



Western Australia

Agenda for the Ordinary Meeting of the Murchison Shire Council,
To be held in the Council Chambers, Carnarvon Mullewa Road, Murchison,
On Thursday 22nd November 2018, commencing at 12 Noon.

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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

15 December 2018

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Nil

8. CONFIRMATION OF MINUTES

8.1 Ordinary Council Meeting – 25 October 2018

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 25 October 2018 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 25 October 2018 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
1	Community Project Officer	Working Group held a telephone conference to discuss funding.	Awaiting release of grant funding. If delayed a budget amendment will be proposed.
2	Cemetery and Remembrance Walk	Community Advisory Group inspected niche wall area and marked layout.	Quote to be sought for 7.5m x 1m x 0.3m wall.
3	Review of Road Network	Council to conduct a whole of shire road review. Establish roads to be closed/position of roads etc. and work with Landgate and surrounding shires. The status (ie a road defined by description; a dedicated road; a gazetted road; a closed road) of roads no longer maintained needs to be identified before the Shire can progress with this.	Working with Paul Dean of Landgate and Brad Harken of Department of Lands, Planning and Heritage to identify dedicated/gazetted roads.

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 – Acting Works Supervisor

Key	Plant Description	Year	Rego	Total Costs	Recovery	Plant Hours YTD
P001	JD 770G Grader	2011	MU1063	23,917.95	48,965.00	699.5
P004	Ford New Holland Tractor	2006	MU 380	956.05	0.00	0
P005	Dolly	2001	MU 2003	825.51	0.00	0
P007	UD Nissan Prime Mover Truck	2009	000 MU	19,233.58	8,730.00	194
P008	Dolly	2000	MU 2009	972.57	4,155.00	415.5
P009	Iveco Prime Mover	2003	MU1065	8,617.05	26,640.00	592
P010	Iveco Tipper 2004	2004	MU 00	2,963.86	0.00	0
P011	Komatsu D85A BullDozer	1997		32,073.95	21,636.50	198.5
P013	Low Loader Float	2008	MU 663	2,784.09	3,180.00	53

Key	Plant Description	Year	Rego	Total Costs	Recovery	Plant Hours YTD
P014	Low Loader Float	2001	MU 2004	3,499.60	0.00	0
P017	Trailer - Evertrans Side Tipper	2001	MU 662	1,741.72	7,001.50	368.5
P018	Trailer - Side Tipping Roadwest	2001	MU2010	1,862.62	7,666.50	403.5
P024	Water Tanker Trailer	2005	MU 2024	6,586.16	12,625.50	664.5
P027	Volvo L110E Loader	2006	MU 65	23,840.73	13,650.00	210
P028	LV Isuzu D-Max 4x4	2009	MU 300	6,372.48	0.00	0
P032	Genset - Construction			8,784.75	0.00	0
P033	Genset - Maintenance 13 KVA			3,586.03	0.00	0
P034	Genset Perkins On Mechanic Truck			409.09	0.00	0
P035	Genset Power House	2011		60,047.95	59,704.37	0
P041	Loader CAT 938 GII	2004	MU 193	15,282.10	6,045.00	93
P043	BOMAG Roller (Rubber)	2012	MU1027	5,068.43	7,400.00	185
P048	Howard Porter Flat Trailer - Construction Gen	1979	MU 2026	472.16	0.00	0
P049	Howard Porter Fuel Trailer	1972	MU 2005	326.77	0.00	0
P055	Toyota Prado 3.0I T/D 5 door Wgn	2012	MU1011	4,274.32	4,055.00	0
P057	Great Wall 2012 Gardeners Ute	2012	MU 167	1,956.83	0.00	0
P059	Trailer - 45ft Flat top	1978	MU2044	2,576.79	475.00	25
P060	Patient Transfer- Mercedes Sprinter	2004	MU 1009	1,709.64	1,525.14	0
P061	Kenworth T604 Prime Mover	2004	MU 000	56,222.58	20,340.00	452
P064	Isuzu FRR500 5-Tonne Truck	2013	MU 140	41,204.47	9,594.00	123
P065	Generator 9 KVA Kuboto Machine	2013		1,147.61	0.00	0
P067	Trailer - Side Tipper Roadwest	2013	MU2042	3,571.65	7,666.50	403.5
P068	BOMAG Padfoot Roller BW211PD-4 - Yellow	2013	MU1071	14,532.10	12,080.00	302
P072	Isuzu Fire Truck	2013	MU1068	8,546.66	7,901.59	0
P073	Toyota Fire - Fast Attack	2014	MU1069	7,274.96	7,274.96	0
P077	Kubota U25-3 Mini Excavator & Attachments			1,160.33	3,450.00	69
P080	Fuso Canter	2017	MU120	5,176.02	3,939.00	50.5
P081	John Deere 670G Motor Grader	2017	MU105	23,411.35	49,070.00	701
P082	Isuzu/Dmax Sx - Works Supervisors Vehicle	2017	01 MU	8,796.32	2,587.50	172.5
P086	Maxitrans Tandem axle Dolly	2012	1TNW068	0.00	3,215.00	321.5
P15006	Truck - Isuzu NPR 65/45	2015	MU1018	7,798.75	8,073.00	103.5
P16063	Toyota Prado	2016	MU 0	5,039.72	0.00	0
P16075	Kubota Tractor B2301 HD with mower deck	2016		1,660.11	1,064.00	76

13.2 Works Report – Acting Works Supervisor

Construction

The construction crew are still working on the 4.5km section on the Beringarra - Pindar Road resheet. The culvert at SLK 286.720 will be installed at the beginning of the week of November 19, 2018. This should take about 2 and a half days, thereafter the floodway will be reconstructed at SLK 288.060. Once this job is completed the crew will be required to do some road maintenance due to the gravel being carted over 17kms. We have put on an extra watercart from Lenane Holdings to assist with some preventative maintenance in the interim. On a positive note and without tempting fate we have had a good month with regard to breakdowns and other interruptions. I would also like to draw to Councils attention a really positive “can do” attitude that appears to be prevalent within the crew at present.

Maintenance

The maintenance crew have finished the Carnarvon - Mullewa Road to the south boundary. Graded back along the Twin Peaks - Wooleen road and finished the approaches to the new grid at Twin Peaks homestead. They have also completed some grid maintenance on the Beringarra - Pindar road and the Meeberrie - Woollen road. After the storm at Twin Peaks on November 10, 2018 they had to return and do some repairs on the Twin Peaks - Wooleen road. They are now grading from the north boundary on the Carnarvon - Mullewa road, repairing blowouts and potholes. Hopefully this should see us through until the flood damage repairs get underway.

Dozer Contractor

The Shire has engaged Rowe Contractors from Carlaminda Station, Yalgoo to stockpile future gravel requirements on the Beringarra - Pindar road and the Carnarvon - Mullewa road. Once completed they will do some pit rehabilitation on the Beringarra - Pindar road behind the construction crew as they return to Yalgoo.

Acting Works Supervisor onsite meeting – November 5, 2018

The acting Works Supervisor attended an onsite meeting with Bernie O’Sullivan from B&J Catalano and two representatives from Bitutek regarding the seal failure on the Carnarvon Mullewa road south of the Ballinyoo Bridge. At the time of writing this report we have yet to receive any feedback from either B&J Catalano or W.M.L.

Recommendation:

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

Voting Requirements:

Simple majority

Council Decision:		
Moved: Councillor		Seconded: Councillor
That the Acting 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

16. FINANCE

16.1 Financial Activity Statements to 31 October 2018

File:	4.37
Author:	Peter Dittrich – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	17 November 2018
Attachments:	Financial Activity Statements to 30 September 2018 Statement of Financial Position Operating Statement by Program Operating Statement by Nature & Type Accounts Activity General Ledger Trial Balance

Matter for Consideration:

Council is to consider adopting the Monthly Financial Statements for October 2018.

Background:

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

Comment:

The Current Position at 31 October 2018 is a surplus of \$3,751,940

	Budgeted closing surplus YTD	\$3,165,263
Plus	Variance to Opening Funding Surplus	-37,495
Plus	Operating revenue up	86,185
Less	Operating Expenditure up	-482,230
Less	Operating activity excluded	-48,779
Plus	Investing activities down	434,440
Plus	New Debentures up	0
Less	Transfers from reserve down	0
Less	Repayment of Debentures up	0
Plus	Transfers to reserves down	0
	Total Variances	-47,879
	Actual Surplus as at 31 October 2018	\$3,117,384

The following Term Deposits are currently held as at 31 October 2018:

Muni

Term Deposit 531423	\$500,000.00	2.69%	Maturity 29/01/2019
Term Deposit 531431	\$1,000,000.00	1.90%	Maturity 29/11/2018
Term Deposit 529817	\$503,490.96	2.70%	Maturity 06/12/2018
Term Deposit 249753	\$500,000.00	2.69%	Maturity 30/12/2018

Trust

Crosslands MCF Term Deposit	\$380,350.18	2.71%	Maturity 25/11/2018
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Reserve

Term Deposit 531458	\$750,000.00	1.93%	Maturity 29/11/2018
Term Deposit 531466	\$1,000,000.00	2.36%	Maturity 29/01/2019
Term Deposit 218770	\$1,000,000.00	2.67%	Maturity 21/12/2018
Beringarra Cue Road Reserve Term Deposit	\$2,530,497.70	2.71%	Maturity 18/11/2018

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

File:	4.37.1
Author:	Peter Dittrich – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	17 November 2018
Attachments:	EFT & Cheque Details for October 2018

Matter for Consideration:

Endorsement of accounts paid during the month of October 2018.

Background:

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

Comment:

A list of payments made during the month of October 2018 is attached.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

Regulation 13 states:

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

Strategic Implications:

None

Policy Implications:

None

Budget/Financial Implications:

Payment from the Municipal, Trust and Reserve Bank Accounts.

Sustainability Implications:

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

Consultation:

Moore Stephens

Recommendation:

That the accounts for the Month of October 2018, as per the attached Schedule presented to this meeting including \$971,068.88 from Municipal Account \$104.80 from Trust Account and \$38.85 from Oasis Roadhouse totalling \$971,212.53 be endorsed by Council.

Voting Requirements:

Simple majority

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

17. DEVELOPMENT

Nil

18. ADMINISTRATION

18.1 Record Keeping Plan

File:	4.41
Author:	Peter Dittrich
Interest Declared:	No interest to disclose
Date:	16 November 2018
Attachments:	Record Keeping Plan

Matter for Consideration:

Council to consider the adoption of the Shire of Murchison Record Keeping Plan Revision 4.0.

Background:

The State Records Act 2000 governs recordkeeping within State and Local government organisations in Western Australia. Under the Act, every elected member, employee (including temporary staff) and contractor of a government organisation will have some responsibility for creating and keeping records relating to their work.

The State Records Act 2000 requires that each State organisation have an approved Record Keeping Plan (RKP) and the RKP must be reviewed every five years. The 2013 was prepared in conjunction with a Records Management Consultant.

The administration has been continuing to work towards the development of better recordkeeping systems for the shire. It is intended that the Shire will implement the key words for councils system which is the benchmark system used in most shires.

As required by the State Records Commission, the RKP has been reviewed and amended and a Disaster Recovery Plan developed. The amended plans will be forwarded to the Commission prior to the 5 December 2018.

We need to make improvements in the following areas:

- Capturing elected members records (Surface Pros to be issued)
- Electronic Records and email management
- Development of an Electronic Data and Records Management System (EDRMS)
- Elected member, staff & contractor records management inductions
- Website management

Statutory Environment:

Local Government Act 6.6.5 Accounts and Records
 State Records Act 2000
 State Records Principles and Standards 2002
 General Disposal Authority for Local Government

Strategic Implications:

A compliant Record keeping Plan assists the Shire of Murchison to meet Objective 4 of the Strategic Community Plan – To Provide Good Governance to the Murchison Shire.

Policy Implications:

A compliant Record Keeping Plan assists the Shire of Murchison in meeting the objective of the Records Management Policy

Financial Implications:

N/A

Consultation:

Shire of Lake Grace
 Shire of Meekatharra

Recommendation:

That Council adopt the Shire of Murchison Record Keeping Plan 2018.

Voting Requirements:

Simple Majority

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

19. NOTICE OF MOTION

Nil

20. CEO ACTIVITY REPORT

Date	Activity
19.10.2018	Kevin Ferguson – CSIRO – letter of update of actions
19.10.2018	Nic Chadbourne – St John Ambulance – Community Safe review – remote medical consultations and possible ambulance sub centre
24.10.2018	Geof King CSIRO – Telephone call re Radio quiet signs
29.10.2018	Peter Sims – Rivet Mining Services – Discuss quotes for engineering review of road
07.11.2018	Jason Rushton – CGG – discuss Beringarra-Pindar Road use by mine.
07.11.2018	Erin Maher – DWER – discuss water licence compliance and metering
12.11.2018	Peter Sims – review of quotes.
13.11.2018	Main Roads – discussion and letter in relation to SKAAR Project Contract Manager Change
15.11.2018	Submission of Building Better Regions Fund grant application – Interpretative Centre and seal of road to south boundary.

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

Nil

22. ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Nil

23. MEETING CLOSURE