



Western Australia

Agenda for the Ordinary Meeting of the Murchison Shire Council,
To be held in the Council Chambers, Carnarvon Mullewa Road, Murchison,
On Thursday **17th December 2015**, 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

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

A Special Meeting of Council is scheduled for the 5th February 2016 to consider Flood Damage Tenders and the next Ordinary Meeting of Council is scheduled for the 19th February 2016.

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

8. CONFIRMATION OF MINUTES

8.1 Ordinary Meeting of Council – 20th November 2015

Background:

Minutes of the Ordinary Meeting of Council have previously been circulated to all Councillors.

Recommendation:

That the minutes of the Ordinary Meeting of Council held on 20th November 2015 be confirmed as an accurate record of proceedings.

Voting Requirements:

Simple majority

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

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

11. ACTION LIST

No	Item	Action	Status
1	Establishment of Working Group for Accident Prevention.	Inaugural meeting held 24 th September. Group established.	New Committee Members elected Nov OCM - Cr Emma Foulkes-Taylor is the new Council Rep along with the CEO. Currently calling for Community Reps
2	Community Project Officer	Inaugural meeting held 24 th September. Group established.	Office Extension and pro-rata salaries & wages allowed for in 2015-16 budget. New Committee Members elected Nov OCM - President Halleen and Cr E Foulkes-Taylor are the new Council Reps along with the CEO. Currently calling for Community Reps.
3	Lawn Bowls	<p>Evergreen have completed install of bowling rinks.</p> <p>Community Advisory Group to advise Council on completion ie type of shelters; fencing etc</p> <p>At the June 2015 meeting of Council it was decided:</p> <ol style="list-style-type: none"> 1. Erect a high fence between the tennis court and bowling rink, including access gate between, using the same materials as the existing fence (linkmesh); 2. Fence around the rink in heritage green colourbond 1.5 m high – to the southern, western and northern sides; 3. Pave around the rink using the same pavers as those used at the sports club; 4. Erect 'Seaside shelters' at either end, in keeping with the shelters erected at the roadhouse and caravan park. 	<p>Tennis court fencing has arrived; Paving delivered. Colourbond fencing has been delivered;</p> <p>The RFQ for works for fencing, paving and earthworks has closed and has been awarded to Green Earth Concepts Have completed the earthworks, fencing and paving.</p> <p>The Seaside Shelters are currently being erected; scheduled for completion prior to the Community Christmas Tree.</p>
4	Laundry and Accommodation Units	<p>Fleetwood have delivered the accommodation & laundry units; handrails have been fitted; plumbers and electricians on-site this week; TV's and vast reception installed; linen purchased; fridges & kettles purchased. Still need to re-shape verandah rooves; paint verandah posts and handrails; purchase crockery and outdoor settings; complete landscaping.</p> <p>Community Advisory Group to advise Council on completion</p>	

		<p>At the June 2015 meeting of Council, it was decided:</p> <ol style="list-style-type: none"> 1. <i>accept Fleetwood’s quote to supply the curved verandah rooves as per the concept plans for both laundry and accommodation units;</i> 2. <i>accept CAG’s recommendation to paint the verandah posts, handrails and fascias in grey to match the grey paint on the body of buildings;</i> 3. <i>landscaping –</i> <i>Accommodation units – run a concrete footpath from the existing footpath on the northern side of the roadhouse, past a retaining wall (to match existing) to be constructed half way down the lawn at the existing units, to the ramp and continue on with the footpath to the northern side of the ramp as far as the steps. Plant some small native shrubs on the roadside of the footpath to separate pedestrian traffic from vehicular traffic. Plant small native shrubs between existing and new accommodation units; protect leach drains from traffic with timber bollards.</i> <p><i>Laundry – spread gravel over leach drains; run concrete path on the western side of the laundry, heading north to clotheslines; plant small native, shallow rooted shrubs between leach drains; protect leach drains from traffic with timber bollards.</i></p>	<p>The verandah rooves have been re-shaped;</p> <p>The works for retaining walls and concreting at motel units and laundry block has been awarded to Yuin Pastoral. The works were completed in the week finishing 17 October.</p> <p>Due to lack of space, consideration is being given to constructing a handrail to match existing handrails and growing a creeper over it, or to solar bollards. Solar bollards may be the best option as it eliminates the need to water – currently sourcing prices.</p> <p>Large expanse of gravel near laundry is quite dusty. Considering retic and roll out lawn near laundry. Can be watered from bore near sports club rather than from town supply.</p>
5	Ballinyoo Bridge Tender	<p>Tender closed Monday 16 February. Bocol was nominated by council as the preferred tenderer at the March 2015 OCM. Bocol awarded contract and to commence 1 August to 1 September, depending on river flows.</p>	<p>Bocol were given possession of site on the 25th August and have commenced construction of the northern bypass road.</p> <p>The old Ballinyoo Bridge has been demolished and the span for preservation was successfully re-located on Saturday 10 October 2015.</p> <p>Work on the northern approach road is underway and pilings have been installed. Currently on schedule for completion in early December.</p> <p>Work on the northern and southern bypass roads is complete. Headstock have been installed; will commence installing planks w/e 22/11. Culverts immediately south of the bridge have</p>

			<p>been installed. Ready to commence work on the culvert at the southern extremity of the works. Completion of Works may be delayed by up to two weeks.</p> <p>The concrete deck has been poured and approaches are nearing completion, ready for bitumising on the 21st December.</p>
6	Cemetery and Remembrance Walk (walk)	<p>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.</p>	<p>New CAG Committee Members elected Nov OCM – President Halleen and Cr Whitmarsh are the Council Reps along with the CEO, Works Supervisor and Gardener. Currently calling for Community Reps.</p>
7	FOI	<p>Council need to review their Freedom of Information Statement to ensure it is correct regarding the review process</p>	<p>Complete – ready for inclusion in the 2014-15 Annual Report.</p>
8	Review of Road Network	<p>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.</p>	<p>Ongoing. Undesignated unsurveyed roads was bought up as a discussion point at the May zone meeting. Yet to be actioned.</p>
9	Development of Draft Drug & Alcohol Policy	<p>CEO to develop a draft Drug & Alcohol Policy to present to council for consideration</p>	<p>The CEO has asked LGIS if they have a pro-forma policy that can be adapted to suit our circumstances. They are currently working in conjunction with WALGA to develop one and it will be available in the short term. The President has forwarded a policy which is a WALGA template. If it is suitable, it refers to a Discipline Policy and a Grievance, Investigations and Resolutions Policy, which we will also need to develop. Yet to be actioned.</p>

Recommendation:

That the Action List be accepted.

Voting Requirements:

Simple majority

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

12. DISCLOSURE OF INTERESTS

13. REPORTS OF OFFICERS

13.1 Monthly Plant Report – Works Supervisor

November 2015		Hours						YTD	
Plant Item	Year	Rego	1 July '15	Start Hrs/kms	End Hrs/km	Total Month	YTD	Operating Costs	
								Plant	Fuel
P.01 JD Grader	2011	MU 121	6236	6828	6942	114	706	8021.51	12700.22
P.02 Cat Grader 12H	2005	MU 141	12591	13254	13390	136	799	14182.80	11370.66
P.03 Cat Grader 12M	2008	MU 51	8672	9324	9447	123	775	12123.71	12843.42
P.04 New/H Ford Tractor	2006	MU 380	1831	1873	1880	7	49	223.13	123.78
P.05 Dolly 1-Red	2001	MU 2003	3488	11005	12500	1495	9012	558.30	n/a
P.06 Mitsubishi Canter	2010	01 MU	138805	144152	146384	2232	7579	16431.11	2165.44
P.07 Nissan UD	2009	000 MU	189658	191999	193488	1489	3830	1364.93	2918.83
P.08 Dolly 2-Black	2000	MU 2009	27654	27654	28006	352	352	554.39	n/a
P.09 Iveco P/Mover	2003	MU1065	304084	309741	310380	639	6296	1379.00	5259.87
P.10 Iveco Tipper Conv	2004	MU 00	174427	175723	175723	broken	1296	5517.16	7636.00
P.11 Komatsu Dozer	1997		475	645	677	32	202	5581.00	6621.89
P.13 Tri-Axle L/L Float	2008	MU 663	0	4143	4849	706	4849	1676.72	n/a
P.14 No. 2 Float P.14	2001	MU 2004	57198	57198	57198	broken	57198	86.16	n/a
P.17 Side Tipper	2001	MU 662	10197	16766	18729	1963	8532	1814.29	n/a
P.18 Side Tipper	2001	MU2010	65459	74290	74290	0	8831	1927.53	n/a
P.24 30000L W/Tanker	2005	MU 2024	43080	44330	44682	352	1602	4013.45	n/a
P.27 Volvo Loader	2006	MU 65	7088	7340	7382	42	294	8910.28	4726.52
P.28 Isuzu Dmax	2009	MU 300	194174	200517	201170	653	6996	644.21	942.08
P.32 Construction Gen			20519	21623	21910	287	1391	1119.13	2423.54
P.33 Maintenance Gen			6371	7333	7615	282	1244	462.25	1250.83
P.34 Generator Perkins		Mechanic	18615	18615	18615	0	0	221.31	0.00
P.35 Generator 1-110kva	2011		19493	20816	21091	275	1598	2215.40	49112.47
P.35 Generator 2-110kva	2011		12221	14053	14454	401	2233		
P.37 Forklift			12268	12319	12335	16	67	141.82	81.21
P.40A Toyota Hilux	2014	MU 1018	26191	34951	37896	2945	11705	1539.14	2194.35
P.41 Cat 938G Loader	2004	MU 193	4940	5076	5100	24	160	1106.76	3012.33
P.43 Bomag Roller	2012	MU1027	2596	2705	2745	40	149	235.92	2431.63
P.48 Dog Fuel Trailer	1979	MU 2026	0	0	0	0	0	0.00	n/a
P.49 Dog Fuel Trailer	1972	MU 2005	0	0	0	0	0	0.00	n/a
P.54 Isuzu T/Top	2005	MU 1002	156000	163048	165453	2405	9453	1609.05	2723.13
P.55 Toyota Prado	2012	MU 0	39649	51432	53458	2026	13809	655.67	1522.59

P.57 Great Wall	2012	MU 167	43094	49178	49751	573	6657	2872.03	751.85
P.59 45ft Flat Top	1978	MU2044	0	0	0	0	0	1090.13	n/a
P.60 Mercedes PTV	2004	MU 1009	100695	101608	101636	28	941	1169.90	92.83
P.61 Kenworth P/Mover	2004	MU 000	50736	59846	61880	2034	11144	5534.99	14051.68
P.62 Heavy Maint Trailer		MU 446	0	0	0	0	0	0.00	n/a
P.63 RAV4	2013	MU 1011	28547	30011	31535	1524	2988	2097.97	70.10
P.64 Isuzu Construction	2013	MU 140	63361	76417	80254	3837	16893	2216.62	4448.91
P.65 Generator 9KVA	2013	H/ Maint	4350	4453	4453	0	103	92.00	615.72
P.66 Kubota 6kva Gen	2012		6575	7873	7949	76	1374	1840.59	2242.20
P.67 Roadwest S/Tipper	2013	MU2042	33159	41367	43376	2009	10217	0.00	n/a
P.68 Bomag Padfoot	2013	MU1071	900	1124	1156	32	256	435.75	4270.11
P.72 Isuzu Fire Truck	2013	MU1068	754	780	1333	553	579	49.00	162.69
P.73 Toyota Fast Attack	2014	MU1069	Milly Milly			0	0	245.00	0.00
Caravans				n/a	n/a	n/a	n/a		2103.36
JD Ride on mower P11076			607	635	671	36	64	122.70	small plant

13.2 Works Report – Works Supervisor

Construction Crew

The construction crew have finally completed the 2 new alignments in the Wooleen area.

No 1 works - 2.5km section of new road alignment.

- Clearing of trees and drain lines
- Forming up of sub grade
- Sub grade material carted into low area.
- Base course gravel carted in mixed, spread and rolled
- Rock carted in and placed on the down side of the 410m floodway.
- New 220m alignment into Wooleen homestead formed up and gravel sheeted.
- All signage in place.

No 2 works - 550m of new road alignment across a small creek crossing at Wooleen wool shed.

- Clearing of trees.
- Sub grade formed up (only on south side of creek to grid)
- Small creek crossing - boxed out (sand) to depth of 400mm and replaced with gravel.
- Base course carted in mixed and rolled.
- Lane put into Wooleen wool shed info bay.
- All Signage in place

Various small jobs completed whilst in the area.

- A section from the grid north of Wooleen wool shed to the new No 1 alignment was formed up and a few areas of gravel sheeting were required.
- Both the north and south approaches to the grid were also gravel sheeted.
- A Bund 700m north of the wool shed was repaired
- Placed in new off shoot drains.

With the completion of the alignment work at Wooleen the crew then moved all camping gear and plant and equipment down to Bullardoo. They then commenced work on the 1.2km section of dust suppression work. The dust suppression work will be finished on the 15th of December and then all plant and equipment will be brought back to the depot in readiness for maintenance and repairs over the Christmas break.

Work scheduled after the Christmas break for the construction crew in readiness for sealing at a later date in the year will be the 4km of road works, 5kms north of the settlement on the Carnarvon-Mullewa road. This section goes through the breakaways and will include gravel sheeting in various places and new culverts placed in 3 small floodway's.

Maintenance Crew

There has been a few changes to the maintenance crew - Neil has taken over as the Leading Hand/Grader operator and Mark Jones who is new to the shire joins Neil as our second maintenance grader operator. Glen formerly the Leading Hand/Grader operator is now the shire's Dozer operator. He will work as required within the shire's works program moving between the Construction crew, Heavy Maintenance and the rehabbing of gravel pits.

Since my last report crew have completed a light grade for the Xmas break on the Mt Wittenoom Road and the Beringarra-Pindar road from Cockney Bill intersection to MRO turn off. They have patch graded the first 40km then a light grade to the eastern boundary on the Boolardy-Kalli road. Crew then moved camp and equipment from Boolardy back to the settlement and are now doing a light grade on the Carnarvon-Mullewa road starting from north of the settlement to Byro. As time will run out, one grader will patch grade the last 50km from Byro to the Murchison/Upper-Gascoyne boundary and the second grader will patch grade (creek crossings and where-ever else required) on the Beringarra Byro road to the Erong road intersection.

All plant will then come back to the settlement for inspection /clean up/repairs that will be carried out over the Xmas break in readiness for the 2016 works program.

Grids

A Request for Quotes for 5 new grid replacements from old 12ft grids to new 24ft grids on the Beringarra-Pindar road was sent out to the Community and was awarded to Yuin Pastoral Co.

These grid replacements will get under way in the new year in about late January early February 2016.

Staff Leave

Barry 16th, 17th and 18th November 2015

Brian 27th November

Works Supervisor General

- 14th Nov 9hrs on Grader Construction
- 15th Nov 3hrs travelling to Geraldton for Tafe
- 16th Nov 3hrs at Tafe
- 18th Nov Plant replacement meeting at office
- 20th Nov Council meeting
- 24th Nov 4 hrs Bridge meeting with CEO
- 25th Nov 4hrs new grader operator induction at work shop and on plant and road works
- 25th Nov Checked all road counters on Beringarra-Pindar/ Carnarvon-Mullewa road, checked on Glen (heavy maintenance)
- 26th Nov Peg road at Bullardoo plus meeting at Bridge (drains)
- 30th Nov Beringarra-Pindar road inspection for the Mixy Mine then 5hrs on grader at construction works at Bullardoo
- 2nd Dec Pegging road works at Bullardoo then 3 hrs on grader
- 7th Dec Meeting office then road site meeting on the Beringarra-Pindar road Heavy Maintenance
- 8th Dec 10 hrs pegging road Bullardoo
- 9th Dec Meeting with WML (flood damage superintendence) plus inspection of some of the flood damage roads
- 10th Dec Road inspection Beringarra-Pindar Mixy mine with CEO.

ROADS GRADED 14/11/2015 – 12/12/2015

Name	Length of Road	SLK's Graded this month	Heavy Maintenance	Comments
Beringarra /Pindar	319.80km	48km		Light grade
Beringarra /Pindar				
Erong	63.12km			
Beringarra/Byro	90.89km			
Twin-Peaks/Wooleen	47.65km			
Boolardy/Kalli	57.30km	8km + 49km		Light grade Patch grade

Byro/Woodleigh	71.00km			
New Forrest/Yallalong	36.18km			
M ^c Nabb/Twin-peaks	49.75km			
Yallalong-West	34.46km			
Mileura/Nookawarra	49.08km			
Muggon	38.75km			
Manfred	34.55km			
Beringarra/Mt Gould	34.80km			
Tardie/Yuin	13.20km			
Innouendy	9.30km			
Boolardy Homestead	2.00km			
Yunda Homestead	32.80km			
Meeberrie Woolleen	25.22km			
Mt Wittenoorn	37.55km	37.5km		Light grade
Woolleen/Mt Wittenoorn	33.85km			
Beringarra Cue	109.82km			
Boolardy Wooleen	19.08km			
Kalli Cue East	21.87km	22km		Light grade
Coodardy Noondie	19.92km			
Butchers Track	64.54km			
Butchers Muggon	23.80km			
Murchison Settlement	2.00km			
Coolcalalaya road	36km			
Carnarvon-Mullewa	278.63km	71km		Light grade
Woolgorong-South	15.00km			
Errabiddy Bluff	12km			
Air strip Graded				

Total this month graded: 235.5km

Recommendation:

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

Voting Requirements:

Simple majority

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

14. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

14.1 Shire President

14.2 Councillors

15. REPORTS OF COMMITTEES

15.1 Audit Committee Findings Regarding Annual Financial Report

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 at 2:00 pm Thursday 17th December to discuss the Annual Financial Report, the Audit Report and the Management Letter.

Findings (TBA)

16. FINANCE

16.1 Financial Activity Statements November 2015

File:	2.2
Author:	Dianne Daniels - CEO
Interest Declared:	No interest to disclose
Date:	13 th December 2015
Attachments:	Financial Activity Statements for 5 months to 30 November 2015 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 2015.

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 2015 is a surplus of \$5,824,418 against a YTD budget of \$927,230 so up \$4,897,188.

Variiances – YTD Budget to YTD Actual

Opening Funding Surplus(Deficit)	0.00
Plus Operating Revenues up	\$227,887
Plus Operating Expenditure down	\$2,842,055
Plus Funding Balance Adjustment	\$434,176
Less Capital Revenue down	(\$78,002)
Plus Capital Expenditure down	\$1,500,302
Less Reserve Transfers up	(\$29,230)
	<u>\$4,897,188</u>

Refer to November Financials for explanation of variances.

The following Term Deposits are currently held:

Beringarra- Cue Road Reserve TD	\$3,291,320.82	@ 2.38% Maturity 11/12.2015
Crosslands MCF Term Deposit	\$ 355,235.84	@ 2.38% Maturity 11/12/2015
Ballinyoo Bridge	\$1,013,860.42	@ 2.30% Maturity 27/12/2015

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

Ed Nind

Recommendation:

That Council adopt the financial statements for the period ending 30 November 2015 as attached.

Voting Requirements:

Simple majority.

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

16.2 Accounts Paid During November 2015

File:	4.37.1
Author:	Dianne Daniels – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	13 th December 2015
Attachments:	EFT & Cheque Details for November 2015

Matter for Consideration:

Endorsement of accounts paid during the month of November 2015.

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 2015 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.
- (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 and 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

Ed Nind

Recommendation:

That the accounts as per the attached Schedule presented to this meeting totalling \$5,333,863.31 which includes \$4,175,519.80 of intra account transfers for the month of November 2015, be endorsed by Council.

Voting Requirements:

Simple majority

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

16.3 Financial Report 2014-15

File:	2.2
Author:	Dianne Daniels - CEO
Interest Declared:	No interest to disclose
Date:	14 th December 2015
Attachments:	Financial Report 2014-15 Independent Auditors Report

Matter for Consideration:

Council to consider the recommendation of the Audit Committee in regard to the Financial Report for 2014-15.

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 2014-15 Financial Report was prepared and sent to the Auditor by the 30th September as prescribed.

At its meeting at 2:00 pm 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 2015-16 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
Ed Nind

Recommendation of Audit Committee:

TBA

Voting Requirements:

Simple majority.

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

17. DEVELOPMENT

17.1 Road Inspection

File:	12.24
Author:	Dianne Daniels
Interest Declared:	No interest to disclose
Date:	13 th December 2015
Attachments:	Nil

Matter for Consideration:

Council to consider the date for the annual road inspection.

Background:

Each year, the Shire of Murchison undertakes a road inspection to prioritise works required and to help formulate the road works program for the following financial year.

Comment:

In 2015, the inspection was done over two days in May when the heat was not so extreme, but if Council wish to consider undertaking the annual road inspection in February or March 2016, then we need to plan ahead now.

Strategic Implications:

Nil

Policy Implications:

Nil

Budget/ Financial Implications:

Information gathered from the Annual Road Inspection will assist in the delivery of a Budget for the 2016-17 financial year which addresses the main areas of need in the road network.

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:

None

Recommendation:

That the Annual Road Inspection be held on TBA

Voting Requirements:

Simple Majority

Council Decision:		
Moved:		Seconded:
That the Annual Road Inspection be held on TBA		
Carried/Lost	For:	Against:

18. ADMINISTRATION

18.1 Acceptance of the Shire of Murchison Information Statement 2015

File:	1.2
Author:	Dianne Daniels - Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	13 th December 2015
Attachments:	Information Statement 2015

Matter for Consideration:

Council to consider accepting the Shire of Murchison Information Statement 2015

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 2015.

Voting Requirements:

Simple Majority

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

18.2 Acceptance of the 2014-15 Annual Report

File:	1.2
Author:	Dianne Daniels - Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	13 th December 2015
Attachments:	2014-15 Annual Report Information Statement 2015

Matter for Consideration:

The Annual Report for the 2014-15 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 2014-15 Annual Report has been prepared according to section 5.53 of the Local Government Act. The Annual Financial Report, 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 2015. The Independent Auditors Report is included in the Annual Financial Report.

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.

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:

That Council accepts the Annual Report for 2014-15.

Voting Requirements:

Absolute Majority

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

18.3 ICPA – Request for Sponsorship

File:	4.69
Author:	Dianne Daniels – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	13 th December 2015
Attachments:	ICPA – Letter of Request for Sponsorship

Matter for Consideration:

Consideration of request for sponsorship from ICPA – Lakes District Branch

Background:

Each year, Council budgets around \$5,000 for donations and sponsorships. Each request for donation is considered on its merits.

Comment:

I have received a request from the Isolated Children’s and Parents Association – Lakes Branch, requesting sponsorship to assist them with the cost of hosting this years’ annual conference. ICPA is a well respected, national not for profit, apolitical voluntary organisation that lobbies for equal access to education for all rural students. The sponsorship will go towards costs such as venue hire, meals, photocopying, sound systems, postage and stationery.

Statutory Environment:

Assistance to community groups and clubs is well within Councils’ legislative boundaries

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:

Nil

Policy Implications:

Nil

Financial Implications:

Council have budgeted \$5,000 in the 2015-16 financial year for donations and to date have donated \$3,700 of this.

Consultation:

Nil

Recommendation:

That Council confirms they will offer sponsorship of \$TBA to the ICPA-Lakes Branch to help cover costs of the ICPA WA 2016 Annual Conference.

Voting Requirements:

Simple Majority

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

18.4 Approval for Councillor Training

File:	File 4.3
Author:	Dianne Daniels
Interest Declared:	No interest to disclose
Date:	14 th December 2015
Attachments:	N/A

Matter for Consideration:

Council to consider approving, retrospectively, the payment of travel allowance for Councillor Emma Foulkes-Taylor to attend the 'Serving on Council' training for new councillors held in Mt Magnet on the 5th November, 2015.

Background:

Cr Emma Foulkes-Taylor was elected to Council on the 17th October 2015. The Shire of Mount Magnet invited all Councils in the region to participate in their 'Serving on Council' Training on the 5th November 2015.

Comment:

Attendance at the training in Mt Magnet as an alternative to travelling to Perth offered a save in travel time and overnight accommodation was not required. However, the training course was held prior to the first Council meeting after the elections and so Council did not have the opportunity to approve the training prior to the course.

Statutory Environment:**Local Government Act 1995**

Division 8 s 5.98

(2) A council member who incurs an expense of a kind prescribed as being an expense —

(a) to be reimbursed by all local governments; or

(b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement, is entitled to be reimbursed for the expense in accordance with subsection (3).

(3) A council member to whom subsection (2) applies is to be reimbursed for the expense —

(a) where the extent of reimbursement for the expense has been determined, to that extent; or

(b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement, to that extent.

Local Government (Administration) Regulations 1996

Part 8 Local government payments and gifts to members

32. Expenses that may be approved for reimbursement (Act s. 5.98(2)(b) and (3))

(1) For the purposes of section 5.98(2)(b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are —

(a) an expense incurred by a council member in performing a function under the express authority of the local government; and

(b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and

(c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

Strategic Implications:

Councillor Training sits under the Objective 4 of the Strategic Community Plan - *Civic Leadership - To Provide Good Governance to the Murchison Shire.*

Sound training and development opportunities help staff and Councillors to understand their respective roles and responsibilities in regard to the good governance of the Shire.

Sustainability Implications

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

Policy Implications:

Nil

Financial Implications:

The reimbursement falls within the parameters of budgeted training costs.

Consultation:

Nil

Recommendation:

That Council approve, retrospectively, the attendance of Cr Emma Foulkes-Taylor at the ‘Serving on Council’ training held in Mount Magnet on the 5th of November 2015 and reimburse her travel costs at the rates as set for Councillor Travel in the 2015-16 Budget.

Voting Requirements:

Simple majority

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

19. NOTICE OF MOTION

20. CEO ACTIVITY REPORT

Date	Activity
18/11/2015	Meeting of Plant Working Group
20/11/2015	Meeting of Tender Assessment Panel to Assess Heavy Maintenance Tenders and WANDRRA Flood Damage Superintendence
20/11/2015	Plant Working Group Meeting
20/11/2015	Ordinary Meeting of Council
20/11/2015	Notified by Steve Human at Yallalong that there was a fire in SW corner of station
24/11/2015	Site Meeting Ballinyoo Bridge
26/11/2015	Yallalong fire, which we had thought had burnt itself out picked up, heading SE. Steve took dozer down to cut breaks. Seemed to be under control again.
27/11/2015	Yallalong fire picked up and crossed into Woolgorong
28/11/2015	DFES came to assist with fire incident. Shire of Murchison ‘incident controller’. DPaW sent crew, had plane in the air. Shire sent grader, fire truck and bull dozer. Fire

	appeared to be out late pm
29/11/2015	DPaw had crew mopping up. Fire started to run again mid-afternoon, but was controlled by DPaW grader.
30/11/2015	Attended pre-start meeting with outside crew at Workshop
30/11/2015	Admin meeting
30/11/2015	Meg Meeting and Christmas Dinner at Wooleen - Minutes sent separately to Council
1/12/2015	Conference call with Councillors re Murchison Regional Vermin Cell
3/12/2015	Conference call with Tony Chisholm and Tinus Kruger of WML and Works Supervisor to discuss the format/logistics of the tenders for the Flood Damage Site Supervisor(s) and Lead Contractor(s)
7/12/2015	Admin Meeting
7/12/2015	Meeting with Works Supervisor
7/12/2015	Phone conversation with Scott Wyeth DFES. He missed the training tentatively booked for the first week in December as he was fighting fires in the Gascoyne. Next training opportunity will be March. Spoke about courses that would be delivered: First two day block - Introduction to Fire Fighting and Managing Fire Incidents (AIMS). Second two day block – Bush Fire Fighting
7/12/2015	7:30 pm Phone Conference with Councillors re Murchison Region Vermin Cell
8/12/2015	Tony Chisholm of WML (Flood Damage Superintendant) in Settlement all day. Did Road Inspection with Works Supervisor and then met with CEO and Works Supervisor to clarify points in preparation to prepare tenders. Plan is to advertise tenders on the 13 th Jan with a closing date of 27 th Jan. Tony will prepare report to send to Assessment Panel by say 3 rd Feb, ready for the special meeting to assess tenders on the 5 th Feb.
10/12/2015	Site visit to Mixy Mine (Goldfields Technical Services) with Works Supervisor and Inspection of Beringarra Pindar Road South to see how it is holding up to the ore cartage.
11/12/2015	Phone conversation with Adrian Stewart of the Mid West Development Commission regarding the Energy Development Strategy. Adrian planning to have the strategy completed by March.
13/12/2015	Bob McKay from TFuel in the Settlement to fix OPT – card reader has been playing up for many months. Needed to align firmware on the pin-pad and modem. This side seems to be working now, but the phone line through which we access our usage reports has no dial tone – appears to be Telstra issue. Have work-around until the issue is resolved. However, the software we use to access and store the reports (Transhost) is 17 years old and has been replaced with software that works on the 3G network. They will stop supporting Transhost in the near future.

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

23. MEETING CLOSURE