



Western Australia

Agenda for the Ordinary Meeting of the Murchison Shire Council,
To be held in the Council Chambers, Carnarvon Mullewa Road, Murchison,
On Friday 15 July **2016**, commencing at 10.00 am.

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

4.1 Standing Orders

Council Decision:

Moved: Councillor

Seconded: Councillor

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

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

Carried/Lost

For:

Against:

5. NEXT MEETING

19 August 2016.

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

1. A matter affecting an employee or employees pursuant to LGA 1995 5.23 (2) (a);
2. RFT 1.2015 Ballinyoo Bridge Variation pursuant to LGA 1995 5.23 (2) (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
3. RFT 10.2015-16 Flood Damage Concrete Crossings pursuant to LGA 1995 5.23 (2) (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.
4. Square Kilometre Array Access Roads – Progress & Issues Report pursuant to 5.23 (2) (c) a matter that if disclosed would reveal information about the business, professional, commercial or financial affairs of a person.

8. CONFIRMATION OF MINUTES

8.1 Ordinary Council Meeting – 15 June 2016

Background:

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

Recommendation:

That the minutes of the Ordinary Council meeting held on 15th June 2016 be confirmed as an accurate record of proceedings

Voting Requirements:

Simple majority

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

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

11. ACTION LIST

No	Item	Action	Status
2	Community Project Officer	Still sitting on the table. Meeting held 11 th March 2016 and recommendations presented to Council at the April OCM – the item was left to lay on the table while Council explored other options.	Ongoing
5	Ballinyoo Bridge Tender	Complete – Certificate of Practical Completion Issued. Waiting on final invoices. Final Variations agreed – final cost will be available by the end of June.	Steve Douglas, Mid West Development Commission has been notified of the final cost of the project. Still awaiting outcome of request for variation
6	Cemetery and Remembrance Walk (walk)	Completion of the cemetery and names for the remembrance walk. Community to be contacted to suggest names for inclusion. Community Advisory Group to advise Council on these projects. Invitation sent to CAG to meet on Friday 3 June. A surveyor will be at the Murchison Settlement shortly to survey the tip, so will plan to have the Cemetery done as well. <i>Action:</i> The work to be completed by surveyor to include Cemetery as well. Meeting held 3 June 2016.	Ongoing.
7	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	Ongoing.

		gazetted road; a closed road) of roads no longer maintained needs to be identified before the Shire can progress with this. Undesignated unsurveyed roads were bought up as a discussion point at the May zone meeting. Paul Rosair did a presentation to the March OCM, which was dis-cussed at the April OCM.	
8	Development of Draft Drug & Alcohol Policy	CEO to develop a draft Drug & Alcohol Policy to present to council for consideration. The intention once the present workload is divided more equitably, to undertake a full review of the Policy Manual and develop a Drug & Alcohol Policy as part of this process. The CEO has asked LGIS if they have a pro-forma policy that can be adapted to suit our circumstances. They are currently working in conjunction with WALGA to develop one and it will be available in the short term. The President has forwarded a policy which is a WALGA template. If it is suitable, it refers to a Discipline Policy and a Grievance, Investigations and Resolutions Policy, which we will also need to develop.	Meeting planned with Katherine Kempin Senior OSH Consultant, LGIS Workforce Risk Services, during LG Convention week to work through the LGIS Drug & Alcohol Template and make it relevant for our Shire.

Recommendation:

That the Action List be accepted.

Voting Requirements:

Simple majority

Council Decision:
Moved: Councillor

Seconded: Councillor

That the Action List be accepted.

Carried/Lost

For:

Against:

12. DISCLOSURE OF INTERESTS

13. REPORTS OF OFFICERS

13.1 Monthly Plant Report – Works Supervisor

June 2016			Hours					YTD	
Plant Item	Year	Rego	1 July '15	Start	End	Total		Operating Costs	
				Hrs/kms	Hrs/km	Month	YTD	Plant	Fuel
P.01 JD Grader	2011	MU1063	6236	7640	7762	122	1526	27092.20	25834.01
P.02 Cat Grader 12H	2005	MU 141	12591	14051	14167	116	1576	22850.13	21099.27
P.03 Cat Grader 12M	2008	MU 51	8672	0	0	Traded	856	14866.05	14141.34
P15003 JD 6WD Grader	2012	MU121	0	578	712	134	712	2937.44	12979.45
P.04 New/H Ford Tractor	2006	MU 380	1831	1909	1912	3	81	1283.67	317.92

June 2016	Year	Rego	Hours	Start	End	Total		YTD Operating Costs	
			1 July '15	Hrs/kms	Hrs/Kms	Month	YTD	Plant	Fuel
P.05 Dolly 1-Red	2001	MU 2003	3488	19720	19720	0	16232	3685.28	n/a
P.06 Mitsubishi Canter	2010	01 MU	138805	0	0	Traded	9518	19760.65	2512.83
P.07 Nissan UD	2009	000 MU	189658	199745	202424	2679	12766	4104.48	8460.53
P.08 Dolly 2-Black	2000	MU 2009	New clock	0	1816	1816	1816	2118.03	n/a
P.09 Iveco P/Mover	2003	MU1065	304084	313458	315776	2318	11692	6487.82	9362.16
P.10 Iveco Tipper Conv	2004	MU 00	174427	177026	177042	16	2615	10943.16	16273.83
P.11 Komatsu Dozer	1997		475	1388	1481	93	1006	27205.14	21135.76
P.13 Tri-Axle L/L Float	2008	MU 663	0	11870	12902	1032	4849	3222.25	n/a
P.14 No. 2 Float P.14	2001	MU 2004	57198	57198	57198	Broken	992	1068.29	n/a
P.17 Side Tipper	2001	MU 662	10197	23450	23450	Broken	13253	10953.45	n/a
P.18 Side Tipper	2001	MU2010	New Clock	12044	15034	2990	15034	6937.56	n/a
P.24 30K W/Tanker Trailer	2005	MU 2024	43080	45985	46001	16	2921	9966.40	n/a
P.27 Volvo Loader	2006	MU 65	7088	7942	7942	0	854	15621.04	12148.29
P.28 Isuzu Dmax	2009	MU 300	194174	206750	209207	2457	15033	5834.23	4240.49
P.32 Construction Gen			20519	22437	22437	0	1918	1191.27	2918.09
P.33 Maintenance Gen			6371	8704	9098	394	2727	2451.89	3618.99
P.34 Generator Perkins		Mechanic	New Clock	0	151	151	151	1724.73	331.18
P.35 Generator 1-110kva	2011		19493	23932	24201	269	4708	17183.72	109542.07
P.35 Generator 2-110kva	2011		12221	16451	16826	375	4605		
P.37 Forklift			12268	12410	12443	33	175	250.32	246.50
P.40A Toyota Hilux	2014	MU 01	26191	58063	61055	2992	34864	5493.90	3876.32
P.41 Cat 938G Loader	2004	MU 193	4940	5291	5315	24	375	3428.26	5609.04
P.43 Bomag Roller	2012	MU1027	2596	2918	2965	47	369	2971.67	4847.45
P.48 Dog Fuel Trailer	1979	MU 2026	0		0	0	0	24.08	n/a
P.49 Dog Fuel Trailer	1972	MU 2005	0		0	0	0	23.60	n/a
P.54 Isuzu T/Top	2005	MU 1002	156000	171054	171821	767	15821	4761.70	4590.08
P.55 Toyota Prado	2012	MU 0	39649	69280	71388	2108	31739	2132.62	3329.88
P.57 Great Wall	2012	MU 167	43094	54057	54225	168	11131	4966.95	1350.57
P.59 45ft Flat Top	1978	MU2044	0		0	0	0	2656.40	n/a
P.60 Mercedes PTV	2004	MU 1009	100695	102020	102020	0	1325	3367.79	152.74
P.61 Kenworth P/Mover	2004	MU 000	50736	76520	76906	386	26170	21969.85	29039.80
P.63 RAV4	2013	MU 1011	28547	34970	35031	61	6484	2693.66	309.09
P.64 Isuzu Construction	2013	MU 140	63361	93350	95645	2295	32284	15498.44	8035.79
P.65 Generator 9KVA	2013	H/ Maint	4350	5440	5440	0	1090	594.41	2676.95
P.66 Kubota 6kva Gen	2012		6575	9948	9948	0	3373	4440.27	5321.17
P.67 Roadwest S/Tipper	2013	MU2042	33159	55603	58719	3116	25560	2494.53	n/a
P.68 Bomag Padfoot	2013	MU1071	900	1496	2965	1469	2065	2808.05	10312.10
P.72 Isuzu Fire Truck	2013	MU1068	754	1353	1353	0	599	233.24	278.76
P.73 Toyota Fast Attack	2014	MU1069	at Milly Milly			0	0	320.75	324.39
Caravans				n/a	n/a	n/a	n/a	8350.19	n/a
P11076JD Ride on mower			607	786	795	9	188	3132.16	318.87
P15006 Isuzu Maint	2015	MU1018	0	12927	15842	2915	15842	4964.03	3649.79

13.2 Works Report – Works Supervisor 11/06/2016 – 09/07/2016

Construction Crew

The Construction crew have completed 99% of the RRG works on the Carnarvon-Mullewa road from Butchers Track intersection to the Meeberrie/Mt Narryer boundary grid. A few days were lost due to all the rain this month. All the sub grade (material cut off over the years maintenance grading) has been pulled in and mixed with gravel then laid out and rolled. This leaves only the new bunds and cleaning out of drains to go which will be completed when we do the next section in 2016/2017.

For the week prior to the Polocrosse carnival and the Monday after all crew were kept busy with the preparation and clean up required.

Crew will now head down to the Murchison Bridge on the Carnarvon-Mullewa Road for approx. 2 day's work getting the area set up for the opening of the bridge in September.

With the completion of the bridge works crew will move plant and equipment up to Yarra Yarra working on the approaches to the new concrete crossing.

From here crew will work their way down the Beringarra/Byro road placing rock on the down side of the small creek crossing that was repaired under flood damage works. (rock/wall protection on the down side of the crossing was not under the scope of works for flood damage)

Once the rock works are completed crew will then move over to the Nookawarra/Mileura road reforming and sheeting a very low section approx. 1km long on the western end of the road.

While working in this area crew will put in the new intersection on the Beringarra/Cue road at the mine turn off.

Maintenance Crew

The maintenance crew completed a grade on the Carnarvon/Mullewa road south of the Bridge to the southern boundary in readiness for the Murchison polocrosse carnival.

Our dozer operator Glen was also in the area rehabbing an old gravel pit on Woolgorong and he parked up the dozer for a few days and carted gravel into low spots along this section.

From the 11th June they will commence a full grade on the Carnarvon-Mullewa road heading north from the Settlement.

Bunding of old Roads.

The contractor doing the bunding of old roads has now completed the works for this year.

Roads completed:

- The road around Curbur Homestead - approx. 12km
- Road around Curbur Lake section - 14km
- Old roads just north of the Woodleigh/Byro intersection.

Staff Leave

Ryan - 10 days Annual Leave

Mark - 8 days

Brian – ½ day off

Work Supervisor General

14/06/2016 - 8hrs pegging for signs New Forrest/Yallalong - Coolcalalaya Road

16/06/2016 - 2 hrs construction

17/06/2016 - Inspection Yarra-Yarra crossing and bunding of old roads.

23/06/2016 - Drilling holes for signs at bridge and Carnarvon/Mullewa rd

24/06/2016 - Drilling holes for signs north of the Settlement on the Carnarvon/Mullewa road through the break-away.

25/06/2016 - 6 hrs pegging old roads for bunding

27/06/2016 - 9hrs maintenance grading

29/06/2016 - 9hrs maintenance grading

30/06/2016 - 8hrs maintenance grading

04/07/2016 - Drilling holes for signs

05/07/2016 - Bridge meeting

06/07/2016 - Help set up for polocrosse

07/07/2016 - Help set up for polocrosse

08/07/2016 - Help set up for polocrosse

ROADS GRADED 12/06/2016 – 09/06/2016

Name	Length of Road	SLK's Graded this month	Heavy Maintenance	Comments
Beringarra /Pindar	319.80km			
Beringarra /Pindar				
Erong	63.12km			
Beringarra/Byro	90.89km			
Twin-Peaks/Wooleen	47.65km			
Boolardy/Kalli	57.30km			
Byro/Woodleigh	71.00km			
New Forrest/Yallalong	36.18km			
M ^o 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 Wittenoom	37.55km			
Woolleen/Mt Wittenoom	33.85km			
Beringarra Cue	109.82km			
Boolardy Wooleen	19.08km			
Kalli Cue East	21.87km			
Coodardy Noondie	19.92km			
Butchers Track	64.54km			
Butchers Muggon	23.80km			
Murchison Settlement	2.00km			
Coolcalalaya road	36km			
Carnarvon-Mullewa	278.63km	46km		
Mt Narryer	3km			
Woolgorong-South	15.00km			
Errabiddy Bluff	12km			
Air strip Graded				

Total graded this month 46km (very low km's this month due to rain)

Recommendation:

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

Voting Requirements:

Simple majority

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

14. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

14.1 Shire President

14.2 Councillors

15. REPORTS OF COMMITTEES

15.1 Bridge Opening Committee Meeting held 5 July 2016 – Report to Council

Attachment – Minutes of the Bridge Opening Committee meeting held 5 July 2016.

Report President M Halleen - Chair

15.2 Settlement Drinking Water Working Group Meeting held 7 July 2016 – Report to Council

Report Cr Miles Williams - Chair

16. FINANCE

16.1 Financial Activity Statements June 2016

File:	2.2
Author:	Dianne Daniels – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	8 July 2016
Attachments:	Nil

Matter for Consideration:

Council to note that the Financial Activity Statement for June 2016 will be presented to Council at the Ordinary Meeting of Council on 19 August 2016.

Background:

The Local Government (Financial Management) Regulations 1996 - Regulation 34(1) requires that local government prepare a report on a monthly basis and prescribes what is required to be reported. Regulation 34(4) allows for the statement of financial activity and accompanying documents to be (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and (b) recorded in the minutes of the meeting at which it is presented.

Comment:

Due to the Ordinary Meeting of Council falling so early in July, it was not possible to complete all end of year processing in time to present Council with a June Monthly Financial Report that accurately reflects our position.

I considered that it would be sensible to present the report in August rather than presenting a June report with qualifications that the brought forward figure may undergo some radical changes once the year end processing had been completed.

Statutory Environment:

Local Government Act 1995

Section 6.4–Specifies that a local government is to prepare “such other financial reports” as is prescribed.

Local Government (Financial Management) Regulations 1996

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
 - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) Budget estimates to the end of month to which the statement relates;
 - (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c);
 - (e) The net current assets at the end of the month to which the statement relates.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (1), is to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.

Strategic Implications:

Nil.

Policy Implications:

Nil.

Financial Implications:

Nil

Consultation:

Nil

Voting Requirements:

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

16.2 Accounts Paid During June 2016

File:	4.37.1
Author:	Linda Gray – Deputy Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	12 July 2016
Attachments:	EFT & Cheque Details for June 2016

Matter for Consideration:

Endorsement of accounts paid during the month of June 2016.

Background:

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

Comment:

Payments made during the month of June 2016 are attached.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

Regulation 13 states:

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and

- (d) sufficient information to identify the transaction.
- (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
Linda Gray

Recommendation:

That the accounts as per the attached Schedule presented to this meeting totalling \$3,875,424.96 which includes \$1,383,216.12 of intra account transfers for the month of June 2016, be endorsed by Council.

Voting Requirements:

Simple majority

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

17. DEVELOPMENT

17.1 Bund Wings

File:	12.9
Author:	Dianne Daniels
Interest Declared:	N/A
Date:	12 April 2016
Attachments:	Nil

Matters for Consideration:

Council to consider amending the Bunds Policy adopted April 2016

Background:

At the April 2016 OCM, Council adopted the following Policy on the construction of bunds, to be included in the Policy Manual:

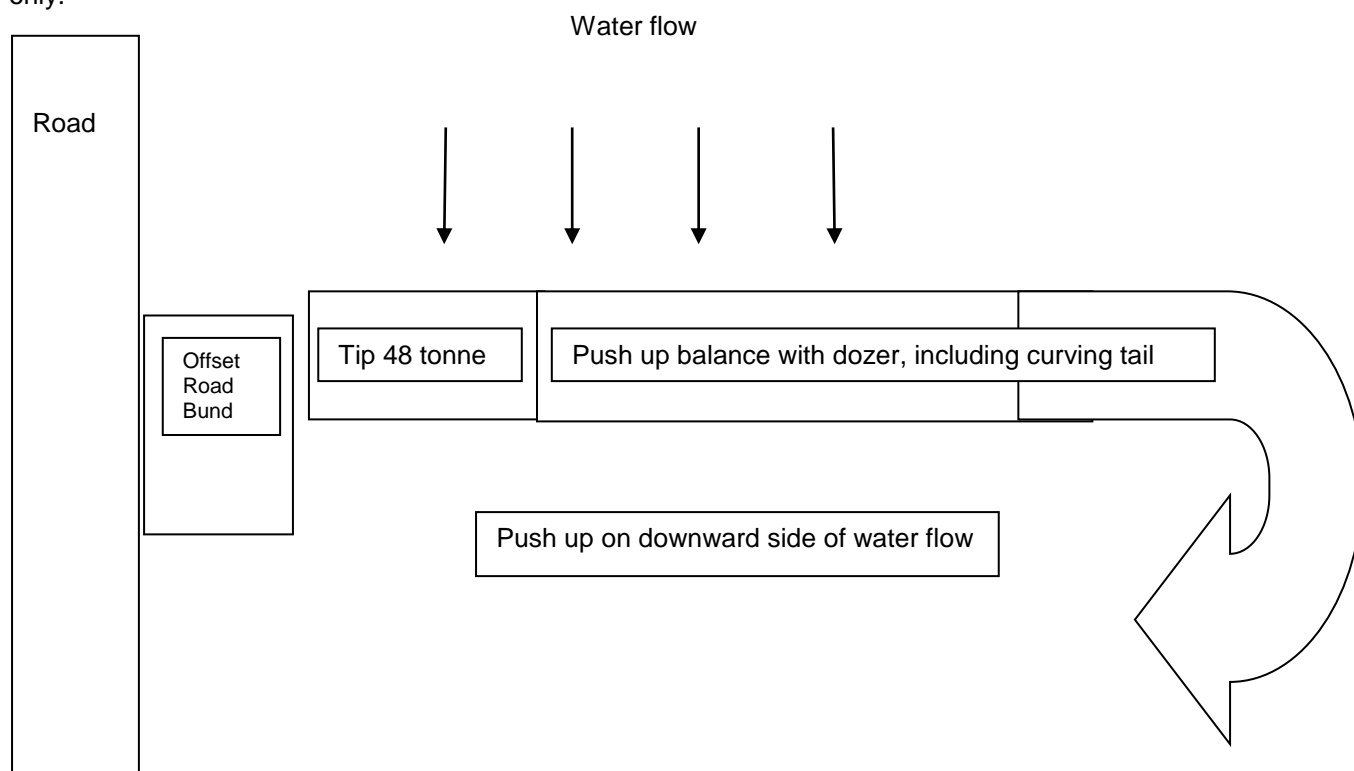
2.4.4 Bund Construction

Drainage bunds are to be constructed by tipping two 24 tonne side-tipper loads of gravel adjacent to the road and then the remainder of the bund is to be pushed up using a bulldozer. The bund is to be pushed up on the downward side of the water flow and is to include a long curving tail, constructed in such a manner as to sheet the water away from the road. Finally, the entire length of the bank, commencing from the end of the tail, is to be track rolled and lightly bladed to a level finish.

This method of construction will eliminate the potential traffic hazard created by the bulldozer pushing up adjacent to the road and leaving depressions which may fill up with water, attracting animals to drink.

The road bund is to be offset from the drainage bund, on the downward side of water flow.

The bund angle from the road will be site specific and dependant on water flows – the diagram is an example only.



Comment:

Since then, the works crew and contractors have been instructed to build bunds using the method outlined in the Policy, including for the bunding of old roads.

Council would like to amend the wording of the policy to ensure that its intent is clear.

Statutory Environment:

Local Government Act 1995

s.2.7. Role of council

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

s5.41 Functions of the CEO

- (d) managing day to day operations of the Local Government

Policy Implications:

A revised Policy prescribing the method for constructing bunds may be developed.

Budget/Financial Implications:

Nil

Sustainability Implications:

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

Consultation:

Cr Broad
Works Supervisor

Recommendation:

That the Shire of Murchison amend the Bunds Policy to read:

2.4.4 Bund Construction

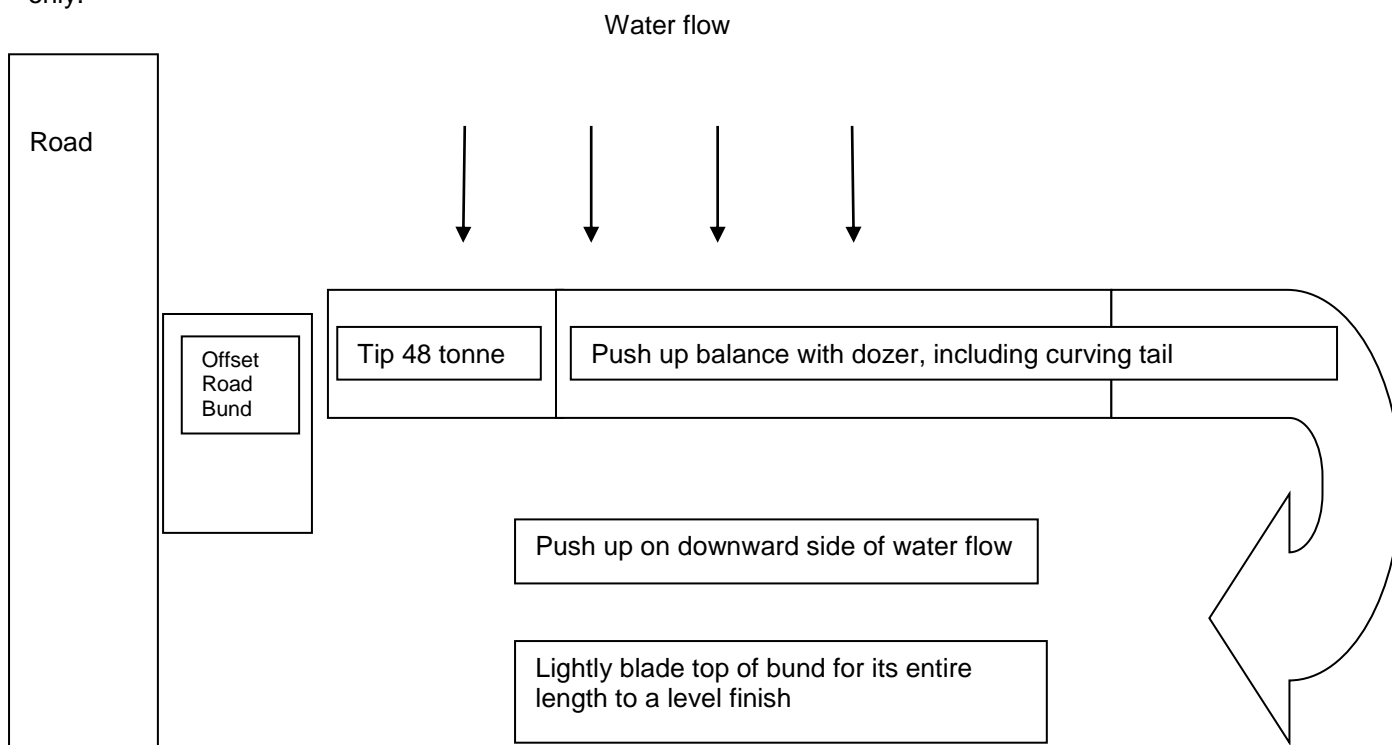
This policy applies to the construction of bunds on Shire of Murchison roads that are currently maintained, not on old roads that have been permanently closed.

Drainage bunds are to be constructed by tipping two 24 tonne side-tipper loads of gravel adjacent to the road and then the remainder of the bund is to be pushed up using a bulldozer. The bund is to be pushed up on the downward side of the water flow and is to include a long curving tail, constructed in such a manner as to sheet the water away from the road. Finally, the entire length of the bank, commencing from the end of the tail, is to be lightly bladed along the top to a level finish.

This method of construction will eliminate the potential traffic hazard created by the bulldozer pushing up adjacent to the road and leaving depressions which may fill up with water, attracting animals to drink.

The road bund is to be offset from the drainage bund, on the downward side of water flow.

The bund angle from the road will be site specific and dependant on water flows – the diagram is an example only.



Strategic Implications:

To provide good governance to the Murchison Shire through sstatutory compliance.

Sustainability Implications

- **Environmental:**
There are no known significant environmental considerations.
- **Economic:**
Subsidy of a regular freight delivery to the Shire of Murchison helps stabilise freight costs for the Shire and is another benefit that can be offered to workers and roadhouse proprietors to encourage stability of service. Subsidised freight also benefits local pastoralists as they can pick up their stores on the way past the freight shed, rather than paying for delivery all the way from Geraldton.
- **Social:**
There are no known significant social considerations

Policy Implications:

Refer to:
Shire of Murchison Purchasing Policy, and
Shire of Murchison Buy Local Regional Price Preference Policy

Financial Implications:

Establishment of a Tender Evaluation Panel with skills and experience relevant to the nature of the purchase will ensure good value for money from the contract.

Consultation:

Nil

Recommendation:

1. That Council call for tenders for the Shire of Murchison Freight Service, advertising in the West and the Geraldton Guardian by Friday 22 July 2016;
2. That Council adopt the following selection criteria for determining the successful Freight Service tenderer:

Compliance Criteria		
(a)	Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including: <ul style="list-style-type: none"> • Tenderers have written their name where indicated at the top of each page of Part 5 • Completion of the Offer Form • Schedule A – Rates - provision of your pricing 	Yes / No
(b)	Tenderers have completed the following Schedules relevant to the Selection Criteria: <ul style="list-style-type: none"> • Schedule B – Key Personnel Skills & Experience • Schedule C – Suitability of Plant & Machinery • Schedule D – Demonstrated Capacity & Flexibility to Service Shire Needs 	Yes / No
(c)	Compliance with the Specification contained in the Request.	Yes / No
(d)	Compliance with the proposed Commencement Date	Yes / No

Qualitative Criteria			
Key Personnel Skills and Experience Tenderers must address the following information at Schedule B. (a) Their role in the performance of the Contract; (b) Contingency Operator	Weighting <_20_%>		Tick if completed <input type="checkbox"/>
Suitability of Plant & Machinery Tenderers must address the following information at Schedule C. (a) Plant, equipment and materials; and (b) Current commitment schedule (c) Contingency measures or back up of resources (where applicable).	Weighting <_40_%>		Tick if Completed <input type="checkbox"/>
Demonstrated Capacity and Flexibility to Satisfactorily Service Shire needs Tenderers must address the following information at Schedule D (a) Years in business (b) Details of similar work (c) Demonstrated competency of achieving outcomes in remote areas (d) Referees (e) Intention to subcontract (f) Insurances - Public Liability, Workers Compensation, Motor Vehicle	Weighting <_40_%>		Tick if completed <input type="checkbox"/>

3. That Council select the following representatives to be on the Tender Evaluation Panel to assess the tender responses for the Shire of Murchison Freight Service: (TBA), and

4. That Council adopt the following Specifications for the Shire of Murchison Freight Service:

Tender Specifications:

The tender is for the provision of a weekly freight service, on Thursdays, from Geraldton to Murchison Settlement for the period from 1st September 2016 to 31st August 2018.

The service would pick up a variety of freight from retail establishments in Geraldton and Mullewa for delivery to Murchison Settlement. Geraldton to Murchison Settlement is approx. 300 Km's with a 75km gravel road section between Tallering and Ballinyoo Bridge.

The freight would include frozen food, chilled food, dry food and general non-commercial freight. Foods are to be handled and stored in accordance with the Australian Food Standards Code (AFSC) in particular, Standard 3.2.2 Safety Practices and General Requirements:

10. Food Transportation:

- a) protect all food from the likelihood of contamination;
- b) transport potentially hazardous food under temperature control; and
- c) ensure that potentially hazardous food which is intended to be transported frozen remains frozen during transportation.

The operator must be able to produce a documented record of transportation temperatures for refrigerated and frozen goods.

As the Murchison Shire is subsidising this service, all freight requests made by the Shire from Geraldton to the Murchison Settlement and from the Murchison Settlement to Geraldton will be deemed to be included in the quoted price. For pick-ups and deliveries from Geraldton to the Murchison Settlement for other customers, pick-ups from the following fourteen points are deemed to be included in the tender price:

Bunnings
Courier Australia
Great Northern Rural
Toll
Transwest (Geraldton 2nd hand tyres)
Truckline
Geraldton Fruit & Veg
Luscombes
McDonald's Wholesalers
Mick Davy Butcher
Peters
Wonthella IGA
Woolworths
Mullewa Farm Supplies

Pick-ups from additional suppliers in Geraldton for delivery to the Murchison Settlement can be charged at an additional agreed cost (currently \$15.00 per pick up) to be paid by those people requesting the freight service.

The goods are to be delivered directly to the community freight shed at the Murchison Settlement from Geraldton, with no deviations to make deliveries to others prior to delivering to the community freight shed. The shed is equipped with a commercial sized freezer and chiller in which the frozen and chilled goods are stored. Racks for dry food and other goods are provided. The freight shed is under the control of the operators of the Murchison Oasis Roadhouse who will oversee the unloading and storage of the goods.

The service needs to arrive in the Murchison Settlement by 6pm on the Thursday to allow for off-loading and pick up by people who have ordered the freight. The successful tenderer will need to set a deadline for pick-up requests of say 12 noon on a Wednesday in order to be able to leave Geraldton on the Thursday in time to meet the 6:00 pm deadline.

The only exception to this arrival time will be in the event of severe weather when the Carnarvon-Mullewa Road can sometimes become impassable due to the Murchison river flowing. In these circumstances an alternative route is via the North West Coastal Highway and then across Butchers Track (approx. 410 Km with 155 km of gravel). Tenderers are asked to provide a figure for this alternative route as well.

There will sometimes be goods to be taken from Murchison back to Geraldton. This includes the monthly library exchange which is returned to Courier Australia for onward despatch to Perth.

Tenderers are to provide particulars of the vehicle that will be used for the service. It is important that the vehicle be able to deliver a high level of reliability. The vehicle is required to have separate sections for each class of goods being carried ie freezer, chiller and general goods. It is important that general dry food goods are kept separate from other freight and protected from dust and rain.

The tenderer is to state a figure for the Thursday weekly delivery.

The tenderer is to state a figure for additional pick-up points for users other than the Shire.

The tenderer is to state a figure for the weekly delivery via the alternative route of Butchers Track.

The successful tenderer will be free to negotiate commercial rates with other customers once their commitment to the Shire is fulfilled.

Summary of Performance Criteria

1. Deliver straight from Geraldton to the Murchison Settlement, only stopping for pick-ups in Mullewa;
2. Freight to be delivered to the Murchison Settlement by 6pm every Thursday. the only exception will be caused by a rain event that necessitates travel via Butchers Track;
3. Frozen, chiller and dry food goods to be transported according to Standard 3.2.2 of AFSC;
4. The Murchison Shire and general stores for delivery to the Murchison Settlement are to be given precedence over commercial freight negotiated with external parties;
5. Reliable vehicle
6. Goods arrive in sound condition

Financial Implications:

Cost approx. \$5000k for marketing design brief; 5 logo concepts; three revisions based on feedback; letterhead design; business card design; master CD; Corporate Style Guide and promotion of proposed logos through community survey.

Consultation:

Market Creations
Community

Recommendation:

That council contract a graphic designer to design a minimum of five logo design concepts, along with letterhead and business card design and a Corporate Style Guide.

The logo design concepts are to be promoted for comment through community survey, prior to a final decision by council.

Voting Requirements:

Simple majority

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

17.4 Proposed Renewal of PL89 Pipeline Corridor

File:	4.62
Author:	Dianne Daniels
Interest Declared:	Nil
Date:	11 July 2016
Attachments:	Correspondence Department of Lands SmarPlan Survey Sketch

Matter for Consideration:

Council to consider their position in regard to the proposed renewal of Licence 00726/2010_01_31 PL89 Pipeline Corridor, by the Department of Lands, the purpose of which is:

- a. Investigation of the route of a proposed buried high pressure gas pipeline; and
- b. To explore for groundwater for construction purposes.

Background:

The subject land of Licence 00726/2010_01_31 is a 200m wide corridor under various pastoral leases which centres on the pipeline route for PL89 and is marked as a red line on the attached SmarPlan. The current licence expires on the 25 July 2016 and the Department is keen to receive Council's general advice prior to making a decision on the renewal.

Comment:

The attached correspondence shows the affected Pastoral Leases and Reserves.

Statutory Environment:

LGA s1.4 (3) In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity

Strategic Implications:

Environmental Initiatives

To protect and rehabilitate the Shires natural environment and support the pastoral industry.

Rationale

To protect the environmental and economic value of the region.

Policy Implications:

N/A

Budget/ Financial Implications:

N/A

Sustainability Implications:

- **Environmental**
Approval of the proposed pipeline route assumes that in years to come, vegetation and soil along the route may be disturbed to bury the gas pipeline.
- **Economic**
Decisions made that benefit economic development in the future may lead to local job and contract opportunities.
- **Social**
There are no known significant social considerations associated with this decision.

Consultation:

Nil

Recommendation:

The CEO defers to Council's general knowledge of the area in this matter.

Voting Requirements:

Simple majority

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

17.5 Approach from Visage Productions to Feature in 'Our Town' Series.

File:	13.10
Author:	Dianne Daniels
Interest Declared:	Nil
Date:	11 July 2016
Attachments:	N/A

Matter for Consideration:

To consider an approach from Visage Productions concerning a five minute slot in that company's 'Our Town' series.

Background:

I received an email from the Producer Director of Visage Productions, who would like to include the Murchison region in an 'Outback Way' episode being produced for the new 'Our Town' series.

The OUR TOWN WA series in summary:

- To be broadcast throughout the state via Channel 7 (metro) and GWN Prime (regional) from November this year.
- Series' major aim is to promote why people should visit, live, play, work, study and invest in the towns/cities of Western Australia.
- The project will be produced by VISAGE Productions – a WA based production company who will be utilising the skills of a WA based production team for this series.
- The program is built from a successful model that has been in production in Western Australia over three previous series' and more recently via a Queensland focussed series, which has just completed airing.
- The 10 episode, 30 minute program will be packaged as an entertaining and informative look at some of the regional towns and cities (and near Perth metro towns) that have made their mark in WA, towns that have gathered plenty of history over the years, as well as looking at what the towns have planned for the future.

- Each of the 10 weekly episodes will focus on a particular town/city, and the surrounding region. Feature stories will cover subjects relating to tourism, regional and economic development and industry and commercial growth, stories built around 'positive' community relationships and partnerships. The content is endless, as long as it's a positive story.
- The program will feature the many companies and organisations that are helping the area move forward, for the betterment of themselves and for the community, and provides an ideal opportunity for the town and business operators in the region to feature their product to an extensive audience.
- Each participant will also have unlimited access to the final edited story, as well as the raw footage, which can be further promoted through other promotional mediums such as television commercials, websites and social media (conditions apply).

Below are some episodes from the previous 2014/15 series:

Geraldton <https://vimeo.com/115507806> - visit and liveability theme

Kununurra <https://vimeo.com/114865598> - visit and tourism focus

Comment:

There are six locations to fit into four, five-minute spots, but the Producer would be happy to go with three locations if need be. The target is to raise \$40,000 each episode, with each five minute spot being \$10,000, ex GST. Yalgoo and Sandstone have already committed to the episode with \$10,000 each.

Mt Magnet has declined for the following reasons:

1. It is directing it's resources toward implementation of those actions identified in the Murchison Tourism Strategy as agreed with neighbouring governments; and
2. Future proposals of this nature would be better directed to the Murchison Executive Group where they could receive some collective consideration in the first instance.

As well as receiving airtime exposure on Channel 7 and GWN/Prime throughout the state, plus via social media, each participant would have access to the ready-made in-program stories, as well as the raw footage, inclusive of filmed drone footage.

The proposal does not relate directly to anything in the Murchison Tourism Strategy, or to anything that has been discussed at MEG relating to promotion of tourism in the region.

Statutory Environment:

LGA s1.4 (3) in carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity

Strategic Implications:

Tourism Development sits under Economic Outcomes in the Strategic Community Plan

- To promote and support a sustainable tourism industry in the Shire of Murchison.
- Rationale - to showcase the natural and built attractions and history of the Shire and develop a sustainable tourism industry.

Policy Implications:

Nil

Budget/ Financial Implications:

If Council decided to be involved in the production, then \$10,000 would need to be set aside in the 2016-17 Budget. The Murchison Executive Group has already agreed to include the following tourism initiatives in their respective Draft Budgets, for consideration by their respective Councils:

GEO Tourism Project \$5,000

Annual Joint Advertising \$3,000

Gascoyne Murchison Tourism Inc. \$5,000

Murchison Tourism Development Officer \$25,000

Sustainability Implications:

- **Environmental**
There are no known significant environmental implications associated with this decision
- **Economic**
Tourism Development is a strategy that sits under Economic Outcomes in the Strategic Community Plan with the aim to promote and support a sustainable tourism industry in the Shire of Murchison.

Rationale - to showcase the natural and built attractions and history of the Shire and develop a sustainable tourism industry.

- **Social**

There are no known significant social considerations associated with this decision

Consultation:

Nil

Recommendation:

That council direct their limited funds towards regional tourism initiatives as agreed between the Murchison Shires, rather than being drawn into individual sales promotions.

Voting Requirements:

Absolute Majority required to include this as a Budget Item

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

17.6 Shire Office Extension Proposal

File:	4.43
Author:	Dianne Daniels
Interest Declared:	Nil
Date:	12 July 2016
Attachments:	Option A and B and 1 Sketches Quantity surveyor Opinion of Probable Cost

Matter for Consideration:

1. Council to consider the options for extending the administration office to increase the size of chambers and to allow for more offices for the administration staff; and
2. Council to consider how to fund the build.

Background:

The Shire administration staff has been working for several years under less than ideal circumstances, as far as office space goes. As the administration work load increased, so did the need for a fourth permanent staff member. To date, the work station for that staff member has been in the administrative/reception area, along with the other two staff members.

Also, Chambers is a small space and does not function that well if we have visitors and so it would be cost effective to extend chambers at the same time as the administration extension is being done.

Comment:

Just recently, we hired a Deputy CEO and felt we needed to offer an office space that was a little less cramped. In order to do that, we have temporarily moved the library into the atrium and the renovated library is now a reasonable office space, though it is not planned to be a permanent arrangement.

In the mean-time, I have been working with Craig Eastman of Eastman Poletti Sherwood Architects to sketch and cost some options to extend the office. Craig sketched two options for the extension of the administration office to the south of the building and two options to extend chambers to the east.

Option A office extension would require the re-location of the coms tower and does not offer as much storage space as Option B. I feel that Option B would present a better aspect to the front of the building than Option A.

Option 1 chambers extension adds another 42 m2 to the existing chambers, which is currently 45 m2, giving a total area of 87 m2. Option 2 chambers extension does not require any structural changes to the roof line, pushing out under the verandah only, adding another 18.75 m2 to the existing area. I am inclined towards Option 1 as it would allow enough room for the whole meeting to move into the extension, allowing visitors

chairs to be arranged along the wall adjoining the atrium, whereas Option 2 would not offer much overall benefit from a table arrangement point of view.

Depending on the Options chosen and the level of professional support required, an amount of between \$455,000 and \$561,000 will need to be allowed for in the budget to do the extension in 2016-17. Once the detailed budget has been completed, we will know whether this can be a) funded fully in this financial year from shire funds; or whether we b) need to take out a loan or c) start putting money in the Building Reserve towards the build, over a period of say three to five years (NB: if the transfer to reserves option is chosen, then the amount to be set aside needs to be increased by say 3% per annum to allow for inflation).

If Council endorses the extension, then tenders would be called for the build to get best value for money, following due process as set out in the Shire of Murchison Purchasing Policy.

Statutory Environment:

2.7. Role of council

(1) The council —

- (a) governs the local government’s affairs; and
- (b) is responsible for the performance of the local government’s functions.

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government’s finances and resources; and
- (b) determine the local government’s policies

Strategic Implications:

Civic Leadership is a Key result area in the Shire of Murchison Strategic Community Plan with Detailed & Professional Administration being one of the objectives. A well-presented fit-for-purpose administration building is integral to presenting a strong Civic Leadership face to the community and visitors and integral to offering professional administrative support to council endeavours.

Policy Implications:

Nil

Budget/ Financial Implications:

Depending on the Options chosen and the level of professional support required, an amount of between \$455,000 and \$561,000 will need to be allowed for in the budget.

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:

Eastman Poletti Sherwood, Architects

Recommendation:

That Council endorse Administration Office extension Option B and Council Chambers extension Option 1, and that an amount of up to \$561,000 be included in the budget for the build in 2016-17, from Council funds if possible. If the finalisation of the detailed budget proves that Council cannot fund the build fully in 2016-17 then the next option would be to a) borrow the money or b) transfer funds into Reserve over a 3-5 year period for the purpose of the build.

Voting Requirements:

Absolute majority

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

18. ADMINISTRATION

18.1 Request for Annual Leave – Chief Executive Officer

File:	4.20
Author:	Dianne Daniels – Chief Executive Officer
Interest Declared:	No interest to Disclose
Date:	8 July 2016
Attachments:	Nil

Matter for Consideration:

Approval of leave for the Chief Executive Officer and appointment of Acting Chief Executive Officer.

Background:

The CEO is entitled to 5 weeks annual leave each year, three weeks of which have been taken in the fifteen months since employment commenced. The CEO currently has 3.1 weeks annual leave accrued.

Comment:

The Chief Executive Officer requests Council approval to take leave for the period commencing 22nd August 2016 to 26th August 2016 inclusive (5 days annual leave). This is the week following the August Council meeting and falls prior to the annual audit, so should not overly impact on Council business, as the Budget and Strategic Resourcing Plan will be taken to the August meeting.

The DCEO, Linda Gray, has advised that she is happy to cover the role of CEO during that period.

Statutory Environment:

The Local Government Act 1995 Part 5 Division 4

5.39 Contracts for CEO and senior employees;

1(a)(a) an employee may act in the position of CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting;

Strategic Implications:

Nil

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:

Nil

Financial Implications:

The DCEO would be stepped up to the CEO's commencing salary as advertised in February 2015.

Consultation:

Nil

Recommendation:

That one weeks' annual leave be approved for the Chief Executive Officer for the period commencing 22nd August 2016 to 26th August 2016 inclusive.

That subject to the CEO's leave approval, the Deputy Chief Executive Officer be appointed as Acting Chief Executive Officer for the period of the leave.

Recommendation:

That the CEO's Activity Report be accepted.

Voting Requirements:

Simple Majority

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

21. URGENT BUSINESS

22. ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Motion to close the meeting to the Public

Recommendation:

That the meeting move behind closed doors to discuss three items.

Voting Requirements:

Simple Majority

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

22.1 A matter affecting an employee pursuant to 5.23 (2) (a) LGA 1995

22.2 RFT 1.2015 Ballinyoo Bridge Variation

22.3 RFT 10.2015-16 Flood Damage Concrete Crossings

22.4 Square Kilometre Array – Access & Issues Report

Recommendation:

That the meeting move out from behind closed doors.

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

23. MEETING CLOSURE