



Western Australia

Minutes of the Ordinary Meeting of the Murchison Shire Council,  
Held in the Council Chambers, Carnarvon Mullewa Road, Murchison,  
On Friday 18 November **2016**, commencing at 10:31 am.

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

*The President declared the meeting open at 10:31am.*

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

**Councillors**

President Mark Halleen  
 Deputy President Rossco Foulkes-Taylor  
 Cr Simon Broad  
 Cr Emma Foulkes-Taylor  
 Cr Miles Williams  
 Cr Andrew Whitmarsh

**Staff**

Dianne Daniels – Chief Executive Officer  
 Bob Edwards – Acting Works Supervisor

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

Nil.

**4. PUBLIC QUESTION TIME**

*Mr Reg Seaman queried which Councillor queried the payment of \$800 dollars to Tom Seaman at item 16.3 of the October Minutes and why.*

*Answer: The President advised that the number of dogs noted in the memo was three rather than the eight that had been paid for.*

*Mr Seaman queried whether the Northern Dogger had undertaken any work since June 2016.*

*Answer: The President advised that this was a CRBA issue. The Dogger had told us he was going overseas and another Dogger was starting up in some of his area.*

*The President asked Cr Whitmarsh to make a comment on the new Dogger.*

*Cr A Whitmarsh advised that Sandy McTaggart would be working west and that John Phatouros would be working east.*

*The meeting adjourned at 10:35am for morning tea and reconvened at 10:56am*

**4.1 Standing Orders**

**Council Decision:**

**Moved: Councillor S Broad**

**Seconded: Councillor M Williams**

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

8.2 Limitation on the number of speeches

8.3 Duration of speeches

**Carried**

**For: 6**

**Against: 0**

**5. NEXT MEETING**

Friday 16 December 2016

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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

Two items pursuant to LGA 5.23 2(c) and 2(e) - Roadhouse Contract and RFT 3.2016-17 Bitumen Seal and Reseal Works.

**8. CONFIRMATION OF MINUTES**

**8.1 Ordinary Council Meeting – 21 October 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 21 October 2016 be confirmed as an accurate record of proceedings

*Discussion*

*Cr E Foulkes-Taylor requested that in Item 15 that the following sentence:*

Feedback from Alan Egan and Fred Ryan that they both are in this country and it was good to see them working together.

*Be attributed to President Halleen as:*

Feedback from others was that it was good to see Alan Egan and Fred Ryan working closely with the community.

**Voting Requirements:**

Simple majority

**Council Decision:**

**Moved: Councillor R Foulkes-Taylor**

**Seconded: Councillor S Broad**

That the minutes of the Ordinary Council meeting of 21 October 2016 be amended at Item 15 as follows:

that the following sentence attributed to Cr E Foulkes-Taylor be removed:

“Feedback from Alan Egan and Fred Ryan that they both are in this country and it was good to see them working together.”

and the following statement be attributed to President Halleen:

“Feedback from others was that it was good to see Alan Egan and Fred Ryan working closely with the community.”

That the Minutes of the Ordinary Council meeting of 21 October 2016 as amended be confirmed as an accurate record of proceedings.

**Carried**

**For: 6**

**Against: 0**

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

*The Behind Closed Doors Items are to be brought forward for consideration prior to breaking for lunch.*

**10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

**11. ACTION LIST**

No	Item	Action	Status
1	Community Project Officer	Still sitting on the table. Meeting held 11 <sup>th</sup> March 2016 and recommendations presented to Council at the April OCM – the item was left to lay on the table while Council explored other options.	Ongoing
2	Cemetery and Remembrance Walk (walk)	Completion of the cemetery and names for the remembrance walk. Community to be contacted to suggest names for inclusion. Community Advisory Group to advise Council on these projects. Invitation sent to CAG to meet on Friday 3 June. A surveyor will be at the Murchison Settlement shortly to survey the tip, so will plan to have the Cemetery done as well.	Ongoing.

		<i>Action:</i> The work to be completed by surveyor to include Cemetery as well. Meeting held 3 June 2016.	
4	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.</p> <p>Full road pick-up has been undertaken by Greenfields and has been finalised – this was mainly to establish correct infrastructure values but will form a good basis from which to start. As an adjunct to this, the CEO was hoping to do a review of the Internal Hierarchy for this meeting, but it has turned out to be more complicated than first thought. The status (ie a road defined by description; a dedicated road; a gazetted road; a closed road) of roads no longer maintained needs to be identified before the Shire can progress with this. Undesignated unsurveyed roads were brought up as a discussion point at the May zone meeting. Paul Rosair did a presentation to the March OCM, which was dis-cussed at the April OCM.</p>	Reviewed Road Hierarchy October 2016 as a starting point.
5	Development of Draft Drug & Alcohol Policy	<p>CEO to develop a draft Drug &amp; 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 &amp; 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.</p> <p>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.</p> <p>3/08/2016 Met with Katherine Kempin Senior OSH Consultant, LGIS Workforce Risk Services and Stuart McMahon during LG Convention week to discuss Drug &amp; Alcohol Policy. Referred to Scott Roffey who would be able to provide a proforma policy that could be tailored to suit the Shire's requirements.</p>	Draft Drug & Alcohol Policy has been reviewed by staff. Refer Item 18.4 in this Agenda.

**Recommendation:**

That the Action List be accepted.

**Voting Requirements:**

Simple majority

**Council Decision:****Moved: Councillor M Williams****Seconded: Councillor R Foulkes-Taylor**

That the Action List be accepted.

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

Nil

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

October 2016			Hours					YTD	
Plant Item	Year	Rego	1 July '16	Start	End	Total		Operating Costs	
				Hrs/kms	Hrs/km	Month	YTD	Plant	Fuel
P.01 JD Grader	2011	MU1063	7762	8153	8311	158	549	4620.35	10246.78
P.02 Cat Grader 12H	2005	MU 141	14167	14620	14758	138	591	1440.49	8324.41
P15003 JD 6WD Grader	2012	MU121	712	981	1048	67	336	167.17	5329.10
P.04 New/H Ford Tractor	2006	MU 380	1912	1968	1977	9	65	1288.95	173.87
P.05 Dolly 1-Red	2001	MU 2003	1972	12569	12569	0	10597	1153.03	0.00
P.07 Nissan UD	2009	000 MU	202424	208430	210975	2545	8551	1009.90	5661.71
P.08 Dolly 2-Black	2000	MU 2009	1816	6194	6194	0	4378	6700.77	0.00
P.09 Iveco P/Mover	2003	MU1065	315776	320245	322366	2121	6590	167.17	4638.61
P.10 Iveco W/Truck (hrs)	2004	MU 00	10864	11109	11109	0	245	1715.80	1930.70
P.11 Komatsu Dozer	1997		1481	1737	1795	58	314	5172.04	5183.55
P.13 Tri-Axle L/L Float	2008	MU 663	12902	18906	21699	2793	8797	1314.33	0.00
P.14 No. 2 Float	2001	MU 2004	2391	6228	7613	1385	5222	1208.50	0.00
P.17 Side Tipper	2001	MU 662	970	10615	12802	2187	11832	666.40	0.00
P.18 Side Tipper	2001	MU2010	15034	21168				395.61	0.00
P.24 30K W/Tanker Trailer	2005	MU 2024	46001	46201	46341	140	340	3468.99	0.00
P.27 Volvo Loader	2006	MU 65	7942	8203	8290	87	348	1999.43	4270.56
P.28 Isuzu Dmax	2009	MU 300	209207	213342	214842	1500	5635	946.69	853.19
P.32 Construction Gen			22437	23610	24061	451	1624	99.38	3332.52
P.33 Maintenance Gen			9098	9674	9674	0	576	652.87	1181.36
P.34 Generator Perkins		Mechanic	151	151	151	0	0	1.78	160.53
P.35 Generator 1-110kva	2011		24201	25278	25740	462	1539	10120.19	33482.42
P.35 Generator 2-110kva	2011		16826	18294	18548	254	1722		
P.37 Forklift			12443	12494	12529	35	86	222.39	106.04
P.40A Toyota Hilux	2014	01MU	61055	70500		-70500	-61055	2547.87	2223.18
P.41 Cat 938G Loader	2004	MU 193	5315	5423	5493	70	178	2836.79	1476.94
P.43 Bomag Roller	2012	MU1027	1496	3058	3068	10	1572	611.93	913.91
P.48 Dog Fuel Trailer	1979	MU 2026	0	0		0	0	554.55	0.00
P.49 Dog Fuel Trailer	1972	MU 2005	0	0		0	0	0.00	0.00
P.54 Isuzu T/Top	2005	MU 1002	171821	174106	175373	1267	3552	504.79	466.38
P.55 Toyota Prado	2012	MU1011	71388	77287	78033	746	6645	678.07	987.53

P.57 Great Wall	2012	MU 167	54225	56902	57510	608	3285	1070.80	414.35
P.59 45ft Flat Top	1978	MU2044	0	0		0	0	1648.12	0.00
P.60 Mercedes PTV	2004	MU 1009	102020	102270	102270	0	250	186.11	39.10
P.61 Kenworth P/Mover	2004	MU 000	76906	86937	89625	2688	12719	7982.57	10235.37
P.63 RAV4 - <b>TRADED</b> <b>08/16</b>	2013	MU 1011	35031	35800	35800	0	769	0.00	67.32
P.64 Isuzu Construction	2013	MU 140	95645	109324	114349	5025	18704	775.56	4790.72
P.65 Generator 9KVA	2013	H/ Maint	5440	5575	5976	401	536	0.00	1384.10
P.66 Kubota 6kva Gen	2012		9948	10806	10976	170	1028	156.74	683.17
P.67 Roadwest S/Tipper	2013	MU2042	58719	66713	69001	2288	10282	3941.84	0.00
P.68 Bomag Padfoot	2013	MU1071	1595	1699	1714	15	119	536.87	1622.54
P.72 Isuzu Fire Truck	2013	MU1068	1353	1487	1738	251	385	0.00	202.37
P.73 Toyota Fast Attack	2014	MU1069	8900	8900	8900	0	0	488.22	0.00
Caravans				n/a		n/a	n/a	1989.70	0.00
P11076 JD Ride on mower			795	846	859	13	64	1853.63	249.82
P15006 Isuzu Maint	2015	MU1018	15842	25122	28035	2913	12193	1695.80	2773.88
P16063 Toyota Prado	2016	MU 0	0	3768	10187	6419	10187	544.86	341.01

### 13.2 Works Report

Unavailable due to Works' Supervisor being temporarily out of action – this may be available as a late item.

#### **Recommendation:**

That the Plant Report be accepted and the status of the Work's Report be noted.

#### *Discussion*

*The CEO explained that the works report had not been prepared as the Works Supervisor was temporarily out of action.*

*The Acting Works Supervisor (AWS) commented that, in regard to the prep work for bitumen seal, it was important to get the levels right in front of the Roadhouse so as to ensure that it did not become water logged.*

*He also mentioned that it was important to keep on top of the back slopes as the Department of Environment Regulation will only allow 7 years growth before a clearing permit is required. This usually requires 3 cuts over and 4 back. If the Maintenance Crew included back slopes in their program, it would take about 13 weeks to get around the roads in the Shire, so it slows the work down considerably.*

*The AWS noted that the construction crew are doing a good job on the north road, preparing it for bitumen seal and that it is important to keep the road wet. The Leading hand went up there this morning, in his own time, to dampen down the road, but there is an issue with the water cart. Quadrio will be here Monday to start the preparation work in front of the roadhouse and have a water cart if required.*

*The AWS likes what he sees here, we have a very settled crew.*

*Cr S Broad asked why a road was prepared and then left for 12 months before sealing and not sealed at the time.*

*The AWS stated that the road needed at least 15% moisture in the gravel to make it stabilise. It was good policy to put pavement down and let it dry back, allowing traffic over it to allow it to harden. If the pavement was laid out in July it would save on water. In addition it could be left to dry from underneath and may be ready to seal by November.*

*Cr M Whitmarsh stated that there was a large area of back slopes and these were completed as project time permitted. AWS stated that a contractor may need to be employed if the back slope work could not be fitted into the schedule.*

*President M Halleen stated that the road between Bullardoo and the boundary was getting rough.*

### **Voting Requirements:**

Simple majority

#### **Council Decision:**

**Moved: Councillor E Foulkes-Taylor**

**Seconded: Councillor R Foulkes-Taylor**

That the Plant Report be accepted and the status of the Work's Report be accepted.

**Carried**

**For: 6**

**Against: 0**

### **13.3 Rangers Report – Peter Smith Canine Control**

I attended Murchison Shire on Tuesday 18 and Wednesday 19 October 2016. Patrols were conducted of the Murchison settlement. No dogs were sighted wandering. No written or verbal complaints had been received.

One enquiry about an abandoned cat was received. The owners had returned on the weekend and collected the cat so there was no further action required.

There was discussion about stray cats hanging about the precinct. I informed shire staff that small and large cat cages had been provided by the Cat Act Implementation grant in 2013. A microchip (Trojan) reader was also supplied.

Trapping was conducted on the outskirts of Pia Wadjarri Community using large cages during the evening of Tuesday 18. As a result, four unregistered dogs and two feral cats were caught wandering at large. The animals were removed and destroyed at a later date.

#### **Recommendation:**

That the Ranger's Report be accepted.

#### *Discussion*

*The Ranger is to provide a schedule of visits to the CEO*

### **Voting Requirements:**

Simple majority

#### **Council Decision:**

**Moved: Councillor S Broad**

**Seconded: Councillor M Williams**

That the Ranger's Report be accepted.

**Carried**

**For: 6**

**Against: 0**

## **14. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**

### **14.1 Shire President**

*Mid West Regional Road Group Meeting held in Geraldton on Friday 28 October 2016:*

*It is difficult to get attendance at many of the zone meetings. In our zone, CEO's are in key voting positions; but the groups are against including the CEO's in voting positions in other regions.*

*In relation to WANDRRA, there may be a change to an upfront funding model and Shire's may be able to use their own resources. A trial of this will be run over eighteen months.*

*RRG was underspent by 3% in 2015-16, but Blackspot funding was undersubscribed. The DER attended the meeting to present regarding clearing permits and Renata Zalinova presented the Environmental Planning Tool, which will produce an Environmental Assessment Report for lodgement with a clearing permit.*

*Murchison Country Zone of WALGA – Cue – Friday 4 November 2016:*

*The Cue Parliament was opened by Mark Lewis – Minister for Agriculture. Also present were Vince Catania, Dean Smith, Melissa Price and Ken Bastin.*



*The proposed mining tax of \$5/tonne (V Catania) would see \$4.50 into other states; Mt Magnet again pushed the Murchison Region Vermin fence and Ken Bastin noted that \$2.50 tonne rebate is being paid to Pt Hedland port.*

*Our motion re access to gravel pits, that was sitting on the table, was brought up for discussion even though it was not in the agenda. The motion is to be taken to the MEG group.*

*The Shire of Murchison's motion that WALGA lobby the State Government to establish a database of existing and future environmental and heritage surveys went straight through without discussion.*

*Cr S Broad was commended for all his hard work at the zone and state council.*

## **14.2 Councillors**

### **Cr Rossco Foulkes-Taylor**

Main Roads Meeting

October 25<sup>th</sup> 2016

Main Roads Building, Geraldton

Opening headline was that \$35m is all that is and will be available for road construction, full stop!

Seemed a bit weird given that \$80m was the more common figure in the main roads costings.

It was reiterated that the road does need significant work because natural pavement will not stack up to the projected traffic volumes.

It looks like CSIRO will reduce road standard requirement to RAV 7. Bulk of construction freight will come from Perth so RAV 10 is impractical anyway as Brand Hwy is not RAV 10.

Ant Schinkel has a new role which will see 25% of his time spent in Manchester

Main Roads has no plans or intention of taking the road on – except to probably take over the road during the short construction period (approx. 2-4 years)

Dianne and I agreed that road condition would be the benchmark for maintenance requirements, closures etc ie we don't want to get into an agreement of maintenance based on what traffic goes to the MRO. We want a road that is kept 'fit for purpose' regardless of traffic volumes.

CSIRO were a bit gobsmacked by the road costing figures and the unanimous opinion from non -Main Roads delegates was that the costings provided seemed very high.

I mentioned that in my opinion it would be unlikely that we would have enough pure gravel to re-sheet the required lengths of the road and that Main Roads would have to be a bit smart about using local material ie coffee rock/laterite, to help form the sub-base of the road surface. This was noted and it was mentioned that many more tests of local materials are planned.

We reminded CSIRO that it is not only rain that might close the road...bad dust blow outs on natural pavement would also do it.

More money is still being hoped for from other countries but it will not be for roads, it will be for the scientific program.

Overall I found it a pretty constructive meeting but my impression is that with such a vast difference between what MRWA expects a decent road will cost, and the project's budget, there will be a few negotiation headaches coming up for all parties.

### **SKA Regional Stakeholder's Meeting**

October 25<sup>th</sup> 2016

Geraldton Universities Centre

I attended this meeting with Dianne Daniels and made the following notes:

Negotiations regarding the makeup of the international SKA Treaty are progressing reasonably with the major sticking point currently being who owns/will have access to the information that this project will gather ie some countries will want almost every not for profit organisation to have access and other countries are a lot more guarded.

The 14<sup>th</sup> and 15<sup>th</sup> of February 2017 an 'initialling ceremony' (signing initials) is planned so that all member countries can take an 'agreed in principal' draft agreement back to their respective governments for perusal/approval.

CSIRO is proposing to have some form of workshop prior to Christmas to engage local and Australia wide (maybe) industry to see what opportunities/partnerships may be possible in the future. It may even be that

the main opportunities will materialise from Aust/international partnerships. This is planned to be quite low key and internal so as not to give industry unrealistic expectations.

Main roads expressed that with many international people visiting/working at the MRO the possibility of accidents with them possibly driving on the wrong side of unmarked, dusty roads is a potential safety issue (reminder signage could be required)

ILUA discussions are about 4 months behind - first two days of negotiations are happening tomorrow and the next day.

The State Office of Science Rep (Ian Loftus) was reminded by Dianne and myself that the community contribution component concerning the future occupation of the pastoral lease is very important to the Shire of Murchison and we expressed our wishes that we be kept informed as their plans for the pastoral lease progresses.

MWA has expanded from 12 to 18 universities now being a part of the project.

MRWA requested a list of local suppliers of goods and services to consider when requesting quotes for upcoming works. Dianne and I said that the SOM would happily supply this.

Steve Douglas, CGG Councillor and MWDC, expressed real frustration at how non-existent the regional and SKA partnerships actually are. He said he is often advised by local community and business leaders that they have more or less given up on the SKA as being a provider of any significant opportunities. He said that given the \$15m of R4R has contributed to towards this project so far with what he perceives as very minimal community benefit. Any future requests for R4R support may struggle unless things change.

CSIRO defended this and used the following examples as positive examples; air charter FIFO, local plumbing and electrical contractors, some civil works providers, a few (maybe 15) families living and working in Geraldton, indigenous engagement.

Next meeting in April 2017

Rosco Foulkes-Taylor  
Deputy President  
Shire of Murchison

**Cr Simon Broad**

*Murchison Country Zone of WALGA – Cue – Friday 4 November 2016.*

*In relation to Cue Parliament – we were fortunate to get the number of calibre politicians that we do to zone meetings.*

**Cr E Foulkes-Taylor**

*No meetings*

**Cr A Whitmarsh**

*Rangelands NRM Meeting*

*The Rangelands NRM Chairman resigned and the Acting Chair is Regina Fluggy. Cr A Whitmarsh is the deputy.*

*Yesterday a document came through re Ranger Parks put forward by:*

*CCWA  
Reconciliation WA  
Yamatiji Marpa  
and three others*

**Cr M Williams**

*No meetings*

*Change in the order of Business*

**22. ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS****Motion to close the meeting to the Public****Recommendation:**

That the meeting move behind closed doors to discuss two items pursuant to LGA 5.23 2(c) and 2(e) - Roadhouse Contract and RFT 3.2016-17 Bitumen Seal and Reseal Works.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor M Williams</b>	<b>Seconded: Councillor R Foulkes-Taylor</b>	
That the meeting move behind closed doors		
<b>Carried:</b>	<b>For: 6</b>	<b>Against: 0</b>

**22.1 Roadhouse Contract**

<b>Council Decision:</b>		
<b>Moved: Councillor S Broad</b>	<b>Seconded: A Whitmarsh</b>	
That Council agree to sub-lease the Murchison Roadhouse, Motel and Caravan Park complex to John Farrell and Marcia McIntosh subject to:		
<ul style="list-style-type: none"> <li>- Council and the prospective sub-lessees negotiating and agreeing on the sub-lease conditions, including a six month probationary period; and</li> <li>- The Minister for Lands approving the sub-lease in writing; and</li> <li>- The Shire President and the Chief Executive Officer signing the lease document and affixing the Shire's Common Seal on the lease document.</li> </ul>		
<b>Carried:</b>	<b>For: 6</b>	<b>Against: 0</b>

**22.2 Request for Tender 3.2016-17 Bitumen Seal and Reseal Works**

<b>Council Decision:</b>		
<b>Moved: Councillor S Broad</b>	<b>Seconded: A Whitmarsh</b>	
That RFT 3.2016-17 Bitumen Seal and Reseal Works be awarded to Fulton Hogan as the tender which provided the best value for money, having the lowest price and highest qualitative ranking.		
<b>Carried:</b>	<b>For: 6</b>	<b>Against: 0</b>

*Emma Foulkes-Taylor left the room at 10:46 am and returned at 10:51 am.*

**Motion to open the meeting to the Public****Recommendation:**

That the meeting move out from behind closed doors.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor A Whitmarsh</b>	<b>Seconded: Councillor M Williams</b>	
That the meeting move out from Behind Closed Doors.		
<b>Carried:</b>	<b>For: 6</b>	<b>Against: 0</b>

**15. REPORTS OF COMMITTEES**

**15.1 Audit Committee**

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

According to legislative requirements, the Audit Committee will meet with the auditor to discuss the Annual Financial Report, the Audit Report and the Management Letter. This meeting is scheduled for 9:45 am Friday 18<sup>th</sup> November, 2016.

Findings:

<b>Committee Decision:</b>		
<b>Moved: Councillor A Whitmarsh</b>	<b>Seconded: Councillor E Foulkes-Taylor</b>	
The Financial Report 2015-16 be accepted and referred to the Ordinary Council Meeting of 18 <sup>th</sup> November 2016 for adoption by the Council.		
<b>Carried</b>	<b>For: 6</b>	<b>Against: 0</b>

*The meeting adjourned for lunch at 1:00pm and resumed at 2:15pm*

**16. FINANCE**

**16.1 Financial Activity Statements October 2016**

File:	
Author:	Peter Dittrich – Deputy Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	14 November 2016
Attachments:	Financial Activity Statements to 31 October 2016 Statement of Financial Position Operating Statement by Program Operating Statement by Class Accounts Activity General Ledger Trial Balance

**Matter for Consideration:**

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

**Background:**

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

**Comment:**

The Current Position at 31 October 2016 is a surplus of \$2,715,845.

**Variations – YTD Budget to YTD Actual**

Budgeted Closing Funding		<b>2,236,639</b>
Surplus(Deficit)		
Plus Variance to opening surplus	2,608,244	
Less Operating Revenues down	459,784	
Less Operating Expenditure up	33,766	

Plus Operating Activities Excluded	27,951	
Plus Investing Activities down	235,266	
Less Transfer from reserves down	-	
	270,452	
Less Transfer to reserves up	-	
	<u>1,628,253</u>	
Total Variances		<b>479,206</b>

Actuals Closing surplus (Deficit)

**2,715,845**

Refer to October 2016 Financials for explanation of variances.

The following Term Deposits are currently held as at 31 October 2016:

Beringarra- Cue Road Reserve TD	\$2,857,199.29	@ 1.750% Maturity 17/12/2016
Crosslands MCF Term Deposit	\$ 363,560.93	@ 2.650% Maturity 25/11/2016
Ballinyoo Bridge	\$1,034,094.94	@ 1.670% Maturity 27/11/2016

During the variation period for allowed by the Westpac, the amount of \$1,030,000 was transferred from the Ballinyoo Bridge cash management account to the Ballinyoo Bridge Term Deposit on 3 November 2016, back dated to 27 October 2016 by the bank. The current term deposit is therefore:

Ballinyoo Bridge \$2,064,094.94 @ 1.670% Maturity 27/11/2016

The corresponding entry was processed in the Shires General Ledger in November 2016.

### **Statutory Environment:**

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996

Regulation 34 states:

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
- (b) Budget estimates to the end of month to which the statement relates;
- (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c);
- (e) The net current assets at the end of the month to which the statement relates.

### **Strategic Implications:**

Nil.

### **Policy Implications:**

Nil.

### **Budget/Financial Implications:**

Reports showing year to date financial performance allow monitoring of actual expenditure, revenue and overall results against budget targets.

### **Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations

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

**Consultation:**

Moore Stephens

**Recommendation:**

That Council adopt the financial statements for the period ending 31 October 2016 as attached.

*The CEO worked through the report updating Council on the status of operating and capital revenues and expenditure to budget and on the status of Capital Works projects.*

**Voting Requirements:**

Simple majority.

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

That Council adopt the financial statements for the period ending 31 October 2016 as attached.

**Carried****For: 6****Against: 0****16.2 Accounts Paid during the period since the last list was adopted/endorsed by Council**

File:	4.37.1
Author:	Peter Dittrich – Deputy chief Executive Officer
Interest Declared:	No interest to disclose
Date:	14 November 2016
Attachments:	EFT & Cheque Details for October 2016

**Matter for Consideration:**

Endorsement of accounts paid during the month of October 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 October 2016 are attached.

**Statutory Environment:**

Local Government (Financial Management) Regulations 1996

Regulation 13 states:

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) the payee's name; and
  - (b) the amount of the payment; and
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented
- (3) A list prepared under sub regulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

**Strategic Implications:**

None

**Policy Implications:**

None

**Budget/Financial Implications:**

Payment from the Municipal, Trust and Reserve Bank Accounts.

**Sustainability Implications:**

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

**Consultation:**

Moore Stephens

**Recommendation:**

That the accounts as per the attached Schedule presented to this meeting totalling \$3,951,160.03 which includes \$3,147,609.62 of intra account transfers for the month of October 2016, be endorsed by Council.

*The CEO highlighted that details of credit card transactions have now been disclosed in the payments list, as requested by the Auditors.*

**Voting Requirements:**

Simple majority

**Council Decision:**

**Moved: Councillor S Broad**

**Seconded: Councillor E Foulkes-Taylor**

That the accounts as per the attached Schedule presented to this meeting totalling \$3,951,160.03 which includes \$3,147,609.62 of intra account transfers for the month of October 2016, be endorsed by Council.

**Carried**

**For: 6**

**Against: 0**

**16.3 Financial Report 2015-16**

File:	2.2
Author:	Dianne Daniels - CEO
Interest Declared:	No interest to disclose
Date:	12 November 2016
Attachments:	Financial Report 2015-16 including Independent Auditors Report

**Matter for Consideration:**

Council to consider the recommendation of the Audit Committee in regard to the Financial Report for 2015-16.

**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 2015-16 Financial Report was prepared and sent to the Auditor by the 30<sup>th</sup> September as prescribed.

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

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

### **Statutory Environment:**

Division 3 — Reporting on activities and finance

#### 6.4. Financial report

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

(2) The financial report is to —

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

(b) contain the prescribed information.

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

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

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

### **Strategic Implications:**

Nil.

### **Policy Implications:**

Nil.

### **Budget/Financial Implications:**

The cost of the annual audit is included in the 2016-17 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

Peter Dittrich

### **Recommendation of Audit Committee:**

That the Financial Report 2015 -16 be accepted and referred to the Ordinary Council Meeting of 18<sup>th</sup> November 2016 for adoption by the Council.

### **Voting Requirements:**

Simple majority.

#### ***Council Decision:***

**Moved: Councillor S Broad**

**Seconded: Councillor R Foulkes-Taylor**

That the Financial Report 2015-16 be accepted and adopted by Council

**Carried**

**For: 6**

**Against: 0**

## **17. DEVELOPMENT**

### **17.1 Community Branding Proposition**

File:	13.10
Author:	Peter Dittrich – Deputy Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	14 November 2016
Attachments:	Community Branding Logo Concepts



**Matter for Consideration:**

Council to consider the Logo Concepts prepared by Market Creations in relation to the re-branding of the Shire of Murchison.

**Background:**

Council at its July 2016 meeting resolved:

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 along with the current logo, prior to a final decision by council.

**Comment:**

Market Creations were engaged to develop a minimum of five logo design concepts. In accordance with the community survey the design brief required that the logo options that were developed reflected the history, agriculture, and community as key characteristics.

The concepts developed are attached for Councils consideration. The design brief allows for two revisions of the proposed logos.

Council has multiple options, including:

- Accept the proposed logos and engage the community via a survey to identify the preferred logo;
- Identify one or more of the logos to be presented to the community via a survey to identify the preferred logo;
- Identify one or more of the logos to be revised and re-presented to Council; or
- Reject all proposed logos

**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:**

To provide good governance to the Shire of Murchison through openness and transparency and enhanced consultation and public participation.

**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:**

N/A

**Financial Implications:**

Budgeted 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 consider the logo concepts as attached and authorise the CEO to promote them for comment through community survey at the Strategic Community Planning Workshop, prior to a final decision by council.

*Discussion*

*Cr R Foulkes-Taylor was not keen on concepts 4, 4B nor 6. He would vote for concept 1 with a windmill and telescope and change colour of earth to concept B, or concept 1 with man & dog, cow, sheep, and windmill.*

*Cr S Broad felt that none of the logos were acceptable, trying to be something for everyone. We need to promote the beautiful things we have in the shire. He would like to include sheep in the logo. Man & dog, sheep, and windmill is who we are.*

*Likewise, Cr M Williams felt that none of the logos were acceptable. The logo needs to be something that defines all of us.*

*Cr E Foulkes-Taylor likes concept 1. Bright and simple. The earth needs more of a red colour as in 1B. Julia liked concept 1 (young persons' opinion). The graphic designer can only work with the information that came out of the survey.*

*The CEO explained what came out of the survey and noted that she liked concept 1 but was otherwise disappointed.*

*President M Halleen did not like any of the concepts, but if he had to pick one it would be concept 5 in the lighter colour.*

**Voting Requirements:**

Simple majority

**Council Decision:**

**Moved: Councillor R Foulkes-Taylor**

**Seconded: Councillor A Whitmarsh**

Cr S broad, Cr E Foulkes-Taylor, and the CEO work on a totally new concept which includes possibly man, dog, cow, sheep, windmill, and Mulga tree which are more representative of the Murchison Community.

**Carried**

**For: 6**

**Against: 0**

*Cr S Broad left the meeting at 3:07 pm*

**17.2 Square Kilometre Array – Access Roads**

File:	14.11
Author:	Dianne Daniels – Chief Executive officer
Interest Declared:	Nil
Date:	15 November 2016
Attachments:	Nil

**Matter for Consideration:**

Council to consider the options for maintaining the Preferred Route to the Square Kilometre Array (SKA) during both the four year construction period and the fifty year operational period.

**Background:**

In 2012 the international SKA Organisation (SKAO) announced that Australia will host components of the SKA telescope. Since the announcement was made, negotiations between Federal and State governments have been ongoing regarding the construction of the SKA and associated infrastructure, including road access.

Main Roads WA has been requested to investigate options to upgrade and maintain road access to the SKA Site. The standard and serviceability level of the access roads is considered critical to the construction task required for the SKA project.

The SKA Access Roads investigation comprises two reports which are intended to be read in conjunction with one another;

- Report 1 – SKA Access Roads Upgrade Options Summary Report - is the summary of upgrade options including cost estimates and key advantages and disadvantages of each option.
- Report 2 – SKA Access Roads Upgrade Options Assessment Report - is the technical assessment of the existing roads including issues, option analysis and treatment selection.

At the October 2016 ordinary meeting, Council considered the various upgrade options for the Preferred Route to the SKA and made the decision to communicate to Main Roads and the SKAO that of the options that were considered in the Options Assessment Report, that Options 2/8 and Options 9 were the Shire of Murchison's preferred method of upgrading the route from Mullewa to the SKA and MRO.

### **Comment:**

On the 25<sup>th</sup> October 2016 the Shire of Murchison was invited to a meeting with representatives from Main Roads, the Square Kilometre Array Organisation, the City of Greater Geraldton and the Mid West Development Commission, to discuss the SKA Access Roads. At that meeting, it was revealed that there is a cap of \$35 million on the road upgrade project. This was a surprise to Cr Rossco Foulkes-Taylor and I, who attended the meeting on behalf of Council, as it was to others at the meeting. The SKA Access Roads Upgrade Options Assessment Report certainly gave options well in excess of that figure.

It was confirmed at the meeting that infrastructure construction is scheduled to commence for the SKA in late 2018 and the roads will need to be finished by then. In order to meet that timeline, Main Roads would need to start the procurement process for road construction/asset upgrade by April 2017. Obviously, the compromised spend on Capital upgrade is going to see maintenance costs increase markedly over the life of the project. Next steps for us as a Shire is to consider how best that maintenance will be managed. Options could include:

- Incorporating the upgrade and maintenance into a single package managed by Main Roads;
- Incorporating the upgrade and the maintenance into a single package managed by the Shire of Murchison; or
- Shire of Murchison managing the maintenance with Main Roads managing the upgrade.

If Council decides to manage the maintenance, it's of utmost importance that our maintenance agreement is clear and straightforward ie not cumbersome to administer, as is the current agreement with CSIRO regarding the maintenance on the Beringarra Pindar Road. Main Roads are willing to facilitate the maintenance agreement between the Shire of Murchison and SKAO/CSIRO.

### **Statutory Environment:**

Local Government Act 1995 section 3.53 - the local government is responsible for controlling and managing otherwise unvested facility (including roads) within its district;

Land Administration Act 1997 Section 55(2) - a local government within the district of which a road is situated has the care, control and management of the road.

### **Strategic Implications:**

Economic Objective 1 in the Strategic Community Plan is to 'Develop the region's economic potential to encourage families and businesses to stay in the area'. The development and maintenance of an efficient road system to support transport requirements is an important strategy to achieve this outcome.

### **Policy Implications:**

Nil

### **Financial Implications:**

Even though the Capital costs will be borne by the State and Federal Governments, the financial implications of road maintenance to Council may be quite overwhelming over the 4 year construction period and the ensuing 50 year operations period of the SKA. Great care will need to be taken in negotiating a road maintenance agreement that does not leave Council out of pocket.

### **Consultation:**

Main Roads WA

### **Recommendation:**

That council communicates to Main Roads and the Square Kilometre Array Organisation that Council's preferred option for managing the upgrade and maintenance of the Preferred Route to the Square Kilometre Array is:

- Main Roads to manage the upgrade of the Preferred Route; and
- The Shire of Murchison to manage the maintenance of the Preferred Route. This would be conditional on a satisfactory Road Maintenance Agreement being negotiated with the Square Kilometre Array Organisation or CSIRO, as the case may be, at zero cost to the Shire. Said agreement to be facilitated by Main Roads.

*Discussion*

*The CEO mentioned that the agreement needed to include a 2-3 year review date.*

*Cr R Foulkes-Taylor felt the recommendation was well researched and was in favour of it.*

*Cr M Williams supports the recommendation if there is no cost to the shire for the agreement nor the maintenance.*

*President M Halleen asked the CEO how she considered the maintenance program would be run.*

*The CEO suggested that it would be maintained using contractors whose claims would be well supported by agreed documents. The road would be maintained to a standard agreed in the maintenance agreement.*

**Voting Requirements:**

Simple Majority

**Council Decision:**  
**Moved: Councillor E Foulkes-Taylor** **Seconded: Councillor M Williams**

That council communicates to Main Roads and the Square Kilometre Array Organisation that Council's preferred option for managing the upgrade and maintenance of the Preferred Route to the Square Kilometre Array is:

- Main Roads to manage the upgrade of the Preferred Route; and
- The Shire of Murchison to manage the maintenance of the Preferred Route. This would be conditional on a satisfactory Road Maintenance Agreement being negotiated with the Square Kilometre Array Organisation or CSIRO, as the case may be, at zero cost to the Shire. Said agreement to be facilitated by Main Roads.

**Carried:** **For: 5** **Against: 0**

**18. ADMINISTRATION**

**18.1 Acceptance of the Shire of Murchison Information Statement 2016**

File:	1.2
Author:	Dianne Daniels - Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	12 November 2016
Attachments:	Information Statement 2016

**Matter for Consideration:**

Council to consider accepting the Shire of Murchison Information Statement 2016

**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 2016 as presented and attached.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor E Foulkes-Taylor</b>	<b>Seconded: Councillor M Williams</b>	
That Council accepts the Shire of Murchison Information Statement 2016 as presented and attached.		
<b>Carried</b>	<b>For: 5</b>	<b>Against: 0</b>

**18.2 Acceptance of the 2015-16 Annual Report**

File:	1.2
Author:	Dianne Daniels - Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	14 <sup>th</sup> November 2016
Attachments:	2015-16 Annual Report

**Matter for Consideration:**

The Annual Report for the 2015-16 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 2015-16 Annual Report has been prepared according to section 5.53 of the Local Government Act. The Financial Statement for the Year Ending 30 June 2016, 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 2016. 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 2015-16

**Voting Requirements:**

Absolute Majority

**Council Decision:**

**Moved: Councillor R Foulkes-Taylor**

**Seconded: Councillor M Williams**

That Council accepts the Annual Report for 2015-16 subject to the President including information on the Wild Dog Bounty in his report.

**Carried**

**For: 5**

**Against: 0**

**18.3 2017 Meeting Dates**

File:	4.16
Author:	Dianne Daniels - Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	12 November 2016
Attachments:	Nil

**Matter for Consideration:**

Council to consider the meeting dates for Ordinary Council Meetings for 2017.

**Background:**

The precedent is that Ordinary Council meetings are held on the third Friday in each month, with the exception of January when a recess is traditionally observed.

**Comment:**

This would give the following proposed dates for meetings to be held in 2017:-

January – no meeting  
February 17<sup>th</sup> 2017 - Friday  
March 17<sup>th</sup> 2017 - Friday  
April 21<sup>st</sup> 2017 - Friday  
May 19<sup>th</sup> 2017 - Friday  
June 16<sup>th</sup> 2017 - Friday  
July 21<sup>st</sup> 2017 - Friday  
August 18<sup>th</sup> 2017 - Friday  
September 15<sup>th</sup> 2017 - Friday  
October 20<sup>th</sup> 2017 - Friday  
November 17<sup>th</sup> 2017 - Friday  
December 15<sup>th</sup> 2017 – Friday

Note that the crew would not break for Christmas until Thursday 21<sup>st</sup> December 2017 and so there would be no need to change the December meeting date to a Thursday for 2017, as is the practice when the third Friday falls later in the month.

**Statutory Environment:**

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

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —

(a) the ordinary council meetings; and

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

**Strategic Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Consultation:**

Nil

**Recommendation:**

That Council gives local public notice of its scheduled meetings for 2017 as follows:-

**Shire of Murchison  
2017 Ordinary Council Meeting Dates**

The following ordinary Council meetings are open to the public commencing at 10am on the dates as shown below. All meetings are held in Council Chambers, Murchison Settlement, WA.

**Ordinary Council Meeting Dates 2017 – 10am**

January – no meeting	July 21 <sup>st</sup> 2017 - Friday
February 17 <sup>th</sup> 2017 – Friday	August 18 <sup>th</sup> 2017 - Friday
March 17 <sup>th</sup> 2017 – Friday	September 15 <sup>th</sup> - Friday
April 21 <sup>st</sup> 2017 – Friday	October 20 <sup>th</sup> 2017 - Friday
May 19 <sup>th</sup> 2017 – Friday	November 17 <sup>th</sup> 2017 - Friday
June 16 <sup>th</sup> 2017 – Friday	December 15 <sup>th</sup> 2017 - Friday

**Voting Requirements:**

Simple Majority

**Council Decision:**

**Moved: Councillor A Whitmarsh**

**Seconded: Councillor R Foulkes-Taylor**

That Council gives local public notice of its scheduled meetings for 2017 as follows:-

Shire of Murchison  
2017 Ordinary Council Meeting Dates

The following ordinary Council meetings are open to the public commencing at 10am on the dates as shown below. All meetings are held in Council Chambers, Murchison Settlement, WA.

**Ordinary Council Meeting Dates 2017 – 10am**

January – no meeting	July 21st 2017 - Friday
February 17th 2017 – Friday	August 18th 2017 - Friday
March 17th 2017 – Friday	September 15th - Friday
April 21st 2017 – Friday	October 20th 2017 - Friday
May 19th 2017 – Friday	November 17th 2017 - Friday
June 16th 2017 – Friday	December 15th 2017 - Friday

**Carried**

**For: 5**

**Against: 0**



**18.4 Drug & Alcohol Policy**

File:	4.16
Author:	Dianne Daniels - Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	14 November 2016
Attachments:	Drug & Alcohol Policy

**Matter for Consideration:**

Council to consider adopting the draft Drug & Alcohol Policy for inclusion in the Policy Manual under 7.1 Staff Matters at 7.1.22

**Background:**

The preparation of a Drug & Alcohol Policy has been on the CEO's Action list for too long. WALGA Employee Relations have provided a proforma D&A policy, which has been streamlined to suit the Shire of Murchison.

**Comment:**

I met with Katherine Kempin, Senior OSH Consultant and Stuart McMahon, Strategic OSH Consultant from LGIS Workforce Risk Services during the WALGA Local Government Convention to discuss what the Shire of Murchison required from a Drug & Alcohol Policy and to get some direction on how we could develop a functional policy in our remote location.

The objectives for introducing a Drug & Alcohol Policy into the workplace include:

1. meeting general 'duty of care' obligations;
2. to eliminate hazards and risks that could arise from the use of alcohol and other drugs. A range of factors, both at the workplace and in people's personal lives, impact on their ability to work safely. The use of alcohol and drugs may be one of them and in some cases, this may lead to injury, damage to plant and equipment or worse, loss of life;
3. preventing uncertainty when situations arise – without a clear policy and supporting procedures in place it may be difficult to deal with certain situations when they arise, for example dealing with a worker impaired by drugs and/or alcohol at the workplace;
4. demonstrating management commitment to a safe workplace;

The attached Drug & Alcohol Policy has been reviewed by the workforce, with one only comment being returned and that was a concern that after work drinks would be banned on the premises. It was suggested that the paragraph on page 3 headed 'Consumption of Alcohol on the Premises' be amended to read:

'Except in situations where the Shire of Murchison holds a function on the premises and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace, during working hours.'

No allowance has been made for random drug and alcohol testing, except if management suspects an employee is under the influence of drugs and/or alcohol – refer page 4 'Identification of Impairment & Testing'. Council may wish to consider including random drug and alcohol testing in the policy.

**Statutory Environment:**

Occupational Safety & Health Act – responsibilities for safety & health in the workplace are placed on all parties at the workplace.

Misuse of Drugs Act 1981 – identifies offences concerned with prohibited drugs and plants in relation to premises

Road Traffic Act 1974 – identifies offences relating to driving a vehicle while under the influence of drugs and/or alcohol

Liquor Licensing Act 1988 – this deals with the sale, supply, possession and consumption of liquor on prescribed land

Workers Compensation and Injury Management Act 1981- disallows compensation for an employee if alcohol and/or drugs are involved in the employee's disablement

**Strategic Implications:**

N/A

**Policy Implications:**

The Policy Manual may be amended with the inclusion of a Drug & Alcohol Policy at 7.1.22

**Budget/ Financial Implications:**

Costs of medical assessments and random drug and alcohol tests have not been included in the budget and will need to be considered at Budget review time.

**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:**

WALGA Employee Relations  
LGIS Workforce Risk Services  
Workforce

**Recommendation:**

That Council adopt the Drug & Alcohol Policy as presented and attached.

*The CEO spent some time working through the Drug & Alcohol with Council. Staff had been given the opportunity to comment on it and the only concern was that they would like the words 'during working hours' added to the clause on page 3, which would then read "Employees must not consume alcohol in the workplace during working hours"*

*Discussion*

*Cr R Foulkes –Taylor is fine with adding "during working hours" to page 3.*

*Discussion followed in relation to self-testing. Cr R Foulkes-Taylor felt there was no incentive to self test. The CEO explained that someone may come to work and might think they are over the 0.00 limit but are not sure. Being able to self-test will encourage them to be self reliant. If employees self-test, they get two chances without facing disciplinary action.*

*The policy is to be amended at page 4 to include "The advantages to self-testing is that the employee has two chances to take responsibility for their own fitness for work without ending up in breach of this policy."*

*Cr E Foulkes-Taylor left the meeting at 4:02pm and returned at 4:04pm*

*Discussion in relation to Identification of Impairment and Testing. Cr R Foulkes-Taylor feels it is beneficial for management to have different options for action, as presented in the policy, if they are of the opinion that a staff member is impaired by drugs or alcohol.*

*The location of the breathalyser it to be determined in consultation with the crew.*

*Disciplinary Procedure. President M Halleen thinks it is unfair that the shire should pay for ongoing testing.*

*Cr M Williams suggested that page 2 Drug Use on the Premises be amended to include "Such behaviour will be subject to Disciplinary Procedure." and that page 5 Consequences of Breaching this Policy be amended to include '.....will be subject to the Disciplinary Procedure'.*

**Voting Requirements:****Council Decision:****Moved: Councillor R Foulkes-Taylor****Seconded: Councillor E Foulkes-Taylor**

That Council adopt the Drug & Alcohol Policy attached with the following amendments:

1. On Page 2, under the heading Drug Use on the Premises, replace the sentence: 'Such behaviour will result in disciplinary action which may result in termination of employment' with 'Such behaviour will result in the employee being subject to the Disciplinary Procedure in Relation to Drug & Alcohol Use.'
2. On page 3, under the heading Consumption of Alcohol in the Workplace, amend the sentence to read: 'Except in situations where the **Shire of Murchison** holds a function on the premises and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace during working hours.'
3. On page 4, under the heading Self-Testing, add the sentence: 'The advantage to self-testing is that the employee has two chances to take responsibility for their own fitness for work without ending up with a breach.'
4. On page 5, under the heading Consequences of Breaching this Policy, amend the sentence to read: 'An employee engaged by the **Shire of Murchison** who breaches the provisions of this policy will be subject to the Disciplinary Procedure in Relation to Drug & Alcohol Use.'

**Carried****For: 5****Against: 0****18.5 Amendment to Delegations**

File:	4.16
Author:	Peter Dittrich – deputy chief Executive Officer
Interest Declared:	No interest to disclose
Date:	14 November 2016
Attachments:	Extract of Delegated Authority Register - 16. Signing of Requisitions and Purchase Orders

**Matter for Consideration:**

Council to consider adopting the revised Register of Delegations - 16. Signing of Requisitions and Purchase Orders.

**Background:**

Local government can delegate certain authorities to the CEO pursuant to s.5.42 and s. 5.43 of the Local Government Act. The delegations must be in writing and a register of delegations must be kept and reviewed at least once every financial year. The Delegations were last reviewed at the Ordinary Meeting of Council on the 20<sup>th</sup> May 2016.

If a person is exercising a power or duty which they have been delegated, the Act requires them to keep records relating to the exercise of the power or discharge of the duty. The records are to include:

- (a) how the person exercised the power or discharged the duty; and
- (b) when the person exercised the power or discharged the duty; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

**Comment:**

The amendment to the Delegated Authority Register - 16. Signing of Requisitions and Purchase Orders that Council is requested to consider is the addition of a sub-delegation to the Customer Services Officer of \$500. The Customer Service Officer is involved in the obtaining of quotes and the arranging of ordering of items on behalf of other officers. The requested delegation will enable the role to be completed more efficiently.

**Statutory Environment:**

The Delegations of Authority are made to the Chief Executive Officer pursuant to section 5.42 and 5.43 of the *Local Government Act 1995* (the Act) and to Committees pursuant to section 5.16, 5.17 and 5.18. Where listed, some of these functions are delegated by the Chief Executive Officer to Shire of Murchison employees pursuant to section 5.44 of the Act.

*\*Absolute Majority*

**Strategic Implications:**

Objective 4 of the Community Strategic Plan calls for high levels of accountability, compliance with statutory requirements, openness and transparency. Reviewing the Delegations Register on an annual basis ensures that relevant parties are aware of their obligations.

**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:**

Some Delegations work in accord with the Policy Manual.

**Financial Implications:**

Nil

**Consultation:**

Nil

**Recommendation:**

That Council reviews the Register of Delegations - 16. Signing of Requisitions and Purchase Orders and adopts it as presented and attached.

**Voting Requirements:**

Absolute Majority

**Council Decision:**

**Moved: Councillor M Williams**

**Seconded: Councillor A Whitmarsh**

That Council reviews the Register of Delegations - 16. Signing of Requisitions and Purchase Orders and adopts it as presented and attached.

**Carried**

**For: 5**

**Against: 0**

**18.6 Christmas Office Closure**

File:	4.20
Author:	Dianne Daniels - Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	14 November 2016
Attachments:	N/A

**Matter for Consideration:**

Council to consider the annual Christmas shutdown period and date for the staff/councillor Christmas Function.

**Background:**

In previous years Council has closed the Office during the Christmas/New year period. There has also been a staff/councillor Christmas Function on the night prior to the commencement of break.

**Comment:**

Most of the outside crew will be on break from close of business Thursday the 22<sup>nd</sup> December 2016 recommencing on Monday the 23<sup>rd</sup> January 2017, though they may be able to break earlier than this if the sealing program progresses well.

It is proposed that the administration office will be closed from close of business Thursday the 22<sup>nd</sup> December 2016 until Monday the 2<sup>nd</sup> January 2017 inclusive. The CEO intends to work over that period, taking Public Holidays only, as she hopes to take three weeks leave from the 16<sup>th</sup> January 2017.

Council meeting is Friday 16<sup>th</sup> December and it is proposed that the staff/councillor Christmas dinner be held that evening.

**Statutory Environment:**

Nil

**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:**

Nil

**Consultation:**

Brian Wundenberg, Works Supervisor

**Recommendation:**

- That the arrangements made by the CEO regarding the annual shutdown period be endorsed.
- That the annual staff/councillor function to be held on the Friday 16<sup>th</sup> December commencing from 5:00pm

**Voting Requirements:**

Simple Majority

**Council Decision:**

**Moved: Councillor R Foulkes-Taylor**

**Seconded: Councillor M Williams**

- That the arrangements made by the CEO regarding the annual shutdown period be endorsed.
- That the annual staff/councillor function to be held on the Friday 16<sup>th</sup> December commencing from 5:00pm

**Carried**

**For: 5**

**Against: 0**

**18.7 CEO Request for Annual Leave**

File:	4.20
Author:	Dianne Daniels - Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	14 November 2016
Attachments:	N/A

**Matter for Consideration:**

Council to consider:

- the Chief Executive Officer's request for 14 days annual leave from Monday the 16<sup>th</sup> January 2017 to Friday 3<sup>rd</sup> February 2017 inclusive; and
- the appointment of Deputy Chief Executive Officer, Peter Dittrich, as Acting Chief Executive Officer for that period.

**Background:**

The CEO is entitled to 25 days annual leave each year and as of the 15/11/2016, has 20 days accrued.

**Comment:**

The CEO requests Council approval to take leave for the period commencing Monday 16<sup>th</sup> January 2017 to Friday 3<sup>rd</sup> February 2017 inclusive (14 days annual leave plus the Australia Day Public Holiday).

There is no meeting scheduled for January.

Deputy Chief Executive Officer, Peter Dittrich is happy to act in the role of Chief Executive Officer during the leave period and I suggest that he is paid at the rate that the CEO is currently paid during that period,

**Statutory Environment:**

The Local Government Act 1995 Division 4

5.36. Local government employees

(1) A local government is to employ —

(a) a person to be the CEO of the local government; and

(b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

Although there are no Regulations concerning the appointment of a Relieving CEO it would be prudent to ensure the appointment is formalised.

**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 Administration Salary Budget covers this expense.

**Consultation:**

Nil

**Recommendation:**

That Council approves 14 days annual leave for the Chief Executive Officer for the period commencing Monday 16<sup>th</sup> January 2017 to Friday 3<sup>rd</sup> February 2017 inclusive; and  
That, subject to the CEO's leave approval, Council approves the appointment of Peter Dittrich as Acting Chief Executive Officer for the period commencing Monday 16<sup>th</sup> January 2017 to Friday 3<sup>rd</sup> February 2017 inclusive and that Peter is paid at the CEO's current rate during that time.

**Voting Requirements:**

Simple Majority

**Council Decision:**

**Moved: Councillor E Foulkes-Taylor**

**Seconded: Councillor M Williams**

That Council approves 14 days annual leave for the Chief Executive Officer for the period commencing Monday 16<sup>th</sup> January 2017 to Friday 3<sup>rd</sup> February 2017 inclusive; and

That Council approves the appointment of Peter Dittrich as Acting Chief Executive Officer for the period commencing Monday 16<sup>th</sup> January 2017 to Friday 3<sup>rd</sup> February 2017 inclusive and that Peter is paid at the CEO's current rate during that time.

**Carried**

**For: 5**

**Against: 0**

**18.8 Provision of Fuel to Dogger**

File:	13.2
Author:	Dianne Daniels – Chief Executive Officer
Interest Declared:	Nil
Date:	15 November 2016
Attachments:	Nil

**Matter for Consideration:**

Council to consider providing fuel to the doggers contracted to CRBA.

**Background:**

The Wild Dog Working Group met on the 16<sup>th</sup> September 2016, with Cr Andrew Whitmarsh, CEO Dianne Daniels and Community Member/Dogger, Reg Seaman in attendance.

It was suggested by Mr Seaman that Council make a contribution to the doggers' fuel costs, mentioning that the Shire of Upper Gascoyne contribute to their doggers' fuel costs. Councillor Whitmarsh clarified that Upper Gascoyne receive funding from CRBA.

**Comment:**

No allowance has been made in the 2016/17 budget for the provision of fuel to doggers.

**Statutory Environment:**

Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution\*; or
- (c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

**Strategic Implications:**

Objective 2 of the Strategic Community Plan is to 'improve the sustainability and condition of the environment.' Environmental initiatives undertaken by the Shire to protect and rehabilitate the Shires natural environment and support the pastoral industry, includes the provision of an amount in the budget to pay a wild dog bounty and to provide bait meat to doggers.

**Policy Implications:**

Nil

**Budget/ Financial Implications:**

There is no provision in the budget to provide fuel to doggers.

**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:**

Nil

**Recommendation:**

That council consider the request for the provision of fuel to doggers as part of the 2017/18 budget deliberations.

*Discussion*

*Cr M Williams spoke against the motion – the doggers are contracted to CRBA and paid a provision.*

**Voting Requirements:**

Simple majority

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

That Doggers are contracted to the CRBA and so no consideration will be given to the provision of fuel to doggers in the 2017/18 budget.

**Carried****For: 5****Against: 0****19. NOTICE OF MOTION***Nil***20. CEO ACTIVITY REPORT**

<b>Date</b>	<b>Activity</b>
17/10/2016	Admin Meeting
17/10/2016	Meeting with Works Supervisor
18/10/2016	Phone Conversation from Anthony Quahe re Audit Reg 17 Review due by 31 December – decided to do in-house this year, as this biennial audit was not budgeted for.
19/10/2016	Teleconference with Tully Clayton and the senior graphic designer from Market Creations regarding the design concepts for the logo
21/10/2016	Council Meeting
24/10/2016	Performance Reviews x 2
24/10/2016	Admin Meeting
24/10/2016	Meeting with Works Supervisor
25/10/2016	am meeting Main Roads Geraldton re SKA Access Roads
25/10/2016	pm meeting Universities Centre Geraldton – SKA Stakeholders Meeting
26/10/2016	Deputy Chief Executive Officer, Peter Dittrich, formally employed.
26/10/2016	Meeting with DCEO
27/10/2016	MRWA RRG Meeting Geraldton
31/10/2016	Admin Meeting
2/11/2016	Reviewed quotes (6 of) for Design, Tender Management, Superintend Seal C-M Road south of Ballinyoo Bridge with Works Supervisor and DCEO
3/11/2016	Meeting with Works Supervisor & DCEO to phone referees for above work
3/11/2016	Meeting with DCEO
3/11/2016	Performance Reviews x 2
4/11/2016	Murchison Zone of WALGA meeting in Cue
7/11/2016	Tool Box Meeting – Works Supervisor out of action after weekend accident.
7/11/2016	Commence recruitment for Acting Works Supervisor to temporarily replace Works Supervisor who had an accident on the weekend.
8/11/2016	Coordinate Works crew; continue recruitment for AWS; discuss requirements for roll-out-lawn with Gtn Turf Farm
8/11/2016	Met with prospective Acting Works Supervisor at the Settlement
9/11/2016	Gtn Turf Farm on-site to roll-out lawn
9/11/2016	Spoke with prospective Acting Works Supervisor, Bob Edwards and checked referees
10/11/2016	Contracted Bob Edwards as AWS, at least until Christmas break. Can stay longer if need be. Contracted to commence Monday 14/11/2016
10/11/2016	Meeting with DCEO
10/11/2016	Commence Audit Reg 17 Review
14/11/2016	Pre-start meeting – introduce Bob Edwards to crew.
14/11/2016	Induct Acting Works Supervisor and prioritise works.
15/11/2016	Meeting with Acting Works Supervisor to discuss status of sealing works due to commence 28 November.



**Recommendation:**

That the CEO's Activity Report be accepted.

**Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor M Williams</b>	<b>Seconded: Councillor A Whitmarsh</b>	
That the CEO's Activity Report be accepted		
<b>Carried</b>	<b>For: 5</b>	<b>Against: 0</b>

**21. URGENT BUSINESS****21.1 That Council Wave the Sports Club Venue Fee for the Landor AGM on 3<sup>rd</sup> December 2016**

President M Halleen declared an impartiality interest.

<b>Council Decision:</b>		
<b>Moved: Councillor R Foulkes-Taylor</b>	<b>Seconded: Councillor A Whitmarsh</b>	
That council wave the Sports Club Venue fee for the Landor AGM on 3rd December 2016.		
<b>Carried</b>	<b>For: 5</b>	<b>Against: 0</b>

**25. MEETING CLOSURE**

The meeting closed at 4:44pm.