the balance from additional cash received in FAGS.
2. The provision of a Fire Shed for the Murchison settlement was approved at the September 2018 Ordinary Meeting and is included in the budget review.

Capital Expenditure – Plant

The budget has been amended to reflect that budgeted items including the Low Loader, Construction caravan and 5 Ton truck are now considered to be not required in 2018-19. Two new items of plant have been included. These are a trailer for transportation of the new excavator and a fault analysing machine for the workshop. At the Ordinary Meeting in February council endorsed the purchase of a Hilux for the Technical/ Project Officer. This has been excluded from the 2018-19 budget due to staff changes.

The savings on Plant Expenditure of \$215,000 have been directed to the Building Reserve to meet staff housing costs.

Capital Revenue

Reserve Transfer from Building Reserve has been increased by \$250,000

Reserve Transfer from Berringara-Cue Road Reserve has been reduced by \$3,347,700

Detailed amendments are shown at Note 5 in the Statutory Budget review.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

33A Review of Budget

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) The review of an annual budget for a financial year must –
 - (a) Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) Consider the local government's financial position as at the date of review; and
 - (c) Review the outcomes for the end of that financial year that are forecast in the budget.
- (3) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to council.
- (4) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendation made in the review.
*Absolute majority required.
- (5) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Strategic Implications:

The budget has been developed based on existing strategic planning documents adopted by council.

Sustainability Implications

- **Environmental**
There are no known significant environmental implications
- **Economic**
There are no known significant economic implications
- **Social**
There are no known significant social considerations.

Policy Implications:

The budget is based on the principles contained in the Strategic Community Plan, Corporate Business Plan and informing strategies.

Financial Implications:

The changes suggested in the budget review are based on the local government's financial performance for the financial year up to 31 January 2019. Adjustments have been made to better reflect actual performance for the period and to give a more accurate projection of a small surplus at 30 June 2019.

Consultation:

CEO

Works Supervisor

Recommendation:

That Council adopt the Review of the 2018/19 Budget as presented in the attachment 2018/19 Budget Review.

Voting Requirements:

Absolute Majority.

Discussion with CEO and DCEO around detail of significant variations and changes to Reserve Transfers

Council Decision:

Moved: Councillor P Squires

Seconded: Councillor G Mead

That Council adopt the Review of the 2018/19 Budget as presented in the attachment 2018/19 Budget Review.

Carried

For: 6

Against: 0

17. DEVELOPMENT

Nil

18. ADMINISTRATION**18.1 Compliance Audit Return 2018**

File:	4.18
Author:	Peter Dittrich - Chief Executive Officer
Interest Declared:	Nil
Date:	13 March 2019
Attachments:	Compliance Audit Return 2018

Matter for Consideration:

Council to consider adopting the Compliance Audit Return 2018.

Background:

A Compliance Audit Return for the period 1 January to 31 December in each year is to be carried out and presented to the Audit Committee for review. The Audit Committee is to report to the Council the results of that review. The Compliance Audit Return is to be then adopted by Council and the certified copy is to be sent to the Director General of the Department of Local Government & Communities by 31 March of the following year.

Comment:

The Audit Committee met earlier today to review the Compliance Audit Return 2018 and gives its recommendation below.

Statutory Environment:

14. Compliance audits by local governments

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —

(a) presented to the council at a meeting of the council

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

15. Compliance audit return, certified copy of etc. to be given to Executive Director

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit,
- is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- (2) In this regulation — certified in relation to a compliance audit return means signed by —
- (a) the mayor or president; and
 - (b) the CEO.

Strategic Implications:

N/A

Sustainability Implications

- **Environmental**
There are no known significant environmental implications
- **Economic**
There are no known significant economic implications
- **Social**
There are no known significant social considerations.

Policy Implications:

N/A

Financial Implications:

N/A

Consultation:

Nil

Audit Committee Recommendation:

That:

1. the Audit Committee reports to the 28 March 2019 Ordinary Meeting of Council that the Compliance Audit Return 2018 has been prepared by the CEO as required;
2. the Audit Committee recommends that Council adopt the Compliance Audit Return 2018 as presented.

Voting Requirements:

Simple Majority

Council Decision:**Moved: Councillor E Foulkes-Taylor****Seconded: Councillor A Whitmarsh**

That:

1. the Audit Committee reports to the 28 March 2019 Ordinary Meeting of Council that the Compliance Audit Return 2018 has been prepared by the CEO as required;
2. the Audit Committee recommends that Council adopt the Compliance Audit Return 2018 as presented.

Carried**For:****6****Against: 0**

18.2 Audit Entry Meeting 2018-19

File:	2.2
Author:	Peter Dittrich - Chief Executive Officer
Interest Declared:	Nil
Date:	13 March 2019
Attachments:	Audit Planning Memorandum for 2018/19

Matter for Consideration:

Consideration of the Audit Planning Memorandum for 2018/19

Background:

The Shire of Murchison Audit committee met on the 28th March 2019. The purpose of the meeting was to discuss the Audit Planning Memorandum for 2018/19 financial year audit of the Shire of Murchison with the OAG, RSM, CEO, DCEO and Audit Committee.

Comment:

The OAG and RSM attended the meeting by telephone.

RSM will conducted the interim audit of the 2018-19 Financial Year in accordance with Australian Auditing Standards on behalf of the OAG on the 15th & 16th April 2019.

In conducting the audit, RSM will follow applicable independence requirements of Australian professional ethical pronouncements.

Statutory Environment:

Local Government Act 1995

Strategic Implications:

Nil

Policy Implications:

Nil

Financial Implications:

The cost of the annual audit is included in the 2018-19 Budget

Consultation:

Nil

Audit Committee Recommendation:

That the Audit Planning Memorandum for 2018/19 be received and adopted.

Voting Requirements:

Simple Majority

Committee Decision:		
Moved: Councillor R Foulkes-Taylor	Seconded: Councillor A Whitmarsh	
That the Audit Planning Memorandum for 2018-19 be received and adopted.		
Carried	For: 6	Against: 0

18.3 Consideration of the Workforce Plan

File:	9.1
Author:	Peter Dittrich- Chief Executive Officer
Interest Declared:	Nil
Date:	20 March 2019
Attachments:	Draft Workforce Plan

Matter for Consideration:

Consideration of the Workforce Plan for adoption by Council.

Background:

As part of the Integrated Planning Process council engaged Moore Stephens to prepare our Workforce Plan.

Comment:

The Workforce Plan has been developed and is now presented for council's comments and/or adoption. The plan is being developed in conjunction with the plans under the Integrated Planning Process.

Statutory Environment:

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

Strategic Implications:

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

Policy Implications:

Nil

Financial Implications:

Nil

Consultation:

Nil

Recommendation:

That Council adopts the Workforce Plan.

Voting Requirements:

Absolute Majority

Council Decision:

Moved: Councillor P Squires

Seconded: Councillor R Foulkes-Taylor

That Council adopts the Workforce Plan.

Carried

For: 6

Against: 0

18.4 Advertisement - Murchison Oasis Roadhouse – Sub-lease

File:	13.11
Author:	Peter Dittrich - Chief Executive Officer
Interest Declared:	Nil
Date:	22 March 2019
Attachments:	Nil

Matter for Consideration:

Council to consider responses to the advertising of the renewal of the Murchison Oasis Roadhouse sub-lease.

Background:

The renewal of the sub-lease of the Murchison Oasis Roadhouse was advertised and submissions were invited as required by the Local Government Act.

Comment:

At the close of the advertised submission period on the 21st March 2019, no submission had been received.

Statutory Environment:

Under Section 33 of the Land Act 1933 (repealed) now Section 18 (2) (b) of the Land Administration Act 1997, the Vesting Order for Reserve No.40237 (Murchison Location 200), i.e. the land on which the Roadhouse and Motel units are situated, requires that the Shire of Murchison obtain the approval in writing of the Minister for Lands for any lease of that land for that lease to be valid or operative.

Delegation 19. – Delegations Register - The CEO is delegated the authority to negotiate terms, conditions and assignment of rent for leases and properties on the condition that the settled Terms and Conditions are approved by council as soon as practicable.

Under s3.58 of the Local Government Act the lease of the Roadhouse is not an exempt disposition of property as the lease period is for two or more years. Functions and General Regulation 30 (2) (e) allows for the exemption only where “it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land;”

Strategic Implications:

The Murchison Oasis Roadhouse is becoming increasingly recognised as an important community hub for Shire residents and a valuable tourist attraction.

Sustainability Implications

- **Environmental**
There are no known significant environmental implications
- **Economic**
There are no known significant economic implications.
- **Social**
The sub-lessees have significant impact on the social fibre of the community and it is essential to ensure that the sub-lessees are committed to providing good service to both community members and tourists.

Policy Implications:

Nil.

Budget/Financial Implications:

The Oasis Roadhouse Motel and Caravan Park complex should be cost neutral to Council; however, any expenditure incurred by Council towards the operation of the complex could be regarded as Community Service provision.

Consultation:

Nil

Recommendation:

That Council note that no submission have been received in relation to the Notice of intention to negotiate a lease of Murchison Roadhouse and Caravan Park for a period of 2 years, in accordance with the Local Government Act 1995, S3.58.

Voting Requirements:

Simple Majority

Council Decision:			
Moved: Councillor A Whitmarsh	Seconded: Councillor E Foulkes-Taylor		
That Council note that no submission have been received in relation to the Notice of intention to negotiate a lease of Murchison Roadhouse and Caravan Park for a period of 2 years, in accordance with the Local Government Act 1995, S3.58.			
Carried	For:	6	Against: 0

19. NOTICE OF MOTION

Nil

20. CEO ACTIVITY REPORT

Date	Activity
15.02.2019	Discuss seal south of the bridge with Works Supervisor
19.02.2019	Discuss Rates with Upper Gascoyne
20.02.2019	Commence 3 days annual leave
26.02.2019	Budget Review discussions
07.03.2019	Attend - Aboriginal Heritage Act Review Workshop
08.03.2019	Attend CEO workshop at City of Stirling
12.03.2019	LEMC meeting
13.03.2019	Begin finalization of Workforce plan
19.03.2019	Telephone discussion with Patricia Edwards re Heritage Matters
20.03.2019	Attend opening of Concrete Panel Tender

Recommendation:

That the CEO's Activity Report be accepted.

Discussion: The CEO will forward the link to the Aboriginal Heritage Act review to all Councillors.

Voting Requirements:

Simple Majority

Discussion followed Cr Whitmarsh's enquiry regarding changes to Heritage requirements and the proposed definition of "site". CEO outlined that a review process was currently in place.

Council Decision:		
Moved: Councillor A Whitmarsh	Seconded: Councillor G Mead	
That the CEO's Activity Report be accepted.		
Carried	For: 6	Against: 0

Meeting adjourned for lunch at 12:59pm

Meeting resumed at 1:43pm – The DCEO and Works Supervisor did not return to the meeting

21. URGENT BUSINESS

Motion to receive urgent business.

Council Decision:		
Moved: Councillor E Foulkes-Taylor	Seconded: Councillor A Whitmarsh	
That Council receive urgent business relating to Staff Housing.		
Carried/Lost	For: 6	Against: 0

21.1 Staff Housing

Discussion: Council discussed the need for staff housing and considered that the cost of a three by two and a two by one house should be brought to council for consideration.

Council Decision:		
Moved: Councillor E Foulkes-Taylor	Seconded: Councillor A Whitmarsh	
That Council:		
<ul style="list-style-type: none"> • Directs the CEO to prepare a report and budget on staff housing needs to be presented to the April meeting. • Direct the CEO to start the approvals process for the location and construction of the houses. 		
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. Volunteer of the Year and 2. CEO Recruitment.

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) (c) and (e). 1. Volunteer of the Year and 2. CEO Recruitment.

Voting Requirements:

Simple Majority

Council Decision:		
Moved: Councillor A Whitmarsh	Seconded: Councillor G Mead	
That the meeting move behind closed doors to discuss two items pursuant to LGA s.5.23 (2) (c) and (e). 1. Volunteer of the Year and 2. CEO Recruitment.		
Carried:	For: 6	Against: 0

